

# Effort Reporting and Personnel Activity Reports (PARs) for School Of Medicine Faculty

## - General Guidelines and Considerations -

### Guidelines

- Faculty effort is the total activity or work for which an individual is compensated by WUSTL, regardless of the number of hours worked.
- Effort Reporting is the process in which an individual confirms that the salaries charged to sponsored projects are reasonable in relation to the work performed.
- A Personnel Activity Report (PAR) is the WUSTL report that measures the total effort for which the faculty member is compensated by Washington University, regardless of the number of hours actually worked.
- Federal guidelines (OMB Circular A-21) requires payroll costs to be confirmed by recipients to ensure that external sponsors reimburse the grantee only for the time and effort actually expended on their behalf.
- All School Of Medicine faculty receive PARs. The reports are distributed on a semi-annual basis and must be certified/signed within 30 days of receipt.
- Faculty must certify that their effort percentages are a **reasonable** estimate of the actual work performed. If the actual effort performed on a sponsored project differs (positively or negatively) from the percentage noted on the PAR by:
  - 0 to 5%, no adjustment to the PAR is necessary.
  - 6% or more, the PAR should be adjusted manually to reflect the correct effort percentage.
- A PAR must be signed/certified by either the individual that expended the effort or by a person who has first hand knowledge of the total compensated effort performed by the individual.
- Signed/certified PARs are legal documents in which an individual attests to the accuracy of the effort charged to sponsored projects. Your signature indicates that you understand the basis for the certification.

### Considerations

- Certification of activity should reasonably reflect actual effort, which should be based on the effort committed in the proposal.
- Normally, a faculty member should have reportable effort that reflects a reasonable estimate of the time devoted to department administration, which includes:
  - Preparation of competitive grant proposals
  - School/department committees
  - Selection of faculty, general staff and students
- Sponsored research = 100%  
Normally, faculty perform multiple activities throughout a six month period (sponsored research, instruction, department administration...), therefore 100% research effort may not seem reasonable.
- Faculty members may be involved with paid or unpaid consulting activities. When consistent with the WUSM policy on consulting, this effort is not considered part of the WU activity.
- Consider research effort percentages and clinical (RVU) activity  
A large percentage of research effort and a large RVU volume may not seem reasonable.
- NIH career (K) awards require a **minimum** level of effort, typically 75%. This commitment may require a reduction in clinical time.