

Effort Reporting System Management Group
Meeting Notes
July 12, 2006
Accepted October 11, 2006

This meeting was conducted as a conference call. Participants included: Sue Abeles, John Ellis, Don Larson, Jorge Ohy, Joyce Freedman, Pixie Ogren, Adam Cohen, and Jon Good.

Discussion Topics:

Review and Acceptance of June 7, 2006, Meeting Notes:

The meeting notes of June 7, 2006, were accepted without revision.

Jorge Ohy asked Sue Abeles whether comments at the previous Controllers meeting should hold up the publication of revisions to the Accounting Manual and Contracts and Grants Manual. Sue responded that the comments had been favorable and that there were no thoughts from the Controllers that publication of the revisions should not go forward.

Project Status Update:

Schedule

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

- The Project Team continues to work on approved enhancement requests. Only occasional minor issues are being reported and, usually, closed very quickly.
- Release 6 is planned for the end of July and will address some of the remaining enhancement requests. Sue asked, and Adam responded, whether the following items would be addressed in Release 6:
 - 1) Navigation changes – which allow users to move from an effort report to the next without having to back to the report list – not likely for inclusion in Release 6, but Release 6 may be held to allow time to complete this enhancement
 - 2) Bug report #402 - appointments with non-effort base DOS codes should not be considered when determining employee's base schedule – the Project Team is investigating but has not yet been able to pinpoint whether this is a bug or a potential data problem. Until this problem can be replicated, it is not clear whether changes to the Base ERS will be necessary.

Requirements Committee Update

Jon Good reported that the Requirements Committee did not meet in June. The Requirements Committee will meet via conference call on Thursday, July 13, 2006. Topics for discussion will include retro-active cost sharing changes and the impact on effort reporting, and certification compliance monitoring reporting

Technical Advisory Group Update

Adam reported that the Technical Advisory Group met via conference call in June to touch base and see what issues needed to be discussed. No issues of consequence were raised.

Base ERS Budget 2006-2007

Following up from the previous conference call, Jon distributed to participants on the call a spreadsheet showing current cost projections, the original cost projections, and two variations on the original ERS development budget spread across current projections for both development and maintenance (the first variation shows the spread for 6 sponsors only, while the second variation shows the spread for the number of sponsors jumping from 6 to 9 in FY 2007-2008). The later information is to show how long the original development budget would last when applied to current projections. Questions and comments should be directed to Jon.

Campus Status Reports

Los Angeles – Sue Abeles reported that communications have been sent to PI's and department administrators announcing training sessions. These sessions will target administrators in departments. Communication on ERS has also been occurred with Deans/Directors communication, the campus Research Administration mailing list, Chief Administrative Officers/Chief Financial Officers (CAOs/CFOs), fund managers, and those interested in Research topics. In general, there has not been a lot of feedback from the communications to campus announcing the rollout of the ERS.

UCLA is modifying the Security training module to be consistent with the campus security model. UCLA will use NIIT to make the training module modifications.

Pixie will be going to Merced in the next couple of weeks to show campus representatives the ERS system.

John Ellis asked whether the communications were one page or of more substance. Sue responded that these were one-page communications.

Sue also mentioned that overview/training sessions to date have focused on staff at the department level. Sessions include a demonstration of ERS and the roles that need to be set up for security purposes. Department Security Administrators are included in the overview sessions.

Jorge inquired about the identity of the PAR Coordinator for UCOP. Sue responded that Kathy Jefferds (UCOP) is working on figuring this out.

Berkeley – John Ellis reported that Berkeley is working to get started using ERS for the summer cycle. Work on ERS customizations is underway. Feedback from focus groups has raised a concern about the online training being too detailed. Berkeley is looking at paring down the training to emphasize key points.

San Francisco – Joyce Freedman reported that the campus has formed a committee to start planning the rollout and associated preparation work. Zoanne Nelson from the UCSF Project Management Office has been named as project manager and the process of implementing ERS is underway.

San Diego – Don Larson reported that San Diego work group is very active. Mark Cooper, UCSD's Director of Post-Award Financial Services, is pulling together a test group to use the system and provide feedback and possibly be the first production users of the system.

Non-sponsor Campuses - Jon reported that an ERS Overview presentation was given by Pixie, Adam, and Jon to the Riverside campuses June 19. Present in the UCR session were:

- Georgianne Carlson-Executive Assistant Dean-Administration, College of Nat/Ag Science
- Mark Carr-Extramural Funds Supervisor, Accounting
- Beth Clarke-Principal Auditor, Audit & Advisory Services
- Ken Daniszewski-Principal Auditor, Audit & Advisory Services
- Millie Garrison-Financial & Administrative Officer, Entomology
- Marc Guerra-Director,Financial Control & Accountability, Accounting
- Patrick Hartney-Assistant Dean, Finance & Administration, College of Engineering
- Matthew Hull-Assistant Vice Chancellor, Resource Management and Analysis
- Mike Jenson-Director, Audit & Advisory Services
- Bobbi McCracken-Assistant Vice Chancellor For Financial Services
- Noahn Montemayor-Principal Auditor, Audit & Advisory Services
- Bruce Morgan-Assistant Vice Chancellor, Office of Research
- Gabe Nwandu-Director: Payroll, Payables, Travel, Accounting
- Chuck Rowley-Associate Vice Chancellor, Computing and Communications
- Steve Wilson-Director Accounting Services, Accounting
- Claudette Zelkha-Budget Director, Academic Planning & Budget

The presentation was well received. No new issues for the Base Effort Reporting System were raised in this overview session. Riverside's next step is to develop an implementation schedule.

Other Topics

Adam raised a question that had been posed by Zoanne Nelson at UCSF: will the new NIH calendar month format for determining effort impact ERS. Joyce responded that the NIH is moving from an Effort model to the NSF man-months model for proposals only. There is no impact on effort reporting.

Joyce mentioned that the UCSF Compliance & Controls Committee has asked for a demonstration of ERS.

Marketing and Licensing of ERS

Jon reported that there was nothing new to discuss on this topic. He will be talking with people knowledgeable about Sakai in the near future to get a better understanding of the Sakai licensing model.

Jon also reported that the University of Washington has expressed interest in getting a demonstration of ERS from one of the campuses, with Los Angeles and San Francisco campuses mentioned at the forefront. The request was sent along to UCLA only, since the campus is so far along in its implementation.

Next Meeting

The next meeting is scheduled for **Wednesday August 9, 2006, from 1:00pm to 3:00pm.** Confirmation of an in-person meeting or conference call will be sent by end of day on Monday, July 31, 2006.

**Effort Reporting System Go-Live Plans
July 12, 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	UCLA Overview presentation scheduled for 7/24/2006 at UC Merced
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 – Overview presented to expanded campus audience 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	