

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.

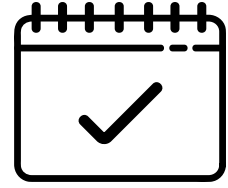
2

PAR periods a year

January - June



July - December



60

days

to complete and return certified PARs to PAFO



Return completed PARs by email to effort@bu.edu
For questions, please contact PAFO at the email above, or call 671.358.5259

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



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.

Certifying (signing) the PAR



- Faculty → Must certify their own PARs
- Non-Faculty PI → Email or digital signature OK
In extreme circumstances, Department Chair can sign and check "supervisor" box, but if queried DA must be ready with justification as to why Faculty did not sign.
- Non-Faculty → Certify their own PARs or PI or
- Students → supervisor can check box and sign

For instructions on using a digital signature to sign the PDF see a How-To here:
www.bu.edu/researchsupport/training-how-to/create-a-digital-signature



i 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 DHHS Cap worksheets).