

# The University of Iowa

## Institutional Role – Personnel Activity Report (PAR) Administrator

8/9/2021

The Institutional Roles Application is an HR-IMFO application developed to maintain role assignments for various functions across campus.

We are establishing a new role, PAR Administrator, to identify individuals who are designated as the primary contact and resource for quarterly and annual PAR certification within their designated unit. We have established two roles:

*Org PAR Administrator* role – The Grant Accounting Office assigns an Org PAR Administrator for each Unit. The Org PAR Administrator will have automatic access to the Effort Reporting Admin application and will be able to view all PAR forms within their Unit.

*Departmental PAR Administrator* role – The assigned Org PAR Administrator for each Unit may assign a Departmental PAR Administrator for each department within his/her Org. The Org PAR Administrator will have automatic access to the Effort Reporting Admin application and will be able to view all PAR forms within their Department.

**Role Administrators & Administrative Delegates** can also be assigned by the individuals above. These roles are defined as follows:

*Role Administrators* may administer assignments within the Institutional Roles Application itself but cannot perform other functions of the Role. *This applies to the Institutional Roles application, and not the Effort Reporting System itself.*

*Administrative Delegates* can perform any function of the Role, including actions within the Institutional Roles Application and other actions in the Effort Reporting Admin application.

### **The Roles and Responsibilities for each role are further defined as:**

The *Org PAR Administrator* is responsible for the general oversight of the effort certification process on Federally sponsored grants and contracts within the college/division. This includes, but is not limited to, assuring departments are distributing and certifying quarterly and annual PARs timely and 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.

The *Department PAR Administrator* is responsible for direct oversight of the effort certification process on Federally sponsored grant and contracts within the department. 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 departmental 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. *It should still be asserted that a faculty member certifying their own PAR and a PAR 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, PAR Certifiers of delinquent PARs.