PAR Quick Guide

The PAR, the Proposal Approval Record, is a tool to aid faculty and research administrators in securing required University approvals prior to submitting proposals to sponsors. This guide discusses important changes in the PAR ~ the new forms are effective September 6, 2011.

I. What’s new or different?
The PAR has been redesigned to:
- Reduce the number of questions by focusing on key proposal and regulatory information.
- Streamline the approval process by *only* requiring the signature of the Principal Investigator (PI) and Dean*
- Capture information and approvals of proposals involving multiple schools on an Addendum to the PAR.
- Users may complete the PAR utilizing an Adobe Fillable Form (AFF)
  (The new ePAR, an electronic form utilizing the University’s Administrative Information Service, AIS, is currently being tested and will be launched shortly).

II. When is the PAR required?
The PAR is required for *every* proposal.

III. When is the Addendum to the PAR required?
For proposals involving multiple Principal Investigators from multiple schools, the PAR and the Addendum are required. The PAR captures the information about the complete proposal and the approvals of the primary PI/School. The Addendum(s) will reflect the project information and approvals of the Multi-PI(s)/Schools. When the proposal is awarded, a satellite account will be established consistent with the Addendum and the subject award. A separate Addendum is required for each school involved.

IV. What steps do I need to take for submitted proposals? Follow the below steps for all proposals.

**STEP 1.**
Complete the PAR for the primary Principal Investigator.

**STEP 2.**
Are multiple Principal Investigators from other schools involved?

**STEP 3.**
Submit the approved PAR to the Department of Contracts and Grants, along with a copy of the proposal.

**STEP 3.**
Complete an Addendum for each additional school involved.

**STEP 4.**
Submit both the approved PAR and Addendum(s) to the Department of Contracts and Grants, along with a copy of the proposal.

V. How do I access the Adobe Fillable versions of the PAR and Addendum?
The Adobe Fillable versions of the forms can be found on the DCG website: http://research.usc.edu/dcg/

VI. How has the approval process changed?
The approval process has been streamlined by only requiring the approval of Principal Investigator(s) and Dean.

*Please refer to each participating School’s proposal review and approval process, as additional approvals may be required. The Keck School of Medicine requires the Department/Division/Institute Director’s approval for proposals involving KSOM faculty: http://keck.usc.edu/en/Research/Office_of_Research_Advancement/~/media/Docs/Research/KECK_PAR_Signature_Page_090_211.pdf*

VII. Who can I contact with questions?
For questions regarding the new PAR and/or Addendum, contact Jeri Muniz, Executive Director, Department of Contracts and Grants at jeri.muniz@usc.edu or 213-740-6071.

For questions regarding proposal submission, contact the DCG Administrator assigned to your department.

Dept. of Contracts and Grants
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