



eRA Project Team Meeting Minutes

Date: Tues., Oct. 22, 2002
Time: 9:00–11 a.m.
Location: 6700 B Rockledge, Room 1205
Chair: Donna Frahm

Next Meeting: Tues., Nov. 12, 9 a.m., 6700 B Rockledge, Room 1205

Action Items

1. (Scarlett Gibb) Send NIH eRA Commons customer support scenarios to Carlos Caban for distribution to Program personnel.
2. (Tim Twomey) Update the NIH eRA Commons FAQs by the November 1 deployment.
3. (Tim Twomey) Ensure that grantee institutions would be deleted from the old system once they had registered in NIH eRA Commons V 2.0.

NIH eRA Commons Update

Tim Twomey

Tim Twomey reported that an NIH eRA Commons version referencing live data had been deployed the previous week. Eleven Commons Working Group (CWG) members have accessed their live accounts so far. The NIH eRA Commons support team solved a major replication issue and fixed several minor bugs. The goal is to quickly resolve errors found in the current NIH eRA Commons code before the November 1 deployment.

FSR

Tim noted that the biggest issue facing the NIH eRA Commons and the IMPAC I shutdown at the present time is the synchronization of Financial Status Report (FSR) data. The FSR system, used by NIH eRA Commons users to report on their use of grant funds, had been an Office of Financial Management (OFM) system. According to the original schedule, FSR users would be migrated gradually to the NIH eRA Commons-accessible system during the month of November. Since IMPAC I is scheduled to be shut down November 1, this gradual migration cannot take place. More than 200 FSR users will need to be registered in NIH eRA Commons and use the NIH eRA Commons FSR system as quickly as possible after the November 1 deployment. Risks include managing the complexity of getting grantee institutions registered so quickly, and the possibility of capacity issues on NIH eRA Commons. To mitigate these risks, eRA will temporarily provide access via the old FSR system using data entry clerks and manual intervention to bridge this data to OFM.

To facilitate speedy institutional registration, it was suggested that Program staff be trained on how to walk grantees through the NIH eRA Commons registration process.

Action: (Scarlett Gibb) Send NIH eRA Commons customer support scenarios to Carlos Caban for distribution to Program personnel.

Tim was asked about the FAQs on the NIH eRA Commons Web site. He will review these FAQs and ensure that they are updated by the November 1 deployment.

Action: (Tim Twomey) Update the NIH eRA Commons FAQs by the November 1 deployment.

Tim was asked what the procedure would be for checking the status of which grantee institutions were using the old FSR system and which had successfully migrated to and were using the NIH eRA Commons interface. Tim said queries were available to track this.

Action: (Tim Twomey) Ensure that grantee institutions would be deleted from the old system once they had registered in NIH eRA Commons 2.0.

The User Support Branch (USB) will provide NIH eRA Commons outreach and education during upcoming NCURA and SRA meetings.

Introduction of David Wright

David Wright, formerly a CWG member from the University of Texas Medical Branch, has joined eRA as a policy analyst. As a member of Regina White's policy organization, he will complement George Stone's role as NIH eRA Commons Advocate. David will assist Tim in developing NIH eRA Commons requirements and providing outreach to the user community.

SBIR Grantee Presentations

Donna Frahm introduced the two SBIR grantee companies and their products: *Next Generation eRA: Portable Internet Data Containers* from Formatta Corp., with Joe Whitmore; and *GrantSlam eRA: Scalable electronic grants administration* from Cayuse, Inc., with Chris Harker.

Formatta Corp.

Formatta proposes to improve and extend an existing, successful, commercial electronic forms product line that allows documents to be filled out online or offline, signed electronically and transmitted securely over the Internet. By using this technology, the proposed product would allow research institutions to use free, Internet-downloadable software to fill out, save, route, encrypt, print, email and submit electronic grant applications to the NIH.

More information is on their Web site: www.formatta.com

Joe Whitmore, filling in for Dave Garver, presented the electronic forms, which would be free and downloadable, that Cayuse proposes to customize for the NIH. The form is a way to move data from one media to another—from paper to electronic and from electronic to electronia via XML. Its advantage is its portability, security and authentication.

Currently, forms are distributed in Adobe format so that the federal-mandated format is unchanged. However, this means that they cannot be filled out on-line. Duplicating a form in a program, such as MS Word, is a very exacting, time-consuming project that is costly to develop. He noted that it probably costs about \$500 to process a paper PHS 398 form.

The forms that Formatta has developed are free and secure, they allow data to be saved locally, they link to email and have a built-in electronic signature. His group puts federal mandate-compliant forms on line in the proper format so that they can be used electronically and saved as

a document. They also have customized the forms to take advantage of Web features so that there are drop-down menus and embedded links.

They use a dual, asymmetric encryption system, which means that two people can have a completely secure form, encrypted with their password, but which can be sent to and read by the NIH.

Joe said that these forms can be considered a bridge between this age of paper forms and the age of electronic forms. The researcher fills out the form on-line, prints it out and mails it into the NIH. The narrative is stored in bar coding on each page. Using a scanner on the bar code, which he demonstrated, the entire narrative almost instantly can be scanned into the computer.

For the signatures, there is a Wizard to help fill out the form and provide secure approvals. The signer is logged in with a username and password. When the signer wants to approve the document, he/she fills in the proper field. This goes back to the main server, seeks authentication based username and password, and sends the approval back to the local computer/document. The document is time-stamped and can't be changed.

Formatta wants to build a PHS 398 form, which would probably appeal to small- to mid-sized institutions. The tools to create the forms would also be available to institutions.

In summary, the development of these forms would provide these advantages:

- XML data stream so can retrieve data.
- Applicant can send and keep paper forms and the NIH can extract data electronically.
- 508-compatible.
- Digital certificate support.
- Less than 1 megabyte download.
- OMB version-control compliance.

Cayuse, Inc.

Cayuse has developed GrantSlam, a software program that is on the market today. It is used by thousands of investigators to create their paper-based NIH grant proposals. Cayuse will enhance GrantSlam so that institutions can submit electronic grant proposals to the NIH using XML format standards.

More information is on their Web site: www.cayuse.com.

Chris Harker and Ben Priest discussed their plans for GrantSlam for the NIH. Many PIs already use GrantSlam for paper proposals; there are more than 3,000 clients at more than 200 institutions. Cayuse estimates that more than 20,000 proposals have been submitted using GrantSlam.

GrantSlam is seen as a bridge to full e-submission in the future. Currently, GrantSlam's features include: PHS 398 and 2590 with traditional and modular convertability; "assignable" biosketches; auto-fill of profile data; printing stability (Greek characters and other symbols); complete budget calculations; cross-platform relational database core; proposal access control; and scalable for from one to N users. Right now, GrantSlam is available in three configurations: Solo for the

Administrative Assistant; Network for 2–10 users; and Campus for up to 250 users and allows collaboration on proposals.

Cayuse plans to enhance GrantSlam for the XML data stream. GrantSlam will have NIH forms, but the data will be stored in a relational database. When the researcher wants to update the form, he/she can pull up the particular form, which is populated with the latest data from the database. Personal and Institutional Profiles are included in the forms. Integrated multiple budget support will also be available, with sub-proposals assigned to a Master Proposal so that all budgets flow through to the Master Proposal.

In summary, for Phase I, Cayuse proposed the following for its GrantSlam product:

- Align GrantSlam organizational and professional profiles with NIH definitions
- Generate/parse XML from and to GrantSlam
- Establish secure connection with the NIH eRA Commons
- Upload GrantSlam proposal data to the NIH eRA Commons

SBIR Grantee Presentation Schedule

Name	Company Name	Product	Date
Tanner, Brad	Clinical Tools	<i>Electronic Submission of NIH Grant Applications</i>	Oct. 8
Rodman, John	RAMS Company	<i>Test ERA Software Package with Local Control of Profiles</i>	Oct. 8
Garver, David	Formatta Corp.	<i>Next Generation eRA: Portable Internet Data Containers</i>	Oct. 22
Harker, Chris	Cayuse, Inc.	<i>GrantSlam eRA: Scalable electronic grants administration</i>	Oct. 22
Bozler, Dianne	eRA Software Systems	<i>Enhancements to GAMS to Include XML for the NIH Commons</i>	Nov. 12
Johnson, Ed	InfoEd, Inc.	<i>Electronic Submission/Response System via an NIH Portal</i>	Nov. 12

Attendees

Albrecht, Lyn (LTS/OCO)	Fjellstedt, Thor (OER)	Seppala, Sandy (LTS/OCO)
Armistead, Allyson (LTS/OCO)	Flora, Carla (OD/OCO)	Seto, Belinda (OER)
Caban, Carlos (OER)	Frahm, Donna (OER/CIO)	Stanfield, Brent (CSR)
Carter, Dave (OER)	Hall, Dan (Z-Tech)	Swain, Amy (NCRR)
Copeland Sewell, Zoe-Ann (OD/OER)	Maurer, JJ (Ekagra)	Tucker, Jim (OER)
Erickson, Bud (NCI)	Moore, Bob (OD/OER)	Van Brunt, Virginia (LTS)
	Morton, Larry (OER)	Wright, David (OD/OPERA)
	Panniers, Richard (CSR)	Zucker, Sherry (OD/DEIS)