PAR Frequently asked questions

Q: What software do I need to utilize the PAR?
A: In order to utilize the full functionality of the PAR form, such as saving it as a template or utilizing the electronic signature function, you will need Adobe Professional installed on your workstation.

Q: How do I use the electronic signature feature?
A: To utilize the electronic signature feature:
   a. Click on one of the signature fields.
   b. In the Sign Document pop up window, select the appropriate signature in the Sign As dropdown and OK. In the Appearance Window, select Standard Text (this is the default) and OK.
   c. Select Sign.
   d. You will be asked to save the document in order to complete the signature process.

Q: What is the difference between the USC due date, sponsor due date and after-the-fact?
A: The USC due date is the date the PI would like or expects the proposal to be submitted; this date may be different than the sponsor's actual deadline.

The Sponsor's due date is the date, identified by the Sponsor in the solicitation or Funding Opportunity Announcement, that the proposal is due to the Sponsor.

The After-the-Fact radio button is to identify the proposal as being submitted after the sponsor's due date or at the time of receipt of the award.

Q: I noticed that there are only three roles listed on the PAR: PI, Multi-PI and Fellow. Where should I identify Co-Investigators?
A: Co-Investigators are no longer identified on the PAR. The only three roles recognized on the PAR are: PI, Multi-PI and Fellow. Co-Investigators involved in your project may be listed on the budget.

Q: What should I include in the Comments field?
A: The Comments field is intended to facilitate communication between you, your school and the Department of Contracts and Grants. The Comments field may also be used to identify key information from other fields; for example, if you have more than two subcontractors, you may enter additional subcontractors, their total costs and whether or not you've included the required subcontractor's proposal in the Comments field.

Q: When should I complete an Addendum?
A: An Addendum to the PAR is completed for proposals involving Multiple PIs at multiple schools. The Addendum, like the PAR, should only capture Multi-PI information (not information about Co-Investigators or other Key Personnel).

Q: Who is required to sign the PAR and Addendum?
A: Only PIs, Multi-Pis, and Deans/Designees are required to sign the PAR, and if applicable, the Addendum. Schools, Departments, Divisions, or Institutes may have additional signature requirements, however, the Department of Contracts and Grants does not require any additional approvals.

Q: What is the approval process for Keck School of Medicine faculty?
A: Although the new PAR and Addendum to PAR only require the PI, Multi and Dean's signatures, KSOM still requires Division/Department/institute Directors approvals for proposals submitted by or involving KSOM faculty. Please use the Keck Addendum Signature form to capture these approvals. Please note: Divisions, Departments and/or Institutes may require additional reviews and approvals. Consult with the particular unit to determine any additional required reviews and signatures.
Q: How should I handle proposals involving ISI and ICT?
A: Consistent with current practices, ISI and ICT require the review and signature of the Institute Director(s). To identify the participation of ISI or ICT PIs and secure the necessary approvals, an Addendum should be completed.

Q: Should I route the PAR and Addendum separately or together?
A: The PAR and the Addendum should be routed to PIs and Dean(s) together, along with a copy of the Scope of Work and Budget(s).