eRA Project Team Meeting Minutes

Date: Tuesday, May 24, 2005
Time: 9:00–10:00 a.m.
Location: Rockledge 1, 5th floor conference room
Chair: Izja Lederhendler

Next Meeting: Tuesday, June 14, 9:00 a.m., Rockledge 1, 5th floor conference room

Action items

1. (Izja Lederhendler) Send email to Project Team and principal user groups emphasizing the importance of doing away with client-server applications at ICs in favor of the web-based modules; encourage them to get volunteers to participate in ongoing and future testing of J2EE converted web-based modules.
2. (Jim Seach) Arrange for a demonstration of NCI's eGrants system at a future Project Team meeting.

Announcements

Izja Lederhendler

❑ Izja announced that Paul Jordan is among the new people who have joined eRA. Paul, part of the Analysis, Design and Development Management branch, will be stationed in North Carolina but will be helping eRA in critical areas such as the Division of Extramural Activities Support (DEAS) integration and Electronic Council Book (ECB) issues.

❑ Izja announced that Donna Frahm, chief of the Project Management branch, will be on extended personal leave for several months starting May 31 and wished her well. Her responsibilities will be assumed by other staff members in her absence.

Presentations

❑ J2EE Conversion Timeline
❑ eGrants/Grant Folder
❑ Grant Folder enhancements

Update on J2EE Conversion

Peggy Lynch
J2EE Conversion Timeline
The conversion of certain client-server applications to web-based J2EE versions is taking place in two phases — Phase 2.1 and Phase 2.2. Peggy Lynch walked the group through the current conversion timetable:

Phase 2.1 (First Phase)

❑ The *ICO* (Institute and Center Operations module*)* applications, which include subprojects, ICSTORe, GUM (Grant Update module) and Persons, are currently going through integration and acceptance testing. User testing began Monday (May 23) with 10

users; about 15 to 20 volunteers are expected in all for ICO testing. The release to pilot production is targeted for mid-June.

❑ Integration testing on the **Committee Management** application began on Monday (May 23). User testing is expected to begin in the next few weeks. Pilot production is targeted for July.

❑ Integration testing for **Peer Review** is set to begin in June. User testing is slated for the June/July timeframe. Release to production is expected in July.

Peggy strongly urged volunteers to participate in testing of the above applications. Initially it will require two hours of their time and will take place in Rockledge 1; following the two hours sessions users will be able to test from their own offices. To volunteer for testing of a particular application, she urged people to get in touch with Pamela Mayer for ICO; Sophonia Simms for Committee Management and Mark Siegert for Peer Review. Izja called on users to participate, noting it was very important for actual users to give their input. He noted that the Grants Management module had run into some problems because there were not enough testers from the user community participating. Izja said he would send out a communiqué to the ICs, some of whom are reluctant to do away with the client-server modules to make way for the GM web-based module, that web-based modules are here to stay. He said he would also urge the Project Team and principal user groups to encourage participation in user testing of these applications.

Phase 2.2 (Second Phase)
Peggy noted that applications slated for conversion during the second phase have completed analysis and design, i.e. the process through which the team determines the user interface for converted applications. The URL for those interfaces will be published in the next couple of weeks for people to access. The applications include **Receipt and Referral, Training Activities, Crisp Plus and Population Tracking**. The delivery dates for these applications are still being negotiated with the conversion team. All applications are likely to be converted and testing beginning in the September/October timeframe.

> **Action: (Izja Lederhendler) Send email to Project Team and principal user groups emphasizing the importance of doing away with client-server applications at ICs in favor of the web-based modules; encourage them to get volunteers to participate in ongoing and future testing of J2EE converted web-based modules.**

Overview of eRA Cyber Security Program
Carla Flora and Ben Barnett

Carla noted that there are many reasons for elevating security at eRA, including the dangers of identity theft or security breaches. The main drivers for increasing security are:

❑ Supports Best Business Practices
❑ Complies with legislation, directives and guidance—Carla noted that eRA needs to comply with legislative directives, otherwise it could run the risk of administrative sanctions from HHS including budget cuts.

- ❑ Assures security is coordinated evenly across the enterprise—Carla noted that the scope of security had increased so much that it needed to be fully integrated with the administrative processes. For instance, when people leave, the organization should ensure that their passwords expire and that their user accounts are closed. The recent Public Trust investigation, where personnel were required to provide detailed financial and personal information for verification, is another example.
- ❑ Promotes higher return on investment
- ❑ Mitigates risk—Carla emphasized the need to avoid security risks so that customer confidence is not breached or the grants management process interrupted in any way.

Izja noted that eRA would have a security sign-off on new projects. He proposed expanding staff for security. Staff will also have the responsibility of investigating breaches in reporting. For instance, the public has a lot of access to reporting information; in accessing that information, does their reach go beyond that information?
Jim Seach noted that user roles would be tightened up but not in a way that overly restricts users. Izja said that system administrators would be brought in at a future date to brainstorm on best security practices for extension systems. Carla noted that eRA is also considering reviving the idea of a Security Working Group, similar to the one that existed several years ago. Such a security group could address issues as they came up rather than dealing with these issues in a piecemeal fashion.

Grant Folder/eGrants update

Jim Seach and Tim Twomey
eGrants/Grant Folder presentation
Grant Folder enhancements

eGrants—Izja noted that eRA has developed an initial collaboration with the National Cancer Institute. The IT Working Group Steering Committee has endorsed the idea of ICs using eGrants, the NCI system for storing official grant files electronically, as a temporary fix for those features that eRA's Grant Folder system currently does not provide.

Jim Seach noted that while the NCI system is presently available for use, eRA's long-term goal is to have a single enterprise wide system that all ICs can use. He noted that until now, the Grant Folder has been part of the Grants Management project. However, as the scope of the Grant Folder widens, it will affect other business areas and will need to be treated as a separate project. It will then need to have its own user group with broad representation across various business areas, including OPDIVs. Jim noted that one of the issues to consider is to what extent other material will need to be in the Grants folder that is not there now. It will be up to the user groups to determine the requirements, develop policies and set priorities for future development.

Jim noted that a technical group of eRA and NCI staff will be put together in late May or early June to compare the features of the two eRA and NCI systems, investigate compatibility, determine the reuse potential of the existing systems and develop a technical approach. This group will work through October, when a user group will be formed to overlap with the technical group. The technical group will report its findings to the user group that will in turn determine future requirements. Any new development arising out of the recommendations of these groups will be based on the budget, resources available and the technical approach that is finalized.

Izja said he estimated that it will take two years for eRA to migrate from the NCI system to an ultimate system-wide grant folder system.

Even as the long term measures involving the Grant Folder take shape, enhancements will continue to be made to the Grants Folder through this fiscal year.

Grant Folder enhancements—Tim Twomey detailed the many enhancements that have been and are proposed to be made to the Grant Folder module.

List of features completed from late 2004 to early 2005:
- ❑ Added CGAP appendix to all existing Grant Folders
- ❑ Added PI History-Detailed Report; eApplication; Appendix Materials; and CGAP Cover Application letter to CGAP-RR Receipt First Contact Details Screen
- ❑ Added PI History-Detailed Report; CGAP Application Cover Letter; CGAP Face page; CGAP Budget Page and CGAP Checklist Page to CGAP RR Breakout Details Screen
- ❑ Fixed the Prior Summary Statements Links to account for changes in grant number. Now a more accurate trail of Prior Summary Statements is displayed
- ❑ Changed label "Prior Summary Statements" to "Other Summary Statements" on the Grant Folder screen
- ❑ Added two closeout documents —the Final Invention Report and the Final Progress Report—from Commons

List of features planned to be added in June 2005:
- ❑ Reconcile all Business Areas (Client Server and J2EE systems) to point to a Shared Uniformly deployed Grant Folder system. This will alleviate the need to redeploy the Business Areas every time there are changes to the Grant Folder.
- ❑ Create ability to see all project years of the Grant family within the Grant folder; tabs on the side will list all years of the grant.
- ❑ Create Electronic Cover Sheet for CGAP Submitted Applications and at the time of display of the Grant Image for these applications, merge the Electronic Cover Sheet together with Grant Image.
- ❑ Add Appl ID and Application Status as fields on the header of the Grant Folder screen; this will assist Help Desk staff in tracking applications.
- ❑ Add a link "Commons PI View" to the Grant Folder. When clicked, the link will bring up the Commons PI Details screen. This feature will allow internal staff to view the information as PI sees it through eRA Commons.
- ❑ Add ability to view CGAP Appendices 2 through 10 (right now there is only one Appendix) as submitted via CGAP.

List of features planned for August 2005:
- ❑ Event Log – The event log will allow Grant Folder to display application Events as audited by eNotification. Additionally, any emails that go out as part of that Event will be available via the Event log on the Grant Folder screen. This feature will allow future additions of documents to Grant Folder without code changes to the Grant Folder software.
- ❑ Content Management – The Grant Folder Screen will be content managed for ease of administration.

❑ Help File – currently there is no help file within the Grant Folder, because historically it was very intuitive to use (just links to documents). With addition to the Commons PI View and Event Log, the Help File is needed to explain various features of the Grant Folder. The Help File will be Content Managed centrally to allow for easy modifications of the Help Content.

Discussion: Carlos Caban noted that it was great to see progress on the grant folder. He asked if communications with grantees will show up in the grants folder. Tim said that the user groups will determine what is kept and what is thrown out. Izja noted that email is an issue that needs to be discussed in a larger context — who decides whether an email is appropriate or not for the grant folder? There needs to be some control or else one can end up cluttering a system that is used by multiple individuals. Jim Seach noted that at NCI, the specialist is the gatekeeper. The upload feature is controlled by the specialist who decides what is added to the grant folder. Izja noted that it would be useful for the Project Team to see a demo of the NCI model.

Action: (Jim Seach) Arrange for a demonstration of NCI's eGrants system at a future Project Team meeting

Attendees

Barnett, Ben (IBM)

Bielenstein, Danielle (NIH/FIC)

Boyce, Tom (OD)

Bradley, Eileen (CSR)

Bukowski, Maria (OD)

Byrne, Jane (IBM)

Caban, Carlos (OER)

Crapo, Harry (PSGS)

Cummins, Sheri (LTS/OERRM)

Dutcher, Sylvia (Mitretek/OERRM)

Faenson, Inna (OER/OERRM)

Finch, Dorrette (ORA)

Gibb, Scarlett (OER/OERRM)

Goodman, Mike (OER/OERRM)

Gosai, Shailan (IBM)

Horton, Marcia (HRSA)

Jordan, Craig (NIH/NIDCD)

Jordan, Paul (OERRM)

Kao, Mary (IBM)

Katzper, Linda (OD/DEIS)

Lagas, Robert (Lagas Associates/OERRM)

Leahy, Tim (MSD)

Lederhendler, Israel (OER/OERRM)

Liberman, Ellen (NEI)

Lynch, Peggy (IBM/OERRM)

Mengistu, Demissie (IBM)

Morris, Richard (NIAID)

Moyer, Skip (AHRQ)

Nastea, Sorin (IBM)

Patel, Kalpesh (Ekagra)

Salata, Kalman (CSR)

Seach, James (NCI)

Simms, Sophonia (OD)

Sinnett, Everett (CSR)

Snouffer, Anna (OD/OFACP)

Subramanya, Manju (LTS/OERRM)

Tucker, Jim (OER)

Twomey, Tim (OER/OERRM)

Zhen, Changqing (IBM)

Schedule for Conversion
eRA Oracle Forms Client/Server Applications
to Web-based J2EE Applications

Involvement of users in testing each converted application will be very important. We expect user testing to begin approximately 1-4 weeks after start of Integration testing. Volunteers are still being accepted; notify the Subject Matter Expert listed below to volunteer for testing.

Shutdown of the client server version of each application will be targeted for 8-10 weeks after converted application passes acceptance testing.

Phase 2.1

Application/ Subject Matter Expert	Initial Code Delivery	Integration Testing Starts	Acceptance Testing Starts	Target Production Pilot
ICO with Subprojects, Edit Checker, ICSTORE, GUM, Persons /Pamela Mayer	April 26, 2005	May 11, 2005	May 23, 2005 User Testing Held Onsite 5/23 – 5/31/05	June 05
Committee Management /Sophonia Simms	May 2, 2005	May 23, 2005	June 24, 2005	July 05
Peer Review/Mark Siegert	June 8, 2005	June 21, 2005	July 11, 2005	July/August 05

Phase 2.2

Application/ Subject Matter Expert	Initial Code Delivery	Integration Testing Starts	Acceptance Testing Starts	Target Production Pilot
R&R (2 parts)/Diana Dixon	Aug 15, 2005 Aug 29, 2005	Aug 29, 2005 Sept 19, 2005	Sept 19, 2005 Oct 11, 2005	Oct/Nov 05
TA/Linda Katzper	Sept 5, 2005	Sept 28, 2005	Oct 20, 2005	November 05
Crisp+/Inna Faenson	Sept 12, 2005	Oct 3, 2005	Oct 27, 2005	November 05
Population Tracking /Maria Koshy	Sept 19, 2005	Oct 7, 2005	Oct 27, 2005	November 05

eGrants/Grant Folder Approach

User Group/Steering Committee

•Cross business Areas

•Includes OPDIVS

•All Stakeholders

•Determine Requirements

•Develop Policies

•Set Priorities

eGrants/Grant Folder Approach

Technical Group

- eRA and NCI staff
- Compare Features
- Investigate Compatibility
- Determine Reuse Potential
- Develop Technical Approach
- Report to User Group

eGrants/Grant Folder Timeline

Ongoing to Sep – Grant Folder enhancements

June to Oct – Technical Group

Oct to ? – User Group/Steering Committee

? To ? – New Development