

Effort Reporting System Management Group
Meeting Notes
January 12, 2005
Accepted February 17, 2005

In attendance were: Sue Abeles, Mike Allred, Don Larson, Pixie Ogren, John Ellis, Jorge Ohy, Eric Vermillion, Karl Heins, Adam Cohen, Jon Good, and Paul Weiss.

Discussion Topics:

Review and Acceptance of Meeting Notes: With the correction that Don Larson was present, the notes for the conference call meeting of December 9, 2004 were accepted.

Project Status Update:

Adam Cohen and Jon Good reported that database and data interface designs are nearing completion and are being prepared for review by the Technical Advisory Group. The technical environment has been settled and programming is about to begin in earnest. Overall staffing for the project over the next few months is expected to be less than originally projected as the scope of the requirements has remained stable since the start of the development phase and some simplification of the technical aspects of the design have come about with campus input.

Mike Allred asked whether a pilot was planned and, if so, for when. Jon responded that at this point it was still too early to firmly schedule a pilot, **but that a pilot phase would be included in the next iteration of the project schedule for discussion. The topic of a pilot will be raised with the Technical Advisory Group to see what effort campuses would have to expend to prepare for a pilot. Mike offered that the Davis campus would step up to undertake a pilot if needed.**

Update on Requirements Group Progress

Jon reported that the Requirements Group last met on December 8, 2004, with the next meeting scheduled for January 13, 2005. Discussion in the Requirements Group will focus on identifying case scenarios and reviewing screen mock-ups. Adam has prepared case scenario examples mined from UCLA payroll data and these examples will be used to prompt the Requirements Group to identify additional examples, as appropriate. Sue Abeles reminded the group that completion of the case scenarios and screen mock-ups were important milestones not only for the design and development of the system, but for discussion with campus effort reporting work groups as well. Sue asked whether these would be ready in the mid-February time frame so campus work group meetings could begin around then. **Adam, Pixie, and Jon all commented that completion of the case scenarios and mock-ups should be ready by mid-February, with effort report format and column headings already settled.**

Jon raised an issue referred from the December 8, 2004 Requirements Group meeting: the question of whether an effort report should be required for a principal investigator who had no paid effort in the reporting period but for whom some minimal (mandatory) cost-shared effort was implicitly or explicitly stated in the terms of the funding. The Management Group concluded that with no paid effort in the reporting period, minimum cost-sharing would have to either be spelled out in campus cost-sharing data imported into the system to trigger an effort report or that

an effort report would have to be manually generated. The Management Group considers this a local policy/procedure issue and not one for the Effort Reporting System. **Sue will add this item to the white paper.**

Pixie confirmed with Management Group members that Effort Reports for different groups would be run according to the months included in that particular report, so that effort reports for 9 month employees would be run at a different time than effort reports for 11 month employees. Current practice at campuses is to run them both at the same time so that paper reports for both types can be distributed at one time. Since Effort Reports will be electronic, there is no need to run all reports at one time. The Management Group agreed.

The Management Group requested a presentation of the screen mock-ups with a “real-world” example at the next meeting.

Update on Technical Advisory Group Progress

Adam reported that the Technical Advisory Group would be meeting on January 18 to review the design of the financial system interface. The Payroll interface has already been reviewed by the Technical Advisory Group. Mike requested a simple written statement documenting the fact that no data in the Effort Reporting System is of such a sensitive nature as to require notification to individuals in the event of a security breach (as required by SB 1386). **Jon will prepare this statement.**

Review of Comments on ERS Policy White Paper

Sue shared with the Work Group a summary of the comments received to date on the White Paper. There was discussion about the cost sharing sections of the paper and whether the requirements, as stated, should be revised to provide campuses the option of certifying cost sharing through other processes. There were differing interpretations of the regulations that were discussed. Sue indicated that she would attempt to soften the language in the white paper to provide campuses some flexibility regarding certification of cost shared effort.

Sue requested any additional comments be forwarded to her as soon as possible. Sue is targeting completion of the white paper for January 18 or 19 so it can be distributed for wider review (Requirements Group, Budget and Finance Officers, Controllers, etc.).

Project Funding

Jon distributed an updated "cash flow" projection for the Effort Reporting System Project showing the original projection from January 2004, as well as expenditures to-date and revised projections for the remainder of the project. Projections for FY 2005-2006 are still preliminary and will be reviewed and revised regularly as the development effort proceeds. The expenditures and projections will be reviewed with the ERS Management Group quarterly. Jon asked the group whether the sponsors' 1/6th share should be adjusted to reflect the anticipated decrease in spending for FY 2004-2005. The three sponsors remaining in the meeting at the time this question was posed agreed that the full 1/6th share of \$160,000 per location for FY 2004-2005

should be transferred to UCOP. **Jon will send a request to all sponsors requesting transfer of funds to UCOP.**

Next Meeting

The next meeting is scheduled for February 9, 2005 from 1:00 to 3:00 at UCOP (Conference Room 10325 Franklin). This will be an in-person meeting.