Effort Reporting System Management Group
Meeting Notes
August 13, 2008
Accepted November 12, 2008

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

Discussion Topics:

Review of 6/11/2008 Meeting Notes

Jorge Ohy requested that the wording of the first sentence under "" (p.2) be changed from "…pending resolution of the issue about the timing of certification." to "…pending resolution of the issue about the time limits for certification."

The June 11, 2008, meeting notes were accepted as revised.

Project Status

Jane Meyer reported that Release 9.2 is on schedule for an August release, and will include a number of enhancement requests, including:

- 929 - Button order in Save Search dialog box
- 1117 - Add filtering for role and permission list screens
- 1128 - Indicate reports belonging to PIs on Report List and Report screens
- 1306 - Leading Zeros for EID Generating Effort Report
- 1506 - Change Cost Sharing interface to allow deactivation of a cost share commitment
- 1509 - Additional fields for Reports Generated Notification text
- 1571 - Change Navigation from Combo Box to Buttons

Release 9.2 also will include further performance enhancements in report generation and online saving and certification.

Requirements Committee Update

Jane Meyer reported that the Requirements Committee met via conference call in June and July. In both calls, Erica Webber facilitated review and prioritization of open bugs and enhancement requests

The Requirements Committee will next meet via conference call on Thursday, August 14th.

Technical Advisory Group Update

No report.

Requirements Committee Issues for Management Group Discussion

Jane reported on the following topics raised by the Requirements Committee

- 1318 – Multi-line Certification – A proposal has been put forward by San Diego to alter the current mechanics of effort report certification which requires that when multi-line certification that all lines of the effort report be re-certified when a payroll change occurs and triggers recertification on the effort report. The San Diego proposal is to only require recertification of those lines on an effort report where there was an actual change in percent time from the previously certified effort report (unchanged lines on the report would not require recertification). Don Larson commented that there is a growing credibility problem when PIs are asked to re-certify effort on a line that has not changed. John Ellis asked whether the +/-5% tolerance could be applied here, since minute changes in percent time could also cause recertification. Sue commented that it's not possible to know what amount of effort the PI was certifying to within +/-5% to begin with, so it didn't seem likely that not asking for re-certification when the percent time only changed a small amount could result in some erroneous certifications. After some discussion, it was agreed that the proposal to require re-certification only on changed lines of the effort report was reasonable, and a refinement to avoid recertification for minutes changes on a line would not be addressed at this time. This enhancement is of particular interest to several campuses, particularly San Diego and Davis, the latter of which is about to embark on its first annual reporting cycle, and the interest extends to getting this enhancement in place soon for upcoming reporting cycles. Jane will email the Management Group an estimate of time and cost to implement this enhancement as soon as possible.

- 1673 – Without Salary PIs - Presently, WOS employees can only be added to ERS via a manual batch process. WOS employees are sometimes PIs and need to be able to access and certify effort reports for others. This request is to provide an interface for adding WOS employee data. Requirements Group hasn't yet assigned a priority to this relative to other pending bug fixes and enhancements. Management Group agreed this would be a useful enhancement.

Actions When Effort Is Not Certified
Time Limits for Generating/Certifying Effort Reports
Jorge Ohy reported that he had a conversation with Pat Schlesinger about the status of the proposed policy. Pat is trying to schedule a discussion with the Office of Research Administration, the Vice Chancellors-Research and possibly the Academic Council regarding the proposed policy changes. There was strong interest from the Management Group to get the

policy revisions in place as soon as possible as this will greatly aid in getting more timely certifications.

Policy Waiver for Irvine

At the June 11, 2008, meeting, it was suggested that Irvine may need a waiver to policy to continue using the old PAR system while a proposal for a completely new method of effort reporting is pursued by the Federal Demonstration Project, of which Irvine would participate as a pilot location should the proposal be approved. After a brief discussion, it was agreed that Rich Andrews needs to document the reasons for this exception to effort reporting policy. The Management Group did not feel that they should be in the position of approving policy exceptions and that a discussion between the campus and the VP-Financial Management was the more appropriate course of action.

Campus Status Reports

Berkeley – John Ellis reported that Berkeley is dealing with compliance issues and that they would welcome the adoption of the consequences statement to provide additional incentive to PIs to complete their certifications.

Davis – Mike Allred reported that Davis will have Release 9.1 in place for its first annual reporting cycle (October 2007-Septmber 2008) this fall.

Los Angeles – Sue Abeles reported that Los Angeles is also addressing compliance issues related to completion of certifications, although generally the completion percentage has gone up for most groups.

Riverside – Bobbi McCracken reported that Riverside has secured funding and signed a service level agreement for UCOP ERS Hosting last month.

San Diego – Don Larson reported that San Diego also is coming to a point in their compliance efforts where they have a need for the policy on consequences to be adopted.

San Francisco – Eric Vermillion reported that no significant issues have come up at San Francisco.

Santa Barbara – Jim Corkill reported that Santa Barbara plans to pilot ERS with the Summer 2008 cycle this fall.

Santa Cruz – Kirk Lew reported that Santa Cruz is working on obtaining funding and getting a service level agreement in place for UCOP ERS Hosting.

<u>Next Meeting</u>

The next meeting is scheduled as a conference call for **<u>Wednesday, September 10, 2008, from 1:00pm-3:00pm</u>**. A check for topics warranting a conference call on this date will be made a week or so prior to the call.

Effort Reporting System Go-Live Plans **August 13, 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		In Production 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; Implementation will depend on outcome of FDP activities – decision should occur in 2nd quarter 2009.
Riverside	To Be Determined	To Be Determined	Yes		Preparing for Rollout
Santa Barbara	To Be Determined	To Be Determined	Yes		Pilot of Summer 2008 planned for fall 2008 timeframe
Santa Cruz	To Be Determined	To Be Determined	Yes		Working on obtaining funding
DANR					Using Davis ERS