AURA Grants Continuation Checklist (Unit Submits)

End User: Proposal Creator (PC)

The following is the workflow and step-by-step reference guide to create and submit a Continuation. Continuations are executed for incrementally funded projects. The proposal in an Active State and funding was issued for just the first/current budget period; you need to submit an institutional endorsed progress report before you receive the next increment of funding. The continuation workflow allows you to select this next budget period and submit the progress report for URA review.

Review the color coded workflow and refer to the corresponding sections to identify activities in each state that guide you through the Continuation process.

Continuation Workflow by States

- **Active**
- **Pending Sponsor Response**
- **Continuation Workflow (Unit Submits)**
- **Unit Non-S2S Submission**
- **URA Review Level 1**
- **URA Review Level 2**

🌟 = Activity transitions process to next state
1. Log into AURA (http://aura.uchicago.edu)
   - Select AURA Login on left side of page
   - Enter your CNET and password

2. Verify Budget Periods
   - Click on the name of the Active Funding Proposal (blue hyperlink)
   - Click View Funding Proposal, navigate to section 15.0 to verify outgoing budget period exists (if not- email your URA-Manager)
   - Click “Exit”

3. Create Continuation
   - Click Create Continuation (FP workspace)
   - Confirm (check box) you would like to create continuation and click “Save”
     - Delete the “– Continuation #” in the title if a S2S submission
   - Enter/Update all applicable information for the Continuation and click “Finish”
     - Note: Q 3.02 - make sure to enter the correct budget period for the Continuation, i.e. the next BP not the current one.
     - Note: set Q 7.8 to URA

4. PI Review & Complete COI
   Note: PC is unable to forward FP for approval until PI completes this step

5. Approvals
   - Click Forward Continuation for Approvals
   - Confirm (check box) to certify continuation complete and accurate

6. URA Review 1
   - Changes requested
     - Make changes and click Changes Made for URA
     - Approved w/ comments
       - Make changes and click Changes Made for URA
       - Approved w/o comments, no action required
URA REVIEW – LEVEL 2

Read Only State; unless changes requested

☐ 7. URA Review 2
   - Changes requested
     ○ Make changes and click Changes Made for URA (URA reviews again)
   - Approved w/ comments
     ○ Make changes and click Changes Made for URA
   - Approved w/o comments, no action required

UNIT Non-S2S SUBMISSION

Read Only State

☐ 8. Unit
   - PC submits to sponsor/agency
   ★ - PC returns to AURA and clicks Confirm Non S2S Submission
      ○ Attach submission documentation (optional)
   ★ - PC clicks Update Sponsor Deliverables View
      ○ Update/confirm documents sent to sponsor (required)

PENDING SPONSOR RESPONSE

Read Only State

NEXT STEPS: Sponsor Decline? JIT? Awarded?

☐ Sponsor declines or no response is ever received?
   - PC clicks Email URA-M and asks the URA-M to decline in AURA.

☐ Sponsor requests additional information that requires URA Review?
   - PC clicks JIT Sponsor Request Received

☐ Sponsor awards (provides next period of incremental funding)?
   - URA clicks Update Award Amount
   - URA distributes award
   - PC completes budget reconciliation