

Update a PRIME Faculty Outcome Report

July 2017

These instructions are only if you have completed a previous PRIME Faculty Outcome Report and you want to update it. If you need to complete a new report, then instructions for submitting a new report can be found at <https://research.missouri.edu/internal/prime.php>.

1. Log into eFunding <https://research.missouri.edu/efunding>. You log in using your MU paw print (email user name) and password
2. Click “My Projects” at the top of the page.
3. Locate the most recent report on the My Projects page and the Action pull down menu on the far right side of the screen. On the Action pull down menu select Reuse Cover Page. A new window will open and you will asked to confirm that you would like to reuse the cover page. Please click “Reuse Cover Page.”
4. Edits: Update all of the sections that you previously entered information into and click Save and Continue for each section.
5. 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.

The previous year’s documents will not appear in updates. The previous year’s documents only need to be in those year’s reports. You only need to upload the documents for the current year’s report.

a. Documents needed

i. **Detail Income Statement for PRIME and non-PRIME match.**

The Detailed Income Statement can be found in the PeopleSoft Financial Reports in Web Applications. We need Detail Income Statements for the PRIME and the non-PRIME match chartfield strings for the respective project year to be uploaded in the eFunding system. If the project year overlaps more than one fiscal year, upload the Income Statements for all applicable fiscal years.

i. **Grant Award Summary (GAS)** The Grant Award Summary for the next project year needs to be uploaded in the eFunding system.

- b. 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.

- i. Step 1: Click Browse. A new window should open up. Locate the saved document on your computer. Click Open.
 - ii. Step 2: Select the document type.
 1. For the Detailed Income Statements select Detailed Income Statement.
 2. For the Grant Award Summary select Grant Award Summary (GAS).
 3. For institutions that do not use GAS select Other Types of Award Notification (rare).
 - iii. Step 3: This is optional. You can add a comment in the box.
 - iv. Step 4: Click Attach Document to Form.
 - v. 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.
6. At the end submit the form. Signatures for and printings of the report are NOT needed. We only need the report submitted to eFunding.