

Instructions for Completing Personnel Activity Reports (PARs)

Who must complete a PAR:

- All faculty (instruction, research, adjunct/wage), extension personnel, professional staff (pay band 4 and above) and graduate students having part of their effort funded by externally sponsored activity or university funded committed cost sharing (surveyed each semester).
- University personnel in pay bands three and below having part or all of their effort funded by externally sponsored activity or university funded committed cost sharing (surveyed each month).

Directions for completing a PAR:

Gather and review lab notes, calendar, and other documentation about your activities during the time period to determine how you spent your time. Use this information to determine if the salaries and wages charged to sponsored programs are reasonable in relation to the actual work performed and to allocate indirect activities.

Because of the numerous types of activities performed by faculty (teaching classes, serving on committees, preparing proposals to seek new funding) in addition to actual work performed on sponsored programs it would be unusual for teaching and research faculty to have 100 percent of their effort charged to externally sponsored projects. All activities such as administration, teaching, mentoring graduate students, and writing proposals must be allocated a percentage of effort, and these cannot be allocated to a sponsored program. Accordingly, unless the circumstances of a particular faculty member demonstrably warrant otherwise, the total effort and total salary of a faculty member should normally not be assigned to sponsored projects in a given effort period. Non-project related effort and salary charges should be assigned to appropriate non-sponsored funds such as departmental salary or operating funds, or recovered overhead funds. Factors such as the availability of funds or the level of committed effort should not influence the certification.

The PAR documents the proportion of time devoted to sponsored projects, departmental research, teaching, and other activities, expressed as a percentage of total university effort. It does not matter if these activities occur on nights or weekends or how many hours are worked by an employee in an average week. All effort expended on university-related tasks is included in the 100 percent allocated on the PAR. For example, if a faculty member works an average of 50 hours per week during an effort reporting period and works an average of 10 hours per week on a particular sponsored project, the correct effort percentage for that project would be 20 percent.

It is acceptable to provide effort to the project in excess of the percent of salary charged (voluntary cost sharing). Performing a lesser percentage of effort than the percentage of salary charged to a grant is fraudulent and is a prohibited practice.

The sections of the PAR are described below and should answer most questions regarding the information needed to complete the PAR.

These sections are common for all PAR types:

- Employee Data
- Salary and Wage Financial Distribution Data
- Certification by Employee OR by Responsible Official

These additional sections are found in the faculty semester PARs only (not applicable for monthly, extension and graduate PARs):

- Salary and Wage Financial Distribution Data by Category
- Activity Summary

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Employee Data:

Review the employee data to ensure you are considering the correct individual and the correct period.

Salary and Wage Financial Distribution Data for Position:

This section reflects the payroll system's record of the Banner funds from which the salary was paid during the period covered by the PAR, detailed by pay period.

Salary and Wage Financial Distribution Data by Category:

This section summarizes payroll data for the semester according to sponsored effort and allocable effort.

Activity Summary:

This section identifies the distribution of effort between the major activities of the university.

- The first column lists the major categories of activity (see definitions below).
- The second column (Direct Effort) lists the effort for each activity based on the funds from which the salary was paid. If this column displays an accurate representation of effort expended, no further entries should be made in this section. However, if changes are needed, work with your business manager to generate a payroll funding change and ensure that you mark the "NO" statement in the certification section.
- The third Column (Allocated Effort) provides a space to distribute the remaining "allocable effort" from the previous section. All activities such as administration, teaching, mentoring graduate students, writing proposals, and voluntary additional effort on sponsored projects must be allocated a percentage of effort. Review the five functional activity categories and decide how to allocate your effort among them based on your effort during the semester. Record your allocation in column B. The percentages listed in this column should total to the preprinted percentage at the bottom of this column.
- The final column (Total Effort) provides a place to sum across each activity listed in the first column. This column should total to 100%.

DIRECT ACTIVITIES

- **Instruction and Departmental Research** - Including teaching classes, presentations to students/trainee groups, mentoring students or trainees (unless specifically part of a sponsored project), student advising, teaching credit classes in special off-campus or distance learning program. Departmental research includes voluntary participation in study sections, peer review of manuscripts, or unfunded effort on externally sponsored research. *Effort expended on preparing proposals for sponsored projects cannot be charged to existing externally funded projects.*
- **Organized (Externally Sponsored) Research** - includes reasonable amounts of activities *contributing and directly related to work under a sponsored agreement*, including delivering special lectures about specific aspects of the ongoing activity, writing reports and articles, developing and maintaining protocols (human, animal, etc.), managing substances/chemicals, managing and securing project-specific data, coordinating research subjects, participating in appropriate seminars, consulting with colleagues and graduate students, and attending meetings and conferences.
- **Public Service /Outreach** - effort on behalf of the university including working with community groups/organizations, businesses, or governmental entities or teaching non-credit professional continuing education. Voluntary service in external professional organizations and societies related to one's work.
- **Virginia Agricultural Experiment Station** - all activities coordinated with this initiative.
- **Other Institutional Activities** - the operation of student housing, dining halls, hospitals, clinics, student unions, intercollegiate athletics, chapels, public museums, and other similar auxiliary enterprises and ancillary enterprises (i.e. airport). Also included are costs that are "unallowable" to sponsored agreements, unless specifically agreed to under the terms of the contract or grant.

INDIRECT ACTIVITIES

Departmental Administration - includes a variety of administrative and service activities (e.g., service on department, college or university committees; participation in searches or other departmental activities; faculty advisory boards; Department Chair or Program Director; etc.).

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Certification: Only one signature is required

Employee:

This certification should be *only* signed by the individual identified in the employee data section of the PAR.

- Marking 'YES' on the PAR and signing the certification statement confirms the distribution of activity represents a reasonable estimate of the effort expended by the employee during the reporting period.
- If changes are needed to the funding distribution prior to final certification, the 'NO' statement should be marked and a payroll funding change initiated, but the PAR should still be signed and returned in a timely manner to avoid non-compliance. When such funding changes are needed, the certification process is not complete until a Retro-PAR is created (reflecting the necessary funding changes) and certified as being correct by the employee or PI.

Responsible Official:

Certification of effort and the allocation of effort should be completed by the individual faculty, staff or student performing the effort or by the Principal Investigator (PI). Only under *exceptional circumstances*, such as an employee leaving the university or is on extended leave, should a responsible official (i.e. supervisor, department head, business manager) certify effort on behalf of faculty or staff. Should this be necessary, federal regulations require that responsible officials maintain documentation of suitable means of verification that the work was performed. Generally such responsible officials will not have detailed or direct knowledge of an employee's total work effort and should not certify the PAR unless written after-the-fact confirmation from an individual having direct knowledge of the employee's total work effort is provided. Attach the supporting documentation to the PAR.

- Marking 'YES' on the PAR and signing the certification statement confirms the distribution of activity represents a reasonable estimate of the effort expended by the employee during the reporting period.
- If changes are needed to the funding distribution prior to final certification, the 'NO' statement should be marked and a payroll funding change initiated, but the PAR should still be signed and returned in a timely manner to avoid non-compliance. When such funding changes are needed, the certification process is not complete until a Retro-PAR is created (reflecting the necessary funding changes) and certified as being correct by the employee or PI.