Committee Management User's Group (CMUG)

Meeting Date: October 27, 2004, Wednesday
Time: 1:00–2:30 p.m.
Location: Rockledge 2, Room 7111
Advocate: Anna Snouffer
Chair: David Clary
Analyst: Sophonia Simms

Next Meeting: November 17, 1–4 p.m., Rockledge 2, Room 7111 *(note new date)*

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

Action Items

1. (Sophonia Simms) Include row of headers that are on the existing client-server version but were omitted from the screen version.

2. (Sophonia Simms) Distribute URL of CM screen shots prototype to interested members.

3. (Anna Snouffer) Keep suggestion about business rule that CM roster should not show unearned degree on list of things to do when CM is redesigned.

4. (David Clary) Send an email to CMUG members confirming that the DEAS director will be attending the next CMO meeting.

CM Conversion Update

Sophonia Simms

Sophonia Simms stated that they are getting ready to conclude the design and analysis phase of converting the CM client-server application to a Web-based J2EE application. She emphasized that CM will be converted as is and will not be redesigned or have any enhancements. She noted that Anna Snouffer and she met with the developers in three sessions to discuss the module and screens. She distributed a few prototype screen shots to group members and asked them for their feedback (**http://era.nih.gov/docs/Prototyped Screens.pdf**). Group members noted that a row of headers on the client-server version of the committee and meeting data screens were missing, namely the committee title, type, and agency. Sophonia stated that she would include the omissions in the screens. Some group members stated that they wanted to view the prototype. Sophonia replied that she would distribute the URL to interested members.

CM is one of several applications set to be converted during Phase I, which began in October and will be completed by February 2005. The goal is to retire all CM client-server applications by January 1, 2006.

Kathryn Valeda wondered on which CM version Grants Technical Assistants (GTAs) should be trained. Anna replied that training on the web version would be best because it would have the most up-to-date business rules.

Action: (Sophonia Simms) Include row of headers that are on the existing client-server version but were omitted from the prototyped screens for committee and meeting data.

Action: (Sophonia Simms) Distribute URL of CM screen shots prototype to interested members.

Update: Sophonia provided the link:
http://erawebdev.od.nih.gov/ui/CommitteeManagement/index.asp

She emphasized that this there is very little functionality at this site with no database connectivity provided.

 Center for Scientific Review (CSR) Travel Expenses Enhancement

Sophonia Simms

Sophonia stated that CSR is running a pilot wherein CSR travel data is automatically added to Committee Management via a behind the scenes interface called an API. She noted that CSR developed a SQL Server application that takes data from World Travel Service (WTS), the travel contractor to NIH, and calls the API to transfers that data to the IMPAC II database; that piece is set to go into production Friday (Oct. 29). A group member voiced the hope that the pilot would be successful and replicated for other ICs. One member noted that her office logged 12,000 travelers last year and a system like this would obviate the need for WTS to make weekly transfers of data for the Scientific Review and Evaluation Award (SREA or a system used by NIH staff to document financial expenses of a review committee and reimburse approved costs).

Unearned degrees on roster

Everett Sinnett asked if there should be a business rule that the CM roster should not show unearned degrees—a professional degree that a trainee is working towards but has not completed. The issue arose when he noticed that a CSR roster did not show a degree for one of his reviewers, but the degree was listed in CM. Turns out that the reviewer did not have an earned degree and the CSR web had filtered out anything unearned. Sinnett said his desire is to see both rosters match. Therefore it would make sense to have such a business rule. Anna Snouffer stated that they could keep this suggestion on their list of things to do when CM is ultimately redesigned.

Action: (Anna Snouffer) Keep suggestion about business rule that CM roster should not show unearned degree on list of things to do when CM is redesigned.

Table Talk

Voucher clarification—CMUG chairman David Clary stated that Kate Whelan had emailed him asking for the correct way to enter a mail reviewer in CM. She stated that when she entered the reviewer as 'other person,' she could not get a voucher. David stated that he had tried two ways, entering the mail reviewer under the category 'other person,' and then under 'other member.' Both ways had worked for him.

If the reviewer is added as 'other person,' there will not be any member data because it will be unavailable (grayed out). The committee type should be entered as SEP or Special Emphasis

Panel for 'other person.' Set the travel type to 'V' and a voucher is created. If the mail reviewer is added as 'other member,' enter member type as '12' and 'Ad Hoc.'

Anna stated that one could add mail reviewers either way, but she preferred people adding them under the category 'other person,' because these reviewers are not regular members of the committees and should not be counted as such on end of the year reports.

DEAS issues—Group members again raised the issue of how to categorize employees from the Division of Extramural Activities Support (DEAS) in their meeting reports. DEAS represents a major change in the way NIH handles administrative support services. Before the advent of DEAS, each IC had its own administrative support services staff. But now, all support services staffers have been centralized in three major hubs under DEAS and fan out to ICs on an as-needed basis. One member asked if Grant Technical Assistants should be listed as members of OD (Office of the Director) instead of the IC they work for. Kay Valeda wondered if they should use the DEAS employee's IC address or their OD affiliation. Anna Snouffer stated that she recommended using their OD address, since you cannot tell with which institute they are affiliated. She stated that CMUG members should include DEAS employees who work on a somewhat regular basis on committees in the reports, rather than waiting until the end of the year to capture this data. One member asked if they should account for the salaries of these DEAS employees on their Financial Operating Plan. Anna stated that it would make sense to include regular DEAS employees in the FOP. The hub manager will be able to provide details of salaries. Kay stated that she will include the main DEAS employees in review in the system and list OD as their address. But this means that there is no way to show their IC affiliation in IMPAC II. Cikena Reid stated that she keeps their profile the same, but changes their role. If they are working for a certain committee, she lists the committee/IC address in their role. David stated that the director of DEAS is expected to be attending the next Committee Management Officers meeting and CMUG members could ask her these questions. He said he would send an email out after he confirms it.

Action: (David Clary) Send an email to CMUG members confirming that the DEAS director will be attending the next CMO meeting.

Update: David confirmed that Mary Frances Deutsch, Director, DEAS, will be at the next Committee Management Officers meeting on November 9, 2004, at 9:00 a.m. at Rockledge II, Conference Room 9100-9104. All CMUG members are invited to attend this meeting.

Eliminating names—A group member stated that a Scientific Review Administrator had enquired if the names of a deceased federal employee and at least ten others who are no longer with his office can be deleted from the Committee Administration screen. One member suggested putting an end date on their employment. Another stated that CMUG had discussed hiding the names in a box, but it was an enhancement that would come only in a future redesign.

Changing addresses—A group member noted that a SRA had complained that he updated his Commons account, but the information in his role was not automatically changed. Anna Snouffer stated that it was a touchy situation, because many people did not want their roles touched. They wanted to retain the history of the committees they served on, even if they had moved on.

Future Meeting dates

CMUG meetings are usually held on the fourth Wednesday of each month. However, the meeting dates are always held a week earlier in November and December so as not to clash with the holidays. The next meeting is set for November 17, followed by the December 15 meeting.

Attendees

Campbell, Bonnie (AHRQ)
Caraballo, Kim (NICHD)
Clary, David (OD)
Colston, Carmen (AHRQ)
David, Tracey (OD)
Kemmerle, Donna (NIDCD)

Manouelian, Denise (NIDDK)
Reid, Cikena (NINDS)
Rustin, S. Lisa (NCI)
Scibek, Carol (CSR)
Simms, Sophonia (OD)
Sinnett, Everett (CSR)

Snouffer, Anna (OD)
Subramanya, Manju (PCOB/LTS)
Valeda, Kathryn (NHLBI)
Whelan, Kate (NIMH)
Wigmore, Al (NICHD)