

MINUTES OF MEETING

Prepared By	Anu Johnson	Mode	Zoom	Date	11-20-2020
				Time	9 am EST
Meeting	Session 2: PD & IP Modules				
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	Proposal Preparation
3	Proposal Budget
4	Proposal Submission
5	Proposal Routing
6	Proposal Post Submission

Discussion Points	
No	Details
1	All Polus users got Centrify access. Would require more permissions on the server to launch applications. Anu will work with Bob on this.
2	All Polus users got Jira access. Anu will work with Bob to setup structure and workflow.
3	Proposal Intake form – Not present in Coeus right now. This will be implemented at a later phase once JHU defines process for this.
4	<p>Pre-Proposal Process – Currently there is no automated process to handle pre-proposal activities; different departments follow different process. Preliminary communications with investigator are tracked through emails.</p> <p>These features will be implemented or made available to JHU users in the future release versions of Fibi.</p>

5	<p>Limited submissions proposals, JHU internal funding opportunities– This will be discussed further for later phase implementation.</p> <p>Fibi’s grant call module seems to be a good fit for achieving this.</p>
6	<p>Proposal Lead Unit: Ability for user to create proposal under any lead unit in the unit hierarchy. JHU team will discuss this further.</p> <p>For Coeus equivalency, this functionality needs to be restricted to users. Only if users have proposal creator role in a specific unit are allowed to create proposal with that lead unit.</p> <p><i>Current assumption: Users require role in the unit to create proposal.</i></p>
7	<p>PI Certification: PIs don’t create proposals in Coeus system. Aggregators certify on behalf of PI (Certification by Proxy). The same behavior is expected in Fibi phase I roll out.</p>
8	<p>Proposal collaboration: Allow multiple users to edit the proposal at the same time. But lock it more granular level.</p> <p>Identify sections that can be edited by more than one user at the same time, for example Attachments, Support, Pre-Review.</p> <p>Other sections should be locked and only one user can edit at a time.</p>
9	<p>Proposal collaboration: Fibi has a support functionality built in proposal module that allows communication or chat between department users and ORA.</p> <p>Fibi allows departments to select a section and post questions. ORA and departments can view the questions on their dashboard as well as get notified via email. Replies will be captured in the support tab of the proposal and all these conversations stay within the proposal.</p> <p>JHU needs to define process for this functionality.</p> <p>This is a potential Phase 1 implementation.</p>
10	<p>Proposal pre-review: Coeus equivalency is present in Fibi. Additional options available in Fibi are:</p> <ol style="list-style-type: none"> 1. Reviewer can add comments, approve or return. 2. Reviewer can be anyone in the system. Need not have a role or user entry created beforehand. 3. Once the review is complete, they will not have access to that proposal anymore. 4. All comments and review actions will reside within the proposal. <p>JHU team will discuss this functionality to further to decide whether to restrict the reviewers that can be selected for review.</p>
11	<p>Copy Proposal: JHU team will discuss further on this.</p> <p><i>Current assumption: Coeus copy options should be available: Copy proposal - with all budget versions, with final version only, with attachments, with questionnaires. Ability to control copy according to other parameters like old proposals prior to certain date cannot be copied. Also, capture the details of ‘copied from’.</i></p>

12	<p>Proposal personnel: Only JHU employees can be the PIs. Other proposal personnel roles can be employees or non-employees</p> <p>JHU team will further discuss on this. Coeus restricts PIs and Co-Is to be JHU employees.</p>
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Action Items					
No	Action item	Owner	Target Date	Status (Open / Closed)	Remarks
Current Meeting 11-20-2020					
1	Jira project setup	Anu	12/4/2020	Open	
2	Centrify setup follow up	Anu	12/2/2020	Open	
3	JHU decision – Unit role restriction for proposal creation	JHU Team	1/11/2021	Open	
4	JHU decision – Copy proposal parameters	JHU Team	1/11/2021	Open	
5	JHU decision – Proposal personnel	JHU Team	1/11/2021	Open	
6	JHU decision – Proposal pre-review	JHU Team	1/11/2021	Open	
Previous Meeting 11-16-2020					
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	