

EFFORT REPORTING

PERSONNEL ACTIVITY REPORTS (PARs) INSTRUCTIONS

Who must complete a PAR:

- ◆ All faculty, research associates, and classified staff (pay band 4 and above) having part of their effort charged to the primary university functions of Instruction, Research, Public Service and Agriculture Experiment Station (surveyed each semester).
- ◆ All classified staff (pay bands 1 through 3) having part or all of their effort charged to cost sharing projects, Agriculture Experiment Station and sponsored projects (surveyed each month).
- ◆ All faculty, professional staff and non-professional staff (pay bands 1 through 3) having part or all of their effort charged to Cooperative Extension Service (some surveyed each month, some by semester).
- ◆ All graduate assistants, graduate teaching assistants and graduate research assistants (surveyed each semester).
- ◆ All adjunct and wage faculty paid on a P-14A having part of their effort charged to the primary university functions of Instruction, Research, Public Service and Agriculture Experiment Station (surveyed each semester).

Directions for completing PAR:

The PAR has five sections:

- ◆ Employee Data
- ◆ Salary and Wage Financial Distribution Data
- ◆ Activity Summary
- ◆ Certification By Employee **OR**
By Responsible Official
- ◆ Departmental Administration Activities Checklist

The following information should answer most questions regarding the information needed to complete the individual PARs. It is important to remember the PAR measures effort as a proportion rather than in terms of hours, weeks or months. The total effort will **always** add up to **100%** (Activity Summary Section).

Employee Data:

Review the employee data to ensure you are considering the correct individual and the correct period.

Salary and Wage Financial Distribution Data:

This section reflects the payroll system's record of the Banner funds from which the salary was paid during the period covered by the PAR. If any of the information in this section is incorrect the Certification by Employee section should be signed and appropriate paragraph checked noting the return of PARs with attached explanation. **At no time should the PAR be completed and signed as correct if the payroll data are not correct.**

Activity Summary:

This section identifies the distribution of effort between the major activities of the university (see attached definitions).

- ◆ The first column lists the major activities.
- ◆ The second column (Directly Charged) lists the effort for each activity based on the funds from which the salary was paid. If this column equals 100% and is correct, no further entries should be made in this section.
- ◆ The third Column (Allocable Activity) provides a space to distribute the effort that has not been allocated in the second column. The percentages listed in this column should total to the preprinted percentage at the bottom of this column.
- ◆ The final column (Total Effort) provides a place to sum across each activity listed in the first column. This column should total to 100%.

Certification (Only one signature is required)

Employee:

This certification should be only signed by the employee identified by the employee data on the PAR. Check the first paragraph of this section if the payroll data is not correct. If the payroll data is correct and the distribution in the Activity Summary has been completed then the second paragraph should be checked.

OR

Responsible Official:

Responsible official (department head, principal investigator or responsible official) will sign this section and check that verification of the distribution was performed.

Departmental Administration Activities Checklist:

If the Activity Summary contains any percentage applied by person completing this PAR to Departmental Administration, you will need to identify the DA activity by checking the appropriate items on the list provided.

PARs ACTIVITY DEFINITIONS

DIRECT ACTIVITY:

INSTRUCTION

Activity devoted to teaching and training activities whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate departments providing continuing education programs.

DEPARTMENTAL RESEARCH

Research and development activities that are not separately budgeted and accounted for and have an absence of formal protocols.

SPONSORED TRAINING

Instructional or training activities established by a grant, contract or corporate agreement

ORGANIZED RESEARCH

Research and development activities of the institution that are separately budgeted and accounted for by the University. This includes Sponsored Research and University Research.

SPONSORED RESEARCH

All research and development activities that are sponsored by Federal and non-Federal agencies and organizations, excluding Agriculture Experiment Station research. This includes activities involving the training of individuals in research techniques (commonly called research training) where such activities share the same facilities as other research and development activities and where such activities are not included in the instruction function.

UNIVERSITY RESEARCH

All research and development activities that are separately budgeted by the institution under an internal application of institutional funds, excluding Agriculture Experiment Station research.

OTHER SPONSORED ACTIVITIES (Public Service)

Activity devoted to programs financed by Federal and non-Federal agencies which involve the performance of work other than sponsored research, sponsored training, instruction, agriculture experiment station, and departmental research (i.e., cooperative extension program, health service projects, community service programs, data base construction and data collection, data dissemination or education of the community on issues of public interest, etc.).

AGRICULTURE EXPERIMENT STATION

All Core research activities coordinated through the Virginia Agriculture Experiment Station, and includes USDA formula-funded programs and matching state-appropriated funds. Agriculture Experiment Station programs include Hatch Formula, McIntire-Stennis, Title V of the Rural Development Act, and Section 1433 of Public Law 95-113-Animal Health. This includes the substations throughout the Commonwealth that may be included in the space survey as well as any space on the main campus used for Agriculture Experiment Station research.

OTHER INSTITUTIONAL ACTIVITIES (Other Activity)

Activities of residence halls, the operation of student housing, dining halls, hospitals, clinics, student unions, intercollegiate athletics, chapels, public museums, and other similar auxiliary enterprises and ancillary enterprises (i.e. airport). Also included are costs that are "unallowable" to sponsored agreements, unless specifically agreed to under the terms of the contract or grant.

INDIRECT ACTIVITY:

DEPARTMENTAL ADMINISTRATION

Administrative and supporting services that benefit common or joint departmental activities. This includes such activities associated with deans, assistant deans, administrative staff, and department chairs (to the extent of their effort in departmental administration).