



# Population Tracking Users Group

---

**Date:** Thurs., June 17, 2004  
**Time:** 9:00–11:00 a.m.  
**Location:** Rockledge 2, Room 9100  
**Chair:** Carlos Caban

**Next Meeting:** July 15, Thurs., 9–11 a.m., Rockledge 2, Room 9100

---

## Announcements

**New member**—Carlos Caban introduced Viktoriya Anufriyeva, who is replacing Melissa Hirsch and will be working closely with Pop Tracking. Please continue to send “bugs” and questions to the Helpdesk IMPAC II so the bugs can be tracked and forwarded appropriately, rather than sending them to Melissa or Viktoriya.

**MEO**—Carlos announced that the new Division of Extramural Activities Support (DEAS) group has been established and officially will be operational on October 3. This group will provide data entry services for Pop Tracking. Mary Lou Prince, who was an active member of the group and involved in Pop Tracking in her IC, has taken on a new position as a supervisor in DEAS. The supervisory staff is in place and they will be interviewing people to fill the many positions in the group in the coming weeks.

**QVR**—The QVR team has developed a few reports for Pop Tracking staff but needs more input as to other types of reports. Carlos asked for volunteers to meet with QVR analysts to discuss this issue. The following people volunteered to be on this committee: Diane Yerg, Carmen Richardson, Catherine Roca, Angela Lingham, Tintera Fobbs, Kim Witherspoon and Karen Bashir.

## Web QT

Daniel Fox and Tina Milner presented the Web Query Tool, or Web QT, which is the eRA’s new enterprise Web query tool running off the J2EE Web Query engine. It is designed to provide operational support by offering a single query tool. It queries the Online Transaction Processing (OLTP) production database and will provide all of the capabilities of QuickView, ICSTORE and CRISP Plus and will eventually replace them.

Web QT was developed in response to the move from a client-server to J2EE architecture, which allows access to modules through the Internet. J2EE allows modules to be changed independent of client software, eliminating the expensive and time-consuming updating of all computers and servers when changes are made to the software.

There was a new release of Web QT in June and will be another in July, which will release it to all users. Looking ahead, there will be Roadmap functionality, user interface changes to mimic QuickView search capabilities and an external version for the Commons.

Anyone interested in testing the Web QT or participating in the focus group should contact Patti Gaines ([gainesp@od.nih.gov](mailto:gainesp@od.nih.gov)) or Tina Milner ([milnerta@od.nih.gov](mailto:milnerta@od.nih.gov)).

## Pop Tracking Module Updates

Carlos announced that the maintenance contract has been awarded to the same contractor who worked on the project before. This means that they can start work immediately on maintenance requests.

**Roles**—Role hierarchy will be implemented in the July release. Each IC will determine who has which role. Each Pop Tracking role—data entry, read-only, program approval and superuser (override)—will be given a specific set of permissions. The Release Notes will include a description of each role.

**Future changes**—Carlos and the analysts are developing the next set of changes for Pop Tracking. Carlos is looking for input as to what people need for the next release. He's also talking with the eRA Program User Group and eRA staff about how to integrate Pop Tracking more closely with the Program Module.

## Follow up to the Inclusion Tracking Meeting Recommendations

Carlos reported that he presented revisions to the Children Inclusion Policy and additions to the Inclusion and Human Subject Policies and Codes to Review Policy Committee (RPC), Project Officers/Program Officials Forum (POPOF), Grants Management Advisory Committee (GMAC) and Extramural Program Management Committee (EPMC). They have been approved. He now will seek NIH approval and publication of a revised Guide notice, revision of PHS 398, Reviewer Instructions and other NIH documents, and eRA System (IMPAC II) changes.

## Information Items

**Snapshot**—The Pop Tracking Snapshot is available in the Program Module Grant Folder and includes protocol information, target data, enrollment data, and the Phase III checklist if applicable. It also will be added to other business-area grant folders.

**Type 5 progress reports**—OER and eRA are investigating scanning all Type 5 progress reports beginning October 1 and making them available in the Grant Folder of the eRA System. Thus the enrollment tables also will be available electronically if not entered via eSNAP. The target enrollment tables already are available in the scanned competitive Type 1 and 2 applications in the Grant Folder.

**New website**—There is a new OER Human Subjects website that addresses the issues of human subjects, which should be of interest to this group:

<http://odoerdb2-1.od.nih.gov/oer/policies/hs/index.htm>.

It provides, in one place, HHS and NIH requirements and resources for NIH staff who have responsibilities for applications, cooperative agreements and contracts that include human subjects research.

## Enhancements to the Population Tracking Grant Snapshot Report

The group reviewed a typical Grant Snapshot report and provided the following suggestions.

### Project Information page

- The title, *Status*, under Project Information needs a descriptor of some sort.
- The title, *Tracking Exception under Admin Codes*, should be *Tracking Code*.
- Suggest designating protocol/PI. There often are more than one PI/protocol in a project.
- What would trigger this report? It should be available after approval for funding when it is given a “00” tracking code, presumably during preparation for funding.
- Status Code: 05 means awarded. What are the other codes and should they show?
- This report is at the grant level. It shows that there is a clinical trial and there may be a Phase III clinical trial. There is much confusion about the designation “Clinical Trial” versus “NIH-defined Phase III clinical trial.”

### Protocol Information page

- Add the PI name to this page.
- Put the Grant Number somewhere below the title/header section. People don’t tend to look for it above the bold rule (line).
- Add a colon after the following titles: P-Phase III, Protocol Study Start Date, eSNAP Status.
- Change the title **Code** to **IC Protocol ID**.
- Add **Protocol x of x**.
- Add **Protocol Study End Date**.
- Add budget start and end dates.
- For **eSNAP Complete Code**, add note listing the codes and what they mean: N (not completed), I (initiated), C (completed).
- Reduce the size of the title **Foreign Protocol Countries** and/or move it.
- Need better wording for Foreign and Domestic.
- Add percentages for men/women/minorities in tables.
- For the second table, the title should start **Cumulative Totals...**
- There are no “Unknowns” or “Unknown/Not Reported” fields in the new form Target table, so this row should be deleted in the new form Target table.
- Add previous year’s enrollment to the table.
- There was some discussion regarding how to report electronically the fact that there is no race/ethnicity data from a particular country, e.g., Brazil.
- Try to pull the third table up to the first page.

## Training

The issue of conducting more training was raised at the Inclusion Committee meeting. Patty Austin, eRA Training Coordinator, came to this meeting and said that she would be pleased to

work with this group to develop training. She asked for the most up-to-date training tools, including the Pop Tracking Quick Tips, which are on the IMPAC II website. She noted that there could be two types of training: data entry and policy. Dr. Caban noted that there are several policy issues, including roles, that need to be in place before training should occur, and they are planned for this summer.

## **Attendance**

Anyfryeva, Viktoriya (OER/ORa)	Krueger, Lisa (NCI)	Roca, Catherine (NIMH)
Austin, Patty (OD/eRA)	Le, Todd (NIDDK)	Schultz, Susann (NIMH)
Barnes, Martha (NIEHS)	Lee, Delores (NCRR)	Seppala, Sandy (PCOB)
Bashir, Karen (NIA)	Lingham, Angela (NIA)	Witherspoon, Kim (NCI/ CTEP)
Caban, Carlos (OER)	Michel, Mary Ellen (NINDS)	Yerg, Diane (NIAID)
Fobbs, Tintera (NIBIB)	Milner, Tina (OD)	
Fox, Daniel (Z-Tech)	Palagi, Sharry (NHLBI)	
	Richardson, Carmen (NIAAAA)	