1.0 GENERAL INFORMATION

1.1 Purpose

The purpose of this document is to provide information about Software Application(Box-A-Vox).This document explains the high-level technical and functional requirements, and provides information about the roles and responsibilities needed to support such a system.

1.2 Scope

This Functional and Technical Requirements Document outlines the functional, performance, security and other system requirements identified by the FDP Expanded Clearinghouse System Development Working Group (EC-SDWG) as the proposed information system solution for the Expanded Clearinghouse.

The On-line-Expanded Clearinghouse will

• House on-line profiles of FDP member institutions documenting the static/annual information needed by pass-through entities for routine subaward issuance and subrecipient monitoring activities, such as annual audit results, F&A and fringe benefit rates, and key contacts. The content of on-line profiles is expected to mirror the content currently found in the Expanded Clearinghouse pilot profiles found at: <http://sites.nationalacademies.org/PGA/fdp/PGA_171219>.

• Allow secure access by FDP member institution representatives to create and maintain their on-line profiles, including deployment of real-time data validation mechanisms where practical.

• Provide notifications to profile-holders when time-sensitive data are obsolete (e.g, expired audit information, outdated SAM record, etc.)

• Import data from secure government systems needed for the On-Line profiles (e.g., SAM, Federal Audit Clearinghouse) to expedite profile completion and increase timeliness of data (FUTURE)

• Allow FDP member institutions to manage (add, change, delete) user rights for profile maintenance within their institution

• Allow FDP members and non-members to view published profiles, and download copies of individual profiles

• Allow FDP members (only) to export On-Line Expanded Clearinghouse profile data via an Application Program Interface (API) for use in their local subaward or contract and grant management systems

• Provide data for use in discussions with the federal government about reducing administrative burden and wise stewardship of federal funds.

The scope of this work includes the initial development of the web based system, based on information and feedback gathered during the Phase 1 Pilot. References to future development considerations are included in this proposal for information purposes only.

1.3 Project References

Key documents supporting this proposal are listed below as reference:

• Original FDP Expanded Clearinghouse Phase 1 Pilot Proposal to FDP Executive Committee

• Initial proposal for system development from Vanderbilt (Appendix A)

• Notes from initial system development working group meeting

• Entity Profile currently in use