



Costing and Procurement Update

Point of Contact	Jim Luther, Duke University
Activities/Progress to Date	N/A
Agenda/Discussion Points	
Pending Decisions	N/A
Participation	University representatives, NIH OPERA representative
Key Risks/Issues	<ol style="list-style-type: none">1. Single audit findings in procurement areas under the UG; validity of sole source justification process.2. Ability to close pooled accounts with DHHS PMS at a zero balance (reconciling differences between institutional and PMS totals) without losing cash.3. Identifying and establishing a reasonable admin burden balance in supporting PIs while ensuring institutional compliance with Federal requirements
Meeting Summary	<ol style="list-style-type: none">1. Reviewed status of Procurement sections of the UG; preparedness for Small Purchase requirements, and Micro Purchase Threshold levels; implementation at Washington University; discussed initial survey results, will distribute focused follow-up survey.2. Summarized challenges in reconciling/closeout DHHS PMS pooled accounts; provided update on outreach to PMS Director; guidance document to be completed and submitted ASAP to aid in reconciliation; discussion of informal working group to catalog the issues that FDP members are having and to coordinate with the PMS Director to solve common problems.3. Discussion of the role of institutional oversight in data access, research integrity and rigor & reproducibility; review of OPERA Director Mike Lauer's article, "Wait...It's Not MY Grant??", and related role of central offices; seeking input on ways to balance admin burden while supporting faculty in these areas.
Volunteer Opportunities	Member institutions experiencing challenges in reconciling their DHHS PMS pooled accounts, or who have successfully done so, are encouraged to send their information to Nate Martinez-Wayman (nate.martinez-wayman@duke.edu); an informal working group will review for commonalities and work with the DHHS PMS Director to seek solutions. Reach out to Nate for a copy of the PMS guidance document, to be completed/distributed after the 9/7 meeting.



FDP Expanded Clearinghouse

Point of Contact

Lynette Arias and Pamela Webb

Activities/Progress to Date

Since the pilot was completed, we re-invited the remaining 43 FDP members to upload their profiles. All FDP member profiles (207 total) are completed in the Clearinghouse. Ongoing enhancements are in progress, API developed, financial questionnaire drafted, and long-range planning recommendations submitted to Executive Committee. Everyone is encouraged to use the Clearinghouse, but organizations are still asking for their forms to be completed. If you receive this request, use the sample pushback language or provide a copy of the Business Agreement. If this doesn't work, please contact fdpechelp@gmail.com.

System

- Application Programming Interface (API) tokens issued to 8 institutions since the end-of-May launch.
- There have been issues with roles (Org Owners, Profile Contacts & Users) with an encouragement in a recent email to the listserv to remind everyone to ensure their institutional contacts for all roles are updated as people leave the institution.
- Reviewing the list of enhancement requests to focus on, including notifications once something has expired, increased data integrity, and administrative burden reduction areas.

Education and Outreach

- Website updates have been made to the Archived Pilot and the Subcommittee pages. The revised Subcommittee website includes a streamlined mission, description, and resources (including a revised fillable pdf version of the Letter of Intent).
- Effort to possibly revise profile content. EC members were asked to forward specific suggestions by email to jthatche@systemsbiology.org.

Long-Range Planning

- Specific recommendations were submitted to Executive Committee to include topics around long-term ownership, participation of FDP and non-FDP members in the Clearinghouse, maintenance and development, and use of Clearinghouse data.

Financial Questionnaire

- Guidance for PTEs completing and subrecipients reviewing the financial questionnaire completed in August. Drafting email to distribute the financial questionnaire and along with survey 1-2 weeks after the Sept FDP meeting.

Agenda/Discussion Points

Pending Decisions

Executive Committee to further discuss long-range planning recommendations.

Participation



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FDP Meeting Summary

September 5 - 7, 2018

Key Risks/Issues

- All recommendations proposed in the long-range planning recommendations list
- Data fields to retain or delete
- Data fields to add for use with federal JIT and/or FDP working groups
- Enhancement requests to implement

Meeting Summary

- Provided status of all FDP members who have become Participating Organizations
- Recent updates to website information
- Reviewed parameters for updating profiles and typical issues seen during profile review process
- Future long-range planning including: status of adding additional members, ongoing maintenance, data element additions/deletions, etc...
- Financial questionnaire pilot status

Volunteer Opportunities

- Participate in Financial Questionnaire survey. Email to be sent soon.
- Forward items for consideration that are common in federal JIT process



Emerging Research Institutions (ERI)

Point of Contact	Susan Anderson
Activities/Progress to Date	This FDP ERI session focused on NSF's Graduate Research Fellowship Program and continued a successful activity, of inviting representatives from Federal partners to speak about programs or aspects of agency operations of particular interest to ERI members. Previous such sessions spotlighted NIH's R15 AREA funding mechanism and NSF's RUI/ROA funding support. Additionally, a new initiative, a survey of ERI Administrative Representatives, is under review for additional analysis and data collection. This will help inform the ERI membership and FDP in the strategic planning process.
Agenda/Discussion Points	
Pending Decisions	Solicitation of additional Federal partner representatives for ERI presentations; direction for future ERI member survey/strategic initiatives
Participation	Dr. Jong-on Hahm and Dr. Christopher Hill from NSF presented information on the Graduate Research Fellowship Program. In addition to the Co-Chairs and presenters from NSF, 3 NSF and 1 National Academies representatives attended, along with 21 university attendees. University attendees represented ERI as well as non-ERI members.
Key Risks/Issues	Additional Federal partners will be solicited for presentations/discussion with ERI members at future meetings. Additional analysis and data collection from ERI faculty/administrative/technical representatives will be continued for developing profile information and identifying strategic initiatives.
Meeting Summary	Presenters provided an overview and led discussion about the Graduate Research Fellowship Program (GRFP). Included were eligibility criteria, strategies for applicants, characteristics of successful applications, constraints of program timelines, and institutional processes to assist applicants. Attendees were reminded that the standard NSF review criteria (intellectual merit and broader impacts) are important for GRFP applications as well. The application review process was described and resources and suggestions for applicants were provided. Attendees asked questions and presenters as well as fellow attendees who had experience with the program provided helpful information.
Volunteer Opportunities	ERI survey work (e.g., development, analysis, reporting); Coordination with/identification of Federal partner representatives for ERI session presentations; Coordination of ERI activities with relevant FDP committees/working groups; Identification of strategic ERI initiatives



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Open Government

Point of Contact	Richard Fenger – rfenger@uw.edu
Activities/Progress to Date	After a post DATA Act report to Congress down period, we are kicking off the renewed Open Government. During our hiatus we have remained plugged into several data standardization and transparency activities with the government and the data coalition
Agenda/Discussion Points	
Pending Decisions	Moving forward we are looking to kick-off a couple of initiatives which will include volunteers and proper organization and structure to manage our efforts successfully
Participation	General presentation with half of the session dedicated to a discussion on targets for our efforts
Key Risks/Issues	Kick-off our first demonstrable data-centric analysis effort
Meeting Summary	Overall, our object was to reintroduce Open Government with new co-chairs while walking through the data landscape as we see it. We wanted to make the case for active monitoring of standardization and transparency efforts ongoing within the government, legislation and among advocacy efforts. Additionally Open Gov looks to facilitate feedback for the government's efforts. Finally, we look to orchestrate data-centric analysis and demonstrations. Another tenant is our dedication to ensuring all other FDP efforts are looped in whenever data changes and activities may touch them. After laying the groundwork we touched off a conversation around LoC draw-downs and financial post award reporting hoping to exhibit on how we might land on our first demonstrable target while judging enthusiasm for various targets. The discussion was great and the willing participants were enough to validate moving forward. A preliminary plan and a request for volunteers should be going out shortly.
Volunteer Opportunities	Draw-downs survey and analysis Financial Reporting data elements standards and analysis in support of OMB18-24



Federal Agency Matrix Working Group

Point of Contact

Activities/Progress to Date

Purpose of new Working Group:
-Update the inventory of Federal Agency Systems
-Update inventory of System-Specific data elements

Created initial inventory - posted on ERA FDP page:
<https://docs.google.com/spreadsheets/d/1QdOn-nzTtKwM83FAEwsex6WclF5aVPcNiZu6xa5NN9l/edit?usp=sharing>

Agenda/Discussion Points

Pending Decisions

Collected volunteers for data validation and testing

Decided to have database updates show by section within the database.

Participation

Key Risks/Issues

Next Steps:
-Create dictionary of common definitions and data standardization
-Move away from free text to standardized data/drop downs
-Data review and updates - collected volunteers
-Data Custodians – who can create accounts
-Move site from University of Wisconsin to FDP

Meeting Summary

Updated participants on the status of the spreadsheet and new database created by University of Wisconsin staff. Discussion on how to update and show data updates. Collected volunteers for data review and testing.

Volunteer Opportunities

Volunteers for data review and testing. Limited time commitment needed. Contact Carolyn Pappas or Mark Sweet to volunteer.
--Carolyn Pappas – cpappas@umich.edu
--Mark Sweet – masweet@rsp.wisc.edu



FDP Membership Committee

Point of Contact

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Activities/Progress to Date

- Registration desk – provide assistance to FDP staff at each meeting
- New Member Orientation – prepare and present orientation materials for new members
- Member attendance and feedback – work with FDP staff to monitor attendance and provide feedback
- Annual member survey - review, analyze and summarize for Executive Committee
- ERI activities – work with ERI to facilitate their efforts
- Election – Gather candidate statements and photos for website for voting

Agenda/Discussion Points

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Pending Decisions

- Membership types for future phase
- Membership participation guide for future phase
- Development of executive summary of Annual Member Survey
- Generation of Annual Member Survey Questions

Participation

Lisa Akin, Texas A&M Engineering Experiment Station
 Terry Alford, Arizona State University
 Susan Anderson, College of Charleston
 Lynette Arias, University of Washington
 Kristi Billinger, Texas A&M University
 Webb Brightwell, Harvard University
 Glory Brown, Florida A&M University
 Scott Bury, Vanderbilt University Medical Center
 Jeanne Hermann, University of Tennessee HSC
 Katherine Kissmann, Texas A&M University
 Michael Kusiak, University of California
 Vicki Marvin, Texas A&M University
 Jennifer Morehead-Farmer, Governors State University
 Debra Murphy, Arizona State University
 Steve RiCharde, University of Tampa
 Lorelei Sells, University of Tampa
 Larry Sutter, Michigan Tech University
 Julie Thatcher, Institute for Systems Biology

Key Risks/Issues

- Prepare Institutional/system membership evaluation document
- Prepare FDP Member participation guide

Meeting Summary

- January and May meeting minutes were approved.
- Larry provided an executive committee update to the group. There is strong focus on the upcoming strategic plan sessions and process.
- The committee reviewed the registration and new member orientation processes. We



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will work on a video to post on the FDP site. We have the staffing of four in the afternoon and three in the morning is sufficient. We are moved to hand out badges and mark those that didn't attend based on the remaining tags.

- The committee will review how often new members return for future meetings.
- The executive committee report for membership covered our current projects
- Maria updated the group regarding the federal summit and their next steps.
- Monthly calls are scheduled for the first Thursday at 2pm Eastern. Send a request to jhermann@uthsc.edu for the zoom information.
- We will generate a list of ERI institution types to post on the web.

Volunteer Opportunities

Registration desk volunteers needed before the reception and on the opening morning of each meeting - contact Jeanne Hermann to volunteer.

Membership Type document – the working group has a draft and will finalize for January – contact Michael Kusiak to join this group.

Member Participation Guide – the working group has a draft and will finalize for January – contact Webb Brightwell to join this group.