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Operational Excellence in Effort Reporting Project January 2012 Newsletter

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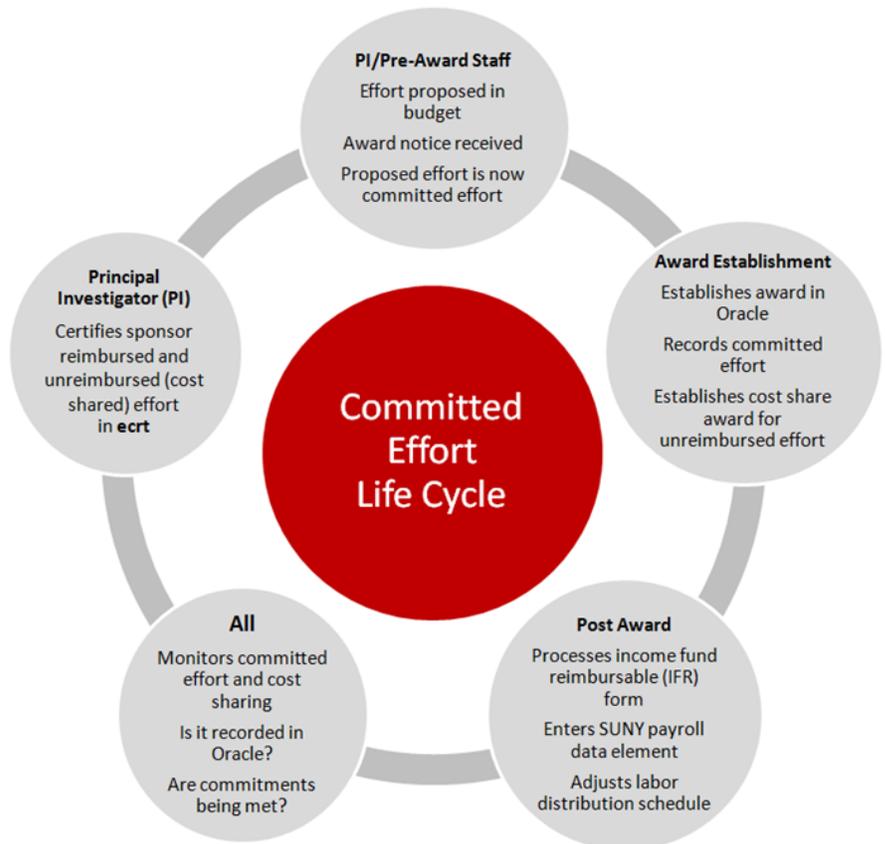
Collecting Committed Effort Data

Committed effort is comprised of two components:

- Salary expenses that are charged directly to the sponsored program. The sponsor reimburses these charges to the Research Foundation (RF) and the RF reimburses SUNY via the income fund reimbursable process.
- Salary expenses that are cost shared and charged to a source other than the sponsor, e.g., nonfederal sponsor or other campus sources. A cost sharing award is set up in Oracle to track these charges.

Committed effort data is being gathered for all federal and federal flow-through awards. This will be recorded in Oracle via a new custom form that the RF is creating.

Capturing committed effort data addresses a compliance gap and is needed to monitor the effort committed by principal investigators (PI) and key personnel to a sponsored award versus their actual effort.



Critical Project Success Factor: Testing

A critical component of any software implementation is the testing process. Those involved in testing are verifying and validating that the software:

- Meets business and technical requirements, including: accurate data and reliable reporting.
- Works as expected.

For this project, the Effort Certification and Reporting Technology (**ecrt**) will be tested in two phases:

- **System testing:** Central office functional and campus project team members will test all of the **ecrt** components using test scenarios to ensure each is functional.
- **User acceptance testing:** Actual certifiers and campus administrative staff will test **ecrt** to confirm it performs in a way that meets the needs and goals of the users.

System testing is expected to start at the end of February, and user acceptance testing will occur during March and April.

Vision Statement

Implement a compliant, streamlined, electronic effort reporting process by June 2012 that reduces administrative burden on campuses.

Quick Fact

An effort@rfsuny.org mailbox was created to answer questions about the effort reporting project and **ecrt**.

Core Campus Team

CNSE: Chris Waller

University at Albany:
Paula Kaloyeros

Binghamton University:
Paul Parker

University at Buffalo:
Scott Shurtleff

Stony Brook University:
Aaron Rosenblatt

SUNY Downstate Medical
Center: Gary Leipzig

Upstate Medical University:
Gina McMahon

SUNY ESF: Don Artz

SUNY New Paltz:
Julie Majak

Buffalo State College:
Linda Dubrawsky

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Project Activities

Introduction to **ecrt**

Campus project team members were given access to the Effort Certification and Reporting Technology (**ecrt**) via an introduction environment. This provides them the opportunity to login to **ecrt** and perform a variety of tasks to become familiar with the tool.

The introduction environment will be available to them through Wednesday, February 8. The campus project team members were given eight sample tasks to perform as if they were an individual that would need to certify effort in **ecrt**, including:

- Logging in to the introduction environment and accessing an effort statement.
- Adding a note or attachment to an effort statement.
- Running a payroll report to view the payroll charges used to create the effort statement.

This introductory period is not meant to be testing. Instead, it gives the campus project team members access to **ecrt** to better understand the tool, provide feedback and think about how it will work for campus users.

Communications to Campuses Not on the Core Project Team

The central office functional team sent e-mails to the campuses that are not on the core project team. This is part of an overall plan to keep staff at all campuses informed of the project and its impact.

Next Steps

- The central office functional team is receiving **ecrt** training from Huron to provide support of the system once it is "live" and develop training materials.
- The preliminary training plan will be discussed with the core campus team during the February 1, 2012 call.
- The team is working on scenarios and other materials needed for the campus project team to start system testing at the end of February.

Technical Update

- Five of the six data files needed by **ecrt** are being uploaded to the test environment. The last file, committed effort, is still being created.
- Functional staff is currently testing the custom Oracle form that will be used to record committed effort.
- Authentication options are being investigated.

Key Project Milestones

- February 2012 Configure and review data; begin campus system testing
- April 2012 Start end user training
- June 2012 Launch of electronic effort reporting solution

More Information

Project Co-Owners:

- Garry Sanders: Garrett.Sanders@rfsuny.org
- Gerry Drahos: Gerard.Drahos@rfsuny.org

Project Manager:

- Anne Connolly: Anne.Connolly@rfsuny.org