IMPAC II GM Lead User's Group

Date: June 17, 2003
Time: 9:00–11:00 a.m.
Location: 6001 Executive Building, Conference Room A1/A2
Advocate: Michael Loewe

Next Meeting: August 14, 9 a.m., 6001 Executive Blvd., Conference Room A1/A2

Actions Items

1. (Debbie Hendry) Have Just-in-Time Workgroup investigate OER policy concerning just-in-time documents; consider conducting survey to determine just-in-time documents most frequently received by ICs.
2. (Mike Loewe, Marcia Hahn) Meet to discuss policy regarding NIH standard checklist items.
3. (All) Email Cathy Walker to participate in a focus group dedicated to defining requirements for the GM customizable checklist.
4. (All) Email Cathy Walker to participate in a focus group dedicated to preparing for the arrival of electronic applications.
5. (All) Recruit coworkers for Grants Management focus groups and initiatives.
6. (Mike Loewe) Confirm that every IC has a GM Lead User as a single point of contact for the Helpdesk.
7. (All) Review handout of Type 5s with missing receipt dates; enter missing dates in IMPAC II.
8. (Cathy Walker) Find out whether the Program Module alerts POs to incoming eSNAPS.
9. (All) Discontinue use of older versions of Standardized Spreadsheets and download newer versions; contact Pam with any questions.

No-Cost Extension Module

Dan Hall presented a demonstration of the No-Cost Extension user interface that he is developing for the NIH eRA Commons:

http://erawebdev.od.nih.gov/ui/commons

The No-Cost Extension Module, located in the NIH eRA Commons, will allow grantees to enter no-cost extensions for grants up to one year. This module will replace the current process whereby grantees send letters requesting no-cost extensions, the NIH staff enters these requests in ICO, and grantees receive letters of confirmation. The Module is intended to save time for both grantees and NIH staff alike.

The Module can be accessed via the *Search Proposals* page. Grantees or Signing Officials can use this page to locate any grant submitted by their institution. Once a grant has been located, users can then click on the "Extension" link to request a longer project period. Users have the option of selecting one, three, six, nine, or twelve months extensions. Once an option is selected, users then click the "Confirmation" button and records in IMPAC II are automatically updated. Dan explained that users have anywhere from ninety to ten days prior to project period end date to request an extension.

Marcia Hahn asked whether the Module sends email notifications to the Grants Specialist. Dan said that the Module sends a message to the IC inbox and one to the Program Official.

Finally, the group asked if users should be presented with one- and three-month extension options since these are such short periods of time. Dan said that GMAC also suggested this revision and he intends to remove the one- and three-month options.

Just-in-Time User Interface

Dan also presented the prototype of the Just-In-Time user interface that is scheduled for release in October. Located in NIH eRA Commons, this module allows grantees to submit just-in-time documents (Pending Type 1s with a percentile of 30).

The interface contains four tabs for just-in-time components (*Other Support, Checklist, IRB*, and *IACUC*) and defaults to the *Other Support* page.

- *Other Support*—Allows users to complete, save, and upload documents (e.g., a 398 form) to the Grant Folder in IMPAC II. These documents are captured and saved as images. They are not data-driven.

- *Checklist*—Allows users to complete, save, and upload a checklist to the Grant Folder as well. Like the forms on the *Other Support* page, the checklist is also saved as an image and is not data-driven. Dan explained that users will be required to complete the checklist to submit any just-in-time documents. In addition, users must complete all just-in-time documents to submit anything.

  Dan asked the group whether the Checklist should be included as a just-in-time document. Debbie Hendry said that the Just-in-time Workgroup agreed that the module should contain a checklist because grantees are submitting K budget salary information. She also explained that grantees are submitting information on IRB for a single site, IRB for a multiple site, IACUC for a single site, and IACUC for a multiple site. Dan said that it would be best to develop a sound policy defining when users need to update their checklists. For now, Dan said that he will grant users the option of modifying their checklists. The group agreed with this course of action.

- *IRB*—Captures Human Subject Assurance date. This data automatically populates IMPAC II records.

- *IACUC*—Captures Animal Care and Use Committee (IACUC) Assurance date. Like the Human Subject Assurance date entered in the *IRB* screen, IACUC data automatically populates IMPAC II records.

  Dan explained that if users are registered in the NIH eRA Commons, then the data entered on both the *IRB* and *IACUC* pages will automatically populate institutional profiles and the corresponding fields in the Grants Management Administration screen. Mike Loewe commented that the *IRB* and *IACUC* pages are great examples of how business processes at the NIH are becoming data-driven.

Marcia told Dan that the IACUC and IRB numbers, not just the approval dates, should automatically populate IMPAC II. Right now, assurance numbers are manually entered by Grants Specialists. It would save time and effort if these numbers were automatically entered into GM screens when grantees enter this information in the NIH eRA Commons. Dan said that he would explore Marcia's suggestion further.

Marcia also suggested including the Certified Human Education Requirement in the Just-in-Time Module. This requirement is already included in eSNAP. Dan said that he would implement this requirement.

Finally, the group asked if the Office of Extramural Research (OER) had any policy concerning just-in-time documents. Debbie Hendry said that the Just-in-Time Workgroup would look into the matter. It was also suggested that the Workgroup conducting a survey to determine which just-in-time documents are most frequently processed by ICs. Debbie said that she would discuss this further with the Workgroup.

Action: **(Debbie Hendry) Have Just-in-Time Workgroup investigate OER policy concerning just-in-time documents; consider conducting survey to determine just-in-time documents most frequently processed by ICs.**

Demo for Customizable Checklist Pilot

Cathy Walker presented a demo of the GM and Program Official (PO) customizable checklists scheduled for release in July. The checklists feature standard NIH items and allow ICs to include IC-specific items.

Right now, ICs have agreed that the standard checklist items should be the same as the checklist items appearing in the upper right-hand corner of the Administration screen. However, this list of NIH standard checklist items is not final. Marcia explained that the policy on what checklist items should be mandatory is still unresolved. In the meantime, she recommended conducting a survey to determine what items ICs include on their checklist. This information may assist in the creation of an NIH standard checklist. Marcia said that she would like to meet with Mike to discuss policy regarding NIH standard checklist items further.

Pam Mayer asked how many IC-specific items could be included on the checklist. Cathy said that there is no set limit. She explained that she is currently entertaining the idea of expandable and collapsible fields that would allow users to either view the entire list of items or specific categories of items.

Finally, she asked group members interested in defining requirements for the customizable checklist to email her directly.

Action: **(Mike Loewe, Marcia Hahn) Meet to discuss policy regarding NIH standard checklist items.**

Action: **(All) Email Cathy Walker to participate in a focus group dedicated to defining requirements for the GM customizable checklist.**

Foreign Components Module

Cathy presented the user interface of the Foreign Components Module scheduled for release in July. The pilot allows users to create an 1820 form in IMPAC II and route it electronically for approval.

The interface contains four tabs (*Primary, Foreign, Foreign Sites*, and *Sign and Route*). Users can query a grant and then create and complete an 1820 form. Cathy envisions sending these completed 1820s electronically for approval. However, Marcia explained that electronically routing these forms may be unacceptable because the State Department still requires a printed copy with an IC signature. She said that the State Department is discussing policy issues involving electronically signed 1820s,but has not reached any resolutions. She will keep the group updated on this matter.

Pam asked Cathy if the Module will eliminate the need to report on the direct costs awarded to a foreign component at the end of the year. Cathy said that the whole idea of the Foreign Components Module was to accomplish this goal. She hopes to implement a screen in the module that verifies estimated dollars. She envisions users accessing this screen from both the Foreign Components Module and the Grants Management (GM) Module.

Finally, the group asked if the Foreign Components Module will allow users to create more than one 1820 for a grant. Cathy said that she still needs to implement this functionality for grants with more than one foreign component.

Preparing for Electronic Applications

Cathy announced that JJ Maurer is undergoing efforts to prepare the NIH community for the arrival of electronic competing applications. To ensure that each eRA user community is ready to handle these electronic applications, JJ has requested the formation of a focus group. He would like the focus group to answer the following question: What changes does your IC need to make to current modules, processes, etc., to handle the arrival of electronic applications? The focus group will meet a few times to discuss ideas, changes, and any preparations needed. Cathy asked all interested parties to email her directly. Marcia also said that this will also be a topic at the GMAC meeting tomorrow.

Finally, Mike asked group members to start recruiting their coworkers for various GM focus groups. Members of the GM Lead Users group are already heavily committed and involved; it is time to recruit additional assistance.

Action: **(All) Email Cathy Walker to participate in a focus group dedicated to preparing for the arrival of electronic applications.**

Action: **(All) Recruit coworkers for Grants Management focus groups and initiatives.**

Helpdesk Issues

At the last eRA Project Team meeting, Tim Twomey explained that the Helpdesk consists of only eight staff members who handle over 5,000 calls a year. Mike said that the Grants Management community should start reducing calls to the Helpdesk by learning the system well enough to answer grantee questions. It is important that the GM community learn the NIH eRA Commons system so it can help grantees. Dan reminded the group that a live demo is available on the NIH eRA Commons Web site for the NIH community:

https://commons.era.nih.gov/commons/

Mike also announced that eventually all ICs will have to call the Center for Information Technology (CIT) instead of the Helpdesk for bugs, glitches, and questions. However, Tim has managed to grant the GM community a special dispensation. While all GM users must report problems to the CIT, the GM Lead User in each IC may contact the Helpdesk directly. Tim wants to ensure that each IC has a GM Lead User as a single point of contact to the Helpdesk. Mike said that he will confirm that each IC has a GM Lead User this week.

Marcia also asked the group to notify the Helpdesk when a problem has been resolved. Frequently, the Helpdesk is unsure whether the problem has been remedied and would much appreciate feedback from the GM community.

Finally, Mike suggested the possibility of inviting a Helpdesk specialist to the GM Lead Users Meeting to listen to the various bugs, enhancements, and problems with the GM module.

Action: (Mike Loewe) Confirm that every IC has a GM Lead User as a single point of contact for the Helpdesk.

Type 5 Reminders and Late Notices

Mike announced that on June 15 a Late Notification email was distributed for all Type 5 applications that had not been received for the June 1 start date.

He explained that from now on two different email messages will be sent regarding Type 5s: a Progress Report Reminder and a Late Notification message. Mike distributed copies of both emails.

A Progress Report Reminder email will be sent on the first of every month for applications that are due in two months. For example, a July 1 reminder will be sent for applications that are due September 1 for a November 1 start date.

A Late Notification email will be sent on the 16 of each month for applications that have not been received for the previous month’s due date. Also, the system has been modified so that the Late Notification email will be copied to an IC’s IMPAC II account. ICs should write a rule on this account so that all Late Notification messages are sent to a clearly marked folder within Outlook.

Finally, Mike reminded the group that this method of email notification is temporary until the eRA project implements a more robust solution.

Entering Type 5 Receipt Dates

Mike distributed a two-page list of Type 5s that do not have receipt dates entered in the system. He asked that group members share this list with their respective ICs and ensure that receipt dates are entered for these applications.

Mike emphasized the importance of correcting these missing Type 5 receipt dates. Without receipt dates, the system has no way to tell whether a Type 5 was received on time or not. As a result, grantees may see incorrect information regarding Type 5s displayed on the OER Web page or receive a Late Notification email.

Finally, Marcia explained that several grantees have been calling NIH in a panic because certain records are not showing up on the OER Web list. Marcia asked group members to inform both their ICs and any inquiring grantees that a lot of these records will not be displayed until December 1.

Action: (All) Review handout of Type 5s with missing receipt dates; enter missing dates in IMPAC II.

E-Snap Update

Mike explained that a select few of grantees are submitting eSNAPs in pilot. Apparently last month several of these eSNAP were not issued on time for a June 1 start date. Mike said that this is unfortunate and emphasized the importance of making these pilot eSNAPs a top priority in the GM community. If grantees are going to see the value of conducting business electronically, it is essential that the NIH handle eSNAPs in a timely manner.

To assist the GM community, Mike distributed an eSNAP cheat sheet. The handout contains—

- A URL containing information about eSNAPs and how to handle them. The page also features a link to the slide show on eSNAPs that Marcia and David Wright presented at the National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK).
- Ways to monitor eSNAPs. Mike highly recommends routing eSNAPs to the IC IMPAC II mailer inbox and writing a rule to forward these applications to a designated inbox folder.
- Options for accessing eSNAPs: QVR, QuickView, or ICO.
- Real-world examples of how two different ICs (NINDS and NIGMS) process eSNAPs.

Mike asked group members if they would rather be notified of incoming eSNAPs via email or a default query that runs when users open GM. The majority opted for the default query.

Finally, group members asked how the Program Officials (PO) are notified of incoming eSNAPs and whether the Program Module contains this functionality. Cathy said that the Module alerted POs to incoming applications, but was unsure if it indicated the arrival of eSNAPs specifically. Cathy said that she would raise this question at the next ePUG meeting.

Action: (Cathy Walker) Find out whether the Program Module alerts POs to incoming eSNAPs.

Grant Closeout Module Update

Mike Loewe announced that more than 15,000 records currently are stored in the Grants Closeout Module. ICs really seem to be "getting on board" with the system.

Mike asked that group members communicate to their respective ICs the importance of focusing on current records (October 2002–present) rather than backlog in the system. Although it is important to clean up backlog, it is essential to focus on the present, especially since information in the Closeout Module will be released to grantees via the NIH eRA Commons in October 2003. It is essential that ICs present updated data in the Closeout Module so that grantees can view the correct information regarding their grants.

Finally, Mike reminded the group that there will be a mandatory cut-off date by which every IC will be required to use the Closeout Module. This date has not been determined. Mike encouraged group members to “get on board” with the Grants Closeout Module now and to contact him directly for any assistance setting up or using the system.

Action: **(All) Ensure that your ICs are focusing on current records (October 2002 to present) rather than backlog in the Grants Closeout Module.**

Action: **(All) Ensure that your IC is on board with the Grants Closeout system; email Mike Loewe for assistance.**

Standardized Spreadsheets Update

Pam Meyer announced that a new production version of the Standardized Spreadsheet is coming soon. She asked that the group discontinue use of older versions of the Standardized Spreadsheet because these are no longer updated or maintained. She asked the group to download newer versions instead. If group members have difficulty installing a newer version, contact Pam via email.

Action: **(All) Discontinue use of older versions of Standardized Spreadsheets and download newer versions; contact Pam with any questions.**

Summer/Fall Meetings

The group agreed to cancel the July and September GM Lead Users meeting. However, there will be an August meeting to discuss the results of the July deployment.