PRIME Proposal Submission Instructions
July 2017

This document describes how to submit a PRIME proposal. The PRIME Program Description can be found at https://research.missouri.edu/internal/prime.php.

The PRIME proposal needs to be submitted to eFunding at https://research.missouri.edu/efunding.

1) Please log in using your MU paw print (email user name) and password.

2) Click "My Account" at the top of the webpage. After you update that page click Save.

   Most of the information in the My Account section of eFunding is obtained from PeopleSoft. If there are errors in the PeopleSoft information, please contact your departmental PeopleSoft representative to make the edits. A common problem is that the tenure status does not reflect recent promotions. Your department representative can assist you with getting that edited. There are additional boxes at the bottom on that page that need to be completed because we cannot pull that information from PeopleSoft. If you continue to have trouble after contacting your departmental PeopleSoft representative, please contact internalfunding@missouri.edu.

3) Click "My Projects" at the top of the page.

4) Click "Create New Project or Report." A new window should open up.

5) Click "PRIME Proposal"

6) Select your role on the project then click "Create New Project or Report."

   A Primary Investigator, Co-Investigator, or Assistant can start a proposal. In the next section you can add other people involved in the project. The PI and Co-I will appear on the cover page but those marked as Assistants will not appear on the cover page.

   For the purposes of PRIME the Primary Investigator needs to be the person who will be responsible for the PRIME fiscal accounts and the PRIME Faculty Outcome Reports. For PRIME proposals there cannot be more than one PI.

7) Applicants section: If you have other MU applicants or assistants to add to the project, then click "Add Applicant." A new window will open up. You can select the person's name and role then click "Add". After you are done adding applicants or assistants, then click "Save and Continue." Repeat for each applicant

If the applicant's name is not listed please have the user sign into eFunding and eFunding will create an account for them or contact internalfunding@missouri.edu to have the user added. After the account is created you can come back to the Add Applicant screen and add the user.

8) External Applicants: External applicants would be those not employed by MU. If you have an external applicant to add click "Add." Add their Name, Role and Organization name then click "Save and Continue." Repeat for each external applicant. After you are done adding all of the external applicants click "Save and Continue."

9) Proposal Information section: Complete each of the boxes and click "Save and Continue."

10) PRIME Abstract section: Write a brief description of your project. After you have completed the abstract click "Save and Continue."

11) PRIME Budget section: Enter the dollar amount per year in the white boxes. The grey boxes add up the amounts you enter into each year. All of the boxes need a number. If the amount is zero, then enter a 0. If one or more of the grey boxes are not calculating the numbers, then one of the white boxes is missing a number. After you are done editing click Save and Continue.

12) University Match Budget section: For each department, division, center or investigator that is providing funds for this project you will need to click "Add," complete the blanks, and click "Save and Continue." After you have added each cost match click "Save and Continue."

13) Documents: Each document is discussed in greater detail below. These are documents that you save on your computer and upload to eFunding. You can upload them as one file or multiple files.

    i) Documents needed

        (a) Description of the research component. The research component(s) of the 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.

        (b) Copy of key parts or draft of the external proposal.

            (i) Specifically, include the abstract, objectives/aims, and budget.
            (ii) 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.
            (iii) If salary & wages for personnel are requested, also include the pages that reference the role of the personnel in the project.
            (iv) 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.

        (c) Sponsor guidelines. Please indicate where the sponsor states the match is required or encouraged.

        (d) All project line-item budgets. This includes external grant budget, PRIME and PRIME match budget, and other cost sharing budget (if applicable).

    ii) To attach a document you will need to complete steps 1, 2, and 4 for each document on the Documents page. Step 3 is optional. You can attach the information requested above as one document or as multiple documents.

        (a) Step 1: Click Browse. A new window should open up. Locate the saved document on your computer. Click Open.

        (b) Step 2: Select the document type. For now the only option is PRIME Support Documents.

        (c) Step 3: This is optional. You can add a comment in the box.

        (d) Step 4: Click Attach Document to Form.

    The document(s) should appear at the bottom of the page. Repeat steps 1-4 for each document. When you are done uploading the documents click Save and Continue.

14) Submit Form:
    i) If you receive a Warning notice, then you are missing items that need to be completed for submission.

    ii) If everything is ready for submission, then click "Submit Form."

    iii) Click "Close Window."

    iv) If you need to add documents or edit the cover page information after you have submitted the proposal, please email internalfunding@missouri.edu and she will electronically return the proposal to you. If you add documents or make edits after submission and you do not email internalfunding@missouri.edu about the edits, then the reviewers may not see the changes.

15) Print Cover Page: In eFunding click "My Projects," click "Print Cover Page" from the Action pull down menu and a new window should open. Click "Print" and close the window.

16) The cover page needs to be signed, scanned and e-mailed to internalfunding@missouri.edu. We do not accept hard copies of the signed cover page.

17) If you have trouble submitting a proposal to eFunding, please e-mail internalfunding@missouri.edu.