

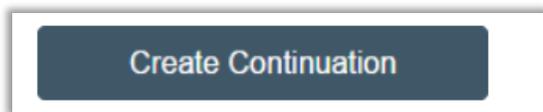


## Department – Creating a Continuation (Progress Report)

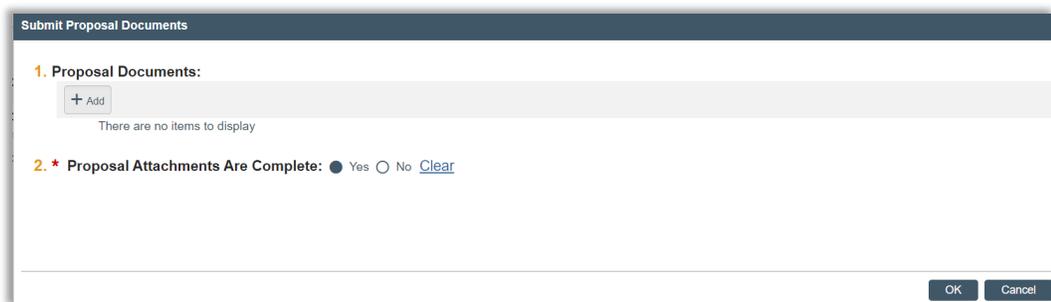
1. Log-in to MyFunding and search for the award in the Awards tab and select the Name of the award (project title).



2. In the award workspace select Create Continuation.



3. Complete the Continuation SmartForm pages. Review the Completion Instructions and select Finish.
4. Request the Principal Investigator (PI) certification by selecting Submit Proposal Documents activity. Answer Yes to Question 2 and OK to send a notification to the PI to complete the certification.



5. To begin routing, select Submit for Department Review on the left-hand side of the workspace.

6. Once approvals are completed, the Specialist will submit the progress report to the sponsor (outside of MyFunding).