



# Modifying Processing for Electronic Submissions

eCGAP Focus Group

11/5/2004

# Receipt and Referral Process: Paper vs. Electronic

- Unit 1 enters application
  - Assistant Chiefs do manual breakout to Referral Officer
  - Referral Officer assigns to IRG
  - Unit 2 does QA, generates labels, and releases application
  - Print shop copies, scans
- Data populated by eCGAP exchange; no Unit 1 entry
  - “First Contact” does QA
  - Breakout module used to refer to IRG or to IC
  - RO sees apps assigned to him, then refers
  - No Unit 2, no scanning, five copies made by CSR

# New Process Overview

**First Contact**



**Breakout**



Query list of applications for Breakout

Limited Data Entry

Perform Breakout on queried batch

**Referral**



Enter Referral Data (new workflow screen)

**ICs**

Assign to Study Section

# First Contact Module—Manage Receipt Workload

- Query CGAP applications with SO/PI verifications
- Can query applications with identified problems
- Hold queried applications in batch

eRA - Receipt Workload Hitlist - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://apps.era.nih.gov/cgaprr/firstcontact/searchFirstContact.jsp> Go Links >>



**NATIONAL INSTITUTES OF HEALTH**  
**CGAP Receipt And Referral**



Welcome SILVERS  
Authority: CHIEF [Log-out](#)

Version 1.1.4

[First Contact](#) [Breakout](#) [Help](#)

## Receipt Workload Hitlist ?

**Query Parameters**

Receipt Start (mm/dd/yyyy)  Receipt End (mm/dd/yyyy)  Problems to Display

Council Date (mm/yyyy)  RFA/PA No.

Accession Number  Last Name  First Name

**Hitlist** 1 records

Date of Receipt	Accession No.	Checklist	RFA/PA No.	PI Name	Project Title	Institution	Council Date	Problem
2004-10-27	2907627	1 R01 GM070504-01 A1		Zhang, Xuejun	Structural studies on Rab5 and trafficking regulation	OKLAHOMA MEDICAL RESEARCH FOUNDATION	05/2005	

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National Institutes of Health (NIH)  
9000 Rockville Pike  
Bethesda, Maryland 20892



Department of Health and Human Services

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Screen Id: FTC1001



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Done Internet

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# First Contact Module—Perform Receipt First Contact

- Applications in batch come up one at a time
- User looks at grant image, PI history, cover letter
- User QAs prior number and other data
- System processes QA checks (duplicate submission, ARAs, sanctions, RFA/PA rules)
- User can set problem indicators, or move application to Breakout
- If auto-assign applies, study section filled in

Receipt and Referral - First Contact Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address <http://apps.era.nih.gov/cgaprr/firstContactDetail.do?applIndex=0> Go Links

**Error Messages:**

**Application Data:**

**Project Title:** Structural studies on Rab5 and trafficking regulation

<b>Institution:</b> OKLAHOMA MEDICAL RESEARCH FOUNDATION	<b>Name:</b> Zhang, Xuejun <b>Phone No.:</b> 405 271-7767 <b>Phone Extension:</b> <b>Fax Number:</b> <b>Email:</b> Cai-Zhang@omrf.ouhsc.edu <a href="#">View Addresses</a>	<b>Initial Total Cost:</b> \$231,750 <b>Total Cost:</b> \$1,158,750 <b>Total Direct Cost:</b> Year 1 \$150,000 Year 2 \$150,000 Year 3 \$150,000 Year 4 \$150,000 Year 5 \$150,000	<a href="#">e-Application</a> <a href="#">CGAP Face Page</a> <a href="#">CGAP Budget Page</a> <a href="#">CGAP Checklist Page</a> <a href="#">PI History - Brief</a> <a href="#">PI History - Detailed</a>
<b>Accession Number:</b> 2907627 <b>Date Received:</b> 10/27/2004 <b>Appl ID:</b> 6964619	<b>Project Start and End Dates:</b> 07/01/2005 to 06/30/2010		
<b>Human Subject Flag:</b> N <b>Exemption #:</b> 10 <b>Animal Subject:</b> N			

**Grant Number:**  Type Activity IC Code Serial No Support Yr Suffix

AIDS  Expedited  ARA

**Checklist:** 1R01GM070504-01 A1 **Council Date:** (mm/yyyy)

**RFA/PA Notices:**

Notice No:

Notice Title:

Activities:

**Notes:**

**QA Processes Status:** [Process First Contact Check](#)  Executed

[Skip to Next Record](#) [Back to Query Screen](#)

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## List of Applications for Breakout ?

### Query Parameters

RFA/PA <input type="text"/>	Activity Code <input type="text"/>	<input type="checkbox"/> Show Application Returned by Referral Officer
Receipt Start (mm/dd/yyyy) <input type="text"/>	Receipt End (mm/dd/yyyy) <input type="text"/>	<input type="checkbox"/> AIDS
Accession Number <input type="text"/>	Last Name <input type="text"/>	<input type="checkbox"/> Expedited Review
	First Name <input type="text"/>	
		<input type="button" value="Search"/> <input type="button" value="Release Batch"/>

**Hitlist** 2 records

Date of Receipt	Accession No.	Checklist	RFA/PA No.	PI Name	Project Title	Institution	Held for Further Work
2004-09-30	<a href="#">2906824</a>	-	PA03-108	KOMAR, CAROLYN	Effect of thiazolidinedione therapy to treat type II diabetes on ovarian function	IOWA STATE UNIVERSITY	N
2004-10-01	<a href="#">2906843</a>	-	PA03-108	Church, Frank	Diet and Adipocytes Promote Breast Cancer Invasion	UNIVERSITY OF NORTH CAROLINA CHAPEL HILL	Y

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# Breakout Detail Screen

- Displays application data, RFA/PA information, ARA data, budget data, prior review info
- Opens application image, cover letter, PI history.
- Ability to enter PI-requested assignments, indicate HESC and special topics, change council date, and enter notes
- Ability to enter IRG name, or IC and activity code, or “hold” for IC review
- Ability to send letter

Receipt and Referral - Breakout Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Refresh Print Mail Stop A

Address <http://apps.era.nih.gov/cgaprr/breakout/detail.jsp> Go Links

**CGAP Receipt and Referral**  **Breakout Detail** Version 1.1.4 Welcome SILVERS Authority: CHIEF [Log-out](#)

[First Contact](#) [Breakout](#) [Help](#)

**Error Messages:**

**Application Data**

PI Name: KOMAR, CAROLYN M Institution: IOWA STATE UNIVERSITY  
 Accession Number: 2906824 Receipt Date: 09/30/2004 Project Title: Effect of thiazolidinedione therapy to treat type II diabetes on ovarian function  
 Type Code: 1 Activity Code: R03 Council Date: 05/2005 Checklist: - Human Subjects: N Vertebrate Animals: Y

[e-Application](#)  
[CGAP Application Cover Letter](#)  
[PI History - Detailed](#)

**Grant Folder (Additional Documents)**

**Project & Budget Data**

**RFA/PA Data**

RFA/PA No.: PA03-108 RFA/PA Title: NIH SMALL RESEARCH GRANT AWARD  
 Activity Code: R03 IC:  
 Activities:  
 Duals:  
 Sponsors: [DA, EY, AG, AA, AI, EB, HD, DE, ES, MH, NS, NR, LM]

**Considerations:**

**ARA Data**

**Assignment Comments**

Please Choose One of the Three Options

Enter IRG Name OR  Referral Officer Name  
 OR

Enter IC and Activity Code

IC (Primary IC first. Multiple IC: AA, DC, HL) Activity Code

Hold for Further Work

**Prior Review:**

IRG/SRG/SEP: Flex: SRA Desig.: Flex: Group: Ext:

Council Date:  (MM/YYYY) Special Topic:  HESC

Notes

[Back to Query Screen](#) | [Send Letter](#) | [Skip to Next Record](#)

Done Internet

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Receipt and Referral - Breakout Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://apps.era.nih.gov/cgaprr/breakout/detail.jsp> Go Links

**CGAP Receipt and Referral**  **Breakout Detail** Version 1.1.4 Welcome SILVERS Authority: CHIEF [Log-out](#)

**First Contact Breakout Help**

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<a href="#">CGAP Checklist Page</a>	<a href="#">PI History - Brief</a>	<a href="#">PI History - Detailed</a>	

**Project & Budget Data**

**RFA/PA Data**

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**Prior Review:**

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Council Date:  (MM/YYYY) Special Topic  HESC

Notes

Internet

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Receipt and Referral - Breakout Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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**CGAP Receipt and Referral**  **Breakout Detail** Version 1.1.4 Welcome SILVERS Authority: CHIEF [Log-out](#)

[First Contact](#) [Breakout](#) [Help](#)

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Accession Number: 2906824 Receipt Date: 09/30/2004 Project Title: Effect of thiazolidinedione therapy to treat type II diabetes on ovarian function [CGAP Application Cover Letter](#)

Type Code: 1 Activity Code: R03 Council Date: 05/2005 Checklist: - Human Subjects: N Vertebrate Animals: Y [PI History - Detailed](#)

**Grant Folder (Additional Documents)**

**Project & Budget Data**

**RFA/PA Data**

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Activity Code: R03 IC:

Activities:

Duals:

Sponsors: [DA, EY, AG, AA, AI, EB, HD, DE, ES, MH, NS, NR, LM]

**Considerations:**

**ARA Data**

**Assignment Comments**

Review - Requested				Review - Not Wanted				Institute/Center - Requested		Institute/Center - Not Wanted
IRG	IRG Flex	SRA	SRA Flex	IRG	IRG Flex	SRA	SRA Flex	IC	Primary	IC
<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>								

Prior Review:

Internet

11/5/2004

# Referral Officer Workload Hitlist

- Query CGAP applications assigned to that Referral Officer
- Chief can query all applications that have been sent to referral
- Interfaces with Enter Referral Data Screen



# Changes to Existing Receipt and Referral Module

- New “release application” procedure so that Unit 2 can be bypassed
- eCGAP Query and Indicator on View Application Status
- New management reports for eCGAP applications



# Changes to Peer Review: List of Applications for a Meeting

IMPAC II - REV - [List of Applications for a Meeting]

File Edit Review Report Custom Action Window Help

Exit Save Add Delete Run Query Clear

DEFAULT MEETING Council 2005/01 IRG / Flex PC SRA Des. / Flex Group Ext. WG #

QUERY PARAMETERS Institution Appl. Status Code  
PI Last Name RFA / PA  
Grant # (LOV) / Subproj

LIST OF APPLICATIONS Labels Description ICSTORE Back ...

Act/MCD/Ser#	ICD/Serial #	A	H	G	M	C	T	PI	eA	RFA / PA	SS Status	Sort Term	S T	S B	G I
1 R01 CA115027-01		10	10				X		<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1 R01 GM074237-01		32	10				X	1	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 R01 GM050679-12		10	10				X		<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 R01 GM053987-09		10	10				X		<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 R01 DK042667-13		30	10				X		<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1 R01 GM074102-01		10	10				X		<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 R01 HL008893-39		30	10				X		<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1 R01 EY016667-01		10	10				X		<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1 R01 GM074101-01		10	10				X		<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1 R01 GM071656-01 A1		30	10				X		<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1 R01 GM074003-01		10	10				X		<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1 R01 DK070769-01		10	10				X	1	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1 R01 GM071041-01 A1		10	10				X		<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

REV1100 Problems? Call the Help Desk (301)402-7469 helpdesk@od.nih.gov 11/01/04 15:12

Record: 1/20 <OSC> <DBG>

11/5/2004