



Population Tracking Users Group

Date: Thurs., September 16, 2004
Time: 9:00–10:30 a.m.
Location: Rockledge 2, 9th Floor Conference Center
Chair: Carlos Caban

Next Meeting: October 21, Thurs., 9–11 a.m., Rockledge 2, 9th Floor Conference Center

Action Items

1. (Carlos Caban) Develop instructions for retrieving target and summary data. ePTUG members should check QVR reports for accuracy.
 2. (Kim Witherspoon) Revise and augment enrollment form instructions to include those for target paper forms and electronic forms.
 3. (Maria Koshy, Michael Martin) Investigate problem with entering final record data.
 4. (Carlos Caban) Investigate what is currently in the Closeout Module regarding final population tracking data and determine if this data could be added.
 5. (Viktoriya Anyfriyeva) Investigate and revise the eSNAP report—which alerts ePTUG—which protocols need to be entered before the eSNAP due date, to not include duplicate reports for supplements and other issues. Resend eSNAP report in October.
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New Roles

The new roles for Pop Tracking were released on September 3, and Carlos sent reminders out about the release. He sent the list of names of those who should have the approval role to the IC Coordinators. The new roles define who can enter, verify, approve and override data, which is necessary to accommodate the new data entry positions in DEAS. There is still some discussion regarding whether or not DEAS staff will enter protocols.

There was a mandatory update of Pop Tracking last weekend so most people should have the latest version on their desktop. The Java Initiator also should be installed.

Carlos said that he is trying to find a way to allow people to approve Pop Tracking through the Program Folder but there are a number of technical issues because Pop Tracking is still a client-server module. By next July, it should be migrated to the new J2EE architecture, which will make approvals through other modules easier to establish.

QVR Input

Carlos did not receive much feedback following the demonstration of QVR and its two Pop Tracking standard reports at last month's meeting. Several people said that they had tried to use QVR, following Karen Bashir's instructions. Some had success and some did not. There were some issues regarding the accuracy of the data in the resulting reports some people ran and Carlos

reminded everyone that they must check all reports for accuracy. Karen suggested that people call Thor Fjellstedt or Cathy Buckley regarding questions for running the standard reports correctly.

Subprojects don't seem to be shown in the QVR standard reports, which the groups agreed need to be available.

Carlos identified a general issue with subprojects data. Because of the way in which the subproject data requirement has been implemented by IC staff, the subprojects may not be present when Pop Tracking protocols are entered. There are two ways to attach protocols: either to the grant or to a subproject. These two ways result in different reports in the Pop Tracking Snapshot, and Carlos will send examples to the group. At the next meeting, we will discuss how this should be handled for Pop Tracking.

Other suggestions to improve the reports included:

- Percent of minorities and women for both target and enrollment tables
- Project start and end date with minority codes
- Ability to filter and sort by program official
- Filter withdrawn applications

Action: (Carlos Caban) Develop instructions for retrieving target and summary data. ePTUG members should check QVR reports for accuracy.

Presentation for PIs

Kim Witherspoon sent the ePTUG a PowerPoint presentation showing PIs how to fill in the population tracking enrollment forms. The PIs find the enrollment and inclusion forms very confusing so Kim wrote the instructions to help them. These instructions were for filling out the enrollment paper form. Carlos said that similar instructions would be helpful for target forms and that with the new eRA System, PIs will be filling out the forms on-line beginning in February and probably will need instructions for doing so as well as for CGAPs and eSNAPs.

Carlos asked Kim to polish up the current instructions and add some new ones. He also wants to redesign the Pop Tracking website to point to these instructions and also to link eSNAP to the instructions.

Action: (Kim Witherspoon) Revise and augment enrollment form instructions to include those for target paper forms and electronic forms.

It was noted that the instructions should be written for the people who will fill out the forms—usually not the PI. Similar instructions for foreign population data would be helpful as well. Some Do's and Don'ts would also be useful.

For long-term studies (more than five years) enrollment data often is no longer available and there is no way to enter "unknown." This is a problem. It was noted that target data for continuing studies are cumulative targets, not data for the current year only. It was clear that there is a need for some guidance for how to fill out the table for continuing studies as well as how to fill out the new form if there is accumulated data.

Training

Carlos would like to get some training courses designed and implemented. The training classes would be a combination of policy and implementation. He asked for volunteers to work with him on a training sub-committee. Carmen Richardson, Kim Witherspoon and Sharry Palagi volunteered to be on this sub-committee. Carlos will work with Angela Bates to seek additional volunteers from the Inclusion Tracking Committee.

Discussion

Foreign Studies—There are two types of foreign studies: those done by foreign institutions and those done by domestic institutions with a foreign component. It was noted that foreign populations cannot fulfill minority regulations.

In the Pop Tracking module, there is a checkbox for each protocol indicating domestic or foreign. If the foreign checkbox is clicked, a dropdown list of countries becomes available. However, the eRA System (IMPAC II) has no field for foreign studies. It was suggested that IMPAC I had a Y/N field for a domestic grant with a foreign component. It was not clear whether IC extension systems captured this information. There was some discussion about having a foreign population table, which this needs to be discussed with ORWH.

Type 2 Continuing Studies—The question was raised about how studies that continue in type 2 renewal applications should be reported in the target and progress report enrollment tables, and whether the counting should begin at zero and include only new enrollees for the new project period. The Enrollment table is cumulative from the beginning of the protocol, so the population data should not begin at zero for the type 2 award. Further instructions on this are probably needed, since the target tables do not allow for unknowns and more than one race.

Final Data—Several people confirmed that there seems to be something wrong when trying to enter the Final Record in the Pop Tracking module on the Subject Counts page. An error message is displayed which provides a Yes or No button. When the Yes button is clicked, a second error message appears which provides an OK button. When the OK button is clicked, the interim screen appears with all fields grayed out. At NCI, the signoff form for Program Officials does not ask for population data, but only if progress was acceptable.

Action: (Maria Koshy, Michael Martin) **Investigate problem with entering final record data.**

Closeout Module—It might be advantageous to add final population tracking data in the Closeout Module.

Action: (Carlos Caban) **Investigate what is currently in the Closeout Module regarding final population tracking data and determine if this data could be added.**

OER eSNAP Report—Duplicate reports are appearing with supplements. Small sample size and closed protocols also appear.

Action: (Viktoriya Anyfriyeva) **Investigate and revise the eSNAP report—which alerts ePTUG—which protocols need to be entered before the eSNAP due date, to not include duplicate reports for supplements and other issues. Resend eSNAP report in October.**

Secondary Analysis—A new guidance has been issued by the Office for Human Research Protection (OHRP) regarding coding of tissue specimens. Carlos said that there has not as yet been a determination as to how it will be handled throughout the system.

Attendance

Adger-Johnson, Diane
(NIAID)

Anyfryeva, Viktoriya
(OER/OER)

Barnes, Martha (NIEHS)

Bashir, Karen (NIA)

Burge, Lori (NIGMS)

Caban, Carlos (OER)

Chan, Ivy (NCMHD)

Corbett, Dawn (NIMH)

Doherty, Margaret (NIAMS)

Everett, Donald (NEI)

Fobbs, Tintera (NIBIB)

Gulya, Julie (OER)

James, Donna (NIDDK)

Koshy, Maria (OER/eRA)

Krueger, Lisa (NCI)

Lee, Delores (NCRR)

Lingham, Angela (NIA)

Martin, Michael (OD)

McClure, Shelia (NCRR)

Palagi, Sharry (NHLBI)

Porter, Suzanne (OD)

Richardson, Carmen (NIAAAA)

Roca, Catherine (NIMH)

Seppala, Sandy (LTS/PCOB)

Witherspoon, Kim (NCI/
CTEP)

Yee, Frances (NINDS)

Yerg, Diane (NIAID)