

PRIME – MIZZOU's Matching Fund Program (FY2020 - 2021)

Effective July 1, 2020

Purpose

The Program for Research Infrastructure and Matching Expenses (PRIME) provides matching support for research projects at Mizzou, including research on instructional innovation.

ELIGIBILITY

MU Researchers applying for external grant funding are eligible to apply for PRIME matching support when the following criteria are met:

- PRIME matching funds are in support for **larger federal grants** that align with campus strategic priorities.
- PRIME matching funds are intended for use by **multi-investigator teams** for projects with **broad interdisciplinary impact**.

Sponsor guidelines **must require** (or encourage) University matching (cost sharing).

- PRIME matching funds must be for match on proposals for **new external funding**. PRIME will not be awarded for requests made after an award is received by the University.

Application Requirements

Applications for PRIME funds are accepted year round for consideration by MU Office of Research, and **must be submitted at least two weeks prior to the date the external grant proposal is due** to the Office of Sponsored Programs Administration (OSPA), as noted in the [Sponsored Programs Procedure Guide - Proposal Submission Deadlines](#).

All PRIME applications are submitted electronically through InfoReady (electronic proposal system) located at <https://umsystem.infoready4.com>. Applicants' questions about the proposal submission process can be submitted to: internalfunding@missouri.edu.

- PRIME requests must be matched by cash (e.g., RIF, salary savings) from the division/department/center/investigator(s) and is referred to as Department match. The Department match must be equal to or greater than the amount requested in PRIME funds.
- PRIME requests cannot exceed 25% of the total external requested grant amount (direct and indirect) except where specified by the funding agency.
- The external grant being matched should generate a greater amount of F&A than that being requested in PRIME funds. The more that F&A will offset the PRIME request, the greater the chances of approval because of the greater fiscal sustainability of the program, project or model. Large instrumentation grants are an exception to this requirement since they carry no F&A.
- All project line-item budgets are to be included with the PRIME proposal in InfoReady. This includes a detailed total external grant budget, a detailed PRIME budget, and detailed Department match budget; along with any other cost sharing budget (if applicable).

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- PRIME and Department match funds may not be used for the following:
 - Tenure, Tenure-Track faculty salaries
 - Travel except under exceptional circumstances (with advance Office of Research approval).
 - GRA stipends except under exceptional circumstances. If GRA stipends are approved, the academic unit is responsible for the tuition and applicable fee costs, in addition to the required Department match, unless prior approval granted by the Office of Research, Graduate Studies and Economic Development.

- Department match cannot be in the form of:
 - Faculty time or effort
 - Tuition or fee waivers
 - Graduate student medical insurance
 - Other grants
 - External in-kind contributions.

Application Preparation and Submission

The PRIME application can be found on the [InfoReady](#) site by sorting for "Faculty Internal Funding"

While preparing your electronic application, it is important to have the following information available for completing the application sections and/or uploading material to the online application:

- External funding opportunity guidelines
- Detailed internal, PRIME, and Department match budgets
- External grant proposal including a description of the research (abstract) and important sections which may support the success of the grant proposal.

A request for PRIME funds requires approval from the applicant's department chair/director and dean. It will also require approval from each separate division or department match contact. By approving this application they will be agreeing to commit the designated funds contingent upon receiving the PRIME and external funds. The request for these approvals will be sent by the Internal Funding Coordinator via InfoReady after the application is submitted.

Adherence to these application requirements ensures equity and fairness among all grant applicants, and applications that do not meet these requirements, or meet the PRIME eligibility listed above, may be returned without review.

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PRIME Award Administration

MU Researchers who receive PRIME approval *and* whose external grant is funded by the agency/sponsor should notify the OSPA Internal Funding Coordinator at internalfunding@missouri.edu.

- If the funding amount awarded by the external sponsor is reduced from the amount proposed, the award will be reviewed by the OSPA Internal Funding Coordinator to determine if the required cost match amounts were reduced accordingly. In these cases, PRIME fund amounts may be reduced commensurate with the reduced external grant support.
- Prime funds will be disbursed consistent with sponsor award funding (e.g. in full or incrementally).
- OSPA Pre-Award staff will issue a Grant Award Summary (GAS) which will include all project Chartfield Strings/MoCodes (e.g. grant funds MoCode, PRIME funds MoCode, Department match MoCode, and any other required MoCodes).
- PRIME and Department match expenditures are to be recorded on the respective MoCodes.
- PRIME and Department match must be used for costs identified in the PRIME proposal and must be incurred within the period of performance of the external grant project (unless external grant guidelines require the match to be spent beyond the external project end date).
- If the external grant sponsor approves a No Cost Time Extension the PRIME funds and Department match may be extended to the revised project end date, if needed. At no time will PRIME funds or Department match be used past the final end date of the external sponsor project.
- PRIME funds will not be transferred when the external grant project is in pre-award status.

PRIME funds which remain unused at the end of the project period of performance will be returned to the Office of Research.

Reporting

An annual Progress Report is required following each year of PRIME funding, and a final Outcome Report is required at the conclusion of the project.

Information related to project funding, publications and/or other creative works, other external grant proposals, and current project results will be collected during the annual report submission. Release of future PRIME funds is contingent on receipt of an updated PRIME Faculty Outcome Report. Upon project completion, a Final report is also required.

Both annual and final reports are submitted in [InfoReady](#).
