Effort Reporting System Management Group
Meeting Notes
December 9, 2004 Conference Call - *Revised & Accepted January 12, 2004*

In attendance were: Sue Abeles, Mike Allred, Adam Cohen, John Ellis, Jon Good, Joyce Freedman, Jorge Ohy, Don Larson, Ken Orgill, and Karen Rust. Mike Anthony participated in the conference call for Eric Vermillion (who participated in a portion of the call).

Discussion Topics:

Review and Acceptance of Meeting Notes: The notes for the meeting of November 18, 2004 were accepted.

Project Status Update:

Adam Cohen and Jon Good reported that a substantial percentage of the database design has been completed. Work is progressing to configure schedules for different types of employees. Eli Cochran, a web user interface designer, was hired two weeks ago. The expectation is that we will begin coding after the first of the year.

Update on Requirements Group Progress

Jon reported that the screen mockups were well received by the Requirements Work Group and that discussion centered around identifying more details but that the six column format is firmly set. There was a discussion about the column headings and the Work Group went through an individual case to test the approach. There was agreement that additional test cases are needed to validate the design. The Requirements Work Group is working on providing test case situations and expect to have these for their next meeting on January 13, 2005. A question arose as to whether this timeframe was consistent with the project schedule and Jon indicated that the Design Review Milestone had been targeted for mid-January and that he did not expect there to be substantial delays given the progress made thus far if the subcommittee could bring their test cases to the next meeting of the Requirements Work Group.

Review of Screen Mockups

The Management Work Group discussed the need to work with the Requirements Work Group to develop test case scenarios that meet 80% of the cases so that the timeline would not be impeded by focusing on the exceptional situations. It was agreed that the Management Work Group would wait to see how the discussions at the next Requirements Work Group commenced before inserting themselves into the process. Members of the Management Work Group felt that the test cases should include examples of summer and non-summer salary situations and mandatory cost sharing requirements. There are also situations in which a PI could be working out of both a department and a center that need to be examined.

There was a discussion about mandatory cost sharing and what level of information should be captured in a cost sharing database. There are situations in which P.I.'s are working on grants without salary but still have an obligation to report their cost shared effort. There was discussion regarding whether this was a policy issue that should be addressed in the policy white paper.

Review of Comments on ERS Policy White Paper

Sue indicated that she had received comments from only one member of the Work Group and that she would like to have input from everyone by December 22. The plan is to try and finalize the White Paper for distribution to the Requirements Work Group and to the Controllers in mid-January for comment and then share it with the campus work groups soon thereafter.

Next Meeting
The next meeting is scheduled for January 12, 2005 from 1:00 to 3:00 at UCOP. This will be an in-person meeting.