

Grant News – October 2011

Changes to Progress Reports and Final Reports

Grant recipients were asked to put progress reports and final reports in RCO's online database PRISM. These reports have proven to be fantastic tools to help grant recipients describe successes, convey challenges, and suggest changes when necessary. Now RCO will require the following:

- Grant recipients with active project agreements will be asked to submit a minimum of two progress reports every year.
- Effective October 1, 2011, grant recipients must use the electronic progress report feature in PRISM to update the status of a funded project. RCO will no longer accept hard copy reports.
- Grant recipients will be asked to use the reporting feature in PRISM to complete and submit a final report.

If you have any questions, please contact your grants manager.

PRISM Enters Video World

The RCO database (PRISM) used for tracking projects has added a new feature allowing video clips to be added and stored in the attachment screen with projects. Currently PRISM will accept three of the most commonly used video file formats AVI, WMV, and MPG. PRISM will allow a file size of up to 100 mb. Video can be a great tool for showing and explaining different aspects of a project. If you have questions or would like additional file formats please let RCO know.