

MINUTES OF MEETING

Prepared By	Anu Johnson	Mode	Zoom	Date	11-16-2020
				Time	9 am EST
Meeting	Session 1: JHU RA Current ERA Process				
Attendance	Attendees				
	Ellen Morthole Bob Taylor Ron Schultz Emily Yuan Sabari Nair Krishna Prasad Anu Johnson				

No	Meeting Agenda
1	Follow up items from previous meeting
2	Current Coeus implementation walkthrough
3	Current Coeus integrations walkthrough
4	Process workflow
5	Pain points in the current system
6	Vision for Coeus replacement solution

Discussion Points	
No	Details
1	Centrify will be used by Polus to access JHU servers
2	Jira cloud subscription and user account setup. JHU will use free version of JIRA (10 users)
3	Current Coeus implementation at JHU - Development Proposal creation is done by department users with department routing and ORA routing
4	Current Coeus implementation at JHU - Development proposals require only summary budget – No detailed budget, rate calculations. Detailed budgets in excel spreadsheet are uploaded as attachments as part of proposal
5	Possible process improvement in Fibi – Fibi Service tracker – integration with PD, IP and Award module to track all department requests
6	JHU will send new process workflow documents.
7	Current Coeus implementation at JHU - Integration points – SAP, JAWS, Learn share, Digital Measures, partial IRB systems

8	Current Coeus implementation at JHU - Pain points – Questionnaire in the PD stage – can potentially split to PD and IP/Award stages
9	Current Coeus implementation at JHU - Pain Points – Department requests when users move
10	JHU vision of Phase 1 implementation of Fibi – replace Coeus with all used modules and functionalities in the current RA process
11	JHU vision of Phase 2 Fibi – potential enhancements and improvements
12	Current Coeus implementation at JHU - Proposal hierarchy is not used
13	Current Coeus implementation at JHU - Proposal log is not used
14	Current Coeus implementation at JHU - Subaward module is not used
15	Current Coeus implementation at JHU - Compliance – IRB – captured under special review. Not fully integrated with JHU IRB system. Allowed to edit in IP and Award stage.
16	Current Coeus implementation at JHU - Departments have Award view access
17	Current Coeus implementation at JHU - Once development proposal completes routing, an IP is created
18	Current Coeus implementation at JHU - IP need to edit by ORA staff. IP data is important, used for reporting. No reporting using PD
19	Current Coeus implementation at JHU - New IPs and modified IPs are fed to SAP – every 15 minutes from Coeus. Award is created in SAP using information from IP and Coeus receives data back from SAP through integration which is used to create Awards and Sub contracts in Coeus.
20	Current Coeus implementation at JHU – PI change, No cost extension etc. in the award stage is captured as PD under proposal type Administrative Action. IPs generated out of these PDs are not fed to SAP. Also, hide from the public search.
19	Current Coeus implementation at JHU - Awards are editable from Coeus, but most fields' values get overridden with SAP values in the daily feed
20	Current Coeus implementation at JHU - Special review values modified in Award stays and not overwritten by SAP
21	JHU will send current Coeus proposal print templates from JHU (Additional Forms)
22	Current Coeus implementation at JHU – Learn share integration. Learn share stores training data and is integrated with Coues and imported and shows as part of person data.

23	Reporting capabilities – Require reporting requirements of JHU. Need to analyze current BIRT reports. This will be done as a separate session
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Action Items					
No	Action item	Owner	Target Date	Status (Open / Closed)	Remarks
Current Meeting					
1	Provide support email address for all project queries	Bob		Closed	coeus-help@jhu.edu
2	User setup in Jira	Bob		Closed	
3	Send the list of project deliverables from Polus. JHU team will review.	Anu	11/20/2020	Open	
4	Proposal print template from JHU	Bob	11/20/2020	Open	
5	Flowchart of proposal types	Ron		Closed	
6	Modified process documents	Ellen		Closed	
7	Centrify access	Bob		Closed	