



GM Lead Users Group

Date: December 8, 2004, Wednesday
Time: 9:00–11:00 a.m.
Location: 6101 Executive Building, 2nd Floor Conference Room
Advocates: Michael Loewe and Pamela Mayer

Next Meeting: Wednesday, January 12, 2004, 9:00 a.m.-11:00 a.m. Atrium Building, 6101 Executive Blvd, 2nd Floor Conference Room.

Handouts

- NIH Web Based Foreign Component Tracking System for Grants and Contracts Presentation:
http://era.nih.gov/docs/Presentation_GM_Lead_Users_Group-12-08-04.pdf
- NIH Web-Based Foreign Component Tracking System Demonstration:
<https://fts.nhlbi.nih.gov/nihfts/>
- eRA NIH Commons Website Presentation:
http://era.nih.gov/docs/Presentation_Commons_GM_Lead_Users_Group_12-08-04.pdf

General Announcements

- *Additional DHHS Agencies Plan to Use eRA*—Bob Tarwater announced that other agencies from the Department of Health and Human Services will begin to use the eRA system in the months to come.
- *New Co-Chair for GM Lead Users Group*—Eddie Myrbeck will replace Bob as co-chair of the GM Lead Users group beginning January 2005.

eNAP

Cathy Walker announced that eNAP will soon be available for handling Type 5s that are not SNAPs and that are multi-budget grants. To ensure that eNAP is useful to the community, Cathy asked group members whether they currently enter typed detailed budgets into a spreadsheet or if they merely “eyeball” the budget. The answer, she said, will determine how eNAP handles this process electronically. The group agreed that the majority of ICs merely “eyeball” the budget; however, a few group members said that they occasionally type data into a spreadsheet if there are significant changes to the budget. Cathy thanked group members for their contributions and promised to update the group on future eNAP developments.

Demonstration of Web-Based Foreign Components Tracking System

Bruce Butram, Chief Grants Management Officer from the Fogarty International Center (FIC), presented the NIH Web-Based Foreign Component Tracking System for Grants and Contracts—a system, Bruce explained, that would allow NIH IC staff users to generate their State Department

Clearance “NIH 1820 Form” electronically:

http://era.nih.gov/docs/Presentation_GM_Lead_Users_Group-12-08-04.pdf

The system, which was developed as a joint venture between the National Heart, Lung, and Blood Institute (NHLBI) and FIC staff, captures information that is normally required to request a State Department Clearance for a grant, cooperative agreement, or contract. Specifically, the system will:

- Allow IC staff to verify awarded dollar information after a grant or contract is awarded. Reports can easily be generated to check on the status of the information verified for an IC.
- Allow staff at the Division of International Relations (DIR), FIC, to communicate any clearance-related issues with IC staff by entering comments that are viewable in the system.
- Utilize IMPAC II data. This will greatly reduce some of the data entry normally required.
- Allow NIH staff to generate reports on all data accumulated in the system in addition to IMPAC II data.
- Be compliant with the NIH enterprise system. The Foreign Components Tracking system has already been cleared with the new governance system.
- Allow IC staff and State Department staff to enter comments into the system to improve communication.

Bruce explained that the State Department staff have agreed to utilize this new web-based system to obtain concurrence from U.S. embassies for certain countries on a pilot basis. The pilot began on November 1, 2004 and will affect the clearances submitted for Canada, UK, and Italy. The system will allow State Department staff to access information through the web-based system which is normally provided in the 1820 form. The normal paper process has not changed during this pilot but they hope to streamline the process in the future. The countries involved in this pilot make up about 30% of the clearances requested by NIH for approval.

Bruce presented a live demonstration of the system and encouraged group members to visit the demo site, <https://fts.nhlbi.nih.gov/nihfts/>, after the meeting and to contact him directly with any questions at ButrumN@mail.nih.gov or at 301-496-1670.

After reviewing the live demonstration, group members posed the following questions:

- *Is the system for NIH or for all DHHS agencies?*—Currently, the system is for NIH users; however, the system is portable and can be customized to all DHHS agencies.
- *Does the system include email notification?*—Automatic email reminders are easy to incorporate; however, because each IC has a different process of notifying involved parties, no email notification is present in the system.
- *Can GM help deliver this system?*—Bruce said that if GM could communicate the availability of this new system to both GM and to Program, the system would be sure to “take off” within the NIH community.

- *How long is the pilot?*—The pilot will be three months long. However, the State Department has already cleared the system for use.
- *Are you still making enhancements to the system?*—Bruce said that the system is mostly complete, but that he is enhancing the system on a daily basis.
- *Are ICs still required to print and sign the 1820?*—Bruce said that currently the State Department still requires the signed form. However, this system is a first step to change that process.

Demonstration of eRA NIH Commons Website

Dan Hall provided a demonstration and briefing on the eRA NIH Commons Website: http://era.nih.gov/docs/Presentation_Commons_GM_Lead_Users_Group_12-08-04.pdf. During the last GM Lead Users meeting, group members—in an attempt to better answer the questions of grantees—had requested a presentation on what, exactly, Principal Investigators (PIs) see when they enter the Commons.

Before he demonstrated the Commons system (from the perspective of the PI), Dan provided group members with an overview of the Commons, eRA, and other related issues:

- The NIH eRA Commons is a web-based portal into NIH grant activity (*see Slide #2*)
- Institutions must have an account to access the Commons and must be responsible for creating those accounts (*see Slide #2*).
- The NIH eRA Commons was launched in November 2002 (*see Slide #3*).
- Currently, more than 50,000 grantees are using the Commons (representing 65% of PIs on Awarded Grants) (*see Slide #3*).
- The NIH eRA Commons system contains several modules (*see Slides #5-9*): Account Management, Institutional Profile, Personal Profile, Demo Facility, Status (including priority scores/percentile information, links to online documents, NIH contact information, Study Section information, eSubmission approval, JIT submission, no-cost extension requests, etc.), Financial Status Report (FSR), Internet Assisted Review (IAR), and the Streamlined Non Competing Application Process (eSNAP).
- Upcoming enhancements (*see Slide #10*) for 2005 include Grants Management Closeout (revamping authorization rights and roles), X-Train, Post Award Process Integration (Change of PI, Change of Institution, Administrative Supplements, Prior Approval, Budget Carryover), Integration of Post Award Processes and eSNAP/JIT/Closeout into Program/GM (Single Sign On).
- eCGAP received 50 new competing and continuing applications in initial pilots.
- Grants.gov hopes to accept applications in 2005.
- eRA eXchange is deploying notifications, status, errors, profile business-to-business messages.

Finally, Dan presented a walk-through demonstration of the NIH eRA Commons from the perspective of the PI: <https://commonsdemo.era.nih.gov/commons-demo/>

Fogarty International Center

**NIH Web-Based Foreign Component
Tracking System For Grants and
Contracts**



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Foreign Component System

Special Thanks

This system is being developed as a joint venture between NHLBI and FIC staff. NHLBI has provided significant assets in developing this web-based system that will benefit all of NIH.



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Foreign Component System

What is this new web-based system and how will this affect most NIH ICs?

New System

- This new system is designed to capture information that is normally required to request a State Department Clearance for a grant, cooperative agreement, or contract.
- NIH IC staff users will use the system to generate their State Department Clearance “NIH 1820 Form”.



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Foreign Component System

- The system will allow IC staff to track the request from submission to approval.
- The system will allow IC staff to verify awarded dollar information after a grant or contract is awarded. Reports can easily be generated to check on the status of the information verified for an IC.
- The system will allow staff at the Division of International Relations (DIR), FIC, to communicate any clearance-related issues with IC staff by entering comments that are viewable in the system.



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Foreign Component System

- The system will utilize IMPAC II data so it will reduce some of the data entry normally required.
- The system will allow NIH staff to generate reports on all data accumulated in the system in addition to IMPAC II data.
- The system is not part of the enterprise system, but is compliant with the enterprise system. This means that if eRA wanted to pull the data into the enterprise system, it would be possible. We have cleared this new system through the new governance system.



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Foreign Component System

- The system will also allow IC staff and State Department Staff to enter comments into the system to improve communication.



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Pilot Program with the State Department

State Department Staff has agreed to utilize this this new web-based system to obtain concurrence from U.S. embassies for certain countries on a a pilot basis. The pilot began November 1st 2004 and will affect the clearances submitted for Canada, UK, and Italy. The system will allow State Department staff to access information through the web-based system which is normally provided in the 1820 form. The normal paper process has not changed during this pilot but we hope to streamline the process in the future. The countries involved in this pilot make up about 30% of the clearances requested by NIH for approval.



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Foreign Component System

Demonstration of the live system.

<https://fts.nhlbi.nih.gov/nihfts/>



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For More Information

Contact:

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NIH Commons Update and Demo for GM Lead Users December 8, 2004

What is ERA & NIH Commons?

❖ ERA – Electronic Research Administration

- Conduct grant business via computer
- Covers all aspects of grants activities
 - Proposal submission
 - Progress & financial reports
 - Peer review
 - Etc.

❖ NIH eRA Commons

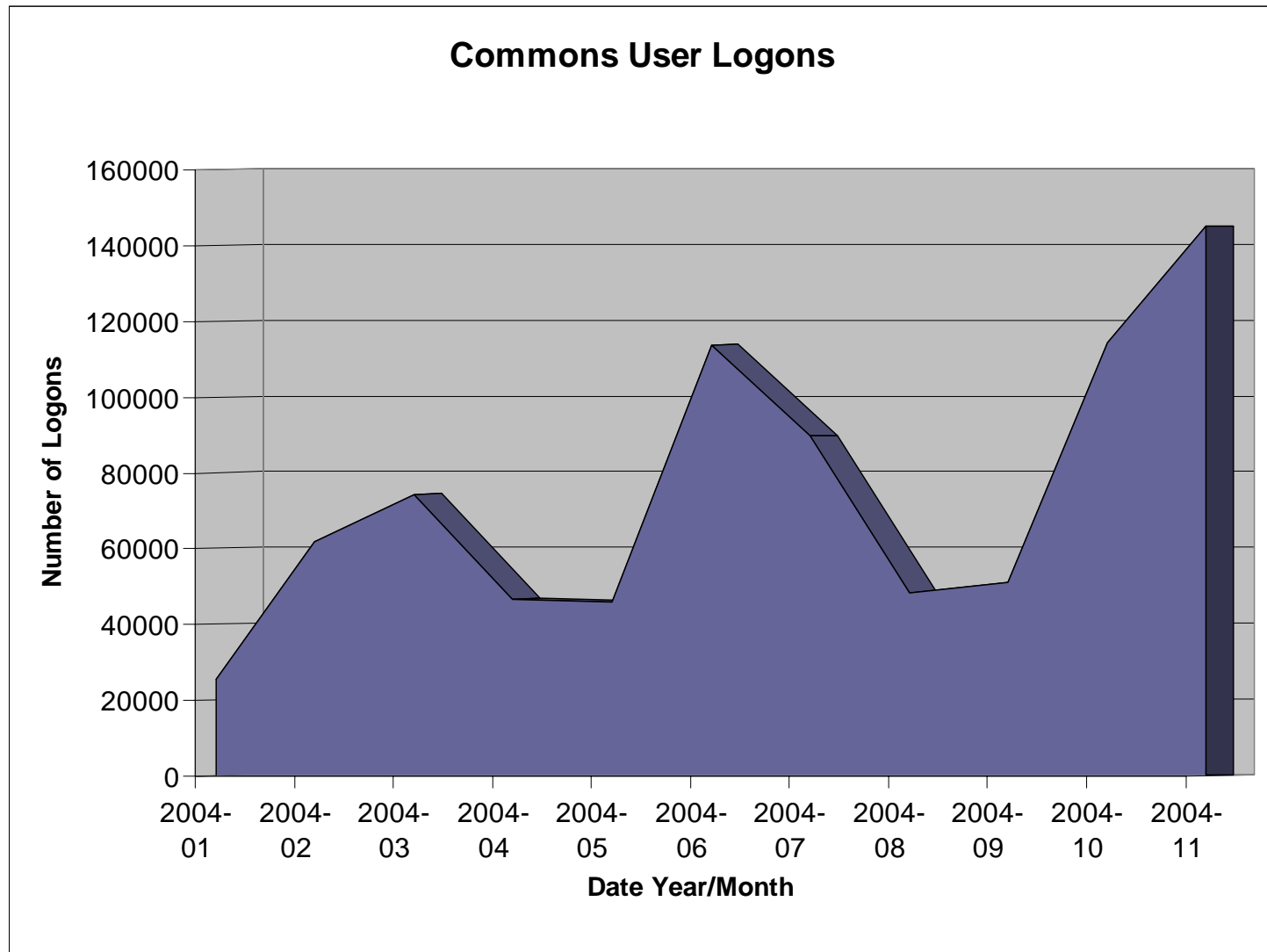
- Portal into NIH grant activity
- Web-based, must have account
- Institution responsible for creating user accts.
- Role based access

eRA Commons Statistics

❖ General System Statistics

- Launched November 2002
- Institutions representing 95% of Funded Grants
- More than 50,000 grantees (represents 65% of PIs on Awarded Grants. Up from 5% a year ago!)

Commons Logon Trend



eRA Commons Modules

- ❖ **Account Management**
 - Grantee Organizations administer Accounts within their institution.

- ❖ **IPF (Institutional Profile)**
 - Organizations maintain their own information
 - Address, DUNS, Org Hierarchy
 - Assurances
 - Other Contact Info (NGA, Notifications, etc.)

- ❖ **PPF (Personal Profile)**
 - Grantees maintain their own information
 - Single Point of Ownership
 - Multiple Address Information
 - Degree Information
 - Publication Information

- ❖ **Demo Facility**
 - Everything I show you today is available in a Test Environment for NIH or Grantees to use

eRA Commons Modules

❖ Status – Full Production

- Access level dependent upon roles
- Priority Scores/Percentile information *
- Link to on-line documents
 - Abstract
 - NGA
 - FSR
 - Summary Statement *
 - Scanned 398/2590) ***
 - eApplication (398/2590)***
- NIH contact information (PO, GMS, SRA, Closeout Specialist)
- Link to Study Section information and roster
- Approval of eSubmissions
- Ability to submit JIT information (750) **.
- Ability to request No-Cost-Extensions (3205) **

*PI Only

** SO only

*** PI and SO

eRA Commons Modules

❖ FSR (Financial Status Report)

- Replaces mainframe TSO system
- Search for grants based upon due date
- Submit new/revise FSR
- View FSR status (due, late, received etc.)
- Submitted FSRs appear in "Status"
- Integrates with NIH accounting system
- Over 40,000 FSRs processed
- Over 65% from external users
 - Over 270 grantee organizations participating

eRA Commons Modules

❖ IAR (Internet Assisted Review)

- Reviewers may
 - Electronically submit critiques and prelim. scores prior to the meeting
 - Review the critiques submitted by others on-line
 - Modify their critiques after the meeting
- Full Production in July 03
- 155,000 critiques submitted to date
- 650 Meetings scheduled for October and Jan Councils
- Over 17,000 IAR users currently (doubled since May)
- AHRQ in IAR this council round

eRA Commons Modules

❖ eSNAP (Streamlined Non Competing Application Process)

- Additional 15 days allowed for submission
- Delegated submission to PI possible
- 3500 eSNAPs submitted to date
- System “Completed” August 2003
- eSNAP now open to all organizations
- Participate by SO Selection in IPF

Upcoming Enhancements (2005)

- ❖ **Closeout (January 2005)**
- ❖ **Content Management (January 2005)**
- ❖ **Revamping of Authorization (Rights and Roles)**
 - Pilot for Organizational Structures in GM
- ❖ **xTRAIN (Trainee Appointments) - 2271**
- ❖ **Public Access**
- ❖ **Post Award Process Integration**
 - Change of PI
 - Change of Institution
 - Administrative Supplements
 - Prior Approval
 - Budget Carryover...
- ❖ **Integration of Post Award Processes and eSNAP/JIT/Closeout into Program/GM (Single Sign On)**

eRA Exchange, CGAP & Grants.gov

❖ CGAP

- Received 50 new competing and continuing applications in initial pilots (Only accepting R01, R03, R21's no RFA's)
- Simple Research Grant Applications, modular budgets

❖ Grants.gov

- Ramping up to accept applications in 2005

❖ Exchange

- Deploying Notifications, Status, Errors, Profile Business to Business Messages.

Training-Support-Outreach

- **NIH eRA Helpdesk**

(866) 504-9552 (Voice - Toll Free)
(301) 402-7469 (Voice - Local)
(301) 451-5675 (Fax)
(301) 451-5939 (TTY)

- **EMAIL**

Commons application problems commons@od.nih.gov
All Other questions askera@od.nih.gov

- **Web Sites**

Commons Home Page <http://commons.era.nih.gov>
eRA Home Page <http://era.nih.gov>
Commons Support Page <http://era.nih.gov/commons/>
CGAP <http://era.nih.gov/projectmgmt/sbir>

Commons Demo

