



Grants (Includes Official UM Record since Fall 2007 and all FAS Grants Data)

myVITA features work best in the latest versions of Mozilla Firefox, Google Chrome, and Safari browsers. Internet Explorer is not recommended because of issues with functionality and display. Please set your browser to accept pop-ups from the myVITA site to ensure an optimal experience.

MyVITA's Grants section includes records of past grants from FAS and the UM Official Grants System in PeopleSoft. If you used FAS, you may find some duplicate records from Fall 2007 through Summer 2015. If duplications exist, delete the FAS or the Self-Reported Records.

▼ Grants (Includes Official UM Record since Fall 2007 and all FAS grants data) ? Help						
Show <input type="text" value="20"/> entries						
Title	Sponsor	Award Date	Status	Term	Source of Data	Actions
My Local Grant	UM Research Council	2015-10-01	Funded - In Progress	Fall 2015	Self-reported	
My NIH Grant	NIH		Submitted	Spring 2016	FAS and other legacy systems	
My NSF Grant	NSF		Submitted - Denied Funding	Spring 2016	Official UM source of record	

Editing Existing Information

The **Source of Data** column will indicate from where the grant was loaded. Grants loaded from the UM Official Records are view-only. To correct any error, contact your campus Office of Sponsored Programs. If your local grants office corrects the issue in the PeopleSoft Grants system, but the error persists in myVITA, contact your campus' myVITA Coordinator found at the [myVITA informational website](#).



Grants loaded from FAS can be edited, deleted, and cloned.

Note: *Deleted records cannot be retrieved, so use delete with caution!*

If you feel that any of your "Official UM Source of Record" grants information is incorrect please contact your local grants office:

- MU, UMSYS: OSPA (573) 882-7560, muresearchospa@missouri.edu
- S&T: OSP (573) 341-4134, research@mst.edu
- UMKC: ORS (816) 235-5640, ORS@umkc.edu
- UMSL: ORA (314) 516-5897, ora@umsl.edu

Grant records from both the UM Official Grants system and FAS are in this section.

- **STATUS:** If this grant is **In Preparation** or **Submitted for Review**, complete with proposed/requested information.
 - **SHARED CREDIT:** In the Collaborators section below, Shared Credit represents the percentage of the grant awarded to you.
 - **ATTACHMENTS:** Recommended attachments may include Grant Notice of Award. Discuss requirements with your department chair.
- Note: Changes made to official UM system grants through PeopleSoft should display in your myVITA account within 5 business days or less.

Input Form

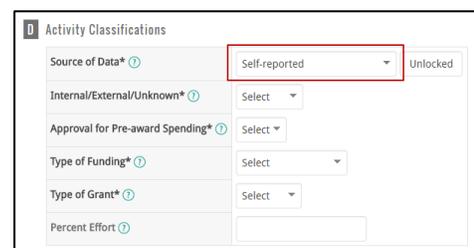


Here you can fill in self-reported grant information. This piece can be time consuming, so ensure you have all your documentation available to make this as easy as possible. There are five sections:

- **Input Form:** Information about the title, status, agency, grant ID, collaborators, and URLs associated with your grant. Your name will appear first in the list of collaborators, other collaborators can be chosen from internal faculty members or collaborators outside the university.
- **Dates & Funding Periods:** This is where you input the information about when your grant starts and how long you have funding.
- **Funded Amounts:** The amounts of funding you have received.
- **Activity Classifications:** Identifies specifics about the grant. Attachments are optional to myVITA, but check with your department for specific requirements.
- **Attachments:** Upload supporting documents.

Gifts & Internal Grants

Gifts & Internal Grants are not tracked in PeopleSoft and must be self-reported. For these types of awards, pay close attention to the **Activity Classifications** when reporting.



Manage Status

It is important to note how the Manage Status function works.

When you click the Manage Status button, you will see this pop up:

Although you can edit the entered status and semester by using the pencil/edit button, do not edit the existing status when updating.

NOTE: You should only **Edit** the status when the Semester or Year are incorrect.

When the status of your grant changes, use the Add button and add a new status. This will help keep the timeline of events in order for your CV.

Faculty Selector

Inside the Grants activity, you can list co-authors and contributors under the Collaborators section by clicking the Add button. A pop-up window will appear, and you can choose **Select Internal Faculty Member** or **Add Another Collaborator**.

- Using **Select Internal Faculty Member** allows you to choose from other UM faculty with a myVITA account.
- Using **Add Another Collaborator** allows you to manually add names of faculty without a myVITA account, or names of those from outside the University.
- myVITA recommends using Select Internal Faculty Member when adding contributors on campus.

Using the Faculty Selector is easy and will help your department easily discern who worked together. This search includes all four campuses.

- When you open the Faculty Selector, type the last name of the person in the search bar in the upper right hand corner, and click on the magnifying glass.
- A list of faculty will appear in the **Available** column.
- Click on the person's name you wish to add, then select the single arrow.
- The person's name will move to the **Selected** column.

myVITA Grants

If you want to navigate to a certain department, you can click [[Change](#)] after the **University of Missouri**. You can drill down to choose a department, and from there, choose the individual(s) you want to select. You can also add an entire department by selecting the green double arrow.

The double and single arrows allow you to move faculty back and forth from the **Available** to the **Selected** columns.

Clicking the **Select Internal Faculty Member** button will add the name(s) to the list of Collaborators for the grant.

Collaborators	First Name	Middle Initial	Last Name	Author / Contributor Type*	Shared Credit	Faculty at your institution
1 ▾	1 Sample		Smith	PI ▾	70	✓
2 ▾	2 Sample		Smith	CoPI ▾	10	✓
3 ▾	3 Sample		Smith	CoPI ▾	10	✓
4 ▾	4 Sample		Smith	Program Coordinator ▾	5	✓
5 ▾	5 Sample		Smith	Other ▾	5	✗

Here you can select the **Author/Contributor Type** (required field) and the amount of **Shared Credit** between the collaborators. **Shared Credit** represents the percentage of the grant awarded to each person, and should total 100%.

The green checkmark indicates the person has a myVITA account. A green X indicates someone outside of UM or someone without a myVITA account (a staff member for example).

If you have feedback or suggestions on improvements or clarifications we can make to this guide, please email ummyvita@umsystem.edu.