

Personal Activity Report (PAR) Training

As of October 2008 the University of Utah's National Science Foundation Effort Reporting Audit was settled. Within the audit, the University has agreed to several corrective action plans regarding the Effort Reporting System – one of which is to develop and implement mandatory training for all individuals that receive a PAR (Personal Activity Report) e.g. paid from a research project. In order to fulfill this mandatory training requirement you must complete the online training course. This is a one time training course and will take approximately 30 minutes to complete.

To complete the “Fundamentals of Effort Reporting” online course offered through WebCt go to <http://webct.utah.edu>. Login, using the same login (e.g. u0000000) and password used to access the Campus Information System. Once logged in, click on the course entitled “Fundamentals of Effort Reporting” and follow the directions from there.

Please be aware that this training is mandatory and must be completed before certifying and returning your quarterly PAR to theUCAIR Administrator (Terrie Parker) or yourUCAIR advisor.