# Effort Reporting System Management Group
## Meeting Notes
### January 13, 2010
### *Accepted March 10, 2010*

This meeting was conducted as a conference call. Participants included: Sue Abeles, Mike Allred, Rich Andrews, Jim Corkill, John Ellis, Don Larson, Kirk Lew, Bobbi McCracken, Jorge Ohy, Marcia Smith, Steve Hunter, and Jon Good.

**Discussion Topics:**

Review of 11/5/2009 Meeting Notes

Jon Good reported that Luanna Putney had submitted a couple of minor clarifications to her report that did not materially change the report. The November 5, 2009, meeting notes were accepted as revised.


ERS Metrics

Steve Hunter reported that Release 10.3 is currently undergoing quality assurance and should be released in the next week. Release 10.3 will include reports supporting the following metrics:

1. Percent of effort reports certified by due date(s) – added to existing Status Summary reports
2. Percent of effort reports certified in a given reporting period—existing Status Summary reports now allow roll up to campus level
3. Individuals knowledgeable of work performed (individuals certifying different numbers of effort reports) – new report

The March 2010 release will include reports supporting the following metrics:

1. % of recertified effort reports, at version 2.0, for a given cycle divided by the number of effort reports requiring certification, for the effort reporting certification cycle
2. % of recertified effort reports, over version 3.1, for a given cycle divided by the number of effort reports requiring certification, for the effort reporting certification cycle
3. % of PI/faculty member effort reports self certified divided by the number of effort reports eligible for self certification, for the effort reporting certification cycle

   For this requirement, the Requirements Committee has been examining whether Title Code attributes can be used to identify self-certifiers. Discussion will continue on the January 14, 2010, Requirements Committee conference call. If the Requirements Committee is not able to reach conclusion on the use of Title Code during that call, the reports will be built using the PI identifier in ERS.

Sue Abeles reported that she, Mike Allred and Rich Andrews are participating in a work group with research faculty on how to better communicate effort reporting requirements to faculty. There is consensus in this group on the concept of developing appropriate content for online delivery. The content of the course will focus on why effort reporting is required/important and not on the use of ERS. One of the prime targets will be new PIs. The Faculty/Researcher Working Group has identified a content outline which will be shared with the Management Group and the Requirements Committee. In addition, the Office of Ethics, Compliance and Audit Services, has requested that the Management Group be available for consultation as the course materials are developed.

Mike Allred and Sue noted that though faculty are increasingly resistant to training, a lot of that resistance is due to training requirements coming out at different times throughout the year. That issue is being taken to the Provost in the hopes that faculty training requirements can be scheduled for one time of the year.

Time Limits for Generating/Certifying Effort Reports

Jorge Ohy reported that effort reporting timing revisions have been published in the Accounting Manual. The corresponding updates to the Contracts and Grants Manual are about to be published.

Jorge reported that consequences language has been turned over to Ellen Auritti and that she is deliberating whether there is a need to take the language to the Vice Chancellors for Administration for endorsement.

Requirements Committee Update

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

Project Finances

Jon reported that he had emailed the Management Group requesting transfer of funds for Base ERS FY 2009-2010 support. Estimated Base ERS expenditures for the current fiscal year remains unchanged from what was originally proposed in May 2009. The prorated amounts requested from each campus (listed in the email and accompanying spreadsheet) had been updated to reflect 2008-2009 Total Direct Cost numbers.,

Other Topics

Marcia Smith asked whether there will be an effort to review ERS in light of the possibility of moving to the Payroll Certification method.

Rich Andrews noted that the Federal Demonstration Program has proposed a pilot to assess the Payroll Certification method (certification by project instead of individual). Rich noted that he recently met with HHS to discuss conducting a pilot. He will meet with HHS again on January 25th and hopes that the outcome of that meeting will be a good sense of whether there will be a path forward with the pilot and, if so, what that path will be.

Next Meeting

It was agreed to resume the quarterly schedule of Management Group conference calls beginning in March.

The next meeting is scheduled as a conference call for **Wednesday, March 10, 2010, from 1:00pm-3:00pm**.

Remaining conference calls for 2010 (2nd Wednesday, 1-3pm):
- June 9
- September 8
- December 8

**Effort Reporting System Go-Live Plans**
**January 13, 2010**

| 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 on whether there will be an FDP pilot is still pending. |
| 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 early 2009 |
| Santa Cruz | To Be Determined | To Be Determined | Yes | | Working on obtaining funding |
| DANR | | | | | Using Davis ERS |