Effort Reporting System Management Group
Meeting Notes
April 12, 2007
Accepted June 13, 2007

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

Discussion Topics:

Review of 3/7/2007 Meeting Notes

The March 7, 2007, meeting notes were accepted as written.

Project Status

Steve Hunter reported that Release 8, featuring Compliance Monitoring Reporting will be issued on April 13th. The enhancement had been reviewed by James Ringo and others at Davis, where the request had originated. The review resulted in a few fixes to the Compliance Reporting process as well as some out-of-scope suggestions that will be handled as enhancement requests. The Project Team has been fixing bugs and providing campus support, particularly for UCSF stress testing, that has resulted in some fixes that will benefit all users of the Base ERS.

Requirements Committee Update

Jon Good reported that the Requirements Committee had met via conference call on March 8th. The committee reviewed and approved requirements for handling multiple co-PIs. Current plans call for release of this capability sometime in June.

At UCSD's initiation, the Requirements Committee has been discussing a potential enhancement that would allow multiple effort reports to be certified at one time, of particular interest to departments with PIs who have lots of effort reports to certify for their projects. There are many concerns about this approach that need to be worked out, particularly with respect to the existing ERS certification process and associated controls. Discussion will continue on today's Requirements Committee conference call.

Sue Abeles suggested getting a sense of the number of PIs that would benefit from such an enhancement. Steve reported that he had run a query for UCSF that, by UCSF interpretation, only a handful of PIs would possibly benefit.

Mike Allred remarked that Davis had received comments from departments interested in this capability.

Sue suggested that since there seems to be control issues involved, the Management Group should review whatever recommendations come out of the Requirements Committee discussion. Jon will bring this topic to the Management Group when the Requirements Committee has something ready for discussion.

Jon mentioned as a point of information that an issue had come up with campus department guests participating in the last Requirements Committee conference call and concern expressed by a couple of committee members that discussion of the whole group was inhibited by the presence of the guests. As a result, Jon distributed a protocol for the participation of guests to the Requirements Committee. Jon will forward the protocol email note to the Management Group.

Technical Advisory Group Update

Adam Cohen reported that the Technical Advisory Group met via conference call in March and shared information on the current status of campus implementations. It was a good general information exchange. The next call will take place next week.

Actions When Effort Is Not Certified

Sue asked for comments on the draft "consequences" statement.

Mike asked whether the statement should be more specific about all parties in the escalation process. It was agreed that such details should be left to each campus.

Mike suggested expanding the description of committed effort to at least include cost sharing.

John Ellis asked whether input was needed from the Research side of the house. After a brief discussion it was agreed to coordinate broader review through the same channels as were used for the ERS White Paper.

It was agreed to review next draft electronically. Sue will send out a revised draft . Comments are due to Sue by April 25th. The approved draft will be sent to Larry Coleman for review with the Vice Chancellors for Research. (note: I missed my deadline so extended the window for review).

Campus Status Reports

Los Angeles – Sue Abeles reported that UCLA has been testing Release 7.4, with 20 departments participating in the review. As soon as several issues with Release 7.4 are resolved locally, UCLA will put R7.4 into production and get caught up with summer and fall certifications.

Davis – Mike Allred reported that Davis started in production several weeks ago. About 6,200 effort reports have to be certified. Currently, about 10% of the effort reports have been certified. Work with department coordinators and administrators to get their PIs to certify continues. 20-30% certification is anticipated in next few weeks. The Davis goal is to have complete certifications by May 15th. Overall, the rollout is going well. Some potential enhancements have been identified.

Berkeley – John Ellis reported that Berkeley is now looking at starting their pilot with 6 departments in the May/June timeframe. Testing is still underway. John asked whether the UCOP hosting environment for UCSF had reached stability. Steve reported that UCSF is all set and plans to go live Monday April 16th.

Sue asked whether there was any news on the status of non-sponsor campuses. Mike mentioned that Irvine appears to be convinced it will be okay to stick with the old A21/PAR system. Mike commented that with all of the conversations taking place at Davis to roll out ERS, competition from the old paper form will erode the rollout.

Mike suggested drafting a formal letter that would come from Anne Broome to Controllers asking non-sponsor campuses to state their plans to implement ERS in the next 12-24 months. Jorge will draft the letter for the Management Group to review.

Other Topics

Mike suggested and it was agreed that the frequency of Management Group meetings should be revisited sometime during the summer, given that all sponsor campus rollouts will have happened by then.

Next Meeting

The next meeting is scheduled for **Wednesday, May 9, 2007, from 1:00pm-3:00pm**. This meeting will be conducted as a conference call.

Effort Reporting System Go-Live Plans
April 12, 2007

Campus	Effort Reporting Period Start	Calendar Start	UCOP Hosting?	Notes	Status/Comments
Berkeley	Fall 2006	May/June 2007	Yes		
Davis	July-December 2006	March 2007	No		In Production March 2007
Los Angeles	Spring quarter 2006	Mid-August 2006	No		In Production September 2006
San Diego	Summer Qtr 2007	August 2007	Yes	Will follow quarterly cycle awaiting annual cycle resolution	Pilot to begin with Summer 2006 reporting cycle.
San Francisco	Fall 2006	April 2007	Yes		In Production 4/16/2007
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	