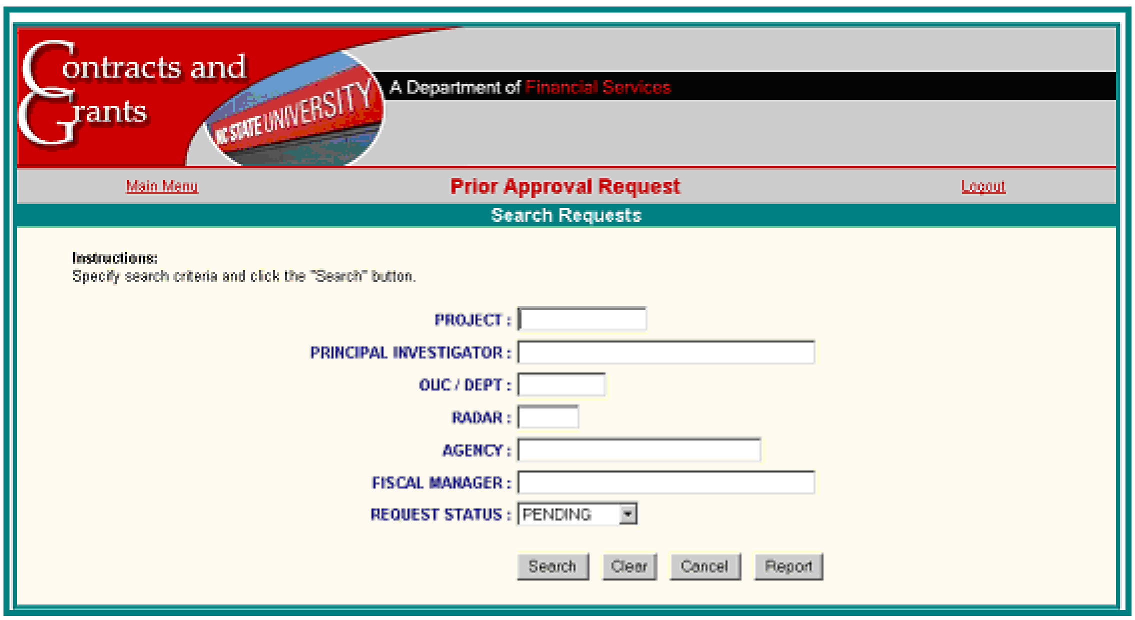
Electronic Prior Approval Request (PAR) System

User Instructions



Electronic Prior Approval Request System
User Instructions

Access the Online PAR Application from this page:
http://www.ncsu.edu/cng/par

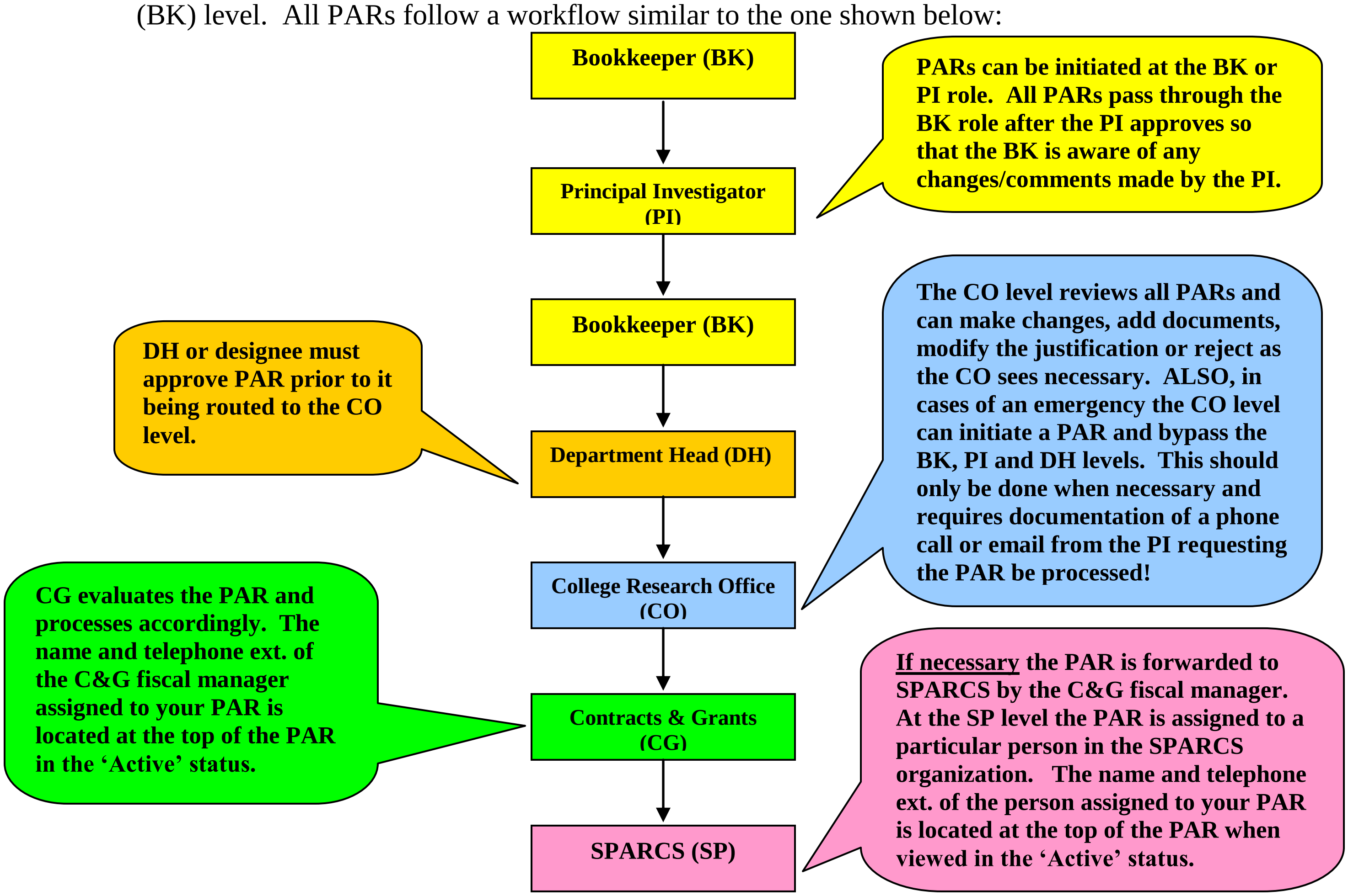
The newly created Online PAR Application streamlines prior approval requests from the department/PI to the College Research Office, then on to C&G and Sponsored Programs. The online PAR system also provides accountability for all who manage and process PARs. At any time during the life of a PAR a user is able to view the PAR's status, current location and all actions taken thus far.

1. What project actions require a <u>Prior</u> Approval Request?

1. Rebudgets
2. No-Cost Extension Requests
3. Pre-award Costs
4. Subaward Requests/Modifications
5. Equipment Acquisitions
6. Travel Requests – Foreign and Domestic
7. Change in scope/objective of project
8. Change in Principal Investigator
9. Other

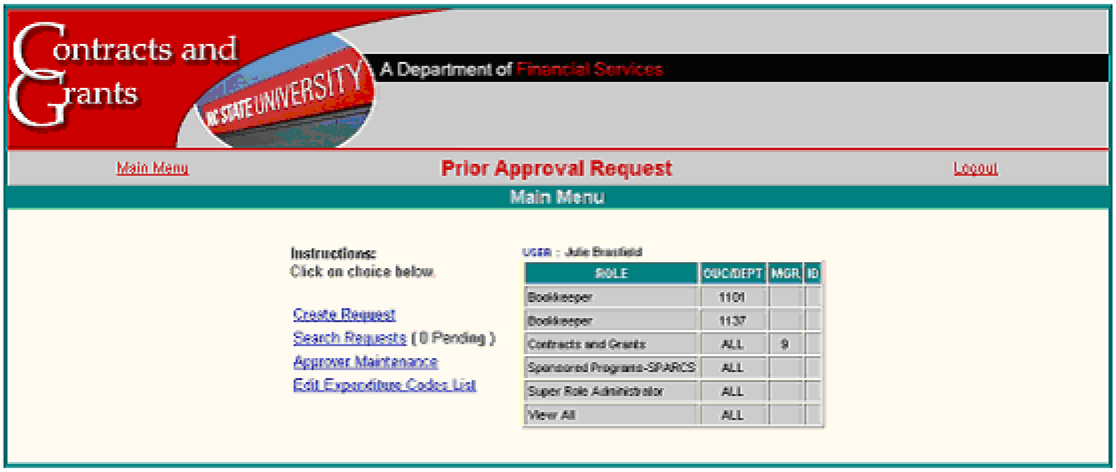
2. Who initiates a PAR?

A PAR can be initiated at either the Principal Investigator (PI) or department Bookkeeper (BK) level. All PARs follow a workflow similar to the one shown below:



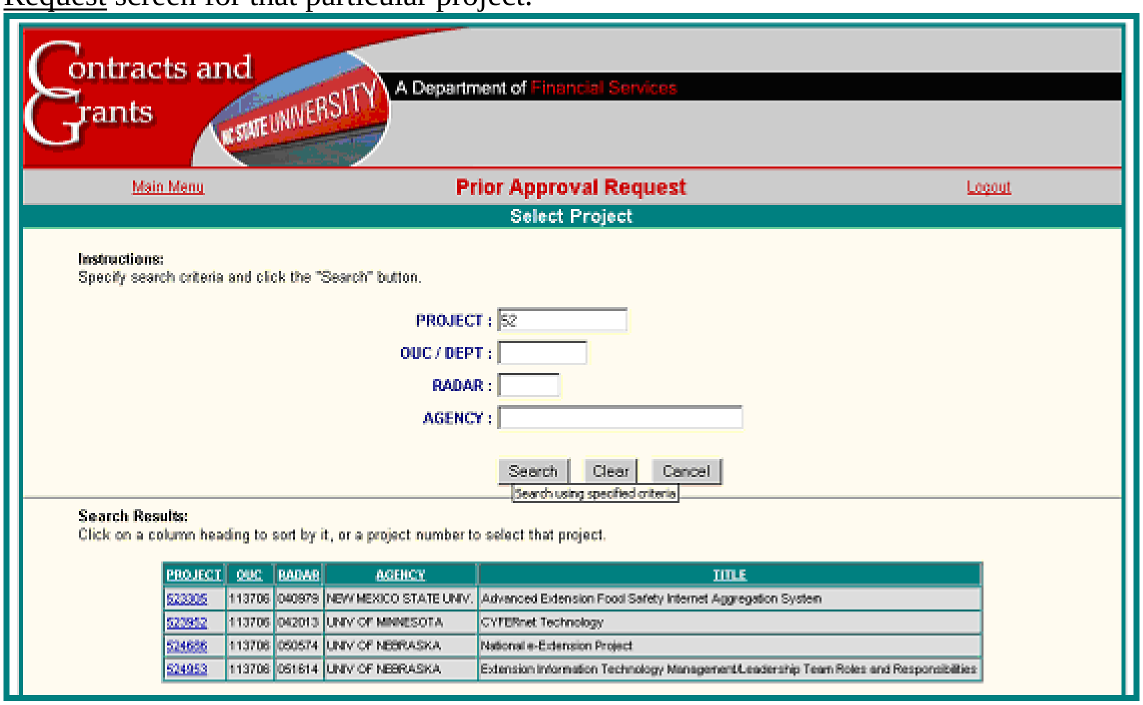
3. What is my current user setup?

After logging onto the online PAR system you are taken to the 'Main Menu'. On the Main Menu screen you will see the roles and OUCs to which you have access to create and view online PARs. If you find that your access is incomplete or needs to be modified please contact your College Research Office.



4. How do I create a PAR?

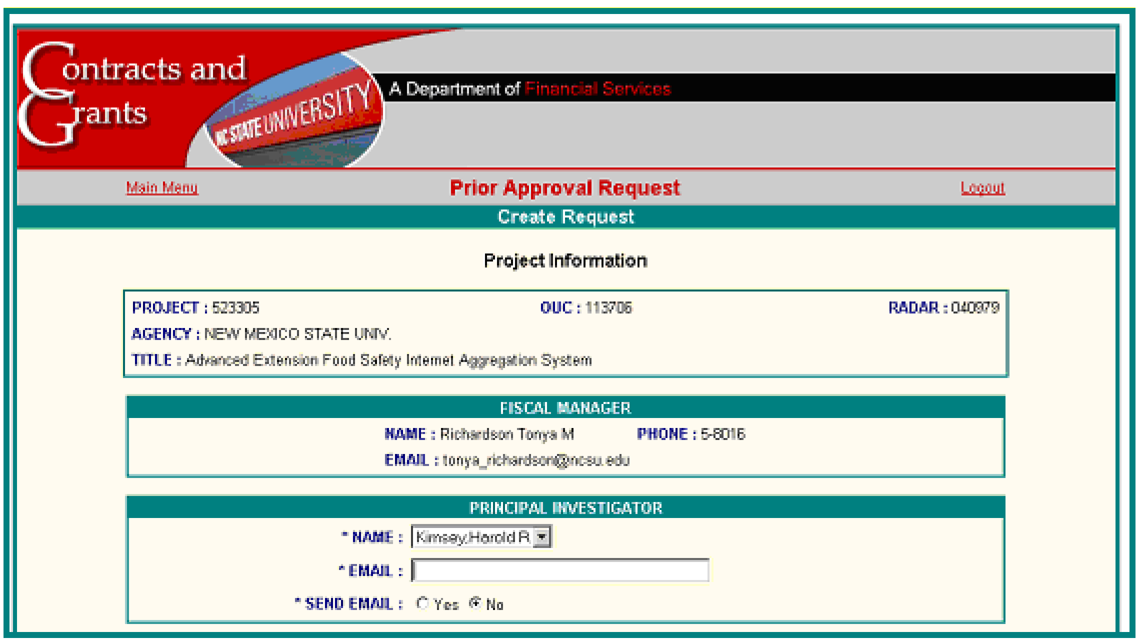
Choose the selection '<u>Create Request</u>' from the main menu. You will be taken to a screen that allows you to search for the project using the Project Number, OUC/Dept number, RADAR number (using the format 06XXXX), or Agency Name. **If you have the project number the simplest choice is to enter the project number (5XXXXX) and click 'Search'.** Click on the underlined project number to be directed to the <u>Create Request</u> screen for that particular project.



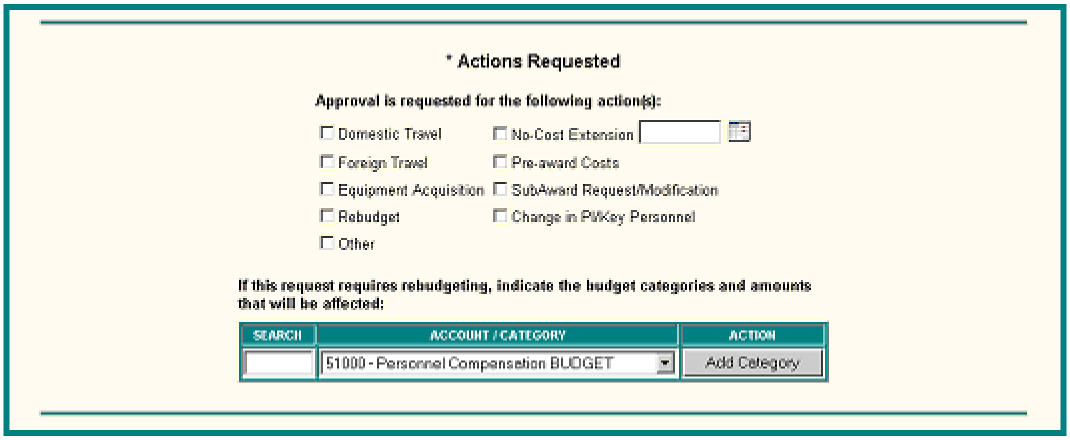
Complete the online Prior Approval Request form using the following steps as guidance:

Step 1 –
Confirm that the project appearing on the Complete Request screen is indeed the project for which you wish to create a PAR. Verify that the Project Number, Agency, Title, OUC, and RADAR numbers are correct. Here you will also see the name, telephone number and email address of the Fiscal Manager assigned to your project/PAR in C&G.

Step 2 –
Enter the PI email address and select 'Yes' or 'No' for the PI to receive emails at each approval level. Only if the PI wishes to be notified at each approval level (even when no action is required from the PI) click 'Yes'. This has been leading to confusion because PIs receive an email and are unsure of what they should do. So, unless the PI specifically wants to see the PAR at each approval level it is best to not select the 'Yes' option.



Step 3 –
Select the appropriate prior approval actions to be requested. You can select as few as one, as many as all, and anything in between. Below are some guidelines to assist you in completing your online request:



- ✓ **Rebudgets:** Provide a thorough and technical in nature justification. Don't forget to enter in the specific account codes and amounts you wish to rebudget. The amounts entered must equal zero to continue.
- ✓ **No-Cost Extension Requests:** The date to which to extend the project to must be entered next to the selection box. Click on the calendar icon for assistance with the correct format.
- ✓ **Subaward Request/Modification:** For all new subaward requests and modification requests you must complete the online '[Detail for Subaward Action Request Form]' which can be found midway through the online PAR form. Click on the link to go directly to the form in a Word document. Once you complete the form online you must then save as a Word document and upload via the 'Add Documents' 

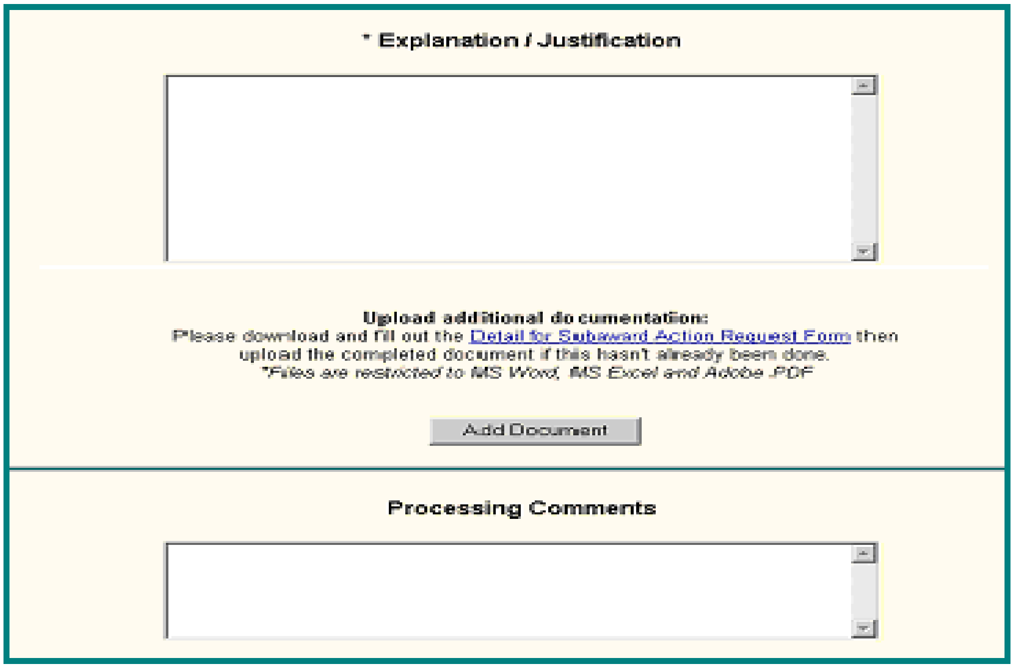
function in the PAR system. If you would rather complete the form offline you may print out the form, complete offline and then scan in as a pdf document.
- ✓ **Change in PI/Key Personnel:** In addition to the justification, the CV/resume for a new PI or Key Personnel should be included in the prior approval request.

  Upload this information using the 'Add Document' 

function found on the PAR form.

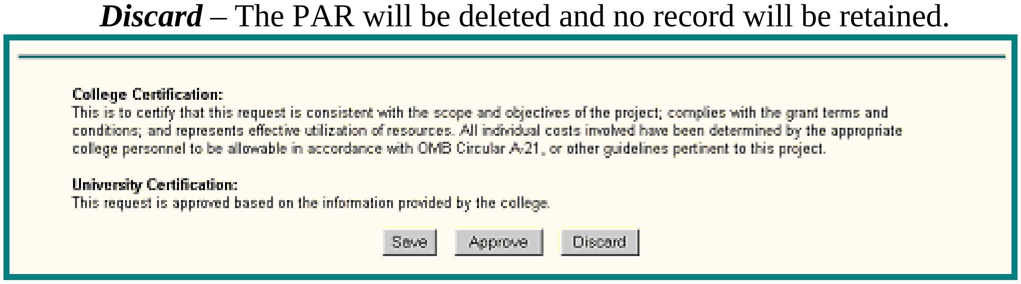
Step 4 –
A thorough, technical justification is required on all PARs. If you have a justification in a Word, Excel or Adobe document and wish to upload instead of retyping simply note in the justification field that a complete justification can be found in uploaded documents. Click the "Add Document" button to add a Word, Excel or pdf file to the online request.

Step 5 –
Add ‘Comments’ to be viewed by all future approvers. I really can’t stress enough the value of adding comments. It is a way to communicate with future approvers, ask the PI or College Research Office to add a needed document, or to give special instructions to C&G or SPARCS. The ‘Comments’ field is unlimited and should be used to mitigate uncertainties surrounding the PAR, provide direction to future approvers, etc.



Step 6 –
Choose your action, SAVE, APPROVE or DISCARD.

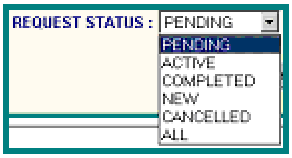
> ***Save*** – The status of your PAR will change to ‘New’. The PAR can be modified and reviewed prior to routing for approval.
> ***Approve*** – The status of your PAR will change to ‘Active’. The PAR will begin the routing process.
> ***Discard*** – The PAR will be deleted and no record will be retained.



5. How do I search and view the current status of an online PAR?

At the main menu select 'Search Requests'. You will also see the number of PARS that are 'Pending' and waiting on action from you specifically. Once you select 'Search Requests' you will be taken to a search screen.

It is helpful to know the meaning of the available PAR statuses. The following are brief explanations of the meaning of each PAR status:



Pending **–** This requires attention from you in order to proceed through the approval workflow. You can add comments, approve or reject the PAR. You may also upload additional documents if necessary.

Active **–** An active PAR is routed but not yet completed. It is in the 'Pending' status at some other level.

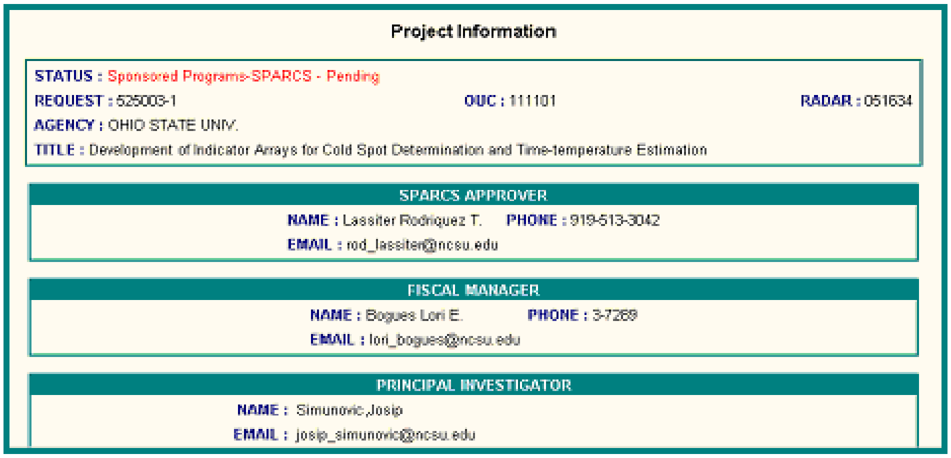
New **–** A PAR that is 'New' has been created and 'Saved' but not routed. A 'New' PAR is still at the initiator's level and must be routed before any action can be taken.

Cancelled **– A PAR can be cancelled only by the initiator!** If the PAR progresses past the initiator and it is realized that is should be cancelled it needs to be rejected back to the initiator's level and then cancelled.

Completed **–** A PAR that has been through all the approval levels and is not awaiting any additional actions is set to the 'Completed' status.

All **–** This encompasses all of the previously described statuses.

Any other search category can be filled in completely to narrow or partially to widen the search results. For example, if you knew your project number began with a 525XXX you could simply enter 525 with the status 'All' and click 'Search'. If you receive more than 50 results the program will let you know and will show only the first 50 selections. However, you can choose 'Report' instead of 'Search' and receive all results in an Excel spreadsheet.



Project Information

STATUS : Sponsored Programs-SPARCS - Pending
REQUEST : 525003-1 **OUC :** 111101 **RADAR :** 051634
AGENCY : OHIO STATE UNIV.
TITLE : Development of Indicator Arrays for Cold Spot Determination and Time-temperature Estimation

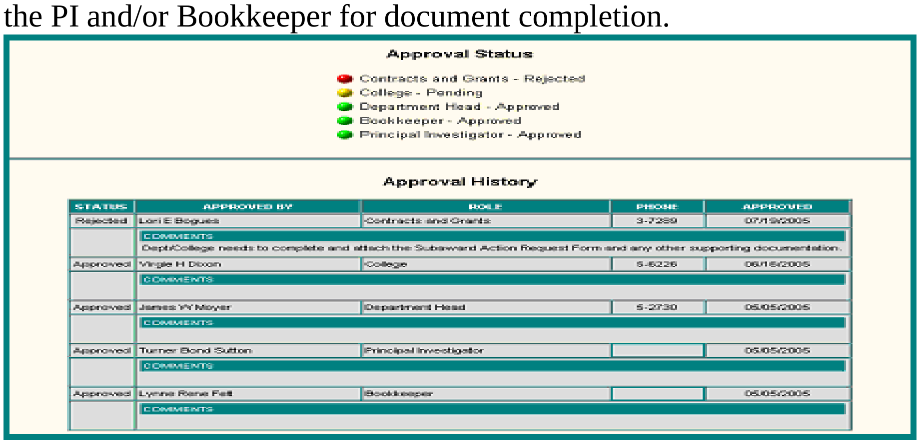
SPARCS APPROVER
NAME : Lassiter Rodriquez T. **PHONE :** 919-513-3042
EMAIL : rod_lassiter@ncsu.edu

FISCAL MANAGER
NAME : Bogues Lori E. **PHONE :** 3-7289
EMAIL : lori_bogues@ncsu.edu

PRINCIPAL INVESTIGATOR
NAME : Simunovic,Josip
EMAIL : josip_simunovic@ncsu.edu

The **STATUS** at the top of the screen shows the current location of the PAR. See that the above referenced PAR is currently *Pending* in Sponsored Programs. You can also view the person to whom the PAR is assigned in Sponsored Programs. The SPARCS Approver is located above the Fiscal Manager information and includes the SPARCS Approver's name, email and telephone number.

There is one other way to view the status of an online PAR. Scroll to the bottom of the Display Request form until you get to the red light/green light information area. You can see below that this particular PAR has been rejected by Contracts and Grants. This is evident by the red light. If you scroll down a little more you will see the reason(s) for the fiscal manager to reject the PAR. In the Approval History the fiscal manager notes that the '**Dept/College needs to complete and attach the Subaward Action Request Form and any other supporting documentation.**' When the College receives the PAR back from Contracts and Grants they have the option to add the requested document or to continue to reject back to the PI and/or Bookkeeper for document completion.



Approval Status

Contracts and Grants - Rejected
College - Pending
Department Head - Approved
Bookkeeper - Approved
Principal Investigator - Approved

Approval History

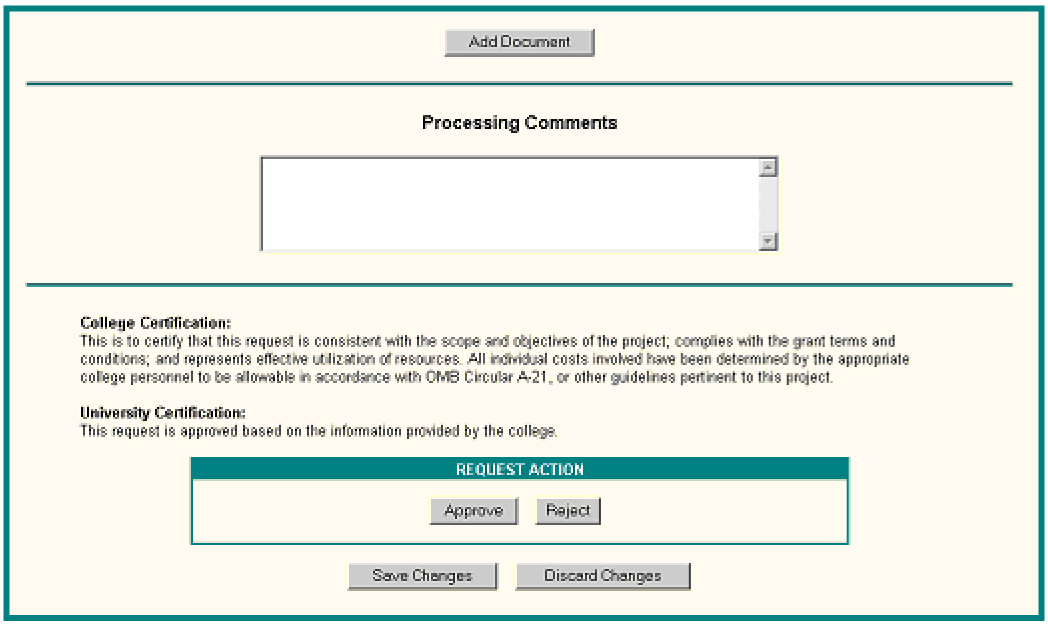
STATUS	APPROVED BY	ROLE	PHONE	APPROVED
Rejected	Lori E Bogues	Contracts and Grants	3-7289	07/19/2005
	COMMENTS: Dept/College needs to complete and attach the Subaward Action Request Form and any other supporting documentation.			
Approved	Virgie H Dixon	College	5-6226	06/16/2005
	COMMENTS			
Approved	James W Moyer	Department Head	5-2730	05/05/2005
	COMMENTS			
Approved	Turner Bond Sutton	Principal Investigator		05/05/2005
	COMMENTS			
Approved	Lynne Rene Fell	Bookkeeper		05/05/2005
	COMMENTS			

6. How do I approve/reject an online PAR?

When a PAR shows as 'Pending' at your level then an action is required of you. Review the PAR information and then select 'Approve' or 'Reject' as appropriate. It is always helpful to add any comments that would assist the next approver but not required when you are 'Approving' the PAR to the next level.

If you find that you must reject a PAR it is a **requirement** that comments be added in the **Processing Comments** area. You should enter specific reasons why the PAR is not being approved so that a correction can be made and the PAR resubmitted for approval.

If the PAR should be **CANCELLED** please enter an explanation and instructions to reject back to the initiator so that the PAR can be **CANCELLED** from the system. The person who initiated the PAR will have an option to **CANCEL** along with the Approve and Reject options. It is important that the initiator selects the **CANCEL** function instead of reject. The status of the PAR will change in the system to Cancelled.



7. Some commons questions/problems and answers:

Q: I am unable to create a PAR for a project for which I should have access. Why?
A: If you are unable to create a PAR for a specific project number check to be sure the project is in the "Active" status in Financials. Also, check your User Setup to ensure you have access to the OUC assigned to the project.

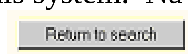
Q: The faculty in our area is unable to enter a PAR for the project even though he is listed as a PI in RADAR and PINS. What is he doing wrong?
A: The PI is not linked to the project in the appropriate table. The PI association in PARS is gathered from the same table that feeds the Faculty Accounting Reports. You can call the PAR Helpline at 515-8006 and we will correct the table.

Q: My PI is unable to sign on to the system. What is he doing wrong?
A: The PI more than likely needs to complete an automated security access form and submit this form to ETSS on campus.

Q: How can I print out a copy of my online request?
A: Select 'File', 'Print' from the internet toolbar. This will print your request, along with the justification and comments, in its entirety.

Q: I entered a PAR and saved it. Now I am unable to locate my saved PAR. What should I do?
A: The status of your PAR is now "New". When you are searching for a PAR change the status to "New" and enter the project ID in the appropriate field.

Q: I have an extremely long justification already typed elsewhere and I do not wish to retype into the PAR system. What can I do?
A: For the PAR form justification enter in – "See justification in attached documents". You can upload your Word or pdf file instead of retyping.

Q: When I use the browser 'back' button my page disappears. What am I doing wrong?
A: The 'back' button does not function properly in this system. Navigate through the PAR system using the 'Main Menu' selections, or the 

within the PAR form.

Q: The PI and Department Head associated with my project are out of the office. The PI emailed me and asked that I complete a PAR ASAP! What do I do?
A: Your College Research Office can enter a PAR that will route directly to C&G. This is only to be used in extreme cases. In this particular instance I would recommend you forward the email to the College Research Office and explain your situation. If the College Research Office deems it necessary they can enter the PAR, and upload the PI's email requesting the PAR, and submit directly to C&G.

Q: I need to add an OUC to my access. Who do I call?
A: Your College Research Office.

Q: I have a PAR user question. Do I call the ETSS Help Desk?
A: Not exactly! We have a PAR User Hotline set up and this is the number you should call – 513-7954.

Q: I have an idea that I would like to see in the next version on the online PAR system. Who do I tell?
A: Please call the PAR Help Desk and give us your suggestions.