

Date: September 1, 2022

To: PRSCA College Administrators

From: Alam Hasson, Ph.D.

RE: PRSCA Reporting

In collaboration with the Division of Research and Graduate Studies (Research and Sponsored Programs), we have worked together to have the Provost Research, Scholarship, and Creative Activity (PRSCA) competitions have a one-stop report submission process for all PRSCA awards. Even though we will not be using InfoReady, the new approach is using Google Forms which will streamline the submission process and provide access to all individuals who need access to the reports.

Reporting Timeline

Below is a timeline of the report due dates, according to their award period.

1. Summer '22: Report due Friday, September 30, 2022
2. Fall '22 and Winter '22: Report due Tuesday, January 31, 2023
3. Spring '23: Report due Friday, June 30, 2023
4. Summer '23: Report due Thursday, August 31, 2023
5. Mini-Grant: Report due one month after the project period

Reporting Requirements

The report (2 pages max) should include the following elements:

1. Project Summary - A summary of project findings and significance (understandable to someone outside the discipline).
2. Project Impacts - Impacts of the PRSCA funding (specific activities supported by the funding)
3. Project Outcome - Products of the work - conference presentations, journal articles, grant submissions, etc.

In addition, please connect with your Dean's office for any additional report requirements.

Report Submission

Faculty may submit their reports using the following link:

<https://forms.gle/RV9ZBePwMXyezXvQ8>

We ask faculty to title their report in the following format:

College.LastName.FirstName.PRSCA.22.23

CSB.Parrilla.Edgar.PRSCA.22.23

Please note that this does not apply to Chancellor's Office Research, Scholarship, and Creative Activity (CO RSCA). All CO RSCA awardees will still be responsible for submitting their 6, 12, and 18-month reports via InfoReady.