



Electronic 901 Working Group Minutes

Date: February 01, Tuesday

Time: 1:00 – 3:00 p.m.

Location: Rockledge 1, 8th Floor, Room 8111

Advocate: Ellen Liberman

Next Meeting: Tuesday, February 15, 2005. Location RKL 1 – 8th Floor, Room 8111.

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

Action Items

1. (Daniel Fox) Update prototype page.
2. (Daniel Fox) Define requirements for the Auto Approval feature.
3. (Daniel Fox) Combine all separate requests (Activity Change, IC Change) into one Assignment Change Form.
4. (Daniel Fox) Create Track Request and Mass 901 UIs.

Handouts

- [December 16, 2003 Meeting Minutes](#)
- [Use Case Model](#)
- [Change Activity Code](#)
- [Change IC](#)

Introduction of New Members

Inna Faenson began the meeting by introducing two new members: Gene Hayunga (NICHD) and Michael Edwards (NIDDK).

Review Activity Diagrams for Activity Code, IC and Dual Changes/ Review Updated Screen Prototypes

Daneil Fox said that, in accordance with the action item setup during the January 25 meeting, he has updated the process of electronically submitting requests by including the “IC Change” within the transactions pull down menu. The “Activity Change,” and “Duals Change” options will be added later.

Daniel also presented a [Use Case Model form](#), which illustrates how eRA collects and documents requirements. He walked the group through the diagram while simultaneously presenting the eRA login/One View page. One View is the new way users will be able to access all eRA systems to which they have access. From here, users will access WebQT, access desired, pending grant changes on the Hit List, and in the Action column, select the Change IC option. From here, the user will enter into the Manage Request area. In this section, users can specify eRA request data , as well as upload any supporting documents. After reviewing the page, the group discussed whether or not it was a good idea to permit the request initiator to allow or suppress the mailer. They agreed that the initiator should be given rights to request these actions, but not the authority to perform them. Also, initiators should not have contact to the Principal Investigator (PI).

Daniel supplied the group with [meeting minutes from December 16, 2003](#), where the bundled requests were first established. Based on the couplings presented at these minutes, he proposed to go back to the original approach of allowing users to specify the data for any type of the request at the time of submission, and let system calculate the request type (such as IC Change or IRG and IC Change, etc.). Users will navigate to the Submit Request screen from the hitlist of applications generated in the Web QT by selecting a “Request Assignment Change” action item. Once accessed, the user can view all of the fields that he or she can change and will fill out and submit the change request form. Rule validations will be setup on the submit button, outlining *what* can be submitted and defining the *type* of change; these options will be confirmed by the user. The request will then travel through the system and appear of various Event Queues as that specific request.

After this request is submitted, the Manage Request queue will show the status of the Request as Submitted and will also show the next-in-approval-chain action of Pening person. When the request is complete, the status will show every person involved, what he or she did, the time the request was initiated, and the date. The Reviewer of the document will be allowed to manually review the status of the request with the navigational assistance of the following buttons: Hold (showing that the request is currently being worked on), Reject/Decline/Deny, and Cancel/Back. This Reviewer (whose title the group plans on changing) is a person in the chain who examines and approves the request.

Action: (Daniel Fox) Update prototype page.

The group asked the following questions about the page:

Q. Is it possible to forward information on the page?

A. Yes, there will be an option called “Forward” or “Route” that will allow this function.

Q. Will the user be able to view an abstract or image?

A. Yes, since the Grant Folder is provided on the page.

Q. Is the chain of approval fixed?

A. The first release of the system should probably have a pretty fixed list of approvers for a request based on role (not name). But in the near future - subflows internal to a particular IC should be supported and executed.

Q. Can there be a time-based, auto-approved response that will take a request to the next level, if an authorized official cannot make an approval within 24 to 48 hours?

A. It is possible to build in a time-based (or otherwise regulated) approval of the request. Daniel will determine a way to document that requirement. Basically, we need to know who within approval chain can do that and what happens with the request once it is autoapproved..

Action: (Daniel Fox) Define rules for the auto-approval.

The group approved the overall appearance of the request page. Under “Status,” at the end of the request, the “Participant Name” title will be changed to simply “Name,” while “Reviewer Status” will be changed to “Action Status.”

Daniel presented the [Change Activity Code form](#) to the group. He will clarify this form more precisely, identifying request bundles and specific steps, at the future meeting(s). The group agrees with Daniel that submitting individual requests independently causes too many contradictions. Thus, requests will be submitted on one form and system will determine what type of change it is. The The following requests will tentatively be the first once that group will concentrate on: Grant Number Change, IRG Change,

Withdrawn, Dual IC Change + Grant Number Change, and IRG (Integrated Review Group) + Dual IC Change.

Action: (Daniel Fox) Combine all separate requests (Activity Change, IC Change) into one Assignment Change Form.

Discuss Track Request Functionality

Daniel stated that a screen needs to be added that will allow the user to track request(s). The tracking function would show the status as well as the person responsible for the request. This screen will be available to the users with certain rights,. The group suggested that requests be stored centrally in a queue where they can be pulled out, separated, and completed in batches by designated officers. Daniel also suggested a status within the central queue, indicating who is authorized to complete specific requests. In addition to an in-process request queue, there should also be an accessible archive of past requests and attachments. He will work to put a prototype request tracking process together for the next meeting.

Action: (Daniel Fox) Create Track Request Function.

The group asked the following questions about request tracking:

Q. What is the level of involvement of the PI in this process?

A. The PI may initiate a request, but after that he or she will only receive notification that a change was made and whether it was accepted or denied.

The group decided that Dual ICs should not go onto the Commons, since many advocates are not familiar with them. The ICs already have an option to add themselves as Duals without going through the 901 process by means of a customizable add/remove list. On this list, the group decided to list the full, four-letter IC codes rather than the abbreviated two-letter codes.

Q. What kind of changes can be done in Mass requests?

A. Mass 901 can be submitted for the IRG/SRG change when applications need to move from one IRG Cluster to Another (or one IC to another). .

Q. After these Mass 901 requests are submitted, do the requests split into different request(one for each application) or does it travel as one record with the grants attached?

A. The request will travel as one record with attached grants.

Scheduling

The group agreed to cancel next week's meeting because of workload volume. The next meeting will be held on February 15.

Attendees

Edwards, Michael (NIDDK)	Faenson, Inna (OD)	Fisher, Suzanne (CSR)
Fox, Daniel (NIH/OD)	Hagan, Ann (NIGMS)	Hayunga, Gene (NIGMS)
Lieberman, Ellen (NEI)	Melchior, Christine (CSR)	Noronha, Jean (NIMH)
Paugh, Steve (OD/LTS)	Roberts, Luci (CSR)	Shah, Sachin (OD/LTS)
Silver, Sara (OD)	Stesney, Jo Ann (NIAID)	Wright, David (eRA)