Online Web Form Section Name	Session Info – May 2016
Session Name	Expanded Clearinghouse
Point of Contact	Lynette Arias, University of Washington; Jennifer Barron, Johns Hopkins University; Julie Thatcher, Institute for Systems Biology; Pamela Webb, University of Minnesota
Working Group Activities/Outcomes /Progress to Date	The working group has successfully launched the Pilot in March 2016 with 40 entities and 55 Entity Profiles. Instructions were provided and welcome calls held to ensure all Pilot members fully understand how to complete and maintain their profile and utilize the centralized clearinghouse. A working group website has been created and continues to be maintained with all key documents relevant to the Pilot. Additionally the actual clearinghouse website has been created and is being reviewed, updated and maintained regularly. Both websites and profiles updates are maintained with the great assistance of David Wright!
Agenda/Discussion Points for this Meeting	• Pilot Purpose / Overview • Pilot Go-live, Entities & Status • Initial Survey & Tracking Results • Supporting documents for Pilot • Next Steps
Key Decisions Pending	Key decisions pending include official approval to move forward with development and go live of an online system for the clearinghouse, to potentially include the FDP member institution profile, A-133 clearinghouse and FCOI clearinghouse as well. Also pending is a decision to add more entities to the current Pilot and eventually to consider adding non FDP organizations.
Participation	Session was attended by approximately 100 individuals, many of whom are part of the Pilot and many others who are interested in joining the Pilot in the future.
Moving Forward Key Risks/Issues Identified	Risks moving forward include entities not using the clearinghouse profiles as originally planned for, not keeping their profiles current and entities still continuing to use their forms that they are comfortable with. Issues identified include the current highly manual process of maintaining the excel Profiles, the limited resources to increase the size of the pilot and any hurdles that might be encountered when moving to develop an online system.
Meeting Summary	An overview and purpose of the Pilot was discussed for anyone that had not yet heard about the Clearinghouse, including the significance to FDP and success criteria for how we will know that the Pilot has been successful. The goals of the Pilot were discussed in the context of the subaward lifecycle with recommendations for how entities can move to using the clearinghouse and away from using forms and collecting extra unneeded data at proposal time. The steps to prepare for and execute the go live for the Pilot were reviewed, both as a review for the current Pilot Entities and as a means of informing non Pilot Entities of the responsibilities and steps they would have to go through to join. Timelines for the Pilot were reviewed along with the Pilot websites, entities and current status of the Pilot. Information was shared related to an initial survey that the Pilot Entities recently completed, as well as initial tracking information shared from the working group members. Brief discussion took place related to some supporting documents for the Pilot that all are encouraged to review, use and provide feedback on. And finally the next steps in the Pilot were discussed along with how entities can get involved in the future.