IMPAC II GM Lead User's Group Meeting Minutes

Date: January 8 2003
Time: 9:00–11:00 a.m.
Location: 6001 Executive Building, Conference Room B
Advocate: Marcia Hahn

Next Meeting: February 12, 2003, 9 a.m., 6001 Executive Blvd., Conference Room A1/A2

Actions Items

1. (All) Check with staff and determine if there is a need for additional training on the Standardized Spreadsheets. Notify Pam Mayer via email.

2. (Mike Loewe) Find out if the 72-hour waiting period required between CLO notification and mailing the Notification of Grant Award (NGA) meets the policy requirement.

3. (All) Notify Mike Loewe via email if you are a member of a Vision Subcommittee

4. (All) Brainstorm about additional focus groups for next IMPAC II GM Lead User's Group meeting.

5. (All) Email Mike Loewe with nominations for IMPAC II GM Lead Users Co-Chair.

GM Closeout Module Working Group

Mike Loewe announced that the Grants Management (GM) Closeout Working Group is focusing on ensuring that all ICs are in compliance with the Grants Management Closeout Module

Currently, 10 ICs use the GM Closeout Module and 6,000 records are present in the system. This reflects significant progress in terms of "getting everybody on board" with the GM Closeout Module. Mike encouraged all interested parties to attend future GM Closeout Working Group meetings.

Edits Check Working Group

Debbie Hendry reported that the Edits Check Working Group is working diligently on the consistency of language used in the GM Module. She asked the group to approve the following edits:

- The budget start must be **prior to** the budget start date

- The project period end date must be **after** the budget start date

- The budget and project period start date **do not match**

Debbie asked the group whether the "more" button featured on the screen should lead to a display of all the information on the page or to additional information not present on the screen. The group said that the "more" button should lead to both sets of information.

Debbie hopes to present all edit checks in March. Cathy Walker explained that these edits will not be implemented for the March release but for a possible May release. Pam Mayer suggested assembling and distributing a compiled document of edit checks for the GM community to review. The group agreed that this was an excellent suggestion.

Standardized Spreadsheet Working Group

Pam Mayer announced that the Standardized Spreadsheet Working Group has hosted seven training classes for 130 GM users from 20 different ICs. Mike said that these numbers are extremely encouraging, as they demonstrate that the NIH, across the board, values hands-on training.

Pam asked the group to check with their IC and determine whether or not there is a need for additional training on the Standardized Spreadsheets. She requested that the group email her directly if they discover a need for more sessions.

Pam announced that the next meeting for the Standardized Spreadsheet Working Group is on January 17, from 2–3:30 p.m. and encouraged all interested parties to attend.

Action (All): Check with staff and determine if there is a need for additional training on the Standardized Spreadsheets. Notify Pam Mayer via email.

GM Module Updates

Cathy Walker explained that with the March release, GM Module users will be able to view the project period start and end dates on fellowship grants. Previously, users could only view the budget start and end dates. Now, users have both sets of information when they press the "activate" button.

For the July release, Cathy is focusing on the following:

- Business rules text changes
- Customizable checklists
- Implementing a work-at-home option
- Building the Foreign Components Module
- Restructuring the Grant Folder

Cathy asked whether or not the July initiative to implement a work-at-home option should be a priority. Cathy feels that a work-at-home feature should be a high priority, especially as the GM Module moves to the Web. However, the group needs to voice the importance of a work-at-home option to establish it as a priority. The group agreed that a work-at-home option is crucial. Mike suggested that the best way to communicate the need for a work-at-home option would be to form a TeleWorking Group—a team of GM Lead Users focused on the issues of working at home (i.e., connectivity, workspace, access to the GM Module, etc.). Mike passed a sign-up sheet around and encouraged all interested parties to participate. Cathy Walker said that she would inform Marcia about the TeleWorking Group and the importance of implementing a work-at-home option.

Cathy said that a working group is also needed to focus on the Foreign Components Module. She explained that the Foreign Components Module will use the subproject module to allow users to create foreign subprojects and will include the completion and routing of the 1820 form. A focus

group is needed to discuss the complexities of this module. Mike passed around a sign-up sheet for the Foreign Components Module Focus Group and encouraged all to join. Member of Focus Group include Debbie Hendry, Penny Colbert, Mary Kirker, Bruce Butrum, Marcia Hahn and Cathy Walker.

Finally, Cathy announced that all document number edits should be corrected in the January release. She is also working on removing bugs involving Type 6 and 7s. She explained that when users create a Type 6 or 7, and there is also a fellowship grant for another activity code that has the same serial number, the Type 6 and 7s do not function properly. Cathy said this problem should be resolved in the March release. She advised users, in the meantime, to contact the Helpdesk if they encounter problems.

Issue Dates

Mike reminded the group that a 72-hour waiting period is required between CLO notification and mailing the Notification of Grant Award (NGA). He asked group members to ensure that everyone in their respective IC is following this policy and releasing the NGA in the proper amount of time. The group asked if the 72-hour waiting period included weekend hours or if this period was strictly 72 business hours. Mike said he was unsure and would ask Marcia upon her return.

Action (Mike Loewe): Find out if the 72-hour waiting period required between CLO notification and mailing the Notification of Grant Award (NGA) meets the policy requirement.

Vision Subcommittees

Mike recapped the December 18 Grants Management Advisory Committee (GMAC) meeting. The purpose of the meeting was to understand the various roles and responsibilities of the Vision Subcommittees. Mike explained that while the subcommittees have a tremendous opportunity for interaction and cooperation, they are frequently duplicating each other's efforts as well as those of the GM Lead User's Group.

Mike said that this problem can be alleviated, at least to a certain degree, if the IMPAC II GM Lead User's Group can coordinate its efforts with the various subcommittees. It was suggested that the group elect liaisons who attend the GM Lead User's Group as well as the Vision Subcommittee meetings. These liaisons would inform the GM Lead User's Group about the developments and decisions of Vision Subcommittees and vice versa. Mike asked whether anyone in the group is currently a member of a Vision Subcommittee. He asked these group members to notify him via email.

Action (All): Notify Mike Loewe via email if you are a member of a Vision Subcommittee.

Additional Working Groups

Mike asked the group to think about additional focus groups that would prove beneficial to the development of the GM Module. He requested that the group email him with these suggestions so that he can incorporate them into the February meeting agenda as a discussion item. He would also like to present the group's recommendations at the next Vision Subcommittee meeting.

Action (All): Brainstorm about additional focus groups for next IMPAC II GM Lead User's Group meeting.

Co-Chair Nominations

Dave Chicchirichi is stepping down as co-chair for the IMPAC II GM Lead Users Group. The group expressed their thanks and appreciation for Dave's two years of hard work with a round of applause. With Dave retiring his role, Mike emphasized the need for a new co-chair. He asked all interested parties to email him this week so that he can assemble a list of candidates. An anonymous vote will be held at the next meeting.

Action (All): Email Mike Loewe with nominations for IMPAC II GM Lead Users Co-Chair.