Research Administration Process Improvement & Deployment

Project Updates
Agenda

- Project Overview
- RAPID Smart Closeout Tool
  - Metrics
- Post Award Management System (PAMS)
  - Progress Chart
Project Overview

- **Goal:** Improve Financial Reporting to address the cause of delays in on-time submission of financial reports to sponsors

- **Deliverables:**
  1. Process Improvements
  2. Short-Term Solution
     - RAPID Smart Closeout Tool
  3. Long-Term Solution
     - Web-based Post Award Mgmt System
RAPID Smart Closeout Tool

- Interim Excel-based Quick Win Tool
- Accessible from
  - ORA Portal (Non-SOM)
  - Mednet network (SOM)
- Held 5 Training Sessions > 200 attendees
- Smart Closeout Tool Open Houses held 8/16 and 8/23
  - Approximately 30 – 35 attendees in total
- Deployed updates to the user guide
- Mandatory adoption as of 9/1/2010
<table>
<thead>
<tr>
<th></th>
<th>June</th>
<th>July</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # Closeout Submissions</td>
<td>131</td>
<td>98</td>
<td>148</td>
</tr>
<tr>
<td>RAPID Closeout Packets Submitted</td>
<td>96</td>
<td>73%</td>
<td>85</td>
</tr>
<tr>
<td>Closeout Packets Submitted via</td>
<td>50</td>
<td>52%</td>
<td>55</td>
</tr>
<tr>
<td>Upload Tool</td>
<td></td>
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</tbody>
</table>

- **Thank You!!!**
PAMS

- Post Award Management System (PAMS)
- Long-term web-based system
- Design and Development under way
- Project Team reviewing progress
  - ~25 members from campus and ORA
## Progress Chart

<table>
<thead>
<tr>
<th></th>
<th>Wkload Mgmt</th>
<th>Closeout Sub</th>
<th>EFM Process</th>
<th>Fin Rpt &amp; Invoice Templates</th>
<th>Metrics</th>
<th>Sys Admin</th>
<th>Sys Integration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REQS</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>DESIGN</strong></td>
<td>X</td>
<td>X</td>
<td>IN PROG</td>
<td></td>
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<tr>
<td><strong>DEVELOP</strong></td>
<td>IN PROG</td>
<td>IN PROG</td>
<td></td>
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<tr>
<td><strong>TEST</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Effort Reporting Updates
Paula Dion, Shannon McGarry, Jenna Lee
Effort Reporting Metrics

◆ Completion Rates at UCLA
  ▪ 87% certification rate for Effort Reporting through Fall 2009

◆ Open Reports
  ▪ Currently 23,865 open reports as of 9/09/10
  ▪ 11,719 of these reports are overdue back to Spring 2006
  ▪ 1,379 reports are in Certified/Adjustment Required status - 29% decrease since May!
## Effort Reporting

- Effort Reporting Issue Dates and Deadlines for Certification

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Release Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter 2010</td>
<td>August 17, 2010</td>
<td>October 8, 2010</td>
</tr>
<tr>
<td>Spring 2010</td>
<td>August 17, 2010</td>
<td>October 8, 2010</td>
</tr>
</tbody>
</table>

### Goal for Completion of Backlog:

<table>
<thead>
<tr>
<th>Status</th>
<th>Completion</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overdue Open Reports</td>
<td>75% Completion</td>
<td>September 30, 2010</td>
</tr>
<tr>
<td>Overdue Open Reports</td>
<td>100% Completion</td>
<td>December 31, 2010</td>
</tr>
</tbody>
</table>
EFM has been visiting individual departments to help work through the open effort reports. Progress since May:

- 7 Department Visits Complete
- Average **increase of 38% in completion rates** for Summer and Fall 09 Quarters 60 days after visit
- Average **increase of 10% in overall completion rates** 60 days after visit

After documenting the common issues and fixes for certifying reports, EFM has an ERS FAQ that they continue to update: [http://www.efm.ucla.edu/ERS%20FAQs.htm](http://www.efm.ucla.edu/ERS%20FAQs.htm)

If you are interested in setting up a meeting with EFM, please email ershelp@research.ucla.edu

**Future Assistance:** Effort Report Open Houses may be held. These will be scheduled times for Departments to bring effort reports with which they need assistance. EFM experts will be on hand to answer questions and troubleshoot ERS.
ERS Forum Agenda

- Effort Reporting at UCLA (Marcia Smith)
- Effort Reporting Basics (Lilit Amirkhanyan, Catherine Rujanuruks)
- Effort Report Statuses in ERS (Tsegaye Teshome)
- Challenges to 100% On-Time Certification (Martha Riemer, Connie Brown)
- Tips for Ensuring Compliance (Lilit Amirkhanyan)
- Q&A (Shannon McGarry)