



Committee Management User's Group (CMUG)

Date: August 21, 2002, Thurs.
Time: 1:00–2:45 p.m.
Location: Rockledge 2, Room 7111
Advocate: Anna Snouffer
Chair: Kay Valeda
Analyst: Krishna Collie
Next Meeting: **Wed., Sept. 18, 1:00 p.m., Rockledge 2, Room 7111. This will be a joint meeting with the CM JAD.**

Action Items

1. (Krishna) Ask Thor Fjellstedt if mail reviews from non-FACA workgroups are included in the ECB.
2. (Kay) Send examples of unattached reviews to Scarlett, Krishna and Ev.
3. (Krishna) Add a non-FACA Meeting report to the CM module with the following parameters: date range, fiscal year, Council round, acronym and IC.
4. (Anna) Send the meeting place list to Sandy and Kay.
5. (Kay) Send the meeting place list to the CMUG distribution list.
6. (Sandy) Send the meeting place list to the CM JAD distribution list.
7. (Kate) Send an example of the problem of supplemental funding to Scarlett and Krishna.
8. (Sandy) Notify the CM JAD of the joint meeting with CMUG on Sept. 18.

October Deployment

Krishna Collie announced that there is one change in the October deployment of the CM Fast Track: the August Council will be included in the Requested Dollars Report.

The ICs that will test the pilot CM Fast Track in November are:

- NIHLB
- NIMH
- CSR
- NIDCD
- NIGMS
- NIAID

Krishna said that they wanted a good mix of large and small ICs, and that this list represents that. Kerry Peasland requested that NCI also participate in the pilot. Krishna responded that he would take the request under consideration, discuss it with Anna Snouffer, and let Kerry know at a later date.

The pilot will focus primarily on the generation of rosters. Krishna will train the participants.

The pilot will run from November to March, at which time they will add more people to the pilot. The Persons Module will be available in March so that also will be part of the pilot test program. During the test period, users will be able to view posted rosters in both the client-server and the Web versions, regardless of where they were entered. In other words, if rosters were entered in the new Web, J2EE CM Fast Track test module, they will link to the current client-server module and will be available in both.

Mail Reviews

There was a discussion of non-FACA reviews in regard to how they are treated in the electronic system, whether or not they are included in the Electronic Council Book (ECB), and how they are linked to a Council round. Applications that are assigned to a FACA/IRG automatically go to a Council round. Krishna said that, in the current data model, reviews that are not linked to a parent group are in a “pool” of reviews and do not get assigned to a Council.

Action: (Krishna) Ask Thor Fjellstedt if mail reviews from non-FACA workgroups are included in the ECB.

Action: (Kay Valeda) Send examples of unattached reviews to Scarlett Gibbs, Krishna Collie and Ev Sinnett.

Action: (Krishna) Add a non-FACA Meeting report to the CM module with the following parameters: date range, fiscal year, Council round, acronym and IC.

Chair Grants

Chair Grants are entered through the Grants Management module. CM prepares the facepage and sends it to GM to enter. However, the people in GM do not know how to handle Chair Grants because Chair Grants are granted so seldom. There was a suggestion that there be a Chair Grant Center to deal with Chair Grants and issues surrounding their processing.

Meeting Sites

Krishna has collected data for meeting places and established a solid “top 50” list of meeting places in the Washington, D.C., metropolitan area. Anna has been adding in the NIH conference rooms to the list. Krishna and Anna will finalize the list and present it at the September CMUG meeting.

Action: (Anna) Send the meeting place list to Kay and Sandy.

Action: (Kay) Send the meeting place list to the CMUG distribution list.

Action: (Sandy) Send the meeting place list to the CM JAD distribution list.

Persons Module

Krishna is focusing on the integration of the Persons Module with J2EE, which is scheduled for release in March. Krishna is working with Sara Silver, the Persons Module analyst, to prepare Use Cases, hold a CDR and convene a JAD. This must take place before December so that the final work can be done for a March release.

As part of this effort, Profiles are being “locked down” except for the address and title fields. This is necessary for the clean up of Profiles in preparation for conversion to J2EE. There are many data quality issues related to Profiles, and, with the conversion and a change in the business rules regarding the relationship Profiles and Roles (Roles will be subordinate to Profiles), this lock down is important.

SREA

An SREA (Scientific Review and Evaluation Award) committee has been meeting since January. The next meeting will be held on Thursday, Sept. 12, 9 a.m. Mary Nuss is preparing a Voucher Book, which she will present at this meeting. Krishna was invited to attend the SREA committee meeting.

Caroline Grabner also mentioned that there will be an SREA website, which will include an FAQ section.

Supplemental Funding

There are still problems with the system not showing supplemental funding at NIMH, according to Kate Whelan. Krishna has pinpointed where the problem lies and will work with Colleen Blizzard and Scarlett to resolve.

Action: (Kate) Send an example of the problem of supplemental funding to Scarlett and Krishna.

Table Talk

Question/Issue	Response
How do Chair Grants get handled in the system?	Chair Grants are entered through the Grants Management module. CM prepares the face page and sends it to GM to enter.
Will NBS be integrated with eRA IMPAC II?	<p>The NBS (NIH Business System) is being integrated with eRA IMPAC II, which is being made easier because both are built on Oracle Financials.</p> <p>One of the issues for the integration is related to new regulations requiring that all checks, domestic and foreign, be recorded in the system. There have been many foreign revenue checks this year. Because foreign checks do not conform to the same business rules as domestic checks, changes will have to be made in the business rules to accommodate them.</p>

Question/Issue	Response
How can I get the fastest and most efficient response from the help desk?	Requests to the help desk should go to helpdesk@od.nih.gov . When the request comes in, it is written as a trouble ticket and funneled to the appropriate person for resolution. When you are contacted through the email by the help desk, even though it is from a specific person, you should always reply using the “Reply All” response so that it goes to the entire helpdesk. This makes sure that, if the initial point person is out of the office, anyone else can address the issue.
Is there anything I need to do to grant applications for FY2002 and FY2003 now that the bridge to IMPAC I has been turned off?	Yes, if a grant, originally scheduled for funding in FY2003, will be funded in FY2002, someone has to manually changed the year from 2003 to 2002.

Next Meeting

The next meeting will be a joint meeting with the CM JAD and will be held on Wed., Sept. 18, 1:00 p.m., Rockledge 2, Room 7111.

Action: (Sandy) Notify the CM JAD of the joint meeting with CMUG on Sept. 18.

Agenda Items for Sept. 12 Meeting

- Krishna and Anna will present the meeting place list for approval.
- Krishna will present the CM Fast Track screens that will be implemented in the October release for pilot test from November–March.

Attendees

Caraballo, Kim (NICHD)

Collie, Krishna
(RN Solutions)

Gibb, Scarlett (OD/USB)

Grabner, Caroline (NHLBI)

Kemmerle, Donna
(NIDCD)

Nuss, Mary (NIAID)

Peasland, Kerry (NCI)

Scibek, Carol (CSR)

Seppala, Sandy (LTS/OCO,
recorder)

Sinnett, Ev (CSR)

Snouffer, Anna (OD)

Valeda, Kathryn (NHLBI)

Whelan, Kate (NIMH)