



UT RESEARCH MANAGEMENT SUITE

Grants Module Frequently Asked Questions

System-to-System (S2S)

1. What systems does UTRMS-Grants integrate with for system-to-system (S2S) submission?
UTRMS-Grants allows for S2S submission to Grants.gov opportunities only. NSF and CPRIT proposals cannot be submitted S2S through *UTRMS-Grants*.

2. Can the SF424 form be created before the budget is complete in the FP?
Best practice is to perform the steps in this order:

1. Create FP
2. Complete budget
3. Create SF424
4. Fill in SF424 as needed and upload attachments (Project Summary, Research Strategy, etc.)

This is because information you enter into the FP and budget is pulled into the SF424 upon creation. If you make manual edits to the SF424, that information will *not* flow back to the FP.

3. How do I update the SF424 budget without making changes to other sections of the SF424?
Select the Create-Update SF424 activity on the left-side menu. On the Create-Update SF424 page, select only the Research & Related Budget form, then click ok.

4. Will biosketches be pulled into the SF424 if I add them to the FP?
Yes, any biosketches attached on the Personnel page of a proposal SmartForm will be automatically pulled into the SF424.

5. Can I download the subaward R&R budget from the system to send out to our subawardee?
Yes, you can. We recommend you do this to ensure your subawardees use the correct version of the budget form.

From the proposal workspace, click the **SF424 Link** located in the top section of the page under the submission deadline. Then click **Download R&R Subaward Budget Form** on the SF424 workspace.

6. Can I complete and upload the PHS Human Subjects and Clinical Trials Information Study Record attachment offline and upload into SF424? I used to be able to do this in Cayuse424.

Direct upload of a form is not currently supported in UTRMS. Department and central staff have the ability to build the study record form directly in SF424 and can upload the section specific attachments to the study record, but there is not functionality that enables direct upload of an entire study record as an attachment.

7. How can I check my SF424 for errors?
When you are in the SF424 SmartForm, click the Validate button in the top left corner. Any errors will be listed. Click on an error to be brought directly to that question in the SmartForm. You can also select the Validate Submission activity from the SF424 record workspace to start the validation process.

Note: Unlike Cayuse424, all potential errors and warnings are not provided when the validation is run. A user has to clear errors sequentially by running the validation again in order to ensure all errors and warnings have been identified and addressed prior to submission.

8. How do I make changes to the SF424 when the funding proposal is in the Specialist Review state?
In the funding proposal workspace select the "send email" activity and request that the Specialist route the funding proposal back to you for editing.