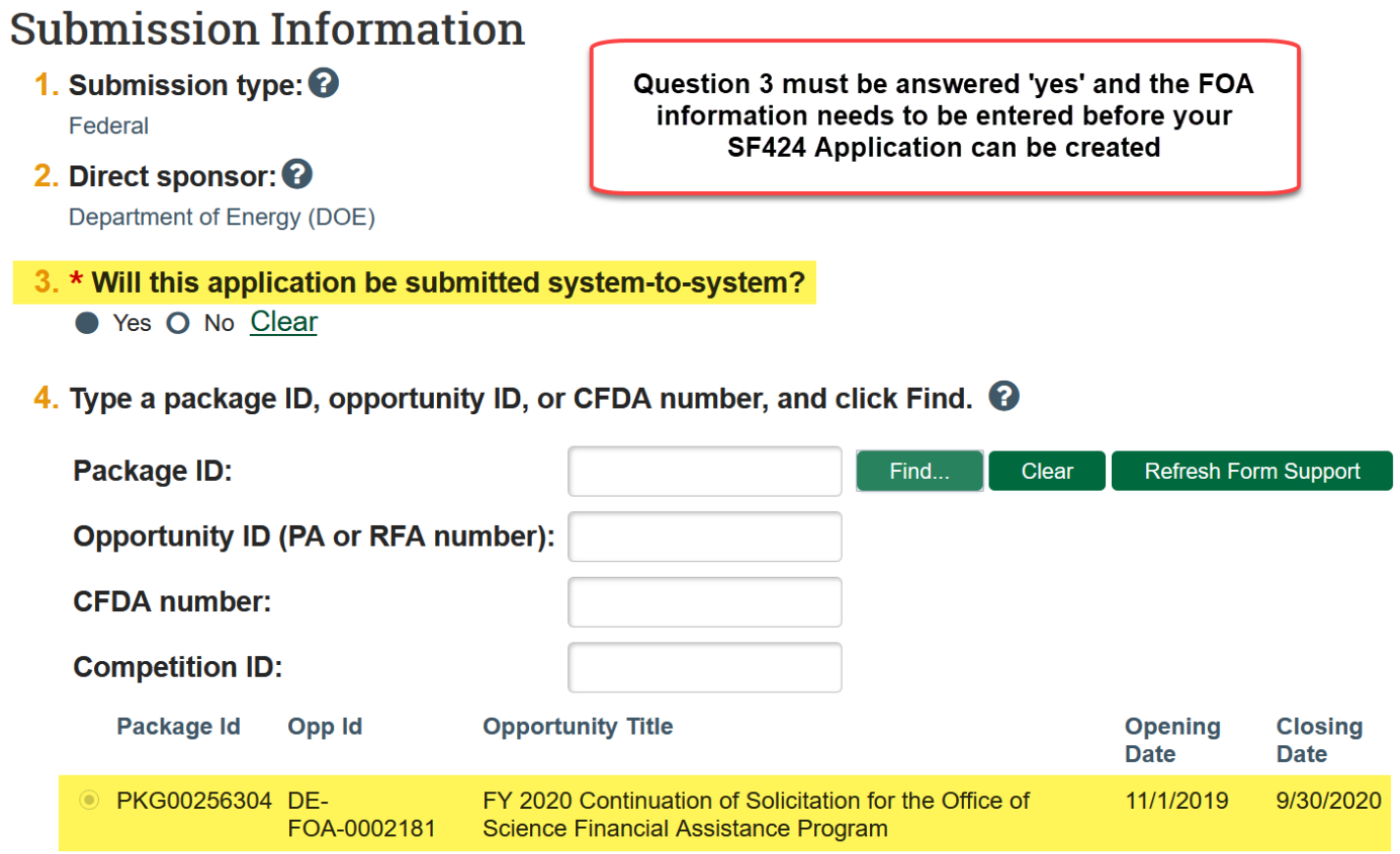
Download RR SUB Budget from SF424 Step-by-Step Instructions

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.

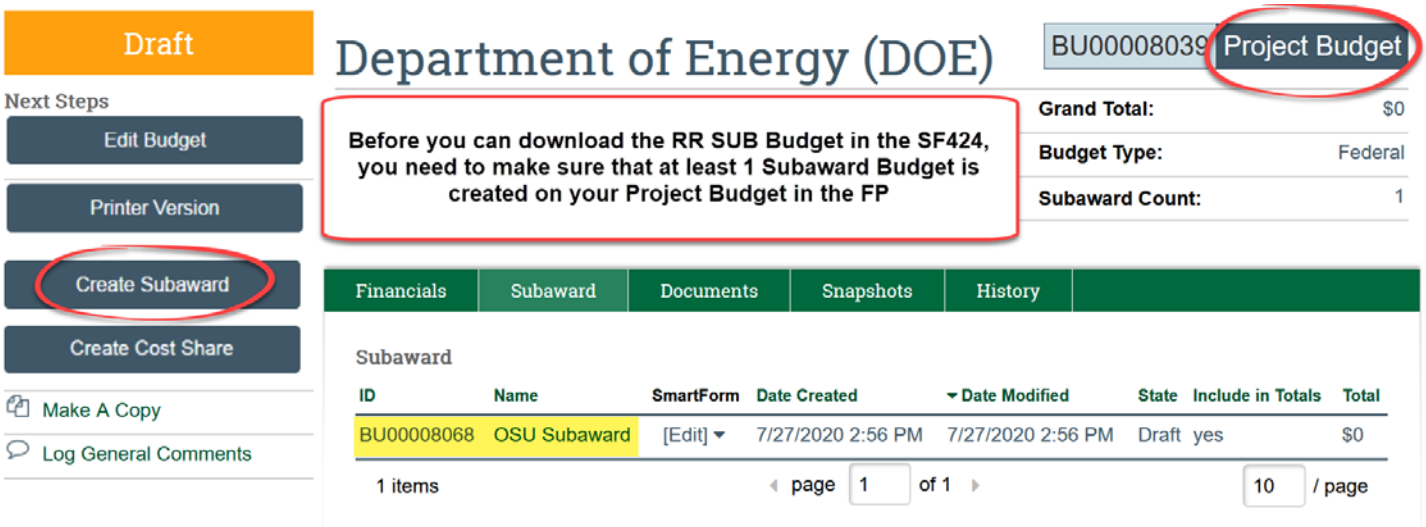
RAPPORT is programmed to provide the correct RR SUB Budget version in the SF424 so you won't have to guess which one to use!

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



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

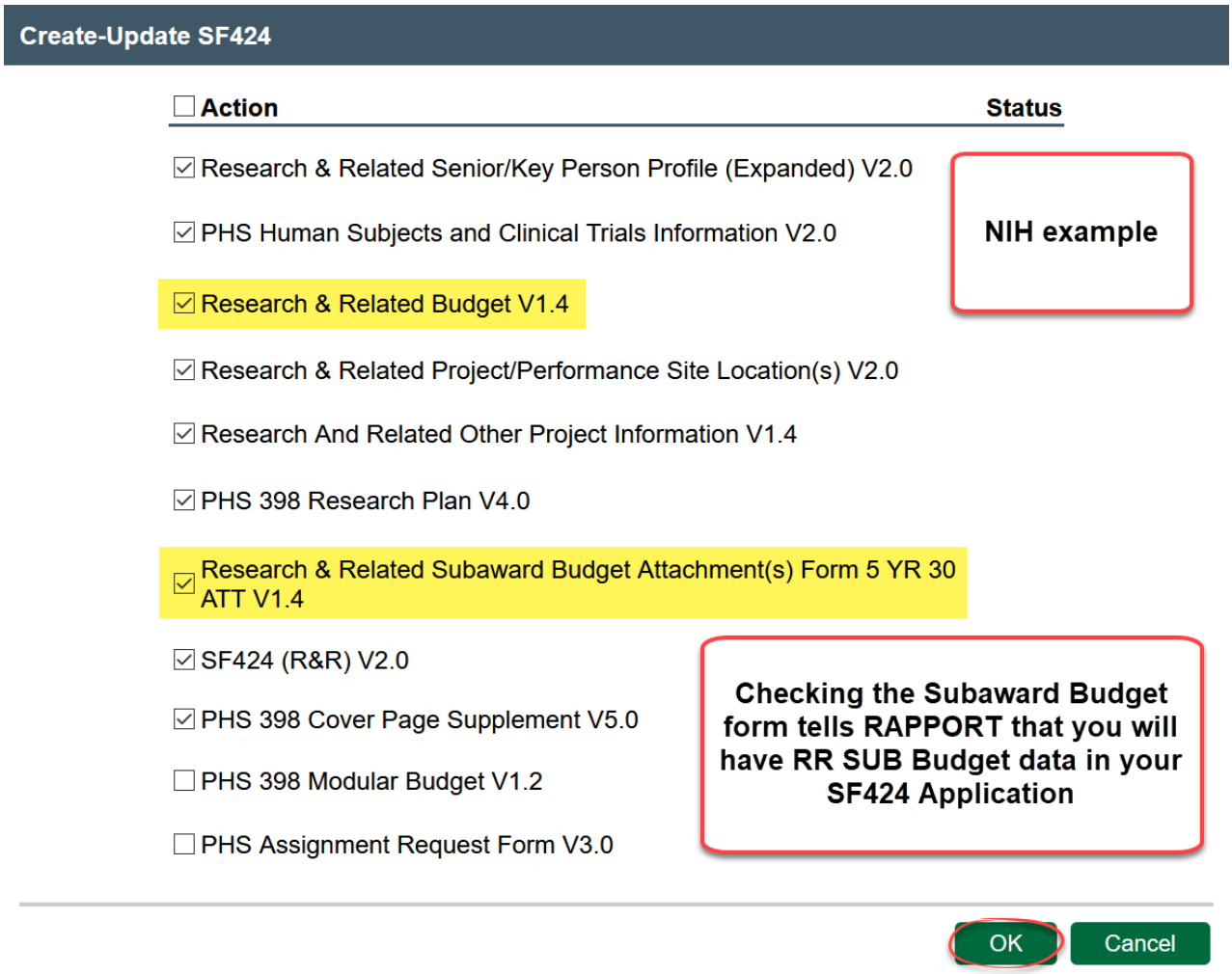
Once the system knows it will be creating a SF424 Application, you will also need to set up your Project Budget with at least one subaward. This is the indicator to RAPPORT that the Download RR SUB Budget link should be displayed in your SF424 Application:

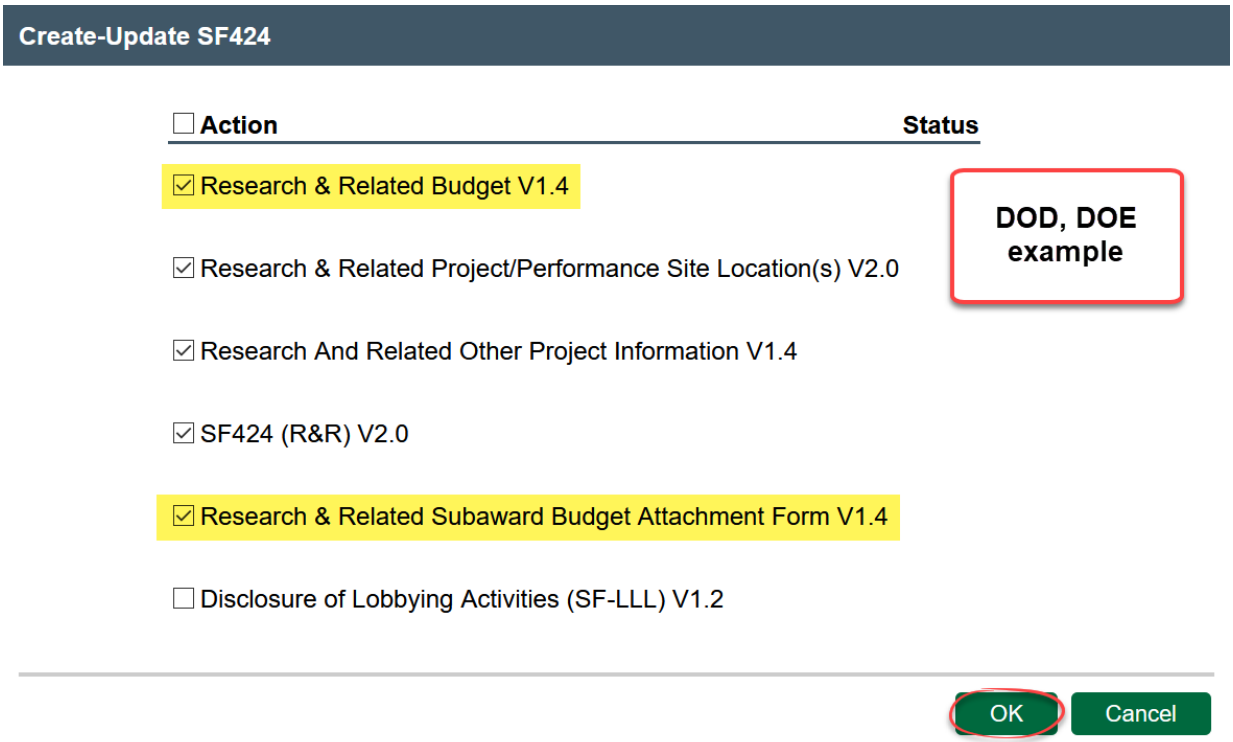


After entering the proposal and budget information in this manner, the next step is to choose the correct budget forms to include in the SF424 Application, while simultaneously creating the SF424 Application (if this has not already been done).

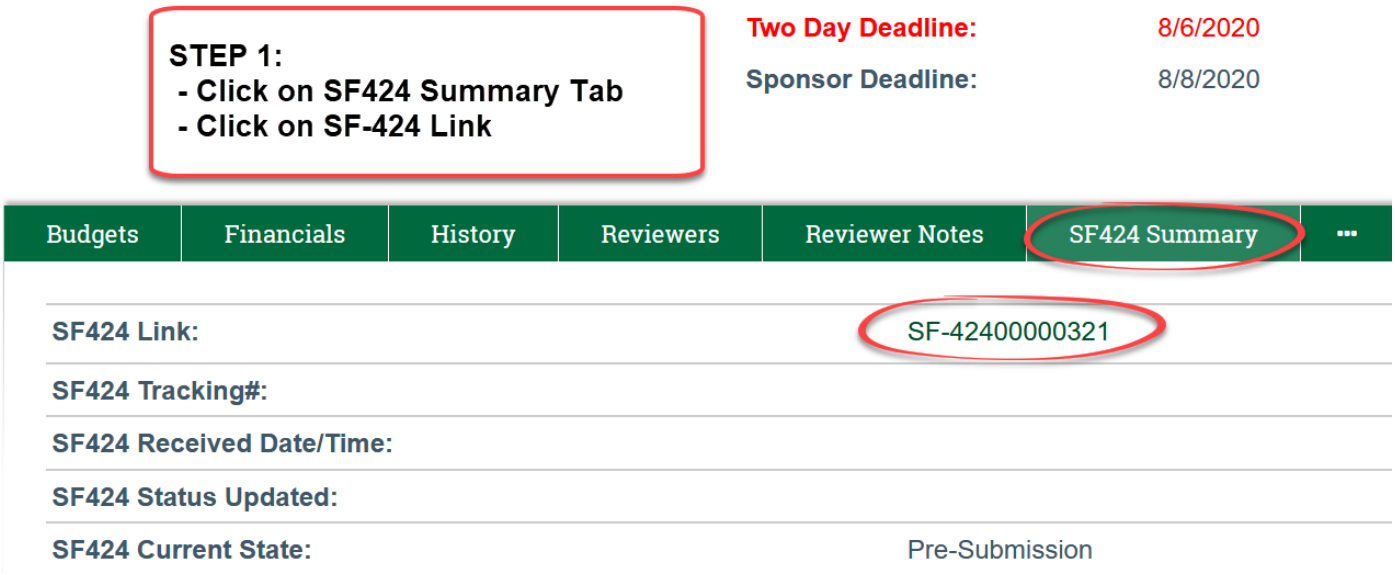
Click on Create/Update SF424 and select the checkboxes for the detailed project budget form and the subaward budget form per the Sponsor application instructions.

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

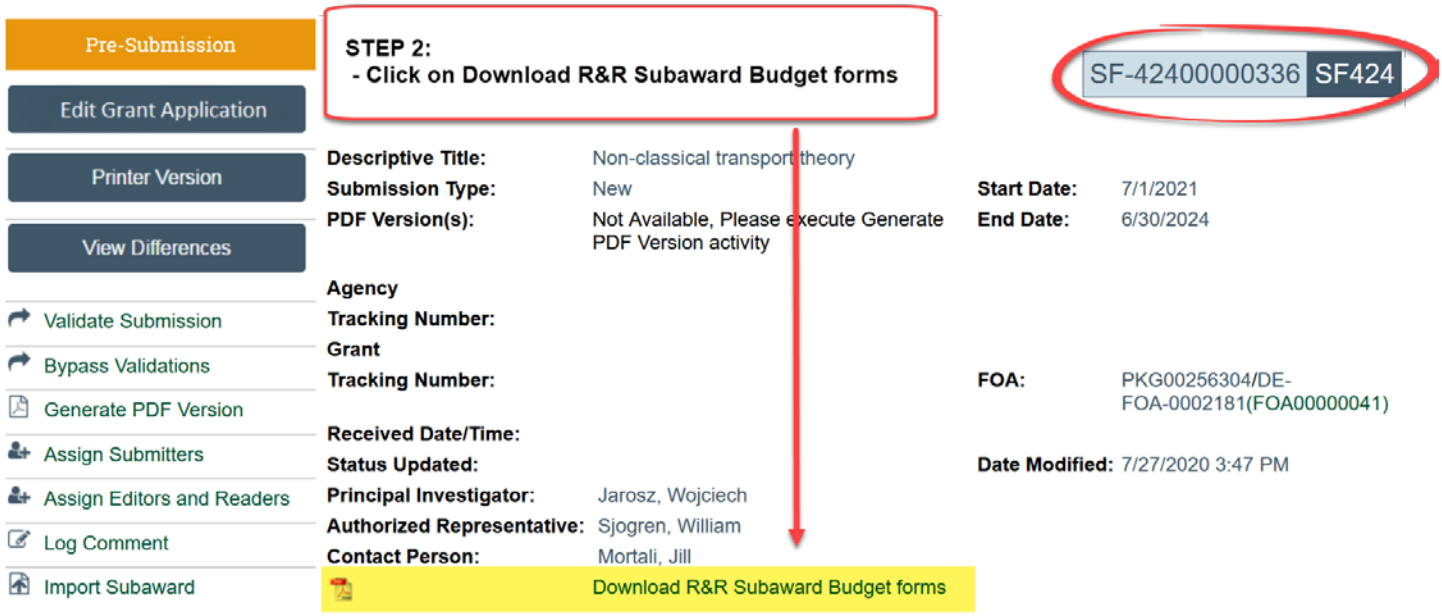




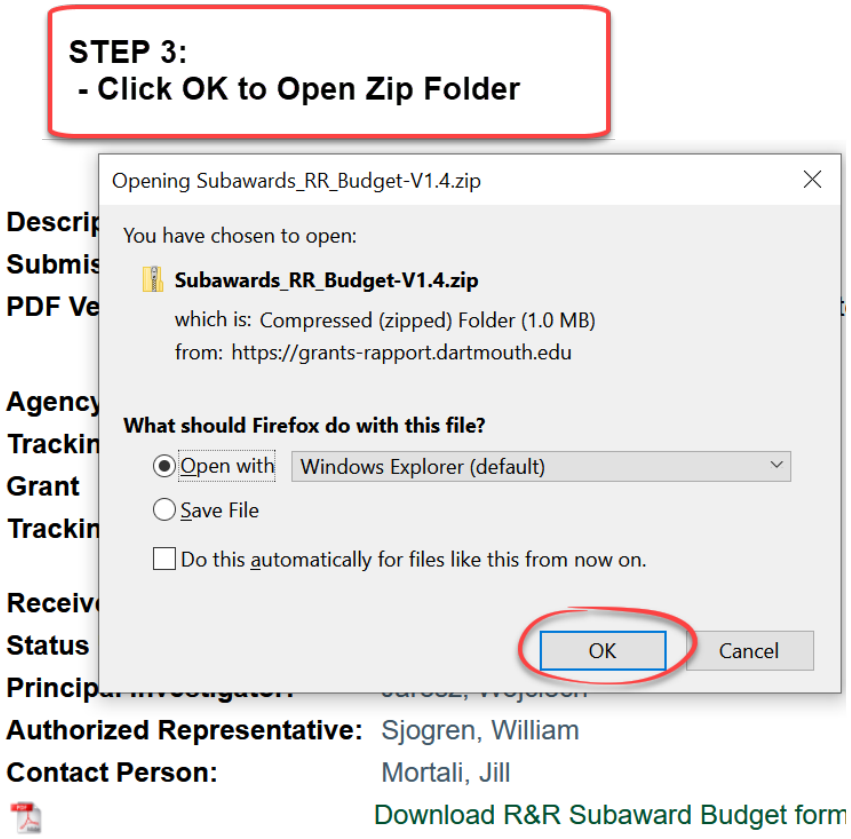
After selecting the SF424 budget forms and running Create/Update SF424, it's time to navigate to the SF424 to download the correct RR SUB Budget form:



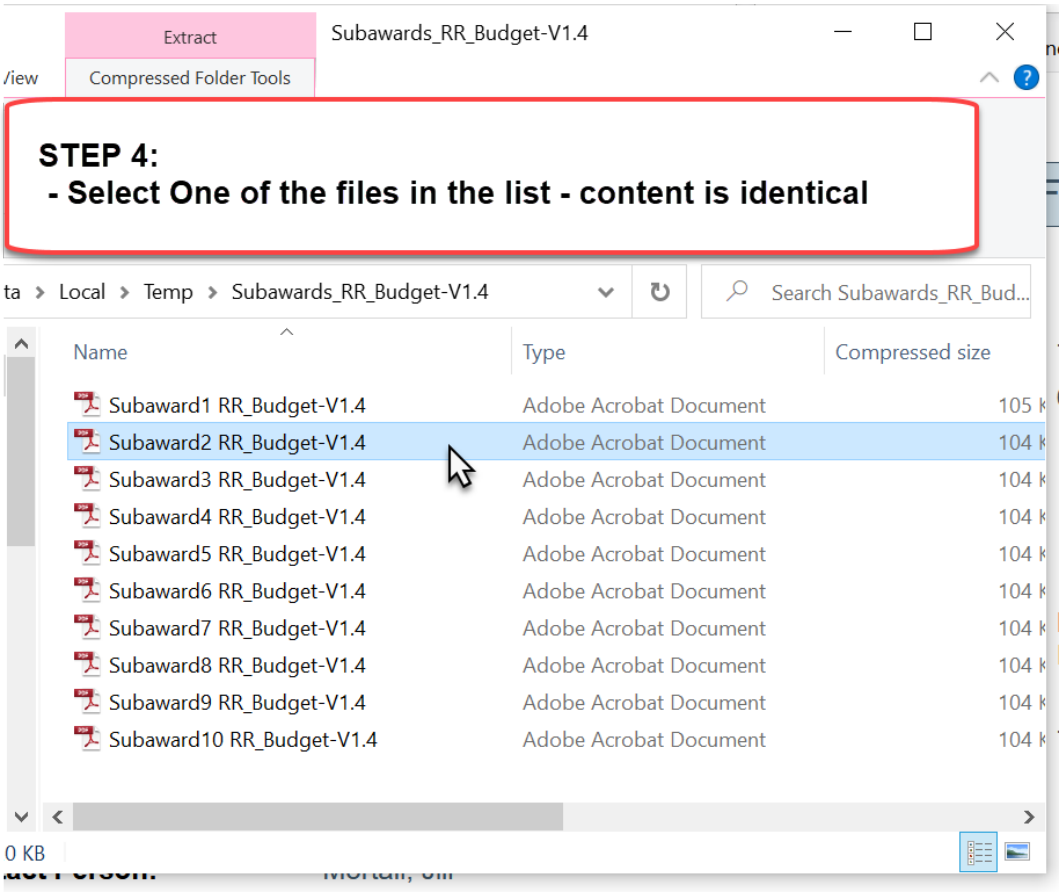
At the bottom of the SF424 workspace you will see a PDF icon with a link next to it called, Download R&R Subaward Budget forms:



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

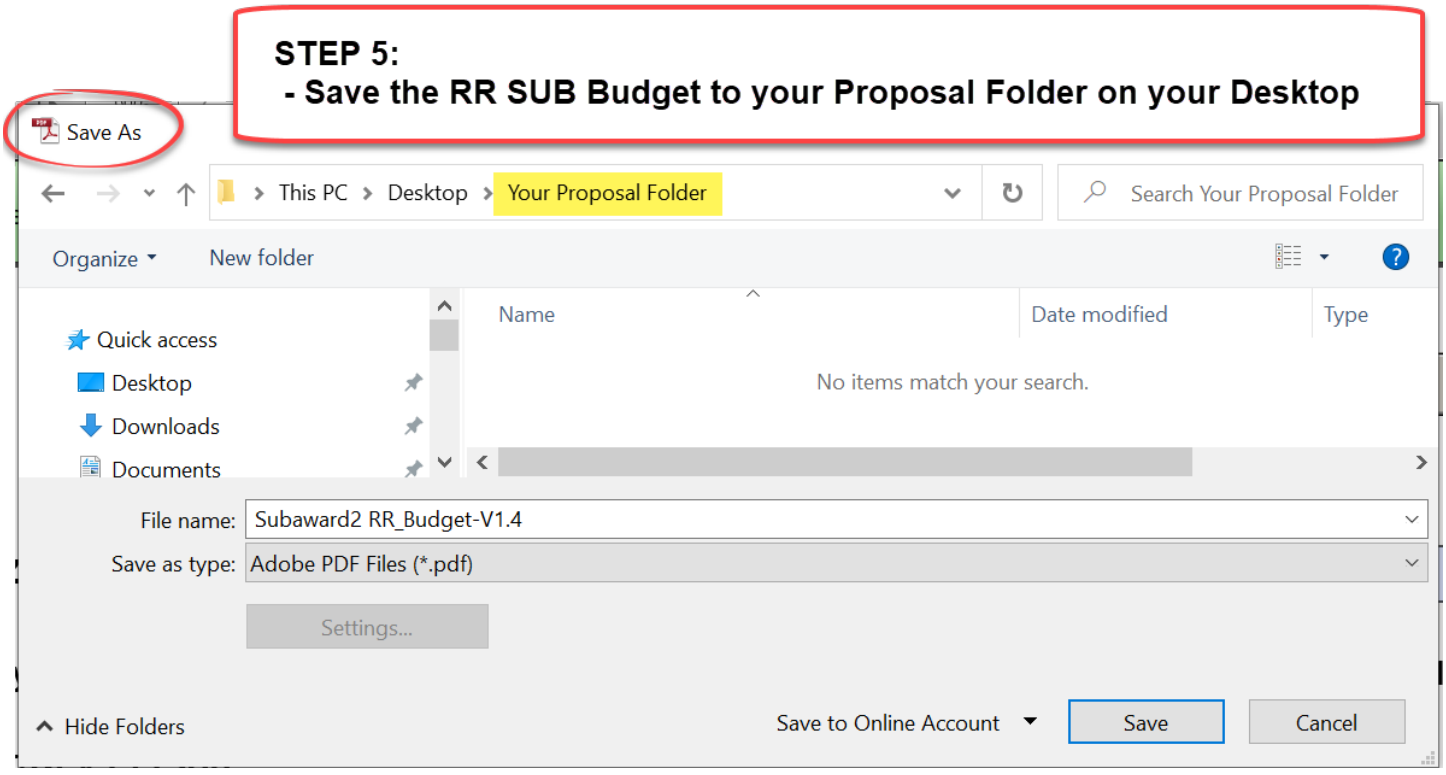


Although you will be presented with a list of budget forms in the zip folder, you need only choose one to download. The only difference between the forms in the list is their name indicating 1, 2, 3, etc.



Download R&R Subaward Budget forms

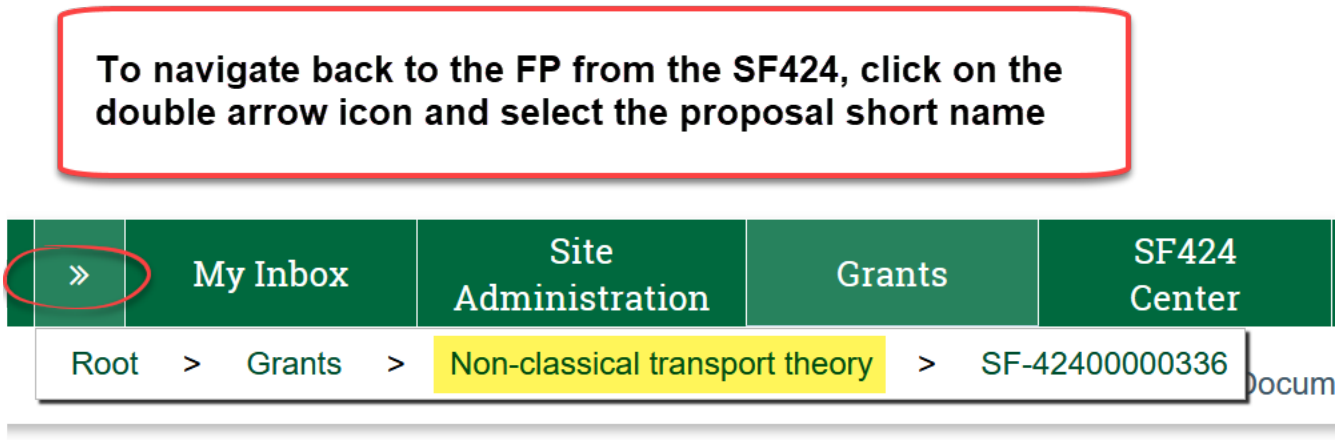
After selecting the Subaward RR_Budget to download, you will want to save it locally for easy access and distribution.



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.