

**Effort Reporting System
Requirements Group
Notes of the December 14, 2006 Meeting
Revised January 11, 2006 Accepted January 11, 2007**

The meeting was convened as a conference call. Attendees: Cynthia Kane (UCB), Connie Brown (UCLA), Evelyn Balabis (UCLA), Zoanne Nelson (UCSF), Buck Marcussen (UCD), James Ringo (UCD), Debra Henn (UCD), Mark Cooper (UCSD), Ashley Clipson (UCSD), Jorge Ohy (UCOP), Adam Cohen (UCOP), Steve Hunter (UCOP), and Jon Good (UCOP)

Review of 11/9/2006 Meeting Notes

The revised November 9, 2006, meeting notes were accepted without further revision.

Follow-ups from Previous Meetings

Management Group Report

Jon Good briefly reported on highlight issues discussed by the Management Group on its 12/13/2006 conference call:

- Annual Certification – Mike Allred presented the Davis analysis and plan for proceeding with annual effort certification for professorial and professional staff to the Management Group. The plan emphasizes monthly certification of financial information associated with awards as a means of establishing cognizance for annual effort certification. It is recognized that this is a “plan confirmation” method of certification rather than an “after-the-fact” method, and from Davis testing, ERS seems to support the Davis plan well. Questions remain as to how to represent summer effort for 11/12 individuals in their annual effort reports. The Management Group will have follow-up discussions on this topic at its next meeting.
- Multiple PI’s – The NIH has initiated a change allowing more than one co-PI on projects. The implications to ERS are significant since the system was built to handle only one co-PI. Requirements need to be developed to handle multiple co-PI’s before Base ERS modifications can be undertaken.

Evelyn Balabis commented that at UCLA co-PI’s cannot currently certify effort reports for others on the project unless permission to do so is manually established. Adam responded that he understood that co-PI is not being loaded into the UCLA ERS, though the proper source of this information has been identified at UCLA so it can be loaded into the UCLA ERS. Evelyn indicated that follow-up within UCLA needed to happen to address this matter. Adam also pointed out that UCLA went live on ERS Release 5, which didn’t have all of the functionality to accommodate co-PI’s That functionality is in Release 7.

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Adam has already offered to help UCLA sort this issue out if this continues to be an issue, but the issue needs to be addressed out by UCLA AIS because the process of identifying co-PI's is outside of ERS.

Adam also mentioned that the Base ERS functionality does support one co-PI. However, to expand beyond more than one co-PI necessitates development of requirements for Base ERS modifications.

Connie asked whether departments can use the distributed system administration capabilities to set up co-PI's. Adam responded in the affirmative, but pointed out that any subsequent feed from UCLA's DACCS will overwrite any manual entries that have been established.

Cynthia Kane reported that, at Berkeley, the feed from COEUS doesn't include co-PI's. Berkeley is looking at a manual effort workaround to set up co-PI's.

Zoanne Nelson reported that San Francisco already has information about co-PI's in local systems and will be using functionality associated with co-PI's in current release of ERS.

Connie reported that there seemed to be a problem with multiple certifications at UCLA and asked whether there were any known issues or bugs with this capability. Adam responded that multiple certifications is part of the basic functionality of ERS and should be working in Release 7. UCLA will verify the functionality of Release 7 to determine whether that release addresses the perceived problem.

Implementation Status

Mark Cooper asked how campus implementations of ERS are progressing.

San Diego – Mark Cooper reported that San Diego has a new Vice Chancellor for Research and that the campus is examining communications strategies through Chancellor and Vice Chancellor for Research offices to make sure there is awareness of ERS and to set expectations for effort reporting. San Diego plans to pilot with six divisions next quarter. What is learned from the pilot will be used to inform a full rollout of ERS, which initially will require certification on a quarterly basis.

Berkeley – Cynthia Kane reported that there have been delays getting data loaded. Two units have been identified as participants in a pilot for the fall semester and 3rd quarter (March 31). If all goes well with the pilot, rollout to the rest of the campus will occur for spring semester and 4th quarter (September 30).

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San Francisco – Zoanne Nelson reported that town hall meetings about the ERS rollout, involving approximately 400 campus administrators, were recently completed. Discussion of ERS with about 20 subject matter experts wrapped up this week. Implementation is now targeted for March for the reporting period that ends December 31, 2006.

Mark asked whether the extension of the certification deadline had resulted in desired improvements in overall certification numbers. Evelyn responded that it was not yet possible to assess completion percentages, because there is still a lingering issue of work study funds causing effort reports to be issued. Evelyn noted that the press of activity near the deadline caused several system crashes. Jon requested that UCLA provide performance information to Adam, who can help assess factors that might have contributed to these crashes.

Davis – Debra Henn reported that ERS Version 7 has been installed on a test server and review suggests that ERS is looking great. Work on moving ERS to a production server and the loading of live data is underway with an eye today rolling ERS out in February for the 1st 6-month cycle under the Davis plan to move to annual certification.

Enhancements Requests Review

The committee reviewed the following items from the current enhancements list:

Item #672 – Add additional filter to the Funds/FAU search tab –As Rochelle Caballero was not on the call, Evelyn and Connie will discuss with Rochelle to understand this issue and further the discussion with the committee.

Other Topics

Ashley commented that navigation in Release 7 has changed for the better. However, the “New Search” button has posed some problems to San Diego testers. Ashley will submit an enhancement request so we can discuss this item in detail next month.

Connie asked whether department coordinators could have the same access to effort reports as PI’s for pre-screening purposes before “sending” the reports to PI’s. Adam responded that this is basic functionality of the ERS and, UCLA should be able to implement this using permissions.

Next Meeting

The next meeting is scheduled for **Thursday, January 11, 2006**. This meeting will be a conference call from 1:00pm-3:00pm.