ERA eRA Commons Working Group (CWG) Minutes

Date: Tuesday, September 22, 2009
Location: Hyatt Regency Washington,
                   400 New Jersey Avenue, NW
                   Washington, DC, 20001
Chair: Megan Columbus
Next Meeting: January 26, 2010

eRA Commons Release Report

Presenter: Yuri Gorbach
Handout/Presentation - Changes to Commons for October 2009 Release

Summary:

See presentation.

Questions brought up in discussion:

What happens when a change of profile is done after an eSNAP is initiated? Do you need to restart the eSNAP entry again or will it self correct? - You need to reenter the profile information on the eSNAP.

Will demo site be updated in conjunction with pending Commons releases? - Yes.

Exploring Options for Entering Citation Information

Presenters: Bart Trawick and Neil Thakur
Handout/Presentation: Exploring Options for Entering Citation Information

Summary:

- The National Library of Medicine' My Bibliography utility will be integrated with the eRA Commons profile system. Update: As of October, we are pulling information from My Bibliography into the personal profile and eSNAP.

- My Bibliography will make the Commons Profile Publication list more useful and efficient by:

    o Enhancing the Commons Publication List with a live feed from MyBibliography, a bibliography management system developed by NLM and accessible using the Commons login.

    o Augmenting the unstructured Upload Science data entry system with MyBibliography entries. Ultimately, the Upload Science entry will be replaced with My Bibliography.

    o MyBib can hold journal articles, book chapters, meeting abstracts, talks/presentations/grand rounds, patents, and other materials.

- With the October 2009 release, the following modifications to Commons Personal Profile Publication Section and eSNAP Publication section will occur to integrate with MyBib:
    - Pulling all the data (Publications) from "My NCBI" using the web service
    - Displaying a Proposed association grant number in Personal profile publication section for each publication
    - Citation ID hyperlink will take the user directly to the source to view the Publication
    - System will maintain ability for the PI to enter Publications from Commons Profile Publication List will continue to support data entry into eSNAP

The presentation attached includes more information on how to use the system for various purposes and a more extensive timeline.

Questions:

- What happens when My Bibliography is down when submitting eSNAP? If the MyBibliogrpahy system is unavailable, the publication information will not be included in the submission. There is a system unavailable message at the top of the Commons eSNAP and profile publications screens alerting you to that fact.
- How are Commons IDs integrated with My Bibliography? The MyBib system automatically accepts Commons credentials.
- Can eRA can make PI Delegate functionality in Commons Profile automatically transfer over to Delegate functionality in MyBibliography? Yes, the timing is unclear.
- Feedback on MyBibliography integration can be sent to both Neil Thakur and Scarlett Gibb.

Changes to the Institution Profile
Capturing Animal Welfare Assurance Information, Multiple Human Subjects Assurance Codes, Email for Notice of Award (NoA)

Presenter: Scarlett Gibb
Handout/Presentation:
Summary:
- The Institutional profile will accept multiple human subject assurance numbers in January.
- Animal Welfare Assurance codes will be automatically populated through the integration with the Office of Laboratory Animal Welfare Assurance system. When this occurs you will no longer be able to update the assurance numbers through the Commons institutional profile.
- Organizations will now be required to enter an institutional contact for notices of awards. Many institutions use a centralized mailbox fr this purpose.

Continous Submission

Presenter: *Yuri Gorbach*

- Phase 1 for continuous submission eligibility for peer reviewers and others will include the ability for just those eligible to check their eligibility. The reviewers address tab will be changed to reviewer specific information and will include this information.

- CWG members were encouraged to have any PIs that have multiple Commons accounts (one as a reviewer, one as an applicant) to collapse those accounts to ensure their eligibility for continuous submission is identified.

Questions:

- Can eRA can add a query report to the 'Accounts Administration' section that will show if a PI is eligible for Continuous Submission. The Commons team will look at different options for putting in this report (e.g. drop-down list or search box) and send to CWG for thoughts.

Just-in-Time Improvements

Presenter: Dave Curren
Handout/Presentation: Feedback on Just-in-Time Improvements
Summary:
- Recovery Act has pushed some changes forward. Recently added budget and other uploads; multiple submissions; separate submissions; and revised text on JIT screens explaining when/if to submit.
- Modifications coming includes:
  - Ability to submit Human Subject Assurance Number JIT to work around to form bug. Commons team sent sample application and description of form bug to CWG list.
  - Only allow Add through profile for Animal or Human Subject assurance numbers
  - Visibility of JIT link – CWG expressed desire for a JIT link triggered on demand.
- CWG suggested that admin supplement information be submitted electronically using Just-in-Time uploads.
- Commons Team will look into why the organization administration person is no longer being copied on JIT notification emails being sent to PI.

Commons Usability Study Update

Presenter: Scarlett Gibb

Summary: eRA hired an outside organization to review the Institution Profile and Individual Profiles section in eRA Commons. They have spoken with external and internal stakeholders and will be submitting a report to eRA. The next deliverable is for the organization to develop prototype by mid-January 2010.

Action Items:
- Depending on when prototypes are sent to eRA, Commons Team will try to share prototypes at next CWG meeting.

General Discussion

Presenter: all

- CWG posed question about whether eRA can house past eSubmission applications longer (two years) online. The Commons Team will look into ways to provide data, possibly through a report.