

GRAMS S2S Quick Guide

Accessing 424:

You can navigate to the SF424 workspace by clicking the SF424 link on the funding proposal workspace as shown below.

Draft Sample 424 Proposal FP00000043 Funding Proposal

Next Steps

- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Submit For Department Review
- Withdraw Proposal
- Manage Ancillary Reviews
- Create-Update SF424**
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy
- Create Additional Budget
- Export Budget
- Send Email
- Manage Guest List
- Add Comment

Proposal Information

PD/PI: [Redacted]
Department: Mechanical Engineering
Specialist: [Redacted]
Sponsors: National Institutes of Health
Sponsor Submission Deadline: 8/17/2021
SF424 Link: SF-4240000008

Budget Information

Starting Date: 1/1/2022
Number of Periods: 3
Total Direct: \$800,105
Total Indirect: \$304,941
Total: \$1,105,046

Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
National Institutes of Health	[Edit]	8/18/2021 6:37 PM	Draft	Federal	\$1,105,046	yes

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Create/Update SF424:

Typically, your GCA Specialist will have already created your initial 424 application. Once your Funding Proposal and Budget is Complete, select the "Create-Update SF424" to update the fields in the 424 application that will map from the Funding Proposal.

Draft Sample 424 Proposal GFP00000030 Funding Proposal

Next Steps

- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Withdraw Proposal
- Manage Ancillary Reviews
- Create-Update SF424**
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy
- Create Additional Budget
- Export Budget
- Send Email
- Assign Specialist
- Add Comment

Proposal Information

PD/PI: [Redacted]
Department: Mechanical Engineering
Specialist: [Redacted]
Sponsors: National Institutes of Health
Sponsor Submission Deadline: 8/25/2021
SF424 Link:

Budget Information

Starting Date: 1/1/2022
Number of Periods: 3
Total Direct: \$716,105
Total Indirect: \$304,941
Total: \$1,021,046

Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
National Institutes of Health	[Edit]	8/4/2021 1:45 PM	Draft	Federal	\$1,021,046	yes

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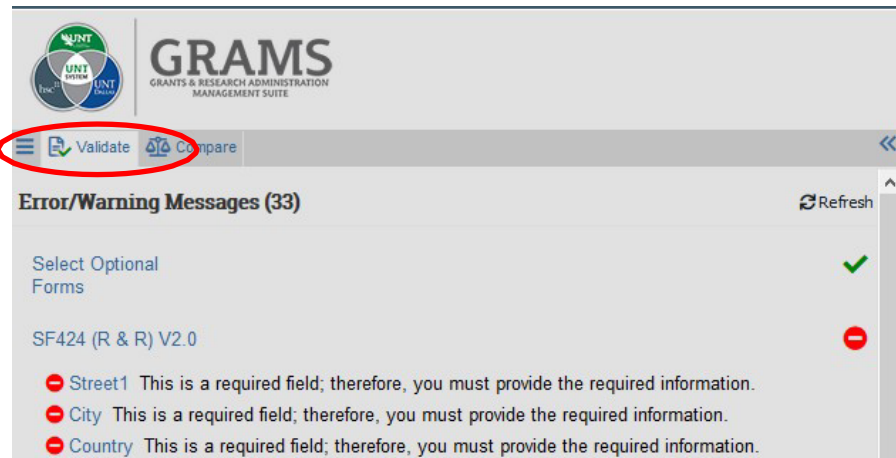
In Create-Update SF424 window, select the SF424 forms you want to map data to from the funding proposal or budget and Click OK. *Required forms will default to "checked."* Any optional forms can be checked as well (ie: either the R&R Budget or PHS 398 Modular Budget form for NIH submissions should be selected.) The status column will update as each form is generated. A success alert appears when the SF424 application has been generated. The window will automatically close once the process is complete; **do not "x" out of the window prematurely.** You can select this feature

as you make other updates in the Funding Proposal and select only the forms you wish to update.

Review/Validate the SF424 Forms:

The SF424 application is populated with information from the Funding Proposal SmartForms, Budget SmartForms, and institutional UNT defaults. Additional questions must be answered directly on the SF424 and your documents should be uploaded directly to the SF424 application.

As you review the SF424 forms, use the validate button to check for errors and ensure you have all required information. Click the “Validate” button in the top left corner.



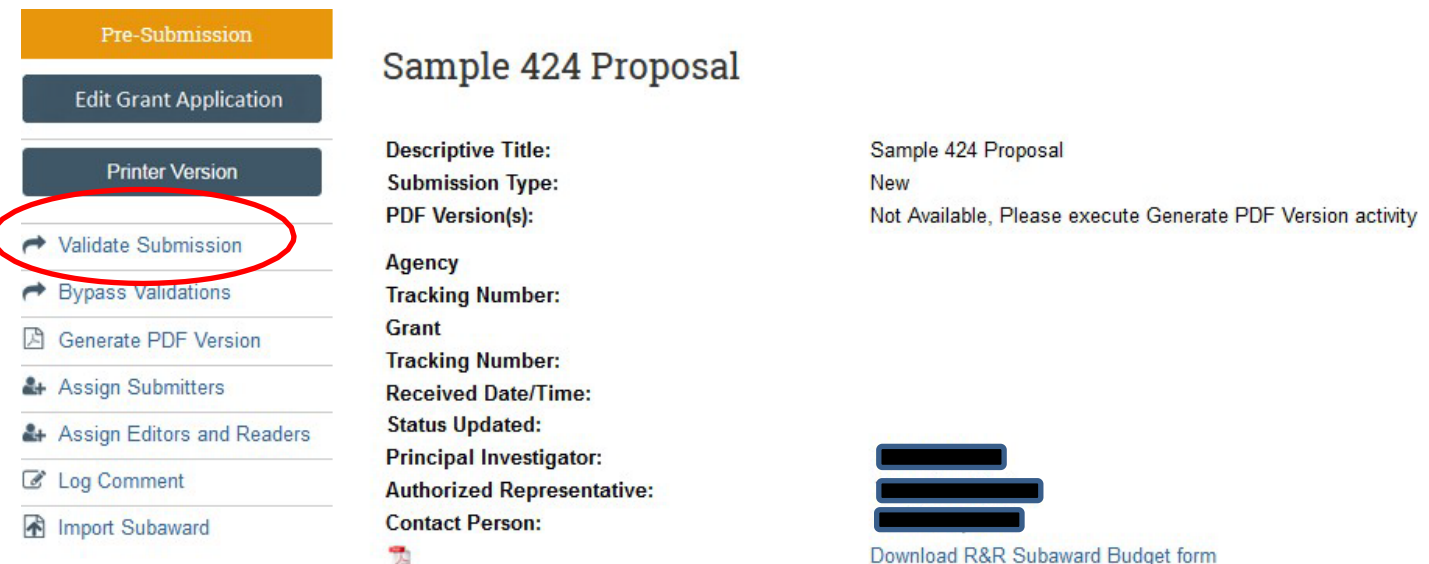
The system will detect errors and alert you of them. The red stop sign icon means this issue must be resolved before submitting. Messages with a Yellow Triangle are warnings. Warnings will not stop the submission but should be reviewed to ensure the information is correct. The green check mark icon means that the information on the page passes validation. To jump to a message for review, click the link in blue text. You should be brought to the field with an error.

Routing your Funding Proposal:

Once the 424 application is complete, contains your draft narrative and is error free (all sections have green checks next to them), you are ready to route your Funding Proposal for Department Review.

Validate for Submission:

When your SF424 Application is ready for submission, you will need to validate for submission. Select the “Validate Submission” as shown below.



A new window will display with error or warning messages. Messages with a red circle icon indicate the issue must be resolved before submission. The yellow triangle icon indicates a warning message. Warnings should be reviewed prior to submission, but the application can be submitted with warnings. Please alert your GCA Specialist of any warnings or questions regarding the information you see. If okay to proceed, select okay and notify your GCA Specialist. They will proceed with submission. Good luck!