POST AWARD FINANCIAL OPERATIONS

PARs & Effort Certification

A QUICK GUIDE TO COMPLETING AND RETURNING PERSONNEL ACTIVITY REPORTS

Reviewing your PAR form
Form indicates the percentages of the employee’s University salary allocated to sponsored projects and other non-sponsored University activities. You must review and determine if the % of Salary Charged is a reasonable reflection of how you spent your time.

PAR periods a year
- **January - June**
- **July - December**

60 days
to complete and return certified PARs to PAFO

DUE DATE
OCTOBER 5, 2018
FOR CERTIFIED PARS

Return completed PARs by email to efforts@bu.edu.
For questions, please contact PAFO at the email above, or call 617.358.5259

A PAR is considered certified when:
- “% of Effort Expended” column is completed
- The column adds up to 100% (whole numbers only, no decimals)
- The appropriate certifier has signed, dated, and printed his/her name (digital signature is OK). If certifier is not the employee, the PI or supervisor box must be checked.

Certifying (signing) the PAR
- **Faculty**
  - Must certify their own PARs
  - Email or digital signature OK
- **Non-Faculty PI**
  - In extreme circumstances, Department Chair can sign and check “supervisor” box, but if queried OA must be ready with justification as to why Faculty did not sign.
- **Non-Faculty**
- **Students**
  - Certify their own PARs or PI or supervisor can check box and sign

Federal guidelines require certification be completed on a timely basis. Late or incomplete PARs run the risk of disallowance. If this occurs, your department will be charged back for the associated salary, fringe, and indirect charges incurred.

For further information visit these links:
- (Policy) http://www.bu.edu/researchsupport/forms-policies/sponsored-program-effort-certification/  
- (Salary Adjustment) http://www.bu.edu/researchsupport/forms-policies/sponsored-program-salary-adjustment/  
- (Cost Share) http://www.bu.edu/researchsupport/project-lifecycle/managing-an-award/  
- (Scroll down to Effort Reporting for more information and links to the OHMS Cap worksheets)