



Committee Management User's Group (CMUG)

Meeting Date: December 10, 2003
Time: 1:30 p.m.
Location: Rockledge 2, Room 3087
Advocate: Anna Snouffer
Analyst: **TBD**
Next Meeting: TBD

Action Items

1. (Anna Snouffer) See about enhancing hover text to include acronym definitions for CM Web.
 2. (All) Send any error messages in CM Web that pertain to the client-server version to Anna Snouffer.
 3. (Anna Snouffer) Check with Sarah on the Status of the Person Module Redesign.
 4. (Anna Snouffer) Consult with Patti Austin on the possibility of additional training session for the CM Web for SRAs and GTAs.
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Announcements

Anna Snouffer opened the meeting by apologizing to the group for having moved the meeting date. Kay Valeda, the CMUG Chair, was out on emergency sick leave and had not reserved the regular meeting room. Kay is feeling better and should return soon. In addition, an analyst had not been formally assigned to handle CM at this time.

Changes to the Client-Server Version

Bonnie Dwyer sent a request for detailed enhancements to the client-server version. Anna explained that the only enhancements to the client-server version that would be supported at this time are critical modifications. All other enhancements should be saved and incorporated into the Web redesign.

Chair Bug in CM Web

Ev Sinnett discovered that the CM Web does not allow users to designate a Chair for Special Emphasis Panel (SEP) Meetings. Pilot users reported the bug, but the change was not incorporated into the release. Anna has contacted the programmer and eRA staff to initiate a CCB request to fix the bug.

Pull Down Acronym Help

Ev Sinnett reported difficulty in deciphering the meaning of the acronym choices for some of the fields in the Web version. The group discussed the need for help for users including the use of

hover text or a button that will display the complete name of each choice. The enhancement must be incorporated into a future release.

Action: (Anna Snouffer) See about enhancing hover text to include acronym definitions for CM Web.

CM Web Error Messages

Ev Sinnett, as well as other users, reported receiving error messages in CM Web that only pertained to the client-server version. Anna requested that users forward these messages to her and she would pass them on to the new analyst.

Action: (All) Send any error messages in CM Web that pertain to the client-server version to Anna Snouffer.

Data Transfer from NBRSS

Users reported continuing problems with the data transfer from NBRSS for travel costs for Special Government Employee (SGE) members, Federal members, and Federal staff traveling in conjunction with advisory committee duties. Caroline Grabner did an experiment where ONLY the voucher number was entered in the Travel Purpose field and that worked. The moment text is entered in that field, it will not pull to IMPAC II. That field is required in most Institutes to be filled with text. Ergo the problem. Anna has contacted Scarlett Gibb concerning this problem and will keep the group informed.

Additional Training

The group expressed concern that many SRAs and GTAs were not aware that the CM Web version was available although many had attended the training during the summer. The group suggested that additional training session be offered to familiarize potential users with the new version.

Table Talk Items

- First Item: Users discussed how to correct problems with a chair grant not printing on travel vouchers: Users should first ensure that Grants Management has activated the U09 grant and then have the IC CMO associate the grant with the advisory committee.
- Second Item: Users are patiently waiting for an additional column to be added to the Expense Ledger report that indicated the WTS travel costs.
- Third Item: Anna informed the group that if the residential address was incorrect (a university address) used by Training Activities (TA) they or the Super User should add a new residential address. The new addresses should be marked “preferred” so it will appear on the voucher. This process is preferred to overwriting the TA address because that address may be needed for their reporting purposes.
- Fourth Item: Users reported problems with the person module and wanted to know when the person redesign was scheduled. Anna will check with Sarah and report back to the group.

Action: (Anna Snouffer) Check with Sarah on the Status of the Person Module Redesign.

Attendees

Campbell, Bonnie (AHRQ)

Caraballo, Kim (NICHD)

David, Tracey (CSR)

Cecil, Christy (NIMH)

Edwards, Linda (NCI)

Grabner, Caroline (NHLBI)

Kemmerle, Donna (NIDCD)

Manouelian, Denise
(NIDDK)

Rustin, Lisa (NCI)

Scibek, Carol (CSR)

Sinnott, Everett (CSR)

Snouffer, Anna (OD)

Wang, Wesley (OD)

Whelan, Kate (NIMH)