Effort Reporting System Management Group
Meeting Notes
June 7, 2006
Accepted July 12, 2006

This meeting was conducted as a conference call. Participants included: Sue Abeles, Mike Allred, Don Larson, Jorge Ohy, Adam Cohen, and Jon Good.

Discussion Topics:

Review and Acceptance of May 10, 2006, Meeting Notes:

The meeting notes of May 10, 2006, were accepted without revision.

Project Status Update:

Schedule

Adam Cohen reported that the updated Maintenance Schedule was on the project web site and pointed out the following:

Release 4 was issued on May 31, and included distributed system administration. Release 5 is planned for end of June/early July and will include remaining enhancements approved by the Requirements Committee for inclusion in the Base ERS. With Release 5, Base ERS should be caught up on all enhancement requests as new enhancement requests are few and far between at this point in time. After Release 5, the project team will work on technical enhancements to improve serviceability and respond to issues arising from production implementations.

Sue mentioned that reporting from ERS was likely to be an issue for UCLA, as implementing ad hoc reporting solutions for compliance monitoring was not likely to be achieved by the campus for quite some time. She asked whether the project team will have enough available time after Release 5 to work on reporting. Jon responded that this would be possible, and pointed out that the Requirements Committee would need to begin defining reporting requirements. Jon also suggested that the Project Team could expedite a reporting solution by coming up with database queries rather than full-fledged web functionality, particularly if response to implementation issues becomes a significant distraction. **Jon will put the reporting requirements topic on the agenda for the next ERS Requirements Committee meeting.**

Requirements Committee Update

Jon reported that the Requirements Committee met in person on May 11 and finished reviewing the handful of remaining enhancement requests. No issues requiring the Management Group's attention were raised during that session. The Requirements Committee conference call

scheduled for June 8 was cancelled for lack of items to discuss. A request to revisit one previously discussed issue has come forward and is being written up by the requestor to facilitate further discussion at the July 13 Requirements Committee meeting, or perhaps by email.

Technical Advisory Group Update

Adam reported that the Technical Advisory Group did not meet in May, but will meet via conference call on June 20, to go over any ERS technical implementation issues.

Base ERS Budget 2006-2007

Jon reported that there had been no changes to the projections for FY 2006-2007 that had been presented and reviewed on May 10.

In follow-up to a request from Mike on May 12, Jon reviewed the spreadsheet distributed just before the conference call that shows that the original development budget projection of $1,920,000 for development, plus the carryover of $83,200 from the requirements phase of the project, would cover development and maintenance costs through FY 2007-2008 before a new increment of funding would be needed. Mike asked whether the "sponsor share" amounts for FY 2007-2008 reflected all campuses participating in ERS and, if not, that this be changed accordingly as all current non-sponsors would need to come up on the ERS by 2007-2008. Jon responded that the numbers did not reflect anything more than the original 6 sponsors. Sue suggested that showing the number of participating locations in each of the fiscal years would be helpful. She also pointed out that the sponsor share totals didn't balance…Jon will correct this error. Sue also suggested that the spreadsheet somehow visually depict the contrast between the fiscal years intended to be covered by the original development budget and those that would be covered by the remainder of the original development budget to subsequent maintenance. Jon will rework the spreadsheet accordingly.

Non-sponsor Campus Status Update

Jon reported that ERS Overview presentations were given by Pixie, Adam, and Jon to the Santa Barbara and Santa Cruz campuses.

Present in the UCSB session on May 22, 2006, were:

- Arlene Allen, Director, Information Systems
- Donna Carpenter, Vice Chancellor, Administrative Services
- Jim Corkill, Director, Accounting
- Connie Feeley, EMF Manager, Accounting
- Karen Hanson, Associate Director, Office of Research
- Todd Lee, Assistant Chancellor, Budget
- Gene Lucas, Executive Vice Chancellor

- Louise Moore, Executive Director, Office of Research
- Michael Witherell, Vice Chancellor, Research

Present in the UCSC session on May 25, 2006, were:

- Larry Castro, EMF Manager
- David Derpich, Research Budget Analyst
- Susie Ellestad, Research Resources Manager, PBSci
- Lisa Ellis, Budget Analyst
- Sandy Frahm, Research Budget Analyst
- Catherine Hawkins, Research Analyst
- Pat LeCuyer, Director of Applications Solutions
- Kirk Lew, Controller
- Chris MacFarland, Director of Accounting
- Janelle Marines, Administrative Analyst
- Mary McKane, EMF PAR Coordinator
- Gisela Richards, Research Administration Manager
- Fatima Salavisa, Senior EMF Accountant

- Mark Cooper, Director OPAFS (UCSD)
- Ashley Clipson, Project Manager, OPAFS (UCSD)

The presentations were well received. No new issues for the Base Effort Reporting System were raised in either of these two overview sessions.

Both Santa Barbara and Santa Cruz still need to develop campus rollout plans and associated cost estimates before getting started with rollout in earnest, and will wait until information on other campuses' rollout experience is available before undertaking implementation planning.

An ERS Overview presentation has been scheduled for June 19 at Riverside in response to a request from the campus. The intent of the presentation is to: 1) to include a broader audience of campus representatives than attended the December 5, 2005, presentation in Irvine; and, 2) to cover questions that will help the campus develop an implementation schedule.

Campus Status Reports

Los Angeles – Sue Abeles reported that UCLA rollout plans were being checked internally for competing projects on campus before setting final timelines. Work on communications to different campus audiences is underway and it is hoped that all communications about the rollout will take place in the next 1-2 weeks. Because UCLA has distributed security/administration functions to departments, training will focus first on security administrators, then role players (department effort reporting coordinators and central office staff), ending up with the rollout of online training for all remaining users. The timeline for the rollout is tight to meet the target mid-August implementation date.

Davis – Mike Allred reported that the target for deployment is now fall 2006 for the Summer 2006 reporting cycle. Having just met with faculty representatives, there are campus policy issues that need to be worked out with the Vice Provost for Academic Personnel to be able to give the best guidance to PI's and to communicate how ERS works. It is anticipated that all of these matters will be addressed in the next 2-3 months. Production start-up is now planned for late October/early November. Good feedback on ERS has been received about ERS from PI's involved in the pilot. Mike will share more about what a draft guidance memo might look when that is far enough along to be practical. Mike also mentioned that NIH has come out with an Effort Calculator. Mike will share links to the effort calculator and the Davis Effort Reporting website.

San Diego – Don Larson reported that San Diego intended to go ahead in the fall with a pilot for the Summer 2006 with 4 departments. Until a decision is reached to go to less frequent reporting cycles, San Diego will proceed to pilot with quarterly effort reporting. If the pilots are successful, it is likely that the pilot departments may continue to use ERS in production in production, and a phased approach to implementation across campus may be adopted. Currently, San Diego is planning on full production implementation in fall 2007 for the Summer 2007 reporting cycle. Departments selected for the pilot are those with strong business officers who understand the need for adoption of ERS and can help to make that happen.

Other Topics

Policy Update: Contracts and Grants Manual, Accounting Manual

Sue asked Jorge Ohy whether Larry Coleman had distributed the FAQ response and revised language of the Contracts and Grants Manual and Accounting Manual to the Vice Chancellor's for Research and the Academic Council members. Jorge responded that the materials had been sent to the VCR's. Sue mentioned that the Controllers would be reviewing the same material on Thursday, June 8, and that once the review by the VCR's and Controllers has been completed, the changes to the manuals could be finalized by being published.

Marketing and Licensing of ERS

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

Next Meeting

The next meeting is scheduled for **Wednesday July 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, Wednesday, July 5, 2006.

Campus	Effort Reporting Period Start	Calendar Start	UCOP Hosting?	Notes	Status/Comments
Berkeley	Summer 2006	Fall 2006	Yes		
Davis	Summer 2006	Late October/Early November 2006	No		
Los Angeles	Spring quarter 2006	Mid-August 2006	No		
San Diego	Not Yet Determined	Not Yet Determined	Yes		Pilot to begin with Summer 2006 reporting cycle.
San Francisco	Not Yet Determined	Not Yet Determined	Not Yet Determined		
Merced				Will use UCLA ERS	
UCOP				Will use UCLA ERS	
Irvine	Unknown	Unknown	Unknown		ERS Overview presented 12/5/2005
Riverside	Unknown	Unknown	Unknown	Implementation planning about to get underway	ERS Overview presented 12/5/2005 – planning process about to get started – Overview to expanded campus audience scheduled for 6/19/2006.
Santa Barbara	Unknown	2007	Unknown		ERS Overview presented 5/22/2006
Santa Cruz	Unknown	2008	Unknown		ERS Overview presented 5/25/2006
DANR				Will use Davis ERS	