Potential Problems and Resolutions for IMPAC II R15 Mailer

Missing PO Assignments

In August, we began sending an automatic e-mail to R15 grantees requesting required annual progress reports. A monthly program creates an email during the anniversary month for every R15 with more than one year remaining on the project. The mailer requests the PI to send the progress report to the Project Officer (PO) for the grant. Many records are missing the PO assignment or the PO address. If the assignment has not been made, the PO will not receive a copy of the letter and the PI will not know where to send the information.

If there is a Business Office or PI email address, business rules specify that the email will be sent. Copies will go to one or both grantee addresses, the GMO, and the PO. Business rules require all grants to have a GMO assigned, although not all GMOs have email information.

Although most current grants have PO assignments, many R15 records go back a year or more, prior to the automatic or manual assignments of the PO in the IMPAC II system. The "batch assignment" module works well for current (FY2001) records but does not assign previous-year records.

Resolution: Missing PO Assignments

To correct this problem, take the following steps.

1. Access the R15 query function at http://impac2.nih.gov/tools/r15_search.cfm.

2. Select your IC to view active R15 grant records with the name of the assigned PO.

3. If there is no assignment, IC staff with appropriate authority should assign a PO. If the grant has less than a year remaining, it is not necessary to make an assignment since no letter will be sent. For assistance, please contact the IMPAC II Helpdesk at helpdesk@od.nih.gov.

   Please make the PO assignment as soon as possible because we will run the next batch of emails in a few weeks. Since there are only a few missing assignments per IC, it should take a few minutes to make the assignments.

4. Verify that POs have required addresses, including email, fax, and mailing address by accessing http://impac2.nih.gov/tools/role_search.cfm.

5. On this query page, select the role type (GMO, GS, or PO) and the IC.

6. Verify the email address for your staff.

7. To add an address, use the WRK type address and mark the address as Preferred. The last column of the table returned on this query indicates if there is a WRK type address and if it is a Preferred address. In most ICs, the staff member who handles your IMPAC II accounts and uses the IMPAC II User Administration (UA) module has user privileges for adding addresses. If you are unsure who has the appropriate user rights, contact your IC IMPAC II coordinator.

Possible Duplication of IC Name

Many ICs have entered the IC name or acronym in the first line of the address file. Because our program also inserts the IC name directly after the PO name, the IC name may be duplicated. In a few months, you may start seeing this duplication on summary statements in IMPAC II.

Resolution: Duplicate IC Names

Do not enter the IC name on the first line of the address file for staff; enter Department or Branch on the first line instead.