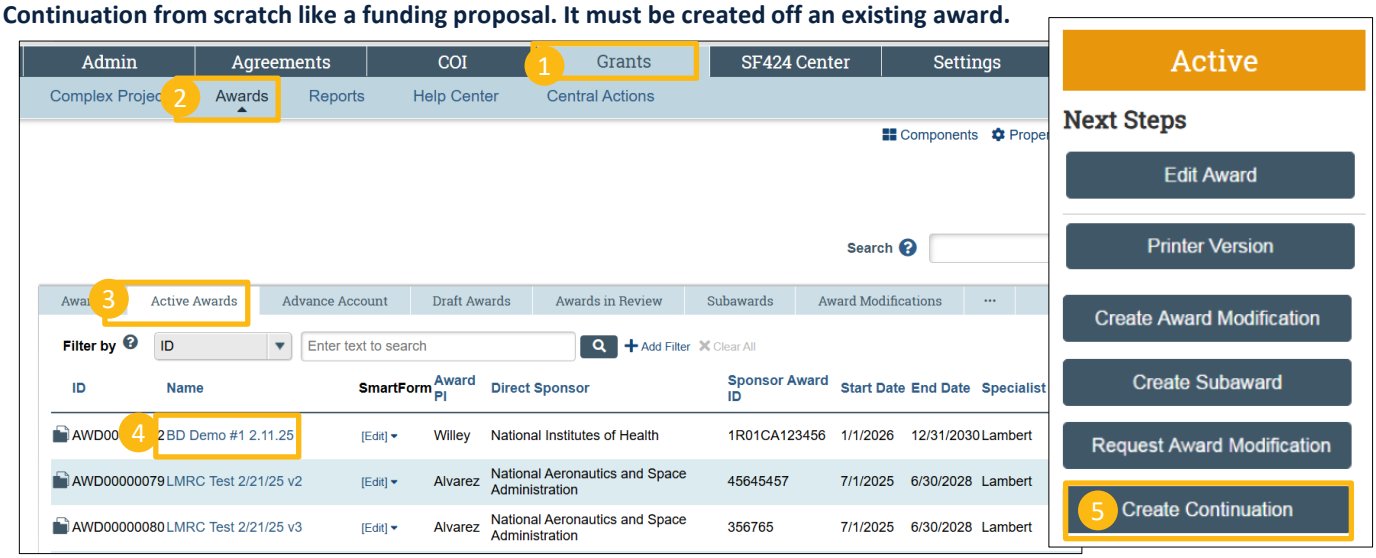
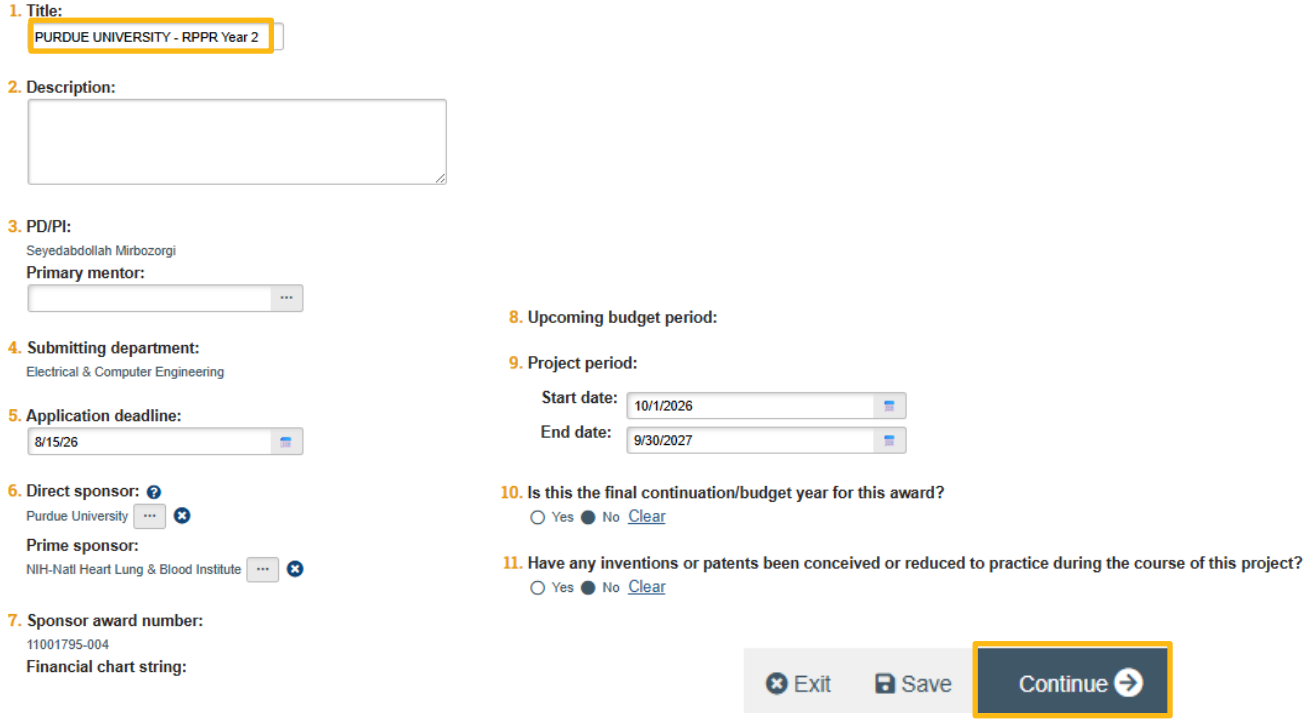
Create a Continuation funding proposal/RPPR

This job aid shows how to create a Continuation funding proposal and submit it for review. Continuations are to be used for non-competing continuations only (RPPRs, progress reports). For a competing segment, use the Renewal feature.
Note: Complete this after you have completed your RPPR in eRA Commons.

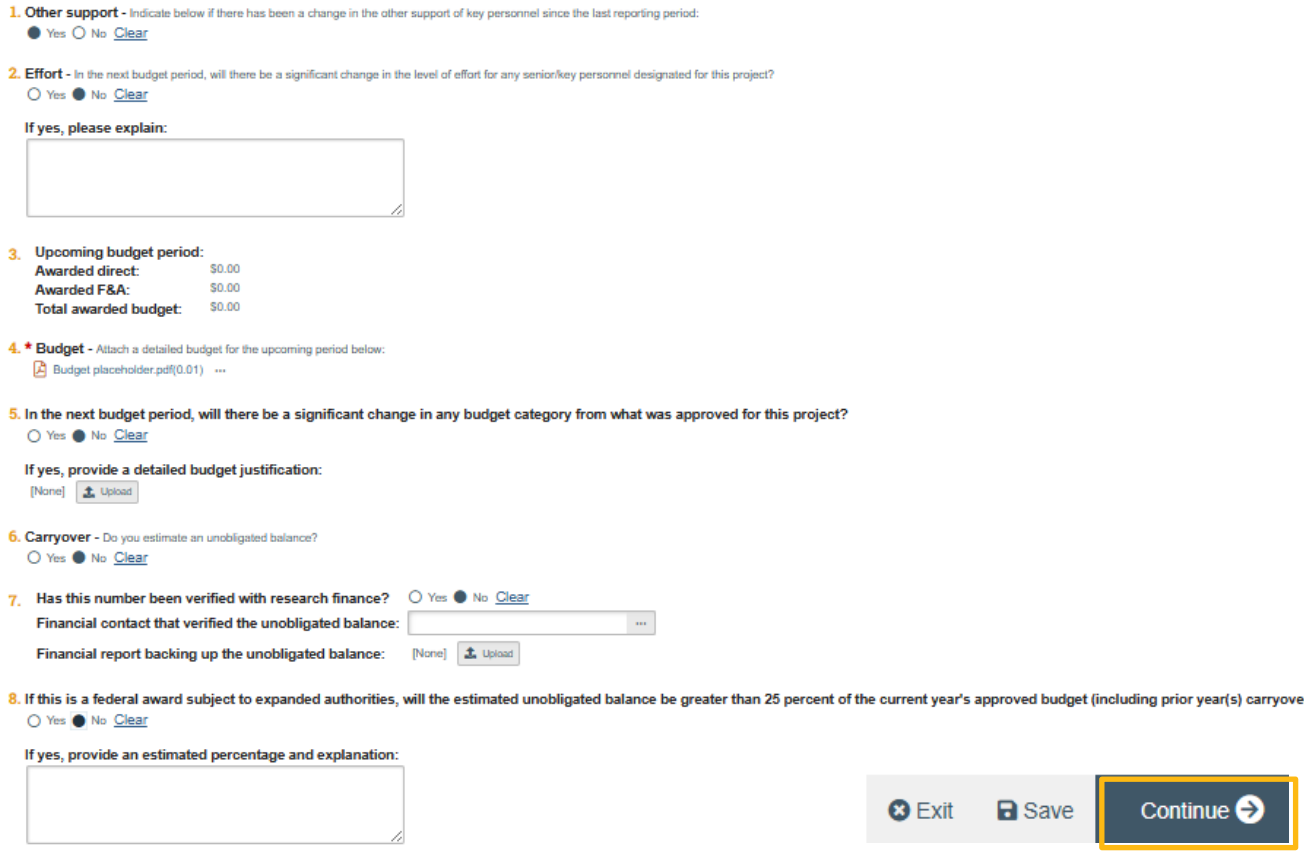
1. **Open the appropriate award in the Active Awards tab. Then select Create Continuation. Note: you cannot create a Continuation from scratch like a funding proposal. It must be created off an existing award.**



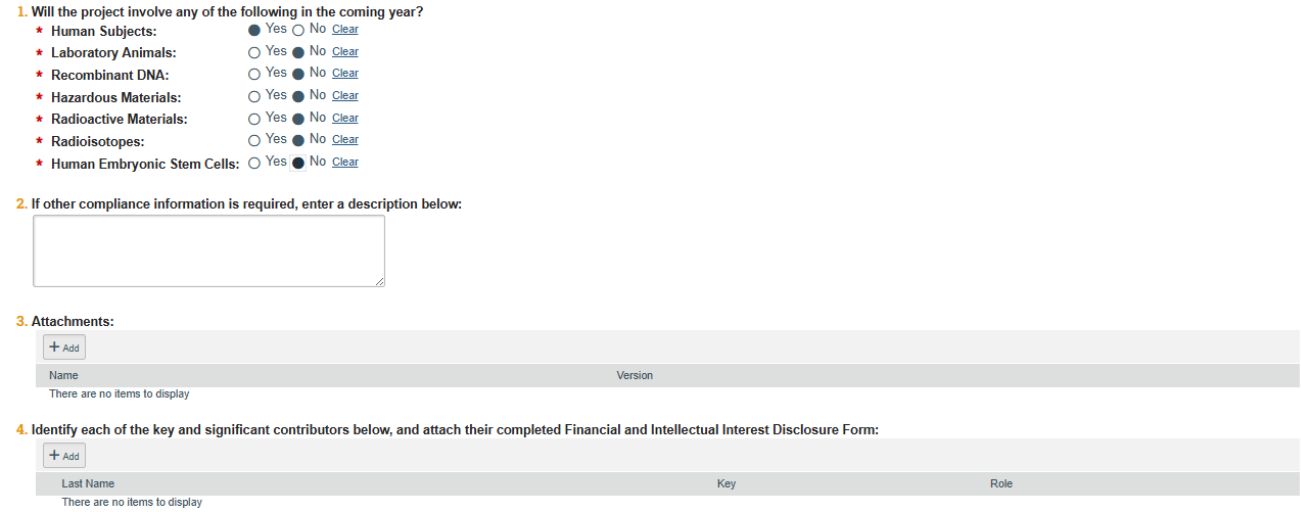
2. **In the General Information smartform, enter a meaningful title for the continuation and complete all information that applies to your continuation proposal. The sponsor and award number should prepopulate from the award. When this first smartform is complete, Click Continue to move to the next smartform.**



3. Complete the Level of Effort & Budgeting smartform. Complete all fields that apply to your project. Note that in #2, if there is a significant change in the level of effort, you will need prior approval as usual. Note that the budget in #4 is required (as noted by the red asterisk). Click Continue to move to the next smartform.



4. In the Compliance smartform, answer all questions for the upcoming project period and provide any additional information that is required. In the attachments area (#3), upload any required documents along with a copy of the RPPR.



5. When finished, click Finish or Exit and return to the Continuation workspace. When ready, click Submit for Department Review to move it forward in the workflow.

