

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:

Draft

SM - DRA FP Workspace Demo

FP000000

Next Steps

Edit Funding Proposal

Printer Version

Create-Update SF424

Check COI Status

Submit To Department For Review

Proposal Information

Direct Sponsor:

National Institutes of Health (NIH)

Prime Sponsor:

After completing Funding Proposal and Budget Entry select Create-Update SF424 to create the SF424 Application

Sponsor ID:

FOA:

PA-EN-R21

At Risk:

No

Budget Totals:

Start Date:	1/1/2018
End Date:	3/31/2018
Total Direct:	\$0
Total F&A:	\$0
Project Total:	\$0

Budget Justification:

Abstract:

Final Submission:

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

WARNING: Selecting "OK" below will override any manual changes previously made directly in an already created SF424 form. Do not use this activity if you are making a correction requested by a specialist.

If this is the first time this activity is being executed, select "OK" and this activity will create your SF424 application.

If this is not the first time this activity is being executed, selecting "OK" will override any manual changes made in the SF424 form.

Select "Cancel" if you do not wish to execute this activity.

☐ Action	Status
☒ Research & Related Senior/Key Person Profile (Expanded) V2.0	
☒ Research & Related Project/Performance Site Location (s) V2.0	
☒ Research And Related Other Project Information V1.4	
☒ PHS 398 Research Plan V4.0	
☒ PHS 398 Cover Page Supplement V4.0	
☒ SF424 (R&R) V2.0	
☒ PHS Human Subjects and Clinical Trials Information V1.0	
☐ Research & Related Budget V1.4	
☒ PHS 398 Modular Budget V1.2	
☐ Research & Related Subaward Budget Attachment Form 5 YR 30 ATT V1.4	
☐ PHS Assignment Request Form V2.0	

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

OK

Cancel

Two Ways to Access the SF424 Application

One Click/PI-friendly SF424 Access

Draft

Next Steps

Edit Funding Proposal

Printer Version

Access SF424

Create-Update SF424

Upload Routing Documents To SF424

SM - DRA FP Workspace Demo

Proposal Information

Budget Totals:

Start Date:

End Date:

Total Direct:

Total F&A:

Project Total:

Budget Justification:

One Click Access to the SF424 = Access SF424 link

This was designed to offer PIs a very easy way to access the SF424 when necessary

A new window or tab is automatically created

This link will not provide access to the Validate SF424 button

When you Need to Validate the SF424

PD/PI: Test PINine

Starting Date: 6/8/2018

Department: Thayer Finance Center

Number of Periods: 5

Specialist: Test Go

Total: \$0

Sponsors: National

Click on Elipsis to Display Additional Tabs

Budgets

History

Reviewers

Attachments

Financials

Related Projects

...

Change Log

Reviewer Notes

SF424 Summary

Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total In
National Institutes of Health (NIH)	[Edit]	6/8/2018 11:18 AM	Draft	Federal	\$0

When you want to Validate the SF424, click on the SF424 Summary Tab and the SF424 Link

Budgets

Financials

History

Reviewers

Reviewer Notes

SF424 Summary

Change Log

SF424 Link:

SF424 Tracking#:

SF-42400000117

The Validate Submission activity checks for Errors/Warnings before submission to the Sponsor:

Pre-Submission

Edit Grant Application

Printer Version

View Differences

Validate Submission

Generate PDF Version

Assign Editors and Readers

Log Comment

Import Subaward

Descriptive Title: SM - Demonstrating the usefulness of the new Access SF424 activity for Principal Investigators and Department Research Administrators

Submission Type: New

PDF Version(s): Not Available, Please execute Generate PDF Version activity

Start Date: 4/1/2020

End Date: 3/31/2022

FOA: PKG00037259/PA-EN-R21(FOA00000008)

Date Modified: 8/14/2019 3:44 PM

History | **Change Log**

Activity	Author	Activity Date
SF424 Created	testresadmin3, ERA	8/14/2019 3:44 PM

Getting Back to Your Proposal from the SF424

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

> My Inbox | Grants | **SM - DRA FP Workspace Demo** > SF-42400000117 | Document Review | Help Center

You can click on your Proposal Short Title in the breadcrumb and it will bring you back to your FP

Pre-Submission

Edit Grant Application

Printer Version

View Differences

Validate Submission

Generate PDF Version

Descriptive Title: SM - Demonstrating the usefulness of the new Access SF424 activity for Principal Investigators and Department Research Administrators

Submission Type: New

PDF Version(s): Not Available, Please execute Generate PDF Version activity

Start Date: 4/1/2020

End Date: 3/31/2022

Agency

Tracking Number:

Grant

Tracking Number:

FOA: PKG00037259/PA-EN-R21(FOA00000008)

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:

RAPPORT

Dartmouth Research Portal

Edit: SF-424 - SF-42400000115

« Back

Save

Exit

Hide/Show Errors

Print

Jump To

Continue »

Application Filing Name:

MORGAN_S_Keyword_NIH

Add Application Filing Name on First Page of SF424 Application

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

Form Name
☒ Research & Related Budget V1.4
☐ PHS 398 Modular Budget V1.2
☒ Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4
☐ PHS Assignment Request Form V2.0

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

R&R SENIOR/KEY PERSONNEL

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):

PROFILE(S) Senior/Key Person 1-99

1. PROFILE - Senior/Key Person(s)

SF424 Personnel Form indicates whether or not a biosketch has been uploaded

+ Add

	Last Name	First Name	Department	Title	Project Role	Project Role Category	Bio Sketch	Current & Pending Support	Display Order
Update	Morgan	Stephanie	Psychology	Professor	Co-Investigator		No	No	99.00
Update	PISix	Test	Physics & Astronomy	Professor	Co-Investigator		No	No	99.00
Update	PINine	Test	Biomedical Thayer	Professor	Other (Specify)	Other Significant Contributor	No	No	99.00

R&R DETAILED BUDGET & MODULAR BUDGET FORMS

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.

DOCUMENT UPLOADING

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