Grants Product SF424 Application Changes

This is not a comprehensive guide to completing SF424 Applications as the SF424 Instructions and Individual FOAs are available to provide this information per application.

This document notes changes in what is entered directly into the SF424 Application for the Grants Product.

Create the SF424 Application

In Grants Product a user must manually create the SF424 application by clicking Create-Update SF424:

After completing Funding Proposal and Budget Entry select Create-Update SF424 to create the SF424 Application
In the Create-Update SF424 pop up window, please select the SF424 Budget Forms you will be using (e.g., Modular or Detailed):

**Create-Update SF424**

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research &amp; Related Senior/Key Person Profile (Expanded) V2.0</td>
<td>![checkbox]</td>
</tr>
<tr>
<td>Research &amp; Related Project/Performance Site Location (s) V2.0</td>
<td>![checkbox]</td>
</tr>
<tr>
<td>Research And Related Other Project Information V1.4</td>
<td>![checkbox]</td>
</tr>
<tr>
<td>PHS 398 Research Plan V4.0</td>
<td>![checkbox]</td>
</tr>
<tr>
<td>PHS 398 Cover Page Supplement V4.0</td>
<td>![checkbox]</td>
</tr>
<tr>
<td>SF424 (R&amp;R) V2.0</td>
<td>![checkbox]</td>
</tr>
<tr>
<td>PHS Human Subjects and Clinical Trials Information V1.0</td>
<td>![checkbox]</td>
</tr>
<tr>
<td>Research &amp; Related Budget V1.4</td>
<td>![checkbox]</td>
</tr>
<tr>
<td>PHS 398 Modular Budget V1.2</td>
<td>![checkbox]</td>
</tr>
<tr>
<td>Research &amp; Related Subaward Budget Attachment Form 5 YR 30 ATT V1.4</td>
<td>![checkbox]</td>
</tr>
<tr>
<td>PHS Assignment Request Form V2.0</td>
<td>![checkbox]</td>
</tr>
</tbody>
</table>

- The first time Create-Update SF424 is selected, check off the Optional Forms you need in the SF424 Application
- The Required Forms are already checked
- In this case, the application is a R21 and will need a Modular Budget Form in the SF424
- The user has checked PHS 398 Modular Budget V1.2 as the type of budget for the application

Select "Cancel" if you do not wish to execute this activity.
Two Ways to Access the SF424 Application

One Click/PI-friendly SF424 Access

When you Need to Validate the SF424
The Validate Submission activity checks for Errors/Warnings before submission to the Sponsor:

Getting Back to Your Proposal from the SF424

A Magic Breadcrumb displays when you click on the double arrow icon

You can click on your Proposal Short Title in the breadcrumb and it will bring you back to your FP
Individual SF424 Application Form Information

SELECT OPTIONAL FORMS

The first view of the SF424 is called “Select Optional Forms”. Users will need to enter the Application Filing Name per the OSP Naming Convention and check the box for any Optional Forms that their application requires:

Add Application Filing Name on First Page of SF424 Application

Check boxes for Optional Forms that are needed in your application if they are not already checked when you enter the SF424
SF424 (R&R) APPLICATION FOR FEDERAL ASSISTANCE

This is also known as the SF424 Cover Page. Information on this form is automatically completed with Institution, PI, and FOA information.

Since the Grants Product has a Budget Module, users no longer need to manually enter the Estimated Project Funding:

**Estimated Project Funding**

1. * Total Federal Funds Requested
   
   $1,613,784.00

2. * Total Non-Federal Funds
   
   $0.00

3. * Total Federal & Non-Federal Funds
   
   $1,613,784.00

4. * Estimated Program Income
   
   $0.00

**Questions 1. and 3. are completed by the budget module**

Question 2. is manual entry when required

Question 4. is completed from the Program Income question on the Funding Proposal

**Review/Certification/SFLLL**

1. * Is application subject to review by state executive order 12372 process?
   
   Program is not covered by E.O. 123

   Date

   Your OSP Grants Officer will complete Question 1 at the 7-Day Review Deadline

   Question 2 can be checked by a Department Research Administrator as part of removing errors from an application when it is ready for submission

   When a Grants Officer submits the application electronically s/he is certifying to this statement, so it's okay if it is pre-checked

2. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

* I agree
Biosketches are now uploaded in the SF424 for each individual person listed as Key Personnel in the Application.

TIP: Biosketch Column indicates if a Biosketch has been uploaded (yes) or not (no):

<table>
<thead>
<tr>
<th>Last Name First Name</th>
<th>Department</th>
<th>Title</th>
<th>Project Role</th>
<th>Project Role Category</th>
<th>Bio Sketch</th>
<th>Current &amp; Pending Support</th>
<th>Display Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morgan</td>
<td></td>
<td>Stephanie Psychology</td>
<td>Professor Co-Investigator</td>
<td></td>
<td>No</td>
<td>No</td>
<td>99.00</td>
</tr>
<tr>
<td>PISix</td>
<td></td>
<td>Test</td>
<td>Physics &amp; Astronomy</td>
<td>Professor Co-Investigator</td>
<td>No</td>
<td>No</td>
<td>99.00</td>
</tr>
<tr>
<td>PINine</td>
<td></td>
<td>Test</td>
<td>Biomedical Thayer</td>
<td>Professor Other (Specify) Other Significant Contributor</td>
<td>No</td>
<td>No</td>
<td>99.00</td>
</tr>
</tbody>
</table>

The Product Budget Module maps data to the SF424 Budget Form that you selected when you first ran Create-Update SF424. The Budget should not be manually added or updated in the SF424 Application as when you run Create-Update SF424, those changes will be overwritten.

All Documents are uploaded in the SF424 Application, there is no document mapping from the Proposal (FP) to the SF424.