HOW TO CREATE AND UPDATE SF424 FORMS

In several proposal states, including Draft and Response Pending, when Department Reviewers and Specialists request changes, Study Staff can create and update SF424 Grant application forms, populating them with budgets and other data from proposals.

To create SF424 forms
1. From My Inbox, or on the Grants Funding Proposal page, click the Name of the proposal to access the workspace.

2. From the funding proposal workspace, click Create-Update SF424.
3. In the resulting dialog, select the SF424 forms you want to populate with data from the funding proposal, and then click **OK**. A Success alert appears when the SF424 forms have been generated. After a couple seconds following the success message, the dialog window will close automatically.

**Warning:** If you have edited data mapped to the SF424 forms, clicking Create-Update SF424, and selecting those forms again, will overwrite your edits.
To update SF424 forms and add missing data and other forms

1. Once an SF424 form has been generated, a SF424 Link appears on the funding proposal workspace, click the link to access the SF424 workspace. You may also access the SF424 workspace by clicking on the SF424 Summary tab, and then click the SF424 Link.

2. In the SF424 workspace, click Edit Grant Application.

3. On the first page of the SF424, select any optional forms to include in the SF424 application.
4. Click **Continue**, and add or modify data in the SF424 forms as needed. On the last page, click the **Validate** button in the upper left to view any errors or warning in the SmartForm data, resolve the errors, and then click **Finish** to return to the workspace.

5. Click **Validate Submission** to list any errors and warnings. Errors must be corrected before submission; warnings need not be. Validating the SF424 indicates the PI has approved the SF424 for submission to the sponsor.