



## Managing Award Deliverables in MyFunding

### Where to start?

1. Manage Deliverables is an optional Award activity in MyFunding for departments that can be used to track the due dates of award deliverables. Due dates and automatic 30, 60, and 90 day reminders prior to the due dates can be established for any defined award deliverable.

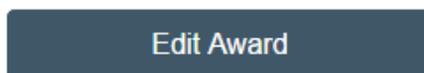
### How do I create and manage an Award Deliverable?

1. Open an award in MyFunding from the Dashboard or from the Awards page.



2. On the Award Workspace, select Edit Award.

### Next Steps



3. Navigate to the Deliverables SmartForm.



4. Select +Add to add a deliverable.

## Deliverables

### 1. Add deliverables:

+ Add

5. Enter a descriptive name for the deliverable.

### Add Deliverable

#### 1. \* Name: ?

Sample Deliverable

- Please note. Avoid using period-specific descriptions for the name, such as "Progress Report for Period 1." If you select multiple occurrences of the deliverable, MyFunding automatically suffixes the name with a numeral indicating its place in the series.

6. Set the number of occurrences. For example, if there are five budget periods and the sponsor requires this deliverable at the end of every period, select 5.

#### 3. \* Set number of occurrences:

5

7. Select the frequency with which the deliverable is required.

#### 4. \* Frequency: ?

Name

Monthly

Quarterly

Semi-Annual

Annual

Final

On Demand

- Please note if Final or On Demand is selected, MyFunding creates only one occurrence, even if you specified more than one occurrence above.

8. Set a due date. If there will be multiple occurrences of the deliverable, specify the date that the first occurrence is due. MyFunding calculates the due dates for the other occurrences based on this date and the frequency.

**5. \* Due date:** ?

10/17/2025 

9. Reassign the Responsible Party if needed or otherwise leave as is. Add any additional staff that may need to be notified. Click OK to exit.

**6. \* Responsible party:** ?

...

**7. Additional staff receiving deliverable notification:**

...

10. To update the status or edit the deliverable, select the Manage Deliverables activity from the award workspace.

 [Manage Deliverables](#)

11. Select the name of the deliverable if changes are required.

12. Once the deliverable is finished select Complete. This is important as reminders will continue to be sent until the activity is updated.

|   | Name              | Due Date   | Responsible Party |
|---|-------------------|------------|-------------------|
| <input type="button" value="Complete"/> | Scientific Report | 10/17/2025 | Eric Larson       |

13. Add a Completed Date and note who completed the deliverable. Select OK to finish.

**6. \* Completed date:** †

10/17/2025 

**7. \* Completed by:** ?

Eric Larson  