

How to Create an Award Completion Report for a SIG Award

At the end of the SIG grant period, you will receive an email notification requesting the completion of the award completion report. This task will appear in your My Research inbox and can be completed as follows:

Log into [My Research](#).

Click on:

1. Inbox
2. The Subject/Title of your award

UNIVERSITY OF TORONTO | Administrative Web Services

To protect the security of your data, this application will automatically terminate in 03:31:37. Unsaved work will be lost.

Welcome | **Inbox** | My HR Self-Service | My Research | Expense Reimbursement (New)

Inbox

MR Inbox (2 / 6)

Show: All

System	Number	Task	Doc Type	Subject	From
MRA	70005188 / 00223788	Award Completion Report	Research Application	change title	Dirstein, Robert

You will drill right to the **Details** section of the **Award Completion Report** (it is embedded in the MRA that had been submitted when the funding was originally requested/applied for).

change title 70005188 Dr Adrianna Su used by RAISE Contact Help Desk

Award Completion Report Page Help

Details Classification Personnel Outcomes

Title of Research: change title
Award Period Start: Apr 1, 2022
Award Period End: Mar 31, 2023
Fund #: 515178
Award Amount: 50.00

Notes (0)
Award Completion Report

Save Validate Submit

April 18, 2023

3. Click on the **Classification** icon to move to the next page, and complete that section.

The screenshot shows the 'Award Completion Report' form in the 'Classification' section. A yellow arrow with the number '3' points to the 'Classification' icon in the top navigation bar. The form includes the following fields:

- Field of Study: Social Sciences
- Main Discipline: Archaeology
- Primary Activity: SSHRC Explore
- SSHRC Explore Grants:
 - Student compensation related to small-scale research projects in the humanities and social sciences
 - Direct expenses related to small-scale research projects in the humanities and social sciences
- SSHRC Exchange Grants:
 - Travel for research dissemination by faculty or students (domestic or international travel)
 - Organization of small-scale knowledge mobilization activities within and/or beyond the research community
- Were the funds used primarily to support your attendance or presentation at a conference, workshop, or other knowledge mobilization event?: Yes
- Presentation Title: Sample SIG Award

Buttons at the bottom: Save, Validate, Submit.

4. Click on the **Personnel** icon and complete that section.

The screenshot shows the 'Award Completion Report' form in the 'Personnel' section. A yellow arrow with the number '4' points to the 'Personnel' icon in the top navigation bar. The form includes the following fields:

How many of the following have been supported by this award:

- Undergraduate Students:
- Graduate Students:
- Doctoral Students:
- Postdoctoral Researchers:
- Other(e.g. technicians):

Buttons at the bottom: Save, Validate, Submit.

5. Click on the **Outcomes** icon and complete that section.
6. Once you have completed **ALL** the sections of the Award Completion Report, click on the **Submit** button (no edits can be made after the report has been submitted).

The screenshot displays the 'Award Completion Report' interface. The top navigation bar includes a 'change title' field, the user ID '70005188', the name 'Dr Adrianna Su used by RAISE', and a 'Contact Help Desk' link. A left sidebar lists various report sections: Identification, Sponsors/Programs, Co-investigators/Collaborators, Keywords, Location of Research, Human Protocols, Animal Protocols, Permits, Planning/Resources, Related Agreements, Document Attachments, and Submit Application. Below the sidebar, a horizontal menu contains icons for 'Details', 'Classification', 'Personnel', and 'Outcomes'. A yellow arrow with the number '5' points to the 'Outcomes' icon. The main content area contains the following text and form fields:

How many research products have resulted from this grant funding?: *

Research Products may include traditional academic outputs such as peer-reviewed articles, books, etc., as well as other knowledge mobilization activities.

Describe any particular successes that have resulted from the SIG grant(1300 characters maximum):

At the bottom right, a yellow arrow with the number '6' points to the 'Submit' button. The bottom navigation bar includes 'Save', 'Validate', and 'Submit' buttons.

For assistance, please contact the RAISE Helpdesk as raise@utoronto.ca or 416-946-5000.