

Table of Contents

1 Develop your proposal for S2S.....	2
1.1 Funding Proposal- SmartForm Pages for S2S	2
1.1.1 General Proposal Information.....	2
1.1.2 Personnel	2
1.1.3 Submission Information	3
1.1.4 Budget Periods and Key Dates	3
1.1.5 Compliance Review	4
1.1.6 Additional Proposal Information.....	5
1.2 Budgets-SmartForm pages for S2S.....	5
1.2.1 Project Budgets	5
1.2.2 Subaward Budgets	7
2 SF424 Application.....	8
2.1 Review the SF424 Workspace	8
2.2 Updating the SF424	11
2.2.1 Updating the SF424 subsequent time	13
2.3 Review the SF424 Application	15
2.3.1 SF424 Form Review	16
2.3.2 SF424 Budget Form Review.....	16
3 Validating the SF424 Forms.....	18
18	
4 Validate for Submission and Submission Pre-Check.....	20
4.1 Validate for Submission.....	20
5 Application Submission and Checking Submission Status	23

1 Develop your proposal for S2S

UNT GCA will continue to use the S2S feature with the introduction of GRAMS. This will allow continued functionality of linking the 424 application with the internal Funding Proposal for Grants.Gov submissions. GRAMS offers some additional features between the Funding Proposal and the 424 application, as discussed below.

As a Principal Investigator (PI), you will learn:

- Information that maps from the Funding Proposal to the S2S SF424 Application
- How to access the SF424 workspace and application within GRAMS
- How to use the Create-Update SF424 feature
- How to complete the SF424 Application
- How to Validate for Submission and Submission Pre-Check

1.1 Funding Proposal- SmartForm Pages for S2S

This section identifies funding proposal fields that will map to the SF424. It explains how they map, and any other important considerations for that field when creating a S2S application.

Please note that this section is not a comprehensive list of ALL fields, but only those that impact the SF424. For information on completing other funding proposal fields, refer to the [Funding Proposal Guide](#).

1.1.1 General Proposal Information

The General Proposal Information SmartForm includes basic information about the proposal that will map to the SF424 application on the SF424 R&R cover page and R&R Senior/Key Person Profile.

General Proposal Information – SmartForm Page		
Field	SF424 Mapping	Notes
1. Type of application	Type of Application on the SF424 R&R Cover page. Can be updated on the SF424 if needed.	
3. Long title of proposal	Descriptive Title of Applicant’s Project on the SF424 R&R Cover Page.	
4. Program Director/ Principal Investigator /Project Lead/Fellow	PI on SF424 application, including R&R cover page and R&R Senior/Key Person Profile.	
5. Direct sponsor	Select the direct sponsor and it will show on the R&R Cover Page.	
8. Expected Start Date	Proposed Project Start Date on the SF424 R&R Cover Page.	

1.1.2 Personnel

The Personnel page includes information about internal project personnel. Senior/Key personnel or other significant contributors listed on this page will map to the R&R Senior/Key Personnel Form.

Personnel – SmartForm Page		
Field	SF424 Mapping	Notes

1. Program Director/ Principal Investigator /Project Lead/Fellow	PI on SF424 application, including R&R Senior/Key Person Profile.	
1b. Biosketch	Maps to Biosketch for the PI on the R&R Senior/Key Person Profile.	Biosketches should be uploaded for S2S proposals if required at time of submission.
1c. Other Support	Maps to Current & Pending Support for the PI on the R&R Senior/Key Person Profile.	Current & Pending support should be uploaded for S2S proposals if required at time of submission.
2. Responsible Department	Maps to Department on SF424 R&R Cover page and on the R&R Senior/Key Person Profile for the PI.	
3. Project Personnel	All personnel in 3a or 3b that are marked as Senior Key Personnel or Other Significant Contributor will map to the R&R Senior/Key Person Profile. People marked as "Other Personnel" will not map to the SF424.	
3a. Institutional Personnel	Name, Project Role, Biosketch, Current & Pending, and Key designation will map to the R&R Senior/Key Person Profile.	When internal personnel are selected, information from their Contact Profile in the system will also map to Senior/Key Person Profile- including their position, title, dept, contact information and, for NIH applications, their ERA Commons ID may populate.
3b. Non-institutional personnel	Information provided will be mapped to the R&R Senior/Key Personnel Profile such as Prefix, Name, Position/Title, Organization, Department, Division, Street Address, contact information, Credentials, Project Role, Key designation, Biosketch, and Current & Pending.	This information is only recommended to be entered for S2S submissions so it can map to the 424. Entering for non S2S proposals is not needed.

1.1.3 Submission Information

Your GCA Specialist will complete this section of the Funding Proposal SmartForm based on the selection in your GCS Request and note this is a S2S which will allow the opportunity number to be found, selected, and linked to your 424 application.

1.1.4 Budget Periods and Key Dates

The Budget Periods and Key Dates page contains information about the project start and end dates which will map to the R&R Cover page. Decisions on this field also inform how the funding proposal budget is created. The budget can also map to the SF424 application if desired.

Budget Periods and Key Dates – SmartForm Page		
Field	SF424 Mapping	Notes
3. Date Project Starts	Proposed Project Start Date on the SF424 R&R Cover Page.	
4. Date Project Ends	Proposed Project End Date on the SF424 R&R Cover Page.	

1.1.5 Compliance Review

The Compliance Review SmartForm page contains compliance related questions regarding human subjects, animals, and stem cells that will map to the SF424 application.

Compliance Review – SmartForm Page		
Field	SF424 Mapping	Notes
1. Human subjects involved in this project?	Maps yes or no to human subjects question on the R&R Other Project Information page.	Note that UNT's human subject assurances number should automatically default on the R&R Other Project Information page if this is yes.
1b. IRB review status of this research?	Based on the selection, the corresponding information will map to the 424	
1C. IRB Protocols	<p>If all protocols listed have an Exemption # listed, the project will be marked as exempt from federal regulations. All applicable exemption numbers will map. If some protocols are exempt but not all, it will map as not exempt.</p> <p>If any protocol is listed as Pending, it will map that the IRB Review is Pending. If all protocols listed are marked as approved, it will map that the IRB review is not pending.</p> <p>If all protocols are listed are approved (none are pending), the IRB approval date will be listed as the most recent protocol approval date.</p>	
2. Laboratory Animals involved in this project?	Maps yes or no to vertebrate animals question on the R&R Other Project Information page.	Note that UNT's animal welfare assurance number should automatically default on the R&R Other Project Information page if this is yes.
2a. IACUC Protocol Submitted?	If no is selected, the IACUC review will be marked as pending on the R&R Other Project Information page. If yes is selected, protocol information from 2B will be used for mapping.	
2b. IACUC Protocols	<p>If any protocols listed are Pending, it will map that the IACUC Review is Pending. If all protocols listed are marked as approved, it will map that the IACUC review is not pending.</p> <p>If all IACUC protocols listed are approved (none are pending), the IACUC approval date will be listed on the form as the most recent protocol approval date.</p>	

7. Human Embryonic Stem Cells involved in this project?	Maps yes or no to PHS 398 Cover Letter Supplement. If yes, and a stem cell line is listed it maps as well. Otherwise, the “stem cell cannot be referenced at this time” box will be checked.	
---	--	--

1.1.6 Additional Proposal Information

The Additional Proposal Information SmartForm page includes application institution information and program income information that will map to the SF424.

Additional Proposal Information – SmartForm Page		
Field	SF424 Mapping	Notes
1. Application Institution	Makes University of North Texas the applicant institution on the SF424 R&R Cover Page and the Project/Performance Site Primary Location on the Project/Performance Site Locations form.	
2. Program Income	Maps to the SF424 R&R Cover Page estimated project funding and the PHS 398 Cover Page Supplement.	

1.2 Budgets-SmartForm pages for S2S

This section describes how to develop budgets for S2S submissions. It explains how budgets map and additional special criteria. *Please note that the [Budgets Guide](#) may also serve as helpful resource for budget development.*

The SF424 can use either the R&R Budget form or the PHS 398 Modular Budget form. Modular Budget is only used by the NIH. If this is an NIH modular budget, it’s important to confirm the Budget Period and Project Dates of the funding proposal SmartForm and that yes is selected for the Modular Budget Question. This will ensure your Total Direct Costs, Total Indirect Costs, and Total Project costs are calculated correctly using the modular method. It is also important to note that budget periods and their dates are also determined on the Budget Periods and Key Dates page. This page will be used in accordance with the budget information below when the SF424 budget is created.

1.2.1 Project Budgets

When the funding proposal is created, the system automatically creates a project budget with the name of the primary sponsor. This budget should be completed as part of the proposal development process.

Multiple project budgets may be created using the Create Additional Budget activities for various scenarios as discussed in the Budget Guide. If multiple project budgets are created (and marked as ~~not~~ in Consolidate Budgets = Yes), they will all map to the SF424 budget forms with their appropriate rates and values applied.

General Budget Information

- If the budget is marked as **Include in Consolidated Budgets**, it will map to the SF424. Project budgets should typically be marked as Yes unless they were created as a draft budget.
Note if additional budgets are created as “drafts” to test various scenarios (e.g., budgeting 2 grad students versus 3), it’s important to ensure the draft budget is marked as In Consolidated Budgets = No so those drafts do not map to the SF424.

4. Include in consolidated budgets? 

Yes No [Clear](#)

Personnel Cost Definition & Personnel Costs

All UNT personnel included in the budget will be listed on the Personnel Cost Definition page and then budgeted on the Personnel Cost page using their % annualized effort, % salary requested, benefits rate, and base salary.

For R&R budgets, each person’s name, role, base salary, effort months, requested salary, and fringe benefits will map to the R&R Budget – Sections A Senior/Key Personnel or to Section B Other Personnel. For other personnel (such as grad students or post docs), the number of individuals listed on the budget will map.

For modular budgets, direct costs map to the PHS 398 Modular budget forms by period and the PHS 398 Modular Budget- Cumulative.

On the Personnel Costs page, personnel can still be budgeted using the standard method described in-depth in the Budget Guide. The below information will give you the standard process and key considerations to keep in mind for S2S applications.

Budgeting Effort

Reminder: Effort is budgeted based on the personnel’s annualized salary and their annual effort percentage in the Funding Proposal.

	Period 1 1/1/2022 12/31/2022
Effort:	12.5 % ▾
Sal Req:	12.5 % ▾
FB Rate:	28 % ▾
Base:	\$122,554.00

Therefore, it maps to the R&R budget in the calendar month column. This will need to be manually updated to show the breakout of the academic and summer months.

Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
PD/PI	\$122,554.	1.5	<input type="text"/>	<input type="text"/>	\$15,319.0	\$4,289.00	\$19,608.00
Co-Investigator	\$153,333.	1.0	<input type="text"/>	<input type="text"/>	\$13,800.0	\$3,864.00	\$17,664.00

General Cost Definition & General Costs

The general cost types selected and their per period values will map to the R&R Budget by period and the R&R Budget-Cumulative. General cost types will map to the proper section of the form based on either type.

- Equipment Cost Types will map to “Section C- Equipment Description.”
- Travel Costs (domestic and foreign) will map to “Section D- Travel.”
- Participant Trainee Costs (including tuition, stipends, travel, subsistence) will map to “Section E – Participant Trainee Support Costs.”
- Other Direct Costs (including Materials and Supplies, Consultant Services, Subawards, Equipment or Facilities Rental/User Fees, and Others) will map to “Section F – Other Direct Costs.”

For modular budgets, the general cost types and their per period values will map to the PHS 398 Modular budget forms by period and the PHS 398 Modular Budget- Cumulative. All direct costs (including general cost types and personnel costs) are summed in Box A for each period of the form.

Attachments

The Budget Justification must be uploaded directly to the SF424 instead of the Attachment page of the budget SmartForm. The document can be uploaded on the R&R Budget – Period 1 – Section L or PHS-398 Modular Budget – Cumulative section.

The document will not map from the project Budget SmartForm to the SF424, so if it is uploaded here it will still need to be uploaded again directly on the SF424 as required.

1.2.1 Subaward Budgets

Subaward budgets are created from the project budgets using the Create Subaward button. An individual subaward budget must be created for each subaward. The Subaward Budget section in the [Budget Guide](#) provides in-depth instructions to create a subaward budget, but below will cover key steps and include considerations for S2S submissions.

Additional Subaward Mapping Details

Using the SF424 Subaward Import Method allows us to directly map the subaward information from the subaward to the R&R Subaward Budget Attachment in the SF424 application. The document details provided will map exactly to the application.

The subaward costs will also be included in the R&R Budget or PHS398 Modular Budget.

- For R&R budgets, the subaward direct and indirect costs will be included in the R&R Budget – Section F Other Direct Costs as “Subawards/Consortium/Contractual Costs” for each period and on the R&R Budget – Cumulative.
- For modular budgets, the subaward costs will be included in the PHS398 Modular Budget Form - Direct Costs Box A for each period and for the cumulative budget. The section is split into “Direct Costs less Consortium FA” and “Consortium FA.” The subaward direct costs will map to the “Direct Cost less Consortium FA” and the Indirects will map to “Consortium FA.” These values are summed for the Total Direct Costs in Box A.

2 SF424 Application

The following section outlines how to review the 424 Workspace in GRAMS, review the application forms, make updates, and validate.

2.1 Review the SF424 Workspace

Typically, your GCA Specialist will have already created your 424 application for you, in response to your GCS request.

The SF424 application has its own workspace, similar to how a funding proposal or budget has a workspace. You can navigate to the SF424 workspace by clicking the SF424 link on the funding proposal workspace as shown below.

The SF424 workspace displays the proposal title and the SF424 ID. You do not need to remember the SF424 ID, since you can always navigate to the SF424 from the Funding Proposal.

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: 8/31/2021
 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



Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
---------	---------------	---------	-----------	-------------	------------	----------------	------------------	------------

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

1 items

page 1 of 1

10 / page

You can follow the breadcrumbs to navigate back to the Funding Proposal.

Dashboard	Agreements	Grants
Funding Proposal	Complex Projects	Awards
		Reports

Grants > Sample 424 Modular > SF-42400000010

Pre-Submission

Edit Grant Application

Printer Version

Validate Submission

Generate PDF Version

Log Comment

Import Subaward

Sample 424 Modular

Descriptive Title:

Submission Type:

PDF Version(s):

Agency

Tracking Number:

Grant

Tracking Number:

Received Date/Time:

Status Updated:

Principal Investigator:

Authorized Representative:

Contact Person:

Below that are the workspace tabs. The History tab shows all activities that are run on the SF424 workspace. The Change

Log tab shows when changes are made to the SF424 application SmartForm. If you click on a change and then “View More Details”, it will show you which field was updated.

History	Change Log	
Activity	Author	Activity Date
Changes Tracked	[Redacted]	8/30/2021 2:02 PM
Version Incremented	[Redacted]	8/24/2021 9:11 PM
Version Incremented	[Redacted]	8/24/2021 9:07 PM
Version Incremented	[Redacted]	8/24/2021 9:06 PM
Changes Tracked	[Redacted]	8/24/2021 9:04 PM
Version Incremented	[Redacted]	8/24/2021 2:57 PM
Changes Tracked	[Redacted]	8/24/2021 2:56 PM
Version Incremented	[Redacted]	8/24/2021 2:55 PM
Version Incremented	[Redacted]	8/24/2021 11:23 AM
Version Incremented	[Redacted]	8/24/2021 11:21 AM

On the left side of the workspace, you can see the state of the SF424 application. The SF424 will always begin in Pre-Submission State. You can use the Edit Grant Application button to open the SF424 SmartForm. When the application is in a read-only state, this button is labeled as “View Grant Application”.

Pre-Submission

Edit Grant Application

Printer Version

[Validate Submission](#)

[Generate PDF Version](#)

[Log Comment](#)

[Import Subaward](#)

Below these buttons, you will see the SF424 workspace activities.

- **Validate Submission:** This activity is used to check the application for completeness and accuracy. If it passes validation, the SF424 workspace will display as the “Valid for Submission” state. Please do not complete this function until your application has been internally approved, reviewed and is ready for submission. Validating the submission will cause the SF424 to be locked from future editing once any errors have been resolved.
- **Generate PDF Version:** Click this activity to generate a PDF version of your application. You can select if you would like it to include attachments or not, though typically you will want to include attachments. Once the activity is complete, the window will close, and the PDF version will appear in the center of the SF424 workspace

in the PDF Version field. Click the “View” link to review the PDF.

- **Log Comment:** This activity should generally not be used; Comments to your reviewers and GCA should be logged on the funding proposal using the Add Comment activity. This activity will add a comment to the SF424 workspace instead.
- **Import Subaward:** This activity can be used to upload a R&R subaward forms into the application, however this activity will generally not be used as the forms can instead be mapped from the subaward budget SF424 Subaward Import. Review the [Budget Guide](#) and prior section for details.

2.2 Updating the SF424

Because certain information from the Funding Proposal maps to the linked 424 application, it is recommended to complete the funding proposal application first. Once proposal and budget information has been completed in the funding proposal, you are ready to update the 424 to take advantage of this feature. Even though it is recommended to complete the funding proposal first, do not route until the 424 application is ready for review.

From the funding proposal workspace, click the **Create-Update SF424 activity**.

Dashboard | Agreements | Grants | IACUC | SF424 Center | ECC | EIS WorkCenter

Funding Proposal | Complex Projects | Awards | Reports | Help Center

Grants > Sample 424 Proposal Help

DraftSample 424 ProposalGFP00000030 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:

```
graph LR; Draft([Draft]) --> DR([Department Review]); DR --> SR([Specialist Review]); SR --> SpR([Sponsor Review]); SpR --> Complete([Complete]); DR --> CR1([Clarification Requested]); SR --> CR2([Clarification Requested]); SpR --> CR3([Changes Required]); CR1 --> DR; CR2 --> SR; CR3 --> SpR;
```

Budget Information

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

Budgets | SF424 Summary | History | Reviewers | Attachments | Financials | Reviewer Notes | Related Projects | Change Log

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

1 items page 1 of 1 10 / page

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. If this proposal includes a budget, either the R&R Budget or PHS 398 Modular Budget form for NIH submissions should be selected.

Execute "Create-Update SF424" on FP000000043 - Mozilla Firefox

https://mpdkntxstage.huronick.com/Grants/sd/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity[OII]

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.

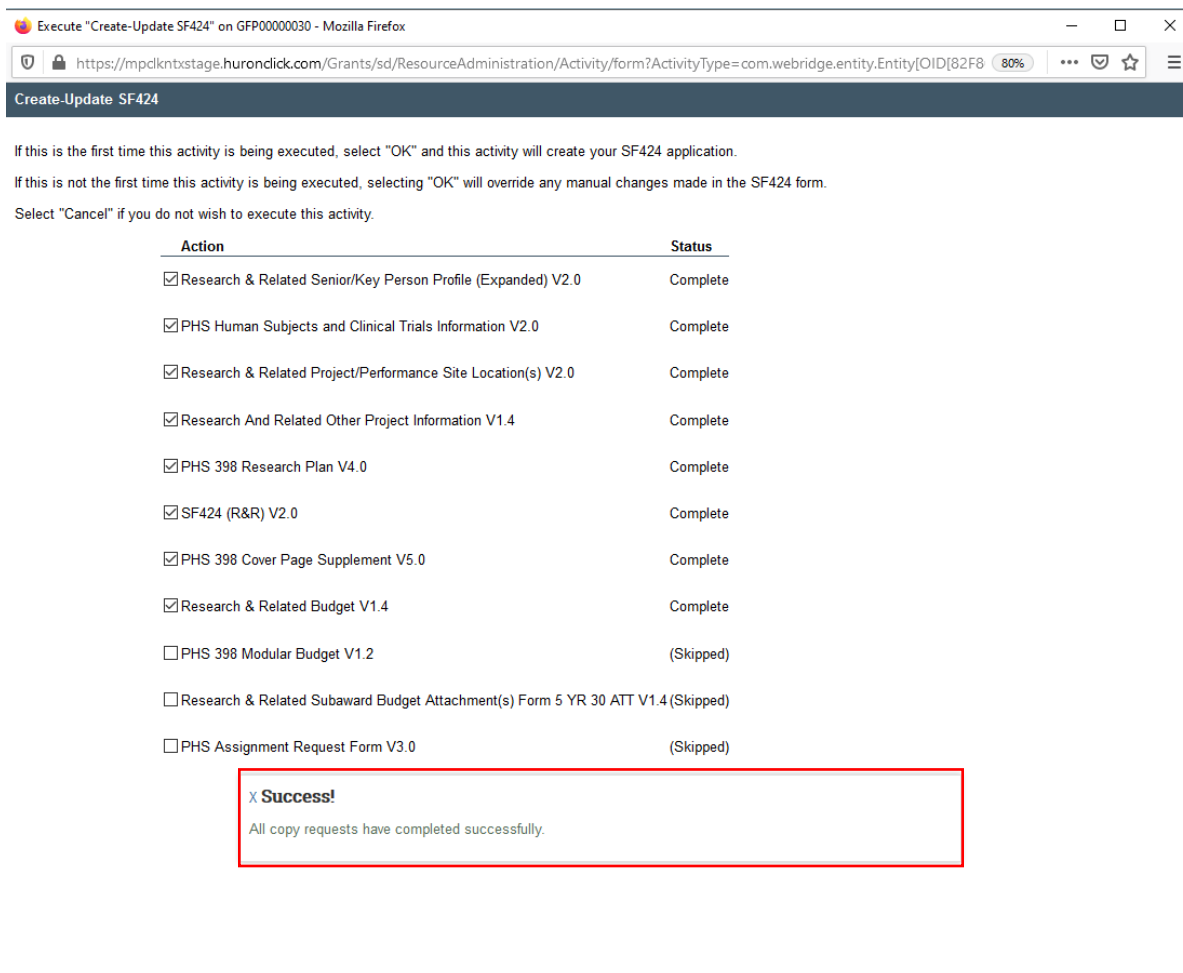
If this is not the first time this activity is being executed, selecting "OK" will override any manual changes made in the SF424 form.

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

Action	Status
<input checked="" type="checkbox"/> Research & Related Senior/Key Person Profile (Expanded) V2.0	
<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	
<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

The status column will update as each form is generated. A success alert appears when the SF424 application has been generated and is ready for review. The window will automatically close once the process is complete; **do not “x” out of the window prematurely.**



The SF424 has been updated and the information from the Funding Proposal that can map to the 424 should have mapped successfully.

2.2.1 Updating the SF424 a Subsequent Time

The SF424 should be updated using the Create-Update SF424 activity when future changes are required to the SF424 based on information that came from the Funding Proposal or Budget SmartForm.

Changes to information that was NOT auto populated or mapped by the system may be made directly to the SF424, as there is nowhere to update this information on the Funding Proposal or Budget. Examples include the Research Strategy and other documents. The manual entry fields or documents will not be overwritten by running the Create-Update SF424 activity.

However, when SF424 updates are needed for information that was initially entered on the Funding Proposal or Budget SmartForms, then the information should be updated on the Funding Proposal SmartForm first, and then the Create-Update SF424 activity should be run. It is important to note that any change you made to any field on the SF424 which was mapped from the Funding Proposal SmartForms or Budget will be overridden when you execute the Create-Update SF424 activity unless you uncheck that form in the Create-Update SF424 activity. For example, if you updated the person months in the RR budget to show a breakout of academic and summer versus the default, calendar, this will be overridden if running the Create-Update SF424 feature.

It is very important to follow this process for a few reasons:

- We want the funding proposal/budget and SF424 information to match up exactly for review and reporting purposes. It is important to make sure the information is accurate and consistent.
- If you update the SF424 directly instead of the proposal or budget and then re-run this activity later your changes will be overwritten unless you unselect that form for updating!
e.g., If I update my equipment budget from \$50,000 to \$30,000 directly on the SF424, but not on the budget, then when I run the Create-Update activity again for that form my budget will revert to \$50,000.

The same steps are followed as above, but please note, you can select which forms you would like to update. You can unselect any which you would not like to update. You can also add additional forms if something was previously missed.

Note that to select all forms, select the checkbox next to "Action." You can double click this checkbox to "unselect" all forms.

In the example below, the user is updating the subaward budget as well as the optional PHS 398 Request Form. *Please review the GRAMS [Budget Guide](#) for details of Importing Subawards into the SF424 proposal.

Create-Update SF424

i **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.

<input type="checkbox"/> Action	Status
<input type="checkbox"/> Research & Related Senior/Key Person Profile (Expanded) V2.0	
<input type="checkbox"/> PHS Human Subjects and Clinical Trials Information V2.0	
<input type="checkbox"/> Research & Related Budget V1.4	
<input type="checkbox"/> Research & Related Project/Performance Site Location(s) V2.0	
<input type="checkbox"/> Research And Related Other Project Information V1.4	
<input 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 type="checkbox"/> SF424 (R&R) V2.0	
<input type="checkbox"/> PHS 398 Cover Page Supplement V5.0	
<input type="checkbox"/> PHS 398 Modular Budget V1.2	
<input checked="" type="checkbox"/> PHS Assignment Request Form V3.0	

The status column will update as each form is processed and will show which forms were "skipped" because they were not selected. A success alert appears when the process is complete, and the window will automatically close; do not "x" out of the window before the process completes.

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
<input type="checkbox"/> Research & Related Senior/Key Person Profile (Expanded) V2.0	(Skipped)
<input type="checkbox"/> PHS Human Subjects and Clinical Trials Information V2.0	(Skipped)
<input type="checkbox"/> Research & Related Budget V1.4	(Skipped)
<input type="checkbox"/> Research & Related Project/Performance Site Location(s) V2.0	(Skipped)
<input type="checkbox"/> Research And Related Other Project Information V1.4	(Skipped)
<input type="checkbox"/> PHS 398 Research Plan V4.0	(Skipped)
<input checked="" type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4	Complete
<input type="checkbox"/> SF424 (R&R) V2.0	(Skipped)
<input checked="" type="checkbox"/> PHS Assignment Request Form V3.0	Complete
<input type="checkbox"/> PHS 398 Cover Page Supplement V5.0	(Skipped)
<input type="checkbox"/> PHS 398 Modular Budget V1.2	(Skipped)

Success!

All copy requests have completed successfully.

Once the updates have been made, return to the SF424 workspace to continue the review and completion of the application.

2.3 Review the SF424 Application

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.

You can review and update your SF424 application information within the SmartForm pages. You can also generate a PDF version of the application from the workspace.

As you review and update the SF424, it is important to consider what kind of updates you are making and where the appropriate place is to make that edit:

- If you are editing information that is only on the SF424 (it did not map from your funding proposal or budget), you will make these edits directly on the SF424 application.
- If you are updating information that originally mapped from the funding proposal or budget, then you must make the edits there and use the Create-Update SF424 activity to edit your SF424 application.

This is not a comprehensive guide to completing the SF424 Application as the instructions and required forms may vary based on the Funding Opportunity. When in doubt, always refer to sponsor guidance or reach out to your GCA Specialist with questions. The information below will introduce commonly required forms and how they are populated by the system.

2.3.1 SF424 Form Review

Select Optional Forms Page

- Application Filing Name: may be updated as needed for internal procedures
- Additional optional forms may be selected (ex: PHS 398 Assignment Form); required forms are listed

SF424 R&R Cover Page

- Applicant institution, EIN/Applicant Type, application contact, and AOR default from to UNT's information
- Project Dates, Descriptive Title, Total Federal Funds Requested defaults from the Funding Proposal and Budget.
- Type of Submission and Application Information defaults. Can be updated as needed. If this is a renewal, revision, or change corrected - ensure the proper Type of Submission and Application are selected. Confirm the appropriate federal identifier and Grants.gov tracking ID are added as applicable per sponsor guidance.

Project/Performance Site Locations

- UNT performance site information defaults as primary site
- Subaward locations will default if entered into the Funding Proposal
- Update or add additional performance locations, as applicable

R&R Other Project Information

- Human subjects and animal information defaults based on the answers on the Funding Proposal Compliance Review page
- Complete all other yes/no questions, adding additional details if yes is selected
- Upload applicable documents directly to SF424: Project Summary/Abstract, Project Narrative, Bibliography & References Cited, Facilities & Other Resources, Equipment, Other Attachments

R&R Senior/Key Person Profile

- PI Profile defaults based on the funding proposal PI and their system information
- Internal and external personnel marked as Senior/Key persons or Other Significant contributors and their profile appears, if noted in the Funding Proposal.
- Biosketches and Current & Pending documents provided for PI or Senior/Key persons on the funding proposal appear

PHS 398 Cover Page Supplement

- Human embryonic stem cell information and program income question maps from the funding proposal
- Complete additional questions regarding vertebrate animals, human fetal tissue, inventions and patents, and change of investigator

PHS398 Research Plan HS398 Research

- Upload Research Plan documents directly to the SF424.

PHS Human Subjects and Clinical Trials Information

- Human subjects and study information maps based on the responses to the compliance information and the R&R Other Project information. Update information as needed.

2.3.2 SF424 Budget Form Review

R&R Budget

- R&R Budget form will be created with Sections A-K for each budget period. A cumulative page will also be included.
- Personnel budget information will map to Section A - Senior/Key Personnel and Section B - Other Personnel. Information includes name, role, base salary, effort months, requested salary, fringe benefits. By default, person months appear in the Calendar months section and can be manually moved from calendar months to academic and/or summer months; but please note if you execute the "Create-Update S424" activity again, it will overwrite those manual changes.
- General Cost Types will map properly into sections C-F based on their type. Subaward costs will also map.
- Indirect Costs included in the budget SmartForm will be included in Section H - Indirect Costs, including the base and rate.
- Total Directs and Indirects requested (across all project budgets) will be included in Section I
- The budget justification should be attached directly to the SF424 R&R budget form for Period1 in field L. Budget Justification.

PHS 398 Modular Budget

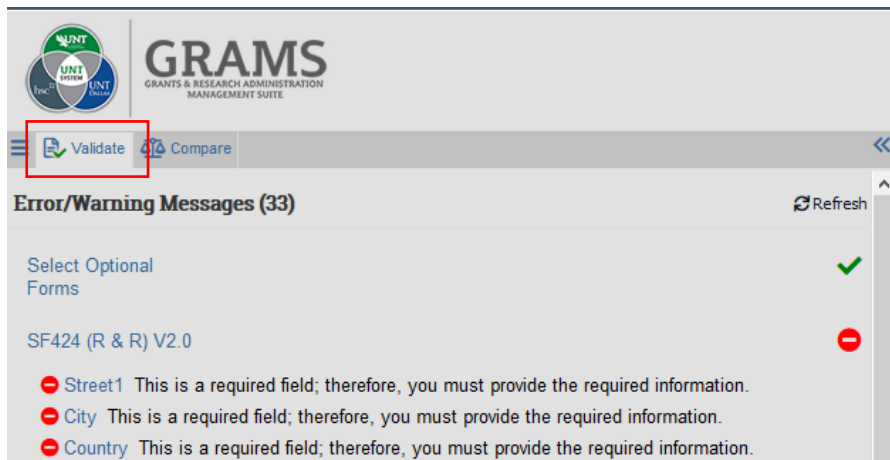
- The Modular Budget form will be created for each period and a cumulative page will be included.
- Direct Costs (including personnel, general cost types, and subawards) will be mapped to Box A.
- Indirect Costs, including the base and rate, will map to Box B - Indirect Costs.
- Total Direct and Indirect Costs will be summed in Box C.
- Budget justifications should be directly uploaded to the PHS 398 Modular Budget- Cumulative page.

R&R Subaward Budget

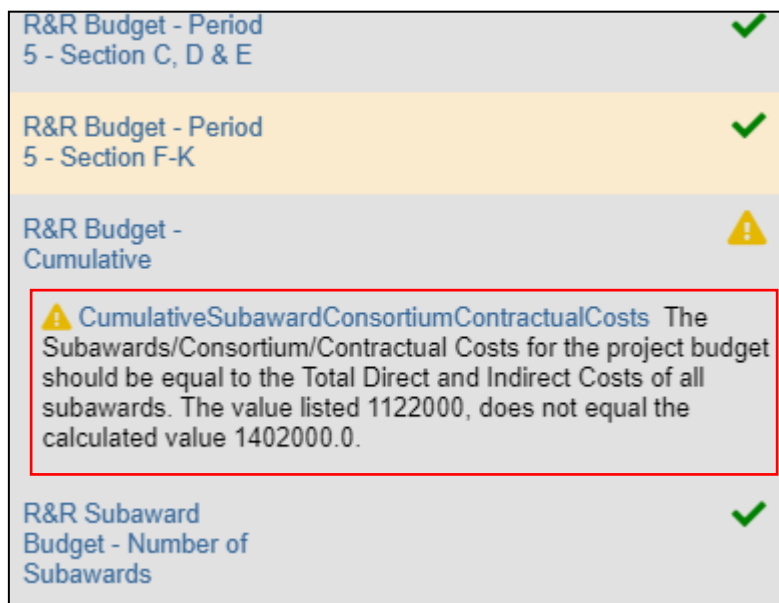
- The Subaward R&R form should be downloaded from the SF424 workspace, completed by the subawardee, and uploaded to the SF424 Subaward Import on the subaward budget SmartForm.
- The R&R Subaward Budget - Number of Subawards page will appear when the R&R Subaward Budget Attachment is added to the SF424 application. Manually enter the number of subawards to create placeholder sub budgets for each subaward. The Create-Update SF424 activity must be run again to populate the sub budgets.
- The SF424 R&R subaward budgets will directly reflect what is in the file, including any budget justification attachments.

3 Validating the SF424 Forms

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 checkmark icon means that the information on the page passes validation.



To jump to a message for review, click the link in blue text. You will be brought directly to the field with an error.

Required Fields

Fields with a red asterisk are mandatory. In certain cases, Grants.gov may require additional fields to be completed in addition to the ones required by the system. Validating your application will let you know if any of the required fields have been missed. Always refer to your funding announcement as well for required fields and information.

Please note GRAMS uses both NIH global/local Grants.Gov validations and the NIH web service for validations. Therefore, initial errors/warnings will appear from the local Grants.gov and NIH global validations and once those are corrected, additional errors/and warnings will appear from the NIH web service. Please keep this in mind as once all

initial errors/warnings are cleared, you will need to re-run validations as you work to complete your SF424 application.

To upload files, select upload:

The screenshot shows the 'Research & Related Other Project Information V1.4' section with several error messages:

- ProprietaryInformationIndicator: This is a required field; therefore, you must provide the required information.
- EnvironmentalImpactIndicator: This is a required field; therefore, you must provide the required information.
- HistoricDesignation: This is a required field; therefore, you must provide the required information.
- InternationalActivitiesIndicator: This is a required field; therefore, you must provide the required information.
- AbstractAttachments: This is a required field; therefore, you must provide a response.
- ProjectNarrativeAttachments: This is a required field; therefore, you must provide a response.

On the right, there are three sections for uploading content:

- Optional Explanation: [Empty field]
- 7. Project Summary/Abstract: [None] [Upload]
- 8. Project Narrative: [None] [Upload]
- 9. Bibliography & References Cite: [None] [Upload]

A window will pop up allowing you to select a file from our computer. Note, if you do not provide a title, the file name will be used.

The 'Submit a Document' dialog box is shown with the following fields:

- Title: Sample Project Narrative (If not provided, the name of the file will be used)
- File: Sample Project Narrativ... [Choose File]

Buttons include 'Show Advanced Options', 'OK', and 'Cancel'. A '* Required' label is present at the bottom left.

After selecting okay, the file is now attached.

Please note, more than one person can be working in the SF424 application at one time. If someone is currently working on a form that you select, you will see the below message and the system will let you know who is also in this form. Updates can still be made, and the form can still be saved.

The notification message reads: "This page is also opened by [Redacted Name]". Above the message are navigation links: "Go to forms menu", "Print", and "Help".

Once the 424 application is error free and complete, please route the funding proposal for department review. During department and the subsequent Specialist Review, you will not be able to make changes to the Funding Proposal or Budget SmartForm unless clarifications or changes are requested. However, you will still have the ability to edit the 424 application. Please keep this in mind any changes you make in the 424 application during this time. For instance, the SF424 application budget should only be updated when in Clarification Requested status so the change can first be made in the Budget SmartForm.

4 Validate for Submission and Submission Pre-Check

Once the application is ready for submission (all approvals have been obtained and your GCA Specialist has reviewed your proposal) you will validate the submission to confirm the application is ready for submission to Grants.Gov.

4.1 Validate for Submission

After the SF424 has been thoroughly reviewed and is considered complete, validate the submission from the SF424 workspace.

Validating the submission will cause the SF424 to be locked from future editing once any errors have been resolved. Do not validate the submission until your finalized documents have been uploaded. Validating the submission will cause the SF424 to be in “Valid for Submission” State.

On the SF424 workspace, click the Validate Submission Activity. This will run validation with built in sponsor rules (such as NIH) to ensure required information appears for submission.

The screenshot displays the SF424 workspace interface. On the left, a vertical menu contains several buttons: 'Pre-Submission' (orange), 'Edit Grant Application', 'Printer Version', 'Validate Submission' (highlighted with a red box), 'Bypass Validations', 'Generate PDF Version', 'Assign Submitters', 'Assign Editors and Readers', 'Log Comment', and 'Import Subaward'. The main content area is titled 'Sample 424 Proposal' and contains the following information:

Descriptive Title:	Sample 424 Proposal
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:	[Redacted]
Authorized Representative:	[Redacted]
Contact Person:	[Redacted]

At the bottom right of the main content area, there is a link: [Download R&R Subaward Budget form](#).

A new window will display an 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.

Once all issues are resolved and only warnings that have been vetted to be okay, appear you can click Continue. If you have any questions about the errors or warnings that appear on this page, please cancel, and contact your GCA specialist. Please also notify them of warnings that appeared and that you are comfortable moving forward with as is. If there are no issues, you will automatically be brought to the Validate Submission page.

Error/Warning Messages

Refresh

Message

Field Name Jump To

⚠ Grant application form update underway (NOT-OD-20-026). Use the form package with Competition ID "FORMS-E" for applications to a due dates on or before May 24, 2020 and Competition ID "FORMS-F" for due dates on or after May 25, 2020. If you have confirmed the correct forms are in use, no additional action is needed. (NIH 000.51)

Continue

Note: In the above example, the correct forms have been verified that these were used so it is okay to move forward with submission.

Verify the correct required and optional forms are selected.

Validate Submission

Application Filing Name: Sample 424 Proposal

Following optional form(s) will be included in your application:

- PHS Assignment Request Form V3.0
- Research & Related Budget V1.4
- Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4

Following required form(s) will be included in your application:

- PHS 398 Cover Page Supplement V5.0
- PHS 398 Research Plan V4.0
- PHS Human Subjects and Clinical Trials Information V2.0
- Research & Related Project/Performance Site Location(s) V2.0
- Research & Related Senior/Key Person Profile (Expanded) V2.0
- Research And Related Other Project Information V1.4
- SF424 (R&R) V2.0

CAUTION: If you have manually modified SF424 data or attachments since you last ran the Create-Update SF424 activity, the SF424 data or attachments may be out of sync with those of the Funding Proposal. Verify all SF424 data and attachments are correct before proceeding.

Convert attachments in XFA fillable PDF format into read-only PDFs.

Allow special characters to be included in the XML

OK Cancel

Note: you may select to convert attachments or allow special characters, if applicable. ONLY allow special characters if permissible via sponsor guidance.

Click OK. The process will run, and the window will close once its complete. The application will now be in “Valid for Submission State”.

The application is now in a view only status. The blue button reads “View Grant Application” instead of “Edit Grant Application.”

The screenshot shows the SF424 application interface for 'Sample 424 Proposal'. On the left, there is a sidebar with buttons: 'Valid for Submission' (highlighted with a red box), 'View Grant Application', 'Printer Version', 'Submission Pre-Check' (checked), 'Generate PDF Version', 'Log Comment', and 'Reopen for Edit'. The main content area displays the proposal details: 'Sample 424 Proposal 2', 'New', 'Start Date: 1/1/2022', 'End Date: 12/31/2024', 'FOA: PKG00052570/PA-FO-R01(FOA00000003)', and 'Date Modified: 8/22/2021 7:51 PM'. Below the details is a 'History' table with columns for Activity, Author, and Activity Date. The table contains four entries: 'Submission Pre-Check Complete' by Schackel, Ami (8/22/2021 7:52 PM), 'Submission validated' by Schackel, Ami (8/22/2021 7:51 PM), 'Generated PDF Version' by Sadat, Hamid (8/22/2021 4:15 PM), and 'SF424 Created' by Schackel, Ami (8/19/2021 7:29 PM).

Notice that you may also reopen the application for editing using the “Reopen for Edit” activity on the left side of the page.

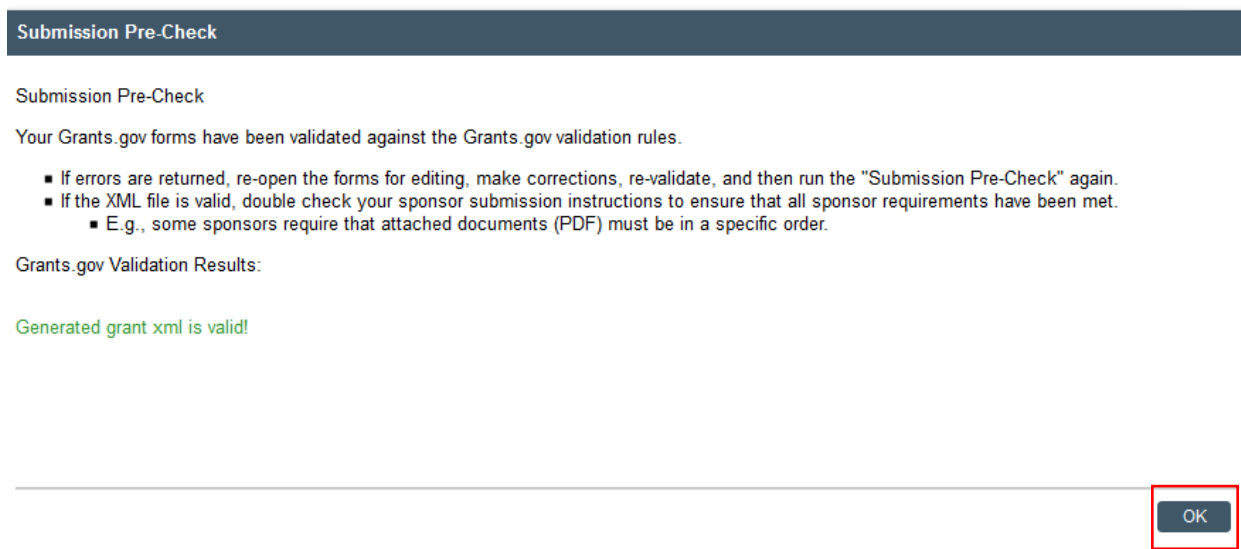
4.2 Submission Pre-Check

The submission pre-check activity is optional but can be run to ensure the SF424 data submitted is formatted correctly for electronic submission.

Click the Submission Pre-Check activity on the SF424 workspace.

This screenshot is similar to the previous one but highlights the 'Submission Pre-Check' button in the sidebar with a red box. The main content area shows the same proposal details, but the 'PDF Version(s):' field is now 'Not Available, Please execute Generate PDF Version activity'. The 'History' table is not visible in this view.

A new window will open and provide a message letting you know if the xml generated is valid for submission.



Please notify your GCA Specialist you are ready for submission and that the proposal has been Validated for Submission.

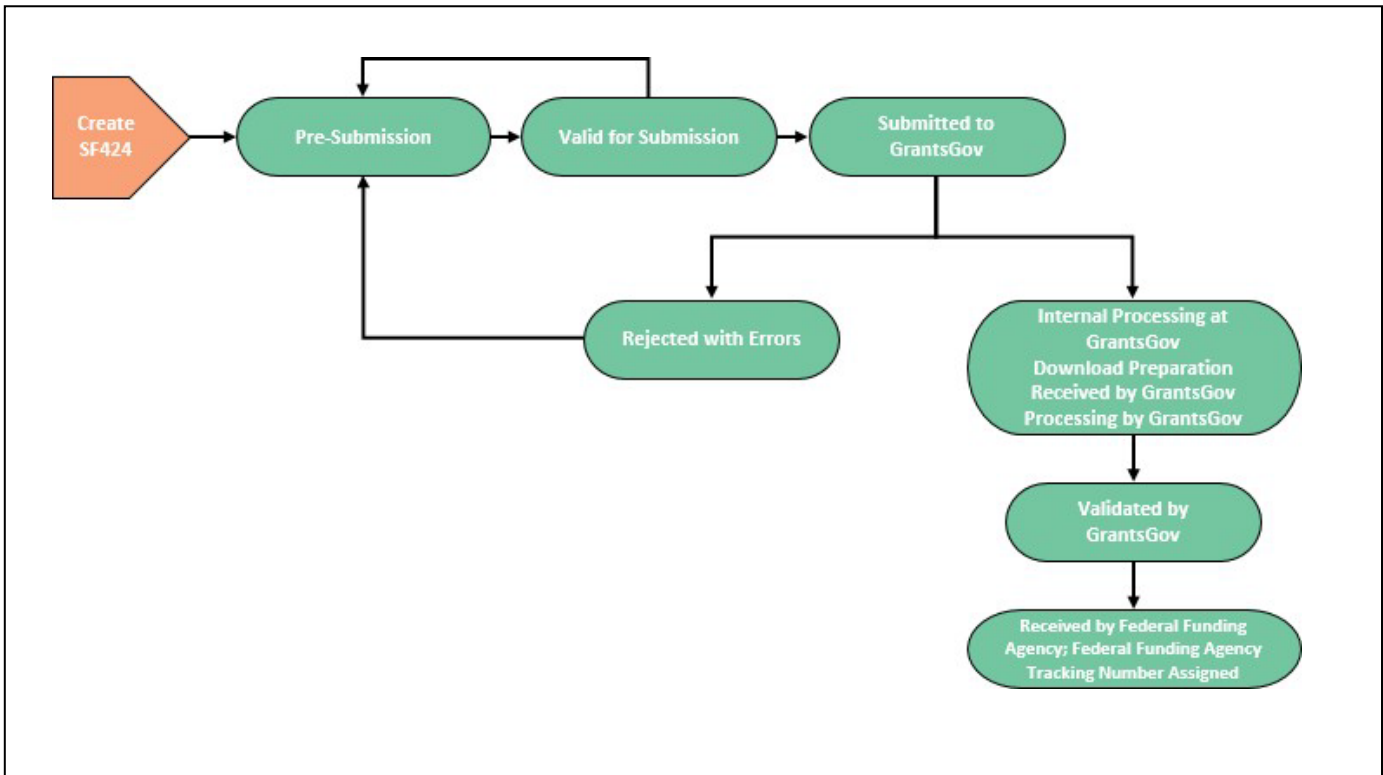
5 Application Submission and Checking Submission Status

Once in a Valid for Submission State, the GCA Specialist will submit it to Grants.gov within GRAMS. This section outlines what the next steps are following validating the application for submission.

Once the SF424 is in a "Valid for Submission" state, the GCA Specialist will submit the application to Grants.gov.

They will update the funding proposal status to Final Review Status and the Funding Proposal will change to "Pending Submission to Sponsor" which locks the funding proposal from further edits. While in "Pending Submission to Sponsor" status, they will submit the application to Grants.Gov. The GCA Specialist will typically leave the proposal in "Final SPO Review" state until the S2S submission has been accepted and finalized (for instance in eRA Commons). After successful submission is confirmed, the funding proposal will be in "Pending Sponsor Review" State.

When the GCA submits to Grants.Gov, Grants.Gov receives the application and internally process it. It will either be Rejected with errors or be sent on to the federal sponsor. The application will follow the path below.



The statuses from Grants.gov are sent directly to UNT GCA. The Agency Tracking Number and Grant Tracking Number is transmitted as well.

To view this information, refer to the SF424 workspace or the Funding Proposal SF424 Summary tab.

Federal Funding Agency
Tracking Number Assigned

View Grant Application

Printer Version

- [Get Status Detail](#)
- [Generate PDF Version](#)
- [Assign Submitters](#)
- [Assign Editors and Readers](#)
- [Log Comment](#)
- [Reopen for Edit](#)

Sample 424 Proposal

Descriptive Title:	Sample 424 Proposal 2	Start Date:	1/1/2022
Submission Type:	New	End Date:	12/31/2024
PDF Version(s):	Not Available, Please execute Generate PDF Version activity	FOA:	PKG00052570/PA-FO-R01(FOA00000003)
Agency		Date Modified:	8/23/2021 12:30 AM
Tracking Number:	4566877		
Grant			
Tracking Number:	GRANT00760613		
Received Date/Time:	8/22/2021 8:33 PM -05:00		
Status Updated:	8/22/2021 8:40 PM -05:00		
Principal Investigator:	[REDACTED]		
Authorized Representative:	[REDACTED]		
Contact Person:	[REDACTED]		

[Download R&R Subaward Budget form](#)

SF-42400000008

SF424

These pages can be referenced to understand the progress of your application in submission to the sponsor.

Change/Correct or Other Errors:

If a proposal is Rejected with Errors from Grants.gov or you identify that changes are needed to the application after submission, work with your GCA to make the needed changes. Only the GCA can reopen the application, edit, and submit change/corrected applications.