

**Effort Reporting System
Requirements Group
Notes of the February 8, 2007 Meeting
Accepted March 8, 2007**

The meeting was convened as a conference call. Attendees: 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), Xui Mei Wang (UCSD), Jorge Ohy (UCOP), Pixie Ogren (UCOP), Adam Cohen (UCOP), Steve Hunter (UCOP), and Jon Good (UCOP)

Review of 1/11/2007 Meeting Notes

With correction of a couple of typos (p.3, 4th and 5th paragraphs, the January 11, 2007, meeting notes were accepted without further revision.

Follow-ups from Previous Meetings

Management Group Report

Pixie Ogren and Steve Hunter briefly reported the highlights of topics discussed by the Management Group at its 1/10/2007 meeting:

- Pixie reported that the Management Group spent some time discussing the need for consequences when effort reports are not certified. There was agreement that some kind of consequences are necessary, but what those consequences should be is still under discussion. Some consequences that were discussed: not setting up awards, moving salary charges off of sponsored projects, not allowing new grant applications to go through, escalating to department chairs or deans. The Management Group concluded that the best solution is to escalate to department chairs or deans. Some campuses willing to escalate to the next level, some are not. The Management Group recommended, and will pursue, development of a system-wide policy statement outlining possible consequences and escalation paths for inclusion in the UC Contracts & Grants Manual. The Management Group will also put together a compendium of examples/scenarios showing the impact of failure to certify effort reports.
- Discussion of Davis progress towards implementation of annual certification led to discussion of the manner in which ERS currently weights effort when different pay basis and paid over factors are involved. Steve Hunter will review current system logic to ensure that the suggested method of weighting can be accomplished..
- Project Schedule – Steve reported that the Project Team is on track to release compliance monitoring reporting out by the first week in March. This will be Release 8.

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- Multiple Co-Principal Investigators – The Management Group agreed that the Requirements Committee should come up with requirements for multiple co-principal investigators.

After a brief discussion with the Requirements Committee, it was agreed that the Project Team would draft a requirements statement for discussion at its next meeting.

Implementation Status

San Diego – Ashley Clipson reported that data is being collected in preparation for the San Diego pilot of the Winter quarter reporting cycle which is on track to take place in June. Work on integrating cost sharing with ERS is still underway.

San Francisco – Zoanne Nelson reported that San Francisco is moving forward toward implementation on March 5th for the term ending December 31, 2006. Online training course goes live on Monday 2/12. Two communications to staff on policy and process have occurred. A communication to faculty is about to be issued.

Davis – Debra Henn reported that Davis is about to roll out ERS following the schedule leading to annual reporting, as discussed in previous meetings.

Los Angeles – Neither Evelyn Balabis nor Connie Brown were on the call to report status. However, Pixie mentioned that a high percentage of reports had been certified in the previous cycle...most of the reports that weren't had been generated because of Work Study funds (UCLA had run the cycle using ERS Release 5, which did not contain the fix to filter out Work Study funds). The next effort reporting iteration will cover summer and fall terms, though each will be reported separately.

Berkeley –[NOTE: The following update was provided by Adam Cohen on February 20th] The beginning of the “pilot” is now set to start at the end of March for the period Fall Semester (academics) and second quarter (non-academics/staff). This is later than originally planned. The pilot group will be School of Public Health.

Enhancements Requests Review

There were no new enhancement requests for review by the Requirements Committee.

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Next Meeting

The next meeting is scheduled for **Thursday, March 8, 2007**. This meeting will be a conference call from 1:00pm-3:00pm.