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.

60 days to complete and return certified PARs to PAFO

2 PAR periods a year
January – June
July – December

Return completed PARs to effort@bu.edu

If Single PDF → • Label file with Last Name, First Name, and Employee Type (e.g., "Pro" for Professional; "Student" for Student; "NP" or "Non-Pro" for non-professional)

If Multipage PDF → • Send a separate PDF for each Employee Type and label PDF as: "Professional," "Non-Professional," and "Student."

For questions, please email effort@bu.edu 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 eligible certifier has signed, dated, and printed his/her name. If certifier is not the employee, the PI or supervisor box must be checked

⚠ Federal guidelines require timely certification. Late or incomplete PARs run the risk of disallowance and your department will be charged for salary, fringe, and indirect charges incurred.

Certifying (signing) the PAR

- Faculty → **Must** sign their own PARs
- Non-Faculty PI → **Must** sign their own PARs

- Non-Faculty
- Students → Sign their own PARs **or** PI or supervisor can check box and sign

☑ Email or digital signature is OK