

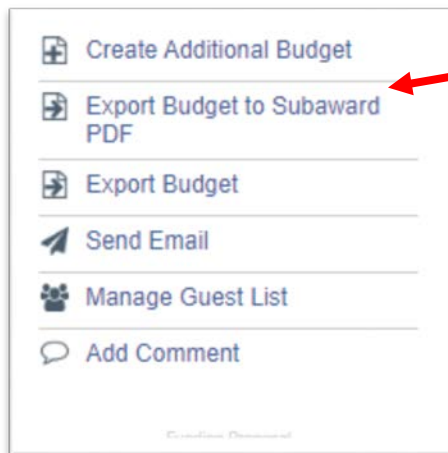
RAMP GRANTS: EXPORT A FEDERAL FLOW-THROUGH BUDGET TO AN SF424 RESEARCH AND RELATED (R&R) BUDGET FORM

When your proposal will be submitted to Grants.gov using the RAMP system-to-system submission capability, RAMP Grants generates the required SF424 forms from the data you enter in a Grants funding proposal. Similarly, when the direct sponsor is another institute or pass through entity, RAMP Grants can generate the required Grants.Gov subaward budget form.

Before you can export a federal flow-through budget to a Grants.gov form, you must first ensure the funding proposal specifies both the Direct Sponsor (the primary awardee that is granting your institution a subaward), and the Prime Sponsor (the Grants.gov agency that published the original Funding Opportunity Announcement). The budget information from the funding proposal budget will populate into the SF424 R&R form.

To export a federal flow-through budget to an SF424 R&R budget form

3. From the funding proposal workspace, click **Export Budget to Subaward PDF**. (If you don't see this activity listed in the workspace, it's because you have not specified both the Direct Sponsor and the Prime Sponsor in the funding proposal.)



4. On the resulting dialog, click **OK**. A Success message indicates the PDF form has been created.
5. To view or download the filled-out form, on the History tab, click **Subaward Budget Export.pdf**.

Budgets	SF424 Summary	History	Reviewers	Attachments	...
Activity	Author	▼ Activity Date			
 Budget Exported to Subaward PDF	Simms (pi), Rebecca	10/29/2019 3:30 PM			
Latest Subaward PDF version is available here					
 Subaward Budget Export.pdf					

6. Revisions can be made to the proposal budget and the SF424 R&R budget can be regenerated to capture the revisions.
7. Any attachments that need to be uploaded into the form such as additional personnel, additional equipment or the budget justification must be uploaded after the form is generated and saved to your local device before sending to the sponsor by email.