

eCGAP Focus Group charter

Background

The electronic Competitive Grant Application Process focus group was expanded in October 2004 to bring broader perspective to the group's biweekly discussions on business processes, system requirements, problems, priorities and other topics related to the eRA eXchange and the receipt of electronic competitive grant applications.

Role

Each eCGAP Focus Group member represents a business area affected by electronic receipt and other system-to-system grants-related transactions. They are drawn from areas such as program, grants management, review and from eRA (Electronic Research Administration) itself. They are expected to bring their perspective to developing systems requirements by identifying problems and recommending fixes and enhancements to eCGAP and the eRA eXchange, the NIH electronic system for receiving and sending system-to-system transactions. Each member will work to establish business area priorities, create budget requests and implement priorities.

Functions:

- Finalize requirements & gain consensus
- Understand the workflow, data model, functions, dependencies, & business rules
- Define scope of versions to be delivered
- Define user roles for data and function security
- Identify issues (e.g., policy, changes in business practices)
- Verify the draft design and obtain consensus
- Outline the rollout plan
- Participate in production pilot

Responsibilities

- Represent the interests of their business area on the eCGAP Focus Group
- Communicate decisions and policies of the eCGAP Focus Group to their respective organizations and bring back their input to the table.

Meetings

eCGAP Focus Group meetings will be held twice a month in the beginning, gradually dropping to once in three weeks. The meetings will usually last for two hours. Suggestions for meeting topics may be suggested to the group moderator. A meeting agenda will be sent to members via electronic mail. Meeting minutes and other documentation will be posted on eRA's website.

