eRA Project Team Meeting Minutes

Date: Tuesday, February 8, 2005
Time: 9:00–10:30 a.m.
Location: Rockledge 1, 5th floor conference room
Chair: Izja Lederhendler, Jim Cain

Next Meeting: Tuesday, March 8, 9:00 a.m., Rockledge 1, 5th floor conference room

Action Items

1. (All) Send ideas/comments soon on FY 2006 planning issues to chairpersons of appropriate planning group: Janna Wehrle for End-to-End Processing; Patti Gaines for Knowledge Management; Mark Siegert for External Drivers; Jennifer Flach for Electronic Receipt.

2. (Scarlett Gibb) Find out whether ramping up work on Public Access will delay the Commons release slated for May and inform Tom Tatham and Everett Sinnett.

3. (Pete Morton) Email suggested wording to enhance vision statement to Izja Lederhendler

4. (All) Suggest new name for new entity created by the merger of eRA and Office of Reports and Analysis (ORA), both part of the Office of Extramural Research. In the interim, the entity has been named Office of Electronics Research and Reports Management (OERRM).

Handouts

❑ eRA FY05 Approved Initiatives

http://era.nih.gov/docs/FY2005 Approved Priorities w-Dependencies.pdf

❑ FY05 Functional Groupings

http://era.nih.gov/docs/FY2006 Functional Groupings with Dependencies.pdf

❑ OERRM Vision (draft proposal)

http://era.nih.gov/docs/OERRM Draft Vision.pdf

Opening Remarks

Izja Lederhendler

❑ Izja reported that the FY2005 priorities were approved by eRA's governance body, the Extramural IT Working Group.

❑ The budget request for FY2006 is being developed.

❑ He noted that the organization is going forward with planning for 2006 in a tough budget year.

❑ Izja said that an update will be given to the Project Team in the near future on the reorganization of OERRM (Office of Electronic Research and Reports Management), the

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new organization created by the merger of eRA and the Office of Reports and Analysis (ORA; now Division of Reports and Analysis (DRA)).

❑ Izja said he has a vision for the new organization that he heads as director and has articulated that in a vision statement. He said he would like to create a strong Project Management operation at OERRM and spelling out his vision is a first step towards defining where the organization is headed.

❑ Izja is briefing NIH Director Dr. Elias Zerhouni today (Feb. 8) on the results of eRA's recent Independent Validation and Verification (IV&V) report.

❑ Izja will provide a preview of eRA's FY2006 budget request to the Extramural IT Working Group and its parent group, the IT Working Group, tomorrow (Feb. 9). Also on the agenda is a detailed explanation of eRA's operating and maintenance budget.

❑ An update is planned for the Extramural Program Management Committee (EPMC) on electronic grants and how eRA is working with NIDDK, NCI and other issues.

❑ Izja noted that eRA passed a milestone with the electronic receipt of R01, R03 and R21 grant applications on Feb. 1. Although the numbers of electronic grant submissions were small, nevertheless there is pride in eRA having opened electronic submission of select grant applications to all grantees. The issue, he said, was not how many applications were received, but whether they were received successfully. In the coming years, Izja said he planned to push for all R01s to be submitted electronically and to also push for eSNAPs to be submitted electronically. An R01 is the standard NIH research project grant. eSNAP allows grantees to seek a continuation of a PHS-supported grant by submitting a progress report electronically.

Fiscal Year 2005 Approved Plan

Izja Lederhendler

Izja gave out two handouts detailing the approved priorities for FY2005. One handout showed priorities highlighted in yellow, indicating that they will be completed in FY05: **http://era.nih.gov/docs/FY2005 Approved Priorities w-Dependencies.pdf.** Priorities in white are not funded and will be incorporated subsequently, funds permitting. Some priorities were dependent on other priorities and those dependencies were listed on the chart. OPDIV transition is mandatory for eRA and the light blue indicates it will be paid for by the Department; this refers to the funding for OPDIV transition supplied through the Information Technology Investment Review Board (ITIRB) and governed by the Enterprise Grants Management System (EGMS). The bright yellow indicates funding for Knowledge Management that is provided by the Department and specified to be used for KM. So far, the Department has allocated $1.8 million for the KM disease coding pilot. The pale green for Public Access indicates that eRA has not identified funding but requested funding as a separate item.

The second handout showed the priorities sorted by functional groups: **http://era.nih.gov/docs/FY2006 Functional Groupings with Dependencies.pdf**

❑ Operations and Maintenance (O&M) costs account for over 50 percent of eRA's budget and therefore are an important item. The ITWG has chosen eRA's O&M costs as one of two areas that it will take a detailed look at in FY2005. Izja said he has requested a cost breakout for every line item within O&M.

❑ eRA will continue to proceed aggressively on electronic receipt of grant applications

❑ The department has placed eRA on an aggressive schedule to integrate the OPDIVs. eRA will continue to bear the costs of base system-related activities needed by NIH regardless of OPDIV use of the system. Items that are specific to OPDIV transition will be paid for with Department funds supplied through the Information Technology Investment Review Board (ITIRB) and governed by the Enterprise Grants Management System (EGMS).

❑ The Training Activities (TA)/Payback area will be partially paid for out of the eRA budget; the rest will come from TA funds that Walter Goldschmidts has obtained.

❑ Public Access is a mandatory requirement for eRA. Another mandatory requirement is Knowledge Management Disease Coding, which is going forward.

FY 2006 Planning Process

Izja Lederhendler

Izja reported that the planning process for Fiscal Year 2006 began with an initial meeting that included some representation from OPDIVs and Advocates. Four groups have been assigned to work in four different areas:

- o Electronic Receipt of Grant Applications, chaired by Jennifer Flach

- o End-to-End Grant Processing, chaired by Janna Wehrle

- o Knowledge Management, chaired by Patti Gaines

- o External Drivers and Effect on eRA, chaired by Mark Siegert

❑ Izja noted that the external drivers include Grants.gov and OPDIVS, who will all have an effect on eRA operations.

❑ The new organization will involve some changes. For instance, what will be eRA's role in reporting now that it has merged with the Office of Reports & Analysis?

❑ Data quality issues need to be addressed

❑ Izja said the planning groups were working on an aggressive schedule, with the FY2006 request to be submitted by March 23. He urged those interested to send ideas/comments on the FY 2006 planning issues to chairpersons of appropriate planning group as soon as possible.

Discussion: Carlos Caban asked if OERRM would move to fund unfunded items (depicted in white) once it had completed its funded tasks (highlighted in yellow). Izja responded that several issues such as OPDIV integration, Knowledge Management, OERRM reorganization, Public Access and the Co-Principal Investigator issue would create pressure on OERRM this year. He expected the overall budget to be plus or minus 5 percent this year (as opposed to plus or minus 10 percent last year).

Tom Tatham and Everett Sinnett asked if the May release for Commons would be delayed once eRA got the green light to go ahead with the eRA component of Public Access. eRA is allowing the National Library of Medicine system (NLM) to use Commons User IDs to authenticate Principal Investigators' uploading of documents. Public Access is a NIH initiative to give the public speedy access to published articles resulting from NIH funded research and scientists are

being encouraged to upload these articles within 12 months of publication to a Web-based archive maintained by NLM. Scarlett Gibb said she would find out and get back to Tom and Everett.

In response to a question, Izja noted that Phase 1 of the DataMart, a database of information modeled on one created by the National Cancer Institute, involved bringing in a small amount of contracts data to IMPAC II. The second phase would involve putting DataMart into production and bringing in OPDIV data to IMPAC II so that OPDIVs could mine it.

> **Action: (All) Send ideas/comments soon on FY 2006 planning issues to chairpersons of appropriate planning group: Janna Wehrle for End-to-End Processing; Patti Gaines for Knowledge Management; Mark Siegert for External Drivers; Jennifer Flach for Electronic Receipt.**

> **Action: (Scarlett Gibb) Find out whether ramping up work on Public Access will delay the Commons release slated for May and inform Tom Tatham and Everett Sinnett.**

OERRM Vision

Izja Lederhendler

Izja said it was important to articulate a vision for the organization because it provided a framework for its future path. Doing so enabled him personally to "set my feet in a place from where I can walk." The vision was distinct from the organization's mission, which is clearly to support NIH and its goals. Izja said he is open to suggestions on strategies to achieve the vision: **http://era.nih.gov/docs/OERRM Draft Vision.pdf**

Izja noted that he is open to alternate names for the new office (currently Office of Electronic Research and Reports Analysis or OERRM) and announced a contest, urging everyone to send in their suggestions for a new name. He also asked the team to think about whether eRA (electronic Research Administration) should be rebranded. He cited feedback from the Department that a Google search of eRA has too many non-related meanings and that the acronym does not market well outside of NIH where people do not understand what the acronym stands for.

Discussion: Pete Morton said that the vision statement starts and ends with a NIH focus and wondered if the organization should reflect a broader perspective. Izja responded that the organization is trying to develop a system that is flexible and accommodates systems outside NIH and that is reflected in the vision statement. However, it is important that the organization not move away from the integrity of its mission – that of supporting NIH and its goals. Pete said he would email some suggested wording.

Sandy Karen of HRSA asked to what extent the new organization would be charged with developing standardized NIH business processes. She noted that as OPDIVs migrate to NIH systems, it is crucial that OPDIVs know how to fit into NIH; standardized business processes are essential to integrating the OPDIVs. Izja responded that his organization is working aggressively to carry out both business modeling and architecture modeling within the capacity of their resources. Scarlett Gibb and Mark Siegert are both working on documentation – fit/gap analysis and reverse engineering – to fill in the gaps. A wonderful chart of the NIH business processes is being created and will be placed on the Project Team agenda and posted on the website as soon as it is completed.

Action: (Pete Morton) Email suggested wording to enhance vision statement to Izja Lederhendler.

Action: (All) Suggest new name for new entity created by the merger of eRA and Office of Reports and Analysis (ORA), both part of the Office of Extramural Research. In the interim, the entity has been named Office of Electronics Research and Reports Management (OERRM).

Attendees

Ashley, Richard (RNS)

Bukowski, Maria (OD)

Burns, Amy (LTS/PCOB)

Caban, Carlos (OER)

Cain, Jim (OER)

Cox, Michael (OER)

Cummins, Sheri (LTS)

Diggs, Lana (OD)

Dutcher, Sylvia (Mitretek)

Evans, Brian (IBM)

Fadeley, Vickie (OER/OPERA)

Faenson, Inna (OD)

Finch, Dorrette (ORA)

Flach, Jennifer (OD)

Frahm, Donna (OER)

Gaines, Patti (OER)

Horton, Marcia (HRSA)

Karen, Sandra (HRSA)

Katzper, Linda (OD/DEIS)

Kinley, Teresa (CDC)

Lederhendler, Israel (NIMH)

Lynch, Peggy (IBM)

Martin, Carol (NHGRI)

Milner, Tina (OD)

Morris, Richard (NIAID)

Morton, Larry (OER)

Morton, Pete (CIT)

Moyer, Skip (AHRQ)

Porter, Yvette (OD)

Salata, Kalman (CSR)

Siegert, Mark (OER)

Simms, Sophonia (OD)

Sinnett, Everett (CSR)

Soto, Tracy (OD/DEIS)

Subramanya, Manju (LTS/PCOB)

Tatham, Thomas (CSR)

Taylor, Jean (Discovery Logic)

Tucker, Jim (OER)

Twomey, Tim (OD)

Walker, Cathy (OER)

Wehrle, Janna (NIGMS)

Zhen, Changqing (IBM)