

# Electronic Prior Approval Request (PAR) System: FAQ's Quick Reference Guide

## What actions require prior approval?

<b>1</b>	Rebudgets	No-Cost Extension Requests	Pre-award Costs
	Subaward Requests/Modifications	Equipment Acquisitions	Travel Requests – Foreign and Domestic
	Change in Scope/Objective of Project	Change in Principal Investigator	Other (BA-148 for example)

**Note:** PI's on Internal Projects should enter a PAR and forward to appropriate Internal Sponsor for approval via C&G Fiscal Manager.

## I am unable to create a PAR for a project for which I should have access. Why?

**2** First, check to be sure the project is in the "Active" status in Financials. Also, check your User Setup to make sure that you have access to the OUC assigned to the project.

## One of our faculty is unable to enter a PAR even though he is listed as a PI in RADAR and PINS. What is he doing wrong?

**3** The PI is probably not linked to the project in the appropriate table. The PI association in PARS is gathered from the RADAR record. Call the PAR Helpline at 515-8006 and we will work with you to correct the issue.

## My PI is unable to sign on to the system. What should we do?

**4** The PI probably needs to complete an automated security access form, available on the MyPack Portal via the Faculty & Staff tab > Campus Resources > Security Access / SAR.

## How can I print out a copy of my online request?

**5** Select File > Print from the internet toolbar. This will print your request in its entirety, including justification and comments.

PAR System: <https://www6.acs.ncsu.edu/par/index.jsp>  
 User Guide: [http://www.ncsu.edu/cng/par/PAR\\_instructions.pdf](http://www.ncsu.edu/cng/par/PAR_instructions.pdf)  
 Helpline: 919-515-8006

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**I entered a PAR and saved it. Now I am unable to locate my saved PAR. What should I do?**

- 6** The status of your PAR is now "Draft." When you are searching for a PAR, change the status to "Draft" and enter the project ID in the appropriate field.

**I have an extremely long justification statement that I would prefer not to retype into the PAR system. What can I do?**

- 7** In the justification section, enter "See attached justification documents." You can then upload your Word or PDF document.

**When I use the browser 'back' button my page disappears. What am I doing wrong?**

- 8** The 'back' button does not function properly in this system. Navigate through the PAR system using the 'Main Menu' selections, or the  button within the PAR form.

**I need to add an OUC to my access. Who do I call?**

- 9** Contact your College Research Office.

**I have a PAR system question. Do I call the ETSS Help Desk?**

- 10** Start by calling our PAR User Hotline at 919-515-8006. We can probably help you or let you know if you need to call ETSS.

**Can I submit a PAR based on an email request from a PI ? Both the PI and the Department Head are out of the office.**

- 11** In extreme cases, your College Research Office can enter a PAR that will route directly to C&G. Forward the email request to the College Research Office and explain your situation. If the College Research Office deems it necessary, they can enter the PAR, upload the PI's email requesting the PAR, and submit it directly to C&G.