Electronic Council Book (ECB)

What is the purpose?

The Electronic Council Book (ECB) is a web-based system that provides a variety of services in support of the **second** level of review of grant applications by the Advisory Council at the grantor agency.

The ECB system currently includes two functional modules:

- The '*Council Member Query Interface*' of the ECB (Council ECB) is the tool used by Advisory Council members to create queries, view basic application data and summary statements and vote on applications.
- The *Council Administration Module* is the tool used by Agency staff for managing all aspects of the council business process; including special assignments, conflicts of interest, Early Concurrence, Institute and Center (IC) specific web pages and documents, as well as council member user accounts.

What are the features?

The ECB can be configured by each organization (via the Council Administration Module), to provide many services. A few examples of services are listed below:

- Assign specific applications to one or more council members for follow up at the meeting
- Flag specific applications as discussion items for the entire council
- Identify institutional affiliations for each council member, which enables the system to automatically manage conflicts of interest (i.e., block applications from members with conflicts)
- Create custom, saved queries that members can use in the ECB to retrieve specific lists of applications
- A 'Council Information Page' feature that gives granting organizations the option of creating a custom web page, viewable in the Electronic Council Book, that contains documents, information and external links in support of the general council process as well as specific council meetings during the year
- A related feature permits documents containing supporting information to be attached to specific applications, then downloaded and viewed from ECB hit lists

What are the benefits?

- A single point of access for council members who need to obtain information about grant applications scheduled for review including specific project assignments, summary statements, other supporting documents and meeting specific information.
- ECB is extremely flexible, providing tools that allow customized system rules to accommodate council business process.
- Provides a variety of data display options.
- Robust features for managing conflicts of interest between council members and grant applications.

What are the benefits? (Continued)

- ECB also provides a number of reporting tools that includes both standard and custom reports options.

Who can use the ECB?

The ECB module can be used by Advisory Council members and staff as well as data administrators who are given access to the module.