eRA Project Team Meeting Minutes

Date:	Tuesday, March 23, 2004
Time:	9:00–10:30 a.m.
Location:	Rockledge 1, 5th floor conference room
Chair:	Israel Lederhendler

Next Meeting: Tuesday, April 13, 9:00 a.m., Rockledge 1, 5th floor conference room

Action Items

1. (Sheri Cummins) Distribute the NIH Governance Organization Chart and pertinent rosters.

Attachments

❑ Data Quality (Jim Tucker): **http://era.nih.gov/docs/Data_Quality_Presentation_03-23-2004.pdf**

❑ Scanning and Where Does It Fit? (Steve Hausman): **http://era.nih.gov/docs/eRAscan_03-24-2004.pdf**

Remarks and Project Update

Israel (Izja) Lederhendler

Izja reported that eRA is deep in the FY2005 budget process. He thanked the eRA team for their continued efforts in support of the March 31 budget presentation to the IT Working Group (ITWG). The change in the budget process has forced eRA to carry FW2004 priorities into the FY2005 budget planning process. The eRA team will need to modify current budget practices to take into account the changes in governance structure and new presentation deadlines.

Izja explained that under the new governance structure requirements will continue to bubble up from the Project Team and user groups. However, additional sources of influence will come into play in a more direct and active way. The OMB, NIH Steering Committee, ITWG, Extramural IT Working Group, EPMC and others will weigh in with their priorities and initiatives.

Eileen Bradley asked for further clarification on the priority of each source of influence and how competing priorities will be reconciled. Izja mentioned that the new structure and processes will be played out over the next six months and the framework will become more defined.

Action: **(Sheri Cummins) Distribute the NIH Governance Organization Chart and pertinent rosters.**

Izja referenced an article in Government Computer News titled *Enough Coddling–OMB Demands Results from IT* (http://www.gcn.com/23_6/news/25311-1.html). The article clearly states the OMB stance of holding IT projects accountable for meeting their goals and the consequences (in the form of withholding funds) for the failure to do so. The OMB 300 is becoming an increasingly important document for any major government endeavor. It is the key document for planning and budget justification to OMB. Izja reported that eRA has scored well in

its annual 300 reviews. Ten 5-point areas are scored. A score of 31 out of 50 is needed to stay off the OMB *Watch List*. Last year's eRA score was a 35 (the highest NIH score for the year).

Izja also mentioned the 24 "Quicksilver" initiatives to highlight the continued spotlight on E-Government activities. "Quicksilver" is the process used by the E-Government Task Force to review and adopt E-Government initiatives. E-Grants is one of the 24 current initiatives. (See *Implementing the President's Management Agenda for E-Government: E-Government Strategy* at http://www.whitehouse.gov/omb/egov/2003egov_strat.pdf for additional details.)

Data Quality

Jim Tucker

Data quality is one of the priority areas rising to the surface by the Extramural IT Working Group. Izja asked Jim Tucker to provide a status update of known data quality issues.

Jim Tucker, chief of the eRA System Quality Assurance & Interfaces Branch (SQAIB), reviewed the key points and statistics of the attached presentation. Jim explained that his team is responsible for the *product quality* and *process quality* of the eRA System. Product quality includes software quality assurance, the management of software testing processes, data integrity and data management to support extramural programs. Process quality involves ensuring that established processes and procedures are adhered to.

Additional discussion points:

- ❑ The top 180 organizations have all registered.

- ❑ Eileen Bradley again went on record to state that more helpdesk and data quality support resources are needed to address profile and other data issues.

- ❑ Jim reported that the team continues to look at automation tools to address straight forward profile issues. A prototype that may address ~20,000 profiles issues is being tested and should be available for production use soon.

- ❑ The team recently instituted some process changes to help speed up the approval for *clean* profiles requests.

- ❑ On a monthly basis, lists of potential duplicate profiles are distributed to the data quality user group and IMPAC II technical groups. The lists are used to identify trends and possible training opportunities.

- ❑ Software changes to tighten controls over the ability to create duplicate profiles are under investigation.

Why Scan and Where Does It Fit?

Steve Hausman

Steve provided background on the use of scanning in the eRA project. In addition, he touched on the services currently available in the eRA Systems.

Additional discussion points:

- ❑ Several team members noted that the presentation should be updated to include Program and Internet Assisted Review (IAR). Also, Grant Folder should be linked to Review.

- ❑ The team discussed the possibility of scanning legacy files. The team agreed that not *all* legacy files need to be scanned. A "date forward", "last fiscal year" or "last full cycle" approach should be considered.

- ❑ Mike Loewe is leading a pilot, which includes an OPDIV, to scan a number of paper Type 5's and follow them through a complete cycle.

- ❑ Steve noted that every five years information should be moved to the most current data medium to ensure it is not lost. Steve Hughes and Pete Morton agreed and added that keeping current with technology is part of the coordinated strategic planning process between eRA and CIT.

- ❑ The first year of scanning resulted in 300-350 gigabytes; now well over a terabyte. Tim Twomey reported that eRA storage requirements grow at a rate of 10-20 gigabytes per week.

Attendees

Armistead, Allyson (LTS/COB)	Ghassemzadeh, Ali (OER)	Ratnanather, Chanath (Z-Tech)
Austin, Patricia (OD)	Goodman, Mike (OD)	Reeb, Michael (Perot)
Bielenstein, Danielle (NIH/FIC)	Hahn, Marcia (OER/OPERA)	Sachar, Brad (Oracle)
	Hall, Dan (Z-Tech)	Seppala, Sandy (LTS/COB)
Bradley, Eileen (CSR)	Hausman, Steve (NIAMS)	Siegert, Mark (OPERA)
Bukowski, Maria (OD)	Hughes, Stephen (OD)	Silver, Sara (Z-Tech)
Caban, Carlos (OER)	Ikeda, Richard (NIHMS)	Simms, Sophonia (OD)
Cain, Jim (OER)	Jordan, Craig (NIDCD)	Sinnett, Everett (CSR)
Chism, Cheryl (Optimus)	Katzper, Linda (OD/DEIS)	Snouffer, Anna (OD/OFACP)
Cooley, Glenn (Mitretek)	Khramkova, Tatiana (IBM)	Soto, Tracy (OD)
Cox, Michael (OER)	Kinley, Teresa (CDC)	Tucker, Jim (OER)
Cummins, Sheri (LTS/COB)	Lederhendler, Israel (NIMH)	Twomey, Tim (OD)
Dixon, Diana (OD)	Liberman, Ellen (NEI)	Van Brunt, Virginia (LTS)
Fadeley, Vickie (OER)	Lynch, Peggy (IBM)	Wehrle, Janna (NIGMS)
Faenson, Inna (OD)	Martin, Carol S. (NHGRI)	Wright, David (OPERA)
Flach, Jennifer (OD)	Milner, Tina (OER)	Zhen, Changqing
Frahm, Donna (OER)	Morton, Larry (OER)	Zucker, Sherry (DEIS)
Gains, Patti (OER)	Morton, Pete (CIT)	
	Patel, Kalpesh (Ekagra)	