

HOW TO: CREATE AND UPDATE AN SF424 APPLICATION

The following section outlines how to create the SF424, review the application forms, make updates, add subawards, and validate for submission.

Table of Contents

1. Create and Update the SF424	2
2. Review the SF424 Workspace	4
3. Review the SF424 Application	6
3.1 SF424 Form Overview	8
3.2 SF424 Budget Form Overview	9
3.3 Validating the SF424 Forms	10
3.4 Updating the SF424	12
3.5 Add Subawards to the SF424	13
3.5.1 Subaward Reminders	14
3.6 Validate for Submission and Submission Pre-Check	15
3.6.1 Validate Submission	15
3.6.2 Submission Pre-Check	17
4. SF424 Tracking and Next Steps	17

1. Create and Update the SF424

Once proposal and budget information has been completed, you are ready to create the SF424 application. From the funding proposal workspace, click the ‘**Create-Update SF424**’ activity.

Note: This activity is used to create the SF424 application for the first time and for any subsequent updates.

Create and Update SF424 FP00000107 Funding Proposal

Next Steps

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

Proposal Information

PD/PI: Bruiser Bear
 Department: Economics
 Specialist: Amy Hoover Test
 Sponsors: National Institutes of Health
 Internal Submission Deadline: 12/24/2024
 Certified: No
 SF424 Link: SF-42400000022

Budget Information

Starting Date:	8/1/2023
Number of Periods:	5
Total Direct:	\$0
Total Indirect:	\$0
Total:	\$0

Flowchart: Draft → Department Review → Specialist Review → Sponsor Review → Complete. Branches for Clarification Requested and Changes Required connect back to their respective review stages.

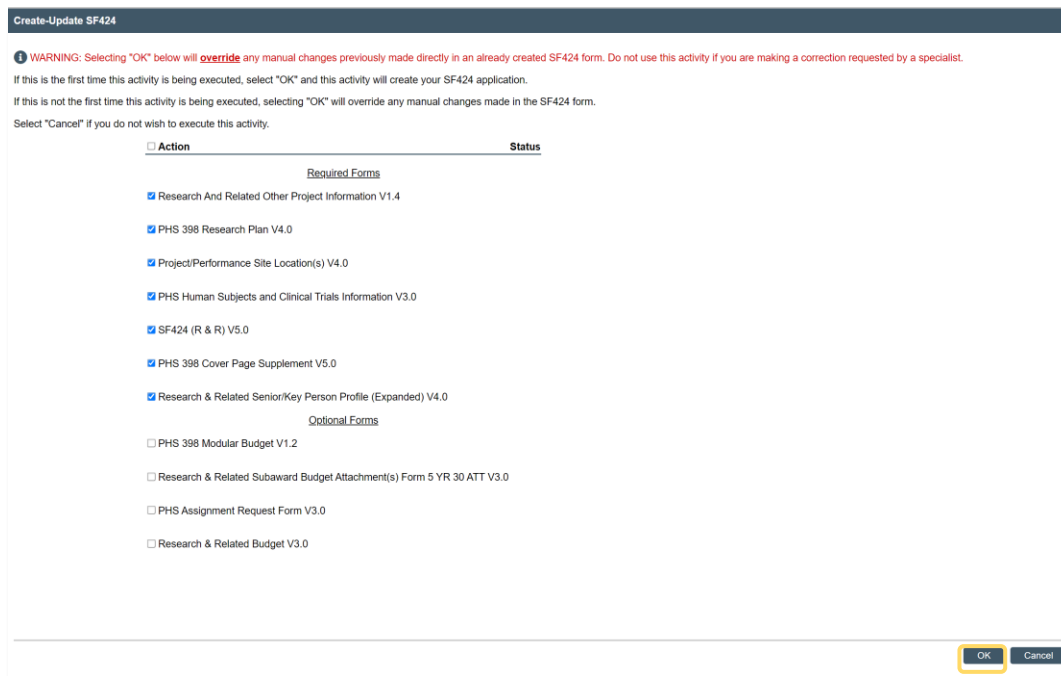
Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
National Institutes of Health	[Edit]	2/9/2023 9:01 AM	Draft	Federal	\$0	yes

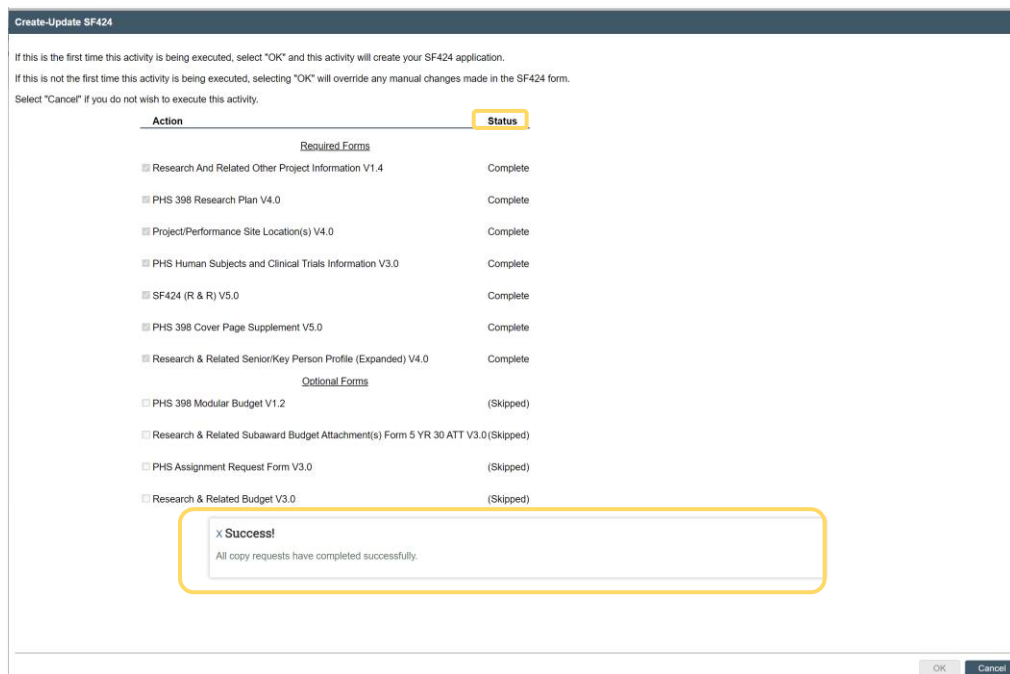
1 items | page 1 of 1 | 10 / page

In the ‘Create-Update SF424’ window, select the SF424 forms you want to map data to from the funding proposal or budget. **Click ‘OK’ when all forms you want to map have been selected.**

Note: 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.



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 generated! A link to the SF424 will appear on the workspace under ‘Proposal Information’. Details about the SF424 will also appear in the SF424 Summary tab on the funding proposal. The summary shows the link and current state of the SF424 (which is pre-submission). Once the proposal

is submitted to Grants.gov, it will also show the tracking number, date and time it was received, and the last time the status was updated.

These links can be used to navigate to the SF424 application workspace.

Create and Update SF424 FP00000107 Funding Proposal

Proposal Information		Budget Information	
PD/PI:	Bruiser Bear	Starting Date:	8/1/2023
Department:	Economics	Number of Periods:	5
Specialist:	Amy Hoover Test	Total Direct:	\$0
Sponsors:	National Institutes of Health	Total Indirect:	\$0
Internal Submission Deadline:	12/24/2024	Total:	\$0
Certified:	No		
SF424 Link:	SF-42400000022		

Workflow Diagram:

```

    graph LR
      Draft([Draft]) --> Dept[Department Review]
      Draft --> Clar1[Clarification Requested]
      Dept --> Spec[Specialist Review]
      Clar1 --> Spec
      Spec --> Sponsor[Sponsor Review]
      Clar2[Clarification Requested] --> Sponsor
      Sponsor --> Complete([Complete])
      Changes[Changes Required] --> Sponsor
  
```

Summary Table:

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
SF424 Link:		SF-42400000022						
SF424 Tracking#:								
SF424 Received Date/Time:								
SF424 Status Updated:								
SF424 Current State:		Pre-Submission						

2. Review the SF424 Workspace

The SF424 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.

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.

Create and Update SF424 SF-42400000022 SF424

Pre-Submission

- Edit Grant Application
- Printer Version
- Validate Submission
- Generate PDF Version
- Assign Editors and Readers
- Log Comment
- Import Subaward Budget
- Import Project Budget

Descriptive Title:	Proposal for Create and Update SF424	Start Date:	8/1/2023
Submission Type:	New	End Date:	7/31/2028
PDF Version(s):	Not Available, Please execute Generate PDF Version activity		
Agency		FOA:	PKG00075048/PA-FN-R01(FOA00000021)
Tracking Number:		Parent Project:	FP00000107
Grant		Date Modified:	2/13/2023 9:44 AM
Tracking Number:			
Received Date/Time:			
Status Updated:			
Principal Investigator:	Aimone Test, Jason		
Authorized Representative:	McKethan Test, Lisa		
Contact Person:	Hoover Test, Amy		

Change Log

Activity	Author	Activity Date
SF424 Created	Bear, Bruiser	2/9/2023 9:20 AM

The center of the workspace provides basic demographic information and tracking info for the SF424. You can also navigate to the FP or FOA from this view.

Descriptive Title:	Proposal for Create and Update SF424	Start Date:	8/1/2023
Submission Type:	New	End Date:	7/31/2028
PDF Version(s):	Not Available, Please execute Generate PDF Version activity		
Agency			
Tracking Number:		FOA:	PKG00075048/PA-FN-R01(FOA00000021)
Grant		Parent Project:	FP00000107
Tracking Number:		Date Modified:	2/13/2023 9:44 AM
Received Date/Time:			
Status Updated:			
Principal Investigator:	Almone Test, Jason		
Authorized Representative:	McKethan Test, Lisa		
Contact Person:	Hoover Test, Amy		

Below 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 SmartForms. If you click on a change, it will show you which field was updated.

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
Activity	Author		Activity Date					
SF424 Created or Updated	Bear, Bruiser		2/9/2023 9:20 AM					
Created	Bear, Bruiser		2/9/2023 9:01 AM					

On the left side of the workspace, you see the State of the SF424 application. The SF424 will always begin in 'Pre-Submission' State. Use the 'Edit Grant Application' button to open the SF424 SmartForms. When the application is in a read-only state, (that is, when another user is editing it), this button is labeled as 'View Grant Application'.

Below these buttons are the SF424 workspace activities:

Pre-Submission

Edit Grant Application

Printer Version

[↶ Validate Submission](#)

[📄 Generate PDF Version](#)

[👥 Assign Editors and Readers](#)

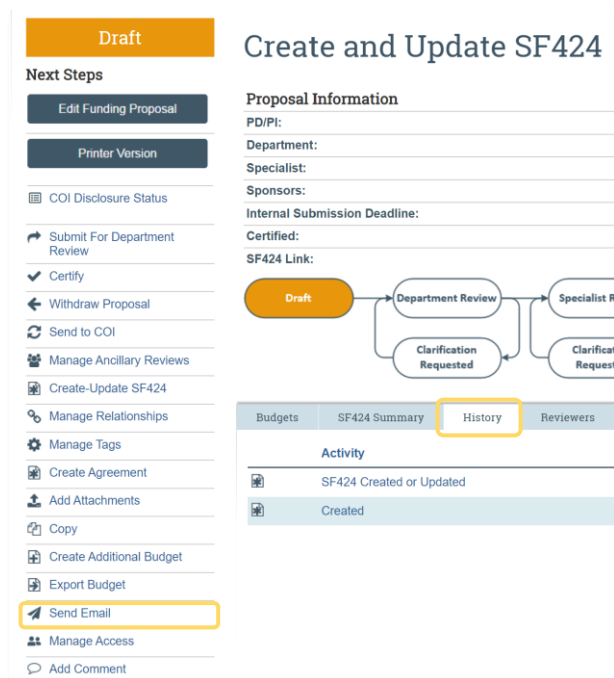
[📝 Log Comment](#)

[📁 Import Subaward Budget](#)

[📁 Import Project Budget](#)

- **Validate Submission:** This activity is used to check the application for completeness and accuracy. If it passes validation, the SF424 workspace will display the 'Valid for Submission' state. This is the state in which Pre-award will review the full application prior to submitting to Grants.Gov. Review the Validate Submission section for detailed instructions.
- **Generate PDF Version:** Click this activity to generate a PDF version of your application. You can select whether you would like it to include attachments or not (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. *Note:* This PDF is static and must be re-created if subsequent changes are to be included.
- **Assign Editors and Reader:** This activity will display all people that have Edit and Read access to the SF424 application. It is the same list of department editors that defaulted on your funding proposal. Generally, if you want someone to access the submission, they should be added to the funding proposal. The list on the SF424 is set when the SF424 is created and updated each time the Create-Update SF424 activity is executed.

- **Log Comment:** This activity should generally not be used. If you intend for someone to take action or respond to your comment, the ‘Send Email’ activity should be used. Comments will be logged on this history tab of the funding proposal workspace and can be viewed by the study team and OVPR. *Note:* The ‘Send Email’ activity is located on the funding proposal workspace.



- **Import Subaward Budget:** For opportunities that have subawards, you can choose to import subaward data using this Activity and a filled R&R Subaward Budget Form. This is an alternative to filling out subaward information in the SmartForm directly, though after import, you may go back and make further changes in the SmartForm. Subaward PDF templates are available for download on the SF-424 workspace. They can be provided to subawardees to complete and return. Once complete, simply use this Activity to import the data.

- **Import Project Budget:** This activity can be used to import project budget data from a completed budget PDF for opportunities that have a Research & Related Budget form, a Research & Related Multi-Project Budget form, a Research & Related (Total Fed + Non-Fed) Budget form, or a PHS 398 Training Budget form. This is an alternative to filling out budget information in the SmartForm for project budgets directly. You may make further changes in the project budget after using this activity.

3. Review the SF424 Application

The SF424 application is populated with information from the funding proposal SmartForms, budget SmartForms, and institutional Baylor defaults. Additional questions must be answered directly on the SF424, and required documents that were not requested in the SmartForm must be uploaded directly to the SF424 application.

Review and update the SF424 application information within the SmartForm pages. You can also generate a PDF version of the application from the workspace. When submitting to Grants.gov, the application information will be turned into an XML file that is transmitted to Grants.gov.

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

- Editing information that is *only* on the SF424 (it did not map from your funding proposal or budget), make those edits directly on the SF424 application.
- Updating information that originally mapped from the funding proposal or budget, then make the edits there and use the 'Create-Update SF424' activity to edit your SF424 application with the changes.

Note: Any edits you make on the SF424 do **not** map back to the Funding Proposal. Any edits that are made on the Funding Proposal **only map** to the SF424 if the 'Create-Update SF424' activity is executed. *Refer to the next section, [Updating the SF424](#) for more details and instructions.*

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 Pre-award or your URA with questions. The information on the following pages provides an introduction to commonly required forms and how to populate the system.

3.1 SF424 Form Overview

Select Optional Forms Page

- Application Filing Name may be updated.
- Additional optional forms may be selected: required forms are listed.

SF424 R&R Cover Page

- Applicant institution, EIN/Applicant Type, application contact, and AOR default from to Baylor's information
- Project Dates, Descriptive Title, and Total Federal Funds Requested defaults from the proposal and budget.
- Manually add the **mandatory** committed total cost share in the Total Non-Federal Funds section.
- Certification must be provided.
- 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

- Baylor University information defaults.
- Subawardee locations will default.
- Update or add additional performance locations, as applicable. Ensure organization name is included.

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 other applicable directly to SF424: Project Summary/Abstract, Project Narrative, Bibliography & References Cited, Facilities & Other Resources, Equipment, Other Attachments (in accordance with the solicitation).

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.
- Degree Type and Degree Year are updated manually if required, update these as a last step or they will update to be blank.
- Biosketches and Current & Pending documents provided for PI or Senior/Key persons on the funding proposal appear.
- Add additional personnel as required.
- For additional personnel the Department, Organization, and Division all default as the person's department.

PHS398 Cover Page Supplement

- Program income maps from proposal compliance information.
- Complete additional questions regarding vertebrate animals, inventions and patents, and change of investigator.

PHS398 Research Plan

- Upload research plan documents directly to 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.

3.2 SF424 Budget Form Overview

R&R Budget

- The R&R Budget is a single SmartForm page with a box to upload the budget justification, and links to each budget period. Click on a budget period link to open a slide-in window with that period's complete budget. Depending on the size of your monitor and browser, use the scroll bar to see the full form, or reduce your browser's font size.
- Click on the "Research & Related Budget" header to collapse all sections. Then click on a section header to expand information for just that section.
- 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. *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 in the Budget Information section in the Budget Justification field.

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.
- 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.

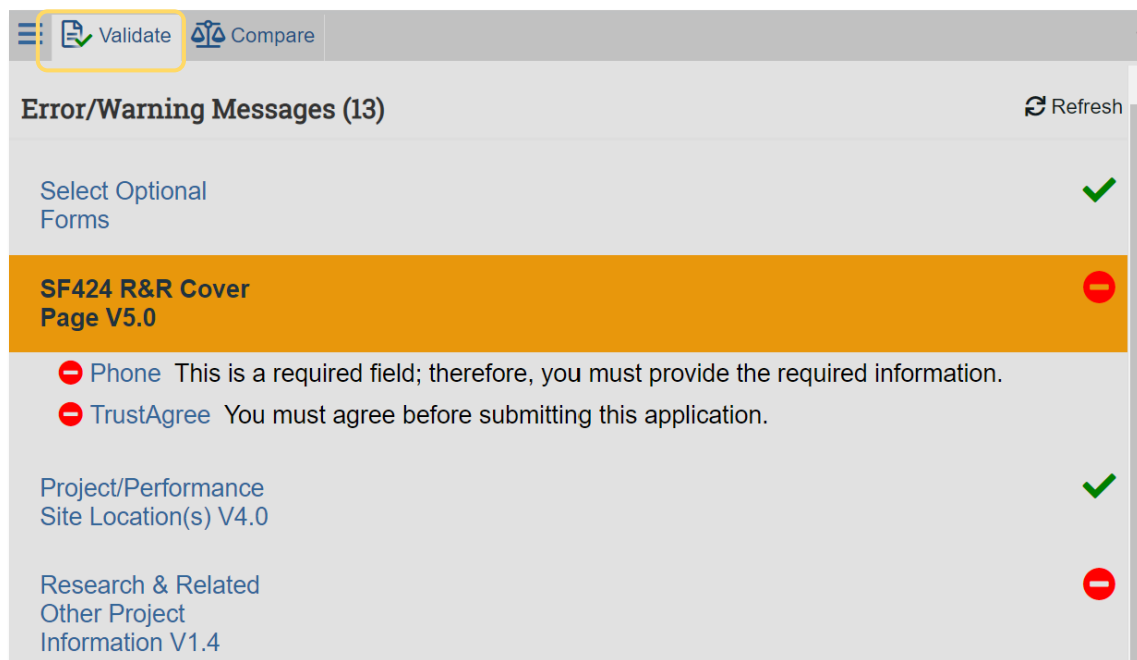
R&R Subaward Budget

- 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 subaward budget file, including any budget justification attachments.

3.3 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; see more information below about subaward warnings. The green checkmark icon means that the information on the page passes validation.

R&R Budget - Period 5 - Section C, D & E	✓
R&R Budget - Period 5 - Section F-K	✓
R&R Budget - Cumulative	⚠
<p>⚠ CumulativeSubawardConsortiumContractualCosts The Subawards/Consortium/Contractual Costs for the project budget should be equal to the Total Direct and Indirect Costs of all subawards. The value listed 1122000, does not equal the calculated value 1402000.0.</p>	
R&R Subaward Budget - Number of Subawards	✓

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 these fields have been missed.

<p>Research & Related Other Project Information V1.4 ❌</p> <p>❌ AbstractAttachments This is a required field; therefore, you must provide a response.</p> <p>❌ ProjectNarrativeAttachments This is a required field; therefore, you must provide a response.</p> <p>Research & Related Senior/Key Person Profile (Expanded) V4.0 ✓</p>	<p>Optional Explanation:</p> <p><input type="text"/></p> <p>7. Project Summary/Abstract: [None] <input type="button" value="Upload"/></p> <p>8. Project Narrative: [None] <input type="button" value="Upload"/></p>
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3.4 Updating the SF424

The SF424 should be updated using the ‘Create-Update SF424’ activity when changes are required to the SF424 based on information that came from the funding proposal or budget.

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 overridden 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 initially 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 before clicking ‘Ok’ to initiate the update.

It is important to adhere to the process for the following 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 the budget, then when I run the ‘Create-Update SF424’ activity again and include that form, my budget will revert to \$50,000.

To run the ‘Create-Update SF424’ activity, select it from the funding proposal workspace.

Proposal Information

PD/PI:	Jason Almone Test
Department:	Economics
Specialist:	Amy Hoover Test
Sponsors:	National Institutes of Health
Internal Submission Deadline:	12/24/9999
Certified:	No
SF424 Link:	

Budget Information

Starting Date:	8/1/2023
Number of Periods:	5
Total Direct:	\$0
Total Indirect:	\$0
Total:	\$0

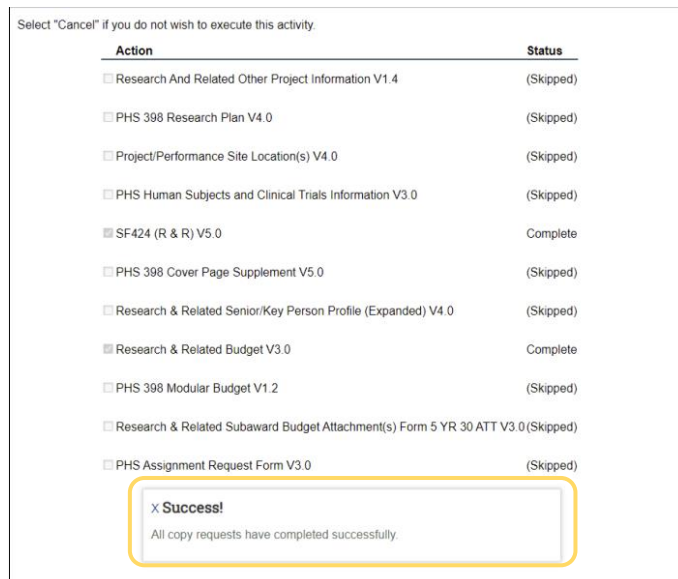
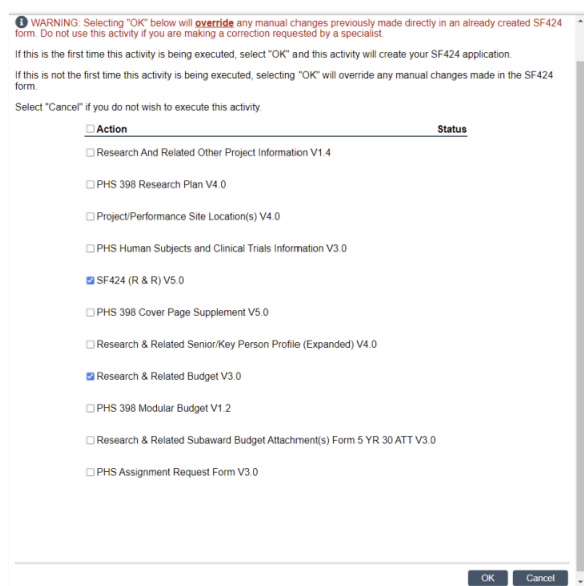
Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
National Institutes of Health	[Edit]	2/9/2023 9:01 AM	Draft	Federal	\$0	yes

In the pop-up window, 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: To select all forms, click the checkbox next to ‘Action’. You can double check this checkbox to unselect all forms.

In the example below, the user is only updating the budget and SF424 R&R form since they only made edits to the budget (the budget amount appears on the SF424 R&R form, so it needs to be updated too).



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 once the process is complete; do **NOT** “X” out of the window prematurely.

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

3.5 Add Subawards to the SF424

These instructions outline how to add a subaward to your S2S application.

1. Select the Subaward Form on your SF424 Application.

The form can be added the first time you run the Create-Update SF424 activity, or it can be run again when you are ready to add the sub and include the form. Include the form by checking the box next to Research & Related Subaward Budget Attachment(s) Form.

2. Download the R&R Sub Budget Form. Send the form to your subawardee to complete.

The subaward budget form should always be downloaded from the SF424 workspace. Do not download the form from Grants.Gov nor from the opportunity. Please download the form each time you create an SF424 with subs to ensure you have the right form that corresponds to the opportunity as well as the most up to date version of the form, otherwise there will be errors. The subawardee should complete the form, including uploading their budget justification to the form.

3. Update the SF424 application with the number of subawards.

Click on the 'Edit Grant Application' button to open the SF424 SmartForms. In the left navigation bar, scroll to 'R&R Subaward Budget – Number of Subawards' SmartForm, click on it, and enter the number of subawards on your application. When you save, the subaward forms will be added for that number of subawards. Click 'Save' and exit the SmartForm.

4. Upon receipt of the SF424 subaward budget from the subawardee, validate the form.

When you receive the completed form from the subawardee, click on the 'Check Form for Errors' button within the subaward budget form to ensure there are no errors. If there are any errors in the form, they must be corrected before proceeding. Additionally, verify the values in the form have been rounded. Cents should not be included. Also check that the subaward dates are the same as the proposal dates or within the proposed date range. If any subaward period dates on the SF424 subaward budget form are earlier or later than the proposal dates, you will get an error when trying to upload the form in CARA. The form uploaded should always be the version that was downloaded from your SF424 workspace in step #2 (using a different version of the form may result in errors).

5. Create subaward budget.

From the Budget workspace, click on the 'Create Subaward' button to create the subaward budget.

6. Navigate to SF424 Subaward Input.

Select the 'Subaward budget detail level'. On the 'Subaward Budget Information' SmartForm, Question 5, select 'SF424 Subaward Import'.

7. Upload R&R Subaward Budget Form

Upload the form, as completed by the subawardee, on the SF424 'Subaward Import' SmartForm page. The form should always be uploaded here, not directly attached to the SF424. This will ensure your subaward budget information can be captured on the proposal budget and the SF424. Remember that the form uploaded MUST be the copy that was downloaded from your SF424 workspace.

8. Run the Create-Update SF424 activity from the Funding Proposal workspace.

Select only the Subaward form and click 'Ok'. Navigate to the SF424 application to see the R&R Subaward Budget Form has populated with the sub data.

*If there is more than one subaward on the proposal, repeat steps 4-7 for each subaward.

3.5.1 Subaward Reminders

- Always download the R&R Subaward Budget Form directly from your SF424 workspace. Using a different version or a file downloaded from Grants.gov or the funding opportunity will result in errors when trying to upload the form in the subaward budget SmartForm.

- Prior to uploading the form, review it to ensure all dates and amounts look correct. Click on the ‘Check Form for Errors’ button in the subaward budget form itself. The form will not upload if there are errors.
- Verify the values in the subaward form have been rounded. Cents should *not* be included.
- The subaward dates must be the same as or within the proposal start and end dates. Subaward dates before and/or after the proposal end dates will result in an error while uploading the subaward budget form.
- Do *not* manually update the R&R Subaward Budget Forms within the SF424 application. The SF424 should always be mapped from the Subaward Budget SmartForm.
- The ‘Create-Update SF424’ activity can be rerun to **ONLY** update a desired form, such as the SF424 Subaward Budget Form. Ensure only the checkbox next to that form is checked when you run it. If you would like to update additional forms, you can keep them checked as well.
 - o *Note:* 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 activity.

3.6 Validate for Submission and Submission Pre-Check

After you have created and updated your SF424, validate the submission and run a pre-check to confirm the application is ready for submission to Grants.gov.

3.6.1 Validate 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. Validating the submission will cause the SF424 to be in the ‘Valid for Submission’ State. This is a signal to your reviewer that all information in the application is considered final and ready for review.

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

The screenshot shows the SF424 workspace interface. On the left sidebar, the 'Validate Submission' button is highlighted with a yellow border. The main content area is titled 'Create and Update SF424' and displays the following information:

Descriptive Title:	Proposal for Create and Update SF424	Start Date:	8/1/2023
Submission Type:	New	End Date:	7/31/2028
PDF Version(s):	Not Available, Please execute Generate PDF Version activity		
Agency		FOA:	PKG00075048/PA-FN-R01(FOA00000021)
Tracking Number:		Parent Project:	FP00000107
Grant		Date Modified:	2/13/2023 9:44 AM
Tracking Number:			
Received Date/Time:			
Status Updated:			
Principal Investigator:	Almone Test, Jason		
Authorized Representative:	McKethan Test, Lisa		
Contact Person:	Hoover Test, Amy		

Below the details is a 'History' section with a 'Change Log' tab. The log shows one activity:

Activity	Author	Activity Date
SF424 Created	Bear, Bruiser	2/9/2023 9:20 AM

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 appear you can click Continue. If there are no issues, you will automatically be brought to the Validate Submission page.

Verify the correct required and optional forms are selected.

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 the ‘Valid for Submission’ state. This means it is ready for final review by Pre-award before submitting to Grants.gov. Funding proposals that include an SF424 that is not in the ‘Valid for Submission’ state will be returned unreviewed to the URA.

Activity	Author	Activity Date
SF424 Created	Aimone Test, Jason	2/9/2023 9:20 AM

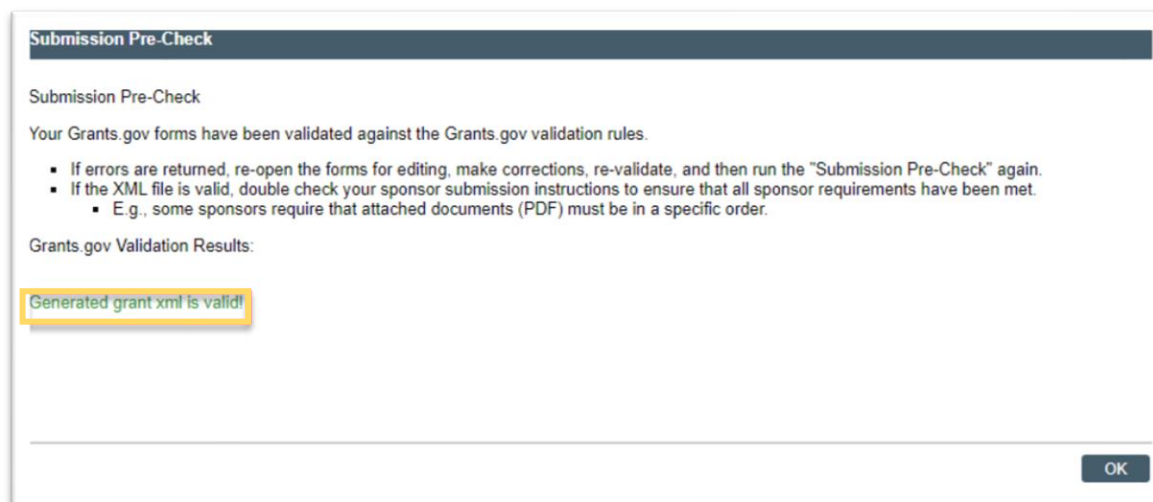
The application is now in a view only status. The blue button reads “View Grant Application” instead of “Edit Grant application.”

Notice that you may also reopen the application for editing using the ‘Reopen for Edit’ activity on the left side of the page. This activity should be used in rare cases when updates are needed to the application, but it’s already been validated. If the proposal has already been submitted for department and Pre-Award review, ensure you communicate with reviewers about why the application is being reopened and what has been changed.

3.6.2 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.



Errors on this activity are extremely rare, but if an error appears – reach out to preaward@baylor.edu for assistance troubleshooting.

4. SF424 Tracking and Next Steps

Once the SF424 is in the ‘Valid for Submission’ state and the Funding Proposal has been routed to Specialist Review, Pre-Award will review the SF424 application and submit it to Grants.gov.

When Pre-Award is finished with their review, they will update the funding proposal status to ‘Pending Submission to Sponsor’. While in ‘Pending Submission to Sponsor’ status, they will submit the application to Grants.Gov. After successful submission is confirmed, the funding proposal will be in ‘Pending Sponsor Review’ state.

When Pre-award 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.

