



Non-NIH Continuation Funding Proposals QuickStart Guide

This QuickStart Guide will explain the process for submissions of Non-NIH Continuation funding proposals (FPs) in Non-NIH projects, excluding For-Profit projects.

Process to Submit Non-NIH Continuation Funding Proposals follows a workflow process similar to current NIH-sponsored Continuations in eBridge. By utilizing this same process, projects are kept together in a single FP and can take advantage of existing eBridge functionality (i.e. compliance, agree to participate, etc.). Additionally, this process removes some of the uncertainty involved with Non-NIH subcontracts, amendments, modifications, etc., and how they are processed.

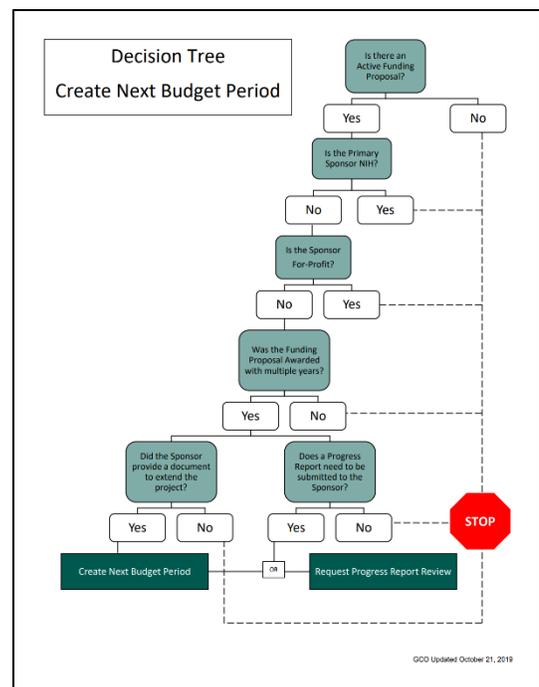
All Non-NIH, excluding For-Profit projects, with Active FPs that were previously awarded with multiple budget years should be able to take advantage of this new functionality immediately.

Is this new process for you?

Use the linked [Decision Tree](#) PDF to determine if you should use this new process to submit Non-NIH continuation Funding Proposals. This will help you to decide whether you should create next budget period project, request a progress report review, or do both.

Your decision will depend on the following questions:

- Do you have an Active Funding Proposal?
- Is the Primary Sponsor NIH?
- Is the Sponsor For-Profit?
- Was the Funding Proposal Awarded with multiple years?
- Did the Sponsor provide a document to extend the project?
- Does a Progress Report need to be submitted to the sponsor?

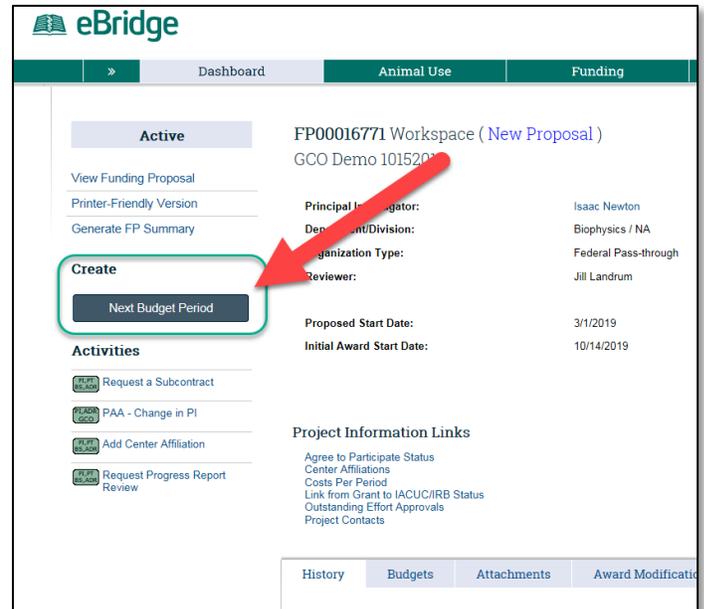


Click image to download [full page PDF](#).

Creating a Next Budget Period Project

Once you have determined you need to create next budget period project.

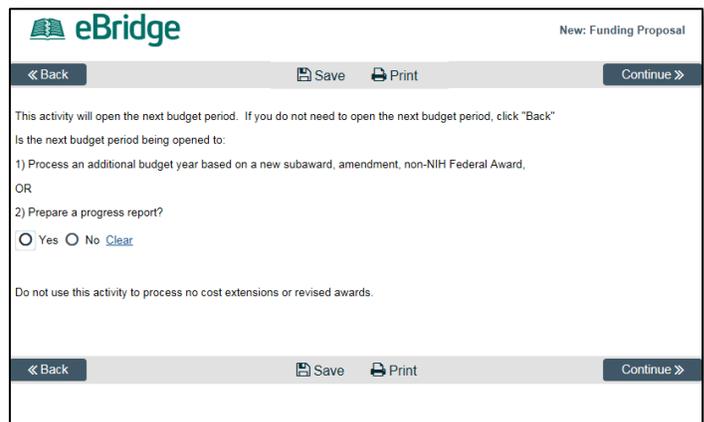
1. Log in to eBridge and open your Active Funding Proposal.
2. From the Funding Proposal workspace, click on the **Next Budget Period** button to start a new project.



The screenshot shows the eBridge interface for an active funding proposal workspace. The top navigation bar includes 'Dashboard', 'Animal Use', and 'Funding'. The workspace title is 'FP00016771 Workspace (New Proposal)'. Below the title, there are links for 'View Funding Proposal', 'Printer-Friendly Version', and 'Generate FP Summary'. A 'Create' section is highlighted with a green box, containing a 'Next Budget Period' button. To the right, there is a table of metadata including Principal Investigator (Isaac Newton), Department/Division (Biophysics / NA), Organization Type (Federal Pass-through), Reviewer (Jill Landrum), Proposed Start Date (3/1/2019), and Initial Award Start Date (10/14/2019). Below this is an 'Activities' list with icons for 'Request a Subcontract', 'PAA - Change in PI', 'Add Center Affiliation', and 'Request Progress Report Review'. A 'Project Information Links' section contains links for 'Agree to Participate Status', 'Center Affiliations', 'Costs Per Period', 'Link from Grant to IACUC/IRB Status', 'Outstanding Effort Approvals', and 'Project Contacts'. At the bottom, there are tabs for 'History', 'Budgets', 'Attachments', and 'Award Modification'.

FP Confirmation Page

1. In this first page of the SmartForm, you will confirm information about your Funding Proposal and Award.
2. **Select Yes** to proceed.
 - If you **select No**, please **exit using the Back button**. This way no project will be created in eBridge.



The screenshot shows the eBridge 'FP Confirmation Page' SmartForm. The page title is 'New: Funding Proposal'. The top navigation bar includes 'Back', 'Save', 'Print', and 'Continue'. The main content area contains the following text: 'This activity will open the next budget period. If you do not need to open the next budget period, click "Back"'. Below this is the question: 'Is the next budget period being opened to:'. The first question is '1) Process an additional budget year based on a new subaward, amendment, non-NIH Federal Award, OR'. The second question is '2) Prepare a progress report?'. The 'Yes' radio button is selected. Below the questions is the text: 'Do not use this activity to process no cost extensions or revised awards.' At the bottom, there are tabs for 'Back', 'Save', 'Print', and 'Continue'.

Continuation Proposal Information Page

eBridge

Continuation Proposal Information YR-03

Please review the information on the Award Modification tab to review any sponsor actions which may impact the content of this continuation. Be sure to incorporate any changes. Follow this link to access the Award Modification Tab: [Award Modification](#)

1.0 Budget Period Start Date: 10/14/2021 Budget Period End Date: 10/13/2022

2.0 * Set project periods and duration:

Period #	Duration, months	Start	End
1	12	10/14/2019	10/13/2020
2	12	10/14/2020	10/13/2021
3	12	10/14/2021	10/13/2022
4	12	10/14/2022	10/13/2023
5	12	10/14/2023	10/13/2024

3.0 * Select Sponsor/Pass Through Entity:
This is the entity which will be providing funds directly to MCW.
If you don't find the sponsor in the list, use this form to request that it be added. Add New Sponsor
Columbia University

* Select Prime Grantor:
This is the entity providing the original funding to the Sponsor identified in question 1.0.
NIH Allergy and Infectious Diseases

4.0 * Identify the location where the majority of the research for this project will take place.
BSB

5.0 * Identify the room number of the location where the research will be conducted:
2258

6.0 * Will the research be conducted at any additional sites?
 Yes No [Clear](#)

7.0 The following Center(s) or Institute(s) are affiliated with this project. To add affiliations, use the "Add Center Affiliation" activity on the Active Funding Proposal web page.
There are no items to display.

8.0 * Do you have any comments for Sponsored Programs related to this project?
 Yes No [Clear](#)

9.0 * Is a progress report required?
 Yes No [Clear](#)

10.0 * Has the sponsor provided materials or documentation for the next budget period? ⓘ
 Yes No [Clear](#)

Questions 9.0 and 10.0

9.0 Is a progress report required?

- YES – if you are required to submit a progress report to your sponsor (you will need to attach.)
- NO - if you are NOT required to submit to your sponsor

10.0 Has the sponsor provided materials or documentation for the next budget period?

- Materials or documentation may include, but are not limited to: awards, subawards, amendments, subrecipient monitoring forms.

5.0 * Identify the room number of the location where the research will be conducted:
2258

6.0 * Will the research be conducted at any additional sites?
 Yes No [Clear](#)

7.0 The following Center(s) or Institute(s) are affiliated with this project. To add affiliations, use the "Add Center Affiliation" activity on the Active Funding Proposal web page.
There are no items to display.

8.0 * Do you have any comments for Sponsored Programs related to this project?
 Yes No [Clear](#)

9.0 * Is a progress report required?
 Yes No [Clear](#)

10.0 * Has the sponsor provided materials or documentation for the next budget period? ⓘ
 Yes No [Clear](#)



You must **Select YES** to either 9.0 and/or 10.0 before this can be submitted to the GCO.

Progress Report Information Page

You will receive this page by answering “Yes” to question 9.0. on the Continuation Proposal Information Page.

Progress Report Information YR-03

1.0 * Has the progress report been submitted to the sponsor?
 Yes No [Clear](#)

* 1.1 Is institutional signature required on the progress report?
 Yes No [Clear](#)

* 1.2 Does the Grants and Contracts Office need to submit the progress report?
 Yes No [Clear](#)

2.0 Attach the progress report and any other relevant information:
[+ Add](#)
name
There are no items to display

3.0 Provide a brief description of your request:

Answering NO to Question 1.0

Answering “No” will expand adding Questions 1.1, 1.2.

Progress Report Information YR-03

1.0 * Has the progress report been submitted to the sponsor?
 Yes No [Clear](#)

* 1.1 Is institutional signature required on the progress report?
 Yes No [Clear](#)

* 1.2 Does the Grants and Contracts Office need to submit the progress report?
 Yes No [Clear](#)

Sponsor Materials and Documentation Page

You will receive this page by answering “Yes” to question 10.0 on the Continuation Proposal Information Page.

Sponsor Materials and Documentation YR-03

1.0 Attach sponsor materials or documentation:
[+ Add](#)
name
There are no items to display

2.0 Provide a brief description of the items attached in question 1.0 and of the action needed:

Select “Go to Workspace”

[Go to Workspace](#)