

**Assignment Change Request Task Order
Task 3 - Iteration 2 - Scope**

Version 1.2

Document History

DOCUMENT LOCATION

Ensure that this document is current. Printed documents and locally copied files may become obsolete due to changes to the master document. The source of the document is located in the project's documentation repository in Clear Case *Apps/OneView/Docs/8.project_mgmt* folder.

REVISION HISTORY

Version Number	Revision Date	Author	Summary of Changes
1.0	11/10/05	D. Fox	Initial Version
1.1	12/13/05	N. Globus-Martin	Added architecture documents mapping
1.2	12/27/05	D. Fox	Added Web QT removal of default query functionality.

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1 Introduction

The purpose of this document is to document the functional scope of the Task 3 – Iteration 2 portion of the Assignment Change Request Task Order.

A secondary goal of this document is to provide a detailed map to the requirements documentation that covers the functionality within the scope of Task 3 – Iteration 2 release.

2 Objective of Task 3 – Iteration 2

The Assignment Change Request Task Order spells out the objective to allow NIH community to have a completely electronic Form 901 process. Details of the entire scope are covered in the Assignment Change Request Vision Document.

The Task 3 - Iteration 2 of this Task Order is built on the work completed as part of...

1. Task 1 of ACR Task order (and Task 2 which are strictly bug fixes and enhancements based on pilot user input to Task 1)
2. Task 3 - Iteration 1 of ACT Task order
3. Production Release 1 of OneView

...and spells out the production release of software that in addition to the above mentioned releases has the following functionality:

- a) Full implementation and integration of the Withdraw Request.
- b) Full implementation and integration of the Delete Request.
- c) Full implementation and integration of the Reinstate Request.
- d) Full implementation and integration of the Awaiting Receipt of Application (ARA) Request.
- e) Removal of the Web QT Set Default Query Functionality

Following sections within the document cover the detailed list of steps and pointers to the requirements to complete the above set of goals.

3 Details

3.1 ARA Request

Awaiting Receipt of Application (ARA) is a request, submitted on behalf of the PI or the IC by any eRA user to communicate specific information needed when application is received, but is not part of the application itself. Example of the ARA includes a desire of the IC to administer a specific Grant Application that is about to come to NIH. The user from that IC will submit the ARA request which says “When this application comes in, assign it to my IC”.

Once submitted, ARA request is handing in the “Unmatched” state until it is “Matched” to the Grant Application when that application is entered into the System. When clerk at Receipt and Referral enters the Grant Application into the System, as part of the data entry a search for the Unmatched ARA requests is performed (By PI Name, Grant # if known, etc.) and if match is found, the ARA is filed together with grant application. In electronic world, filing means the Matched Date, PI, and Grant Number of the ARA form are populated and the ARA is closed (or Matched) – which means the Workflow of the ARA has ended.

Exception is ARA with a Permanent ARA status. At the time of matching, a copy of the ARA is made to match with the specific Grant Application, but the existing ARA is considered “unmatched” so that it can be “matched” again at the next receipt of the next Grant Application which satisfies the matching criteria.

The ARA Request is not tied to the Grant Application, because it is a request that is submitted prior to grant application being in the system. Thus, the ability to submit ARA request does not need to be tied to a hitlist of grant application records. The eRA OneView Homepage is going to host the link to submit the ARA Request.

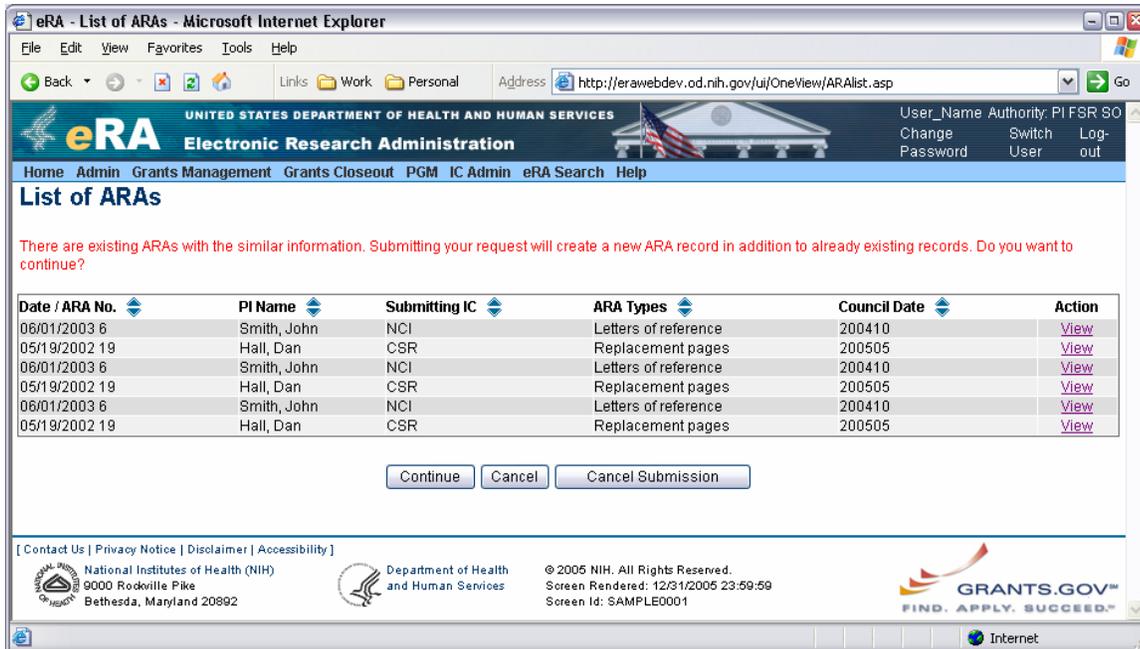
Here is the screenshot of the eRA Homepage with Submit ARA link (middle of the page):

The screenshot shows the eRA Home page. At the top, there is a navigation menu with links like Home, Admin, Grants Management, etc. Below that is the 'My Notifications' section, which includes a search box for User ID and a table of notifications. The table has columns for Event Name, Event Status, Grant Number, PI Name, Completed Date, Completed By, and Action. Below the table are buttons for 'Refresh' and 'Acknowledge All Items'. There is also a 'Submit ARA' link. The 'Headline' section contains several news items with dates and titles, such as 'Secretary Thompson Announces Contract To Secure Future Eq Supply For Flu Vaccines'.

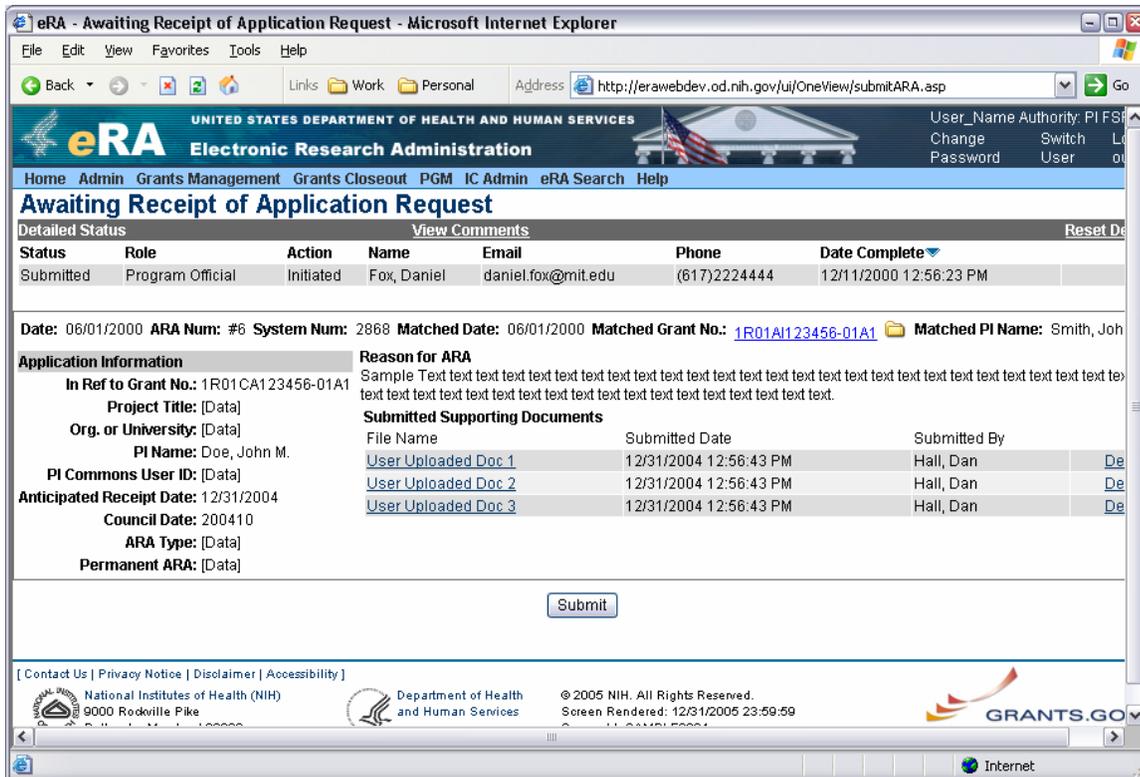
Once user clicks the Submit ARA link, the Submit ARA form shows up:

The screenshot shows the 'Awaiting Receipt of Application Request' form. It includes a 'Detailed Status' section with a table showing the application's status (Submitted), role (Program Official), action (Initiated), name (Fox, Daniel), email (daniel.fox@mit.edu), phone ((617)2224444), and date complete (12/11/2000 12:56:23 PM). Below this is the 'Application Information' section with fields for PI Name (Last Name, First Name, MI), Project Title, Org. or University, In Ref to Grant No (if known), PI Commons User ID (if known), Anticipated Receipt Date, Prog. Class Code (if known), Council Date, ARA Type (set to 'Accept application that requests \$500,000 or more'), and Permanent ARA checkbox. There is also a 'Reason for ARA' text area and a 'Submit Supporting Documents' section with a 'Browse...' button and an 'Upload' button. A table of 'Submitted Supporting Documents' lists files like 'User Uploaded Doc 1' with their submission dates and times, and a 'Delete' link for each. A 'Continue' button is at the bottom of the form.

User fills out the form and clicks continue. System searches for existing ARAs based on information on the current ARA and (if matches are found) displays the list of existing ARAs and a message to user.



User can click Continue to proceed with ARA submission and the Confirmation Page is displayed:

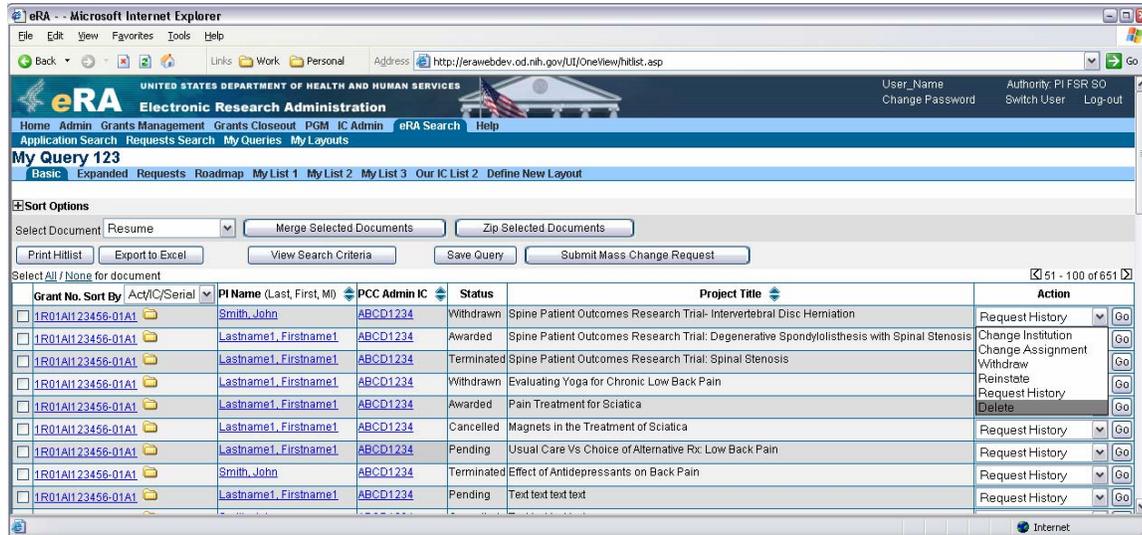


To process the ARA, user will see that ARA on the eNotification Queue on the eRA Home Page and click process. System will take the user to the Read-Only (just like confirmation) version of the ARA form and user can click the appropriate Form Action to trigger the next Workflow step.

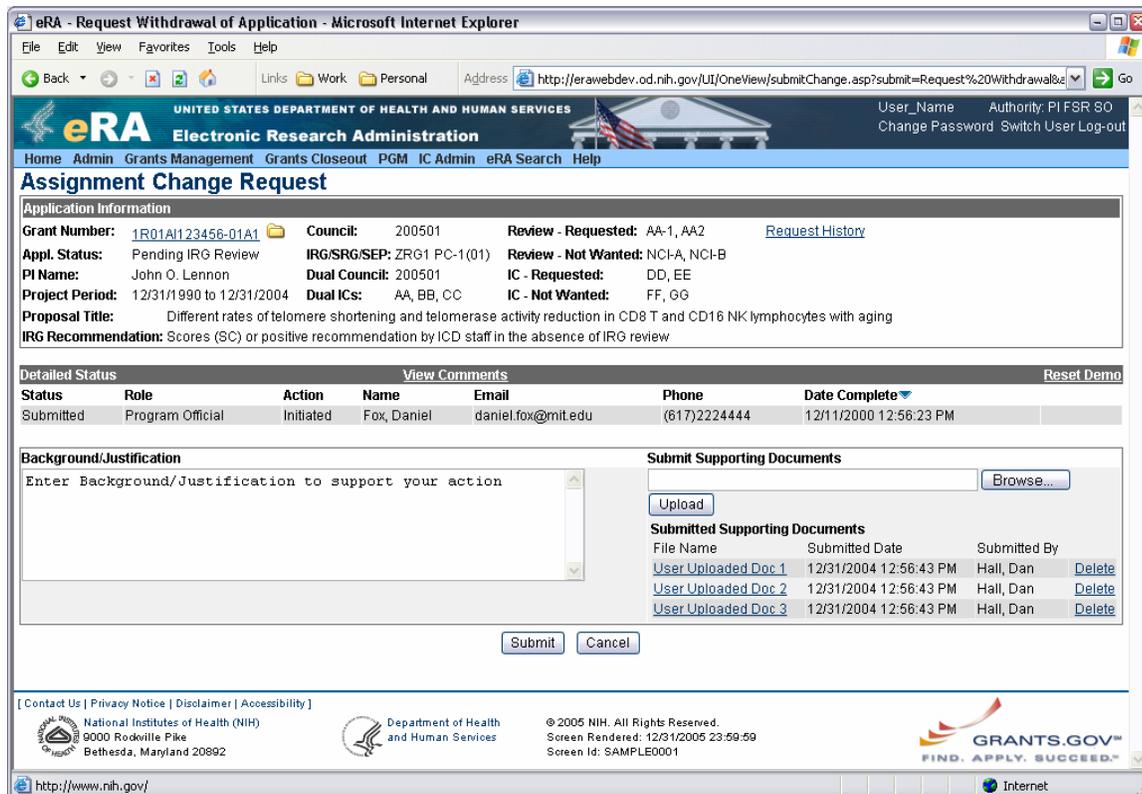
Note that the ARA matching is done outside of this system in Receipt and Referral, so while the scope of this system does not cover matching, the "Matched" ARA is still available via the Track Requests screen.

3.2 Withdraw, Reinstate, or Delete Request

To support the submission of the Withdraw, Reinstate, or Delete requests (note, these are three separate requests), Action Drop Down list within the Basic Hitlist of Applications screen in Web QT will be enhanced to host Withdraw, Reinstate, and Delete options.



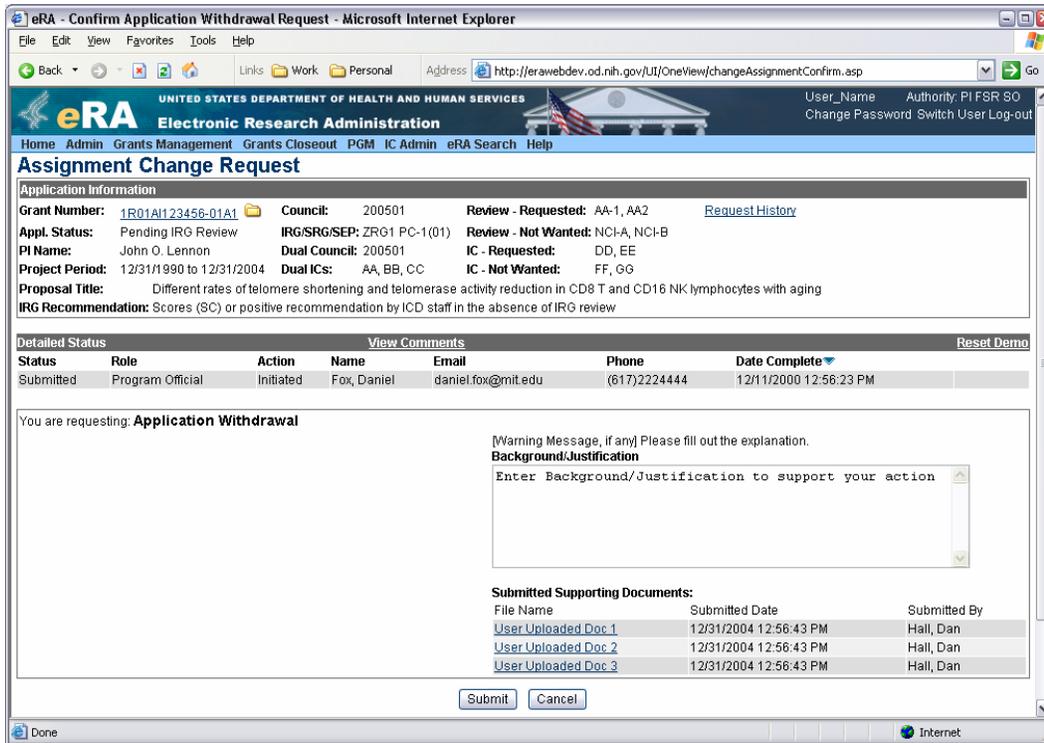
Once user selects the option to submit one of these requests, the appropriate form for the Request will be displayed:



While form appears to be the same for all three of these requests and hosts no fields other than Background/Justification and Supporting Documents, there are slight differences:

- a) The Title of the Screen for each Request is catered to the specific request (Delete Application for Delete Request; Withdraw Application for Withdraw Request; and Reinstate Application for Reinstate Request).
- b) The Delete Request form has a “Change to Withdrawal” check box so that subsequent approvers of the Request can change the request from Delete to Withdraw. This is needed since sometimes based on business Application cannot be deleted from the System, but at the time of Request Submission it could have been.

Once form is submitted, the confirmation page is displayed just like for the Assignment Change Request Form:



Upon clicking Submit button, the user is taken back to the Web QT Basic Hitlist of Applications screen. Note that this iteration implements the complete Workflow and eNotifications for all three requests.

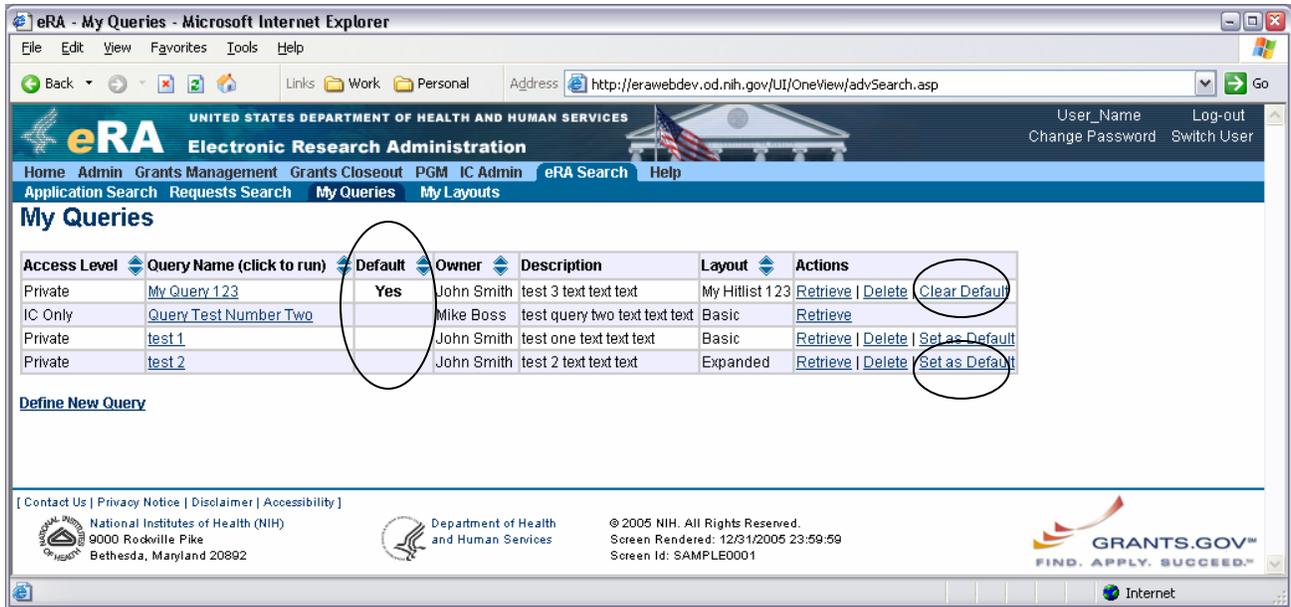
3.3 Web QT – Remove Set Default Query functionality

The stand alone version of Web QT included the ability for the user to designate a Default for one of the saved queries and on the lo in screen, there was a check box “Run Default Query” so that when user logs in, the saved query is ran automatically and hitlist of grant applications is displayed.

In the Web QT version that is integrated into the OneView, there is no longer a way to run the default query, thus, the ability to set the default query as default needs to be removed. To do so, make the following modifications on My Queries page:

- a) Remove Set as Default and Clear Default links
- b) Remove Default Flag column

Furthermore, the records of existing users’ hitlist definitions needs to be swept in the database to set all default saved queries to No.



4 Requirements

To accomplish the above goals, the below table outlines corresponding documentation location which outlines detailed requirements:

Description of Functionality	Requirement Document	Document Location	Architecture Document	Architecture Document Location
ARAs				
System/User Behavior	eRequest - Submit ARA Use Case: Entire Use Case	Clear Case/ Apps/ OneView/ docs/requirements/use-cases/	SAD for Workflow Integration: section 6.2.1 eRA Workflow framework internal interfaces	j2ee_internal\webq\docs\3.analysis&design\architecture
eNotifications	eRequest – SupSpec: 3.1.3.1.3 – ARA eMail Notifications	Clear Case/ Apps/ OneView/ docs/requirements/SupSpec/	SAD for Workflow Integration: section 10.2 Worklist Management (eNotification Integration)	
Business Rules, Validations, etc.	eRequest – SupSpec: 3.3 – ARA Business Rules		n/a	
User Interface	eRequest – SupSpec: 4.2.7 – ARA Request UI		n/a	
Storage Requirements	eRequest – SupSpec: 5.1 – ARA Storage		n/a	
Routing Rules	Assignment Change Request, Withdraw, Reinstate, ARA, and Delete Routing.doc (ARA Only)		n/a	
Withdraw, Reinstate, and Delete Requests				
Business Rules, Validations, etc	eRequest – SupSpec: 3.3 – Withdraw, Reinstate, Delete Business Rules	Clear Case/ Apps/ OneView/ docs/requirements/SupSpec/	n/a	
User	eRequest – SupSpec: 4.1.2 –		n/a	

Interface	header Elements for the Form			
	eRequest – SupSpec: 4.2.6 – Form Elements		n/a	
Routing Rules	Assignment Change Request, Withdraw, Reinstate, ARA, and Delete Routing.doc (Withdraw, Reinstate, and Delete Only)		n/a	
Web QT – Remove Default Query functionality				
	Web QT – Manage Queries User Case – removed functionality.	ReqPro	n/a	

5 Assumptions

1. The status of the grant application may change while user is sitting on the Basic Hitlist with that grant application. By this time, system already figured out that user may or may not submit the Assignment Change Request Form for this grant application. It is assumed that the change of the grant application Status while user is sitting on the Basic Hitlist will not be supported, and to see a change in application status and possibly appearance or disappearance of the Change Assignment option within the Action item, user needs to refresh the Basic Hitlist page by re-querying on the Hitlist.