Continuation of a Federal NIH Funding Proposal

When we say “Continuation,” what are we talking about?

While other sponsoring agencies may have a continuation process, in eBridge, Continuations refer only to Federal NIH applications.

An NIH Continuation is the vehicle for submitting your Non-Competing Progress Report to the MCW Office of Grants and Contracts for review. The Progress Report is defined by the NIH as the “periodic, usually annual, report submitted by the grantee and used by NIH to assess progress and, except for the final progress report of a project period, to determine whether to provide funding for the budget period subsequent to that covered by the report.”

If your initial NIH application was submitted to the Office of Grants and Contracts using the paper Registration Form and you are preparing an NIH Continuation; please continue to use the paper Registration Form and former routing and approval process to submit your materials to the Office of Grants and Contracts.

Where to Start?

The Continuation is due prior to the end of the budget period either 60 days if the NIH award is not subject to SNAP, or 45 days if the NIH grant is subject to SNAP. The eBridge system will begin sending email reminders, 90 days before the Continuation due date (i.e. 150 days before the end of the current period). When an NIH funding proposal created and awarded in eBridge is in the state of “Active,” the activity “Create Continuation” is available in the Funding Proposal Workspace to the Principal Investigator and everyone listed in the funding proposal as a proposal team member with edit access.

The Continuation will have the same funding proposal ID as the initial funding proposal with an appended “_CON-YR-0x” where the x represent the current period (for example, FP00000221_CON-YR-02, CON-YR-03, and so on).

It is important to review any revised awards and Revisions in the preparation of this Continuation. The Continuation should incorporate information from an awarded Revision that has occurred since the original award or the last Continuation. The Continuation should also include updates that have occurred in a recent Revise award activity. Anyone added to the Continuation with edit access will be granted view access to all previous Revisions and revised awards.

If you have any questions about how to use the eBridge system, please call the eBridge Help Desk at (414) 955-8476 or email the Help Desk at Help-eBridge@mcw.edu.
What will I be working with?

The Continuation is a partial copy of the initially submitted funding proposal, as reconciled during the award process. Even though many of your responses from the initial funding proposal smartform are copied into the Continuation, you still will need to start your editing with the first page of the Continuation funding proposal smartform. Many of the questions were copied from the original awarded funding proposal.

- Some fields are read only if they will never require modification.
- Some fields are blank and should be updated with current information.
- Some fields are copied from the original awarded funding proposal but are editable should you determine that updated information is available.
- The Continuation period of the awarded budget will be open for edit. You will be able to add new rows to each budget grid pages; however you will be restricted from deleting previous budget grids or budget line items from previous periods.

The Continuation SmartForms are a little different than those for a new Funding Proposal. For example:

Page B. Additional Personnel will be copied from original proposal. You will be able to add additional personnel but not delete previous personnel.

Page B. Personnel (Continuation): There will be an additional page for you to indicate which of the previous and just added personnel will be included in this Continuation.

Pages Q. and R. Research Plan and Other Project Information Attachments: Continuations do not require these two attachment pages.

Page R2. Progress Report Attachments: This is a new page specifically for Continuations where you will add the face page and progress report documentation.

Page AG. Subcontract Costs and the detailed budget attachment for this Continuation period can be updated. The Hide/Show Errors will be a useful tool.

The Continuation will go through the same workflow and review process as the initial funding proposal.

Send Agree to Participate
All MCW personnel who you intend to list on the budget period of this Continuation must Agree to Participate, so sending the Send Agree to Participate Instructions will be necessary.

Send PDA Notification to Approve Resources
The Primary Department Administrator(s) for everyone listed on the budget period of this Continuation will need to Approve Resources before the Continuation may be forwarded to the division and department officials.

If you have any questions about how to use the eBridge system, please call the eBridge Help Desk at (414) 955-8476 or email the Help Desk at Help-eBridge@mcw.edu.
**Send Approve Affiliation Instructions to Center Approver**
Any affiliated centers will also have to approve that affiliation.

**Linking to human subject protocols and animal use applications**
Because the activated budget is used throughout the life of the grant, the links to human subject protocols (PRO) and animal use applications (AUA) that were created in the original awarded funding proposal will still be displayed in the budget. Any links made during a Revision will also be displayed in the budget during the Continuation.

It is possible to link new research during the completion of the Continuation. The Continuation will not be able to move from the state of Awarded into the state of Active until all the associated PROs and AUAs are linked and approved.

**After creating the Continuation, where can I locate it?**
There are two ways to access the Continuation.

1. My Inbox or Funding Proposal tabs from within your My Home: Your My Inbox contains all the submissions that require a specific action by you and the Funding Proposal tab contains all the funding proposals with which you are associated.

2. The Continuation is also accessible from the Award Modification tab in the Funding Proposal Workspace. The Award Modification Tab provides links to the snapshot of the originally awarded funding proposal and previous Resubmissions, Revisions, revised awards and Continuations. This tab will hold the historical view and links to activities after award.

**How many Continuations can I have going at any one time?**
Only one Continuation may be created per period. Also, the Continuation cannot be withdrawn but can be modified.

**Quick Reference for creating a Continuation in eBridge**
A Quick Reference[hyperlinked] is available that lists all the activities that will need to be completed and which roles on the funding proposal can complete them.