

Effort Reporting System Management Group
Meeting Notes
March 8, 2006
Accepted April 12, 2006

Meeting was held as a conference call. Participants included: Sue Abeles, Mike Allred, John Ellis, Joyce Freedman, Don Larson, Adam Cohen, and Jon Good.

Discussion Topics:

Review and Acceptance of February 9, 2006, Meeting Notes:

The meeting notes of February 9, 2006, were accepted without revision.

Project Status Update:

Schedule

Adam Cohen mentioned that there were now two schedules on the project web site, the Development Schedule which has been the subject of much scrutiny over the past two years and a Maintenance Schedule which shows planned releases and other maintenance-related activities.

The development schedule shows all tasks at 100% complete except for the following:

- Training materials
- Fix to PPS Release 1669 (Salary Cap)
- Pilot Support – this item is being held open while the project team continues to support the pilots still underway

Adam noted that the load testing has been moved from the Development Schedule to the Maintenance Schedule. The Maintenance Schedule also indicates two upcoming Base ERS releases:

- Release 2 – planned for March – will include a couple of technical changes
- Release 3 – planned for April – will include a set of functional enhancements that will be decided by the Requirements Committee

Jon Good reported that the presentation formatting of training materials by NIIT was slightly behind schedule, but that work should be completed in the next two weeks. Sue Abeles mentioned that the formatted materials she'd seen looked good.

John Ellis asked Mike Allred about Davis plans to make review of the training materials mandatory. Mike responded that training will be mandatory for principal investigators, but whether the ERS Base Training or some other training materials will be part of the mandatory

training has yet to be determined. Also, an escalation process will be put in place for dealing with those who don't comply with mandatory training.

Jon mentioned that UCOP Payroll Coordination has reported that a statement of requirements for the fixes to PPS Release 1669 (Salary Cap) are undergoing UCOP-internal review and no date for release of the fixes has been set.

Requirements Committee Update

- Jon reported that the Requirements Committee convened by conference call the afternoon of February 9, and covered most of the same topics as the Management Group covered that morning. The Requirements Committee also began discussion of the mechanics of dealing with enhancement requests. The Requirements Committee will meet in person on Thursday, March 9, to begin reviewing the current list of enhancements requests and work through protocols for addressing future requests as well as for determining the relative priorities of enhancements which the committee agrees should be pursued.

Technical Advisory Group Update

Adam reported that they met on February 21, and concluded review of the ERS Customization Guide document. The document has been finalized as the Base ERS Release 1 version, and along with the Installation and Operations Guide document, will continue to be updated as maintenance of the Base ERS necessitates.

At the next meeting of the TAG the group will review enhancements requests and maintenance protocols.

Non-sponsor Campus Status Update

Jon reported that there was nothing new to report on this topic.

UCOP Hosting Update

Jon reported the following from the UCOP IR&C team that is working on UCOP ERS Hosting:

- Berkeley – Shel Waggener is reviewing a draft service level agreement. The plan is to go live with ERS for the Summer 2006 reporting period. The UCOP ERS Hosting team is working on a detailed project plan to prepare for that go-live target.
- San Diego – campus IT is reviewing a draft service level agreement. No production start date has been discussed.

Don Larson mentioned that San Diego is actually looking towards June 2007 to go live with ERS. Don is still pursuing approval of an annual reporting cycle. If approval to go with annual reporting is not received then it is likely that San Diego will go to a quarterly reporting schedule. Either way, the likely start of production would be for the Summer 2007 reporting period.

Campus Status Reports

Davis - Mike Allred reported that campus pilot team is getting more comfortable with the ERS. Data clean-up has moved forward. Next week there will be a meeting to work on plans for rolling out the pilot. The plan is to present to faculty and other pilot users in April.

The pilot team is working through business process issues (not ERS issues) surrounding effort reporting by 9-month faculty on NSF funds: current practices need to be revised. An FAQ targeted to 9-month faculty is being prepared.

Clean-up of off-scale appointments in PPS is underway. Academic Personnel has handled off-scale appointments by means of payment without associated percent time (effort) being recorded in PPS. Roughly 40% of Davis faculty have off-scale appointments. Clean-up of PPS data is expected to be completed by June 30 to allow the campus to go live with ERS for the Summer 2006 reporting cycle.

Don asked if Davis has worked out a systematic process for pulling cost sharing data into the ERS. Mike responded in the affirmative: In testing ERS, cost sharing commitment data has been pulled into ERS and the ERS seems to be working well with the cost sharing data.

Berkeley – John Ellis stated that there was no campus activity to report on.

San Diego – Don Larson reported that UCSD is working on cost sharing issues, in particular working to make cost sharing practices consistent on the campus. They're also looking at how to deal with retroactive cost sharing changes, which occurs frequently and how ERS will handle this.

San Francisco – Joyce reported that the campus is just beginning implementation of a PeopleSoft system, so it may be a while before the nominal working group gets going in earnest.

Los Angeles - Sue Abeles reported that the UCLA pilot is winding down and that a meeting will occur next week to review results of the pilot, which seems to be going well.

Don asked about the number of people involved in the UCLA pilot. Sue responded that there are 20 or so from various departments (medical, engineering, etc.) that were putting transactions into the ERS.

Don asked how UCLA handles cost sharing data. Sue responded that UCLA doesn't have a local cost sharing system yet. Data will be entered manually while the campus waits for a solution from InfoEd to address capture of cost sharing commitments.

Don then asked about the ERS, if there no imported cost sharing data is imported into ERS, does the cost sharing data need to be entered manually? Adam responded in the affirmative.

Policy Update: Contracts and Grants Manual, Accounting Manual

Sue commented that without Jorge on the conference call, there was no news to report.

Other Topics

Licensing of ERS – Jon reported that he'd received an inquiry from the Northern California Institute for Research and Education (NCIRE) which handles research conducted by UCSF faculty at the San Francisco Veterans Administration Medical Center. Connections have yet to be made, but a conversation further exploring NCIRE's interest will likely take place in the near future.

Don suggested, and it was agreed, that the topic of marketing and licensing of ERS be put on the agenda for the April meeting.

Next Meeting

The next meeting is scheduled for **Wednesday April 12, 2006, from 1:00pm to 3:00pm.** Confirmation of an in-person meeting or conference call will be sent by end of day on Tuesday, April 4, 2006.