

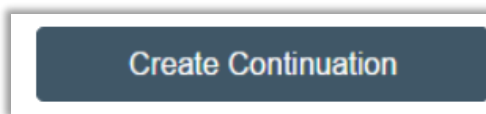


## Department – Creating a Continuation (Progress Report)

1. Log-in to MyFunding and search for the award in the Awards tab and select the Name of the award (project title).



2. In the award workspace select Create Continuation.



3. Complete the Continuation SmartForm pages. Review the Completion Instructions and select Finish.
4. Request the Principal Investigator (PI) certification by selecting Submit Proposal Documents activity. Answer Yes to Question 2 and OK to send a notification to the PI to complete the certification.

A screenshot of the "Submit Proposal Documents" form. The form has a dark blue header bar with the title "Submit Proposal Documents". Below the header, there are two sections. The first section is titled "1. Proposal Documents:" and contains a "+ Add" button and the text "There are no items to display". The second section is titled "2. \* Proposal Attachments Are Complete:" and contains two radio buttons, "Yes" (selected) and "No", followed by a "Clear" link. At the bottom right of the form, there are two buttons: "OK" and "Cancel".

5. To begin routing, select Submit for Department Review on the left-hand side of the workspace.

6. Once approvals are completed, the Specialist will submit the progress report to the sponsor (outside of MyFunding).