

**Research Council
Minutes
September 18, 2006
2-4 PM
220 Tigert**

Attendees:

Mary Ann Burg

Peter Hansen

Saeed Khan

Rick Yost

Karen Bardley, for Ken Gerhardt

William Buhi, Chair IACUC

Eric Enholm, Associate Chair,
Chemistry

Beth Douglas, Administrative Assistant,
Chemistry

Sherri Swilley, Coordinator CHFM

Mike McKee, University Controller

Jill Rench, Chemistry

Joe Cannella, Audit Manager Office of
Audit and Compliance Review

The meeting was called to order at 1:59 PM

The minutes of the August meeting were approved.

The council discussed effort reporting.

- Joe Cannella explained (1) that there are two types of reports of concern here, the first being the effort assignment report that is completed at the start of an academic period to specify the distribution of the faculty member's effort for that coming term; and the second being the effort report completed at the closure of a term, which is reported to the state and federal government (e.g. funding agencies). The effort reporting policies and procedures are audited annually to determine if effort expended is in accordance with assigned effort. The audit found that the general system of effort reporting at UF is functional but that the university is not meeting the federal government's verification of effort requirements.
- Currently, effort reports are verified by a department level certifier. In some departments these certifiers verify effort for large numbers of employees, without specific validation by the employees who expended the effort. The federal government requires that certification of effort should be verified by the person doing the work. This also applies to graduate students on federal grants.
- Sherry Swilley reported that she talked to her faculty one on one to explain the reason and implications for reporting, and asks that they alert her to any mid-term changes in their effort so she can adjust the final effort reports accordingly.
- There was discussion that faculty, if given the reports to verify, will not return them and that, if returned, they will be incorrectly completed.
- Mike McKee stated that the long-term solution needs to allow faculty or the PI to verify their own effort spent on federal grants. His office is looking at various departments on campus to determine the best practices that satisfy the requirements of the federal government. The university also needs to determine how to most efficiently educate faculty.

- Issues to consider are: after the fact verification process and timeliness of verification processes.
- Rick Yost suggested that the report is more likely to be completed and returned if the form that faculty verify is simple and consistent with the beginning of the semester assignment sheet. He also suggested making an electronic document and sending it to faculty.
- Mike McKee noted that his office is in the preliminary stages of developing a procedure and that a short term solution is to find a paper method and try it in larger departments.
- The council will revisit this issue at the October meeting with a report from Mike McKee's audit committee.

The council will look at the creation and sun setting of centers at the October meeting. To enhance the discussion, the council will invite people from centers that do not generate IDC as well as those that do.

The meeting adjourned at 3:32 PM