

**Effort Reporting System Management Group**  
**Meeting Notes**  
**December 7, 2005**  
**Accepted January 11, 2006**

In attendance were: Sue Abeles, Mike Allred, John Ellis, Joyce Freedman, Don Larson, Jorge Ohy, Pixie Ogren, Eric Vermillion (by telephone), Adam Cohen, Deb Nikkel, and Jon Good.

**Discussion Topics:**

Review and Acceptance of November 9, 2005, Meeting Notes:

**The meeting notes of November 9, 2005, were accepted without revision.**

Project Status Update:

Adam Cohen distributed the project schedule and commented on the following:

- System Administration (line 85 on project schedule) is being finalized
- Compliance Monitoring (86) work is in progress
- Control/Audit Reports & General Reporting (87-88) will be handled as ad hoc reporting, so these are now shown as “done” in the original context
- Ad Hoc reporting (89) work is currently underway
- Quality Assurance of program code (97) is nearing completion
- Integration Testing (98) has been completed
- Usability Testing (99) is just getting underway
- Load/Stress Testing (101) is just getting underway
- Account/Fund Profile Enhancements (128) is done as there will be no modifications that feed directly into ERS. A separate entry on the schedule will be made for Account/Fund Profile data elements in support of campus ERS activities (discussed at the November meeting)

Sue Abeles mentioned that a problem had been discovered with the second phase of NIH Salary Cap modifications to PPS, and that further revision of this release is needed. Patty Yamashita of UCOP Payroll Coordination is aware of the issue and is specifying correcting changes..

Pilot Status

Mike Allred reported that the Davis pilot is moving forward. Just this week the data load for the pilot was completed. Some errors in the data mapping have come up because of the way “project rollups” are accomplished in ERS. It is hoped that the pilot group will get down to detailed testing work in the next week or two. Davis is holding off showing ERS to graduate researchers, post-docs, and faculty until sometime in January. (Concurrent with the setup for ERS pilot testing, Davis is loading data into the new Cost Sharing Tracking system.) Some quirks have

been identified in ERS and these have been reported to the Project Team. Also Davis has some Payroll data to clean-up, particularly with the School of Veterinary Medicine. Production at Davis is likely to start in the spring or summer.

Sue Abeles reported that the UCLA pilot is about 2 weeks behind schedule. December 12 is the target date to get some of the testers going. There are also some minor issues that have been reported to the Project Team and are awaiting resolution. UCLA has developed test scripts for testers to follow. The UCLA pilot team intends to include faculty in this testing exercise, wanting to make sure that ERS behaves properly before being rolled out to the campus at large. There is a lot of enthusiasm at UCLA and people are asking to be added to the pilot. UCLA is now looking towards spring quarter (summer) for the production rollout of ERS. The scope of this rollout has yet to be determined.

#### Requirements Group Update

Jon reported that the Requirements Committee had met in person on November 10. The Committee heard reports on the November 9 Management Group meeting, discussion of revisions to the Contract and Grants Manual and the Accounting Manual (for which the Requirements Committee voiced no concern), status of quality assurance testing and campus pilots, and a general review of training materials in development. The Requirements Committee will meet tomorrow (December 8) via conference call.

#### Technical Advisory Group Update

Adam reported that the November Technical Advisory Group meeting involved a live web demo of the ERS System Administration capabilities (Dan Lemus at UCD led the demo). There were many questions about system administration implementation at the campuses, including distributed system administration capabilities that are currently in development.

The December Technical Advisory Group has been cancelled for lack of topics. Adam mentioned that since cancellation of the meeting, three good topics had come up for the group to discuss; this discussion will take place via email.

#### Non-sponsor Campus Presentations Update

Jon reported that he had offered to present an overview of ERS to non-sponsor campuses (Irvine, Merced, Riverside, Santa Barbara, and Santa Cruz). Merced indicated they would get background from UCLA as the rollout of ERS at UCLA proceeds. Santa Cruz elected to wait for the presentation until January or February as coordination among the campus players will take some time.

A presentation to the Irvine and Riverside campuses took place on December 5, 2005 in Irvine. Santa Barbara was scheduled to attend but was unable to be present due to car problems. (The

presentation to Santa Barbara will be rescheduled next month and may occur as web meeting.) Pixie, Adam, and Jon presented the overview of the ERS project, demonstrated the system, and the underlying technology. Present in the session were:

UCI:

- Richard Andrews, Controller
- Mark Askren, Assistant Vice Chancellor, AdCom Services
- Cheryl Ast, Assistant Director, AdCom Services
- Hai Doan, Programmer/Analyst, AdCom Services
- Carmen Roode, Assistant Director, AdCom Services
- Terry McAuley, Accounting Officer
- Janet Mendoza, Contracts & Grants Accounting Manager
- Rebecca Tangen, Contracts & Grants Accounting Compliance Analyst

UCR:

- Millie Garrison, CFO Entomology
- David Gracey, Director, Enterprise Systems Development
- Bobbi McCracken, Assistant Vice Chancellor for Business & Finance
- Chuck Rowley, Associate Vice Chancellor, Computing and Communications

Most of the questions that came up in the presentation had already been discussed and settled by either the Requirements Committee or the Management Group. A significant number of the questions centered around supporting centralized control of the effort reporting process (contrary to the distributed approach that was decided long ago).

There was one particular question that has never been discussed during the course of the project for which follow-up is needed: the Riverside method of handling Work Study. Specifically, Riverside wants to show 100% effort associated with a project when the Work Study effort is being devoted to a sponsored project. In PPS, Work Study payments charge a portion of the salary to Work Study Funds and the balance to other fund sources, which could include sponsored projects. Since ERS records payments made from Work Study funds in the Other Sponsored Projects category, only the portion of effort charged directly to the sponsored project shows on the sponsored project even though 100% of effort was devoted to the sponsored project. It was agreed that Pixie would talk to the pilot groups about this issue. One possible solution being to record the effort charged to work study funds as cost-sharing on the sponsored project.

Further discussion of the non-sponsor campuses interest in ERS led to the decision to raise the visibility of ERS and the need for consistency in effort reporting across the University by renewed discussion with the Controllers on December 8 and with the Budget and Planning Officers on January 25-26. Eric Vermillion asked Jon to help present an update on the ERS and information related to non-sponsor campus buy-in to the Budget and Planning Officers.

### UCOP Hosting Update

Jon mentioned that, based on discussions with the Irvine and Riverside campuses at the ERS Overview presentation on December 5, there is clear interest from these two campuses in pursuing UCOP Hosting of ERS. A discussion among Berkeley and UCOP about the particulars of the hosting process will take place on Monday December 12.

Jon also mentioned that informal discussions at UCOP suggest that UCOP will move forward to offer the ERS Hosting service. A formal decision is likely to be reached next week.

#### Policy Update: Contracts and Grants Manual, Accounting Manual

Jorge reported that the December 1 deadline for feedback from the Council on Research and Controllers on the proposed changes to the Accounting Manual and Contracts and Grants Manual had passed and that feedback had been received from five campuses. Jorge handed out a single document that consolidates the feedback. Jorge also provided supporting detailed comments. Jorge and Sue will rework the feedback into a Q&A document as a means of communicating back to reviewers on their comments.

#### Campus Work Group Reports

(Note: Davis and Los Angeles reports appear in “Pilot Status”, above.)

Berkeley – John Ellis reported that he had discussed ERS with one faculty member who was neither negative nor positive about the system. That conversation was precursor to more rollout planning discussions prior to talking with other faculty.

San Diego – Don Larson reported that UCSD is continuing to evaluate the feasibility of doing an annual certification. Also, a sub-group of the campus team has been formed to look at issues associated with interfacing ERS with the UCSD cost sharing system.

San Francisco – Adam reported that a demonstration of ERS to the UCSF Research Administration Systems Sub-Group on November 9th went well. Joyce reported hearing really positive feedback about the demonstration.

#### Communications and Training: Product Status, Review and Pilot Feedback

Deb Nikkel reported that a training database (masked UCLA data) is now in place to facilitate snapshots of screens for the training materials. Much more detailed text is being developed. Mike asked whether the more recent training materials are being shared with campus pilot teams. Deb responded that these materials have not been shared as internal reviews (by Pixie, Adam, and Jon) still needed to take place in the context of the overall “portals” for the different types of users (e.g., PIs). Pixie commented that having a complete “package” is necessary to be able to adequately review and reach a level of comfort that the right content is in all of the modules, and that modules are appropriately delineated.

Sue asked whether any of the modules could be used in the pilot. Jon pointed out that content is currently in Powerpoint, and that the materials are a ways from being in final form for pilot review. (There are thirty modules currently in development in Powerpoint. Development is currently focused on ensuring that comprehensive content is available to all identified audiences. Once the content has been reviewed within the Project Team, the modules will be imported into Captivate, where click boxes and other elements will be added. Simulations, such as those reviewed at the last meeting, are developed strictly within Captivate. Content development has not yet moved out of the PowerPoint environment.) Sue and Mike agreed that showing content to pilot participants, even if only in PowerPoint, would yield valuable feedback on the training materials. As soon as modules have been adequately reviewed, they will be placed on the project web site for use by the pilots.

### Review of Bug and Enhancement Tracking

Adam demonstrated the bug and enhancement tracking mechanism, showing how items are recorded, prioritized, assigned, and tracked.

### Next Meeting

The next meeting is scheduled for January 11, 2006 from 1:00 to 3:00. This meeting will be an in-person meeting (Conference Room 10325 Franklin).

It was agreed to touch base by email or phone call around January 4<sup>th</sup> or 5<sup>th</sup> to gauge the need for the January meeting.