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

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

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

For assistance, please contact the RAISE Helpdesk as [raise@utoronto.ca](mailto:raise@utoronto.ca) or 416-946-5000.