The University of Iowa Effort Reporting Admin system 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 following information in this document provides instructions for accessing and entering information into the Effort Reporting Admin system.
Navigating to the Effort Reporting Admin system

The Effort Reporting Admin system is available through Employee Self-Service.

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

**Effort Reporting Admin Menu**

**Effort Reporting System**: The home screen will indicate all PAR roles you are currently assigned. As faculty required to submit your own PAR, you will automatically default to the role of *Assigned Certifier*. If you have PAR(s) to be certified a message will also show indicating how many are to be certified. You may be an Assigned Certifier for a PAR other than your own. Clicking on the Incomplete PARs tab will show a list of all PARs needing certification.

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**Haes, Amanda J,**

You are assigned the following role: Assigned Certifier

PARs assigned to you can be viewed using the Incomplete, Complete or Search tabs.

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You have 1 PAR to be certified.

You have a personal PAR that must be certified. Your PARs can be viewed using the Incomplete tab.
**Incomplete PARs:** This tab shows all your PARs that have not been completed. You can filter on Org-Dept, Name, Assigned Certifier, Survey Type, Period, and Status.

**Complete PARs:** This tab shows all your PARs 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.
### Personnel Activity Report (PAR) Layout

#### Sample PAR:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>ACCOUNT MFK</th>
<th>PCT SALARY</th>
<th>PCT EFFORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>050-11-1050-00000-00000000-10</td>
<td>65 %</td>
<td></td>
</tr>
<tr>
<td>C/S NH-NEHS-Identifying the</td>
<td>050-11-1050-00000-31297600-21</td>
<td>19 %</td>
<td></td>
</tr>
<tr>
<td>NIH-NEHS-Identifying the link</td>
<td>510-11-1050-00000-11397600-20</td>
<td>7 %</td>
<td></td>
</tr>
<tr>
<td>NSF-Comeron: Drosophila</td>
<td>510-11-1050-00000-15231900-20</td>
<td>2 %</td>
<td></td>
</tr>
<tr>
<td>NSF - Identifying roles for R</td>
<td>510-11-1050-00000-15277101-20</td>
<td>7 %</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SALARY</strong></td>
<td></td>
<td>100 %</td>
<td></td>
</tr>
</tbody>
</table>

#### EFFORT

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

- **SPONSORED/ORGANIZED ACTIVITIES**
  - These activities are separately budgeted.
  - **Sponsored Instruction**
  - **Organized Research**
  - NIH-NEHS-Identifying the link
  - NSF-Comeron: Drosophila
  - NSF - Identifying roles for R
  - **Other Sponsored Activity**
  - **Cost Sharing Activity**
  - C/S NH-NEHS-Identifying the

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.

<table>
<thead>
<tr>
<th>Grant/Pgm</th>
<th>Add Grant/Program</th>
</tr>
</thead>
</table>

#### 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.

- Non Sponsored Instruction
- Departmental Research
- Institutional Review Board (IRBS)
- Collegiate and Departmental Administration
- University Wide Administration
- Other University Activities

#### TOTAL EFFORT (must equal 100%)

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

**SAVE DRAFT**
**Salary Distribution Information**

The top part of this section of the PAR includes 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 who are certifying their own PAR.**

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.

**Effort Distribution - Sponsored/Organized Activities**

The next section of the effort report is where the individual completing the PAR will report 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 Bob Le Sage in Grant Accounting for assistance if you have difficulty adding a sponsored account to the PAR.
**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.

### Effort Distribution – Non-Sponsored Activities Table

<table>
<thead>
<tr>
<th>Activity</th>
<th>Account MFK</th>
<th>PCT Salary</th>
<th>PCT Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Instruction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organized Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simons Foundation 569466 Neuro</td>
<td>500-11-1300-50000-18399000-20</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>NIH NICHD - State-Dependent Se</td>
<td>510-11-1300-50000-11265600-20</td>
<td>11%</td>
<td></td>
</tr>
<tr>
<td>Other Sponsored Activity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Sharing Activity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Share - State Dependent S</td>
<td>050-11-1300-00000-31265600-21</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>C/S NIH-NICHHD-Cortical activi</td>
<td>050-11-1300-50000-31293000-21</td>
<td>5%</td>
<td></td>
</tr>
</tbody>
</table>

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.

### 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.

<table>
<thead>
<tr>
<th>Activity</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Sponsored Instruction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departmental Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional Review Board (IRBS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collegiate and Departmental Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Wide Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other University Activities</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Saving and Submitting Surveys

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. Although administrative staff can review and enter data into a faculty PAR, the faculty member must review and submit as final their own PAR. If this is not possible, the Departmental Executive Officer will be authorized to submit on behalf of the faculty member.

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.
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.