

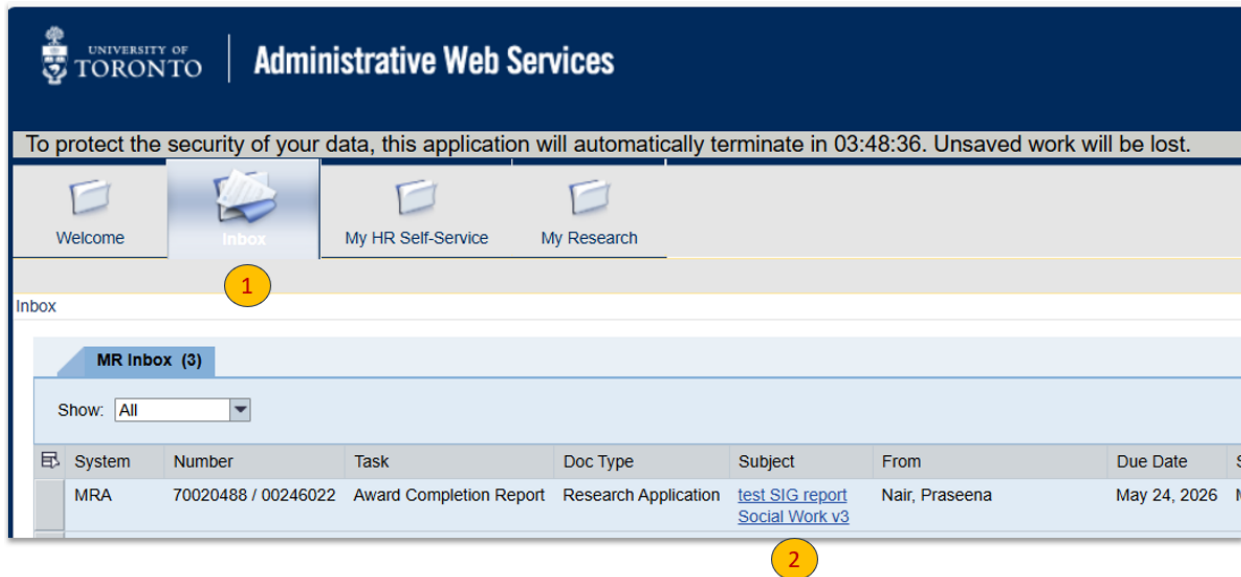
How to Create a SIG Award Completion Report

After the SIG grant year end (March 31), all Principal Investigators (PIs) with a SIG award ending that March 31 will receive an email notification requesting the completion of the SIG Award Completion Report. This “Award Completion Report” task will appear in their My Research inbox and can be completed as follows:

Log into [My Research](#).

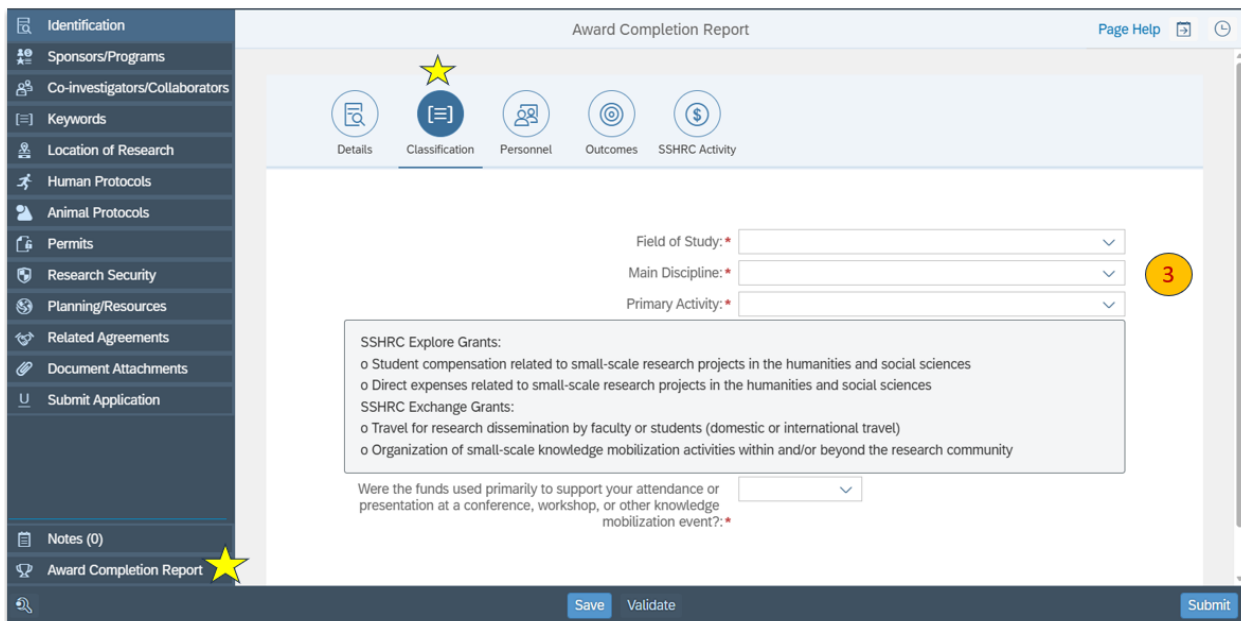
Click on:

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



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

3. Complete the questions on the Classification section.



March 31, 2026

4. Click on the **Personnel** icon to move to the next page, and complete that section.

The screenshot shows the 'Award Completion Report' form. The left sidebar contains a list of sections: Identification, Sponsors/Programs, Co-investigators/Collaborators, Keywords, Location of Research, Human Protocols, Animal Protocols, Permits, Research Security, Planning/Resources, Related Agreements, Document Attachments, Submit Application, Notes (0), and Award Completion Report. The main content area has a navigation bar with icons for Details, Classification, Personnel, Outcomes, and SSHRC Activity. The 'Personnel' icon is highlighted with a yellow star. Below the navigation bar, there is a text input field with a dropdown menu and a yellow circle containing the number '4'. The text reads: 'Was SIG funding used for support of students, trainees, or highly qualified personnel (HQP)?.*'. At the bottom of the form, there are 'Save', 'Validate', and 'Submit' buttons.

5. Click on the **Outcomes** icon and complete that section.

The screenshot shows the 'Award Completion Report' form. The left sidebar is the same as in the previous screenshot. The main content area has a navigation bar with icons for Details, Classification, Personnel, Outcomes, and SSHRC Activity. The 'Outcomes' icon is highlighted with a yellow star. Below the navigation bar, there is a text input field with a dropdown menu and a yellow circle containing the number '5'. The text reads: 'Have any research products resulted from this grant funding?.*'. Above this field is a text box containing the text: 'Research products may include traditional academic outputs such as peer-reviewed articles, books, etc., as well as other knowledge mobilization activities.' Below the dropdown menu, there is another text input field with the text: 'Describe any particular successes that have resulted from the SIG grant(1300 characters maximum):'. At the bottom of the form, there are 'Save', 'Validate', and 'Submit' buttons.

6. Click on the **SSHRC Activity** icon and complete that section.

Award Completion Report

Page Help

Details Classification Personnel Outcomes **SSHRC Activity**

SIG applicants must hold or be actively applying for SSHRC funding.

Please select the application or award that indicates you meet this requirement. (If more than one applies, pick the latest activity):*

Select SSHRC Activity

RIS App No.	SSHRC Program	MRA Project Title	Submitted Date	App. Status	Fund No.	UTRAC No.	Grant End Date	Fund End Date
No data								

If no SSHRC activity, please explain if your academic unit made an exception (500 characters maximum):*

Save Validate Submit

7. 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).

Award Completion Report

Page Help

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If no SSHRC activity, please explain if your academic unit made an exception (500 characters maximum):*

Save Validate Submit

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