

Real Time Meeting Status (RTMS) User Guide

August 2, 2023



## Latest Updates

Updates and new features in RTMS Online Help:

November 17, 2021

#### **Network Credentials Fields Removed From RTMS Login Screen**

In keeping with NIH security policies, the use of agency network credentials (username and password) is no longer allowed. Those fields have been removed from the RTMS login screen.





communication or data transiting or stored on this

#### Figure 1: RTMS Login Screen

Program and review staff who are accessing RTMS on mobile devices, instead of the web, are required to have NIH's MobileIron and derived PIV credentials (PIV-D)



installed and configured on their device. If you have not already done so, please contact the <u>NIH IT Service Desk</u> to have MobileIron and PIV-D installed, so you can continue accessing RTMS on mobile devices.

**NOTE:** For eRA Partner Agency Staff, NIH's MobileIron is restricted to NIH staff only. For partner agency staff, we do not have an equivalent mobile device PIV solution that works outside of NIH at this time. So, partner agency staff have only been able to use RTMS on the web through their computer (with a physical PIV card reader) since September 15, 2021

#### September 16, 2021

#### **Revamped aesthetics in RTMS**

• An improved header and footer take up less space, leaving more real estate for the functionality of the module:

eRA Electronic RTMS	c Research Administratio	on	? 📞 🕩
<ul> <li>Help</li> <li>Contact Us</li> </ul>	<ul> <li>Privacy Notice</li> <li>Accessibility</li> <li>Disclaimer</li> </ul>	<ul> <li>NIH - Office of Extramural Research</li> <li>U.S. Department</li> </ul>	Screen Rendered: 09/02/2021 02:45:40 EDT
		of Health and Human Services	

For more information, see: <u>About the RTMS Interface</u>.



And see the new look-and-feel in these screens:

- List of Meetings
- List of Applications

## CONTACT US

Document Comments:

We value your feedback on this document.

**How are we doing?** The Communications & Documentation Team of the electronic Research Administration (eRA) is dedicated to serving our community and welcomes your feedback to assist us in improving our user guides. Please send comments about the user guide to this address: <a href="mailto:eRACommunications@mail.nih.gov">eRACommunications@mail.nih.gov</a>.

#### Troubleshooting support:

Please contact the eRA Help Desk:

Toll-free: 1-866-504-9552

**Phone:** 301-402-7469

**TTY:** 301-451-5939

Web: <a href="https://era.nih.gov/need-help">https://era.nih.gov/need-help</a> (Preferred method of contact)

Email: <u>helpdesk@od.nih.gov</u> (for IMPAC II Support)

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

### **DISCLAIMER STATEMENT**

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

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## 3 Introduction to Real Time Meeting Status (RTMS)

Welcome to the Real Time Meeting Status (RTMS) online help for program officials. This collection of topics will guide you through the features and functionality of the RTMS system.

RTMS is a mobile-compatible site that allows program officials to monitor the discussion status of their assigned or tracked applications in real time during their review meeting. Program officials can choose to track applications in the <u>PMM module</u> if they are interested in other applications outside of their portfolio or if they are covering applications from other program officials within their division or branch. Discussion status information is updated by scientific review officers (SROs) via IAR during the meeting.

RTMS is accessible on a desktop computer, through smartphones, and through tablets.

## 3.1 Launching RTMS

Launch RTMS via the "*Launch*" link located under **RTMS** in the list of *All Modules* on the <u>eRA Intranet</u> home page. Additionally, under the "System Launch" tool on the right side of the menu toolbar, "Real Time Meeting Status" can be selected from the drop-down menu to access RTMS.



## 3.2 Logging Into RTMS from a Desktop or Laptop Computer

When you launch RTMS, a Login window opens. You with your NIH PIV card , which provides enhanced Two-Factor Authentication security.



## 3.3 Logging Into RTMS from a Mobile Device

From a mobile device, you log in with PIV card technology. To use your PIV card to log in from a mobile device, you must have previously enrolled in the Derived PIV (PIV-D) system, a one-time process that involves contacting the NIH IT Service Desk, installing MobileIron software, and following an enrollment procedure.

To prepare for login to RTMS from a mobile device using a NIH PIV Card, follow these steps:

1. Contact the NIH IT Service desk to request MobileIron enrollment. If approved, this triggers an email from the NIH MobileIron Team that contains instructions and a username and PIN, which are needed for MobileIron enrollment.

- 2. Go to the appropriate link for your device type below and follow instructions to install MobileIron. You need the MobileIron enrollment email for this step.
- iOS Apple: Installing MobileIron to a Government Furnished Equipment (GFE) iOS device
- iOS Apple: Installing MobileIron to a Personally Owned Equipment (POE) iOS device
- Android: Installing MobileIron to a Government Furnished Equipment (GFE)
   Android device
- Android: Installing MobileIron to a Personally Owned Equipment (POE) Android device

This provides MobileIron apps on your phone, such as Web@Work, a secure browser, and PIV-D Manager (iOS) or PIV-D Entrust (Android), which are subsequently used to enroll in PIV-D.

- 3. Then follow all instructions at the appropriate link below to enroll in PIV-D:
- <u>PIV-D Enrollment for iOS Devices</u> (Apple)
- PIV-D Enrollment for Android Devices
- 4. After you have completed all the instructions above, open the Web@Work browser icon on your mobile device and:
- Go directly to RTMS by typing the URL: https://m.era.nih.gov/rtms
- Or go the eRA Intranet>All Modules page and click the launch link for RTMS

The RTMS login window is displayed.



#### 5. Click the Login using Smart Card link.

A **Select a Certificate** dialog box opens.

ubject	Issuer	Serial
00-aaaa-1a1a-1010-a111-1	1 MS-Organization-A	cc 8D1010101d10d10
Will Men-A (Affiliate)	HHS-FPKI-Intermediat 5	GAAA5AA5
men@nih.gov	Communications Server	6D2020202d10d10

- 6. Select a certificate and click OK.
- 7. When prompted for your PIN, enter it and click OK.

After logging in, you will see the RTMS List of Meetings screen.

## **3.4 Other Resources for Mobile Device MobileIron Enrollment:**

**MobileIron Frequently Asked Questions** 

MobileIron: NIH Enterprise MDM - MobileIron Enrollment Requirements

## 3.5 **RTMS Basics**

#### **Program Official Access:**

Users with Program Official authority, whose accounts have the PROGRAM\_OFFICIAL user role, are able to access RTMS. Questions regarding the roles assigned to your account should be directed to your IC Coordinator. A list of IC Coordinators is available at; <u>https://inside.era.nih.gov/techrep\_list.cfm</u>.

#### **Meeting Statuses:**

- In RTMS, meetings may appear in the following statuses:
- Not Started This status indicates that the SRO has not yet begun the meeting.
- In Progress This status indicates that the meeting has begun and is currently ongoing.
- On Hold This status indicates that the SRO has placed the meeting on hold. When this status appears, an anticipated return date and time specified by the SRO will also display
- **Ended** This status indicates that the SRO has concluded the meeting.
- Additionally, meetings may appear in RTMS with the following indicators:
- Real Time Meeting not used: This label is displayed for meetings for which the SRO has chosen not to use RTMS.
- Virtual Meeting: This label is displayed for meetings that are using the Virtual Meeting (VM) system in IAR.

### **Application Statuses:**

- In RTMS, applications will display with the following statuses. These statuses will update over the course of the meeting.
- Pending: Status assigned to all applications once the SRO has begun the meeting. This
  indicates that the application has not yet been discussed
- In Progress: This status indicates that the application is currently being discussed in the review meeting. This status is manually assigned by the SRO when the discussion of the application begins.
- **Completed**: This status indicates that the application in question has been given a conclusive status. All applications in a meeting will be assigned this status before the meeting can be marked as Ended.

## 3.6 List of Meetings screen

When you access RTMS, the *List of Meetings* screen is displayed. This screen is the entry point for the system and will display meetings that contain applications either assigned to you or that you are tracking. The meetings displayed are based on the meeting start and end dates.

Meetings that are not Virtual Meetings will display on this screen two (2) business days before the meeting start date and will remain until midnight of the meeting end date.

Virtual Meetings will also display on this screen two (2) business days before the meeting start date, and will remain for two (2) days after the meeting end date.

The list of meetings on this screen are sorted by the meeting start date, the meeting start time, and the study section.

Electronic Research Administration     RTMS	?	فر	٠
Q Search I			×
View Meetings: Search for Meeting Assigned/Tracked All			
Open Meetings: Same Window New Tab			
* All times are in Eastern Standard Time/ Eastern Daylight Time.			
Frontotemporal Dementia: Genes, Images, and Emotions			
09/02/2021 10:00 AM - 09/02/2021 06:00 PM			
Meeting Details     Meeting Roster     Meeting Alerts     All Apps			
Dashboard UAT Testing			
2021/10 ZRG1 BST-F (55) C SRO: JUG NAUGHT 05/30/2021 08:00 AM - 09/03/2021 05:00 PM			
Meeting: Not Started			
Meeting Details     Meeting Roster     Meeting Alerts     All Apps     All Apps     All Apps			

If there are no meetings currently available to display, a message will appear on the screen indicating that there are no meetings available as well as the criteria required in order to see meetings listed:

Electronic Research Administration RTMS	?	فر	٩
View Meetings: Assigned/Tracked All			
No meetings in which you are assigned to or tracking applications were found. If you wish to see all meetings that will be taking place in the next 2 days, please use the <b>"View Meetings: All</b> " option above. Virtual Meetings are available for 2 days after the meeting has ended. Other meetings are available until midnight of the mee For information about tracking grants please visit the <u>PMM Help</u> .	ing end	l date	2.

A search bar is displayed at the top of this screen, and when you enter a search term, RTMS will display only meetings that have the search term in the meeting header.

Electronic Research RTMS	Administration						?	فر	•
Q Social									×
View Meetings:	Assigned/Tracked	All							
Open Meetings:	Same Window	New Tab							
* All times are in Eastern Standa	ard Time/ Eastern Da	ylight Time.							
Social Determinants of Healt	h								
2021/10 HS2A 2 SRO: Ensa 07/01/2021 08:00 AM - 09/30/ Meeting: C Ended	a Evsan 2021 05:00 PM					$\square$			
Meeting Details	Roster Meeting Ale	rts 🛛 All Apps							
1									

Below the search field are these four buttons:

View Meetings:	Assigned/Tracked	All
Open Meetings:	Same Window	New Tab

- View Meetings:
- Tracked/Assigned Show only those meetings that are assigned to or tracked by you.
- **All** Display all non-VM meetings and all VM meetings that are tracked or assigned to you.
- Open Meetings:
- **Same Window** Open the meeting selected in the same viewing window currently shown.
- New Tab Open each meeting selected in its own tab. This allows the option to have multiple meetings opened at the same time and switch between them. Additionally, any meeting tab that has not been viewed in 45 minutes will remain open if there has been activity in any other tab within the last 45 minutes.

▶ RTMS × 2021/10 HSR1 C ×   ▶ 2021/10 HS2A 2 ×   ▶ 2021/08 2101-P × + ●	ЦХ
← → C 🔒 m.test.era.nih.gov/rtms/ Q ★ 🦘 🏚	•
Center for Scientific Review Special Emphasis Panel 2022/01 ZRG1 BCMB-G (55) C SRO: Guber Zana 08/25/2021 08:00 AM - 10/26/2021 05:00 PM Virtual Meeting	
C Meeting Roster	ß
HSR-1 Health Care and Clinical Management 2021/10 HSR1 C SRO: Guber Zana 08/29/2021 08:00 AM - 09/15/2021 05:00 PM Meeting: Not Started Meeting Details C Meeting Roster Meeting Alerts All Apps	
Food and Drug Administration Special Emphasis Panel         2021/08 ZFD1 CBER-G (01) C       SRO: Guber Zana         08/29/2021 08:30 AM - 09/16/2021 11:30 AM         Real Time Meeting not used	

**NOTE:** In order to open Virtual Meetings, they will need to either be assigned to or tracked by you.

**TIP:** If accessing RTMS using a mobile device, the information on this screen may be refreshed by holding your finger on the screen, and pulling down. A circular refreshing icon will appear at the top of the screen when this gesture is performed successfully.



#### **Meeting Header**

Each meeting displayed on the List of Meetings screen has a header that provides detailed information about the meeting. The information is as follows:

- Meeting Title:
- Meeting Identifier:
- SRO Name
- Meeting Start and End dates and times
- Meeting Status: Possible statuses include "Not Started", "In Progress", "On Hold", and "Ended". Please see "<u>Meeting Statuses</u>" for more information
- Application currently being discussed (if any): This field will display the application's position in the review or discussion order (if either exist) followed by the full grant number and PI name. If neither review nor discussion order exist, the full grant number and PI name display. If the application is in a cluster, the cluster identifier and position is also provided.



The meeting header may also contain the following buttons:

- All Apps: This button displays for meetings regardless of whether or not they are Virtual meetings.
- For non-Virtual meetings, clicking this button will display the list of applications.
- For Virtual meetings, clicking this button will navigate to the VM List of Applications within IAR. An HHS security reminder pop-up message will be displayed before providing access to IAR.
- **Meeting Roster:** Click this button to view a meeting roster report to see the attendees and personnel of the review meeting.
- **Meeting Alerts:** This affects the automatic emails sent for applications that are two away in the published order of review and meeting-wide announcements. When you click on this button, you are given the option to stop receiving these emails by selecting **No**. You

can go back later and select **Yes** to resume the receipt of the upcoming application review or the meeting-wide announcement emails. (**click to view:**)



- **Announcements** (displayed with bell icon and announcement count): This button displays for all meetings when announcements have been posted. If no announcements have been posted to the meeting, this button will not display.
- Meeting announcements are automatically refreshed every three (3) minutes. If any new announcements are posted, the system will refresh the count even if the screen is idle.
- If announcements have been posted, a bell icon displays (.), followed by a count of

unread/total announcements  $\begin{bmatrix} 0/1 \\ 0 \end{bmatrix}$  for that meeting. Clicking this button will take you to the IAR Announcements screen.



Note: The meeting header is expandable for meetings that are not Virtual meetings.

Clicking on the sideways arrow icon will expand the header to display the application(s) being discussed in this meeting, as shown here:

	Frontotemporal Dementia: Genes, Images, and Emotions
•	2022/01 ZAG1 ZIJ-R (J3) SRO: YARI JOY
	09/02/2021 10:00 AM - 09/02/2021 06:00 PM
	Meeting: Not Started
► M	leeting Details Meeting Roster Meeting Alerts All Apps
<b>/1</b> 11	- Frontotemporal Dementia: Genes, Images, and Emotions
2 P01	AG019724-21 PI: LORNOPINI, LUISA PO: Jiao, Hon

The following information is displayed for each application:

- Number in Review Order or Discussion Order (if either exist)
- Assigned Cluster and Cluster Rank Order (if existing)
- Full grant number
- PI Name
- PO Name
- On the right hand side, the current discussion status for each application will display. Please see "<u>Application Statuses</u>" in the *RTMS Basics* topic for more information.

Click the **Meeting Details** button to see the physical location of the meeting:

<ul> <li>Frontotemporal Dementia: Genes, Images, and Emotions</li> <li>2022/01 ZAG1 ZIJ-R (J3) SRO: YARI JOY</li> <li>09/02/2021 10:00 AM - 09/02/2021 06:00 PM</li> <li>Meeting: Not Started</li> </ul>							
<ul> <li>Meeting Details</li> </ul>	Meeting Roster Meeting Alerts All Apps						
<b>Count:</b> 1 Gateway Building National Institute 720 Wisconsin Av Bethesda, MD 208	Sector Contact Review Staff						

Click Contact Review Staff to open an email addressed to review staff.

**IMPORTANT:** The ability to view the VM meetings requires;

1) that a VPN connection to the NIH intranet via Cisco AnyConnect be established before expanding the meeting header to view the applications.

2) that at least one application in the meeting has been assigned or is being tracked.

**NOTE:** The Program Official information displayed is for the assigned Program Official of the application's Primary IC assignment. In the case of dual IC assignments, only the PO of the Primary IC will display.

## 3.7 List of Applications

When the **All Apps** button is clicked for any non-Virtual Meeting on the *List of Meetings* screen, the *List of Applications* screen will display. This screen displays all applications for the meeting in question as well as their current discussion statuses.

eRA Electronic Research Administration RTMS	?	s.	•
A List Of Meetings			
Q Search			×
* All times are in Eastern Standard Time/ Eastern Daylight Time.			
Implementation Research to Improve Case Finding, Cascade Screening, and Treatment for Familial Hypercholesterolemia (FH)           2021/10 ZHL1 CSR-Q (O2) 1         SRO: Sarbo Sung           09/02/2021 10:00 AM - 09/02/2021 02:00 PM           Meeting:         Not Started			
Meeting Details     G <sup>*</sup> Meeting Roster     Meeting Alerts			
Leveraging behavioral economics to equitably implement cascade screening in individuals with familial hypercholesterolemia in partnership with tion	the FF	H Fou	nda
A patient-centered adaptive web application to identify and optimize treatment in patients at high risk for familial hypercholesterolemia 1 R61 HL161750-01 PI: Dorc, Mel PO: Choyce, Beryl PO: Choyce, Beryl			
Collaborative Approach to Reach Everyone with Familial Hypercholesterolemia: CARE-FH 1 R61 HL161775-01 PI: Lane, Kane PO: Choyce, Beryl			
IMPLEMENTING MULTICOMPONENT INTERVENTIONS TO TREAT BLOOD DONORS WITH FAMILIAL HYPERCHOLESTEROLEMIA 1 R61 HL161753-01 PI:Dorc, Mel PO:Choyce, Beryl			
Direct SCreening Of relatiVEs to Reveal Familial Hypercholesterolemia (DISCOVER-FH) 1 R61 HL161774-01 PI: Lane, Kane PO: Choyce, Beryl			

A search bar is displayed at the top of this screen, and when you enter a search term, RTMS will display only applications that include the search term.

Electronic Researce RTMS	h Administration	3
Health		
Meetings:	Assigned/Tracked All	
n Meetings:	Same Window New Tab	
times are in Eastern Stan	lard Time/ Eastern Daylight Time.	
cial Determinants of Hea	th	
21/10 HS2A 2 SRO: Ha	1my Evay	
eeting: 🥲 Ended	12021 03.00 PW	
eeting: 🥲 Ended Meeting Details 🛛 🖉 Meetin	Roster Heeting Alerts All Apps	

If any new announcements have been posted by the SRO or ESA since your last login, they will appear at the top of this screen. You may close these announcements by selecting the "x" icon in the right hand corner of each announcement. Doing so will mark these announcements as read.

A L	ist Of Meetings	
A Pos	pplication #7 will be discussed next. ted By: Sheldon Cooper	× Posted Date: 07/19/2016 10:20 AM
T Pos	he meeting will begin shortly. ted By: Sheldon Cooper	× Posted Date: 07/19/2016 09:18 AM
Q	Search	×
	Anatomical and Functional Mag	pping of the Innervation of Major

**NOTE:** If you are accessing RTMS using a mobile device, the information on this screen may be refreshed by swiping down from the top of the screen. A circular refreshing icon will appear at the top of the screen when this gesture is performed successfully.

•••••	9:41 AM	100% <b>m</b>
	[mobile RTMS url]	C
era RT	MS	
ALL ist Of Meetings		
Q Search		×
National Inst Developmen 2016/08 ZHD	titute of Child Health t Special Emphasis 1 DSR-K (90) 1 SRO:	and Human Panel SNERVILE

The *List of Applications* screen also contains a **Meeting Header**, similar to the header shown on the *List of Meetings* screen and containing much of the same information:

HSR-1 Health Care and Clinical Management					
2021/10 HSR1 C SRO: Poutie Czouk					
08/29/2021 08:00 AM - 09/15/2021 05:00 PM					
Meeting: Not Started					
Meeting Details     Meeting Roster     Meeting Alerts					

- Meeting Title
- Meeting Identifier
- SRO Name
- Meeting Start and End dates and times
- **Meeting Status:** Possible statuses include "Not Started", "In Progress", "On Hold", and "Ended". Please see "Meeting Statuses" for more information
- **Application currently being discussed (if any):** This field will display the application's position in the review or discussion order, if either exist, followed by the full grant number and PI name. If neither review nor discussion order exist, the full grant number and PI name display.
- **Cluster (optional):** This is used to show the cluster and the location in the cluster *if* clusters are used.

The meeting header on this screen will also contain the **Meeting Details** button. The **View My Apps** and **Announcements** buttons are conditional.



- **Meeting Details:** Clicking this button will expand a drop down containing the total number of applications in the meeting, the address of the meeting location, and a link to Contact Review Staff. Clicking this link will open a new email message in your local mail client that is pre-populated with the SRO as a recipient and will copy the ESA.
- **Meeting Roster:** Click this button to download a meeting roster report to see the attendees and personnel of the review meeting.
- **Meeting Alerts:** These alerts are emails sent to inform the Program Officer that their assigned or tracked application is two away in the published order of review or that a meeting-wide announcement has been made. Select the Meeting Alert button to open up options for toggling these email announcements on and off by selecting Yes or No. (click to view)



• **All Apps:** If you do not have any assigned or tracked applications in the meeting, you will still be able to view all non-VM meetings. If you attempt to view a VM meeting that you are not assigned to and are not tracking, you will see a pop-up error message indicating that you need to track the meeting(s) first.



- **View My Apps:** This button will only display for meetings where you are tracking or have assigned applications.
- Announcements: This button displays when announcements exist for the meeting. It contains a bell icon [<sup>4</sup>] and a count of unread/read announcements. Clicking on this button will navigate to the *Announcements* screen.

The list of applications for the meeting will display below the meeting header. For each application the following information is listed:

- Number in Review Order or Discussion Order (if either exist)
- Assigned Cluster and Cluster Rank Order (if existing)
- Full grant number
- PI Name
- PO Name

Applications assigned to you will be designated with a binoculars icon [**M**] to the left of the application information. Applications that you are tracking using the <u>PMM module</u> tracking feature will be designated with a capital "T" [**T**] icon.



On the right hand side, the current discussion status for each application will display. If an application is marked as "In Progress," it will be designated with an hourglass icon [ <sup>**Z**</sup>] for easy identification on the screen.



Please see "<u>Application Statuses</u>" for more information regarding each possible application status.

**NOTE:** The Program Official information displayed is for the assigned Program Official of the application's Primary IC assignment. In the case of dual IC assignments, only the PO of the Primary IC will display.

When the **All Apps** button is clicked for a *non*-VM meeting, there will be an option to **Show** or **Hide** *Completed* applications. Hiding the completed applications helps to reduce scrolling, especially in mobile devices.

The button will be labeled either **Show Completed** (if the completed applications are currently hidden), or **Hide Completed** if the completed applications are currently displayed. Additionally, the button will have a number indicating how many applications in that meeting are in the *Completed* status.

Visible (button label will be "Hide Completed")

Neurotransporters, Receptors, and Calcium Signaling Study Section 2020/05 NTRC SRO: Wes WeesI 03/20/2020 - 05/30/2021 08:00 AM - 12:00 PM Meeting:I In Progress Discussing: 7 -1 R01 NS123456-01A1 PI: GAL, RANC Cluster: A (7/40) Meeting Details View My Apps	
▲ Hide Completed (7)	
1 - ASSESSING ROLE OF NEURONAL GAP JUNCTIONS IN ISCHEMIC INJURY A (1/40): 1 R01 NS123456-01A1 PI: BUELL, HARRIET E PO: Battistelli, Francesca	COMPLETED
2 - Regulation of Glutamatergic Synaptic Transmission by Wnt Signaling A (2/40): 1 R01 MH123456-01 PI: Boberg, Carl PO: Hine, Stuart K	COMPLETED
3 - The impact of Tsc-mTOR signaling on cells and circuits in the basal ganglia A (3/40):1 R01 MH999999-01A1 PI: Gabriel, Charles H PO: Martin, Civilla D	COMPLETED
4 - Regulation of Serotonin Transporters A (4/40): 2 R01 MH111111-01A1 PI: Runyan, William M PO: Chisholm, Thomas O	COMPLETED
<ul> <li>5 - Molecular Properties of Voltage-Sensitive Calcium Channels</li> <li>A (5/40): 2 R01 NS111111-25 PI: ACKLEY, ALFRED H PO: HANKEY, A KATHERINE</li> </ul>	COMPLETED
6 - Type-1 Inositol Trisphosphate Receptor Mutations and Disease A (6/40):1 R01 GM123456-01 PI: STEBBINS, GEORGE C PO: Fischer, William G	COMPLETED
63 - Novel microRNA Regulator of Neuronal Excitability C (14/17): 1 R21 NS654321-01 PI: CROSBY, FANNY PO: LEMMEL, HELEN H	COMPLETED
T 7 - Serotonergic regulation of the sympathoadrenal stress response A (7/40): 1 R01 NS123456-01A1 PI: HAVERGAL, FRANCES R PO: Crosby, Fanny Review Started: 05/10 09:23 AM	IN PROGRESS

#### Hidden (button label will be "Show Completed")



**TIP:** To return to the **List of Meetings** screen, click the RTMS banner image shown below. If you use your browser back button instead, it will take you out of RTMS.



## 3.8 Announcements Screen

The SRO and ESA of the meeting may post announcements periodically during the meeting to keep Program Officials informed of any review order changes, breaks, or other pertinent information.

**NOTE:** Program Officials will not be able to see announcements for Virtual Meetings (VMs) using RTMS. This announcements will only be shown to Program Officials for regular face-to-face meetings.

The announcements screen for each meeting may be accessed at any time from either the **List of Meetings** or **List of Applications** screen, as long as announcements for the meeting exist.

An icon with a bell symbol (.) will appear on meetings that have an announcement and the number of unread/total messages will also be displayed next to the icon.

	Dashboard UAT Testing	
•	2021/10 ZRG1 BST-F (55) C SRO: JUG NAUGHT	
	05/30/2021 08:00 AM - 08/30/2021 05:00 PM	
	Meeting: Not Started	
	Meeting Details Meeting Roster Meeting Alerts All Apps	<b>0</b> /1

**NOTE:** If accessing RTMS using a mobile device, the information on this screen may be refreshed by holding your finger on the screen, and pulling down. A circular refreshing

icon will appear at the top of the screen when this gesture is performed successfully.

••••• ?	9:41 AM	100% 💼		
•	[mobile RTMS url]	Ċ		
era Rt	MS			
▲ List Of Meetings				
Q Search		×		
National Inst Development 2016/08 ZHD	itute of Child Health a t Special Emphasis Pa 1 DSR-K (90) 1 SRO: 3	<b>nd Human</b> anel SNERVILE		

At the top of the screen, a header is displayed for the meeting. Unlike the *List of Meetings* and *List of Applications* screens, this header contains the text "Meeting Announcements" and the meeting identifier.

The announcements on this screen are sorted in reverse chronological order, with the newest announcements on the top of the list. Each entry contains; the text of the announcement; the name of the user who posted the announcement; and the date and time it was posted.



When an announcement is new and is considered unread, a lightning bolt icon (\*) and the text "(New)" will appear to the left)of the announcement text. Additionally, the announcement subject text will appear in **bold**.

Meeting Announcements 2016/10 AFMI 1	
(New) Application #7 will be discussed next. Posted By: Lipsomb, Phnerl	Posted Date: 07/19/2016 10:20 AM
✓ (New) The meeting will begin shortly. Posted By: Lipsomb, Phnerl	Posted Date: 07/19/2016 09:18 AM

Accessing this screen designates any new announcements present as read, and they will appear without the "New" indicator and bold text if the screen is refreshed or accessed for a second time.

**NOTE:** Any new announcements that were designated as read by selecting the "x" on the List of Applications screen will not appear as new announcements on this screen.

Click on the "List Of Meetings" or the "List Of Applications" buttons to return to the desired screen.

## **Using PMM to Select Applications to Track**

In PMM, Program Officials can <u>search and select applications for tracking</u> and monitor their progress in RTMS.

Program Officials can track the status of their application on the meeting level.

A time stamp of when the discussion started will be provided and available until the discussion of the grant ends.

Below is the PMM process to track grants from search results.

### **Grant Search Results**

When you perform a search in the PMM <u>Grant Search</u> screen, the results appear in the screen, as shown here:

	sks ₹	Search	My Po	ortfolio 👻	Other Portfolio 👻						<	Actions -
Gran	t Se	earch										
O Se	arch	Criteria										
Searc	h Re	esults										
Search	Criter	ria:FY: 2020	9; IC: GM	1; Contact	PI Only: No							
Filter	:								_	Sho	wing 1 - 10 c	of total 2,878
							Show	10 🗸 per	page « 1	2 3 4	5	288 »
≡.		Budget Start Date	• m •	Project Title	\$	Organization Name 🗘	PCC ©	PI Name 😄	Grant Number 🛛 🗘	Checklist 🗘	Approval 🗢	Phase
	0	2019/09/01		New Strategie of Complex Co	es and Methods for the Synthesis ompounds	UNIVERSITY OF CHICAGO	P267BL	Saw, Vesh	1R01GM135644-01			Pending Review
	0	2020/03/01		YEAST RIBOS	SOME BIOGENESIS	CARELLON UNIVERSITY	G123MK	Loford, John 🏝 🖂	5R01GM028301-38		Unsigned	Pending Non Competing
	0	2020/03/01		COBRE for Re	eproductive Health	WOMEN AND INFANTS HOSPITAL-RHODE ISLAND	1111RG	Pharma, Fendra ≜⊡	5P20GM121298-04		Unsigned	Pending Non Competing
	0	2020/03/01		Biomechanica	al Regulation of Organ Growth	RUTGERS, THE STATE UNIV OF N.J.	G302JX	Irne, Keeth ≜⊡	5R01GM121537-04 🗗 🗁		Unsigned	Pending Non Competing
	0	2019/12/01		Biological and type IV secreti	l structural diversity of bacterial ion systems	UNIVERSITY OF TEXAS HLTH SCI CTR HOUSTON	G311PF	Frist, Peer 🏝 🖂	1R35GM134871-01 🖹 🖻			Pending Review
	0	2020/02/01		Defining Mole Mitochondrial	cular Interactions that Drive Fission	CASE WESTERN RESERVE UNIVERSITY	G314PF	Dear, Jon 🏝 🖂	5R01GM125844-03		Unsigned	Pending Non Competing
	0	2020/09/01		Mechanism to silencing RNA	regulate the length of small	JOHNS HOPKINS UNIVERSITY	G131MB	Anaga, Ruy 🏝 🖂	4R01GM116841-05		Unsigned	Pending Non Competing
	0	2019/09/01		The Cajal bod condensate or cancer diagno	ly, a nuclear biomolecular rganelle, in oncogenesis and ostics	ROSALIND FRANKLIN UNIV OF MEDICINE & SCI	G240AA	Dun, Mosla	2R01GM090156- 06A1 🖉 [ 🗁			Pending Review
	0	2019/06/01		Energetics of	Channel-Bilayer Interactions	WEILL MEDICAL COLL OF CORNELL UNIV	B304PP	Ansen, Saga 🛔 🖂	5R01GM021342-43		Unsigned	Active
	0	2020/07/01		Control of Met	tabolic Barriers to Virus Infection	UNIVERSITY OF ARIZONA	B000SK	Jury, John 📥 🖂	1R35GM137922-01			Pending Review

### Actions

Click **Actions** to open the Actions menu, as shown here:

	Actions -
Export to Excel	
<ul> <li>Bulk Actions for checked items</li> <li>Track Checked (Add to My Po</li> <li>Untrack Checked (Remove from 0)</li> <li>Generate Correspondence</li> </ul>	rtfolio) om My Portfolio)

#### **Track Grants**

Tracking grants allows you to include in your portfolio grant records that are not assigned to you.

**NOTE:** Tracked grants that are primary to other ICs will be read-only.

Tracking accomplishes two things: You will see tracked grants listed when you view your own portfolio, and you can follow Study Section Review meetings for tracked grants in Real Time Meeting Status (RTMS) (see RTMS online help for more information).

Use the *Bulk Actions for checked items* buttons in the *Actions* menu to track or untrack multiple selected grants.

To do so, use the checkboxes at the right side of the grid to select one or more grants, then open the *Actions* menu and click the desired bulk command:

• **Track Checked** — Begin tracking the selected grants in your portfolio and also track their Study Section Review meetings in Real Time Meeting Status (RTMS).

**NOTE:** To access Real Time Meeting Status, click the RTMS link in the Grant Summary view.

• Untrack Checked — Stop tracking the selected grants.

## About the RTMS Interface

For increased usability, eRA modules are gradually switching to a streamlined, modern, mobile-friendly look and feel for screens. The new look and the new navigation adjust dynamically for a variety of screen or font sizes, making your browsing experience more efficient on the device of your choice. New UI elements offer a consistent set of tools that you can use across modules. A new header and footer conserve space, leaving more work area for you to accomplish your tasks.

This topic explores the new navigation and UI elements that you might see on updated screens. All modules will eventually use the same framework for building the UI and navigation through screens. Older style screens will co-exist with updated screens during the transition to the new look and feel.

### **Redesigned Header and Footer**

The header and footer use symbols to save screen real estate and dynamically adjust to fit smaller screens.



- Click to go to the eRA Service Desk.
  - Click to log out of the application.

## **Dynamic Header**

As shown here, on a narrow screen most items on the header are hidden, but they pop down when you click the grid icon in the upper right, circled below.

eRA	Electronic Research Administration RTMS		
eRA	Electronic Research Administration RTMS	ſ	
		l l	? Help Contact
		c>	Sign Out

#### **Redesigned Footer**

The footer is clean and offers only essential information organized into columns:

<ul><li>Help</li><li>Contact Us</li></ul>	<ul> <li>Privacy Notice</li> <li>Accessibility</li> <li>Disclaimer</li> </ul>	<ul> <li>NIH - Office of Extramural Research</li> <li>U.S. Department of Health and Human Services</li> </ul>	Screen Rendered: 09/02/2021 02:45:40 EDT
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