



Create a Continuation Funding Proposal

Continuation Funding Proposals are created from active award records. Continuations should be used for progress reports requiring authorized official or SPA involvement that are not for new time periods or funds outside of the original proposal. **Note:** Continuation proposals will modify the original award record, and will not create a new award number (CON).

When to use a continuation proposal:

- Use continuation for NIH RPPRs and other federal or non-federal sponsor progress reports needing authorized official signoff.

When NOT to use a continuation proposal:

- Do not use for non-institutionally endorsed technical reporting (can be submitted directly by the PI).
- Do not use for competing continuations or requests for new project periods (use *renewal* instead).

Follow-on Proposal Rules:

1. **Rule #1:** Always start follow-on proposals from the original (parent) item. Don't use a previous follow-on proposal as the starting point.

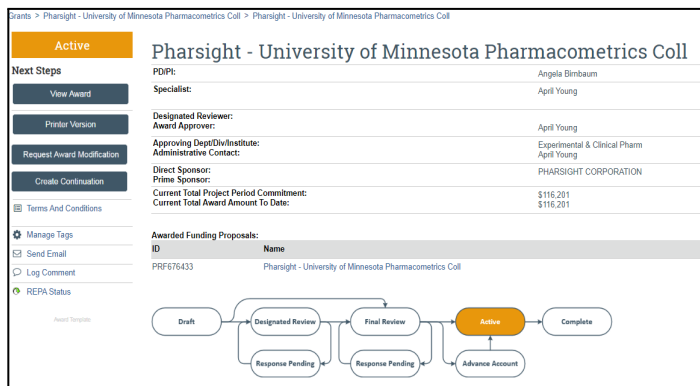
Example: If you need a revision proposal after a continuation proposal, create it from the **original funding proposal**, not the continuation. Otherwise, it will cause errors that can't be corrected and will need to be withdrawn.

2. **Rule #2:** Never copy (clone) follow-on proposals. Always create a new proposal from the original (parent) proposal

Example: For year 3 funding, create a new continuation proposal from the parent award, not by copying the year 2 continuation. Copying will cause errors.

Follow the steps below to create a Continuation Proposal:

1. Navigate to Award Workspace for an award in the Active state and select the **Create Continuation** button from the left hand navigation bar.
2. The Continuation Funding Proposal SmartForm displays. Notice that this is a short form and *is different* from the Funding



The screenshot shows the MN-GEMS interface for an award in the 'Active' state. The left navigation bar includes buttons for 'View Award', 'Print Version', 'Request Award Modification', 'Create Continuation', 'Terms And Conditions', 'Manage Tags', 'Send Email', 'Log Comment', and 'REPA Status'. The main content area displays the award details for 'Pharsight - University of Minnesota Pharmacometrics Coll'. The details include PDIPI, Specialist, Designated Reviewer, Award Approver, Approving Dept/Institute, Administrative Contact, Direct Sponsor, Prime Sponsor, Current Total Project Period Commitment, and Current Total Award Amount To Date. Below the details is a section for 'Awarded Funding Proposals' with a table showing the ID and Name of the proposal. At the bottom, there is a flowchart showing the award lifecycle: Draft, Designated Review, Final Review, Active, and Complete. The 'Active' state is highlighted in orange.

Proposal SmartForm used for New, Resubmission, Renewal, and Revision applications.

3. Complete the form as necessary. Enter the submission information in “Question 2. Description”. Note, the “RPPR Instructions and Link” page is for information only. MN-GEMS does not yet have a S2S component for RPPR submissions.
4. Use the **Continue** button to navigate to the Completion Instructions page. Click on the “Validate” button in the upper left hand corner to verify that all required information has been completed satisfactorily. Select the **Finish** button on this page to return to the Award Workspace.
5. When returned to the Award Workspace, attach supporting documentation (e.g., a copy of the progress report if it is not already uploaded to the sponsor’s electronic submission system, and sponsor directions) using the “**Add Attachments**” activity.
6. When returned to the Award Workspace, note the state is **Draft** and the proposal type is indicated as **Continuation**.

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7. Initiate ancillary reviews (for department level approvals) as necessary.
8. When the proposal is complete, select the **Submit for Department Review** activity.
9. The continuation proposal follows the same workflow as a new funding proposal record.

