

# *EFFORT REPORTING ADMIN System (PARs)*

## *ORG & DEPARTMENT PAR ADMINISTRATOR GUIDE*

*2/2026*

The University of Iowa web-based **Personnel Activity Report (PAR)** is used to certify individual effort on federally sponsored grants and contracts. Federal guidelines govern who is surveyed, how frequently they are surveyed, allowable variances between federal salary and federal effort, and the time frame in which surveys must be distributed and completed.

Further information on Effort Reporting can be found on the Grant Accounting Office web site at:  
<http://gao.fo.uiowa.edu/effort-reporting/par-instructions>

### ***The information in this document will provide the following:***

- [Overview and responsibilities of PAR Administrator roles](#)
- [Navigating to the Effort Reporting Admin system](#)
- [Effort Reporting Admin menu](#)
  - Incomplete PARs
  - Complete PARs
  - PAR Search
  - Admin
- [Personnel Activity Report \(PAR\) Layout](#)
  - Viewing, editing, and submitting a PAR form
  - How to change a PAR's Assigned Certifier
- [Accessing HR Institutional Roles – PAR Administrator](#)
  - Org PAR Administrator
    - Assigning Org PAR Admin Delegate
    - Assigning/changing Department PAR Administrator
    - Assigning Department PAR Admin Delegates
  - Department PAR Administrator
    - Assigning Department PAR Admin Delegates

## **Overview and Responsibilities of PAR Admin Roles**

The *Org PAR Administrator* is responsible for the general oversight of the effort certification process on Federally sponsored grants and contracts within their assigned college/division. This includes, but is not limited to, assuring departments are distributing and certifying annual, quarterly and retroactive PARs in a timely manner, as well as complying with the various regulatory requirements of federal sponsors and the University as they apply to effort certification. In the absence of a faculty member, the Org PAR Administrator may assign either the Departmental Executive Officer or Dean as the Certifier for a Faculty PAR.

*Org PAR Administrator* is assigned by the Grant Accounting Office (University PAR Administrator) through the Employee Self-Service *Institutional Roles* application. The Org PAR Administrator will have automatic access to the Effort Reporting Admin system and will be able to view all PAR forms within their unit.

The *Department PAR Administrator* is responsible for direct oversight of the effort certification process on Federally sponsored grant and contracts within their assigned department(s). The responsibilities of the Departmental PAR Administrator are:

- Serve as departmental liaison to University PAR Administrator.
- Verify and/or reassign individual PAR Certifiers. In the absence of a faculty member, the Dept PAR Administrator may assign either the Department Executive Officer or Dean as the Certifier for a Faculty PAR.
- Distribute effort certification information and instructions to faculty and PAR Certifier staff as needed. ***Faculty certifying their own PAR and or an Assigned Certifier certifying for another staff are ultimately responsible for what is submitted on the form.***
- Assist faculty and staff with questions about effort certification and PAR forms.
- Track PAR completion status and alert Org PAR Administrator, faculty, and PAR Certifiers of delinquent PARs.

Department PAR Administrator(s) is assigned by the Org PAR Administrator for each unit) through the Employee Self- Service *Institutional Roles* application.

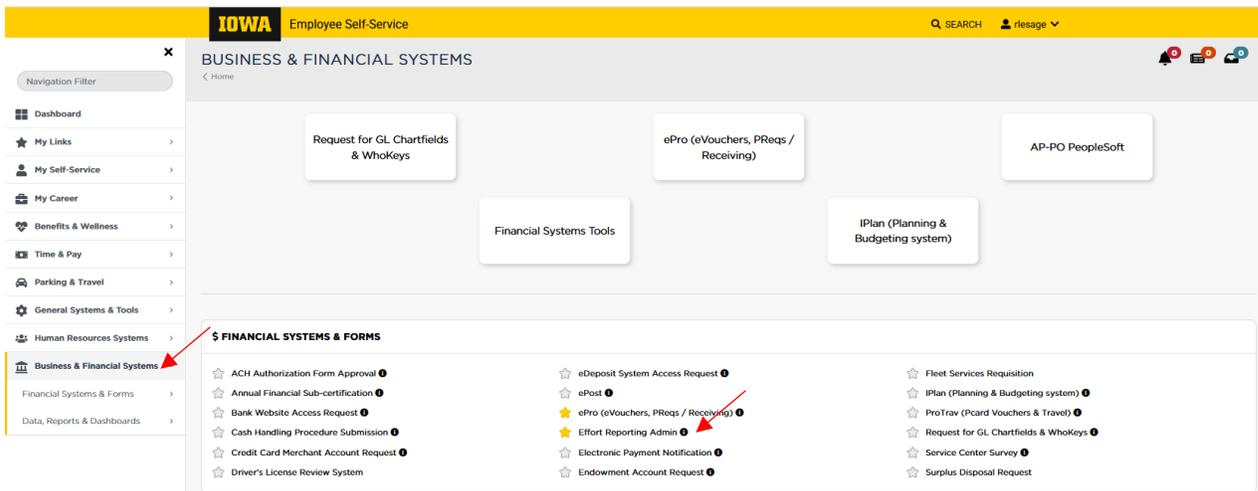
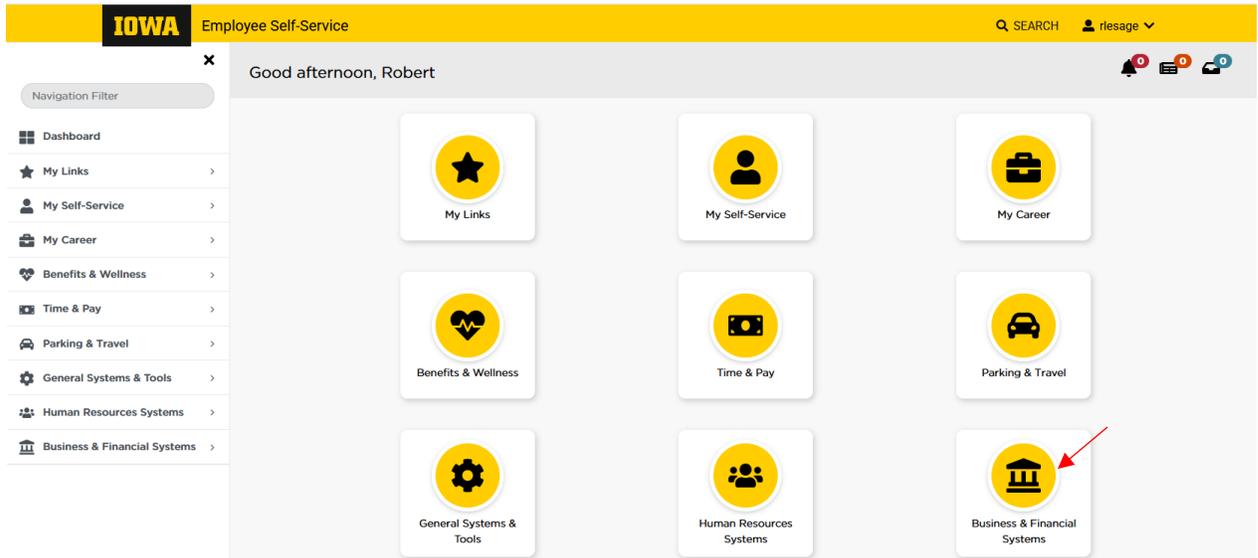
The Department PAR Administrator will have automatic access to the Effort Reporting Admin system and will be able to view all PAR forms within their department.

*Administrative Delegate(s)* may be assigned to both Roles. Delegates can perform any function of the Role, including actions within the Institutional Roles application and other actions in the Effort Reporting Admin system.

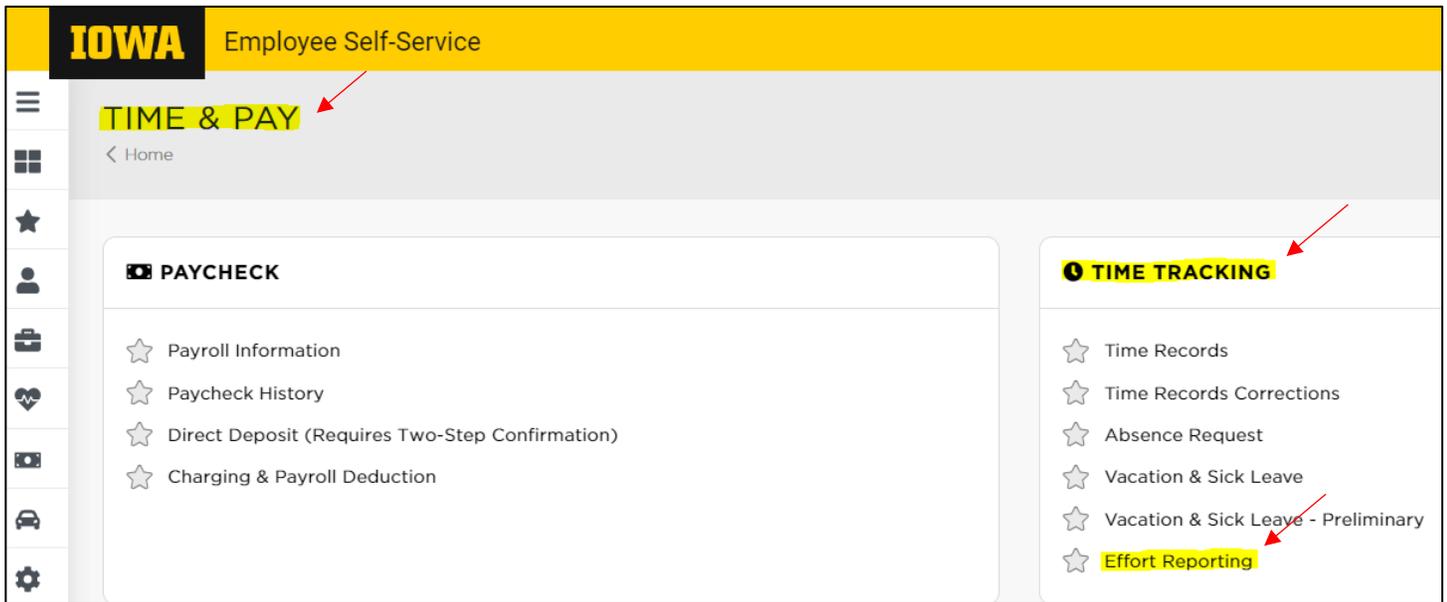
## *Navigating to the Effort Reporting Admin system*

The Effort Reporting Admin system is available through [Employee Self-Service](#).

Org PAR Administrators, Department PAR Administrators and Assigned Certifiers will access the system via *Business & Financial Systems > \$ Financial Systems & Forms > Effort Reporting Admin*.



Faculty with a Faculty PAR will access the system via *Time & Pay > Time Tracking*.



**Effort Reporting Admin menu**

Effort Reporting System    Incomplete PARs    Complete PARs    PAR Search    Admin

**Effort Reporting System:** The home screen will show all PAR Administration Institutional Roles you are currently assigned. There will also be a report indicating what PARs under your assigned departments that are missing assigned certifiers. This will allow you to select a PAR and update the assigned certifier.

Effort Reporting System    Incomplete PARs    Complete PARs    PAR Search    Admin

**Bassler, Loretta Faye B,**  
 You are listed as a Department PAR Admin  
 PARs under your Org unit can be viewed using the [Incomplete](#), [Complete](#) or [Search](#) tabs.

The following PARs are missing assigned certifiers.

DeptID	EmployeeID	Employee Name	Survey Type	End Date	
17-3215	1000655	STEIN, COLLEEN S	P&S	6/30/21	<a href="#">View</a>
17-3215	1000725	WEINER, GEORGE J	Faculty	6/30/21	<a href="#">View</a>
17-3215	1000760	COPPEY, LAWRENCE J	P&S	6/30/21	<a href="#">View</a>

**Incomplete PARs:** This list indicates all PARs under your assigned departments that have not been completed. You can filter on Org-Dept, Name, Assigned Certifier, Survey Type, Period, and Status.

Effort Reporting System    **Incomplete PARs**    Complete PARs    PAR Search    Admin

Org-Dept	Name	Assigned Certifier	Survey Type	Period	Status	
<input type="text"/>						
17-3215	ABE, EVAN DALE		Faculty	FY2021	Not Updated	<a href="#">Open</a>
17-3215	AHMAD, FERHAAN		Faculty	FY2021	Not Updated	<a href="#">Open</a>
17-3215	AIT-AISSA, KARIMA		Faculty	FY2021	Not Updated	<a href="#">Open</a>

**Complete PARs:** This list indicates all PARs under your assigned departments that have been completed. You can filter on Fiscal Year in addition to any of the column headers. When selecting a Fiscal Year, select the year in the drop-down list and then click the “Display” button.

Effort Reporting System    Incomplete PARs    **Complete PARs**    PAR Search    Admin

Display Surveys for a Fiscal Year: 2020

Org-Dept	Name	Certified By	Survey Type	Period	Status	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
17-3215	PHELPS,AMBER	Bassler, Loretta Faye B	Merit	FY2020-Q3	Complete	<input type="button" value="Open"/>
17-3215	AN,SUNG WAN	SYS	P&S	FY2020	Complete	<input type="button" value="Open"/>
17-3215	ANDINO,JESSICA LYNN	SYS	P&S	FY2020	Complete	<input type="button" value="Open"/>
17-3215	ASH,JAMISON	SYS	P&S	FY2020	Complete	<input type="button" value="Open"/>

**PAR Search:** The search menu will allow you to search for a PAR by Employee ID, Hawk ID, or Name. If you search by name, you must include both a first and last name. You may also filter your search by including a Fiscal Year.

Effort Reporting System    Incomplete PARs    Complete PARs    **PAR Search**    Admin

### Search

Fiscal Year:

Employee ID:

Hawk ID:

Last Name:

First Name:

Name	Empl ID	Org-Dept	Status	Period
<input type="text"/>				

**Admin:** The Admin menu has 2 functions.

1) Email Tools. The Email Tools function will allow you to generate emails from within the system.

**Effort Reporting System**   Incomplete PARs   Complete PARs   PAR Search   **Admin**

[Email Tools](#)   [Access By Person](#)   [Access By OrgDept](#)

## Generate Email

- This is a tool for sending emails to notify or remind certifiers for incomplete PARs.  
- You can optionally remove recipients from the To Addresses, or add recipients to the CC addresses.  
- You can edit the email subject and body as needed.

Please select a PAR type

P&S

To:

- [Remove](#) Myers, Laura L <laura-l-myers@uiowa.edu>
- [Remove](#) Stoeffler, Thomas V <thomas-stoeffler@uiowa.edu>
- [Remove](#) Lyons, Troy <troy-lyons@uiowa.edu>
- [Remove](#) Hornbuckle, Keri C <keri-hornbuckle@uiowa.edu>
- [Remove](#) Gannon, John M <mike-gannon@uiowa.edu>
- [Remove](#) Barquist, Brandon <brandon-barquist@uiowa.edu>
- [Remove](#) Krajewski, Witold F <>witold-krajewski@uiowa.edu>
- [Remove](#) Schilling, Keith E <keith-schilling@uiowa.edu>

CC (optional):

[Add a CC address](#)

Subject:

FY20xx P&S Effort Certification/Personnel Activity Reports (PARs) Are Available for Certification

Body:

Normal   **B**   **I**   U   ~~S~~          $x_2$     $x^2$            **A**

P&S Personnel Activity Reports (PARs) for FY20xx have been created and released to the Effort Reporting System. These PARs cover the entire fiscal year period of - July 1, 20xx through June 30, 20xx. The due date for completing all effort certifications is **MM/dd/yyyy**.

- After selecting the PAR Type, the To: addresses will be populated with all of those who have an open PAR within the type selected. These can be removed individually as needed
- Optional CC addresses can be added by clicking on the [Add a CC Address](#) link
- The Subject: and Body: fields are populated with default text, but these can be edited by the user as needed

- 2) Access By Person and Access By OrgDept. These reports will allow you to see who access to an Org/Dept and what Institutional Role they have been assigned. You may filter on any of the fields by entering text in the header filter box. i.e., 'Org' if you want to filter on only Org PAR Admins

Effort Reporting System					Incomplete PARs	Complete PARs	PAR Search	Admin
Email Tools		Access By Person	Access By OrgDept					
Name	Empl ID	HawkID	Role	Org-Dept				
Albrecht, Jacquie L	1140115	jacalbre	DEPT_PAR_ADMIN	11-1090, 11-1100, 11-1200, 11-1875				
Aldous, Wade K	1197899	waldous	DEPT_PAR_ADMIN	90-9050				
Arneson, Cheri A	1030067	carneson	ORG_PAR_ADMIN	18				
Arneson, Scott K	1026874	arnesons	ORG_PAR_ADMIN	13				

Email Tools		Access By Person	Access By OrgDept			
Org-Dept	Org-Dept PAR Admin HawkIDs		Delegate HawkIDs			
01	nrobinso					
01-0001	nrobinso, afofsum					
01-0025	afofsum					
02	abrannaman					
02-0100	sstratto					
02-0105	sstratto					
02-0110	awelter					
02-0150	abrannaman					

**Personnel Activity Report (PAR) Layout**

**Sample PAR:**

SALARY DISTRIBUTION INFORMATION		Faculty
NAME	██████████	SURVEY STATUS: Not Updated
EMPLOYEE ID	██████████ JOBCODE FT11	SURVEY PERIOD: Jul 2020 - Jun 2021
ORG	11 College Lib Arts and Sciences	ORG PAR ADMIN: Fitzpatrick, Kristi M
DEPARTMENT	1050 Clas-Biology	DEPT PAR ADMIN: Kick, Rebecca M
TITLE	Professor	ASSIGNED CERTIFIER: ██████████

DESCRIPTION	ACCOUNT MFK	PCT SALARY
Biology	050-11-1050-00000-00000000-10	65 %
C/S NIH-NIEHS-Identifying the	050-11-1050-00000-31297600-21	19 %
NIH-NIEHS-Identifying the link	510-11-1050-00000-11297600-20	7 %
NSF-Cameron: Drosophila	510-11-1050-00000-15231900-20	2 %
NSF - Identifying roles for R	510-11-1050-00000-15277101-20	7 %
<b>TOTAL SALARY</b>		<b>100 %</b>

**EFFORT** Jul 2020 - Jun 2021 / COMERON,JOSEP M

**SPONSORED/ORGANIZED ACTIVITIES**  
These activities are separately budgeted.

ACCOUNT MFK	PCT SALARY	PCT EFFORT
<b>Sponsored Instruction</b> ⓘ		
<b>Organized Research</b> ⓘ		
NIH-NIEHS-Identifying the link	510-11-1050-00000-11297600-20	7 % <input type="text" value="0"/> %
NSF-Cameron: Drosophila	510-11-1050-00000-15231900-20	2 % <input type="text" value="0"/> %
NSF - Identifying roles for R	510-11-1050-00000-15277101-20	7 % <input type="text" value="0"/> %
<b>Other Sponsored Activity</b> ⓘ		
<b>Cost Sharing Activity</b> ⓘ		
C/S NIH-NIEHS-Identifying the	050-11-1050-00000-31297600-21	19 % <input type="text" value="0"/> %

**Add new Grant/Program and Percent Effort**  
If a sponsored project for which you wish to report effort is not listed above, enter the eight-digit Grant/Program number. Select the ADD GRANT/PROGRAM button to enter Percent Effort and confirm this addition.

Grant/Pgm

**OTHER ACTIVITIES**  
This section of the PAR is where any effort on non-sponsored activities should be reported. These activities do not need to tie to specific funding sources so none are listed.

<b>Non Sponsored Instruction</b> ⓘ	0 %
<b>Departmental Research</b> ⓘ	0 %
<b>Institutional Review Board (IRBS)</b> ⓘ	0 %
<b>Collegiate and Departmental Administration</b> ⓘ	0 %
<b>University Wide Administration</b> ⓘ	0 %
<b>Other University Activities</b> ⓘ	0 %
<b>TOTAL EFFORT (must equal 100%)</b>	0 %

I confirm that the above distribution of activity represents a reasonable estimate of all work performed by me during the stated period.

NAME: \_\_\_\_\_ DATE: 9/15/2021

### Salary Distribution Information

The top part of this section of the PAR includes the employee’s Name, EmplID, and the Job/Appointment and Department that the PAR has been assigned to. It also includes the Survey Type and Survey Period. The assigned Org PAR Admin, Dept PAR Admin, and Assigned Certifier are also listed. The “Update Certifier” button is available for Org and Dept Admins to be able to update the Assigned Certifier as needed. *This function is not available for the Assigned Certifier or Faculty.*

The bottom part of this section lists the funding sources for the individual’s salary and the percent of total salary provided by each funding source. The Total Salary Percent here should always equal 100.

SALARY DISTRIBUTION INFORMATION			Faculty
<b>NAME</b>	PAR SAMPLE	<b>SURVEY STATUS</b>	Not Updated
<b>EMPLOYEE ID</b>	12345678 <b>JOBCODE</b> FT11	<b>SURVEY PERIOD</b>	Jul 2020 - Jun 2021
<b>ORG</b>	11 College Lib Arts and Sciences	<b>ORG PAR ADMIN</b>	Fitzpatrick, Kristi M
<b>DEPARTMENT</b>	1300 Clas-Psychological Brain Sci	<b>DEPT PAR ADMIN</b>	Malone, Ruthina A
<b>TITLE</b>	Professor	<b>ASSIGNED CERTIFIER</b>	<input type="button" value="Update Certifier"/>
<b>DESCRIPTION</b>	<b>ACCOUNT MFK</b>	<b>PCT SALARY</b>	
Psychology	050-11-1300-00000-00000000-10	59 %	
NIH Salary Cap	050-11-1300-00000-31111111-21	8 %	
Cost Share - State Dependent S	050-11-1300-00000-31265600-21	2 %	
Administrative Supplements	050-11-1300-00000-52582000-10	13 %	
C/S NIH-NICHHD-Cortical activi	050-11-1300-50000-31293900-21	5 %	
Simons Foundation 569466 Neuro	500-11-1300-50000-18399000-20	2 %	
NIH NICHD - State-Dependent Se	510-11-1300-50000-11265600-20	11 %	
<b>TOTAL SALARY</b>			<b>100 %</b>

### Effort Distribution - Sponsored/Organized Activities

The next section of the effort report is where the individual completing the PAR will report on the actual effort on sponsored activities. Sponsored activities are limited to projects funded by fund 510 (federal) and fund 500 (non-federal) accounts and related cost sharing. This section is subdivided according to major university functions: Instruction, Organized Research, Other Sponsored Activity and Cost Sharing Activity. The sponsored project accounts and salary distribution percentages are listed again in this section and are placed in a functional category based on the function code component of the account MFK. The cost sharing section is reserved for reporting effort on sponsored projects that is not direct charged to the projects. ***All amounts entered in the PCT Effort boxes should be reported in whole numbers.***

If a sponsored project is not shown on the survey, the “ADD GRANT/PROGRAM” button is used to add it. Enter the 8-digit Grant/Program number component of the project MFK in the Grant/Pgm box and click the “ADD GRANT/PROGRAM” button. The system will search for the full MFK and project description and ask the respondent to indicate effort to be applied to this project. The new entry will then be added into the appropriate category on the PAR. Any Grant/Program that is added by the user can also be removed if it was added in error. If the system cannot find a match to the Grant/Program number entered, an error message will be displayed. Contact [University PAR Admin](#) for assistance if you have difficulty adding a sponsored account to the PAR.

**EFFORT** Jul 2020 - Jun 2021 / PAR SAMPLE

**SPONSORED/ORGANIZED ACTIVITIES**  
 These activities are separately budgeted.

	ACCOUNT MFK	PCT SALARY	PCT EFFORT
<b>Sponsored Instruction</b> ⓘ			
<b>Organized Research</b> ⓘ			
Simons Foundation 569466 Neuro	500-11-1300-50000-18399000-20	2 %	0 %
NIH NICHD - State-Dependent Se	510-11-1300-50000-11265600-20	11 %	0 %
<b>Other Sponsored Activity</b> ⓘ			
<b>Cost Sharing Activity</b> ⓘ			
Cost Share - State Dependent S	050-11-1300-00000-31265600-21	2 %	0 %
C/S NIH-NICHHD-Cortical activi	050-11-1300-50000-31293900-21	5 %	0 %

**Add new Grant/Program and Percent Effort**  
 If a sponsored project for which you wish to report effort is not listed above, enter the eight-digit Grant/Program number. Select the ADD GRANT/PROGRAM button to enter Percent Effort and confirm this addition.

Grant/Pgm

**Effort Distribution – Non-Sponsored Activities**

In this section the user will report any effort on non-sponsored activities. These activities do not need to tie to specific funding sources, so none are listed. Clicking on the ⓘ displays a definition of the type of effort included in each activity.

**OTHER ACTIVITIES**  
 This section of the PAR is where any effort on non-sponsored activities should be reported. These activities do not need to tie to specific funding sources so none are listed.

<b>Non Sponsored Instruction</b> ⓘ	0 %
<b>Departmental Research</b> ⓘ	0 %
<b>Institutional Review Board (IRBS)</b> ⓘ	0 %
<b>Collegiate and Departmental Administration</b> ⓘ	0 %
<b>University Wide Administration</b> ⓘ	0 %
<b>Other University Activities</b> ⓘ	0 %

## ***Saving and Submitting Surveys***

The final section of the PAR is saving or submitting the final survey buttons. The “Save Draft” button saves the data entered in the PAR and leaves the PAR open for additional data entry or changes. The “Submit Final Survey” button locks the data and submits the PAR to Grant Accounting. Submitting a PAR is only available to Assigned Certifiers or Faculty submitting their own PAR. Once a PAR has been submitted, it can be viewed but it cannot be changed unless a request to reopen it is sent to Bob Le Sage in Grant Accounting. During a save or submit action, the name of the individual working the PAR will be displayed below the certification statement and this will serve as an electronic signature. The date the survey was submitted will also be noted.

<b>TOTAL EFFORT (must equal 100%)</b>	100	%
I confirm that I supervise the above employee or that I have verified with this employee's supervisor(s) all of the work performed by the above employee and that the above distribution of effort represents a reasonable estimate of the work performed during the stated period.		
NAME:		DATE: <b>9/1/2021</b>
<input type="button" value="SAVE DRAFT"/>	<input type="button" value="SUBMIT FINAL SURVEY (locks data)"/>	

## ***Saving and Submitting Surveys – Error and Warning Messages***

If there are any error or warning messages, they will be displayed when *Save Draft* or *Submit Final Survey* action buttons are selected.

- An error message will be displayed if Total Effort does not total 100%. The PAR can still be saved as draft with this message, but it cannot be submitted as complete until the error is corrected.
- A warning message will be displayed if percent effort posted to a sponsored project is less than percent salary paid from the project.
- A warning message will also be displayed if percent effort posted to a cost sharing activity is less than percent salary paid from the cost sharing “companion” account.
- The PAR can be saved as draft and submitted as final without correcting the conditions that generated the warning message.
- A PAR submitted as final with a warning message will be flagged for review by Grant Accounting. If the condition warrants retroactive adjustments to salary distribution the Departmental PAR Coordinator will be notified. If the effort is in error, the PAR will be reopened by Grant Accounting and can be corrected and resubmitted.

<b>TOTAL EFFORT (must equal 100%)</b>	99	%
<b>ERROR</b>		
Surveys containing errors may be saved in DRAFT form, but errors must be corrected before surveys can be submitted as FINAL.		
* Percent Effort values must total 100 - current total is 99.		
<b>WARNING</b>		
If a warning condition exists, surveys may be submitted as final, but will be flagged for review by The Division of Financial Analysis staff.		
* Percent effort posted to a cost sharing account should not be less than percent of salary charged directly to the account. If salary is in error, contact your departmental administrator.		
• account: 050-02-0166-00000-33607200-10 % salary: 38 % effort: 37		

## Admin Comments

If necessary, Grant Accounting will attach an administrative message to a PAR if special instructions are needed to complete the PAR. If such a message is attached, the Display Admin Comments hyperlink will be displayed. The default will be to display the message each time the PAR is opened. This can be changed by unchecking the automatic display default. It can be redisplayed at any time by clicking the admin message box at the top of the PAR. A sample administrative message screen is displayed below.

[Display Admin Comments](#) [Add Admin Comments](#)

**SALARY DISTRIBUTION INFORMATION**

### Admin Comments

×

**Salary Cap Information**

Due to the DHHS salary cap, the salary percents listed on your PAR for DHHS projects and companion cost sharing accounts should be multiplied by a factor of 4.5 to determine the minimum effort required on these projects. This factor is based on the FY2020 annualized Executive Level II cap of \$192,300. Contact your departmental administrator if you have any questions concerning DHHS salary cap.

Check to automatically display this message in the future

Close

## Accessing HR Institutional Roles – PAR Administrator

Granting user access to the Effort Reporting Admin system will no longer be done through Secondary Security. System access will now be automatically granted for individuals assigned to a PAR Administrator role (Org, Department or an Admin Delegate) or designated as an Assigned Certifier. Faculty members with a Faculty PAR form will continue to be granted automatic access.

PAR Administrator Roles are managed through the *Institutional Roles* application within [Employee Self-Service](#).

- Org PAR Administrator role: the Grant Accounting Office assigns the Org PAR Administrator for a Unit.
- Departmental PAR Administrator role: the assigned Org PAR Administrator for each Unit assigns a Departmental PAR Administrator for each department within his/her Org.
- Administrative Delegate(s) may be assigned by individuals in both Roles. \*Delegates can perform any function of the Role, including actions within the Institutional Roles application and other actions in the Effort Reporting Admin system.

*Institutional Roles* is found under *General Systems & Tools > Roles & Security*.

The screenshot displays the IOWA Employee Self-Service interface. At the top, a yellow header contains the IOWA logo and the text "Employee Self-Service". Below the header, a navigation menu on the left includes icons for home, search, favorites, user profile, and various system categories. The main content area is divided into two primary sections: "GENERAL SYSTEMS & TOOLS" and "ROLES & SECURITY".

The "GENERAL SYSTEMS & TOOLS" section is highlighted with a green box and contains a sub-section titled "UI SYSTEMS" with the following items:

- ★ Driver's License Review System
- ★ Vehicle Accident Reporting
- ★ Facilities Management Requisition
- ★ Fleet Services Requisition
- ★ Workers Compensation

The "ROLES & SECURITY" section is also highlighted with a green box and contains one item:

- ★ Institutional Roles

The "WORKFLOW" section on the right side of the page lists the following items:

- ★ Workflow Inbox
- ★ Workflow History
- ★ Workflow Initiated
- ★ Workflow Settings & Tools
- ★ Workflow Reports

# Institutional Roles

Browse Categories

Hide Menu

**Role Categories**

- [Browse Categories](#)

**Reports**

- [Role Assignments](#)
- [Role Assignments By Dept/Sub-Dept](#)

**Mass Actions**

- [Fill Vacancies](#) ?
- [Assignment](#) ?
- [Delegation](#) ?
- [Replacement](#) ?

**CATEGORIES (14)**

Edit	Category Name	Description
	<a href="#">Business Officers</a>	Business officers category
	<a href="#">Capital Assets</a>	The Inventory Contact role is intended to identify the dep physical inventory of capital assets.
	<a href="#">Cash Handling</a>	Cash Handling category for Cash Handling Compliance
	<a href="#">Central Admin Access</a>	This category is to be used solely by HR and Accounting
	<a href="#">Compliance And Qualification Access</a>	Category for compliance and qualification access to repo
	<a href="#">Deans</a>	Deans category
	<a href="#">Departmental Executive Officers</a>	Departmental Executive Officers category
	<a href="#">Faculty Oversight</a>	Faculty Oversight category
	<a href="#">HR Representatives</a>	Human Resources representatives category
	<a href="#">Institutional Officers</a>	Institutional Officers category
	<a href="#">Leave and Disability HR Representatives</a>	Leave and Disability HR Representatives
	<a href="#">PAR Administrators</a>	PAR Administrators
	<a href="#">Research Administrators</a>	Research Administrator Category
	<a href="#">Technology Review</a>	Technology Review

From the Categories list, select PAR Administrators to access the Org and Department PAR roles.

**CATEGORY**

Name: PAR Administrators

Description: PAR Administrators

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**ROLES**

- **Role Administrators** may administer assignments within the Institutional Roles Application itself but cannot perform other functions of the Role.
- **Administrative Delegates** can perform any function of the Role, including actions within the Institutional Roles Application and other actions in HR and Financial Systems.
- Hover over the role link for a description of the role.

» **UNIVERSITY PAR ADMINISTRATOR (INSTITUTION)**

    » **ORG PAR ADMINISTRATOR (ORG)**

        » **DEPARTMENT PAR ADMINISTRATOR (DEPARTMENT)**

## Org PAR Administrator role

**ROLES**

- **Role Administrators** may administer assignments within the Institutional Roles Application itself but cannot perform other functions of the Role.
- **Administrative Delegates** can perform any function of the Role, including actions within the Institutional Roles Application and other actions in HR and Financial Systems.
- Hover over the role link for a description of the role.

» **UNIVERSITY PAR ADMINISTRATOR (INSTITUTION)**

» **ORG PAR ADMINISTRATOR (ORG)**

Assignees

Org filter ?

Number:

Description:

Filter options

Hide locations I cannot assign

Show all my assignments

Restrict locations:

No restrictions

Org

01: Office of the President  
02: Office of the Provost  
03: VP Medical Affairs  
04: **VP Research**  
05: VP Finance & Operations  
06: Office of the General Counsel  
07: Human Resources  
08: Athletics  
09: VP External Relations  
11: College of Liberal Arts & Sciences  
12: Tippie College of Business

**VP Research (04)** Assign Role

TALLMAN, SARAH STEWART (University ID: 00066778)  
Admin Services Administrator (Position #: 00000388)  
Vrsh-Research Administration (Department ID: 04-0200)

Replace

+ Admin Delegate

1) An Org PAR Administrator may add Admin Delegates for their Org Unit using the

button.

» **UNIVERSITY PAR ADMINISTRATOR (INSTITUTION)**

» **ORG PAR ADMINISTRATOR (ORG)**

» **DEPARTMENT PAR ADMINISTRATOR (DEPARTMENT)**

Assignees

Department filter ?

Number:

Description:

Filter options

Hide locations I cannot assign

Show all my assignments

Restrict locations:

No restrictions

Department

03-3815: HVHC High value healthcare  
03-3820: Health Policy-Gov Relations  
03-3830: Health Care - Human Resources  
03-3899: VPMA Allocation to other orgs  
04-0200: Research Administration  
04-0201: **Research Development**  
04-0202: Enrichment Fund  
04-0205: Division Of Sponsored Programs  
04-0210: State Archaeologist  
04-0213: Human Subjects/IRB Office  
04-0220: Public Policy Center

**VP Research: Research Development (04-0201)** Assign Role

No assignees for this location

2) Org PAR Administrators and their Admin Delegates may assign Department PAR Administrators by selecting a Department within their Org unit and using the  button.

**DEPARTMENT PAR ADMINISTRATOR (DEPARTMENT)**

Assignees

Department filter ⓘ

Number:

Description:

Filter options

Hide locations I cannot assign

Show all my assignments

Restrict locations:

No restrictions

Department

- 03-3815: HVHC High value healthcare
- 03-3820: Health Policy-Gov Relations
- 03-3830: Health Care - Human Resources
- 03-3899: VPMA Allocation to other orgs
- 04-0200: Research Administration**
- 04-0201: Research Development
- 04-0202: Enrichment Fund
- 04-0205: Division Of Sponsored Programs
- 04-0210: State Archaeologist
- 04-0213: Human Subjects/IRB Office
- 04-0220: Public Policy Center

VP Research: Research Administration (04-0200) Assign Role

LONEY,WENDY EVANS (University ID: 00078314)  
Senior HR Director (Position #: 00110892)  
Vrsh-Research Administration (Department ID: 04-0200)

Replace

+ Admin Delegate

- 3) **Org PAR Administrators and their Admin Delegates** may change existing Department PAR Administrators using the **Replace** button and add Admin Delegates using **+ Admin Delegate**.

*Department PAR Administrator role*

» **ORG PAR ADMINISTRATOR (ORG)**

**DEPARTMENT PAR ADMINISTRATOR (DEPARTMENT)**

Assignees

Department filter ⓘ

Number:

Description:

Filter options

Hide locations I cannot assign

Show all my assignments

Restrict locations:

No restrictions

Department

- 03-3815: HVHC High value healthcare
- 03-3820: Health Policy-Gov Relations
- 03-3830: Health Care - Human Resources
- 03-3899: VPMA Allocation to other orgs
- 04-0200: Research Administration**
- 04-0201: Research Development
- 04-0202: Enrichment Fund
- 04-0205: Division Of Sponsored Programs
- 04-0210: State Archaeologist
- 04-0213: Human Subjects/IRB Office
- 04-0220: Public Policy Center

VP Research: Research Administration (04-0200) Assign Role

LONEY,WENDY EVANS (University ID: 00078314)  
Senior HR Director (Position #: 00110892)  
Vrsh-Research Administration (Department ID: 04-0200)

Replace

+ Admin Delegate

- 1) **A Department PAR Administrator** may assign Admin Delegates for their Department using the **+ Admin Delegate** button.