

2021 Global Roll-out of the electronic Joint Reporting Form (eJRF)

Frequently Asked Questions

What is changing with the Joint Reporting Form (JRF) and why?

- In March 2021, the work you do for the JRF will be completed using an online form.
- We anticipate this change to
 - make it faster and easier to complete the form
 - lessen the burden on review cycles
 - provide you with insight into the review cycle
 - allow multiple users to work on the form at the same time
 - ensure a secure way to transmit the data

Why do we need to change the JRF?

- The current Excel format is not ideal for capturing the types and amount of data that is needed.
- Version control issues are hard to manage
- Review cycles are difficult to manage
- Validation is cumbersome and requires a lot of back and forth
- Email explanations aren't tied to the form, so it is difficult to track the process
- We can do better with the technology we have

Do we have to change?

- Yes. There are several risks with continuing to use the current Excel form
 - The current form does not make the best use of your time.
 - Data accuracy is always a risk, but even more so when you have version control issues to consider
 - For people new to the process, there are no built-in tutorials or trainings in the Excel spreadsheet to help them
 - The instructions on the current form are not always clear or presented in a logical manner, the online form has corrected these areas of confusion
 - Security in transmitting the data is always a risk, but less so with the online version
 - People don't have visibility into the review process which makes time management challenging

What do I need to know about the eJRF?

- We think there are several things you will like about the eJRF. Here are few of them.
 - Pre-populated historical data – this should save you time
 - Validation rules – get instant feedback and make corrections
 - Comments – leave comments and receive feedback so it's easy to identify what needs to be changed and why
 - Collaboration – multiple users can enter data at the same time, making the entire form faster to complete without worries of version control
 - Clear instructions and in a logical order – some things will look different. This is based on feedback we've received for how to make the form clearer and more logical.
 - Data visualization – after submitting your data, you can see your data in graphs and charts.

What is the timeline?

- In late January or February, we will have a webinar so you can see what the form will look like and view the various features. You will also have an opportunity to ask questions.
- In March, the eJRF will be available for use. The tool has built-in training plus we will offer some virtual trainings if you need additional help.
- March to April, you will complete the normal process using the eJRF.
- Technical support will be available throughout the process.
- You will receive a survey to provide feedback on the experience.
- You will be able to see your data using data visualization tools. Exact date and location will be available in 2021.