



Review Users Group Meeting

Date: Mon., Dec. 16, 2002
Time: 1:00–3:00 p.m.
Location: Rockledge 2, Room 6129
Advocate: Eileen Bradley
Next Meeting: TBD

Action Items

1. (Tracy Soto) Find out when Reviewer Expertise will be added to the NIH eRA Commons.
2. (Tracy Soto) Be sure to have the IAR module tested using Macintosh 8.6.

Presentations

RUG IAR Presentation (Tracy Soto): http://era.nih.gov/Docs/RUG_IAR_presentation_12-16-02.pdf

Reviewer's Tutorial to IAR (Ev Sinnett):

http://era.nih.gov/Docs/Reviewer's_Tutorial_to_IAR_revised.pdf

Update

IAR deployment—There was some discussion regarding the current problems with the NIH eRA Commons following the deployment the previous week. The IAR will be ready for testing once the problems are resolved.

Server upgrade—There will be a server upgrade to 9i in January. The Oracle 9i Database provides functionality to support the Internet, OLTP and Data Warehousing applications.

Database merger—The NIH eRA Commons database will merge with the IMPAC II database in March.

IAR Update

Tracy Soto

The IAR module was released in pre-pilot mode in a very controlled environment. She is working directly with the SRAs who are testing the pilot to get their input.

Tracy stepped through each page of the new IAR module, showing the planning results of the last year (see presentation: http://era.nih.gov/Docs/RUG_IAR_presentation_12-16-02.pdf). Some of remarks from the discussion follow.

Setting up meeting—The SRA must enter the Control Center to set up a meeting. When the Submit Phase End Date (Critique Due Date) and Read Phase End Date are entered, the meeting is opened.

Reviewers—If Reviewers already have accounts, their names are listed on the screen as a choice for inclusion in the specific meeting. When they are enabled, they immediately receive

notification of the meeting with information for logging in. The email to them is sent from the assigned SRA, even if the GTA activated the meeting. Those Reviewers not registered in the NIH eRA Commons receive an email with instructions for registering.

Reviewer Expertise—There was some interest as to when Reviewer Expertise will be added to the NIH eRA Commons.

Action: (Tracy Soto) Find out when Reviewer Expertise will be added to the NIH eRA Commons.

List of Applications—This list is sorted by the PI's name as the default.

Critiques—Reviewer critiques are available upon submission in the format in which they were submitted and then converted to Adobe PDF format.

Score Matrix—The (C) means “in conflict.”

Workgroup Meetings—This issue was raised: If application has a subproject and subproject is reviewed in one of the workgroups of the parent meeting, the Preliminary Summary Statement Body must not be created at the workgroup level, but created at the parent meeting level for the parent application and include subprojects critiques from the workgroup meeting. Currently only critiques submitted in the current meeting are included.

Answer: This is a good idea. As long as we can be assured that workgroup meetings (and critique submission in workgroup meeting) occurs *before* the parent meeting, we can modify the program to add this logic. This should be added to the enhancement list and prioritized against other issues related to IAR.

Control Center—The active account flag, N, means that the applicant has registered but Data Quality has not activated the account.

Duplicate Names—If reviewer list is built from the CM Created Roster, the occurrences of duplicate/wrong reviewer entries are minimized.

Forgot Password—The NIH eRA Commons provides a utility for forgotten passwords. The Reviewer can enter their username and email address and will receive a temporary password via email. If the Reviewer doesn't know their username, they can contact their SRA who can provide the person's username.

Adobe Acrobat—The pointer for downloading the free Acrobat Reader within the Reviewer Tutorial should link to the Adobe Home Page only. There are instructions for downloading the Reader on this page.

Macintosh Usability—The IAR should be tested using Macintosh 8.6, which is widely used in the Reviewer community.

Action: (Tracy Soto) Be sure to have the IAR module tested using Macintosh 8.6.

Virus Detection—The server scans the files for viruses, and, when one is detected, the server automatically cleans it up. However, if the server cannot clean it up sufficiently, the file is deleted. The file shows as an unsubmitted file.

Deadlines for Critiques—There was some discussion that the ability of blocked Reviewers to submit critiques after the deadline would make them less likely to take the deadline seriously.

This will be closely watched during the pilot to be sure that it does not present an impediment to the process.

Summary Statement Formats—Currently, Summary Statements pull information from the Profiles and the Summary Statements. The text retains the format from the originating site so that some are in all capital letters and some initial caps. Apparently there is no current way to standardize this other than submitting the issue to the Helpdesk.

Tutorial—Ev Sinnett is working on an IAR tutorial (see tutorial: http://era.nih.gov/Docs/Reviewer's_Tutorial_to_IAR_revised.pdf), which will be available soon. The tutorial, as opposed to the User Guide, provides context for the process and shows not just how to use the IAR module but how the system itself works.

Close of Meeting

Eileen Bradley thanked all those who worked so diligently on this project, which has produced such a successful product.

Attendees

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| Bradley, Eileen (CSR) | Fox, Daniel (NGIT) | Richters, John (NINR) |
| Cecil, Christy, (NIMH) | Gibb, Scarlett (OD) | Seppala, Sandy (LTS) |
| Choelho, Anthony (OD) | Githens, Sherwood (NCI) | Sinnett, Everett (CSR) |
| David, Bobbie (CSR) | Grady, Iris (NCRR) | Soto, Tracy (OD) |
| David, Tracey (CSR) | Lawson, Diane (NIDCD) | Stretch, Bob (NICHD) |
| Dinterman, Kathy (CSR) | Moen, Laura (NIGMS) | Sukhenko, Mike (Z-Tech) |
| Ellis, Bonnie (CSR) | Panniers, Richard (CSR) | Thee, Linda (CSR) |
| Etendier, Alex (NGIT) | Pham, Phung (NCI) | Wojcik, Brian (NCI) |
| Evans, Glen (OER) | Richardson, Carolyn (NCRR) | |