



## Committee Management User's Group (CMUG)

**Meeting Date:** July 28, 2004, Wednesday  
**Time:** 1:00–3:00 p.m.  
**Location:** Rockledge 2, Room 7111  
**Advocate:** Anna Snouffer  
**Chair:** David Clary  
**Analyst:** Sophonia Simms  
**Next Meeting:** August 25 (4<sup>th</sup> Wednesday), 1–4 p.m., Rockledge 2, Room 7111

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CM Web URL: <http://apps.era.nih.gov/cm/>

### Action Items

1. (Sophonia Simms) Investigate whether or not an option for sorting by IC can be added to the Travel Order Transaction Report.
  2. (Everett Sinnett) Send request to Anna Snouffer to add the Wyndham City Center Hotel to the Hotel list.
  3. (David Clary) Send the new hotel list to Felicia Shingler and Steve Dourney for posting on the IMPAC II website.
  4. (Anna Snouffer, Sophonia Simms) Investigate including federal staff on the Meeting Ledger Report and make a report on findings at the next meeting.
  5. (Tracey David) Send a request to Anna Snouffer and copy Sophonia Simms to add the functionality of exporting report data to an Excel file.
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### Introductions

David introduced Steve Dourney, who is the new technical writer in the Planning, Communications and Outreach Branch (PCOB). Steve is responsible for user documentation for CM, including the User Guide and Release Notes.

### CM Update

Sophonia Simms reviewed the activity list for CM. The items, status and comments are in Table 1.

**Table 1. CM Activity List**

ID	Description	Status	Comments
15533	Travel costs not populating in CM since NBRSS	Testing	<i>Critical</i> The problem was identified and fixed. It now is being tested and should be deployed

ID	Description	Status	Comments
			<p>in the next week. Sophonia said that she would run records back to October.</p> <p>The issue was that when the system encountered an alpha character among the first 8 characters of the voucher number, it assumed that the entire transaction was invalid and did not skip and go on.</p>
18648	Entering consultant check on Voucher/ADB screen does not always calculate fee	Submitted	<p><b>High.</b></p> <p>This item came through the Helpdesk and Sophonia has to research it further to determine a fix.</p>
18230	CM sanction notification did not show person identity	Submitted	<p><b>High</b></p> <p>This item came through the Helpdesk and Sophonia has to research it further to determine a fix.</p>
19811	Include Terminated Committees and eliminate wildcard committees in Requested Dollars Report	Analysis	<p><b>Blocker</b></p> <p>Developers have identified the problem and will address within a week.</p>
	New IAR business rule: When a reviewer is removed from a Roster and is enabled in IAR, remove their IAR access rights to the meeting as part of the removal.	Unassigned	This was suggested by Anna Snouffer.
18386	CSR Travel Data Interface to IMPAC II	In development	
	New process for OFM upload transmission	Internal review on 7/28/04)	This upload will be run monthly and it should pick up all checks. A notice will be sent when the upload occurs.

**Travel Orders**—Anna Snouffer receives the Travel Order Transaction Report. It was suggested that the report provide an option for sorting by IC.

**Action: (Sophonia Simms) Investigate whether or not an option for sorting by IC can be added to the Travel Order Transaction Report.**

## Hotel List

David reviewed the revised hotel list. A few suggestions were made:

- Delete the duplicate listing for the Sheraton Columbia Hotel.
- Add “Fishers Building” in the Building column of National Institutes of Health, 5635 Fishers Lane
- “Loews L “Enfant Plaza Hotel” should be “Loews L ‘Enfant Plaza Hotel”
- Delete “The” in listing for The Radisson Governor’s Inn

Three new hotels, all in Washington, D.C., were added:

- Ritz Carlton Hotel
- Omni Shoreham Hotel
- River Inn

It was suggested that the Wyndham City Center Hotel be added.

**Action: (Everett Sinnett) Send request to Anna Snouffer to add the Wyndham City Center Hotel to the Hotel list.**

David noted that out-of-town hotels were deleted from the list.

David asked that all suggestions for changes and additions to the hotel list be sent to Anna. This includes hotel name changes. Once she approves them, she will send them to Sophonia for implementation.

Sandy Seppala said that the hotel list will be posted on the IMPAC II web site and she asked that David Clary send the new list to Felicia Shingler and to Steve Dourney.

**Action: (David Clary) Send the new hotel list to Felicia Shingler and Steve Dourney for posting on the IMPAC II website.**

## CM Query for Committees

The current CM query only pulls up active committees. However, there are occasions when terminated committees should be included. However, since terminated meetings can still be queried in the client-server version and IAR search by name, the change, while convenient, was classified as medium to low priority. However, a change in the query must be made before the client-server module is turned off. In the old version, there was an option to query by acronym or name; in the CM Web-version query, only the acronym option is available.

## Table Talk

*eRA brochure*—Sandy Seppala presented the new “eRA System Made Easy” brochure. The brochure targets all NIH staff members who are in any way involved in the grants management process. It is designed to entice them to use eRA System modules and data access tools. The

brochure maps to eRA System business area pages on the eRA website (<http://era.nih.gov/>) where more information is provided. Copies of the brochure can be obtained by contacting her.

**MEO**—New DEAS MEO staff members are attending training classes. They will play an important role in CM and will need some sort of CM training.

**MEO Work Statement**—This work statement says that Standing Review Committee data will be entered by IC staff and not the MEO staff. This may prove to be a problem for many ICs as well as CSR.

**Data Integrity meeting**—Some progress is being made in eliminating duplicate profiles in the Commons. However, duplicates continue to be created despite attempts at stopping them. Should anyone come upon a duplicate, send the information to the Helpdesk.

**SREA upload process**—Anna asked the group to send comments and suggestions regarding the SREA upload process.

**CM Migration to the Web**—Sophonia reported that the tentative plan shows CM migrating to the Web in late 2005. This migration will be done in two phases:

- *Phase 1*—Move all the functionality from the client/server CM module as is to Web format.
- *Phase 2*—Redesign the Web version. Add new functionality and enhancements.

**Meeting Ledger Report**—There was a request that federal staff be identified on the Meeting Ledger Report so that they can be tracked for costs. It was agreed that each member of a committee needs to be classified by type of membership on the committee. Then all the classifications should be tracked. Anna and Sophonia agreed to review the report and make a recommendation at the next meeting.

**Action:** (Anna Snouffer, Sophonia Simms) **Investigate including federal staff on the Meeting Ledger Report and make a report on findings at the next meeting.**

**Reports to Excel**—The reports in CM are not exportable to Excel. Consequently, users must use a different program, such as QVR, to export data into Excel. QVR offers the feature of exporting the data to Excel with PivotTables (advanced Excel feature). Tracey David asked that functionality be added to the CM for exporting reports to Excel.

**Action:** (Tracey David) **Send a request to Anna Snouffer and copy Sophonia Simms to add the functionality of exporting report data to an Excel file.**

## Attendees

Caraballo, Kim (NICHD)	Kemmerle, Donna (NIDCD)	Sinnett, Everett (CSR)
Cecil, Christy (NIMH)	Manouelian, Denise (NIDDK)	Smith, Cheryl (NCI)
Clary, David (OD)	Nuss, Mary (NIAID)	Snouffer, Anna (OD)
David, Tracey (CSR)	Scibek, Carol (CSR)	Valeda, Kathryn (NHLBI)
Dourney, Steve (CMUG)	Seppala, Sandy (LTS/PCOB)	Whelan, Kate (NIMH)
Grabner, Caroline (NHLBI)	Simms, Sophonia (OD)	Wills, Virginia (NIAAA)
Jenifer, Tiffany (NCI)		