



Continuation

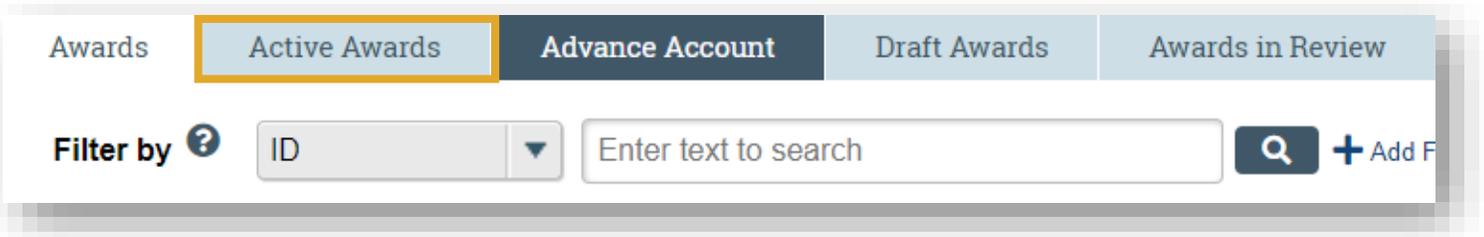
Continuation Funding Proposals are used for non-competing continuation request or award for a subsequent budget period within a previously approved project for which a recipient does not have to compete with another application. (ie; Research Performance Progress Report). Continuation Funding Proposals are follow-on submissions that are initiated off the current active Award record. Follow the instruction below for the steps to begin creation of a Continuation Funding Proposal. **Continuation Funding Proposals should only be created if the funding has already been reported.**

STEP 1: Locate your Award

- Login to [RAMP Portal](#). From the main Dashboard, select **Awards**.



- Next, you will select the Active Awards tab and locate your proposal.



- From here, select the Award record in the **Active** state which will bring you to the award workspace.

STEP 2: Create Continuation

- Select the **Create Continuation** button.

Active

Next Steps

- View Award
- Printer Version
- Request Award Modification
- Create Continuation

STEP 3: General Information

➤ Complete the Award Continuation SmartForms.

Creating New: Funding Proposal [Go to forms menu](#) [Help](#)

General Information - Award Continuation Year Approval

1. Title:

2. Description:

3. PD/PI:
Rebecca Simms (pi)
Primary mentor:

Update the title here if needed.

4. Submitting department:

Gastroenterology

5. Direct sponsor: ?

Gastroenterology ... ✕

Prime sponsor:

6. Sponsor award number:

Contract##4323

Financial chart string:

7. Upcoming budget period:

1 of 5

8. Project period:

Start date: 7/1/2021 

End date: 6/30/2022 

These dates will be generated automatically based on the anticipated period set in the award allocations.

9. Is this the final continuation/budget year for this award?

Yes No [Clear](#)

10. Have any inventions or patents been conceived or reduced to practice during the course of this project?

Yes No [Clear](#)

STEP 4: Completion Instructions

- Once you have completed the forms, you will validate and submit the continuation request.
- **NOTE:** RAMP will assign a new funding proposal ID value using the existing funding proposal number and adding a continuation number suffix (Ex: FP00000023-Con1).
- The workflow process for all application types post-submission will follow that of a new proposal where the record will be sent to the Department approver for review and then to the assigned OSP Grant Specialist.

Next Steps

1. Click Validate to verify that all required questions in this proposal are complete. Correct any errors or omissions, and refresh the error report.
2. When no errors are reported, click Finish.
3. From the proposal workspace, complete the primary budget and any other budgets you add for this project.
4. Generate the SF424 and supply any required information not auto-populated from the proposal. (Upload any SF424 attachments to the SF424 directly.)
5. Start the institutional approval cycle by submitting the proposal for department review.



The validate button can be found in the left-hand corner of the SmartForm menu