

Effort Reporting System Management Group
Meeting Notes
March 12, 2008
Accepted May 7, 2008

This meeting was conducted as a conference call. Participants included: Sue Abeles, Mike Allred, Jim Corkill, John Ellis, Don Larson, Bobbi McCracken, Jorge Ohy, Adam Cohen, Jane Meyer, Steve Hunter, and Jon Good.

Discussion Topics:

Review of 2/13/2008 Meeting Notes

The February 13, 2008, meeting notes were accepted as written.

Project Status

Steve Hunter reported that Release 9.0 was issued on February 22, 2008.

Work is underway on Release 9.1, which will include a few functional enhancements. The bulk of the modifications in Release 9.1 are to upgrade to the current version of key infrastructure packages in the Java code. Also included will be modifications to improve performance of batch processes.

Jane Meyer asked whether Release 9.0 has been implemented at any of the campuses. Steve responded that none of the UCOP-hosted instances had been upgraded to Release 9.0. Sue mentioned that Release 9.0 came out too late for the just-started cycle, but plans call for the Release to be installed after this most-recent cycle is completed. Mike added that Davis is in the process of testing Release 9.0.

Requirements Committee Update

Jon Good reported that the Requirements Committee met via conference call on February 14th. One of the topics discussed in the February 13th Management Group meeting related to the extent that PPS OPTRS was in use for expense transfers. Though the question did not get asked, the Requirements Committee did agree that 120 days for certification was workable.

The Requirements Committee will next meet via conference call on Thursday, March 13th.

Technical Advisory Group Update

Adam Cohen reported that the Technical Advisory Group did not meet since the last Management Group meeting.

Actions When Effort Is Not Certified
Time Limits for Generating/Certifying Effort Reports

Shortly before the conference call, Jorge Ohy had distributed two versions of the revised Timeliness of Effort Certification statement that incorporated previously suggested changes. The first, very similar to the previous version, retained the intermediate milestones and recommended timing for generation of effort reports and certification. The second version, "Option A", eliminated reference to the intermediate milestones and associated timing, leaving only a time limit of 120 days following the end of the reporting period to complete certification. After some discussion of the merits of both versions, Option A was selected as providing the most flexibility to campuses in working with the certification deadline, and does not specify intermediate milestones that might not be able to be met. This is important as agencies such as NSF and NIH audit against the timing called out in an institution's policies (A-21 is silent on specific time limits).

Discussion continued on two points:

- whether the 120 days should be from the date effort reports are generated rather than the 120 days from the end of the reporting period (as specified in the draft).
- certification after 120 days, whether there should be two sign-offs on late certifications, the Vice Chancellor for Research and the Extramural Fund Accounting Office (as proposed in the draft) or one sign-off, and whether the policy should be so specific about the entities needing to sign-off.

The Controllers on the conference call will discuss these points further in person when they convene for a regularly scheduled Controllers meeting on Thursday, March 13th, and hammer out appropriate language.

Non-sponsor Campuses - Status

Jon reported that he had been in contact with the Santa Cruz campus in the past week and their plan still is to bring up ERS in FY 2008-2009. Santa Cruz is just beginning to explore UCOP ERS Hosting arrangements and pursue funding for ERS operations.

In response to a question on the status of Irvine, Jorge mentioned that Anne Broome has not heard anything about Irvine's reasons for not coming up on ERS. Mike Allred suggested checking with Rich Andrews at tomorrow's Controllers meeting.

Campus Status Reports

Los Angeles – Sue Abeles reported that Los Angeles just opened up the Fall 2007 quarter earlier this week.

Berkeley – John Ellis reported that Berkeley pilot went very well. The Fall 2007 semester rolled out to the entire campus on February 28th.

Davis –Mike Allred reported that Davis is in the process of wrapping up the January 1-September 30, 2007 cycle.

San Diego –Don Larson reported that San Diego is in the last phase of rollout. Starting at the end of March, the last quarter of 2007 will be rolled out to the entire campus.

Santa Barbara –Jim Corkill reported that Santa Barbara has finalized the agreement for UCOP ERS Hosting, and is now working with UCOP to get test data in place. A pilot will get started with select departments in the next quarter or two.

Riverside –Bobbi McCracken reported that Riverside is working on getting the necessary funding.

Next Meeting

It was agreed to cancel the April 9, 2008, conference call for lack of topics, and to reconvene in May.

The next meeting is scheduled as a conference call for **Wednesday, May 7, 2008, from 1:00pm-3:00pm.**

**Effort Reporting System Go-Live Plans
March 12, 2008**

Campus	Effort Reporting Period Start	Calendar Start	UCOP Hosting?	Notes	Status/Comments
Berkeley	Fall semester 2007	February 2008	Yes		In Production February 2008.
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		Full production planned for March 2008.
San Francisco	Fall 2006	April 2007	Yes		In Production 4/16/2007
Merced					Using UCLA ERS
UCOP					Using UCLA ERS
Irvine	Unknown	Unknown	Unknown		ERS Overview presented 12/5/2005
Riverside	Unknown	Unknown	Yes		Working on obtaining funding
Santa Barbara	Unknown	Q2 or Q3 2008	Yes		Working out UCOP Hosting SLA
Santa Cruz	Unknown	2008	Unknown		Working on obtaining funding
DANR					Using Davis ERS