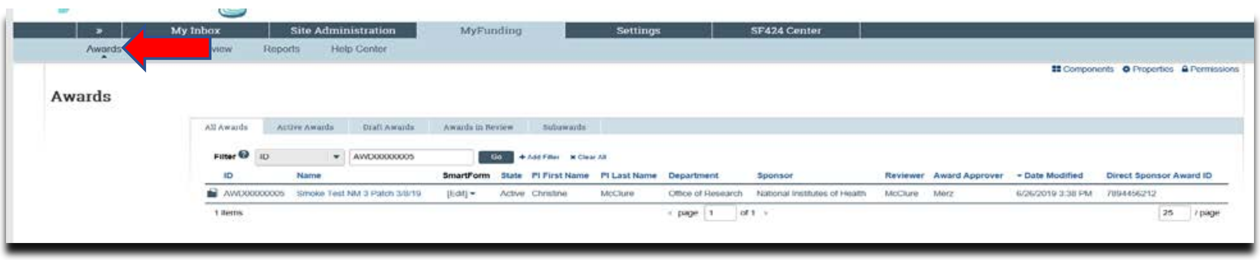
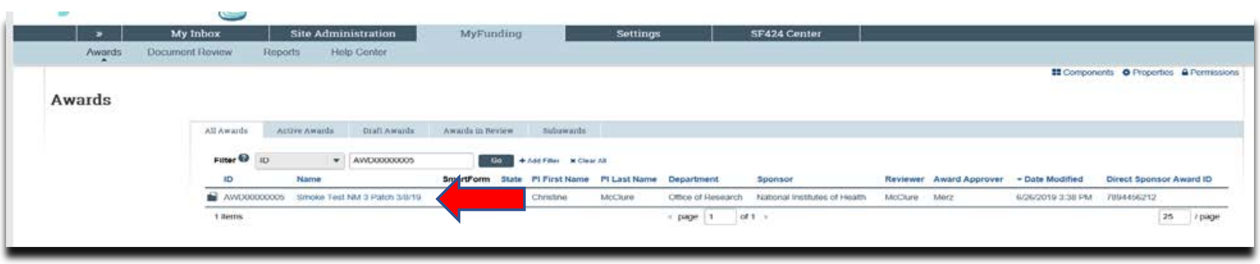
Overview: The 'Complete' activity should be used when a project has been completed in accordance with the 'Project End Date'. This activity should NOT be used if a project ends early. If the project is ending early, please complete and 'Early Termination' modification for the record.

Where to Start

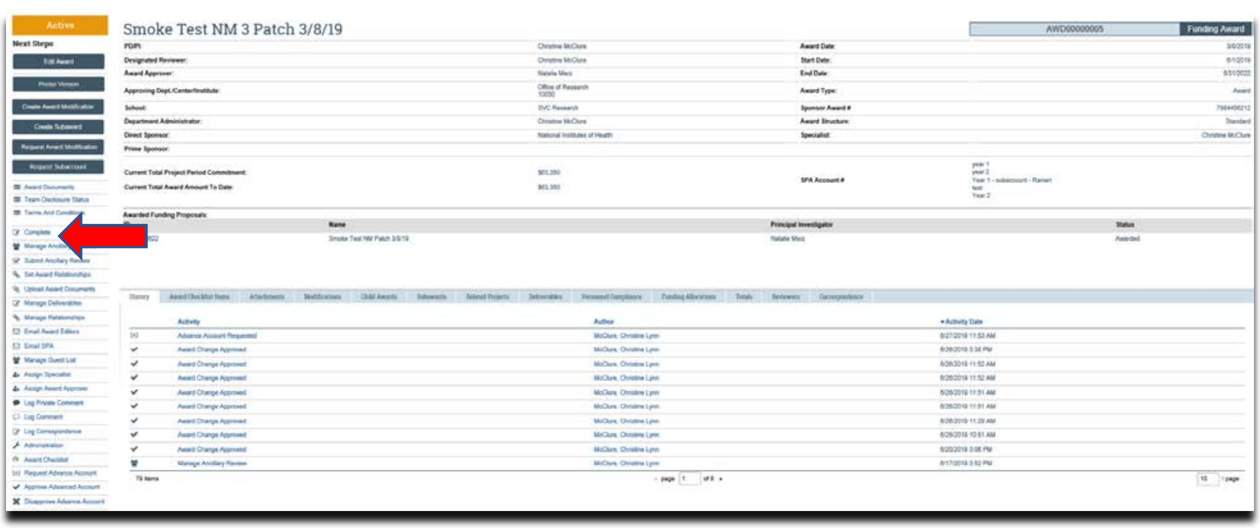
1. Log into MyFunding and click on the 'Awards' Tab:



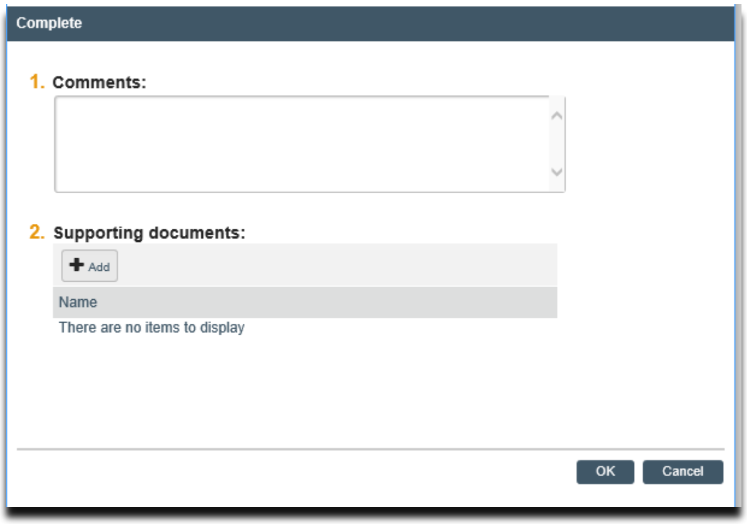
2. Search for the award by entering the award information in the search box, and click on the 'Name' of the project:



3. Once in the records workspace, click on the 'Completed' activity:



4. Enter 'Comments' (if applicable) and click 'Ok':



What should be Attached?

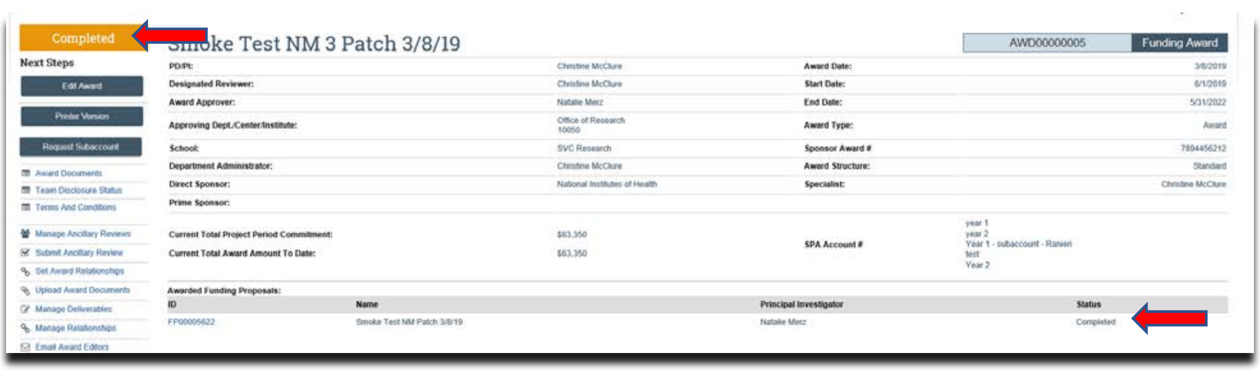
1. Any documents related to the projects completion
2. Any other school-specific required documents

Where do I attach the documents?

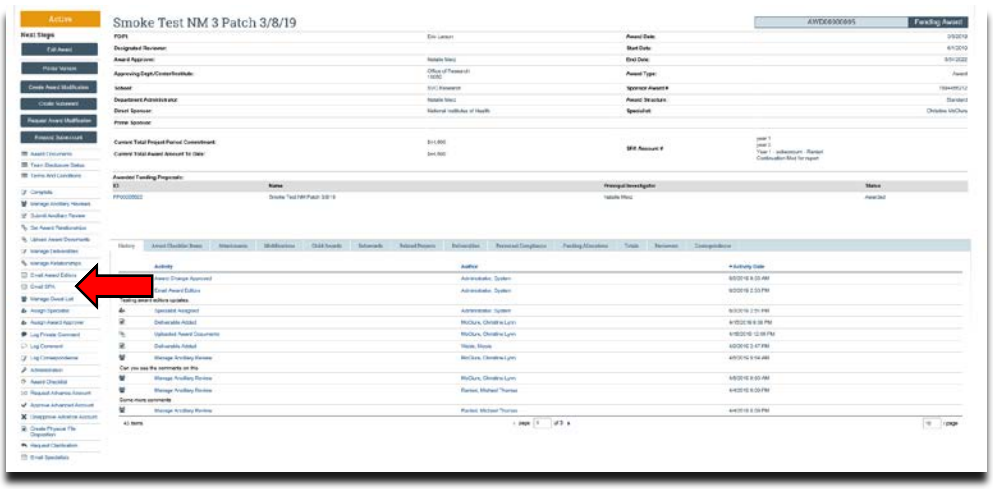
Documents should be attached in the award workspace using the ‘Upload Award Documents’ activity:

What’s Next?

1. The award record and associated funding proposal are moved to a ‘Completed’ State:



2. If necessary, click the ‘Email SPA’ activity to send the required documents to Sponsored Projects Accounting (SPA):



3. The ‘Email SPA’ activity will open to allow comments and document to be attached to the activity, then click ‘Ok’ to complete the process: