# Submitting your Final RTR Progress Report through *Interfolio*

Faculty who received Release Time for Research should report on their progress at the end of the academic year in which the award is made (by **June 30**). You must complete the RTR Final Progress Report form and update and provide copies of any manuscript drafts and/or published work and any planned, submitted or funded grants produced during this period (AY23-24) under the respective Faculty Activity Reporting "Activities" sections of *Interfolio*.
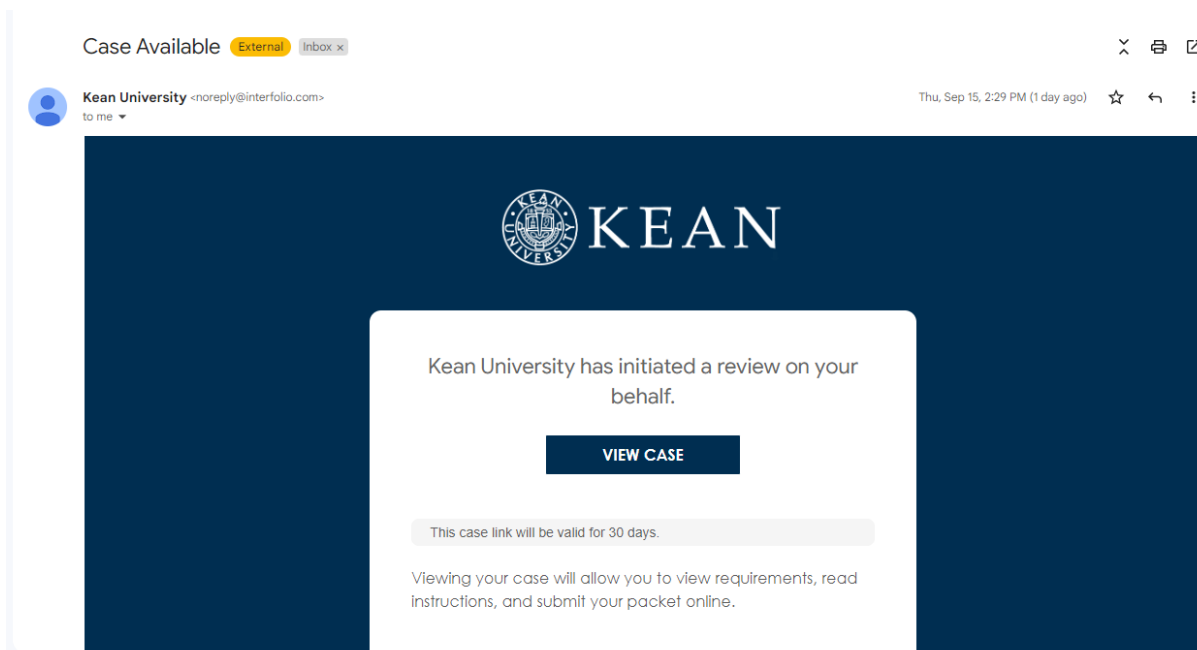
You will receive an email from ***noreply@interfolio.com*** with a link to your case packet once created. RTR Final Progress Reports are due by **June 30, 2024**.

You can also log-in to *Interfolio* at any time to update your "Activities" and access your case packet by following the steps below:

Go to interfolio.com
Select Log-In
Select "Sign in with partner institution"
In search box, type Kean University and sign in using your Kean credentials.

STEP 1: Updating ACTIVITIES Sections

You must update and provide copies of any manuscript drafts and/or published work and any planned, submitted or funded grants produced during this period (AY23-24) under the respective Faculty Activity Reporting "Activities" sections of *Interfolio*.
Review all sections closely

KEAN

Cougar Kean ⌄

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Help

Report your scholarly contributions, including articles, books, creative work, presentations, patents, and more. Note: Conferences attended where you are not presenting scholarly work should be reported in the "Professional Development" section.

Please include Proceeding Publications in the "Conference Proceedings" catagory.

Co-author(s): When adding a University co-author, choose Select Internal Faculty Member. Note: only University faculty with accounts are included in this search. If your co-author is not in the system, choose Add Other Co-author.

* Indicates required field.

Citation Preview: The 'Citation Preview' below shows how your item will appear on your CV. Choose an Output Style from the drop-down menu (e.g., APA; MLA; NLM) and clic...

Search: [   ]

Type	Title	Outlet	Year Pub	Status	Term	Origin	Actions
Presentation	Test	Test 1	2021	Accepted	Summer II 2021	Manual	✏ ✖ ▣
Book	Test	Test	2021	Submitted	Winter 2021	Manual	✏ ✖ ▣
Book	Test			In Progress	Fall 2020	Manual	✏ ✖ ▣

Add

Click the blue triangle to expand a section and view instructions.

Select the pencil icon to edit "X" will delete an entry

Click "Add" to populate a section with new information

Confirm that the Term column reflects the actual date of the activity. To update the status or term, select the pencil icon, then "manage status". Once updated you can close the window to see the change reflected.

A Input Form

Status* | Accepted for Summer (2021 | **Manage Status**
Type | Presentation
Title of Presentation* | Test

Manage Status

Click "Add" to update status. **Do not edit a prior status unless it is incorrect.**

Status	Semester	Actions
Accepted	Summer II 2021	✏ ✖

Add **Cancel**

* Indicates required field

Attaching Files to Individual Entries in "Activities" Sections

Activity Input

Scholarly Contributions and Creative Productions : Journal Article

Report your scholarly contributions, including articles, books, creative work, presentations, patents, and more. Note: Conferences attended where you are not presenting
Please include Proceeding Publications in the "Conference Proceedings" category.
Co-author(s): When adding a University co-author, choose Select Internal Faculty Member. Note: only University faculty with accounts are included in this search. If your
* Indicates required field.
Citation Preview: The 'Citation Preview' below shows how your item will appear on your CV. Choose an Output Style from the drop-down menu (e.g., APA; MLA; NLM) and

* Indicates required field

A Input Form

Status* | Select | for Semester Spring | 2024

Title*

Journal Title

Series Title

Month / Season

C Attachments

Attachment Type	Attachment
File	Upload File no file uploaded

Add Another

Save | Save and Add Another | Save and Go Back | Cancel

Activity Input

Grams

Please enter any sponsored or non-sponsored grant data.

Note: Honors, awards and fellowships, etc (internal and external) whether or not it includes a monetary grant or award, should be reported in the Honors and Awards activit

* Indicates required field

A Input Form

Status* | Select | for Semester Spring | 2024

Title*

Funding Agency / Sponsor

Grant ID / Contract ID

Abstract

0 WORDS

Collaborators	First Name	Middle Initial	Last Name	Author / Contributor Type*	Percent Effort	Faculty at your institution
1	Marianne	E	Gass	Select		✓

Type of Funding* | Select
Type of Grant* | Select
Publicly Displayed* | Yes

E Attachments

Attachment Type	Attachment
File	Upload File no file uploaded

Add Another

Save | Save and Add Another | Save and Go Back | Cancel

Fill in all required form fields for each entry. Be sure to update the status and select the correct semester for the activity.

Upload copies of manuscripts, etc. under the "Attachments" section.

STEP 2: Completing the RTR Final Progress Report Form

After updating your Activities sections, Select "Your Packets" on the left side

Kean University 2nd Year Faculty Reappointment Evaluation	Tenure	Last Submitted on May 22, 2023	Case due Sep 8, 2023	View
Kean University First Year Tenure Track 2024	Reappointment	Last Submitted on Oct 17, 2023	Case due Nov 17, 2023	View
Kean University Sabbatical Leave	Sabbatical	Last Submitted on Dec 18, 2023	Case due Jan 19, 2024	View
Kean University Lecturer Evaluation 2023	Review	Not Submitted	Case due Jan 24, 2024	View
Kean University Released Time for Research AY 24-25	Other	Last Submitted on Jan 26, 2024	Case due Jan 26, 2024	View
Kean University A-328 2023-2024	Review	Not Submitted	Case due Feb 16, 2024	View
Kean University June Activities: Submission of Application for Existing Resources	Other	Not Submitted	Case due Feb 19, 2024	View
Kean University June Activities: Identification of Unassigned or Unstructured Time	Other	Not Submitted	Case due Mar 22, 2024	View
Kean University RTR Final Progress Report	Other	Not Submitted	Case due Jun 30, 2024	View

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Cougar Kean

Click the "Kean University" link for the RTR Final Progress Report

The "Overview" page outlines requirements for the RTR Final Progress Report
Click "Edit" or "Packet" to access the form

Click "View Instructions" to view details about the process

RTR Final Progress Report

View Instructions | **Preview Packet**

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Other	Soft Deadline	Jun 30, 2024

Overview **Packet**

Candidate Instructions ✕

Due:
Jun 30, 2024

Faculty who received Release Time for Research should report on their progress at the end of the academic year in which the award is made (by June 30). Please complete the RTR Final Progress Report form and be sure to update and provide copies of any manuscript drafts and/or published work and any planned, submitted or funded grants produced during this period (AY23-24) under the respective Faculty Activity Reporting "Activities" sections of Interfolio.

This report will be shared with your Dean and with the Provost. Make sure to hit the "Submit" button in the Candidate Document section.

Close

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.

Candidate Documents

Not Yet Submitted Unlocked

Edit

	Type	# Required	# Added
✓	RTR Final Progress Report AY23-24	8 required	7

There is 1 Required Item under the "Candidate Documents" section:
Click "Fill Out Form" to complete the RTR Final Progress Report AY23-24

To view the questions on the form prior to completing it in *Interfolio*, visit the Faculty Forms Website and select the "RTR Final Progress Report" link for full details

Kean University > Your Packets >

RTR Final Progress Report

[View Instructions] [Preview Packet]

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Other	Soft Deadline	Jun 30, 2024

Overview   **Packet**

☐ ⊕ Expand All

If the section is not expanded, click the arrow

After completing the form, Click "Save Responses" & "Return to Packet"

☐ ⌄ **Candidate Documents**
Not Yet Submitted   **Unlocked**

[Submit]   **0 of 0** Required Files

RTR Final Progress Report AY23-24 8 required questions,   [Fill Out Form]

This form has not been completed.

Resulting Publications/Scholarly Work *
You must report your scholarly contributions (e.g., publications, confe

☐ I confirm that I have updated my FAR "Activities" sections with resu

Last Saved on May 3, 2024 at 10:15 AM

[☑ Save Responses]   [Return to Packet]

Once the form is complete, the status will change to "Completed – Not Yet Submitted"
You can confirm your final responses by selecting "Edit" prior to Submitting
**Important note: the only way to view your responses is via the "edit" option as a final copy will not be available to you in the system after submission
(you can email interfolio@kean.edu to request a copy)

⌄ **Candidate Documents**
Not Yet Submitted   **Unlocked**

[Submit]   **0 of 0** Required Files

You must hit "Submit" after completing the form in order for the case packet to be sent forward for review

RTR Final Progress Report AY23-24 8 required questions,   [Edit Form]

Title	Details	Actions
RTR Final Progress Report AY23-24	Completed Not Yet Submitted	Edit

How to Confirm that the RTR Final Progress Report was successfully submitted:

Kean University 2nd Year Faculty Reappointment Evaluation	Tenure	Last Submitted on May 22, 2023	Case due Sep 8, 2023	View
Kean University First Year Tenure Track 2024	Reappointment	Last Submitted on Oct 17, 2023	Case due Nov 17, 2023	View
Kean University Sabbatical Leave	Sabbatical	Last Submitted on Dec 18, 2023	Case due Jan 19, 2024	View
Kean University Lecturer Evaluation 2023	Review	Not Submitted	Case due Jan 24, 2024	View
Kean University Released Time for Research AY 24-25	Other	Last Submitted on Jan 26, 2024	Case due Jan 26, 2024	View
Kean University A-328 2023-2024	Review	Not Submitted	Case due Feb 16, 2024	View
Kean University June Activities: Submission of Application for Existing Resources	Other	Not Submitted	Case due Feb 19, 2024	View
Kean University June Activities: Identification of Unassigned or Unstructured Time	Other	Not Submitted	Case due Mar 22, 2024	View
Kean University RTR Final Progress Report	Other	Last Submitted on May 6, 2024	Case due Jun 30, 2024	View

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Click "Your Packets" to return to the main page to confirm that the status on the packet shows the submission date.

If you have any questions, please email interfolio@kean.edu