How to Create a Continuation Proposal

Security Role(s): Study Staff – All UW Employees will have this role.

Continuation Funding Proposals are created from active award records. Continuations should be used for progress reports requiring authorized official or RSP involvement that are not for new time periods or funds outside of the original proposal. Examples on when to use and not use a continuation proposal:

- Use continuation for NIH RPPRs and other federal or non-federal sponsor progress reports needing authorized official signoff.
- Do not use for non-institutionally endorsed technical reporting (this can be submitted directly by the PI).
- Do not use for competing continuations or requests for new project periods (use renewal instead).

Follow the steps below to create a continuation Proposal:

1. Navigate to Award Workspace for an award in the Active state and select the Creation Continuation button.

2. The Continuation Funding Proposal SmartForm displays. Notice that this is a short form and is different from the Funding Proposal SmartForm used for New, Resubmission, Renewal, and Revision applications. The top portion of the form provides reminders about when to use and not use the form.

3. Complete the form as necessary putting the deadline in the title, attaching a copy of the supporting documentation (e.g., a copy of the progress report and sponsor directions) and adding submission information (select the help text icon 🟢 for more information about what to include in this field).

4. Use the Continue button to navigate to the Completion Instructions page. Select the Finish button on this page to return to the Award Workspace.

5. When returned to the Award Workspace, note the state is Draft and the proposal type is indicated as Continuation.

6. When the submission is complete, select the Submit for Department Review activity.

7. The continuation proposal follows the same workflow as a new funding proposal record.