

Client

National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS), Financial Management Branch (FMB)

Overview

In order to receive funding for research, NIAMS must present a budget request to the Senate and House Appropriations Committees detailing estimates and justifications for research and research support activities on an annual basis. The Director of NIAMS is responsible for vast amounts of information and for making it available to answer questions from Committee members regarding the budget request.

Challenge

To be prepared to respond to budget queries from Congress, NIAMS' Director was required to have all financial information available at the House and Senate hearings. This financial information was in the form of hundreds of documents prepared by the NIAMS Financial Management Branch. Prior to each annual budget hearing, the FMB would review documents from the previous fiscal year and scan the necessary documents into the appropriate binders (referred to as a "Briefing Book") that the Director would then carry to the hearings. LCG found a way to automate the process of preparing the Briefing Book.

Solution

LCG immediately saw the potential to improve both the FMB and the Director's processes. We created an application on Microsoft SharePoint that:

- Provided a dashboard for FBM staff to upload documents;
- Provided a process for the FMB Lead to review and approve uploaded documents;
- Published approved documents to the Electronic Briefing Book (e-BB);
- Enabled users to securely view the e-BB on an Apple iPad wherever there was access to a Wi-Fi network; and
- Search all documents based on the metadata (attributes) entered by the FMB when the documents are uploaded.

Result

Using the Electronic Briefing Book, NIAMS has;

1. Reduced staff time previously needed to scan and print out hard copies of financial documents (documents are now copied in electronic form);
2. Reduced FBM Lead staff time in approving documents to be placed in the Briefing Book;
3. Improved security for information being taken offsite by placing it in a secure electronic format;
4. Greatly reduced the amount of time the NIAMS Director must spend searching for documents during the Congressional Budget Hearings;
5. Improved portability of the material – instead of hard copy documents in binders, the Director now takes an iPad to the hearings; and
6. Increased the chances of NIAMS budget approval.

Business Value

LCG can work with your organization to reduce paperwork and increase productivity.



By making organizational information available on your mobile device, we can help you achieve your funding goals.