

University of Wisconsin-Madison

Personnel Activity Report (PAR) Optional Worksheet

This worksheet is intended to assist employees with effort on multiple projects in verifying the accuracy of the PAR. It is not necessary to return this worksheet with the certified PAR to the PAR coordinator or to the Office of Research and Sponsored Programs. Additional information on the PAR process is available at <http://www.rsp.wisc.edu/html/par.html>.

If you have effort on multiple projects, you may wish to refer to the “print list” which was sent to your departmental PAR coordinator to see what sources were used for your payroll in this PAR period. You will need to verify that the salary charged to sponsored projects during this period was appropriate, and that you have met your commitments to sponsoring agencies.

- A) Fill in your best estimate of the % time you spent on teaching activities. _____
- B) Fill in your best estimate of the % time you spent on administrative and service activities. _____
(Including proposal preparation, outreach, departmental and university service, etc.)
- C) Fill in effort information for your research grants and other sponsored project activities below: _____
(Refer to <<http://www.rsp.wisc.edu/services/admin/awards.cfm>> to search for active extramural projects on which you are a Principal Investigator, but also include projects to which you have effort committed but are not the PI, including training grants, etc.)

List each sponsored project to which you have commitments:	Effort Paid	Unpaid Effort	Total Effort on Project
1)			
2)			
3)			
4)			
5)			
6)			
TOTALS			

- Enter the Total of the Total Effort on Project column. _____
- D) The sum of your effort on A, B and C can not exceed 100%. _____

In addition, the effort paid and cost shared on any individual sponsored project cannot exceed your actual effort spent on that project during the PAR reporting period. (Actual effort on a project may exceed the sum of paid and cost-shared effort.) Please follow up with your PAR coordinator and payroll coordinator if any adjustments are required before signing the PAR.

See the second page of this document for information about categories of paid and unpaid effort. Please also be aware that a change from the effort commitment at the time of award may require approval of the funding agency and follow up with your departmental administrator if appropriate.

Federal definitions of effort categories are described below.

Please note that **Federally paid effort and committed, mandatory, unpaid effort (auditable cost sharing) must be reported in the current PAR system.**

Committed Mandatory Effort

Such effort is a required element of the sponsored research and is so stated by the awarding agency. All committed, mandatory effort must be tracked and reported and is subject to audit. Project specific cost sharing of salaries is committed, mandatory, unpaid effort. This cost sharing must be tracked by entry on a cost-sharing information form (form 80-2) available on the Research and Sponsored Programs forms page <http://www.rsp.wisc.edu/html/forms.html>.

Committed Voluntary Effort

Such effort is the most common. For example, if on a grant, the PI or Co-investigator indicates that s/he will be providing 20% effort, of which 10% effort will be paid on the grant (this is committed, voluntary, paid effort). This must be tracked and reported and is subject to audit. The remaining 10% effort is committed, voluntary, unpaid.

Uncommitted Paid Effort

Such effort is not listed in the original or revised budget for an extramural award. This effort and compensation are at the discretion of the PI. If the effort is paid, it must be tracked and reported and is subject to audit.

Uncommitted Unpaid Effort

This effort, not listed in the original or revised award budget is not subject to effort reporting requirements, nor audit.

