University of Pittsburgh

PERIS

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ELECTRONIC RESEARCH
INFORMATION SOLUTION
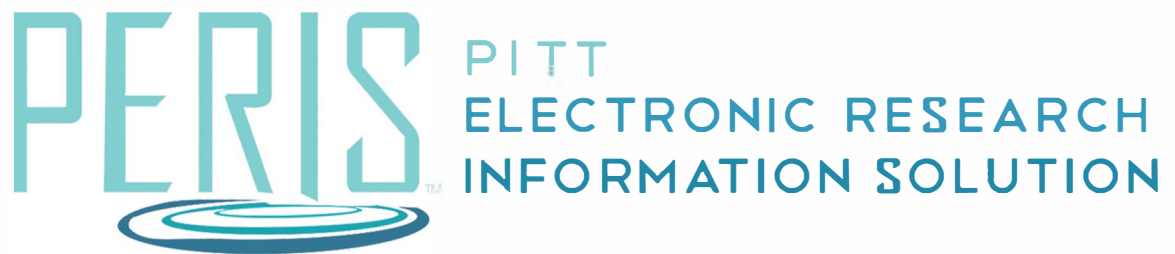
Quick Reference

Creating a Continuation Proposal - Department

My Inbox   MyFunding

Awards   Reports

Create Continuation

1.0 Title:

Award 84 - Continuation

Upcoming Budget Period:

Project Period:

Start Date: 5/1/2019

End Date: 4/30/2020

* Progress Report - Attach a copy of the progress report:

[None]   Upload

Finish

Submit For Department Review

Where to start?

1. Log into MyFunding.

2. Click in the MyFunding tab then the Award tab. Use the search box to search for the award and click on the award name.

How do I create a continuation proposal?

3. Click *Create Continuation*.

4. Enter a name for the continuation that includes "Continuation."

5. Update Project Period start and end dates to the next year.

6. Complete the form and click *Continue*.

7. Complete the Level of Effort & Budgeting SmartForm. Attach copy of the Progress Report. Click *Continue*.

8. Complete the Compliance SmartForm. Click *Continue*.

9. Click *Finish*.

What's Next?

10. Route the newly created Funding Proposal for approval.