

**Effort Reporting System
Requirements Group
Notes of the January 11, 2007 Meeting
Revised February 8, 2007 Accepted February 8, 2007**

The meeting was convened as a conference call. Attendees: Connie Brown (UCLA), Evelyn Balabis (UCLA), Rochelle Caballero (UCLA), Surya Gangireddy (UCLA), Maurice Taylor (UCLA), Erica Webber (UCSF), Zoanne Nelson (UCSF), Buck Marcussen (UCD), James Ringo (UCD), Debra Henn (UCD), Mark Cooper (UCSD), Ashley Clipson (UCSD), Jorge Ohy (UCOP), Pixie Ogren (UCOP), Adam Cohen (UCOP), Steve Hunter (UCOP), and Jon Good (UCOP)

Jon Good announced that Adam Cohen was leaving UCOP for a position at the Berkeley campus. Adam will be heading up the web applications group beginning January 16. Arrangements have been made with Berkeley for a limited amount of Adam's time to be made available to the Base ERS project, including continued participation in Management Group and Requirements Committee meetings, and continued leadership of the Technical Advisory Group.

Review of 12/14/2006 Meeting Notes

Erica Webber requested that the last sentence of the Implementation Status for San Francisco be revised to read: "Implementation is now targeted for March for the reporting period that ends December 31, 2006." With this revision, the December 14, 2006, meeting notes were accepted without further revision.

Follow-ups from Previous Meetings

Management Group Report

Jon and Adam briefly reported on highlight issues discussed by the Management Group on its 1/10/2007 conference call:

- Project Schedule – Adam reported that interim ERS Release 7.4 will be issued Friday, January 12th. Release 7.4 will incorporate performance enhancements, some bug fixes, and updated training materials. The updated training materials will be in the form of PowerPoint sources only. Editorial revisions have been made to make the training consistent with the delivered software. Screen shots have not been updated. Animations have not been updated either. Adam mentioned that all of the screen shots had been reviewed and none had changed significantly – the most significant changes to the Base ERS web interface have been in the navigation among screens, which was not covered in detail in the training materials. Release 8 is planned to be issued in March and will contain compliance monitoring reporting.

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- Annual Certification – Mike Allred announced that Davis will be proceeding with annual reporting, according to the plan that Davis has put together. The first reporting period will be July 1 – December 31, 2006, and will incorporate summer effort – Davis does not plan to have an off-term reporting period for summer.

Jorge asked whether the incorporation of summer salary in a single reporting cycle had been addressed. Would ERS be ready by the planned Davis start in February? Adam responded that discussion in the Management Group conference call the day before, it was indicated that there was an “up to 2% variance” when summer salary was incorporated in regular effort reporting cycles.

Jorge asked whether the analysis indicating the “up to 2% variance” was for a 6-month period or a 12-month period. Adam responded that “up to 2% variance was for a 12-month period. Variance will be greater for a 6-month period. Adam mentioned that there will be one final discussion with Davis soon to verify that there are no calculation issues with the Base ERS.

Multiple Co-PI's

Adam mentioned that in previous Requirements Committee discussion, it had been explained that in this award model emphasis shifts from PI to multiple co-investigators. An enhancement request has been opened to add support for multiple co-PI's to the Base ERS system, but that it was not clear what functionality the co-investigators are supposed to receive. For example, should all co-investigators be given full access to all effort reports for their projects, and should all projects appear on their “My Projects” list.

Erica indicated that the NIH view is that co-PI's all have the same level of authority and responsibility for the project and therefore, any co-PI can certify for anyone on the project. Adam noted that it would be the responsibility of the campus contracts and grants or award system to identify all co-investigators on a project and load this data into ERS via an enhanced Financial System interface.

Implementation Status

San Diego – Mark Cooper reported that San Diego is very busy preparing to go live with a “pilot-in-production” for one or two quarters involving five departments. The intent with this approach is to learn as much as possible, while concurrently communicating and training as part of the full campus-wide implementation. A detailed schedule is being worked out. San Diego is still examining certifying all cost-sharing outside of ERS and will explore options for Base ERS to exclude cost sharing.

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San Francisco – Zoanne Nelson reported that San Francisco is moving forward toward implementation in March for the term ending December 31, 2006. San Francisco is examining a more “open” security implementation, where the view of detailed payroll information is not restricted.

Zoanne then asked whether the “excluded detail” (payroll data for an individual that is excluded from effort reporting calculations) needed to be displayed in the payroll drill-down. Ashley Clipson commented that San Diego testers liked seeing the excluded detail. Jon commented that “excluded detail” completed the payroll detail picture, particularly for department effort reporting coordinators who could spot potential pay errors that needed to be addressed. The group agreed that all payroll detail will continue to be presented.

Zoanne asked when the Contracts and Grants Manual and the Accounting Manual would be updated. Jorge responded that both manuals have been updated and are in place on their respective web sites.

Zoanne asked whether Base ERS help pages being kept current with releases. Adam responded in the affirmative.

Zoanne asked about other campuses’ user experiences with ERS performance. Ashley responded that San Diego had talked with the UCOP ERS Hosting Team and was assured that the ERS system scales. Connie Brown reported that she had just sent an email to Adam with details about the UCLA experience at the end of the spring reporting cycle. Adam noted that Connie’s email contained more detail than had been described before, and this information still needed to be examined.

Zoanne asked what performance improvements were included in Release 7.4. Adam responded that the initial search on login, building of report lists, and plugging of a connection leak related to scalability were among technical changes that were made yielding significant improvements in performance.

Davis – Debra Henn reported that Davis is on target to generate effort reports on February 15th. Details on communications to the campus and training modules are being wrapped up. Data is being loaded into the production ERS. Decentralized roles and permissions have been set up. Testing of permissions is currently underway. Davis’ first period will be July 1 through December 31, 2006.

Los Angeles – Connie Brown reported that Los Angeles will install Release 7.4 as soon as it is available and is looking forward to testing this release. Preparations are underway for testing prior to opening up summer and fall cycles simultaneously. Mark asked how many effort reports had been certified in Los Angeles’ spring cycle. Evelyn responded that 4,728 effort reports had been certified, very close to what was expected. 1,697 users have used ERS to certify effort.

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Berkeley –Adam reported that Berkeley is planning to run a semi-annual reporting cycle July 1-December 31 2006 in February 2007 for two large departments. ERS will be in production for these two departments (a “pilot-in-production”). PAR’s will be produced for the entire campus, but the pilot departments will not be certifying PAR’s.

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 –Rochelle explained that ERS currently supports searches by units, people, departments, and fund, and can filter funds by “FAU contains or equals”. This enhancement request is asking for the ability to simply enter a fund number as a filter criterion as well as the ability to filter by “owner of the account”. Adam asked why a department search would not address this problem. Rochelle responded that at Los Angeles, one must be the owner of the fund to see everything associated with that fund. Adam will write up a description of what’s been requested. Adam encouraged Los Angeles to look carefully at Release 7 to see whether the MyProjects implementation in that release addresses these needs. Adam pointed out that “fund owner” information is not brought into ERS.

Ashley mentioned that she had submitted an enhancement request to be able to search effort reports by Fund Manager. Adam noted that Fund Manager is not an element currently in ERS. After a brief discussion, no other campus expressed interest in this particular request.

Next Meeting

The next meeting is scheduled for **Thursday, February 8, 2006**. This meeting will be a conference call from 1:00pm-3:00pm.