

# Download RR SUB Budget from SF424 Step-by-Step Instructions

If you have a Federal Grants.gov submission with a detailed project budget in which subrecipients will be included, it is imperative to download the correct RR SUB Budget to send to your subs for completion and upload in RAPPORT.

Using the incorrect RR SUB Budget form will result in uploading errors in RAPPORT or SF424 validation errors that will prevent successful submission of the application to the Sponsor.

RAPPORT is programmed to provide the correct RR SUB Budget version in the SF424 so you won't have to guess which one to use!

In order to download your RR SUB Budget, your RAPPORT proposal (FP) and budget will need to be set up in the following way:

## Submission Information

**1. Submission type:** ?

Federal

**2. Direct sponsor:** ?

Department of Energy (DOE)

Question 3 must be answered 'yes' and the FOA information needs to be entered before your SF424 Application can be created

**3. \* Will this application be submitted system-to-system?**

Yes  No [Clear](#)

**4. Type a package ID, opportunity ID, or CFDA number, and click Find.** ?

Package ID:

Find...

Clear

Refresh Form Support

Opportunity ID (PA or RFA number):

CFDA number:

Competition ID:

Package Id	Opp Id	Opportunity Title	Opening Date	Closing Date
<input checked="" type="radio"/> PKG00256304	DE-FOA-0002181	FY 2020 Continuation of Solicitation for the Office of Science Financial Assistance Program	11/1/2019	9/30/2020

Answering 'yes' to S2S and entering the Grants.gov FOA information is a signal to RAPPORT that this application will be a SF424 submission.

Once the system knows it will be creating a SF424 Application, you will also need to set up your Project Budget with at least one subaward. This is the indicator to RAPPORT that the Download RR SUB Budget link should be displayed in your SF424 Application:

**Draft** Department of Energy (DOE) BU00008039 **Project Budget**

**Next Steps**

- Edit Budget
- Printer Version
- Create Subaward**
- Create Cost Share
- Make A Copy
- Log General Comments

**Before you can download the RR SUB Budget in the SF424, you need to make sure that at least 1 Subaward Budget is created on your Project Budget in the FP**

Grand Total: \$0  
Budget Type: Federal  
Subaward Count: 1

Financials Subaward Documents Snapshots History

Subaward

ID	Name	SmartForm	Date Created	Date Modified	State	Include in Totals	Total
BU00008068	OSU Subaward	[Edit]	7/27/2020 2:56 PM	7/27/2020 2:56 PM	Draft	yes	\$0

1 items page 1 of 1 10 / page

After entering the proposal and budget information in this manner, the next step is to choose the correct budget forms to include in the SF424 Application, while simultaneously creating the SF424 Application (if this has not already been done).

Click on Create/Update SF424 and select the checkboxes for the detailed project budget form and the subaward budget form per the Sponsor application instructions.

There are two examples below, one for NIH and one for DOD/DOE applications:

**Create-Update SF424**

Action	Status
<input checked="" type="checkbox"/> Research & Related Senior/Key Person Profile (Expanded) V2.0	<b>NIH example</b>
<input checked="" type="checkbox"/> PHS Human Subjects and Clinical Trials Information V2.0	
<input checked="" type="checkbox"/> Research & Related Budget V1.4	
<input checked="" type="checkbox"/> Research & Related Project/Performance Site Location(s) V2.0	
<input checked="" type="checkbox"/> Research And Related Other Project Information V1.4	
<input checked="" type="checkbox"/> PHS 398 Research Plan V4.0	
<input checked="" type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4	
<input checked="" type="checkbox"/> SF424 (R&R) V2.0	<b>Checking the Subaward Budget form tells RAPPORT that you will have RR SUB Budget data in your SF424 Application</b>
<input checked="" type="checkbox"/> PHS 398 Cover Page Supplement V5.0	
<input type="checkbox"/> PHS 398 Modular Budget V1.2	
<input type="checkbox"/> PHS Assignment Request Form V3.0	

**OK** **Cancel**

## Create-Update SF424

Action Status

Research & Related Budget V1.4

Research & Related Project/Performance Site Location(s) V2.0

Research And Related Other Project Information V1.4

SF424 (R&R) V2.0

Research & Related Subaward Budget Attachment Form V1.4

Disclosure of Lobbying Activities (SF-LLL) V1.2

DOD, DOE  
example

OK

Cancel

After selecting the SF424 budget forms and running Create/Update SF424, it's time to navigate to the SF424 to download the correct RR SUB Budget form:

**STEP 1:**  
- Click on SF424 Summary Tab  
- Click on SF-424 Link

**Two Day Deadline:** 8/6/2020

**Sponsor Deadline:** 8/8/2020

Budgets	Financials	History	Reviewers	Reviewer Notes	SF424 Summary	...
SF424 Link:				SF-42400000321		
SF424 Tracking#:						
SF424 Received Date/Time:						
SF424 Status Updated:						
SF424 Current State:				Pre-Submission		

At the bottom of the SF424 workspace you will see a PDF icon with a link next to it called, Download R&R Subaward Budget forms:

**STEP 2:**  
- Click on Download R&R Subaward Budget forms

SF-42400000336 SF424

**Pre-Submission**  
 Edit Grant Application  
 Printer Version  
 View Differences

Validate Submission  
 Bypass Validations  
 Generate PDF Version  
 Assign Submitters  
 Assign Editors and Readers  
 Log Comment  
 Import Subaward

**Descriptive Title:** Non-classical transport theory  
**Submission Type:** New  
**PDF Version(s):** Not Available, Please execute Generate PDF Version activity

**Agency**  
**Tracking Number:**  
**Grant**  
**Tracking Number:**

**Received Date/Time:**  
**Status Updated:**

**Principal Investigator:** Jarosz, Wojciech  
**Authorized Representative:** Sjogren, William  
**Contact Person:** Mortali, Jill

**Start Date:** 7/1/2021  
**End Date:** 6/30/2024

**FOA:** PKG00256304/DE-FOA-0002181(FOA00000041)  
**Date Modified:** 7/27/2020 3:47 PM

Download R&R Subaward Budget forms

This link will open a compressed, or zipped, folder of budget forms:

**STEP 3:**  
- Click OK to Open Zip Folder

Opening Subawards\_RR\_Budget-V1.4.zip

You have chosen to open:  
 Subawards\_RR\_Budget-V1.4.zip  
 which is: Compressed (zipped) Folder (1.0 MB)  
 from: https://grants-rapport.dartmouth.edu

What should Firefox do with this file?  
 Open with Windows Explorer (default)  
 Save File  
 Do this automatically for files like this from now on.

OK Cancel

**Descript**  
**Submis**  
**PDF Ve**

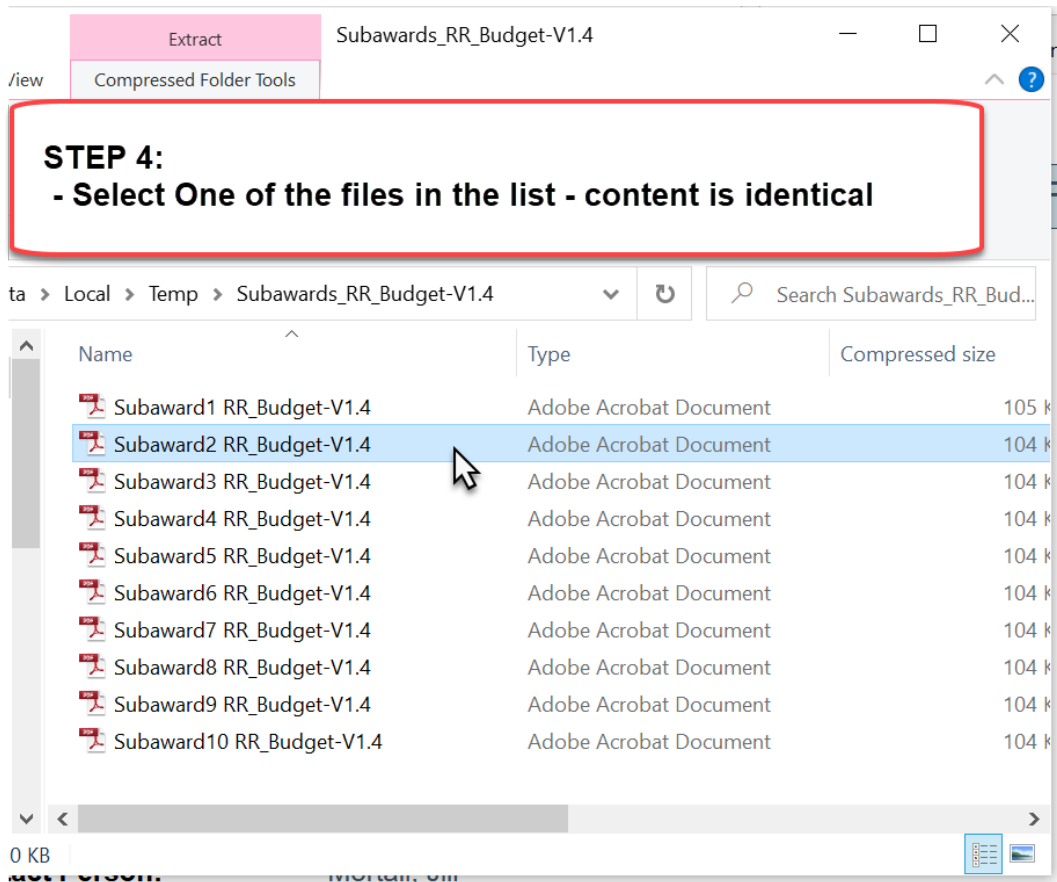
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**Status**  
**Princip**

**Authorized Representative:** Sjogren, William  
**Contact Person:** Mortali, Jill

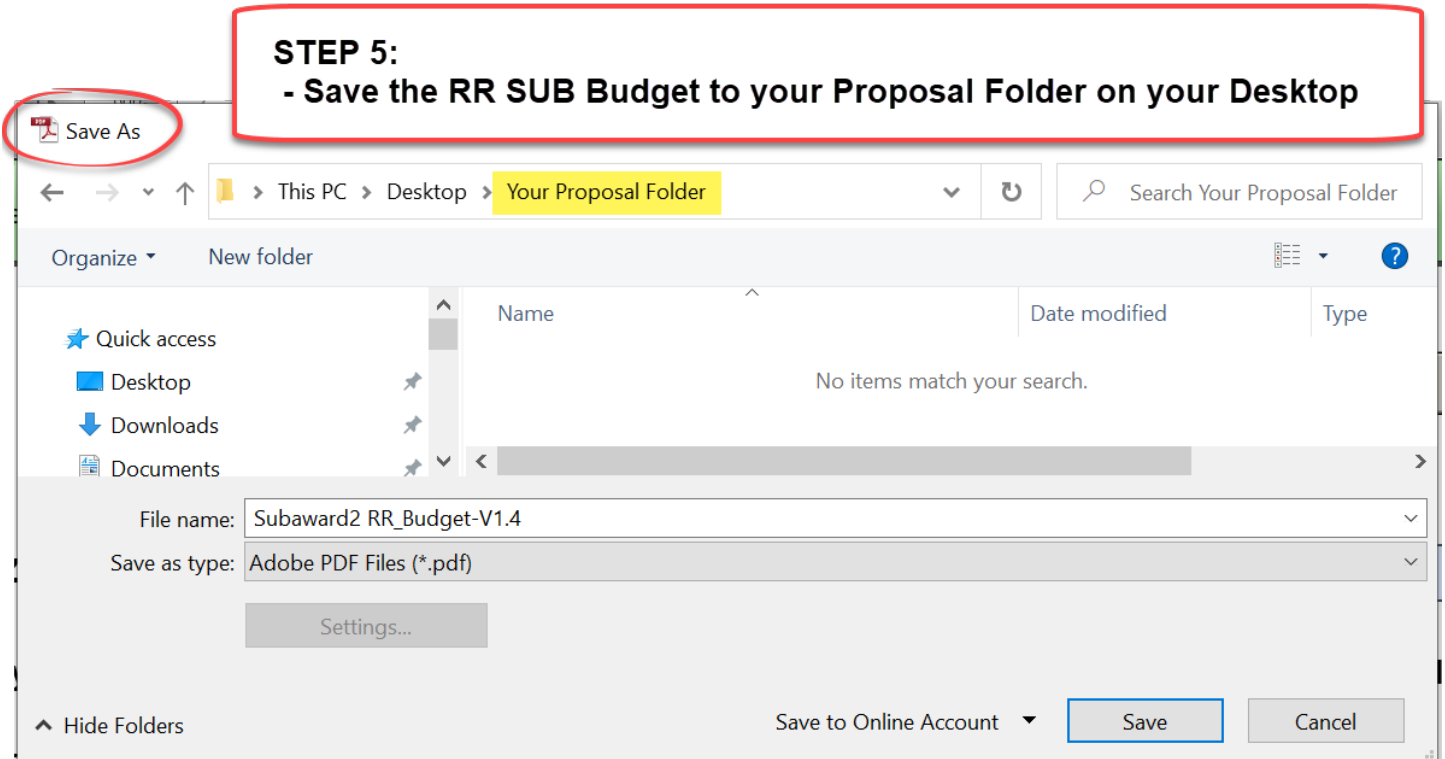
Download R&R Subaward Budget form

Although you will be presented with a list of budget forms in the zip folder, you need only choose one to download. The only difference between the forms in the list is their name indicating 1, 2, 3, etc.



Download R&R Subaward Budget forms

After selecting the Subaward RR\_Budget to download, you will want to save it locally for easy access and distribution.



The downloaded RR SUB Budget is the form to send to your subrecipient(s) for completion. They should not use any other budget version.

RAPPORT has code that automatically chooses the correct version of the RR SUB Budget according to the FOA.

The different RR SUB Budget versions appear identical to the end user, however, under the hood, they have different coding, which means that only certain versions work with certain FOAs.

RAPPORT presents the correct, compatible version for the FOA that you have selected in the FP.

This is why it is so important to create the SF424 in RAPPORT and then download the RR SUB Budget form directly from it.

**To navigate back to the FP from the SF424, click on the double arrow icon and select the proposal short name**

