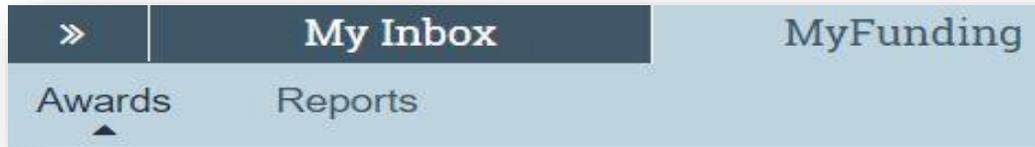


## Where to Start

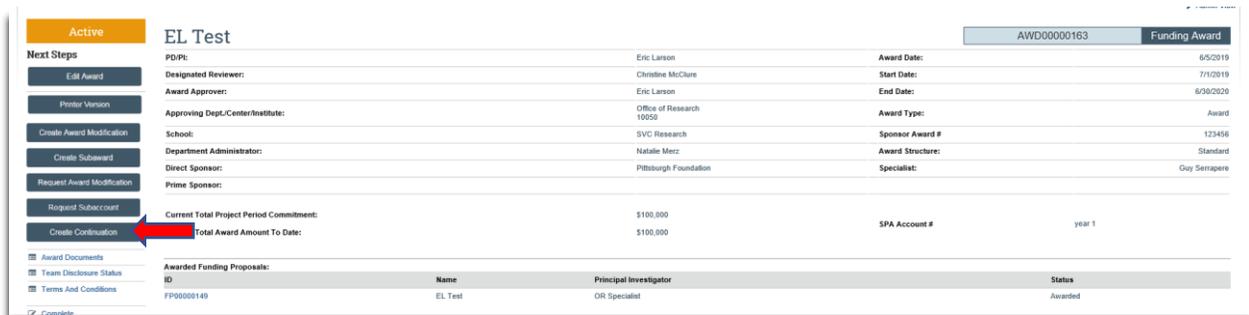
1. Log-in to MyFunding and search for the award in the Awards tab:



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'

## Department - Creating a Continuation (Progress Report) in MyFunding

**General Information - Award Continuation Year Approval**

**1.0 Title:**

**Description:**

**2.0 PD/PI:**   
**Primary Mentor:**

**Submitting Department:** Office of Research  
**Department Administrator:** Eric Larson

**Direct Sponsor:** Pittsburgh Foundation   
**Prime Sponsor:**

**Sponsor Continuation Due Date:** 8/15/2019

**Sponsor Award Number:** 123456  
**Prime Sponsor Award Number:**

**Upcoming Budget Period:**

**Start Date:** 7/1/2020   
**End Date:** 6/30/2021

\* **Period Direct Costs:**   
 \* **Period Indirect Costs:**

**Click Save to Calculate**  
**Period Total Costs:** \$150,000.00

**3.0 Have any inventions or patents been conceived or reduced to practice during the course of this project?**  
 Yes  No [Clear](#)

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':

**Level of Effort & Budgeting**

**1.0 Other Support** - Indicate below if there has been a change in the other support of key personnel since the last reporting period:  
 Yes  No [Clear](#)

**2.0 Effort** - In the next budget period, will there be a significant change in the level of effort for any senior/key personnel designated for this project?  
 Yes  No [Clear](#)

If yes, please explain:

**3.0 Progress Report** - Attach a copy of the progress report:  
 Comma Rules docx(0.01)

In the next budget period, will there be a significant change in any budget category from what was approved for this project?  
 Yes  No [Clear](#)

If yes, provide a detailed budget justification:

**4.0 Is this a federal award subject to expanded authorities, will the estimated unobligated balance be greater than 25 percent of the current year's approved budget (including prior year(s) carryover)?**  
 Yes  No [Clear](#)

If yes, provide an estimated percentage:

Identify all current personnel on the project:

**5.0**

Last Name	First Name	Key / Other Significant	Role	Biosketch	COI Disclosure Date
There are no items to display					

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

## Department - Creating a Continuation (Progress Report) in MyFunding

**1. \* Select personnel:**  
Natalie Merz [edit] [refresh]

**2. \* Select project role:**  
Co-PD/PI [dropdown arrow]

**3. Attach a biographical sketch:**  
[None] [Upload]

**4. Attach current and pending support documentation:**  
[None] [Upload]

**5. \* This individual is a:**  
 Senior / Key Person on the proposal  
 Other Significant Contributor on the proposal  
 Other Personnel  
[Clear](#)

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':

Compliance

Will the project involve any of the following in the coming year?

**1.0 \* Human Subjects:**  
 Yes  No [Clear](#)

**2.0 \* Vertebrate Animals:**  
 Yes  No [Clear](#)

**3.0 \* Hazardous Materials:**  
 Yes  No [Clear](#)

**4.0 \* Human Stem Cells:**  
 Yes  No [Clear](#)

**5.0 \* Regional Biocontainment Lab:**  
 Yes  No [Clear](#)

**6.0 \* For federally sponsored research (federal contracts and federal grants), have all individuals at the University of Pittsburgh named on this project signed an IP Assignment Agreement other than Option 3? Option 3 is no longer permitted.**  
 Yes  No [Clear](#)

If other compliance information is required, enter a description below:  
[text area]

**Attachments (optional):**  
+ Add

Name	Version
There are no items to display	

**Identify new personnel who have been or will be added to the project:**  
+ Add

Last Name	First Name	Key / Other Significant	Role	Biosketch	COI Disclosure Date
[Update]	Merz	Natalie	yes	Co-PD/PI	04/05/2019
[Update]	Ranieri	Michael	yes	Faculty	

## Department - Creating a Continuation (Progress Report) in MyFunding

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

1. \* **Select personnel:**  
Michael Ranieri

2. \* **Select project role:**  
Faculty

3. **Attach a biographical sketch:**  
[None] Upload

4. **Attach current and pending support documentation:**  
[None] Upload

5. \* **This individual is a:**  
 Senior / Key Person on the proposal  
 Other Significant Contributor on the proposal  
 Other Personnel  
[Clear](#)

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

Completion Instructions

Congratulations, you have completed the Award Continuation.

In the toolbar, select 'Hide / Show Errors' to validate that all required questions in this application are complete. Update any errors or incomplete sections.

When you select 'Finish' in the lower right-hand corner of this form, you will be returned to the Continuation's main workspace. When you are ready to initiate the approval process, select the activity 'Submit for Department Review' from the Continuation's main workspace.

If this award is eligible for a Research Performance Progress Report (RPPR), proceed with the steps necessary to initiate the RPPR, or contact your specialist in the Office of Research for more information.

Back Save Exit Hide/Show Errors Print Jump To 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.

**Draft** EL Test - Continuation FP00000149\_Con1 Continuation

**Next Steps**

- Edit Funding Proposal
- Print Version
- View Differences
- Create Document Review
- Request New Personnel
- Submit For Department Review
- Add OR Private Comment
- Update SF424 Research Plan
- Withdraw Proposal
- Submit Proposal Documents
- Message Guest List
- Add Attachments
- Administration
- Approve Advance Account
- Submit CRA Form
- Create IDC Waiver Request
- Assign Specialist
- Email Specialist

**Proposal Information**

PDPI: Eric Larson  
 Department Name: Office of Research 10050  
 School: SVC Research  
 Department Administrator: Eric Larson  
 Specialist: Christopher Kovalick  
 OR Team:  
 Direct Sponsor: Pittsburgh Foundation  
 Prime Sponsor:  
 PI Certification:

Anticipated Start Date: 7/1/2020  
 Anticipated End Date: 6/30/2021  
 Total Direct: \$100,000.00  
 Total Indirect: \$50,000.00  
 Total: \$150,000.00  
 Sponsor Due Date: 6/15/2019  
 Parent Award ID: AWD00000163

**Budget Information**

**Show Workflow Image**

```

    graph LR
      Draft --> Department_Review[Department Review]
      Department_Review --> Device_Review[Device Review]
      Device_Review --> Specialist_Review[Specialist Review]
      Specialist_Review --> Sponsor_Review[Sponsor Review]
      Sponsor_Review --> Awarded[Awarded]
      Department_Review --> Certification_Requested_1[Certification Requested]
      Device_Review --> Certification_Requested_2[Certification Requested]
      Specialist_Review --> Certification_Requested_3[Certification Requested]
      Sponsor_Review --> Withdrawn[Withdrawn]
      Withdrawn --> Not_Funded[Not Funded]
    
```

**History**

Activity	Author	Activity Date
Requested PI Certification	Administrator, System	6/7/2019 1:55 PM
Proposal Documents Submitted	Administrator, System	6/7/2019 1:55 PM
Created From: FP00000149	Administrator, System	6/7/2019 1:35 PM

This activity was triggered by FP00000149

Submit Proposal Documents

1. **Proposal Documents:**  
 + Add  
 There are no items to display

2. \* **Proposal Attachments Are Complete:**  Yes  No [Clear](#)

OK Cancel

## Department - Creating a Continuation (Progress Report) in MyFunding

- 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):

The screenshot shows the 'Draft' workspace for a proposal titled 'EL Test - Continuation'. The workspace is divided into several sections:

- Next Steps:** A vertical list of actions including 'Edit Funding Proposal', 'Print Version', 'View Differences', 'Create Document Review', 'Request New Personnel', 'Submit For Department Review' (highlighted with a red arrow), 'Add OR Private Comment', 'Update SF424 Research Plan', 'Withdraw Proposal', 'Submit Proposal Documents', 'Manage Guest List', 'Add Attachments', 'Administration', 'Approve Advance Account', 'Submit CRA Form', 'Create IDC Waiver Request', 'Assign Specialist', and 'Email Specialist'.
- Proposal Information:** A table with fields for POC PI, Department Name, School, Department Administrator, Specialist, OR Team, Direct Sponsor, Prime Sponsor, Anticipated Start Date, Anticipated End Date, Total Direct, Total Indirect, Total, Sponsor Due Date, and Parent Award ID.
- Budget Information:** A table with columns for Budget Information and values.
- Show Workflow Image:** A flowchart showing the proposal process from Draft to Department Review, School Review, Specialist Review, Sponsor Review, and Awarded, with intermediate steps for Certification Requested and Withdrawn.
- History:** A table showing activity logs with columns for Activity, Author, and Activity Date.

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

The 'Submit For Department Review' dialog box contains the following information:

- Instructions:** "By selecting 'OK' at the bottom of this form, this proposal will be submitted for review. Please add any comments you may have regarding the approval of this proposal below." and "In order to finalize this proposal, you must also perform either the Submit Proposal Documents or Update SF424 Research Plan Activity."
- 1. Comments (Optional):** A text input field for entering comments.
- 2. Attached Documents:** An 'Add' button and a message stating "There are no items to display".
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

## 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).

**Specialist Review** Smoke testing phase 2 go-live christine - Continuation FP00005623\_Con1 Continuation

**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** (highlighted with red arrow)
- Administration
- Approve Advance Account

**Proposal Information**

PDI/PI:	Christine McClure	Anticipated Start Date:	1/1/2019
Department Name/ID	Office of Research 10050	Anticipated End Date:	12/31/2019
School:	SVC Research	Total Direct:	\$0
Department Administrator:		Total Indirect:	\$0
Specialist:	Natalie Merz	Total:	\$0
OR Team:			
Direct Sponsor	National Institutes of Health	Sponsor Due Date:	
Prime Sponsor			
PI Certification			

**Budget Information**

Anticipated Start Date:	1/1/2019
Anticipated End Date:	12/31/2019
Total Direct:	\$0
Total Indirect:	\$0
Total:	\$0

**Show Workflow Image**

```

    graph LR
      Draft --> Dept_Review[Department Review]
      Dept_Review --> School_Review[School Review]
      School_Review --> Specialist_Review[Specialist Review]
      Specialist_Review --> Sponsor_Review[Sponsor Review]
      Sponsor_Review --> Awarded[Awarded]
      Dept_Review --> Clarif_Req1[Clarification Requested]
      School_Review --> Clarif_Req2[Clarification Requested]
      Specialist_Review --> Clarif_Req3[Clarification Requested]
      Sponsor_Review --> Withdrawn[Withdrawn]
      Withdrawn --> Not_Funded[Not Funded]
    
```

**History**

Activity	Author	Activity Date
✓ Approved by Department	Ranieri, Michael Thomas	5/30/2019 4:29 PM
✎ Administration	Ranieri, Michael Thomas	5/30/2019 4:29 PM

## 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).

# Department - Creating a Continuation (Progress Report) in MyFunding

**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**

POPI: Christine McClure

Department Name/#: Office of Research 10050

School: SVC Research

Department Administrator: Natalie Merz

Specialist: Natalie Merz

OR Team:

Direct Sponsor: National Institutes of Health

Prime Sponsor:

PI Certification:

**Budget Information**

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**

```

graph LR
    Draft --> Dept[Department Review]
    Draft --> DeptReq[Classification Requested]
    Dept --> School[School Review]
    Dept --> DeptReq
    School --> Specialist[Specialist Review]
    School --> SchoolReq[Classification Requested]
    Specialist --> Sponsor[Sponsor Review]
    Specialist --> SpecialistReq[Classification Requested]
    Sponsor --> Awarded
    Sponsor --> Withdrawn
    Withdrawn --> NotFunded
    
```

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