



Electronic 901 Working Group Minutes

Date: March 15, 2005, Tuesday
Time: 1:00–3:00 p.m.
Location: Rockledge 1, 3rd Floor, Room 3502
Advocate: Ellen Liberman

Next Meeting: Tuesday, March 22, 2005. Location RKL 2, Third Floor, Room 3087

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

Documents

1. Requests Routing Tables

Review Action Items from March 1 Meeting

Lana Diggs reviewed the action items from the previous meeting:

1. (Lana Diggs) Secure place and time for 901 meeting during the week of March 22 – ***DONE: The meeting on March 22 will be held in Rockledge 2, Room 3087.***
2. (Daniel Fox) Document functionality where the Serial Number blanks out automatically when an IC is changed on the Submit Assignment Change Request screen – ***DONE.***
3. (Daniel Fox) Document a warning that appears after a grant number is entered, showing grant numbers with their corresponding Principal Investigators – ***DONE.***
4. (Daniel Fox , Architects) Make the following changes suggested by site architects: Remove Manage Request screen, move Status to Review Change Request screen, and change Edit Request Data link into a button at the bottom of the page – ***DONE.***
5. (Daniel Fox) Add a Send Back (One Step) button, which returns requests back one person in the approval chain – ***DONE.***
6. (Daniel Fox) Modify “Route” option to read “Forward,” making changes to functionality as outlined by the group - ***DONE.***
7. (Daniel Fox) Change label “Approve” to “Accept” on all screens – ***DONE.***

Review User Interface Prototype for Updates / Definitions of Actions

Daniel Fox presented new changes and updates in User Interface to the group. These changes will assist not only 901 change requests, but also other requests that use UI. This will allow the parts of the system to be uniform, allowing for easier and more efficient functionality. In the *My Notifications* section, in the Action column, the “Process” button has been changed to “View.” Clicking this View button takes the user to the Manage Request Screen. Along with this change, Daniel made the following modifications and additions to the site:

- *The “Accept” (formerly “Approve”) button* – moves the request forward to the next step in the Approval Chain.
- *The “Decline” button* – used to be viewed as Terminate, but it actually sends the user back to the last person in the Approval Chain that accepted it.
- *The “Terminate” button* – removes the request from the approval process and marks it Terminated.
- *The “Forward” button* – takes the request out of the normal Chain of Approval and sends it to someone who can only add information to the request.
- *The “Recall” button* – yanks back a request that has been accepted (or submitted). This utility acts like a safeguard for the users who submitted (or accepted) an incorrect request. It is available only to the last person who had contact with the request.
- *The “Cancel” button* – simply cancels out of the screen.
- *The “Edit Request Data” button* – supplies the user with an updateable version of the request to facilitate editing.

For every action that the user performs, he/she will be taken to a “Please Confirm” screen which supplies an action note. This screen allows the user to add and edit a comment about the request (i.e. *I am declining this request because ...*). This comment will then appear beside the action as a read-only text. These comments are only required for declined requests, as they are not needed for those that are accepted or forwarded, for example. Daniel is currently working on a Glossary that will define all of the above actions.

Continued Discussion on Initiation Rules from Spreadsheet

Daniel presented the group with updated Request Routing Tables. The group has been working to update this document for the past few meetings, and have defined the requirements for many of the requests. He explained the column titles in the following manner:

- *Request* – the name or type of the request
- *Who can initiate* – the different roles of people that can initiate the request
- *Condition of the Grant* – the status of the grant
- *Fields that represent the change* – the data fields that show the effects of change on the request
- *Comments* – general notes about the request

At this meeting, the group discussed the following requests: Council Change, Mass Council Change, Mass SRG (Scientific Review Group) Change, IRG Change, and IRG / Dual IC Change.

1. *Council Change*

- *Initiators:* Department of Receipt and Referral (DRR) Chief, Integrated Review Group (IRG) Chief, Scientific Review Administrator (SRA), Grants Technical Assistant (GTA), Program Officer (PO), Research

Liaison (RL), Grants Management Officer (GMO), Grants Specialist (GS)

- *Condition:* Post Receipt and Referral (R&R)
- *Fields:* Council Date only
- *Comments:* Done
- **Q:** Can the Council Change be done on awarded?
A: It is extremely rare, but it is possible.

2. Mass Council Change

- *Initiators:* DRR Chief, IRG Chief, SRA, GTA, RL
- *Condition:* Post R&R
- *Fields:* Council Date only
- *Comments:* Done

3. Mass SRG Change

- *Initiators:* DRR Chief, IRG Chief, SRA, GTA, RL
- *Condition:* Post R&R
- *Fields:* IRG/SRG/Special Emphasis Panel (SEP) Code, IRG/SRG SEP Flex Code, SRA Designator Code, SRA Flex Code, Group Code, Group Ext Code
- *Comments:* From and To meetings have to be from different clusters; Done

4. IRG Change

- *Initiators:* DRR Chief, IRG Chief, SRA, GTA, RL
- *Condition:* Post R&R, Pre-Review
- *Fields:* IRG/SRG/SEP Code, IRG/SRG SEP Flex Code, SRA Designator Code, SRA Flex Code, Group Code, Group Ext Code
- *Comments:* From and To meetings have to be from different clusters; Done

5. IRG/Dual IC Change

- This column exactly matches the IRG Change column

6. Withdrawals

- *Initiators:* DRR Chief, IRG Chief, SRA, GTA, PO, RL, Principal Investigator (PI), SO
- *Condition:* Any status prior to award
- *Fields:* None

- *Comments:* Done

Two more request types were also added and defined by the group: Reinstatement and Deletion.

1. *Reinstatement*

- *Initiators:* DRR Chief, IRG Chief, SRA, GTA, PO, RL
- *Condition:* Withdrawn applications only
- *Fields:* None
- *Comments:* Done

2. *Deletion*

- *Initiators:* DRR Chief, RL
- *Condition:* Any status
- *Fields:* None
- *Comments:* Done

Discussion on Future Meetings

Lana and Daniel briefly discussed the plan for future meetings. They explained that the production on the request process will be done in stages, or “iterations.” The first iteration is the building stage, allowing the user community to view, play around with, and provide feedback for subsequent iterations and the final product. The first release, then, is a prototype of things to come, but it will function, thus allowing group members to test it. Based on the feedback that they receive, Daniel and Lana plan on releasing a pilot of this system by the end of the year.

The group will not be disbanded, since they not only still need to clarify issues such as routing, but also because the process requires constant feedback in order to facilitate advancement. Starting in April, the meetings will move to a bi-weekly format until June when need will be reassessed. Both Daniel and Lana are very satisfied with what they have so far and with the group’s progress in general and look forward to beginning discussions on the topic of Awaiting Receipt of Application (ARA).

Attendees

Calderone, Gerald (AHRQ)	Diggs, Lana (OD)	Fox, Daniel (NIH/OD)
Hagan, Ann (NIGMS)	Melchior, Christine (CSR)	Noronha, Jean (NIMH)
Paugh, Steve (OD/LTS)	Roberts, Luci (CSR)	Stesney, Jo Ann (NIAID)