

The eRA IMPAC II Project

CMUG Requirements Meeting

October 24, 2001

Version 2.0

Prepared by:

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1 OVERVIEW

The CMUG has planned several requirements meetings to clarify the requirements for the Committee Management redesign. This document lists the requirements that were discussed at the October 24, 2001 meeting. This meeting was held from 1pm – 4pm in Neurosciences Building, room D. The requirements that were discussed at this meeting involve the Slate reports. It is a requirement to allow for digitally signing slates. In order to do this, the slate reports will be sent electronically for review to each signer. Currently, the slate reports are not designed for electronic viewing. Samples of these reports are included in the following sections so we can make recommendations for redesigning these reports. Approval for the new designs must come from the Acting Director, NIH and LaVerne Stringfield.

2 REQUIREMENTS

2.1 Meeting Data Screen – Ethnicity/Race

2.1.1 Existing Information

OMB has changed the way race and ethnicity are identified. It is necessary to make changes to the database and on data entry screens in the IMPAC II Modules. A new “Ethnicity” field will be added to the Sensitive Information Screen. Users will now enter data into the ethnicity field as well as race field when recording sensitive data on potential nominees/consultants who will serve on advisory committees. It will not be necessary to make corrections to current person profile records. The ethnicity field for those individual already in the database will be set to NULL.

During this transition period, other business areas may receive data in the old and new ways so the system will be flexible to accommodate both. The NIH Consultant Information form has been updated to allow potential nominees/consultants to identify their race and ethnicity. As of the November deployment, users should code appropriate data in the ethnicity field as well as the race fields.

Below is an explanation of the changes that will be made to the CM Module as well as the Female/Minority report.

CM IMPAC II

Ethnicity field - This is a new field that will be added to the CM Module. The following values are available for selection in the Ethnicity field. Users should select a value and then select a race code.

Ethnicity Values
H - Hispanic/Latino
N - Non-Hispanic
W - Intentionally Withheld
U- Unknown

Race Field - 'More than One Race' value has been added as an option when a nominee/consultant selects multiple races.

Race Values
7 - More than one race - If the nominee/consultant selects more than one race on the NIH Consultant Information form then select this code in the CM Module
1 - American Indian or Alaskan
2 - Asian
3 - Black or African American
4- Hispanic or Latino (will be used until old forms phase out, e.g. 398 grant application and 2271 training appt. form.
5 - White
6 - Native Hawaiian or Pacific Islander
9 - Intentionally Withheld
0 - Unknown

2.1.2 Questions/Additional Information Needed

1. How do you want to indicate data is missing?

No change at this time.

2. How do you want to indicate data was not reported?

No change at this time.

3. What is the priority for this enhancement? Should this enhancement be made to the existing system or can it wait for the redesign?

November deployment.

2.2 Slate Package Reports

The following is a list of the documents that make up a slate package. Not all documents are necessary in each slate package.

Document	Generated in CM	Required Signature(s)	Under what condition should the document be included in the Slate Package
Memorandum to the Secretary (illustration 24 from the Committee Management Handbook)	No	White House Liaison	Nominees appointed by the Secretary or the President
Transmittal Memo for Secretary – Appointed Committees (illustration 23 from the Committee Management Handbook)	No	Director, NIH	Nominees appointed by the Secretary or the President
Worksheet Report	Yes (CM6010)	IC CMO	Always
Professional Area Breakdown Report	Yes (CM6005)	None	Always
Committee Roster	Yes (CM6055)	None	Always
Nominations for Approval Roster	Yes (CM6035)	IC Director Deputy Director, NIH and/or Director, NIH If BSC, Deputy Director of Intramural Research	Always
Individual Nominee Data Sheet	Yes (CM6015)	IC Director or Director, NIH	The Individual Nominee Data Sheet or the HHS-532 is included in the slate package.
HHS-532	Yes (CM6030)	IC Director Director, NIH Secretary, HHS	The Individual Nominee Data Sheet or the HHS-532 is included in the slate package
Service History Report	Yes (CM6025)	None	Always
Grant History Report	Yes (CM6020)	None	Always
Waivers, if necessary	No	Director, NIH	Specific nominee requires waiver for excessive service, multiple committee membership, or is located at the same institution as a current member.
Resumes	No	None	Always
Slate History Report	No	None	Always

2.2.1 General Slate Package Questions

1. When preparing the slate package, should CM have a checklist that allows the user to select which documents should be included in the slate package? Should this checklist allow the users to define the order in which these documents are displayed?

Yes. The documents should default to checked based on the type of committee. The users can uncheck or check documents. Have only one parameter form when printing the complete slate package instead of one parameter form for each report as it is currently. The criteria for which documents should be defaulted for the various types of committees is also found in this document.

Include instructions on how to use the dates on the parameter forms.

The entire slate package may be saved as a single PDF file and saved in the database. The data for the slate will be frozen. Changes that may be made to data after a slate is submitted will not be reflected on these reports. Some of the CV's can be 150 pages. Analysis needs to be done on the storage requirements.

2. What is the deciding factor as to whether to include the HHS-532 or the Individual Nominee Datasheet in a slate package?

HHS-532 for NAC, PAC and BSC

Individual Nominee Datasheet for IRG

SEPs do not use these reports

3. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

Redesign

2.32 Cover Letters for Slate Package

2.3.1 Existing Requirements

The following image is a sample cover letter. It is two pages. This document is not currently generated through Committee Management.

**NATIONAL INSTITUTES OF HEALTH
COMMITTEE MANAGEMENT HANDBOOK**

ILLUSTRATION 24

MEMORANDUM TO THE SECRETARY
THROUGH: COS _____

FROM: Steven L. Ottenstein
White House Liaison/Secretary's Advisory Committee Office Director

SUBJECT: [Name of Committee as it appears on Charter (NIH)]

BACKGROUND

The [Name of Committee] advises [insert who the committee advises from charter, for example, the Secretary, the Director, NIH] on matters related to [list items from Charter, for example, the cause, prevention, diagnosis, and treatment of heart, blood vessel, lung, and blood diseases, and to the use of blood and blood products and the management of blood resources.]

ISSUE

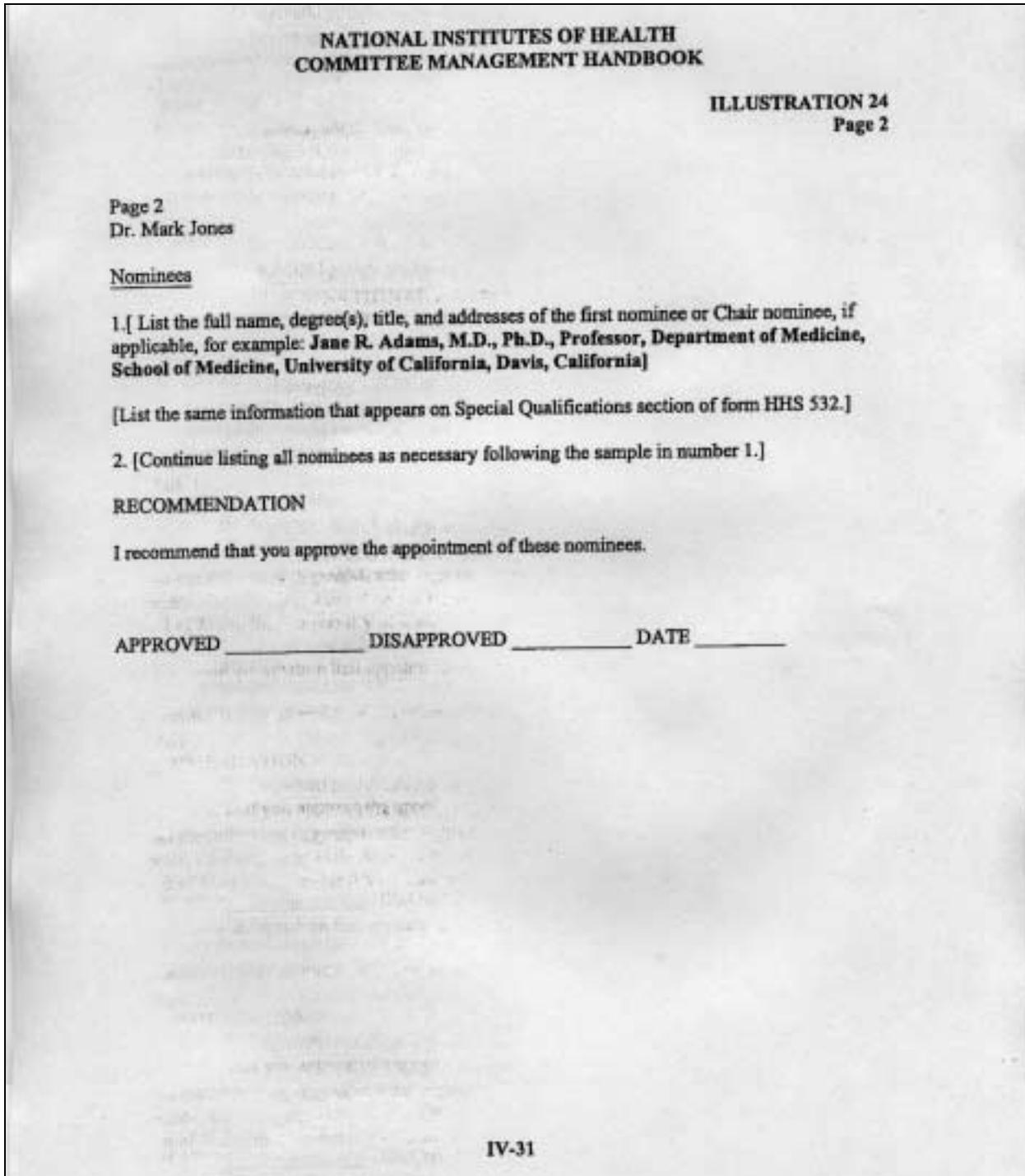
Attached are recommendations for appointment of [insert number, i.e., three] members to the [insert Council/Board/Committee] for four year terms. The proposed nominees include [insert number, i.e., two] female candidates and [insert number, i.e., one] minority candidate. If the slate is adopted, the Council will have [insert number, i.e., seven] minority representatives and [insert number, i.e., seven] women out of [insert total number of appointed members, i.e., eighteen].

Retiring Members

[List the retiring Chair, if applicable, and then each retiring member in alphabetical order.]

Dr. John W. Smith, Chair
Dr. Jane Doe

IV-30



The following is another sample cover letter. It is two pages. It is not generated through CM.

**NATIONAL INSTITUTES OF HEALTH
COMMITTEE MANAGEMENT HANDBOOK**

ILLUSTRATION 23

**SAMPLE TRANSMITTAL MEMO
for
SECRETARY - APPOINTED COMMITTEES**

TO: The Secretary

FROM: Director, NIH

SUBJECT: [Name of Committee as it appears on Charter (NIH)]

BACKGROUND

The [Name of Committee] advises [insert who the committee advises from charter, for example, the Secretary, the Director, NIH] on matters related to [list items from Charter, for example, the cause, prevention, diagnosis, and treatment of heart, blood vessel, lung, and blood diseases, and to the use of blood and blood products and the management of blood resources.]

ISSUE

Attached are recommendations for appointment of [insert number, i.e., three] members to the [insert Council/Board/Committee] for four year terms. The proposed nominees include [insert number, i.e., two] female candidates and [insert number, i.e., one] minority candidate. If the slate is adopted, the Council will have [insert number, i.e., seven] minority representatives and [insert number, i.e., seven] women out of [insert total number of appointed members, i.e., eighteen].

Retiring Members

[List the retiring Chair, if applicable, and then each retiring member in alphabetical order.]

Dr. John W. Smith, Chair
Dr. Jane Doe
Dr. Mark Jones

IV-27

**NATIONAL INSTITUTES OF HEALTH
COMMITTEE MANAGEMENT HANDBOOK**

**ILLUSTRATION 23
Page 2**

Nominees

1. [List the full name, degree(s), title, and addresses of the first nominee or Chair nominee, if applicable, for example: **Jane R. Adams, M.D., Ph.D., Professor, Department of Medicine, School of Medicine, University of California, Davis, California**]
[List the same information that appears on Special Qualifications section of form HHS 532.]
2. [Continue listing all nominees as necessary following the sample in number 1.]

RECOMMENDATION

I recommend that you approve the appointment of these nominees.

Harold Varmus, M.D.

Attachments:

- Tab A - Charter
- Tab B - Membership Roster
- Tab C - Professional Area Breakdown
- Tab D - Resume and Forms 532

2.3.2 Questions/Additional Information

1. Should this document be stored in CM as part of the slate package?

Yes

2. If no, how does this document get approved through electronic submission?

N/A

3. If the document is generated through CM, how do we know which document to generate?

If the committee is Secretary Appointed, include both memos.

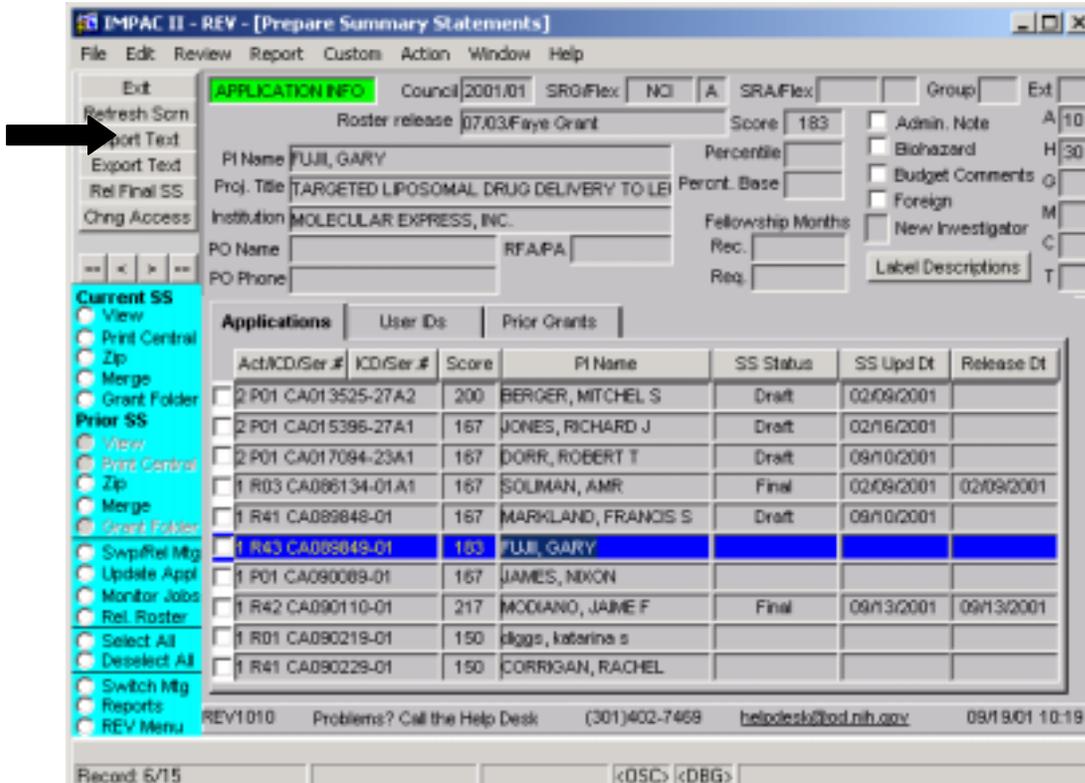
Add a comment field to the Nomination Screen. Print the comment on the memos in the recommendation section.

4. If the document is stored in CM but typed in a Word Processor, we can borrow from Peer Review. The Peer Review system has functionality that allows users to import summary statements that have been typed in a word processor. Please review the screen images on the following pages. Will this functionality work for the cover letters?

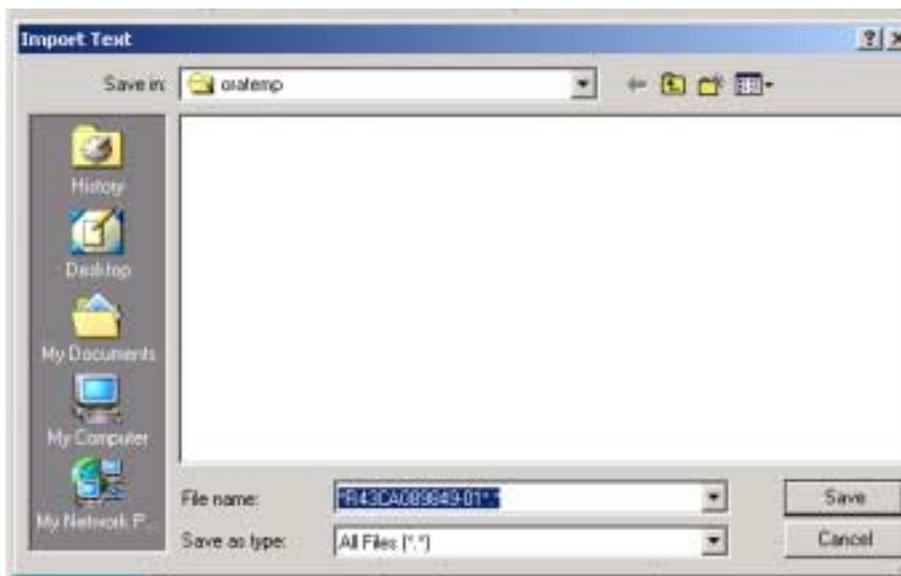
The R&R Mailer Feature may be a better option. A demo will be scheduled at another requirements meeting.

Add Spell Check.

Peer Review provides an 'Import Text' button to initiate the importing of the summary statements.



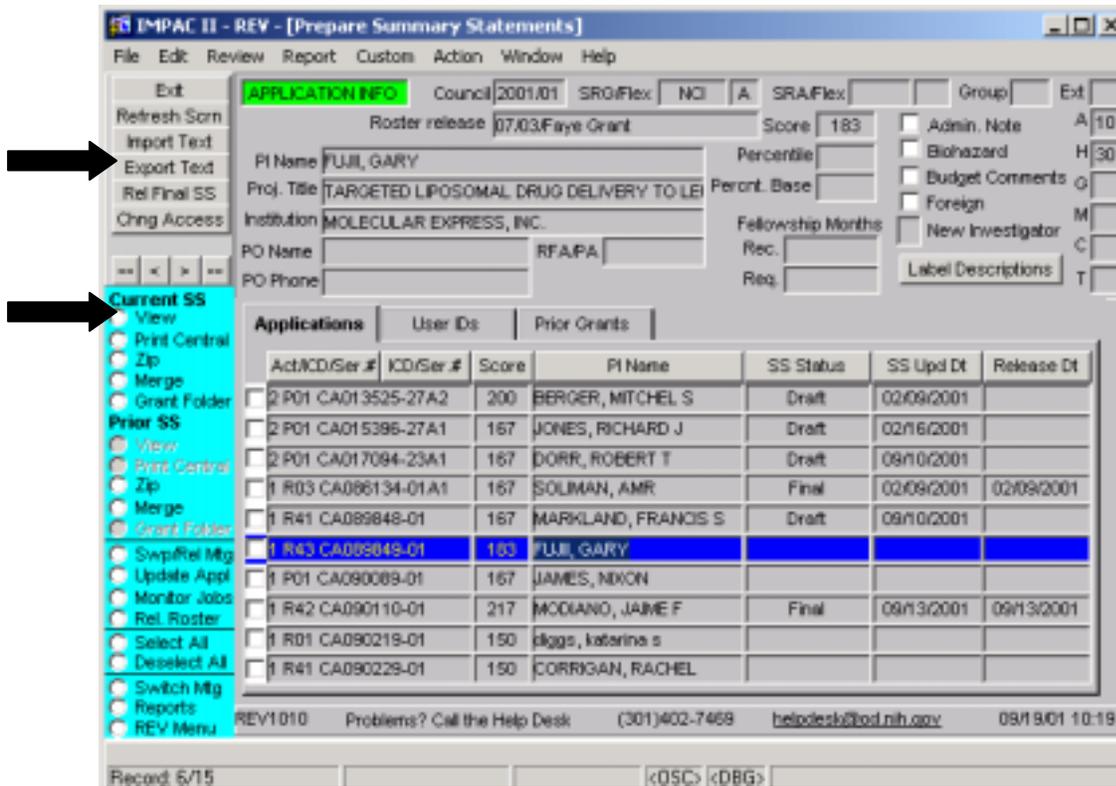
The import text button displays an "Import Text" box that allows users to select the file to import. Peer Review defaults to a specific directory and filename (based on the summary statement to be imported). This functionality can be changed – we can default the directory to whatever directory is decided and either default the filename or leave it blank.



The user clicks on save once they have selected the document they want to import. The system then displays the message below when it imports the document. This message can be customized for CM.



Peer Review provides a View button that allows users to view the imported text in a PDF format. There is also an export feature that will allow users to export the document back into their word processor so that the document can be edited. The screen image bellows points to the Export Text and View text buttons.



2.4 PAB Report (CM6005)

2.4.1 Existing Information

Below is a screen image of the PAB Report. Please review this report and provide recommendations for making it more readable in an electronic format.

PROFESSIONAL AREA BREAKDOWN									
National Heart, Lung, and Blood Advisory Council									
NATIONAL HEART, LUNG, AND BLOOD INSTITUTE									
Authorized Positions: 18					Ex Officio Positions: 6				
NAME	TERM DATES	EXPERTISE	FED	SO	PUB	GEOG	DIST	MIN	FEM
Jahnes	11/17/1997 10/31/2001	Hematology, Sickle Cell Anemia, Clinical Trials		X		GA		X	
Mattis, E	11/01/1997 10/31/2001	Pulmonary Medicine		X		IN			
Polite	01/06/2000 10/31/2001	Health Policy, Patient Advocate (Sarcoidosis)			X	TN		X	X
Whelton	11/01/1997 10/31/2001	Public Health, Epidemiology		X		LA			
Cowley, Jr	11/01/1998 10/31/2002	Cardiovascular Physiology, Genetic Research		X		WI			
Douglass	11/01/1998 10/31/2002	Minority Affairs, General Medicine, Cardiology			X	GA		X	
Ramirez	11/01/1998 10/31/2002	Public Policy, Health Promotion and Disease Prevention, Cardiovascular Disease, Diabetes, Hispanic Health			X	TX		X	X
Rosenberg	11/01/1998 10/31/2002	Atherosclerosis, Blood Coagulation, Hepatic Thrombosis		X		MA			
Spragg	11/01/1998 10/31/2002	Critical Care Medicine, Acute Lung Injury, ARDS, Pulmonary Medicine		X		CA			
Alalay	11/01/1998 10/31/2002	Mass Communication, Multicultural Health Communication, Social Change			X	CA		X	X
Lipscomb	11/01/1998 10/31/2002	Pulmonary Immunopathology, Infectious Disease, Asthma		X		IN			X
Maisel	11/01/1998 10/31/2002	Law, Bioethics, Economics/Management			X	PA			
Williams	11/01/1998 10/31/2002	Pediatric Cardiology, Cardiovascular Diseases, Congestive Heart Disease, Echocardiography		X		CA			X

CM6005 Page: 1
09/18/2001

2.4.2 Questions/Additional Information

1. Can information on this report be reformatted or combined with another report to limit the number of reports or provide a more electronic friendly report?

No

2. What is the priority of this item?

No change.

2.5 Worksheet Report (CM6010)

2.5.1 Existing Information

Below is a screen image of the Worksheet Report. Please review this report and provide recommendations for making it more readable in an electronic format.

WORKSHEET						
National Heart, Lung, and Blood Advisory Council NATIONAL HEART, LUNG, AND BLOOD INSTITUTE						
COMMITTEE ID: 100691	ACRONYM: NHLBAC				NOMINATION SLATE	
YEAR: 2001	SLATE DESCRIPTION: 2001 Regular State				Reassignments	0
					Chair	0
					Reappointments	0
					Chair	0
					New Nominations	4
					Chair	0
MEMBERSHIP AS OF: <u>10/31/2001</u>			PROPOSED MEMBERSHIP: <u>11/01/2001</u>			
	No.	%		No.	%	
Authorized	18		Authorized	18		
Active	18		Active	18		
Total Vacant	0		Total Vacant	0		
Resignations	0					
Reg. Term End	4					
Reassignments	0					
Declinations	0					
Other	0					
Federal Employees	0	0	Federal Employees	0	0	
Females	8	44	Females	9	50	
Minorities	6	33	Minorities	6	33	
ANNUAL ROTATION: 01 02 03 04 05 06 07						
4 5 4 5 4 0 0						
GEOGRAPHIC BALANCE						
Multiple State Distribution			Geographic Distribution			
	No.	%		No.	%	
CA	4	22.2	East	3	16.7	
MA	2	11.1	South	3	16.7	
TX	2	11.1	Central	4	22.2	
			West	8	44.4	
			Foreign	0	0	
COMMENTS:						
This package includes an OS appointment.						
IC CMO _____						
Signature			Date			
CM6010						
Page: 1 09/18/2001						

2.5.2 Questions/Additional Information

1. Can information on this report be reformatted or combined with another report to limit the number of reports or provide a more electronic friendly report?

Put a box around the comments section.

Modify the Annual Rotation section to display both the current and the proposed rotation.

2. What is the priority of this item?

Redesign

2.6 Committee Roster (CM6055)

2.6.1 Existing Information

Below is a screen image of the Committee Roster Report. Please review this report and provide recommendations for making it more readable in an electronic format.

COMMITTEE ROSTER Communication Disorders Review Committee			
NATIONAL INSTITUTE ON DEAFNESS AND OTHER COMMUNICATION DISORDERS			
CHAIRPERSON			
LIBERMAN, M CHARLES, PHD		06/30/2002	
DIRECTOR EATON PEABODY LABORATORY MASSACHUSETTS EYE AND EAR INFIRMARY BOSTON, MA 02114			
BURMEISTER, MARGIT, PHD	06/30/2002	KANDPAL, RAJENDRA P, PHD	06/30/2003
ASSOCIATE PROFESSOR MENTAL HEALTH RESEARCH INSTITUTE UNIVERSITY OF MICHIGAN MEDICAL SCHOOL ANN ARBOR, MI 48106			
ENNIS, MATTHEW, PHD		06/30/2005	
ASSOCIATE PROFESSOR DEPARTMENT OF ANATOMY AND NEUROBIOLOGY UNIVERSITY OF MARYLAND SCHOOL OF MEDICINE BALTIMORE, MD 21201			
EVANS, JULIA L, PHD	06/30/2003	KEWLEY-PORT, DIANE, PHD	06/30/2005
ASSISTANT PROFESSOR WAISMAN RESEARCH CENTER MADISON, WI 53705-2280			
GERNSBACHER, MORTON A, PHD		06/30/2003	
PROFESSOR DEPARTMENT OF PSYCHOLOGY UNIVERSITY OF WISCONSIN MADISON, WI 53706			
GILBERTSON, TIMOTHY A, PHD	06/30/2004	KUWADA, SHIGEYUKI, PHD	06/30/2002
ASSOCIATE PROFESSOR DEPARTMENT OF BIOLOGY UTAH STATE UNIVERSITY LOGAN, UT 84322-5305			
HAIN, TIMOTHY C., MD		06/30/2002	
ASSOCIATE PROFESSOR DEPARTMENT OF NEUROLOGY/OTOLARYNGOLOGY NORTHWESTERN UNIVERSITY MEDICAL SCHOOL CHICAGO, IL 60611			
HOWARD, MATTHEW A., MD		06/30/2005	
ASSOCIATE PROFESSOR OF NEUROSURGERY DEPARTMENT OF NEUROSURGERY UNIVERSITY OF IOWA SCHOOL OF MEDICINE IOWA CITY, IA 52242			
HYSON, RICHARD L, PHD	06/30/2004	MERCHANT, SAUML N, MD	06/30/2004
ASSOCIATE PROFESSOR DEPARTMENT OF PSYCHOLOGY FLORIDA STATE UNIVERSITY TALLAHASSEE, FL 32306-1051			
JONES, CAMARA P, MPH, MD, PHD		06/30/2005	
RESEARCH DIRECTOR ON SOCIAL DETERMINANTS OF HEALTH DIVISION OF ADULT AND COMMUNITY HEALTH NATIONAL CENTER FOR CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION CENTERS FOR DISEASE CONTROL AND PREVENTION ATLANTA, GA 30341			
KANDPAL, RAJENDRA P, PHD		06/30/2003	
ASSOCIATE PROFESSOR DEPARTMENT OF BIOLOGICAL SCIENCES FORDHAM UNIVERSITY ROSE HILL CAMPUS, LARKIN HALL BRONX, NY 10458			
KEWLEY-PORT, DIANE, PHD		06/30/2005	
PROFESSOR DEPARTMENT OF SPEECH & HEARING SCIENCES COLLEGE OF ARTS AND SCIENCES INDIANA UNIVERSITY BLOOMINGTON, IN 47405			
KUWADA, SHIGEYUKI, PHD		06/30/2002	
PROFESSOR DEPARTMENT OF NEUROSCIENCE SCHOOL OF MEDICINE UNIVERSITY OF CONNECTICUT HEALTH CENTER FARMINGTON, CT 06032			
MERCHANT, SAUML N, MD		06/30/2004	
ASSOCIATE PROFESSOR OF OTOTOLOGY & LARYNGOLOGY DEPARTMENT OF OTOLARYNGOLOGY MASSACHUSETTS EYE & EAR INFIRMARY BOSTON, MA 02114			
OBERHOLTZER, JOHN C, PHD, MD		06/30/2005	
ASSOCIATE PROFESSOR AND VICE CHAIR DIVISION OF NEUROPATHOLOGY DEPARTMENT OF PATHOLOGY & LAB MEDICINE UNIVERSITY OF PENNSYLVANIA SCHOOL OF MEDICINE PHILADELPHIA, PA 19104			
SHANNON, ROBERT V., PHD		06/30/2002	
DIRECTOR DEPARTMENT OF AUDITORY IMPLANT AND PERCEPTION HOUSE EAR INSTITUTE LOS ANGELES, CA 90057			
STEINBERG, BETTIE M, PHD		06/30/2004	
CHIEF DEPARTMENT OF OTOLARYNGOLOGY LONG ISLAND JEWISH MEDICAL CENTER NEW HYDE PARK, NY 11040			
STELMACHOWICZ, PATRICIA G, PHD		06/30/2003	
DIRECTOR AUDIOLOGICAL SERVICES BOYS TOWN NATIONAL RESEARCH HOSPITAL OMAHA, NE 68131			

CM6055

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10/04/2001

2.6.2 Questions/Additional Information

1. Can information on this report be reformatted or combined with another report to limit the number of reports or provide a more electronic friendly report?

Make the columns wider so there is more room for the degrees

If the chair is appointed by the charter do not display the end date

Allow users to enter the order in which they want the degrees to be displayed on reports

2. What is the priority of this item?

As soon as possible, make the columns wider and make the modification for the chair appointed by charter. If possible, allow for entering the ordering of degrees now. The ordering of degrees can wait for the redesign.

2.7 Nominations for Approval Roster (CM6035)

2.7.1 Existing Information

Below is a screen image of the Nominations for Approval Roster. Please review this report and provide recommendations for making it more readable in an electronic format.

NOMINATIONS FOR APPROVAL
National Heart, Lung, and Blood Advisory Council
NATIONAL HEART, LUNG, AND BLOOD INSTITUTE

<p>RETIRING MEMBERS</p> <p>Johnson, Gage S, MD Professor Department of Medicine School of Medicine University of Southern California Los Angeles, CA 90033</p> <p>Martin, Il, William J II, MD Director Pulmonary and Critical Care Medicine Indiana University Medical Center Indianapolis, IN 46202</p> <p>Polite, Paula Y President Sarcoidosis Research Institute Memphis, TN 38111</p> <p>Whelton, Paul K, MD Senior Vice President for Health Sciences Professor, Epidemiology and Medicine Tulane University Health Sciences Center New Orleans, LA 70112</p>	<p>NOMINEES</p> <p>Prasad, Ananda S, MD, PhD Professor Department of Internal Medicine University Health Center Wayne State University Detroit, MI 48201</p> <p>Mason, Robert J, MD Professor Department of Medicine University of Colorado Denver, CO 80208</p> <p>Joe, Jennie R, PhD Professor Family and Community Medicine Native American Research and Training Center University of Arizona Tucson, AZ 85719</p> <p>Van Horn, Linda V, PhD Professor Department of Preventive Medicine Northwestern University Medical School Chicago, IL 60611</p>
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Signature indicates approval for all nominees unless otherwise marked.

RECOMMEND	IC Director	Date	
CONCUR	Acting Deputy Director, NIH	Date	
APPROVE	Acting Director, NIH	Date	

CM6035 Page: 1
09/19/2001

2.7.2 Questions/Additional Information

1. Can information on this report be reformatted or combined with another report to limit the number of reports or provide a more electronic friendly report?

Store the signature blocks in a table. Provide OFACP access to update the signature blocks. The signature blocks should be stored by institute and committee type.

2. What is the priority of this item?

Redesign

2.8 Individual Nominee Data Sheet (CM6015)

2.8.1 Existing Information

Below is a screen image of the Individual Nominee Data Sheet. Please review this report and provide recommendations for making it more readable in an electronic format.

INDIVIDUAL NOMINEE DATA SHEET	
National Heart, Lung, and Blood Advisory Council NATIONAL HEART, LUNG, AND BLOOD INSTITUTE	
NAME:	JOE, JENNE R, PHD
TITLE:	Professor
ADDRESS:	Family and Community Medicine Native American Research and Training Center University of Arizona Tucson, AZ 85719
PROPOSED TERM:	11/01/2001 - 10/31/2005 [New Appointment]
SOURCE OF RECOMMENDATION:	Dr. Teri Manolio, Director, Epidemiology and Biometry Program, National Heart, Lung, and Blood Institute
EXPERTISE/COMPETENCY:	Health Policy, Minority Health, Public Policy
REPLACEMENT FOR:	POLITE, PAULA Y
FEMALE	<input checked="" type="checkbox"/> MINORITY <input checked="" type="checkbox"/> American Indian or Alaskan
ATTACHED DOCUMENTATION:	
NIH COMMITTEE SERVICE	<input checked="" type="checkbox"/>
NIH RESEARCH SUPPORT	<input checked="" type="checkbox"/>
CV/RESUME/BIOSKETCH	<input checked="" type="checkbox"/>
ADDITIONAL INFORMATION	_____
Title of approving official:	Secretary
Committee ID #:	HL 100921
Date:	_____
Appointment #:	00191212
CM6015	Page: 1 09/19/2001

2.8.2 Questions/Additional Information

1. Can information on this report be reformatted or combined with another report to limit the number of reports or provide a more electronic friendly report?

Putting boxes around this report was discussed and it was decided to NOT change the report.

Double space after the Proposed Term line

Double space after the Source of Recommendation line

Put the signature block in a table and allow OFACP staff to update it. The signature block should be by institute and committee type.

2. What is the priority of this item?

The double space items should be done as soon as possible.

The signature block item can wait for the redesign.

2.9 HHS-532 (CM6030)

2.9.1 Existing Information

Below is a screen image of the HHS-532 Report. Please review this report and provide recommendations for making it more readable in an electronic format.

 DEPARTMENT OF HEALTH AND HUMAN SERVICES REQUEST FOR APPROVAL OF NOMINEES FOR PUBLIC ADVISORY COMMITTEES		100001	00191212
		Date Prepared 09/19/2001	<input checked="" type="checkbox"/> Principal <input type="checkbox"/> Alternate
Name of Nominee (last, first, middle, prof. degree) Joe, Jennie, M PhD		Business Title Professor	
Home Address:		Business Address: Family and Community Medicine Native American Research and Training Center University of Arizona 1642 East Helen Street Tucson, AZ 85719	
Date of Birth: 12/05/1941		Place of Birth: Eslovado, NM	
Agency National Institutes of Health		Proposed Committee National Heart, Lung, and Blood Advisory Council	
<input checked="" type="checkbox"/> Initial Appointment Proposed Term: From: 11/01/2001 To: 10/31/2005	<input type="checkbox"/> Reappointment Proposed Term: From: To:	Current Term: From: To:	Name of Retiring Member: Polite, Paula, Y Termination Date: 10/31/01
Name		Date	
Source of Recommendations			
Dr. Teri Manolio, Director, Epidemiology and Biometry Program, National Heart, Lung, and Blood Institute		02/12/2001	
Special Qualifications of Nominee (briefly describe unique qualifications)			
Dr. Joe also serves as Director, Native American Research Training Center, at the University of Arizona, and Research Associate for the Institute for Scientific Analysis, San Francisco, CA. She is a Fellow of the Society for Applied Anthropology and has membership with a number of professional organizations. Dr. Joe has published numerous articles on health issues of the American Indian. She received the Newberry Library Fellowship at the Summer Institute in Chicago, IL, 1999. Her vast experience and communication with the public, especially minority populations, will be a valuable addition to the Council.			
Type of Qualifications Needed for a Committee Position Public, Female, Minority - Health Policy, Minority Health, Public Policy			
Previous Membership on OHS-IG Committees and Terms of Office National Advisory Board on Medical Rehabilitation Research 07/01/1995 - 05/30/1999			
Program Director Recommendation/Approval _____ Date		Agency Head Recommendation/Approval _____ Date	
Department Committee Management Concurrence _____ Date		OPDIV HEAD Recommendation/Approval _____ Date	
Assistant to the Director Recommendation _____ Date		SECRETARY'S APPROVAL _____ Date	
HHS-532 (Rev. 1/82)			

2.9.2 Questions/Additional Information

1. Can information on this report be reformatted or combined with another report to limit the number of reports or provide a more electronic friendly report?

No

2. What is the priority of this item?

No change.

2.10 Service History Report (CM6025)

2.10.1 Existing Information

Below is a screen image of the Service History Report. Please review this report and provide recommendations for making it more readable in an electronic format.

NIH ADVISORY COMMITTEE MEMBER SERVICE		
MEMBER NAME:	HOOKER, KAREN A.	
APPOINTMENT PERIOD	COMMITTEE NAME	MEMBER TYPE
<u>ACCOUNTABLE SERVICE</u>		
10/20/1998 to 06/30/2002	Behavior and Social Science of Aging Review Committee	REG
Total length of Accountable Service for the 12 year period ending on 09/19/2001 is 2 years 11 months and 0 days.		
<u>OTHER NIH SERVICE</u>		
03/13/1998 to 03/13/1998	National Institute on Aging Special Emphasis Panel	SEP
10/23/1998 to 10/23/1998	National Institute on Aging Special Emphasis Panel	SEP
03/12/1999 to 03/12/1999	National Institute on Aging Special Emphasis Panel	SEP
06/11/1999 to 06/11/1999	National Institute on Aging Special Emphasis Panel	SEP
10/15/1999 to 10/15/1999	[PENDING] National Institute on Aging Special Emphasis Panel	SEP
06/09/2000 to 06/09/2000	National Institute on Aging Special Emphasis Panel	SEP
10/13/2000 to 10/13/2000	National Institute on Aging Special Emphasis Panel	SEP
03/09/2001 to 03/09/2001	National Institute on Aging Special Emphasis Panel	SEP
06/14/2001 to 06/14/2001	National Institute on Aging Special Emphasis Panel	SEP
10/12/2001 to 10/12/2001	National Institute on Aging Special Emphasis Panel	SEP
<u>NON NIH SERVICE</u>		
CM6025	Page 2	09/19/2001

2.10.2 Questions/Additional Information

1. Can information on this report be reformatted or combined with another report to limit the number of reports or provide a more electronic friendly report?

Add SRA Designator, Flex and Group Code for SEPs

Sort by most Recent, Standing Members, TMPs then SEPs

Add an IC after Cmte Name Column

2. What is the priority of this item?

Redesign

2.11 NIH Research Support Report (CM6020)

2.11.1 Existing Information

Below is a screen image of the NIH Research Support Report (Grant History Report). Please review this report and provide recommendations for making it more readable in an electronic format.

NIH RESEARCH SUPPORT				
National Heart, Lung, and Blood Advisory Council				
NATIONAL HEART, LUNG, AND BLOOD INSTITUTE				
Name: JOE, JENNIE R				
FY	PROJECT NUMBER	PROJECT TITLE	ROLE	TOTAL AWARD
1998	2R13CA075988-01S1	CANCER AND NATIVE WOMEN	Principal Investigator	\$15,734
1997	1R13CA075988-01	CANCER AND NATIVE WOMEN	Principal Investigator	\$29,638

CM6020

Page: 1
09/19/2001

2.11.2 Questions/Additional Information

1. Can information on this report be reformatted or combined with another report to limit the number of reports or provide a more electronic friendly report?

As an option, include the acronym the grant was reviewed under. For SEPs, include SRA designator, flex and group code. Default to not including this information.

As an option, include contracts, subprojects and unfunded application like the Person Search screen. Default to not including this information.

2. What is the priority of this item?

Redesign.

2.12 Waivers and Resumes

2.12.1 Existing Information

Waiver Justifications and Resumes are unique and therefore we must give users the most flexibility in preparing these documents. A sample Waiver Justification is below.

**NATIONAL INSTITUTES OF HEALTH
COMMITTEE MANAGEMENT HANDBOOK**

ILLUSTRATION 23A

WAIVER JUSTIFICATION
[Insert name of subcommittee, if appropriate]
[Insert name of committee as it appears on charter]

A waiver of Departmental policy is approved for [insert name of individual(s), i.e., Dr. Jane R. Adams] to serve [insert specific waiver policy, i.e., on the same committee at the same time with another individual who is affiliated with a particular non-Federal organization or institution in the same city.]

[If waiver is for two individuals from the same institution, include the names of both individuals and department/affiliation, i.e., Dr. Jane R. Adams, Associate Professor, Department of Medicine, University of Maryland is from the same institution as Dr. Michael J. Smith, current advisory committee member. Dr. Smith is in the Department of Microbiology.]

[If waiver is for an individual to serve on two committees at the same time or with another individual from the same institution, the length of time of the overlapping service should be stated.]

[Insert a justification that states how the individual's unique experience and expertise will benefit the committee, for example, the specific scientific or medical expertise or community involvement. Cite why the individual's special qualifications are needed for the committee and some of the programs that require individual's specific expertise. Also describe the extent of the search for other qualified candidates to serve on the committee. If appropriate, include statements regarding geographical balance and female and minority representation.]

Approved: _____

Date _____ Director, NIH

IV-29

2.12.2 Questions

1. Will the functionality used in Peer Review for summary statements work for waivers and resumes?

The summary statement feature will work for waivers and CV's.

Allow for importing a PDF image.

Allow for importing a scanned image.

2. Assuming so, where is the best place for the waiver functionality to be available to the user? On the Nomination Slate Screen? See below for a screen image of the Nomination Slate Screen.

The waiver import should be on the Nomination/Appt screen.

Add a Waiver Type LOV. Items to include in the LOV: Streamline and Written Justification.

Add a Waiver Report to list all waivers for a committee. See the following section for the format of the waiver report.

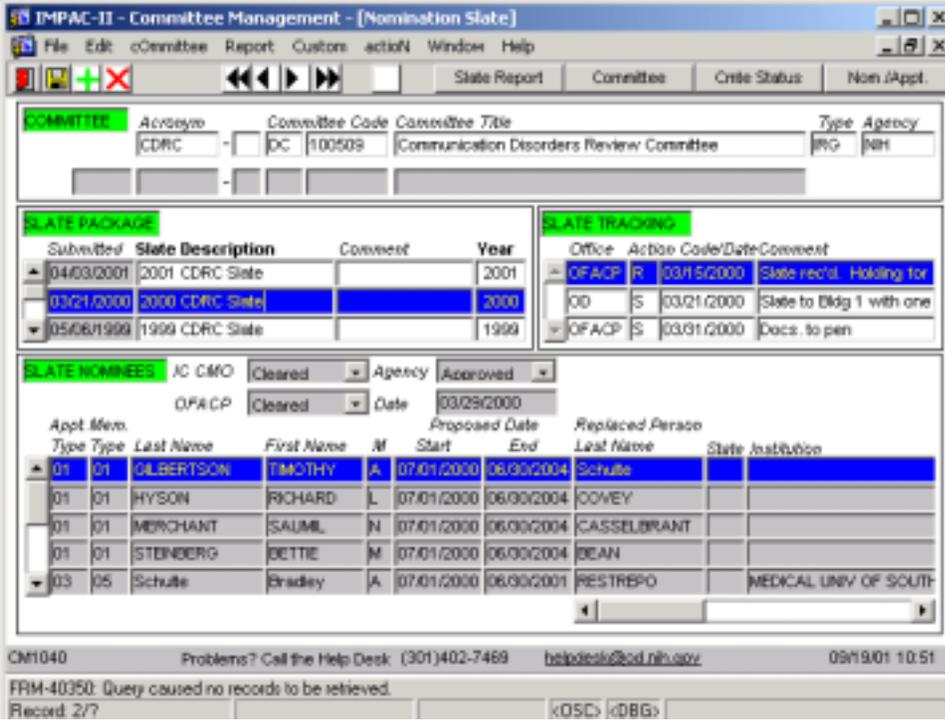
3. Assuming so, where is the best place for the resume functionality to be available? Will resumes vary by slate? If so, on the Nomination Slate Screen? If not, on the person screens? See below for a screen images of the Nomination Slate Screen and the Persons Screen.

The CV import and biosketch (from grant application) should be imported on the Person screen at the profile level.

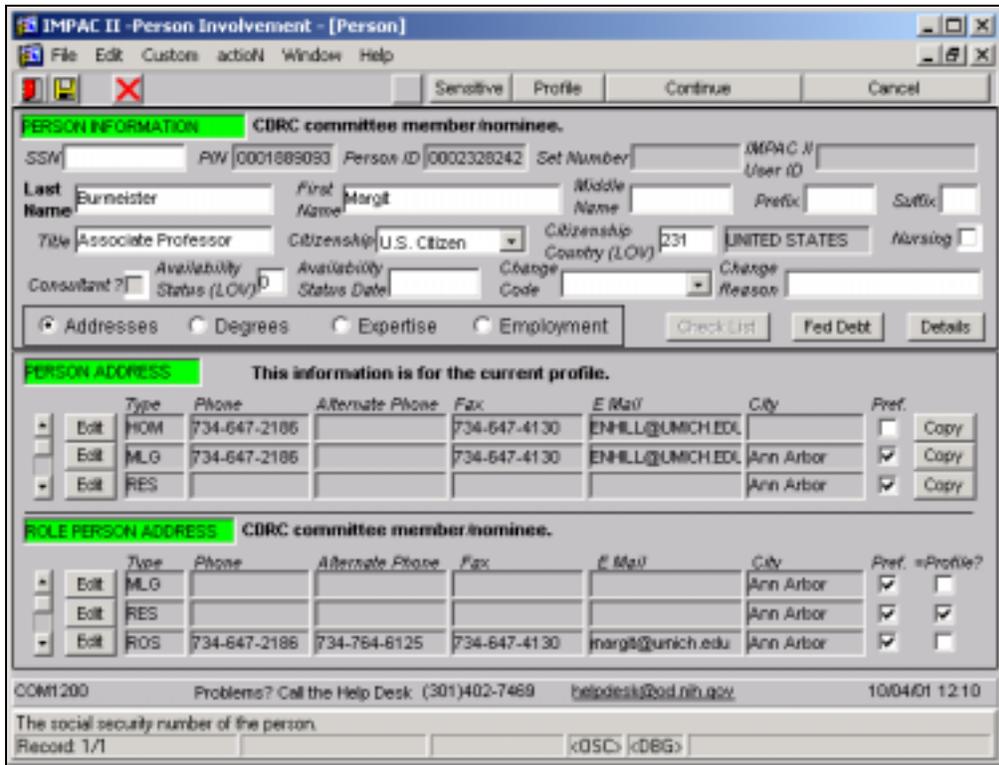
4. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

Redesign.

Below is a screen image of the Nomination Slate Screen.



Below is a screen image of the Persons Involvement Screen.



2.12.3 Waiver Report Format

The sample Waiver Report is 3 pages. This report is restricted to OFACP use only. The report will be run for all of NIH. The parameter will be a single date that will select nominees who are proposed to be onboard on that date. We will use the proposed start and end dates. The date parameter will be on or between the proposed start and end dates. The report will select only those nominees that have a value selected in the new Waiver Type LOV that will be on the nomination/appointment screen.



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
Bethesda, Maryland 20892

Date: July 19, 2001

To: Marie T. Absher
Political Personnel and Advisory Committee Specialist, DCMO

From: Director, Office of Federal Advisory Committee Policy

Subject: Report of Waivers of Departmental Policy
(January 16, 2001 - July 15, 2001)

During the reporting period cited above, NIH approved the following waivers of Department policy.

Unbroken Service Exceeding Four Years

Dr. [REDACTED]
Board of Scientific Counselors, National Cancer Institute
(Subcommittee B - Basic Sciences)

Dr. [REDACTED]
Dr. [REDACTED]
Social Sciences, Nursing, Epidemiology and Methods Integrated Review Group
(Social Sciences, Nursing, Epidemiology and Methods 3)

Dr. [REDACTED]
Endocrinology and Reproductive Integrated Review Group
(Reproductive Endocrinology Study Section)

Excessive Service (for more than eight years within a period of 12 years)

Dr. [REDACTED]
Literature Selection Technical Review Committee

Service on Two Committees Concurrently

Dr. [REDACTED]
National Cancer Institute Initial Review Group
(and Oncological Sciences Integrated Review Group)

Two Members from Same Institution

Dr. [REDACTED] (and current member Dr. [REDACTED])
Biophysical and Chemical Sciences Integrated Review Group
(Molecular and Cellular Biophysics Study Section)

Dr. [REDACTED] (and current member Dr. [REDACTED])
Board of Scientific Counselors, National Cancer Institute
(Subcommittee B - Basic Sciences)

Dr. [REDACTED] (and current member Dr. [REDACTED])
Dr. [REDACTED] and Dr. [REDACTED] (nominated simultaneously)
Pathophysiological Sciences Integrated Review Group
(Lung Biology and Pathology Study Section)

Dr. [REDACTED] (and current member Dr. [REDACTED])
Oncological Sciences Integrated Review Group
(Pathology B Study Section)

Dr. [REDACTED] (and current member Dr. [REDACTED])
Dr. [REDACTED] and Dr. [REDACTED] (nominated simultaneously)
Dr. [REDACTED] (and current member Dr. [REDACTED])
Oncological Sciences Integrated Review Group
(Metabolic Pathology Study Section)

Dr. [REDACTED] (and current member [REDACTED])
Oncological Sciences Integrated Review Group
(Experimental Therapeutics Subcommittee 1)

Dr. [REDACTED] and Dr. [REDACTED] (nominated simultaneously)
Surgery, Radiology and Bioengineering Integrated Review Group
(Diagnostic Radiology Study Section)

Dr. [REDACTED] (and current member Dr. [REDACTED])
National Institute of Child Health and Human Development Initial Review Group
(Mental Retardation Research Subcommittee)

Dr. [REDACTED] (and current member Dr. [REDACTED])
Dr. [REDACTED] (and current member Dr. [REDACTED])
Dr. [REDACTED] (and current member Dr. [REDACTED])
Cardiovascular Sciences Integrated Review Group
(Hematology Subcommittee 1)

Dr. [REDACTED] (and current member Dr. [REDACTED])
Cardiovascular Sciences Integrated Review Group
(Pathology A Study Section)

Dr. [REDACTED] (and current member Dr. [REDACTED])
Integrative, Functional and Cognitive Neuroscience Integrated Review Group
(Visual Sciences B Study Section)

Dr. [REDACTED] (and current member Dr. [REDACTED])
Integrative, Functional and Cognitive Neuroscience Integrated Review Group
(Alcohol and Toxicology Subcommittee 3)

Dr. [REDACTED] (and current member Dr. [REDACTED])
Musculoskeletal and Dental Sciences Integrated Review Group
(General Medicine B Study Section)

Dr. [REDACTED] (and current member Dr. [REDACTED])
Biomedical Library Review Committee

Dr. [REDACTED] (and current member Dr. [REDACTED])
National Cancer Institute Initial Review Group
(Subcommittee D - Clinical Studies)

Dr. [REDACTED] (and current member Dr. [REDACTED])
National Cancer Institute Initial Review Group
(Subcommittee F - Manpower & Training)

Dr. [REDACTED] (and current member Dr. [REDACTED])
National Cancer Institute Initial Review Group
(Subcommittee H - Clinical Groups)

LaVerne Stringfield

2.13 Slate History Report

2.13.1 Existing Information

Slate History	
Experimental Cardiovascular Sciences Study Section Cardiovascular Sciences Integrated Review Group Center for Scientific Review	
2000 Nomination Slate	
No comments.	
1999 Nomination Slate	
No comments.	
Analyst Initials:	<u>YLSH</u>
Date:	<u>4/27/2001</u>

2.13.2 Questions/Additional Information

1. Should this document be stored in CM?

Yes.

2. If it should be stored in CM, should the slate history information be stored in the database as fields? Or, should it be stored as a document through a process similar to how Peer Review stores summary statements?

Store as database fields.

Change the Comments field on the Nomination Slate screen to Worksheet Comments or W/S Comments.

Add a new field, Slate Comments. The Slate Comment will output on the Slate history report. The Slate Comments field is restricted to OFACP use only.

The parameters for the report are committee and year.

They also need the capability to print out all comments by year or select specific years to print out on one page.

3. What is the priority of this item?

Redesign

2.14 Committee Status Screen Levels of Approval

2.14.1 Existing Information

The Committee Status Screen allows users to view nominees and members at varying levels of approval. Will this change since we will be tracking in more detail the slate approvals? See the Committee Status Screen image below.

The screenshot displays the 'IMPAC-II - Committee Management - [Committee Status]' application. The interface includes a menu bar (File, Edit, Committee, Report, Custom, Action, Window, Help) and a toolbar. The main window is divided into several sections:

- COMMITTEE:** Contains input fields for 'Acronym', 'Committee Code', 'Committee Title', and 'Type Agency'.
- Current Membership:** A summary box with fields for 'Authorized', 'Minorities', 'Ex Officio', 'Actual', 'Females', 'Total', 'Vacancies', 'Disabilities', and 'Actual'.
- STATUS:** Features radio buttons for selection: 'Currently Serving', 'Initial IC Hold', 'IC CMO Cleared', 'OFACP Cleared', 'Approved', 'Appointed', 'Current', and 'All Status Actions'.
- Table:** A data table with columns: 'Appt. Type', 'Mem. Type', 'Last Name', 'First Name', 'M', 'Proposed Date' (Start, End), 'Actual' (Start, End), and 'Institution'. The first row is highlighted in blue and contains 'Involv.' and 'Int.' in the first two columns.
- Status Bar:** Displays 'CM1000', 'Problems? Call the Help Desk (301)402-7469', 'helpdesk@201.nh.gov', '10/03/01 09:48', and a query input field with 'Enter a query, press F8 to execute, Ctrl+q to cancel'.

2.14.2 Questions/Additional Information

1. Currently we are displaying nominees at the following levels of approval:

- Initial IC Hold
- IC CMO Cleared
- OFACP Cleared
- Approved
- Appointed

If the slate process does change to an electronic approval, do you want to see the nominees at all levels of approval? The following are levels of approval that a slate can go through:

- IC CMO

- IC Director
- Deputy Director, NIH
- Director, NIH
- Secretary, HHS
- Deputy Director of Intramural Research
- White House Liason
- U.S. President

Only if electronic/digital signatures are done.

An additional requirement for the Cmte Status Screen was discussed at this meeting. Modify the Set Filter button to allow users to filter on the following:

Appointment Type

Member Type – Regular, Reappointment, Reassignment or Adhoc/Tmp

2. What is the priority of this item?

Redesign.

2.15 Nomination Slate Screen

2.15.1 Existing Information

The Nomination Slate Screen allows users to view nominees and members at varying levels of approval. Will this change since we will be tracking in more detail the slate approvals? See the Nomination Slate Screen image below.

COMMITTEE

Acronym	Committee Code	Committee Title	Type	Agency
CRG	MH 102094	Colleen's IRG	IRG	NH

SLATE PACKAGE

Submitted	Slate Description	Comment	Year
10/16/2001	My Fifth Slate		2001
10/16/2001	My Fourth Slate		2001
09/20/2001	My Third Slate	nonmember nonre	2001

SLATE TRACKING

Office	Action Code/Date/Comment

SLATE NOMINEES

Appt. Mem. Type	Last Name	First Name	M	Start	End	Replaced Person Last Name	State	Institution
01	Bilcard	Steve		01/01/2001	12/31/2004		IN	INDIANA ACADEMY OF F

CM1040 Problems? Call the Help Desk: (301)402-7469 helpdesk@rod.nh.gov 10/24/01 10:27
 A unique acronym for the committee.
 Record 1/1 (DSC) (DBS)

2.15.2 Questions/Additional Information

- Currently we display the following levels of approval:
 - IC CMO
 - OFACP
 - Agency
 - DHHS
 - President

If the slate process does change to an electronic approval, do you want to see all levels of approval? The following are levels of approval that a slate can go through:

- IC CMO
- IC Director
- Deputy Director, NIH
- Director, NIH
- Secretary, HHS
- Director, NIH
- Deputy Director of Intramural Research
- White House Liason
- U.S. President

Yes

2. Do you want to track and display the date for each level of approval?

Yes

3. What is the priority of this item?

Redesign