



How to Submit an Interim or Final Progress Report

Where to Start: Complete/upload the interim or final progress report in the sponsor system in accordance with the sponsor's guidelines (if applicable).

Log into MyFunding and click the MyFunding tab. Search for the funding proposal and select the Name.

The screenshot shows the MyFunding web application. On the left is a sidebar with a 'Create Funding Proposal' button. The main area is titled 'All Single Proposals' and includes a search filter set to 'Name' with the text 'Test title 7/18/23'. Below the filter are links for '+ Add Filter' and 'X Clear All'. A table lists the proposals with the following data:

ID	Name	SmartForm	Date Modified	Owner State	PI First Name	PI Last Name	Department	Primary Sponsor Type
FP00032464	Test title 7/18/23	[Edit]	7/23/2023 9:01 PM	Grants Intake, Awarded OSP	Natalie	Kaczmarek	Office of Sponsored Programs	National Institutes of Health

Funding Proposal Workspace Activities

1. Select Send Email and choose Specialist. Message the Specialist the progress report is ready for submission.

Send Email

Send Email

1. * Email subject line:

Final Progress Report

2. * Select at least one group of recipients:

☐ All team members
 ☐ All editors
 ☐ All readers
 ☒ Specialist

Select any other recipient for this email: (Only editors and readers have access to the funding proposal.)

...

Last Name

First Name

Department

E-mail

There are no items to display

3. * Comments to be included in the email:

The final progress report is ready for submission in the Commons.

4. Supporting documents:

+ Add

Name

There are no items to display

2. Upload any applicable attachments such as the interim or final progress report, any school-specific required documents, or compliance approvals (if applicable).



The Specialist will receive the email, submit the interim or final progress report in the sponsor's system, if applicable.