PARS Review Tips [rev. 7-10-19]

1. Under "Proposal Documents," open and review the Abstract to familiarize yourself with the project.

2. Under "Proposal Documents," open the budget and select the "Cumulative" tab. Compare the amount in Line D62 to the "Requested from Sponsor" amount on the PARS screen. These amounts should match.

When reviewing the budget, check for salary requests and release time. The Department is responsible for making any financial and/or staffing arrangements necessitated by faculty release time, working closely with a member of the CLAS financial staff.

Compare the amount in Line J62 to the "Total Cost Sharing" amount on the PARS screen. These amounts should match. If there is cost sharing, check the budget justification for an explanation of the source and use of the funds. Departments are typically responsible for providing cost-share and are also responsible for providing resources needed to cover approved release time.

Compare the amount in Line K62 to the "Total Project Costs" listed on the PARS screen. These amounts should match.

3. Under "Proposal Documents," open the Budget Justification. Check that the justification provides sufficient explanation of project costs. If you do not feel that the justification provides a sufficient explanation of costs, please return to the PI and request further explanation.

*If the amounts in the PARS request do not match the budget amounts, return the proposal to the PI for correction.

4. If all the figures listed in the items above match and you are comfortable with all of the explanation provided, approve the proposal. It will automatically move along to the next person in the approval chain.

5. If the faculty member is the PI or co-PI on the project, you will need to provide a closing account number, which is your departmental ID for your E&G budget. Any cost overruns on the project will be charged to your budget.