



eRA Project Team Meeting Minutes

Date: Tuesday, December 9, 2003
Time: 9:00–10:40 a.m.
Location: 6700 B Rockledge, Room 1205
Chair: JJ McGowan

Next Meeting: Tuesday, December 23, 9:00 a.m., 6700 B Rockledge, Room 1205

Action Items

1. (Scarlett Gibb) Coordinate a meeting with NIAID resources associated with the Administrative Workbook and appropriate eRA staff to share functionality available in both systems and determine ways to reduce duplication of effort and data entry.
2. (Scarlett Gibb) Coordinate a meeting with NIAID resources associated with the Reviewer Shop concept and appropriate eRA staff to share ideas and demonstrate current and proposed IAR functionality to determine ways to reduce duplication.
3. (JJ McGowan) Appoint an interim Project Manager until a permanent replacement is named.

Attachments

- ❑ NIAID Administrative Workbook (Anna Ramsey-Ewing):
http://era.nih.gov/Docs/niaid_administrative_workbook.pdf
- ❑ NIAID Reviewer Shop (Madelon Halula):
http://era.nih.gov/Docs/niaid_reviewer_shop.pdf

JJ's Farewell

Jim Cain

Jim Cain represented the Project Team in a farewell salute to JJ McGowan for over three years of extraordinary project leadership on the eRA project. Jim credited JJ with gaining the funds necessary to build the eRA system from a small IT prototype into a premier department-wide production system. Jim presented JJ with a certificate of appreciation and noted that his participation on the project will be greatly missed.

JJ thanked Jim and the team for their willingness and ability to adapt to change and said that the project has come a long way fast. JJ noted that when the project started many of the group advocates were skeptical that the team could drive NIH cultural and process changes. JJ thanked the advocates for setting aside institutional biases to provide an NIH-wide view.

JJ encouraged the team to continue to manage expectations and remain focused on a scope of effort that keeps the project moving ahead within budgetary constraints. He cautioned that organizations will be left with many needs and fewer resources to address them given current department consolidation efforts. These organizations will look to eRA to address the shortfalls and managing expectations of these communities will be critical.

Project Report & eRA Update

JJ McGowan

JJ's update covered three key areas:

1. New NIH governance structure
2. Knowledge Management (KM)
3. Responsiveness to changes caused by the Most Efficient Organization (MEO)

Governance Structure

JJ reported that the new NIH Governance Structure has not yet been finalized. He summarized the Animal Research Advisory Committee (ARAC) working groups that were put in place last spring, governance recommendations, the proposed governance structure, implementation steps and a high level timeline.

Under the proposed structure eRA would report to the Extramural Activities Working Group (EAWG).

Knowledge Management

Richard Turman had requested a detailed briefing for himself and his staff on Knowledge Management (KM) and potential applications for scientific coding. Scientific coding is one of the most contentious issues NIH faces today. Discussions are taking place regarding potential financing for KM and ideas on how to integrate the budget and planning communities into the project.

Most Efficient Organization

JJ explained that with the Most Efficient Organization (MEO) initiative IC's will struggle with the dilemma "How do I work differently to accomplish our goals with less staff?" The primary impact of the MEO will be on Grants Technical Assistant (GTA) and secretarial staff that have handled key entry functions for the grants process. ICs will need to make some tough calls on whether to put funds into prototype systems that will address specific immediate needs, knowing that eRA will catch up and overtake them. On the other side of the coin, eRA has an opportunity to work with IC's to incorporate some immediate requirements into the business process re-engineering effort underway for Review as it is migrated to J2EE.

NIAID Administrative Workbook

Anna Ramsey-Ewing

Anna, a Scientific Review Administrator (SRA), shared the Administrative Workbook solution in use by SRAs and GTAs in NIAID. The current implementation is based on Excel workbooks and provides centralized entry, organization, manipulation, and tracking of administrative data throughout the peer review process. Prior to a review, the Administrative Workbook is populated with data entered from review staff. Downloads from IMPAC II and QVR are planned but not yet in place. Anna explained that some of the data is not available in IMPAC II early enough in the process. At a review meeting coding, budget, and administrative information is captured to the Administrative Workbook. This direct entry at review has eliminated the traditional pen and

paper notes that required additional collection, compilation, and data entry. After a review, the Administrative Workbook is updated with notes, decisions and recommendations from that meeting.

The ability to easily export data to prospective Principal Investigators (PIs) during the pre-screening process and the ability to quickly compile and manage information at the earliest possible moment in the process are key advantages to the Administrative Workbook approach.

Scarlett Gibb noted that there are clearly opportunities to share information and collaborate on ways to pull the best aspects of the Administrative Workbook into the eRA Review module and suggested a show and share meeting with key NIAID and eRA staff.

Action: (Scarlett Gibb) Coordinate a meeting with NIAID resources associated with the Administrative Workbook and appropriate eRA staff to share functionality available in the Administrative Workbook and eRA systems and determine ways to reduce duplication of effort and data entry.

NIAID Reviewer Shop

Madelon Halula

Madelon presented the concept of a Reviewer Shop, which unlike the internally focused Administrative Workbook, is a tool directed to customers outside of NIH. The vision of the Reviewer Shop is a secure and flexible web-based interface for participants in specific review activities at NIH. The Reviewer Shop would include:

- Contact information for the Review Staff
- Standard conflict of interest and confidentiality certification forms
- Self evaluation expertise lists
- Person file information from IMPAC II
- Individual Reviewer information
- Travel and logistic information
- Orientation information
- Links to pertinent manuals and guides
- Miscellaneous review specific information

Scarlett Gibb again suggested an off-line meeting to discuss the Reviewer Shop concept and any overlap or opportunities in regards to the eRA Internet Assisted Review (IAR) module.

Action: (Scarlett Gibb) Coordinate a meeting with NIAID resources associated with the Reviewer Shop concept and appropriate eRA staff to share ideas and demonstrate current and proposed IAR functionality to determine ways to reduce duplication of effort.

Interim Program Manager: Discussion

JJ McGowan

JJ again asked the members of the Project Team to nominate a peer or volunteer to hold the position of interim Project Manager until a permanent replacement is named.

Since no one stepped forward, JJ will speak with Dr. Norka Ruiz Bravo and an interim Project Manager will be appointed.

Action: (JJ McGowan) Appoint an interim Project Manager until a permanent replacement is named.

General Discussion & Announcements

Jim Cain announced that two senior DEIS staff members are leaving NIH:

- ❑ Paul Markovitz, the Special Assistant for Planning, has accepted a position with the National Science Foundation. Scarlett Gibb, the Acting Communications & Outreach Branch Chief, will assume Paul's planning responsibilities.
- ❑ Dave Carter, Security Officer, has accepted a position with the Nuclear Regulatory Commission.

Attendees

Anderson, Mike (IBM)	Kinley, Teresa (CDC)	Sachar, Brad (Oracle)
Austin, Patricia (OER/COB)	Lassnoff, Cynthia (NIAID)	Seppala, Sandy (LTS/COB)
Burns, Amy (LTS/COB)	Lederhendler, Israel (NIMH)	Shingler, Felicia (OER/COB)
Caban, Carlos (OER)	Liberman, Ellen (NEI)	Silver, Sara (Z-Tech)
Cain, Jim (OER)	Lynch, Peggy (IBM)	Silverman, Jay (NGIT)
Collie, Krishna (RN Solutions)	Markovitz, Paul (OER)	Snouffer, Anna (OD/OFACP)
Copeland, Zoe-Ann (OER)	Martin, Carol (NHGRI)	Tucker, Jim (OER)
Cummins, Sheri (LTS/COB)	McGowan, JJ (NIAID)	Van Brunt, Virginia (LTS)
Dutcher, Sylvia (Mitretek)	Morton, Larry (OER)	Vann, Cecelia (OER)
Gaines, Patti (OER)	Morton, Pete (CIT)	Williamson, Pamela (Perot)
Gibb, Scarlett (COB)	Panniers, Richard (CSR)	Wilson, Mike (NGIT)
Hahn, Marcia (OER/OPERA)	Ramsey-Ewing, Anna (NIAID)	Wright, David (Opera)
Halula, Madelon (NIAID)		Zucker, Sherry (DEIS)
Hausman, Steve (NIAMS)	Ratnanather, Chanath (Z-Tech)	