

Faculty Outcome Reports for PRIME

July 2019

A Faculty Outcome Report (also known as a progress report) should be completed or updated with current information on all PRIME awards based on the external agency awarding funds. This document contains instructions for completing a new report. If you want to update a previously submitted report, then instructions for submitting an updated report can be found at <https://research.missouri.edu/internal/prime.php>.

The Office of Research uses the collected information from the Faculty Outcome Reports to determine the return on their investment and justify future funding for the Office of Research Internal Funding programs and applicants.

Submit a New PRIME Faculty Outcome Report

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. Click “**Create New Project or Report.**” A new window should open up.
4. Click “**Faculty Outcome Report for PRIME.**”
5. Select your role on the project and click “**Create New Project or Report.**”
6. **Associated Project section:** Select the PRIME proposal number that is associated with the report and click “**Save and Continue**”.
7. **Applicants section:** If you have other MU applicants or assistants to add to the report, then click “**Add Applicant.**” A new window will open up. You can select the person’s name and role then click “**Add.**” Repeat for each applicant. After you are done adding applicants or assistants, then click “**Save and Continue.**”

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. **Project Information section:** Complete each box and click “**Save and Continue.**”
9. **Funding section:** Complete each box and click “**Save and Continue.**”

10. **Publication section:** For the purposes of this report publications are defined as original or reprinted publications, presentations and creative works. Each publication will need to be entered individually. This allows the Office of Research to gather statistics. For each publication click “**Add Publication,**” a new window will open, enter the requested information and click “**Save and Continue.**” Repeat for each publication. After you are done adding publications click “**Save and Continue.**”
11. **External Proposals section:** This section is for new external proposals you have applied for, been awarded or been denied as a result of receiving the PRIME funds for this project. Each external proposal will need to be entered individually. This allows the Office of Research to gather statistics. For each external proposal click “**Add External Proposal,**” a new window will open up, enter the requested information and click “**Save and Continue.**” Repeat for each external proposal. After you are done adding external proposals click “**Save and Continue.**”
12. **Objectives/Results section:** Complete each box and 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.
 - 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.

14. Submit Form

- a. If you receive a Warning notice, then you are missing items that need to be completed for submission.
- b. If everything is ready for submission, then click Submit Form.
- c. Click Close Window.

15. Signatures and printings are NOT needed.

16. The report does not need to be uploaded to the documents section of the proposal.