

PRIME Fund

General Guidelines

Program for Research Infrastructure and Matching Expenses

General Purpose

The PRIME Fund provides cost-match support for original scholarship and research at the University of Missouri-Columbia. The General Fund will be used to assist faculty within divisions, departments, and centers by helping with costs associated with research activities. The PRIME Instructional Fund will be used to assist faculty within divisions, departments, and centers to support grant requests that include research and/or scholarship related to instruction. All PRIME funds (General or Instructional) will be used to cost-match on proposals for **new** external funding. Matches can be requested for any expenses related to a research project. Presently, MU is focusing on the opportunities in larger federal grants; therefore, funds are intended for use by groups of faculty rather than for single-faculty projects. Interdisciplinary project proposals are particularly encouraged. The use of these funds will reflect the diversity of the research programs at MU.

General Policy

The PRIME Fund (General & Instructional) is intended to help provide cost-match money for external research proposals. PRIME funds are intended to provide cost match with **new** external funding for any appropriate research expenditures, including but not limited to: equipment, personnel, supplies, travel, consulting, and publication costs. The commitment of PRIME Funds will be exclusively for definitive costs over a finite period of time. For the purpose of the PRIME Fund, the UM Research Board is not considered an external funding source.

As a general rule, PRIME funds are awarded for up to 25% of the external grant amount (direct and indirect). Requests of PRIME matching funds for grants should generate a greater amount of F&A than is being requested from PRIME. This is not required, and is not possible for equipment grants, but will be a consideration in the evaluation of PRIME requests other than those for equipment purchases. The more that F&A will offset the PRIME request, the greater the chances of approval because of the greater fiscal sustainability of the model. PRIME requests must be equal to or less than the amount requested from Departments and/or Divisions. Our research mission is on par with our teaching and service missions, so faculty / staff time commitments may not be used as departmental/divisional matches unless documented by the actual expense of the necessary backfill along with the source of backfill funds identified for commitment once the proposal is funded. Applicants should seek the remaining amount needed from the external agency. However, individual and/or program funding circumstances will be considered in determining the fraction of MU cost-match which can be awarded from the PRIME Fund.

Instructional PRIME Fund

*The Instructional PRIME Fund is intended to help provide cost-match monies on **new** external grants to promote **research** on instructional innovation. It is the duty of the applicant to specifically address the research components of their project as it relates to research or instruction.*

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Deadline

To ensure full review, the *PRIME requests must be received two weeks prior to the external proposal deadline.*

Proposal Instructions

The PRIME proposal needs to be submitted to eFunding (electronic proposal system). The link to it is <https://www.research.missouri.edu/webapps/funding>. The cover page with signatures needs to be submitted to 205 Jesse Hall, e-mailed to melissa@missouri.edu or faxed to 884-8371. We will NOT accept the signed cover page uploaded to the documents section of eFunding.

To find the cover page, go to the main My Project page in eFunding and note that the Action column has a pull down menu. One of the options is Print Cover Page. You can select Print Cover Page at any time before or after you submit the proposal.

When you log in to eFunding, at the top you will see Home, My Projects and My Account. First complete the My Account information. After you are done with the My Account section, select My Projects, then Create New Project, then select the program you wish to apply for (i.e. PRIME).

Every General PRIME application *must* include these required materials:

- **PRIME Fund Cover Page** with all required signatures. The budget section is separate from external agency budget sheet(s).

As you complete the My Account section and the sections in the My Project section called Applicants, External Applicants, Proposal Information, PRIME Abstract, PRIME Budget, and University Match Budget, the system is creating the cover page for you. If you go to the main My Project page, the Action column has a pull down menu and one of the options is Print Cover Page. You can select Print Cover Page at any time before or after you submit the proposal. On the cover page you will find signature lines. The signatures only need to be on the copy you turn into 205 Jesse Hall or e-mail to melissa@missouri.edu or fax to 884-8371. We will NOT accept the signed cover page uploaded to the documents section of eFunding.

- **Uploaded Documents**
 - **Description of the research component.** The research component(s) of the instructional project must be clear. This section can be included in the key parts of the external proposal (see below) and does not need to be uploaded separately. Please upload this section to eFunding in the Documents section.

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- **Evidence of cost-match requirement** by the external agency. Provide documentation that the cost-match is a requirement for receiving the funds or will enhance the status of the proposal in the competition. This support may come from published agency guidelines, memo from R & D or program officers, etc. Please upload this section to eFunding in the Documents section.
- **Copy of key parts or draft of the external proposal.** Specifically, include the abstract, objectives/aims, and budget. Also include parts addressing the role of the P.I. and Co P.I.'s, how the PRIME funds will be used in the project, and the research components of the project. If salary & wages for personnel are requested, also include the pages that reference the role of the personnel in the project. If the PRIME application is requested specifically for equipment, please indicate how the equipment will be utilized in the project and the significance of obtaining the equipment for the project and the department. Please upload this section to eFunding in the Documents section.

If you have trouble uploading documents to eFunding, please e-mail melissa@missouri.edu.

- **Complete/Update Faculty Outcome Report(s) on old PRIME proposals**
A Faculty Outcome Report needs to be completed or updated with current information on all old PRIME proposals that were awarded based on the external agency awarding funds. The report does not need to be uploaded to the documents section. The Office of Research will link the report(s) to the current proposal. A new report can be created by clicking Create New Project on the My Projects page and selecting Faculty Outcome Report for PRIME. An old report can be updated by going to the My Projects page, selecting Reuse this Cover Page on the Action menu under the one to edit.

Incomplete applications will delay the review and may disqualify the proposal.

PRIME Checklist (please use prior to submission)

1. Does the activity involve several other MU investigators?
2. Is there an equal cost match from the unit? Is a commitment letter included?
3. Is the total PRIME request at or below 25% of the external budget? Is the budget clear and justified?
4. Is there evidence that the cost match is required or will substantially improve the chances for success of the external proposal?
5. For instructional, is the research component well defined?
6. Does the PRIME proposal contain the major parts of the external proposal (abstract, objectives/aims and budget)?

Review Process

Most decisions are made with the Vice Chancellor for Research and Associate Vice Chancellor reviewing every proposal.

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PRIME Award Administration

If your external proposal is awarded, please e-mail a copy of the Grant Award Summary to Melissa Baldwin, Melissa@missouri.edu and request release of your PRIME funds. Multi-Year Projects: At the close of each grant project year, a Faculty Outcome Report needs to be completed or updated with current information for all proposals that contain PRIME budgets before years two, three, four or five of PRIME funding will be disbursed. Please see the instructions above for how to complete or update a report. In addition, please e-mail a request to Melissa Baldwin to release the next year of PRIME funding at that time.

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