

MINUTES OF MEETING

Prepared By	Anu Johnson	Mode	Zoom	Date	12-1-2020
				Time	9 am EST
Meeting	Session 3: 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	To set up Centrify to access Coeus application server, database server, launch Coeus applications: Anu and Vineeth will zoom meet with Bob on 12/2/2020.
2	All Polus users got Jira access. Jira workflow setup is in progress.
3	Proposal Lead Unit: JHU decision is to go with user restriction to create proposal. Users must have create proposal role in the unit to create proposal This is parameterized in Fibi. If parameter is enabled, users need create proposal role in the unit to create proposal. This role can be descended.
4	Copy Proposal: JHU requirement – Ability to track the original copied proposal details. When a proposal is copied, provide details and link to the copied from proposal.

5	Proposal personnel – JHU will use business validation rules to restrict PI and Co-Is to be JHU employees. Provide the ability to check the role type is employee or non-employee.
6	Proposal Organization and Performing Organization – This is the section to capture collaborating organization and subcontract/subaward organization
7	Consolidate Organization, Sponsor and Rolodex tables – This needs to be further discussed. JHU agrees that this is a good idea. Polus will analyze this further and come back with the design. This should be done in Phase 1 roll out. For JHU, sponsor is fed from SAP. Design should consider this. Don't allow to edit SAP fed sponsors through Fibi. But ability to create and maintain other sponsors in Fibi itself.
8	Proposal Attachments: JHU would like to turn off 'Replace Document' ability for PIs. Parametrize showing/hiding of replace button. JHU will use other features in attachment.
9	Proposal Print: JHU would like to have the ability through maintenance to manage the print templates
10	Current & Pending: JHU would like to have C&P module implemented. Polus will come with the design ideas. Bob will connect Polus with the SMEs in this area to get the pain points and review the design.
11	Customizable help at field level: Polus will have the design ready. JHU will review and identify the fields and come up with the help text.
12	Customizable interface and add buttons/links: This will be achieved through dashboard widgets. Ability to reorder and save favorite widgets for each user. Some widgets should always show and don't provide an option for user to hide. New widgets will be programmed by Polus.
13	Proposal Types: JHU is using proposal type to capture true proposal types as well as award variation requests. JHU is open to capture award variation requests in service request tracker. Polus will have internal discussion to categorize the existing proposal types and schedule another session with JHU to discuss this.
14	Medusa: JHU is using Medusa heavily. Need to incorporate service requests in Medusa. This is dependent on usage of proposal types.
15	Proposal Budget: JHU is looking for summary budget and simple budget. Fibi's simple budget is captured at line item level. Polus will have internal discussions on possible new views for JHU and have another session with JHU to go through budget screens.

Action Items					
No	Action item	Owner	Target Date	Status (Open / Closed)	Remarks
Current Meeting 12-1-2020					
1	Current & Pending requirements and pain points – Connect with SMEs	Bob	12/11/2020	Open	
2	Proposal Types: Follow-up session to schedule to finalize.	Polus	12/18/2020	Open	
3	Proposal Budget: Follow-up session will be scheduled to finalize the requirements	Polus	12/18/2020	Open	
Previous Meeting 11-20-2020					
1	Jira project setup	Anu	12/18/2020	Open	
2	Centrify setup follow up	Anu	12/2/2020	Open	
3	JHU decision – Unit role restriction for proposal creation	JHU Team	12/12020	Closed	Users require proposal creator rule to create proposal in a unit.
4	JHU decision – Copy proposal parameters	JHU Team	12/1/2020	Closed	Copied from summary along with the link to the original proposal should be available on copied proposals
5	JHU decision – Proposal personnel	JHU Team	12/1/2020	Closed	Business rules validation depending on the role type.
6	JHU decision – Proposal pre-review, Support functionality	JHU Team	1/11/2021	Open	