

Effort Reporting System Management Group
Meeting Notes
September 8, 2010
Accepted October 13, 2010

This meeting was conducted as a conference call. Participants included: Sue Abeles, Mike Allred, Rich Andrews, Don Larson, Kirk Lew, Susan Lin (for Cecilia Hamilton), Bobbi McCracken, Luanna Putney, Jorge Ohy, Marcia Smith, Carrie Gatlin, and Jon Good.

Discussion Topics:

Review of 5/12/2010 Meeting Notes

The May 12, 2010, meeting notes were accepted as written.

ERS Metrics Pilot

Carrie Gatlin reported that Release 10.3 from spring 2010 had included the first three metric reports. Release 10.4, which will include the remaining two metric reports, has been underway since that time and is now just a few days away from release. Debra Henn from Davis is finishing user acceptance testing. Carrie noted that Release 10.4 had taken much longer than expected because of pre-existing bugs in ERS which became evident with the metric reports.

Sue Abeles pointed out that the timing of the metrics pilot will be governed by release 10.4 installation at each of the ERS campuses as well as when campuses not using ERS can have comparable metrics ready.

Luanna Putney indicated that baseline metrics were needed. After a brief discussion it was agreed that the baseline would be FY 2009-2010 for campuses using ERS as well as those not using ERS (which will have to compile metrics information manually).

Mike Allred noted that Davis follows an annual effort reporting period which begins in October. FY 2009-2010 reporting should be completed in January 2011. Mike asked whether completing the effort reporting cycle under Release 10.3 and then moving to Release 10.4 for reporting purposes in January would run into technical problems. Carrie responded that there should be no problems with this approach.

Since Davis will not have FY10 data until January 2011, it was agreed that the FY10 metrics pilot would be conducted in January/February 2011. This will give the campuses not using ERS time to compile the metrics manually.

Bobbi McCracken noted that campuses not running ERS will not be able to provide some of the metrics, particularly where the old certification process does not parallel ERS; example: the number of people certifying reports and the timing of late reports

Bobbi asked whether there will be a metrics format specification for campuses to report metrics information to UCOP. Luanna indicated that she would discuss the reporting format with Sheryl Vacca and get back to the group. One suggestion made was to explore consolidating the information in the Enterprise Risk Management (ERM) dashboard. Mike Allred noted that he would ask John Gregg of UC Davis, who is heavily involved with the ERM system, to investigate this possibility.

Carrie pointed out that the metrics reports were designed for operational use and that these were available in PDF, html, or Excel format, none of which is easily imported into a dashboard. Mike will work with John Gregg and Carrie to explore the possibility of getting metrics information into an electronic format that could be loaded directly into the ERM system.

Time Limits for Generating/Certifying Effort Reports

Luanna Putney reported that Accounting Manual updates discussing timing and consequences had been published some time ago, but that the parallel updates to the Contracts and Grants Manual have yet to occur. Luanna is attempting to meet with Ellen Auriti about getting the updates in place.

Effort Reporting Briefing Materials for Faculty

Sue Abeles reported that the Faculty/Researcher Work Group report and effort reporting briefing materials produced by the work group had been sent to Provost Pitts (both were emailed to the ERS Management Group on 9/7/2010 at 8:22am). On October 11, 2010, Luanna and Sam Traina will be reviewing the recommendations of the Work Group with the UC Committee on Research Policy (UCORP), a subcommittee of the Academic Senate. . There will also be a briefing on the Payroll Certification Pilot at the October 11, 2010 meeting.

Luanna noted that Sheryl Vacca supports the idea of leveraging the PI training/education that Davis has produced and will likely be able to provide support to make the training available systemwide. Luanna will work with Mike on exploring how the Davis PI training can be transformed for UC-wide use.

FDP Payroll Certification Pilot

See “Payroll Certifications” on page 5 for background information on this topic from Rich Andrews.

Rich and Luanna have made it clear that the Payroll Certification Pilot will be managed as a “UC” pilot with Irvine and Riverside acting as the pilot campuses.

Mike Allred remarked that there needs to be a consistent approach for meeting requirements for acceptance of the pilot results. Requirements would likely include using ERS for reporting across UC. There needs to be a governance structure for the pilot to make sure that the payroll certification and ERS are in synch and that any changes to ERS needed to support the pilot are well vetted. It was suggested and agreed that the ERS Management Group would provide governance for the pilot and that the Requirements Committee would coordinate on requirements.

Rich mentioned that cost sharing information was proposed for inclusion in the pilot. Some campuses import cost sharing information into ERS, but that may be an issue for other campuses at this point in time.

Mike mentioned that ERS is in maintenance mode and is being funded accordingly. Additional funding will be needed to support work on the pilot. It was pointed out that Sheryl Vacca may be able to assist in gaining financial support necessary for pursuit of the pilot.

Carrie suggested that Management Group representatives participate in a discussion with Requirements Committee to give them background on the pilot. Carrie also pointed out that campuses not running ERS are not participating in the Requirements Committee and that the participants from those campuses will need to be added to the group.

Jorge Ohy inquired about the schedule for getting a proposal package to HHS. Rich responded that it will be at least a couple of months before a table of contents of what needs to be provided in the proposal is agreed upon. The Management Group agreed that UC needs to be proactive about the pilot and work on requirements to put in the proposal to HHS.

Action items:

1. The Management Group needs to provide a framework for the Requirements Committee involvement to work on the payroll certification pilot.
2. Carrie Gatlin will set the stage with Requirements Committee on the September 9th conference call that there will be a more in-depth discussion of the payroll certification pilot on their October conference call.
3. Carrie Gatlin will compile a complete list of Requirements Committee participants for Management Group review.
4. Bobbi McCracken and Rich Andrews will identify Requirements Committee participants from their campuses.
5. Rich Andrews and Mike Allred will participate in the October Requirements Committee conference call to provide background on the pilot and how the Committee fits in.

Project status Report

Carrie Gatlin reported that Release 10.4 is currently scheduled for release next week. [Note: Release 10.4 was issued late Friday, September 10, 2010.]

This release was much more complex than anticipated and we're late. Several significant bugs have been uncovered as a result of quality assurance work on compliance reports.

Requirements Committee Update

The Requirements Committee will next meet via conference call on Thursday, September 9th.

One issue that will be discussed is whether there is enough documentation on ERS for users, administrators, etc.

Project Finances

Carrie reported that she's compiling the final expenditure information for FY 2009-2010 final expenditures. Carrie estimates that expenditures were on target for last year. There will be a slight increase this year because of the need for quality assurance resources in response to audit comments. This will increase the budget estimate to approximately \$150k. An up-to-date projection for 2010-2011 expenses will be distributed for discussion in October.

Frequency of Calls

It was agreed that with the effort reporting metrics and FDP pilots approaching, the Management Group needs to resume meeting monthly. Sue will send out an update on the conference call schedule.

Sue also announced that due to her recent retirement, it was necessary to turn over leadership of the Management Group. It was agreed that Mike Allred would take over leadership of the group.

Next Meeting

The next meeting is scheduled as a conference call for **Wednesday, October 13, 2010, from 1:00pm-3:00pm.**

Remaining conference calls for 2010 (2nd Wednesday, 1-3pm):

- November 10
- December 8

Payroll Certifications (Text Provided By Rich Andrews)

1. What are Payroll Certifications?

- Supporting documentation for salary and wage charges to federal projects
- An alternative to Effort Reporting (activity reports) and Plan Confirmations
- Certification is based on a project, versus an individual (Effort Reporting)
- One certification per year per project
- Certification is based on the project's budget year
- Certification declares that charges are "reasonable in relation to work performed"
- Certifications do not ask for any reporting of effort
- The Principal Investigator must sign the certification
- Sub-certifications are allowed
- Complete details of Payroll Certifications can be found at: http://sites.nationalacademies.org/PGA/fdp/PGA_055834, click on "Draft Payroll Certification Proposal"

2. What is the Federal Demonstration Partnership (FDP)?

- Membership includes 120 Universities and non-profits, and 9 Federal Agencies
- The FDP's purpose is to streamline sponsored project business processes while maintaining stewardship and accountability
- Meetings are held three times a year

3. The Department of Health and Human Services (HHS) will allow UC Irvine and UC Riverside to conduct pilot implementations of Payroll Certification Systems. What does this mean?

- Basically, HHS has agreed to the concept of conducting a Payroll Certification System pilot. The details of the pilot will be determined in the future.
- HHS and UC will need to agree on information that UC will provide to HHS as a proposal to conduct a pilot of the Payroll Certification System. A conference call is scheduled for September 23rd to start this process.
- ONR provided HHS and UC with the contents of their pilot proposal
- Information in the proposal will probably include:
 - Details of the Payroll Certification System that will be implemented
 - An explanation of the Payroll Distribution System
 - An explanation of internal controls surrounding payroll charges to federal projects
 - Some metrics or approach to determining success or failure of the pilot
 - Length of pilot

- After the pilot implementation period is complete, UC will have to conduct a evaluation (success/failure) study
- If the pilot is successful, other UC campuses could elect Payroll Certifications

4. Are other Universities involved with the pilot?

- 4 Universities will be involved with pilots: 2 ONR cognizant schools (George Mason and Michigan Tech) and 2 HHS cognizant schools (UCI and UCR)
- George Mason is the furthest along the path to a pilot. They are very close to signing an agreement with ONR for a January 1, 2011 implementation.

5. What are the next steps for UC?

- Work with HHS to determine information needed for the pilot proposal
- Determine requirements for the UC pilot system, including metrics for UCOP reporting. (Sheryl Vacca would like to develop a pilot system that would be scalable to the entire UC System)
- Prepare and submit the pilot proposal to HHS
- Obtain written approval from HHS authorizing the use of Payroll Certifications on a pilot basis
- Submit a revision to the Disclosure Statement (DS2)
- Develop the pilot system
- Implement the pilot system

**Effort Reporting System Go-Live Plans
September 8, 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	Summer Qtr 2011	To Be Determined	Yes		Obtained Funding Approval May 2010
DANR					Using Davis ERS