



## Electronic 901 Working Group Minutes

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**Date:** February 22, Tuesday

**Time:** 1:00 – 3:00 p.m.

**Location:** Rockledge 1, 5<sup>th</sup> Floor, Room 5147

**Advocate:** Ellen Liberman

**Next Meeting:** Tuesday, March 1, 2005. Location RKL 1 – 2<sup>nd</sup> Floor, Room 2198.

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**Change Request Prototype Page:** <http://erawebdev.od.nih.gov/UI/e901/login.asp>

### Action Items

1. (Daniel Fox) Change “Return to DRR” check box label to read “Decline assignment / Refer back to DRR” option.
2. (Daniel Fox) Create a check box for the last person in the approval chain indicating whether or not a new number should be generated; the check box should read “Generate New Grant Number.”
3. (Daniel Fox) Come up with a way to change fields with Blank values at submission time.

### Documents

1. Request Routing Tables

### Review Action Items from Last Meeting

1. Review validation rules for submitting a request and establish an improved list. – *In Progress:*
  - The business rules need to take into account 901 screens, Referral Officer screens, and Processing Request screens in order to determine what can be done in each application.
2. Modify Submit Request screen based on the suggestions of the group. – *Done:*
  - Daniel added the History Request Screen. The user can go back from this application to the request screen.
  - Everything fits in one screen now without scrolling.
  - There is now a “Return to DRR” checkbox on this screen now. Daniel will enhance the text to include a “decline assignment / refer back to DRR” option.

**Action: (Daniel Fox) Change “Return to DRR” check box label to read “Decline assignment / Refer back to DRR” option.**

3. Edit Confirmation Data screen appearance to make it more user friendly. – *Done:*
  - The “TO” field now repeats what the users enter, with changes bolded.

4. Modify the Manage Request screen to the specifications outlined by the group. – *Done*.
5. Modify Track Requests screen to add check box so that many requests can be moved to “My Queue” at once. – *Done*.
  - Under “My Requests,” the user can see anything initiated or submitted by him/her or assigned to him/her. Anyone will be able to search these requests.
  - This screen does not show what the user has approved. A canned Report is needed, but will be added in a later iteration.

The group inquired when they would be able to manipulate the screens Daniel presented. He responded that they can play with the screens now, but that what he showed them was only a prototype. He has released the following URL to the UI so that group members can now have a hands-on experience with the improvements: <http://erawebdev.od.nih.gov/UI/e901/login.asp>.

## **Discuss Business Rule Validations (Table Handout)**

The group began talking about this handout at the last meeting, but ran out of time before they could look over every heading. The goal of this table is to collect requirements on who is designated to perform a given change.

Daniel briefly went over the list, explaining what the different column headings meant:

- Request – The type of request.
- Who can do it? – This is a list of the roles allowed to initiate the request
- Condition of the Grant – Status.
- Fields that represent the change.
- Comments – General Brainstorming.

### ***Grant Number Change***

#### **Who can do it:**

Valid initiators are DRR Chiefs, IRG/Branch Chiefs, Scientific Review Administrators (SRA), Extramural Support Assistant (ESA), Program Official (PO), Referral Liaisons (RL), Grants Management Officer (GMO), and Grants Specialists (GS).

#### **Condition of the Grant:**

Historically, 901s can only be completed on pre-award, while post-awards are done elsewhere. With eCGAP applications, there is a three day holding period, which allows changes to be made without having to fill out a 901 form. Daniel will check on the eCGAP holding status. Applications that have not left Receipt and Referral (RR) will not show up on the hit list when someone searches for them.

**Action: (Daniel Fox) Verify the eCGAP application holding status.**

#### **Fields that represent change:**

Valid fields are Activity Codes, ICs, Support Years, Suffix Codes, Types 1,2,3,4, and 9. If an Activity Code is entered incorrectly, the system will prompt the user as to the correct formula of a valid Grant Number. The default simply shows the user what is being changed. The last person within the approval chain, the DRR staff, will have a check box to indicate whether a new number should be generated. The check box should read: “Generate New Grant Number”.

**Action: (Daniel Fox) Create a check box for the last person in the approval chain indicating whether or not a new number should be generated; this check box should read “Generate New Grant Number.”**

If this box is not checked, whatever is typed will change. The user can also edit any of these fields. Changing the IC without retyping the serial number will generate a new serial number. At request time, serial numbers will be represented by xxxxxx until processing is complete and a new number is generated. Daniel stated that sometimes, data within a field needs to be cleared in order to allow for new data insertion. He will try and figure out a way to blank these fields out at submission time.

**Action: (Daniel Fox) Come up with a way to change fields with Blank values at submission time.**

The group stated that Type 9 grants will have to be forced in a transition from a Type 2. Changing the IC on a Type 2 grant will generate a Type 9 grant with the same year. When switching between different grant types, the user will have to enter in the year manually to differentiate between the grants, as this will not be completed automatically for them.

Daniel suggested that the Grant Number Change heading be split into two separate transactions: a Grant Number where the IC is changed and a Grant Number where the IC is unchanged (IC vs. NON-IC change). This separation would simplify things since these transactions actually have two different approval chains. This separation has now created two new requests, which is a positive since it also creates separate approval chains. These requests will not exist as different options on a drill-down menu. Instead, after the form is submitted, the system will figure out which request is appropriate.

### **Who can do it (Grant Number Change w/ IC):**

The following people can initiate this change: RL, GMO, GS, Branch Chiefs (formerly IRG Chiefs) and Extramural Support Assistant (ESA). IRG chiefs and SRA cannot initiate this change. Basically, review staff will not be able to initiate this change.

### ***Dual IC Change***

#### **Who can do it:**

A Dual IC Change can be initiated by itself, but only by the DRR staff. In fact, this change does not exist as a transaction unless performed by DRR. Any person who does not have authority to initiate this change will use Grant Update Module (GUM) to add/remove dual ICs. Eventually, when Singel Sign on is implemented and GUM is converted to J2EE, on the confirmation page, there will be an error message and corresponding link directing these people to GUM.

## **Grant Number and Dual IC Change**

### **Who can do it:**

This change will be counted as two transactions (Grant Number and Dual IC) and will mimic the Grant Number (with IC) Change. If a user was *just* doing Duals, then he/she would have to use GUM, but since this also includes Grant Numbers, then that user does not have to.

## **Council Date Change**

### **Who can do it:**

This section only has to do with pre-review elements and post-RR, so these changes are non-deferrals. Daniel asked if the Council Date Change is done on its own without an IRG change. The group said that this was possible. DRR Chiefs, IRG Chiefs, SRA, ESA, PO, and RL can all initiate this change. Daniel will check with Ann Hagan as to whether or not GMO and GS can initiate as well.

### **Condition of the Grant:**

The condition of this grant is “pending IRG,” i.e. pre-review and post RR. If an application is post-review and there is a change in Council Date, then the meeting information is not wiped out and the Council Date is simply moved. Daniel asked whether or not this could be attached to an IRG change. While this move is possible, some users might be confused and consider these the same review committee. Council date changes before review meetings are possible, but post-review, they require 901 requests.

**Action: (Daniel Fox) Talk to Sherry Zucker, a specialist in Dual Council Changes, in order to clarify**

### **Attendees**

Calderone, Gerald (AHRQ)	Diggs, Lana (OD)	Edwards, Michael (NIDDK)
Fisher, Suzanne (CSR)	Fox, Daniel (NIH/OD)	Hagan, Ann (NIGMS)
Hayunga, Gene(NIGMS)	Liberman, Ellen (NEI)	Melchior, Christine (CSR)
Noronha, Jean (NIMH)	Paugh, Steve (OD/LTS)	Roberts, Luci (CSR)
Stesney, Jo Ann (NIAID)		