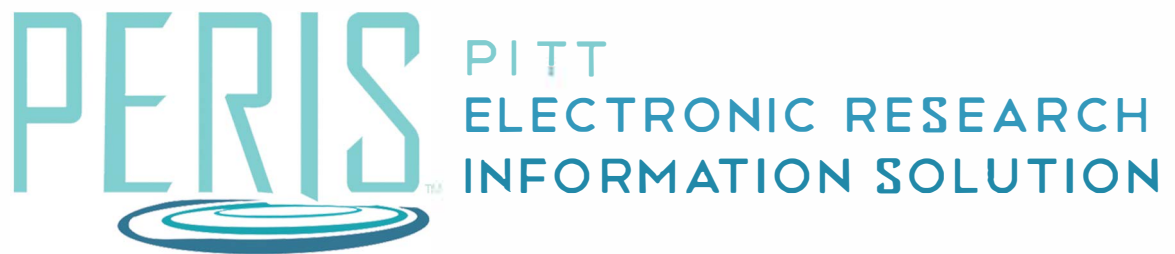




University of Pittsburgh



Quick Reference

PROGRESS REPORTS (ALL SPONSOR TYPES) / RPPR.....2

Progress Reports (all sponsor types) / RPPR - 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

FP00000137_Con1 EL Training 4-17 - Continuation Add Attachments

Submit For Department Review

Submit Proposal Documents

Proposal Attachments Are Complete: Yes No

Submit PI Certification

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 Progress Report?

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. *Continue*.
8. Complete the Compliance SmartForm. Click *Continue*.
9. Click *Finish*.
10. A Funding Proposal record will now be created. It can be located on the MyFunding tab and will contain `_Con#` at the end of the ID reference. Use Add Attachments to upload compliances and other info.

What's Next?

11. Route the newly created Funding Proposal for approval.
12. Click *Submit Proposal Documents*. Answer Yes to trigger Certification.
13. Have PI Submit PI Certification.
14. For an NIH RPPR complete and route through the Commons for Office of Research submission.