



eRA Program Official Users Group (ePUG) Meeting Minutes

Date: December 16, 2002
Time: 2:00–4:00 p.m.
Location: Rockledge 2, Room 9104
Advocate: Bud Erickson
Chair: Carlos Caban

Next Meeting: Tentative. January 8, 2003, Wed., 1:00 p.m., Rockledge 2, Room 9104

Actions Items

1. (Carlos Caban, Bud Erickson) Announce date and time change for ePUG meeting on ePUG mailing list.
 2. (Carlos Caban, Bud Erickson) Determine pilot group to test March release.
 3. (All) Prepare list of criteria for July release for the next ePUG meeting.
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Project Update

Bud Erickson recapped the progress of the Program Module (formally known as the Program Portal) project. He explained that Al Graeff, Chief Information Officer, has allotted \$5 million to assist with the development of the Program Module. In addition, Dr. John McGowan has announced that the Program Module is an eRA priority for FY 2003 and that Sherry Zucker and her team of analysts are committed to supporting its development.

Carlos Caban said that the goal of the ePUG group is to develop a Program Module that allows Program Officials at the NIH to log into their computer and access a personalized portfolio that contains assigned grants, review information, notes, and other program management and development tasks. To help accomplish this goal, Cathy Walker and Chanath Ratnanather will serve as analysts for the Program Module. The Architecture Group, now led by newly appointed OER Chief Architect Steve Hughes, will develop the architecture. The new approach will be more interactive between the program staff on ePUG and the analysts and developers as needed during the development of the content and format of the screens in the Module. Carlos said that the Program Module is scheduled to be completed by October 2003.

Joining Forces with ECB/QVR

Last week, Bud and Carlos met with Thor Fjellstedt to discuss the Program Module and the benefits of combining efforts with those of the Electronic Council Book/Query-View-Report (ECB/QVR) Steering Committee. Carlos reminded the group that QVR is a highly popular and useful system tool that the ePUG JAD originally considered as a solid model for the Program Module. During the meeting with Thor, it was agreed that the Program Module would greatly benefit from ECB/QVR involvement. It was decided that Thor will attend ePUG meetings and Carlos and Bud will attend ECB/QVR meetings. To accommodate both parties, the ePUG meeting has been rescheduled to the second Wednesday of every month at 1:00 p.m. Carlos

emphasized the importance of the ePUG and ECB/QVR working together. Bud and Carlos will announce the new date and time for the ePUG meetings on the ePUG mailing list.

Action: (Carlos Caban, Bud Erickson) Announce date and time change for ePUG meeting on ePUG mailing list.

Cross Functionality of Program Module

Bud and Carlos emphasized that a top goal of the Program Module is cross-functionality. That is, once the architecture of the Module is constructed, it will be applied to other NIH staff functions in IMPAC II, e.g., for grants management, review, etc. Finally, Carlos explained that Dr. McGowan has requested that certain components of the Program Module be made available for Principal Investigators when they access the NIH eRA Commons to determine the status of their application of grant award and related documents.

Program Module Screen Shots for March Release

Cathy and Chanath presented screen shots of the **My Portfolio** page that will be released in March. Chanath emphasized that these screen shots are not a finalized version of the **My Portfolio** page, but merely the first phase of a year-long project that is scheduled to be completed by October 2003. Bud explained that deadlines for requirements are always due three months before the date of the release. So, the requirements for the March release are due in December, the July release in March, the October release in July and so forth.

Chanath explained that the screen shots for the March release were assembled based on requirements gathered from the Program Official community. He said that more than 85 percent of the user community requested that the page be simple, easy to use, and relevant to work tasks. Chanath emphasized that the goal of these screen shots, and in turn for the March release, is to meet these needs. Last Friday, he was able to meet and receive feedback about the screen shots for the March release from several individuals who could not attend today's meeting.

The **My Portfolio** page consists of six tabs: **Pre Submission, Pending SRG, Pending Council, Post Council, Post Award, and Notes**. A tab labeled **Pre Award** may be added, but this will be discussed as a possible requirement for the July release. **My Portfolio** also features a search function that allows users to search by grant number, Principal Investigator (PI) name, grant title, among other criteria. Finally, the page contains a Resources section with links to other applications such as Web tools for IMPAC II, ECB, Pop Tracking, IMPAC II, etc. When users click on one of these resources, a separate window will open.

On each of the tabs (**Pre-Submission, Pending SRG, etc.**), users will be presented with a series of columns containing key information. Chanath said that he is still trying to define these columns. He presented the **SRG Pending** page as an example and asked the group to provide comments. Chanath said that the decisions of the group will be reflected in the March release.

The group agreed on the following:

- The column labeled **SRG Start Date** should be relabeled as **SRG Mtg. Start Date**. This clarifies that the start date indicates the start date of the first meeting.
- The hotel name listed under the **Meeting Location** column should be a link to additional meeting location details including hotel address, telephone number, and possibly Map Quest.

- The hotel name listed under the **Meeting Location** column should not be a link to the meeting agenda. The group agreed that it is not intuitive to search **Meeting Location** to locate the meeting agenda. Instead, there should be a new column labeled **Agenda**. The **Agenda** column should contain the meeting agenda document that is currently misplaced under the **Meeting Location** column.
- The column labeled **Institution** should be eliminated in lieu of adding a new column labeled **Agenda**. The information featured in the **Institution** column should be added to the **Details** column.
- There should be a link to the NIH Portal featured on all pages in **My Portfolio**.
- The **Details** page should contain all information about a grant, be easily downloaded to a Program Official's laptop and saved in Excel. Saving this Excel document on a laptop would allow Program Officials to type notes at review meetings rather than print out a details sheet, write notes and waste paper.
- The **Grant Number** column should be divided into **Activity Code, IC, and Serial #**. This will ensure that the information in the Grant Number column is formatted properly when downloaded to the hard drive and saved in Excel. The breakdown of Activity Code, IC, and Serial # needs to be present on all pages in **My Portfolio**, not just the **SRG Pending** page.

Finally, the group decided that a pilot group should test the March release. This group needs to be determined.

Action: (Carlos Caban, Bud Erickson) Determine pilot group to test March release.

Requirements for July Release

The group brainstormed about requirements for the July release. The following were suggested:

- **My Portfolio** should allow a Program Official to add or remove grants from individual portfolios.
- Program Officials should have the ability to create and customize their own portfolios where they can choose and delete grants at will. Program Officials should also have the capability to create and choose from two different portfolios for different functions and work tasks.
- There should be a link to RFAs from the **RFA** column.

Bud and Carlos asked the group to continue thinking about requirements for the July release and to prepare a list of criteria for the next ePUG meeting.

Action: (All) Prepare list of criteria for July release for the next ePUG meeting.

Additional Meetings

In addition to the monthly ePUG meeting, Carlos and Bud suggested holding a series of meetings where Program Officials can voice their needs and criteria for the Program Module. Carlos emphasized the importance of moving the Program Module project along as quickly as possible and staying on top of requirements deadlines for releases.

Attendees

Armistead, Allyson (OCO)

Asanuma, Chiiko (NIMH)

Caban, Carlos (OER)

Erickson, Bud (NCI)

Fay, Rob (OD)

Heath, Anne (NCI)

Erickson, Bud (NCI)

O'Neill, Blanche (NIAID)

Musson, Bob (NHLBI)

Ratnanather, Chanath (OD)

Strasburger, Jennifer (NCI)

Swain, Amy (NCRR)

Walker, Cathy (OD)

Wehrle, Janna (NIGMS)