



Committee Management User's Group (CMUG)

Meeting Date: July 30, 2003
Time: 1:00–4:00 p.m.
Location: Rockledge 2, Room 6087
Advocate: Anna Snouffer
Analyst: Krishna Collie
Next Meeting: August 20, Wednesday, 1–4 p.m., Rockledge 2, Room TBD

Action Items

1. (Krishna Collie) Add a person's name query field to the Personnel Documents Parameters page.
 2. (Anna Snouffer) Verify the correct NIH Personnel Form number and send the correct information to Krishna.
 3. (Krishna Collie) Add the statement, *Certified to be a true copy*, below the director's name and title and program so that it is not separated to another page.
 4. (Krishna Collie) Send out for review all letters to the CMUG.
 5. (Krishna Collie) Check the first and second paragraphs of the Slate Transmittal Memo to evaluate whether or not more generic paragraphs can be provided.
 6. (Krishna Collie) Create a report or modify an existing report that provides voucher numbers to facilitate data entry into the Gelco system.
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Report Menu

Krishna provided a handout showing screenshots of the CM Report Menu. Clicking on Reports provides four choices: *Meeting Reports*, *SREA Voucher Reports*, *Mailing Label Reports* and *Personnel Documents*. When the document parameters button is selected, a second page with search parameters for specific committees appears. The group agreed that a person's name query field should be added to the parameters.

Action: (Krishna Collie) Add a person's name query field to the Personnel Documents Parameters page.

There are 12 personnel documents listed on this page. The user selects the documents they want first and then the person and committee. Then they can run the documents, which are available as Adobe Acrobat PDF files for printing.

Krishna asked for clarification regarding the correct form for the NIH Consultant Information Form, the twelfth document on the list—OMB 0925-0358 or NIH 2668-1.

Action: (Anna Snouffer) Verify the correct NIH Personnel Form number and send the correct information to Krishna.

Federal Register Notice (FRN)

Krishna provided a sample FRN. He noted that there are two fields for adding comments, which were requested by users.

The group agreed to the placement of the special FRN comments and the additional FRN comments on the FRN. The special FRN comments will be inserted after the “Place” on the FRN and the additional FRN comments will be inserted after the Contact person and before the CFDA boilerplate text. If these fields are NULL, they won’t appear on the FRN.

The group agreed that the statement, *Certified to be a true copy*, must be added below the Director’s title.

Action: (Krishna Collie) Add the statement, *Certified to be a true copy*, below the director’s name and title, and program it so that it is not separated onto another page.

Slate Transmittal Memo

The group also agreed that the name “Slate Cover Letter” should be **Slate Transmittal Memo**.

For Secretary and President committee slate transmittal memos—

- Retirees should be listed in alpha order
- Replacements should follow immediately after the person they replace
- Vacancies should be listed at the end
- In the old system, the Comment box on the Nomination Appointment screen was used for special qualifications data

There also is a need for an editable version of a slate transmission memo, and for the mailing address to be printed on the Roster. This will be incorporated in a later iteration pending recommendation from the eRA Architecture group.

Action: (Krishna Collie) Have the proposed Slate Transmittal Memo at the August Meeting so that the CMUG can review.

Krishna noted that the next opportunity for changes in these cover memos is the October release.

Action: (Krishna Collie) Check the first and second paragraphs of the slate transmittal letter to evaluate whether or not more generic paragraphs can be provided.

Person Degree and Address Changes

Address Line 5 Changes—Line 5 of the address fields—city, state and zip code information—will be retired. The retirement of Line 5 is a first step in a much larger goal to identify addresses by components in the eRA system. Also, standard U.S. Postal regulations do not permit five-line addresses.

For the August 1 release, the information in Line 5 will be parsed into separate city, state, and zip-code fields. Users will no longer be able to enter information into Line 5 and will have to check the edit addresses screen carefully to ensure that city, state, and zip code information has been transferred to the individual fields. There also will be a button on the screen that will

transfer the city, state, and zip code automatically to the individual fields should users find that the information is still located in Line 5.

Principal Investigator (PI) Degree Changes—There will be three major changes to PI degrees:

Degree Codes and Categories. There will be a new list of degree codes and new categories and subcategories of degrees. These changes will ensure better tracking and reporting of degree codes in IMPAC II.

“Earned-degree” information. Existing null data for the *degree_status_code* will be converted to “Yes” or “No”. This change will remedy problems with interpreting the *degree_status_code*.

Duplicate degree record. There will be changes to remove and delete duplicate records from IMPAC II. Specifically, there will be a warning message in the application that alerts users to the creation of a duplicate degree. All degree records that are obvious duplicates will be deleted. Individuals with more than one of a specific type of degree will store that degree once for each occurrence.

August Release

There will be no changes to the CM client-server module in the August release. For the Web version, the following changes will be part of the release:

- Five new reports
- SREA functionality, including the date vouchers are received by the SREA office
- Roster verification
- Enhancements as suggested by testers

The release will take place on Friday, August 1. Krishna suggested that on Monday, August 4, the group go to the IMPAC II site (<http://impacii.nih.gov/>) and select the Web Applications option. This will display all eRA Web applications. Then select CM WEB and the application will appear in their browser. It is recommended that users create a bookmark for the CM WEB homepage so they can easily navigate to the page. At the homepage, users can log in with their IMPAC II username and password. User guides, release notes and other documentation pertaining to the release will be available on the IMPAC II site (<http://impacii.nih.gov/>). The CM WEB documentation will be listed under its own heading separate from the client-server documentation.

Vouchers

The old mainframe system (ADB) for travel vouchers is being retired and a new application (Gelco) will take its place. The new application will be rolled out for FY 2004. All FY 2003 vouchers still will need to be processed in ADB. Users must enter voucher numbers in Gelco to have their travel order expense information bridged over to IMPAC II. The Gelco system has been modified so that users can enter the voucher number and select the “Advisory Comm Mtg Travel” option.

Action: (Krishna Collie) Create a report or modify an existing report that will display voucher numbers that must be entered into the new application.

The old system for vouchers can be used through 2003. The new system will be used starting in 2004.

Miscellaneous Issues

Admin Privileges—Krishna suggested that Anna Snouffer obtain a timeout waiver so that she can run some FOP reports. A few FOP reports take longer than the allocated timeout window and users at the NIH are unable to run these reports and must request the assistance of analysts and developers to run the reports. OFACP will need the ability to run these reports. A secondary contact point would be the SQAIB.

Fake Travel Voucher Numbers—Anna reported that, in doing some research, she found that the NIH is the only HHS OPDIV assigning costs to the participation of ex-officio people to committees. She suggested that the NIH should drop assigning these costs. She will have a decision this week.

Report Suggestion—Kate Whelan said that when a Council person goes off the Council, the number of days that person worked over the course of their participation is often requested. She asked for a report that would generate this information. The report will be considered, but, in the meantime, the group suggested using other workarounds to get this information.

Training

There will be a training session on Thursday, August 14, 10:00 a.m., in Rockledge 2, Room 9100.

Attendees

Caraballo, Kim (NICHD)	Grabner, Caroline (NHLBI)	Valeda, Kathryn (NHLBI)
Clary, David (OD)	Kemmerle, Donna (NIDCD)	Vilensky, Zenia (NCI)
Collie, Krishna (RN Solutions)	Scibek, Caro (CSR)	Whelan, Kate (NIMH)
Fonville, Olaf (NIDDK)	Seppala, Sandy (LTS/COB)	
	Snouffer, Anna (OD)	