9. Prepare SF424 for Submission (Create & Update)

9.1. How to Use this Guide
This guide is intended to assist users in creating and updating SF424 Forms during the proposal process. It is recommended that the following components of a Funding Proposal be complete before Creating the SF424 Forms:
- Funding Proposal
- University of Texas Budget Workspace

Exception to Above:
It may be necessary for System to System (S2S) situations to create the SF424 Forms prior to completion of the above two workspaces in order to pull out the R&R Subaward Budget Forms. In these instances, it is recommended to follow the steps outlined in How to Export Subaward RR Budget Form to pull the subaward forms. Additionally, for these instances, it will be necessary for you to use the Create-Update feature a 2nd time to ensure all forms are updated with the latest data pulled from the Funding Proposal, Budget Workspace, and Subaward Budget Workspace.

Setting Up the SF424 Workspace
If Submission Information in the FP workspace indicated both “Yes” to “Will this application be submitted system-to-system?” AND a package/opportunity ID was found and selected, SF424 Forms will become available for use in submission to Grants.gov. For more information on how to do this, see 4.4. Submission Information and 4.5. Funding Opportunity Announcement.

Migrated Information from other Workspaces
The SF424 Workspace is a mixture of migrated data from both the FP and BU workspaces as well as direct attachment upload and/or minor data adjustments. The following is a breakdown of data migrated from each workspace to the SF424 Forms:

<table>
<thead>
<tr>
<th>Funding Proposal Workspace</th>
<th>Budget Workspace (Include Subawards)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Application</td>
<td>Budget Periods</td>
</tr>
<tr>
<td>Title of Project</td>
<td>Full Budget Details for UT Austin</td>
</tr>
<tr>
<td>Project Period</td>
<td>Budget Import from Sub(s)</td>
</tr>
<tr>
<td>PI Information (Contact Info Included)</td>
<td></td>
</tr>
<tr>
<td>Sponsor Information (Including Opportunity Info)</td>
<td></td>
</tr>
<tr>
<td>Personnel Information for Profile Forms</td>
<td></td>
</tr>
</tbody>
</table>
  ▪ Contact Information                                 |
  ▪ Biosketch Attachment                                 |
  ▪ Current and Pending Attachment                      |
| Answers to R&R Other Project Information                |                                |
9.2. Create Forms
In order for data to populate into an SF424 Workspace, the form space must be “created” via the assembly of forms. The action of creating forms will pull the appropriate forms into the SF424 workspace and compile. Further, it will then pull data from the existing FP and BU workspaces. To create forms:

9.2.1. Navigate to the proposal workspace by accessing the proposal from My Inbox or searching for the proposal on the Grants page. Click the proposal name to display the proposal workspace.

9.2.2. From the funding proposal workspace, click Create-Update SF424.
9.2.3. In the resulting dialog, select the SF424 forms you want to populate with data from the funding proposal, and then click **OK**.

![SF424 forms](image)

**Reminder!** Make sure that all necessary forms are checked. The system will not warn you if a form required by the sponsor is not checked.

NIH packages allow the user to pick between the optional modular budget or the R&R Budget and R&R subaward budget (if applicable). Please be sure to select either budget format for an NIH submission.

9.2.4. A Success alert appears when the SF424 forms have been generated. After a few seconds, the dialog window will close automatically.
9.3. Complete SF424 forms and add required data
Once forms have been created, data will pull from the FP as well as BU (including subaward budget). Attachments must be added using the following steps:

9.3.1. Once an SF424 from is generated, you can find a link to it in two places on the proposal workspace: 1) in the top Proposal Information section, and 2) in the SF424 Summary tab.

9.3.2. Click either link to navigate to the proposal’s SF424 workspace. You are now editing/navigating in the SF424 Forms only for S2S Submission.

9.3.3. In the SF424 workspace, click Edit Grant Application.
9.3.4. On the first page of the SF424, you are able to add any additional optional forms not checked when creating the SF424. Please be sure the optional forms conform to submission guidance.

![Optional Forms](image1)

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

- PHS 398 Modular Budget V1.2
- Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V3.0
- PHS Assignment Request Form V3.0
- Research & Related Budget V3.0

9.3.5. Click Continue.

9.3.6. Review/modify data and Upload Attachments in the SF424 forms, as needed in accordance with sponsor guidelines and solicitation instructions. This includes:

- Confirmation that pre-filled data is accurate
- Confirmation of complete institutional and personnel profiles
- Upload of all sponsor required submission documents, conforming to sponsor specifications
- Confirmation of correct budget details

*Note* Changes to the application, such as re-budgeting, modifying personnel, changing SF Cover Sheet data, etc., should be done within the Funding Proposal or Budgets. From there, please utilize the Create-Update SF424 option to update the SF424 package. See “Update SF424 Forms” below.

9.3.7. On the last page, click the Validate button in the upper left to check for errors or warnings.

![Validate Button](image2)

9.3.8. Click the linked field name on any error or warning to jump to that question on the SmartForm. 

**Important:** You must correct each batch of errors in turn to ensure the application is valid.

Errors are marked with red circle symbols and must be resolved before submission.

Warnings are marked with yellow triangle symbols. Warnings will not stop submission but should be reviewed to ensure the information in the SF424 is correct.

9.3.9. The application must pass several rounds of validation in this order:

- Local validation against the Grants.gov requirements
- NIH global validation
- NIH validation of the forms and fields
9.3.10. Any changes you make to correct errors can trigger additional validation.

9.3.11. After all errors are resolved, click Finish.

9.4. Update SF424 Forms
Should forms need to be updated as a result of changes to data within the FP or BU (either UT budget or subaward budget), the following steps should be taken to ensure data integrity and a completed SF424 Workspace:

9.4.1. Update FP and or BU Workspaces as needed.
9.4.2. Navigate to Proposal Workspace and click on “Create-Update” SF424.
9.4.3. Select only those sections of the SF424 that need to be updated.
9.4.4. Repeat steps 6 & 7 above to complete and validate.

***Important***: Information entered directly into the SF424 package will be over-ridden any time the Create-Update SF424 button is used and is therefore recommended to input directly into the system to avoid data loss.