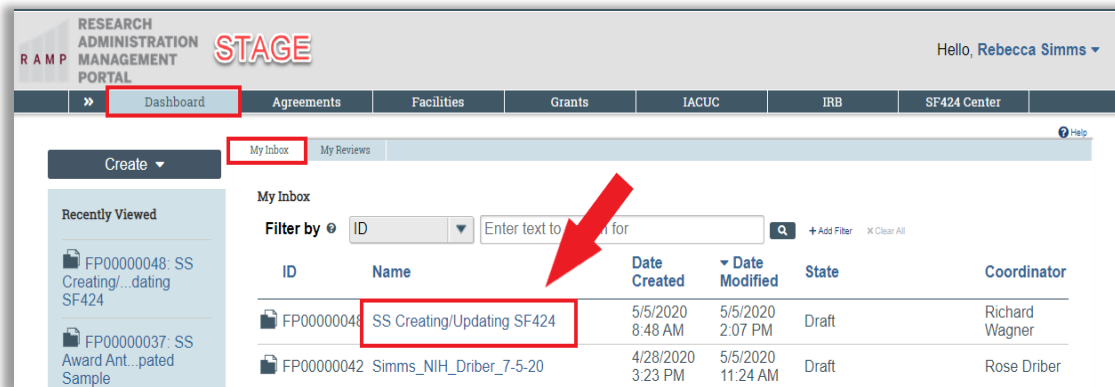


HOW TO CREATE AND UPDATE SF424 FORMS

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.

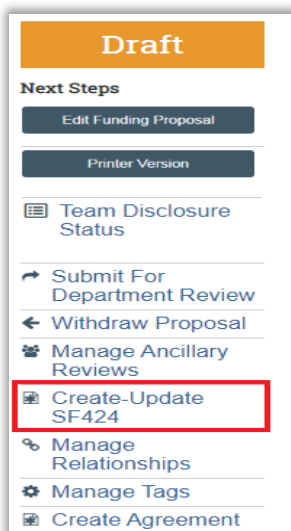
To create SF424 forms

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



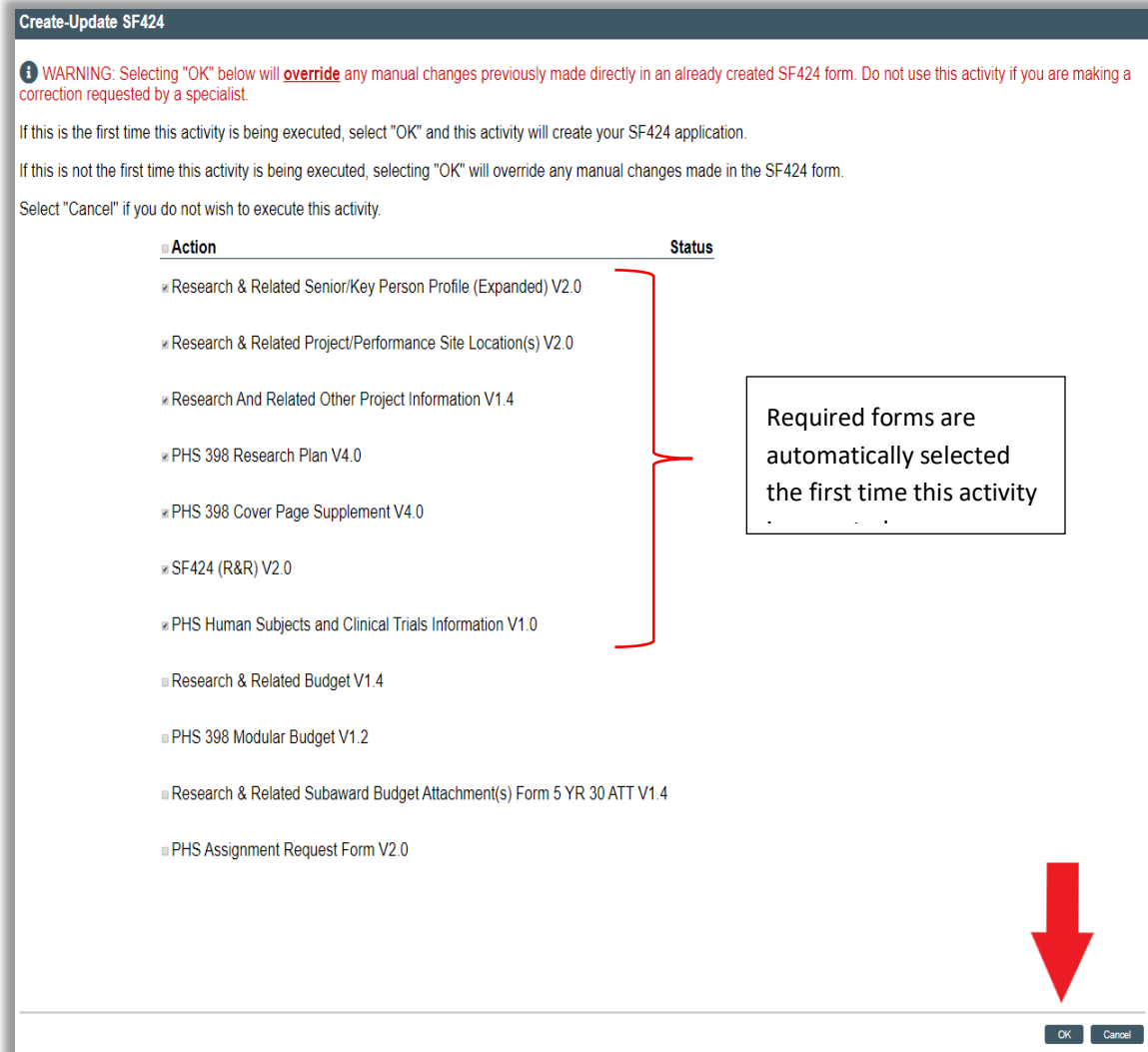
ID	Name	Date Created	Date Modified	State	Coordinator
FP00000048	SS Creating/Updating SF424	5/5/2020 8:48 AM	5/5/2020 2:07 PM	Draft	Richard Wagner
FP00000042	Simms_NIH_Driber_7-5-20	4/28/2020 3:23 PM	5/5/2020 11:24 AM	Draft	Rose Driber

2. From the funding proposal workspace, click **Create-Update SF424**.



- Draft**
- Next Steps**
 - Edit Funding Proposal
 - Printer Version
- Team Disclosure Status
- Submit For Department Review
- Withdraw Proposal
- Manage Ancillary Reviews
- Create-Update SF424**
- Manage Relationships
- Manage Tags
- Create Agreement

- 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.

Draft SS Creating/Updating SF424 FP00000048 Funding Proposal

Next Steps

- Edit Funding Proposal
- Printer Version
- Team Disclosure Status
- Submit For Department Review
- Withdraw Proposal
- Manage Ancillary Reviews
- Create-Update SF424

Proposal Information

PD/PI:	Rebecca Simms	Budget Information	
Department:	Chemical Engineering	Starting Date:	1/1/2021
Specialist:	Richard Wagner	Number of Periods:	3
Sponsors:	National Institutes of Health	Total Direct:	\$1,086,225
Internal Submission Deadline:	4/28/2020	Total Indirect:	\$311,590
SF424 Link:	SF-4240000011	Total:	\$1,397,815

Budgets **SF424 Summary** History Reviewers Attachments Financials Reviewer Notes Related Projects Change Log

Working Budget

Name	SmartForm	Date Modified	State Funding Source Total	In Financials?
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Budgets SF424 Summary **History** Reviewers Attachments Financials Reviewer Notes Related Projects Change Log

SF424 Link: SF-4240000011

SF424 Tracking#:

SF424 Received Date/Time:

SF424 Status Updated:

SF424 Current State: Pre-Submission

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

Pre-Submission SS Creating/Updating SF424 SF-4240000011 SF424

Edit Grant Application

Printer Version

Validate Submission

Generate PDF Version

Descriptive Title: Creating/Updating SF424

Submission Type: New

PDF Version(s): Not Available, Please execute Generate PDF Version activity

Start Date: 1/1/2021

End Date: 12/31/2023

3. On the first page of the SF424, select any optional forms to include in the SF424 application.

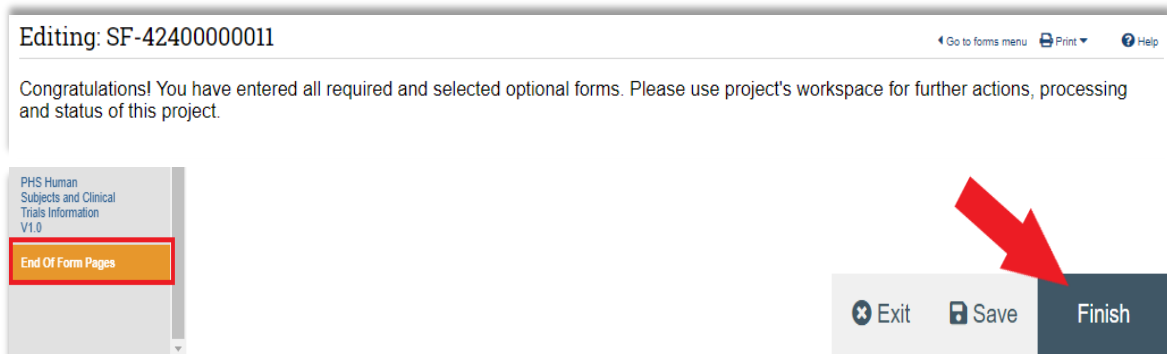
Editing: SF-4240000011 Go to forms menu

Application Filing Name: SS Creating/Updating SF424

Following forms are optional, Please select any that you wish to include in your application:

Form Name
<input checked="" type="checkbox"/> Research & Related Budget V1.4
<input type="checkbox"/> PHS 398 Modular Budget V1.2
<input checked="" type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4
<input type="checkbox"/> PHS Assignment Request Form V2.0

- 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.



- 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.

