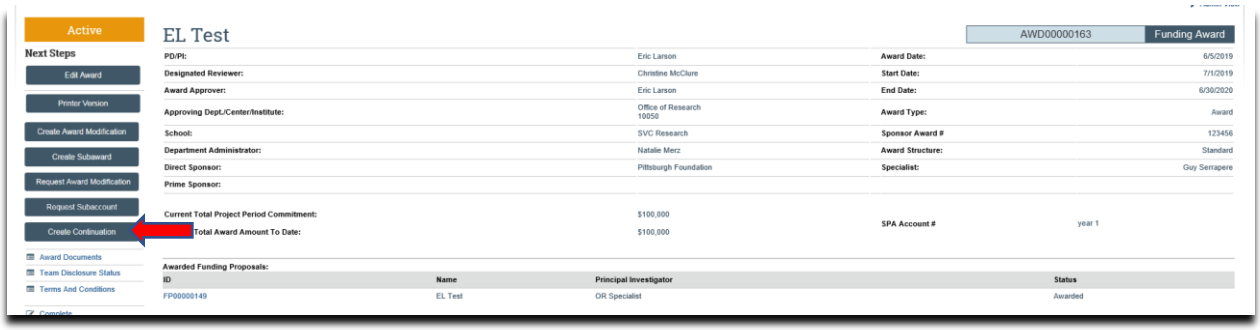
Where to Start

1. Log-in to MyFunding and search for the award in the Awards tab:

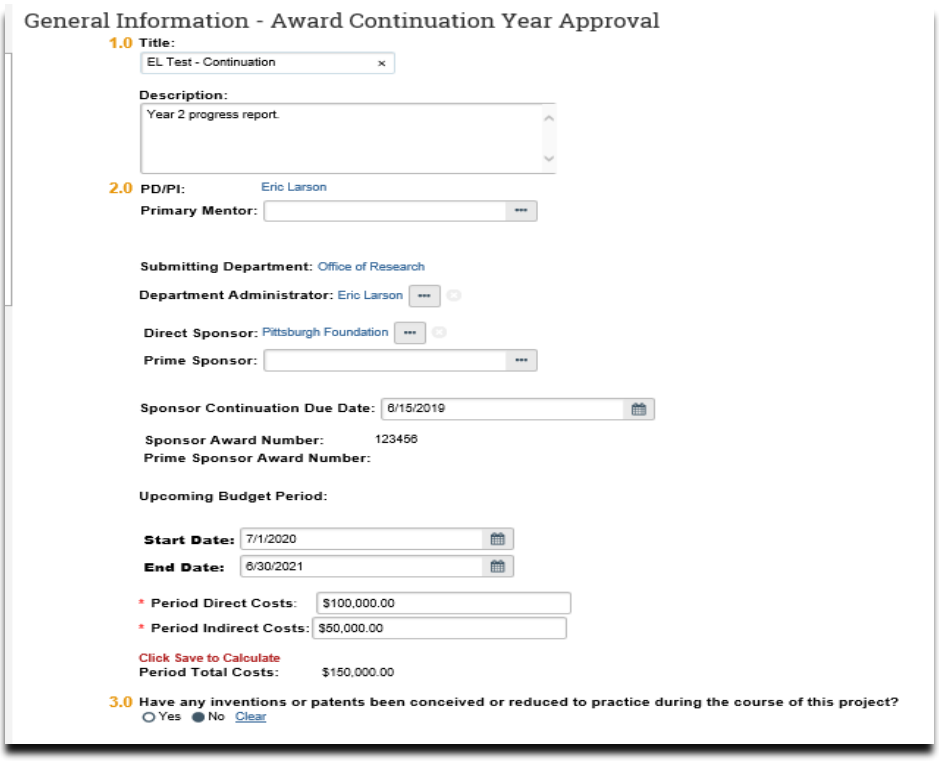
2. Once the award is identified, click on the 'Name' of the award (project title):

3. In the award workspace click the 'Create Continuation' activity:

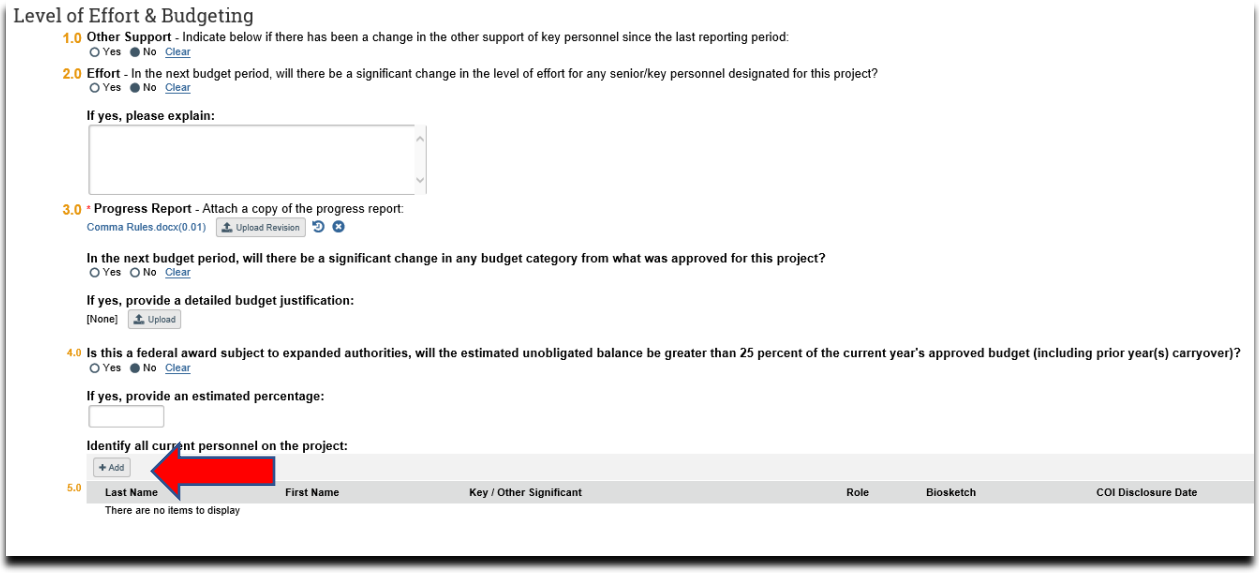


When the 'General Information' page opens, enter/update the following information on the page:

a. Title (if necessary)
b. Description
c. Department Administrator
d. Sponsor Continuation Due Date
e. Start and End Dates
f. Period Direct and Period Indirect Costs [these fields are mandatory, if a budget is not required by the sponsor for the continuation (progress report) enter zero]
g. Answer the question regarding inventions
h. Click 'Continue'

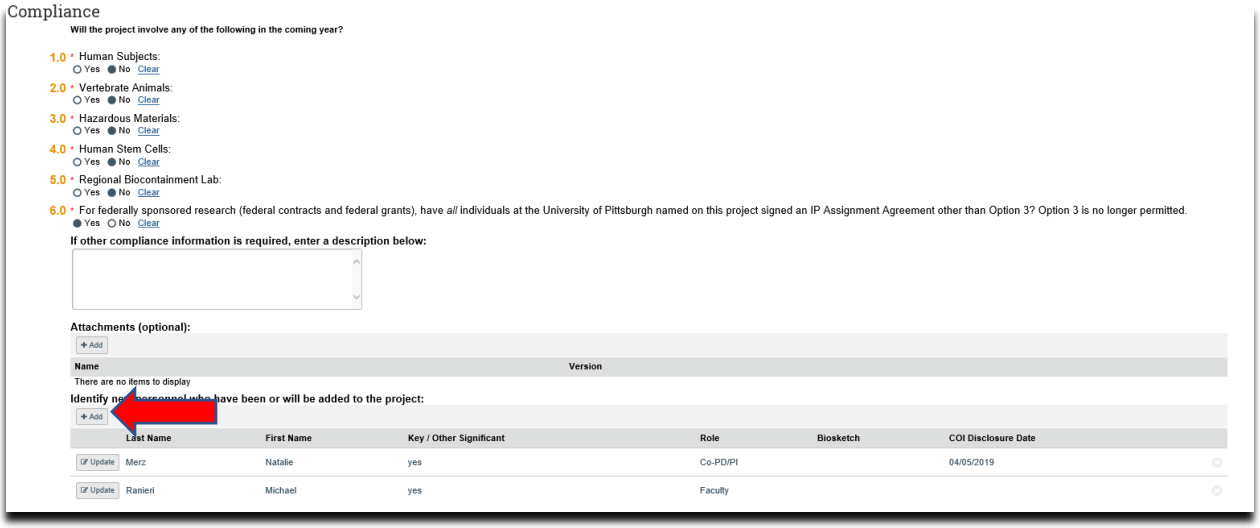


4. On the 'Level of Effort & Budgeting' page, answer all of the required questions and upload a copy of the 'Progress Report'(mandatory) in question 3. If additional personnel need to be added, click '+ADD' above question 5, continue to click on the '+ADD' to enter all existing personnel on the project; click 'OK'; and then click 'Continue':

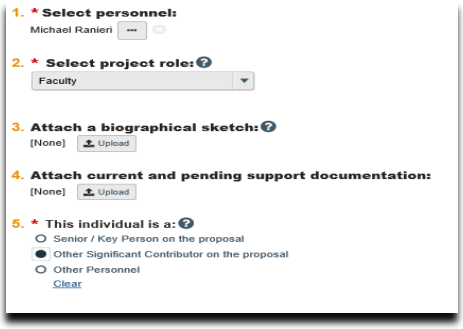


Select the 'Personnel', 'Project Role', and status of the person(s), click 'Ok', then click 'Continue'.

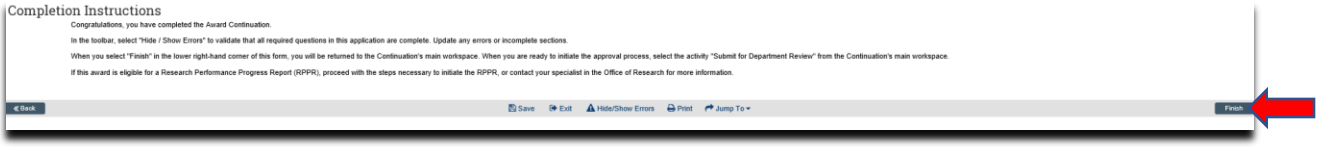
5. On the 'Compliance' page, review and update (if necessary) all of the compliance questions. If *new* personnel need to be added, click '+ADD', in question 6, continue to click on the '+ADD' to enter all new personnel on the project; click 'OK'; and then click 'Continue':



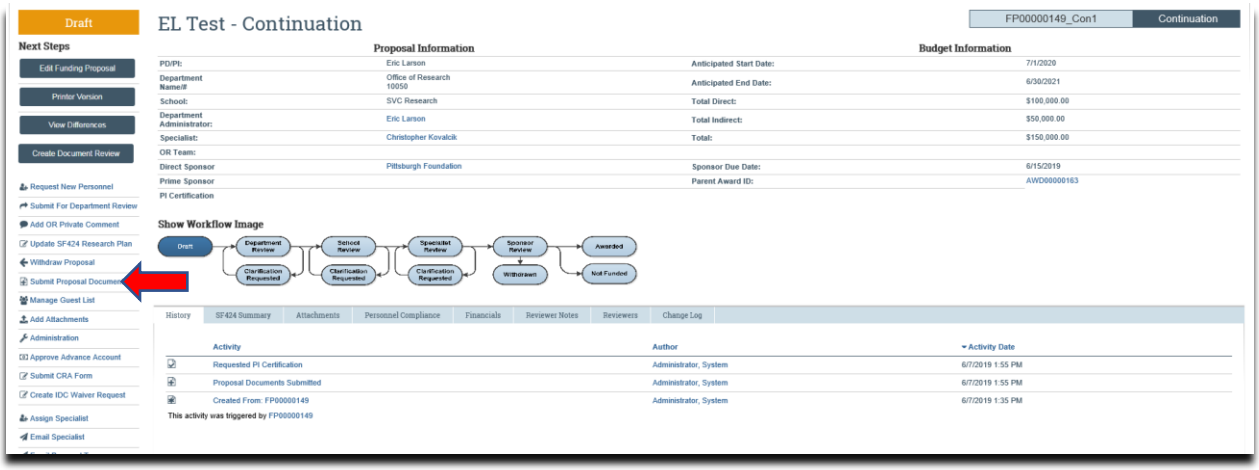
6. Select the ‘Personnel’, ‘Project Role’, and status of the person; click ‘OK’; and then click ‘Continue’.

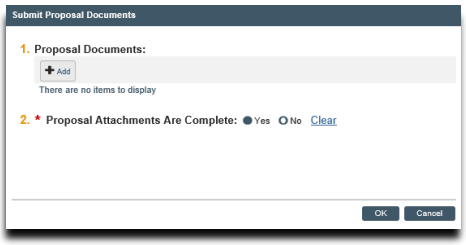


7. On the ‘Completion Instructions’ page, review the instructions and click ‘Finish’:

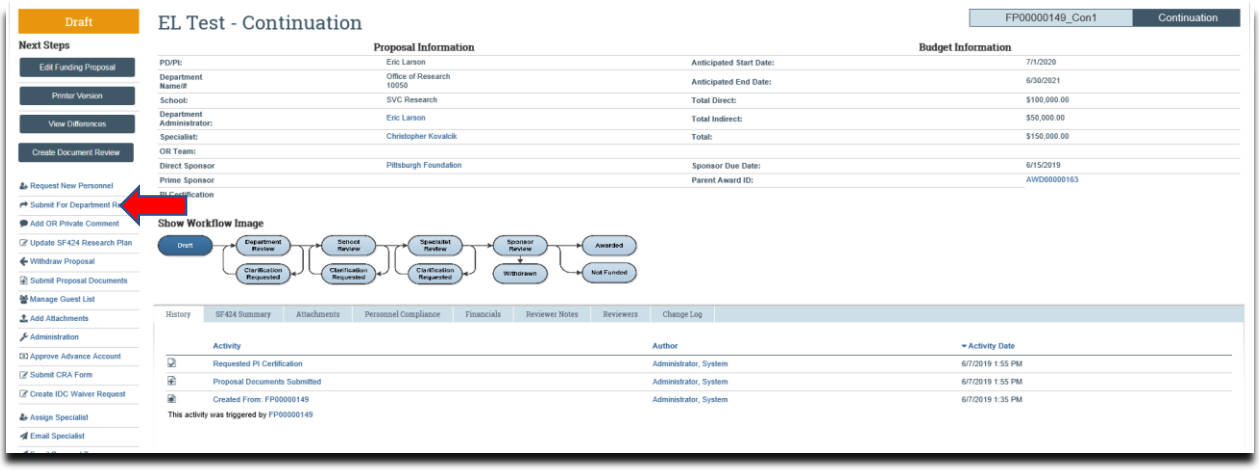


8. Once back in the continuation (progress report) workspace, request the Principal Investigator (PI) certification, by clicking ‘Submit Proposal Documents’, and in question 2 clicking ‘Yes’, then ‘Ok’. This will trigger a notification to the PI to complete the PI certification.

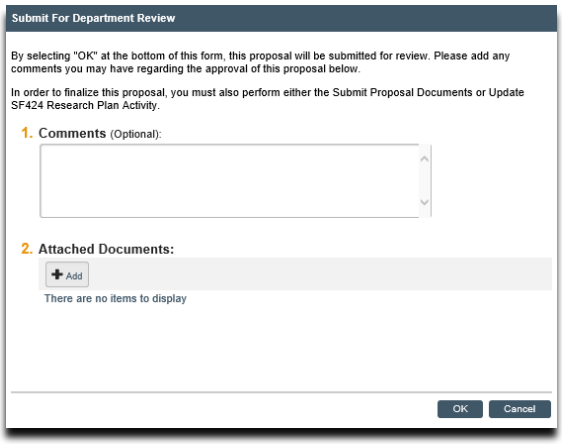




9. To begin the routing of the continuation (progress report), click 'Submit for Department Review' in the workspace. (**Please note:** continuations (progress reports) follow the same routing path as new proposals):

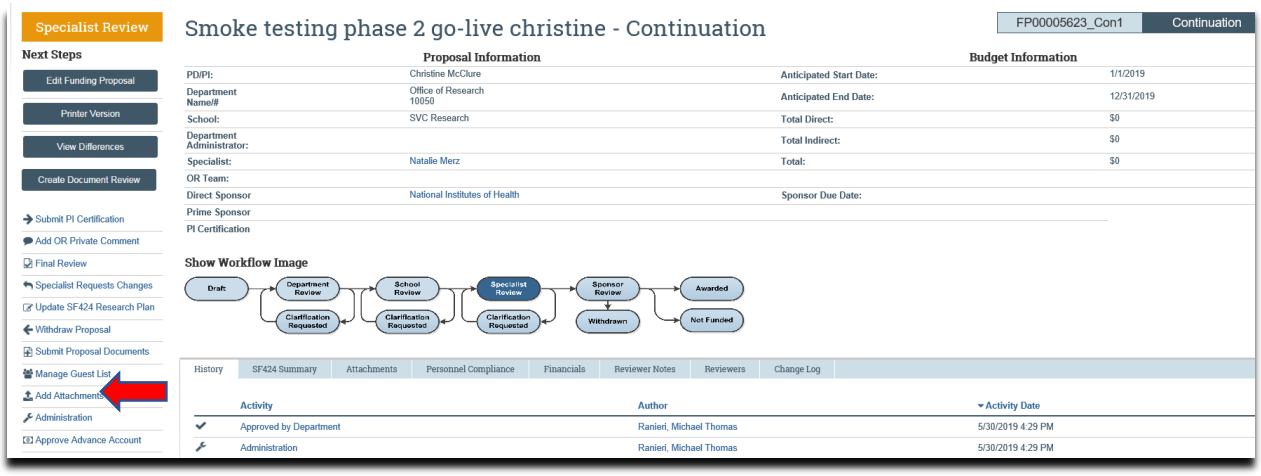


10. In the 'Submit for Department Review' box, enter comments for the department reviewer (if applicable), and click 'Ok':



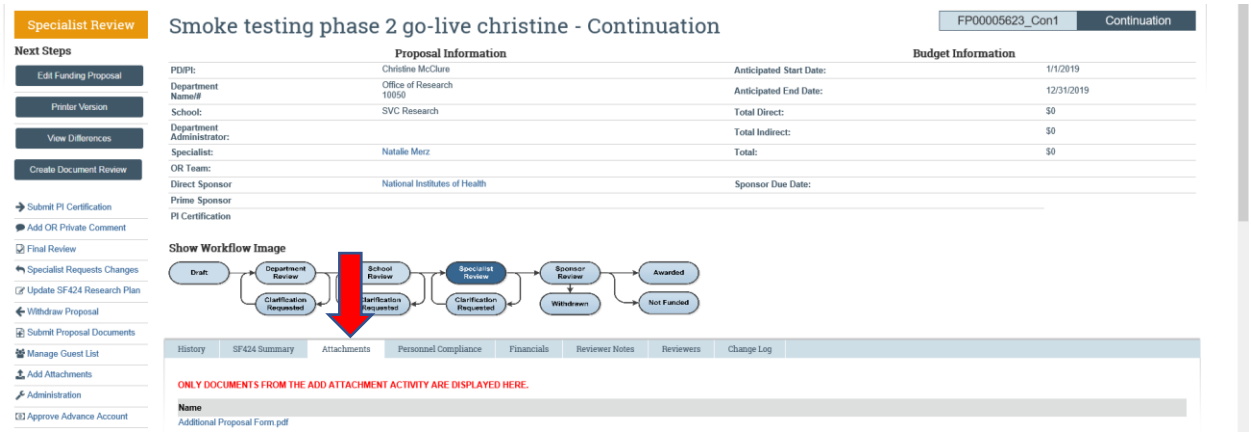
What do I attach?

1. A copy of the Continuation (Progress Report) is uploaded in question 3 on the 'Level of Effort & Budgeting' page during the completion of the continuation (progress report).
2. School-specific documents, documents requiring a signature by the Office of Research (OR), and compliance documents are uploaded using the 'Add Attachments' activity in the workspace (see below).



What's Next?

1. The continuation/progress report will be reviewed by department reviewer.
2. If approved, the department reviewer will 'Approve' the continuation/progress report, and then the MyFunding status will be updated to 'School Review' (Dean's area).
3. If approved by the Dean's area, the Dean's area will 'Approve' the continuation/progress reports, and then the MyFunding status will be updated to 'Specialist Review' (Office of Research).
4. If approved by the Specialist, the MyFunding status will be updated to 'Final Review', and then submitted to the sponsor (outside of MyFunding).
5. Once the continuation/progress report has been submitted to the sponsor, the MyFunding status will then be updated to 'Pending Sponsor Review. A final copy of the progress report will be uploaded to the record by the Specialist and found under the 'Attachments' tab in the workspace (see below).


Specialist Review
Next Steps
Edit Funding Proposal
Printer Version
View Differences
Create Document Review
Submit PI Certification
Add OR Private Comment
Final Review
Specialist Requests Changes
Update SF424 Research Plan
Withdraw Proposal
Submit Proposal Documents
Manage Guest List
Add Attachments
Administration
Approve Advance Account
Smoke testing phase 2 go-live christine - Continuation
FP00005623_Con1
Continuation
Proposal Information
Budget Information
PD/PI: Christine McClure
Department Name/#: Office of Research 10050
School: SVC Research
Department Administrator:
Specialist: Natalie Merz
OR Team:
Direct Sponsor: National Institutes of Health
Prime Sponsor
PI Certification
Anticipated Start Date: 1/1/2019
Anticipated End Date: 12/31/2019
Total Direct: $0
Total Indirect: $0
Total: $0
Sponsor Due Date:
Show Workflow Image
Draft
Department Review
Clarification Requested
School Review
Clarification Requested
Specialist Review
Clarification Requested
Sponsor Review
Withdrawn
Awarded
Not Funded
History
SF424 Summary
Attachments
Personnel Compliance
Financials
Reviewer Notes
Reviewers
Change Log
ONLY DOCUMENTS FROM THE ADD ATTACHMENT ACTIVITY ARE DISPLAYED HERE.
Name
Additional Proposal Form.pdf