University of Virginia

ResearchUVA
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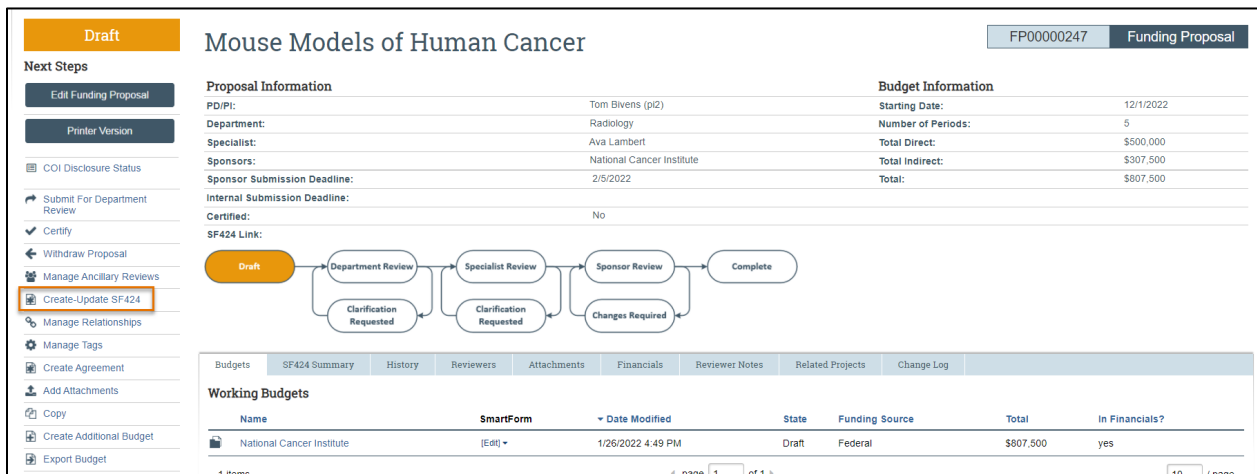Job Aid: Create or Update a SF424

1   SF424 Overview

If you selected to submit your proposal by system-to-system on the *Submission Information* page of the Proposal SmartForm, you will also create the applicable SF424 forms and populate them with data from the Proposal and Budget SmartForms. This functionality also allows you to quickly verify compliance with sponsor requirements.

🛑 **Important:** *This job aid outlines how to* create, complete, *and* validate *a SF424. Proposal creation, Budget creation, and Subaward budgets for system-to-system submissions are covered in separate job aids.*

2   How to Create or Update a SF424

1. On the *Proposal Workspace*, click the **Create-Update SF424** activity.

🛑 **Important:** *If SF424 forms have been edited directly, re-creating, or updating them from within the Proposal could overwrite those edits.*

2. In the resulting dialog box, select the SF424 forms to populate with data from the funding proposal and its budgets, then click **OK**. The "Status" column will update as the system generates the forms. When all the forms have been created, a "Success!" message displays at the bottom.

🛑 **Important:**

The applicable optional forms must be selected. Specifically, the budget forms should be selected for all applications that include a budget.

- If this is the first time this activity is being executed, click **OK** to create the SF424 application. **If this is not the first time this activity is being executed, be aware that selecting OK will override any manual changes made in the SF424 form to previously mapped data.**

- You have the option to select only the form that needs to be updated. This will ensure that changes are only made to specific forms and data in other sections of the application is not overwritten.

3 How to Edit and Complete the SF424

1. Once the system has generated the SF424 forms, click the **SF424 Link** on the *Proposal Workspace*.

2. On the *SF424 Workspace*, click the **Edit Grant Application** button.

3. On the first page of the SF424, select any optional forms to include in the SF424 application. Please note that adding optional forms at this stage, such as the Subaward Budget Attachment, will not pull forward data from the *Proposal or Budget Workspace*. Those forms will need to be manually updated or the **Create-Update SF424** activity will need to be used to pull forward data entered into the *Proposal or Budget Workspace.*

4. Click **Continue** [Continue button] and add or modify data in the SF424 forms as needed. On the last page, click **Finish** to return to the *SF424 Workspace*.

💡 *Tip: Click on the **Help icons*** ❓ *throughout the SmartForm for additional information on how to answer the questions.*

⚠️ *Important guidance on creating SF424 forms:*

- *If a SF424 form field needs to be updated, but contains data that was automatically populated, make the necessary updates on the proposal and/or budget SmartForm pages and use the Create-Update SF424 activity in the workspace. If changes are made directly on the SF424 forms, the next time the "Create-Update" SF424 activity is executed, your changes will be overwritten with the values in the proposal and/or budget. Be sure to select only the forms on which you made changes.*

- *Fields with a red asterisk (*) are required to be completed by the ResearchUVA PBH system. Please note that Grants.gov may require additional fields to be completed, in addition to those required by RPBH. When validating the SF424 SmartForm, the system will perform multiple layers of validation. You may receive additional errors or warnings on a second validation due to this approach.*

- *All attachments must be uploaded in PDF format.*

- *If a Subawardee was entered as "TBD" on the budget, you must update the SF424 form(s) with the name of the Subawardee.*

- *If your budget has personnel with both academic and summer salary, they can remain on two lines in the SF424 budgets. However, make sure to adjust the effort to the correct column (calendar months, academic months, or summer months). The effort will automatically populate in calendar months.*

- *For graduate students on multiple lines in your ResearchUVA PBH budget, when you create-update the SF424 it will double count the number of graduate students. Manually update this figure.*
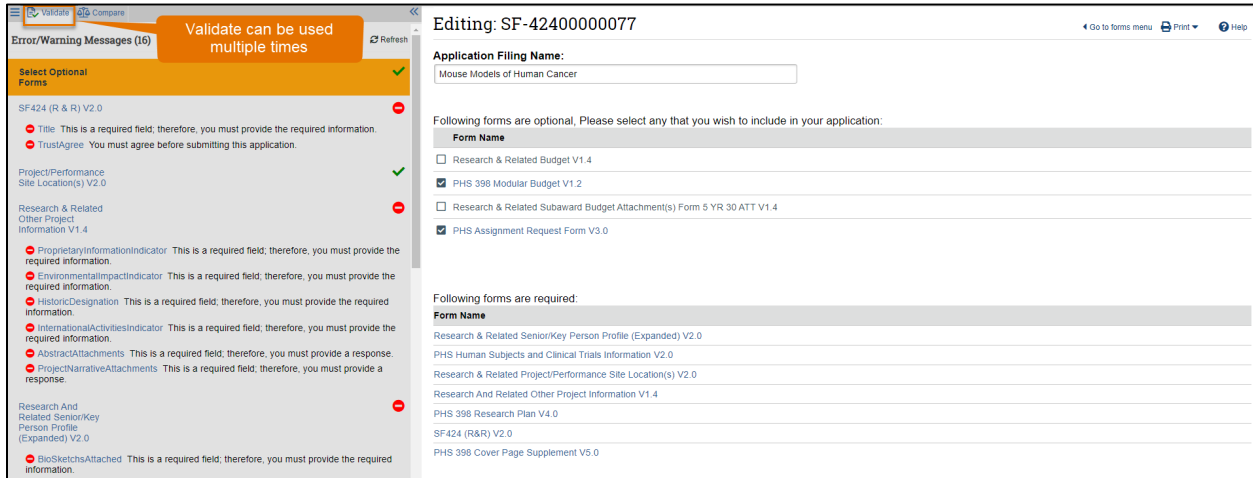
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4 How to Validate a SF424 Application

When your review of a SF424 Grant Application is complete, check for errors using the **Validate** function.

1. On the *SF424 SmartForm* click the **Validate** button in the left navigation pane of the SmartForm.

   a. *Errors* reflect problems that will impose a hard-stop rejection at Grants.gov or the funding agency. Errors must be corrected and will be highlighted with a red circle 🔴.

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b. *Warnings* are recommendations that will not stop proposal submission but remind you about potentially important items to include or issues to resolve. Warnings highlight situations that may cause issues when your proposal arrives at the agency. Warnings will be noted with a yellow triangle ⚠. Note that certain *Warnings* are required to be addressed to ensure compliance with sponsor guidelines.

Click on the field name or page to navigate to that location within the SF424 forms. It is encouraged to re-run the validation from within the SmartForm as many times as necessary.

2. When validation is complete, return to the *SF424 Workspace* and click the **Validate Submission** activity. This activity runs additional checks on the submission.

3. If the validation passes, the state of the SF424 is updated to the Valid for Submission state, indicating it can be submitted to Grants.gov. The SF424 forms are now locked for editing.

4. It is recommended to execute the Generate PDF activity to save a PDF of the submission at this stage.

🛈 *Important: The SF424 Validate Submission activity will need to occur before the proposal is routed for review. This will lock the form; do not complete this activity until the submission is ready. However, the PI and study staff may update the research plan attachments after validation occurs from the Funding Proposal Workspace. Use the "*Update SF424 Research Plan" *activity.*

🛈 *Important: If SF424 changes other than the Research Plan are needed, the user will need to request that OSP or their Submitting School re-open the SF424 for editing so they can make changes. The SF424 will need to be re-validated to lock it again and put it back in a Valid for Submission state.*