

How to Submit an Interim or Final Progress Report in MyFunding (Department)

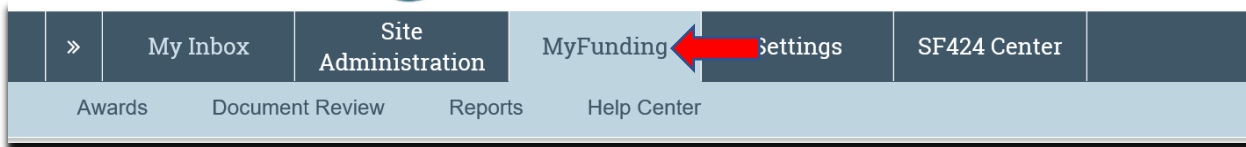
Overview: The purpose of this Quick Guide is to provide guidance on the submission of interim and final progress reports in MyFunding.

Examples:

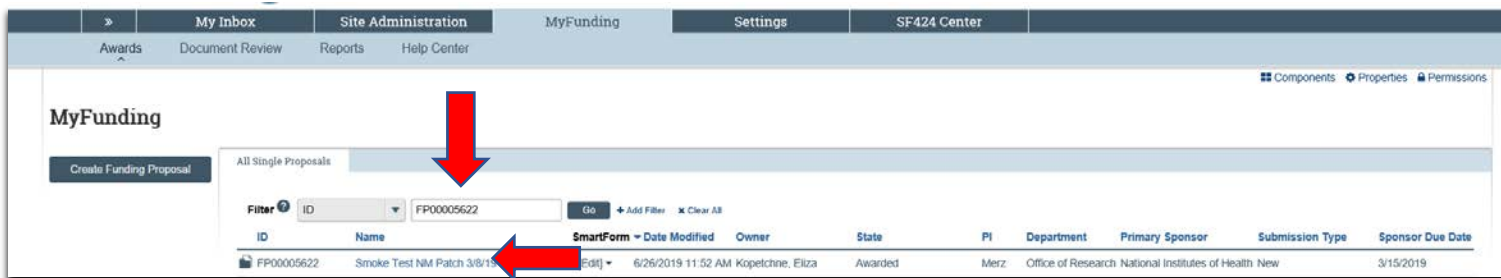
1. The National Institutes of Health (NIH) requests an interim progress report in accordance with NIH Guide Notice [NOT-OD-17-037](#).
2. A sponsor requires the submission of a final progress report for a completed project.

Where to Start

1. Complete/Upload the interim or final progress report in the sponsor system in accordance with the sponsors guidelines (if applicable).
2. Log into MyFunding and click on the 'MyFunding' Tab:



3. Enter the Funding Proposal ID number in the search box and open the Funding Proposal record by clicking on the 'Name' of the Funding Proposal:



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4. In the Funding Proposal workspace, click 'Email Specialist':

Draft smoke test 2 NM FP00005624 Funding Proposal

Next Steps

- Edit Funding Proposal
- Print Version
- View Differences
- Create Document Review
- Request New Personnel
- Submit PI Certification
- Submit For Department Review
- Add UK Private Comment
- Update OF 424 Research Plan
- Withdraw Proposal
- Submit Proposal Documents
- Manage Guest List
- Add Attachments
- Create Additional Budget
- Manage Ancillary Reviews
- Administration
 - Approve Advances Account
 - Submit CRA Form
 - Assign Specialist
 - Email Specialist** ←

Proposal Information

PI/PI:	Natalie Metz	Anticipated Start Date:	3/9/2019
Department Name/ID:	Office of Research 1050	Anticipated End Date:	3/7/2021
School:	SVC Research	Total Direct:	\$27,100
Department Administrator:	Christina McClure	Total Indirect:	\$15,312
Specialist:	Eliza Kopetchne	Total:	\$42,412
OR Team:	Grants Management		
Direct Sponsor:	National Institutes of Health	Sponsor Due Date:	4/4/2019
Prime Sponsor:			
PI Certification:			

Budget Information

Show Workflow Image

Working Budgets

ID	Name	SmartForm	Date Modified	State	Funding Source	Total	In Proposal Budget?
RI00012264	National Institutes of Health	[F49]	3/14/2019 1:14 PM	Active	Federal	\$0	yes
BU00012265	SUB 1	[E08]	3/14/2019 1:14 PM	Active	Federal	\$42,412	yes

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5. Enter a message for the Specialist and click 'Ok'

Email Specialist

This message will be sent via Email to the Financial/Grants Specialist: **Eliza Kopetchne**

1. * Message:

The Interim Progress Report is ready for submission in the Commons.

2. Attachments:

+ Add

Name

There are no items to display

OK Cancel

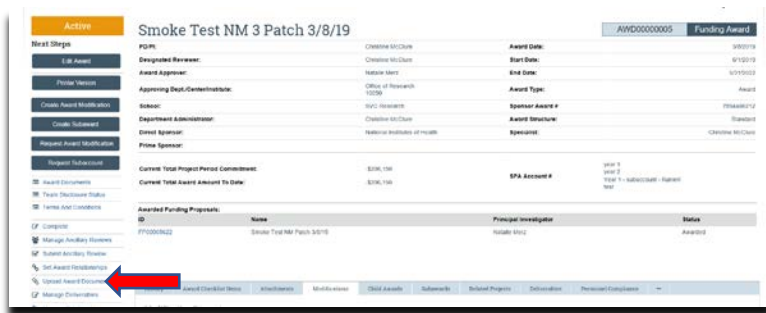
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What should be Attached?

1. A copy of the interim or final progress report (if applicable)
2. Any other school-specific required documents
3. Compliance Approvals (if applicable)

Where do I attach the documents?

Documents should be attached in the award workspace using the 'Add Attachments activity:



What's Next?

1. The Specialist receives a notification email from the department administrator.
2. The Specialist submits the interim or final progress report in the sponsor's system, if applicable.
3. The Specialist uploads a copy of the progress report to the record.
4. The Specialist notifies the department of completion via the "Email Proposal Team" activity.

To access all of the MyFunding Quick Guides, click [here](#).