PARS Overview and Review Tips *[rev. 7-18-22]*

Overview
The grant management system PARS was designed as a tool to aid faculty and ORA staff in submitting proposals to sponsors. It is not meant to replace the necessary communication between faculty, administration, and ORA staff during proposal preparation, but rather to provide a central location where all of the information and approvals can be accessed and acted upon by those who need to do so. Each department and college still retains the right to impose additional requirements such as in-person interviews, document signatures, personnel scheduling, etc., deemed necessary for the administration of their own operations.

Getting Help
The PARS site has a help screen associated with it. Click the **Help** link at the top right side of the page. In addition, ORA staff will be glad to answer any questions ora@maine.edu (581-1484). For technical issues or suggestions for improvement of the site, contact Kevin Wentworth kevin.wentworth@maine.edu (581-4946).

Getting Started

Register
- **How do I get access to PARS?**
    - o To register, a new user will go to https://umgrants.maine.edu/pars and login using their UMS account login credentials.
    - o You will be asked to verify your profile information.
    - o The RIM/ORA teams will be notified and you will be granted access. Generally this happens within one business day.
    - o PARS accounts can no longer be shared amongst users. Users can grant access to delegates to perform PARS activities on their behalf.
- **Who can register for PARS?**
    - o Any person who will be a PI, Co-PI, Sr. Personnel, or an approver on a proposal can and should register, as registration is required to use PARS.
    - o Additionally, people who will be helping to create proposals or help fill in data should register (e.g. financial or department administrators).
    - o Generally graduate assistants are not granted PARS accounts unless they will be listed as PI or Co-PI on a project. For example, a graduate student who is applying for a fellowship would be considered the PI and therefore would be eligible for a PARS account.

Approval Notification
The PARS system will notify you via email of the need for your approval on a proposal. The email will contain a link to view the proposal.

Select a proposal to review/approve
Click the **Submission ID** of the proposal that you want to review or approve. A list of links to the proposal documents (**Budget, Budget Justification and Abstract**) is towards the bottom of the page following the **proposal details, personnel, and financial information**.

Open and review the **Abstract** to familiarize yourself with the project. Open the **Budget** and select the **Cumulative** tab. Compare the amount in Line D62 to the total amount under the financial information. 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.

Open the **Cost Share Sources** tab to identify any cost share commitment. 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. Be aware that implementation of cost-share can be complicated. Consult the CLAS financial staff if you have questions or concerns.

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

If the faculty member whose proposal you are reviewing 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.

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

Take action
 1. **Approved** - equivalent to your signature
 2. **Changes Needed** - generally means that approval will follow if modified to meet specified concerns. Please enter a brief message describing the changes that are needed. This message will be sent to the PI and ORA staff member on this proposal. It will also be added as a comment on this proposal.
 3. **Do Not Approve** - you will not approve under any circumstances

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When you learn that a proposal has been funded, please remind the PI to contact Nathan Brown in the CLAS Dean's Office, at nathan.p.brown@maine.edu. The PI should provide him with the account details for the grant and schedule a meeting.