

Create an Award Continuation Proposal 10.0

A continuation is a type of funding proposal used to request funding of an active award for the upcoming budget year. Typically, it includes a progress report for the closing budget year.

To create a continuation proposal, you must be logged in as a user with a role that can edit funding proposals (typically study staff).

To create an award continuation proposal

1. From My Inbox or one of the tabs on the Grants Awards page, click the name of the active award for which continuation funding is needed.
2. Click **Create Continuation**.
A new funding proposal opens for editing. The system gives it a default name composed of the award name suffixed with the word, "Continuation," but you can modify it as desired.
3. Supply the progress report information requested on each page, and click **Continue**.
4. On the final page, click **Finish**.
5. On the proposal workspace, click **Submit for Department Review**.

The continuation proposal goes through the same approval and submission steps as any other funding proposal.

When the continuation proposal reaches the Awarded state, the specialist assigned to the award creates a continuation-type award modification, and adds the funds the sponsor has released for the next budget period.