Funding Proposal (FP) SF424 Quick Guide

RUTGERS Office for Research

This guide is applicable only if you are preparing a Federal application that will be submitted to the sponsoring agency from RAPSS to the Grants.gov portal. The information entered in the Funding Proposal (FP) can be copied into the SF424 application. Multi-project Research (P, U) Applications are not currently supported. Please consult with your grant specialist.

Step 1: Review the information in the FP

While the entire FP should be completed prior to creating the SF424 application, the minimum amount of information necessary to create the application is:

1a: (**Q1.0.9**) Ensure the sponsor is a Federal Agency/Entity

1b: Verify the type of sponsor is Federal

1c: (**Q3.0.2**) The selected submission mechanism must be **Electronic via Grants.gov**

1d: (**Q6.0.1**) Enter only the opportunity ID in this section and click **Select**. None of the other information is required. Once the select button is clicked the information will be pulled down from Grants.gov and displayed below.

1e: The opportunity must be compatible with the system. There are three (3) possible outcomes:

1f: The opportunity is **fully supported** (*example to the right*). Meaning both the required forms and the optional forms are compatible. RAPSS can be used to submit the application

1g: The opportunity is **partially supported**. Meaning the required forms are supported but one or more of the optional forms are not. Consult the sponsor guidance or with your Grant Specialist to determine the best method to submit the application.

1h: The opportunity is **not supported**. Meaning neither the required nor the optional forms are supported. Check with your Grant Specialist to determine the method to submit the application.

1.0.9 * Enter the Direct Sponsor:
National Institutes of Health — **1a**

3.0 General Project Information

Type of Sponsor Selected: Federal ← **1b**
Administering Department: Chemistry and Chemical Biology - S
Type of Application: Funding Submission

3.0.1 If Resubmission or Renewal, please enter the Sponsor Numbe

3.0.2 * Indicate how the application will be submitted to the sponso
- ● Electronic via grants.gov ← **1c**
- ○ Electronic via other
- ○ Non-electronic

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6.0 Federal Project Information

6.0.1 Enter opportunity ID or CFDA number below. Information regarding the **Grant Application Package** will be downloaded from Grants.gov

Package ID:		SELECT...
Opportunity ID (PA or RFA Number):	PA-HN-R03	← **1d**
CFDA Number:	93.855	
CompetitionID:	FORMS-H	

Package Id	Opportunity Id	Opportunity Title	Opening Date	Closing Date	CFDA Number	Competition ID
● PA-HN-R03	PKG00092986	G.g. Training and NIH Ext-UAT FOA(R03-Clinical Trial Not Allowed)	7/29/2022	7/29/2026	93.855	FORMS-H

Editing: FP00033648

7.0 Funding Opportunity Announcement

These forms are fully supported and the application will be submitted to Grants.gov ← **1e**

7.0.1 Required SF424 Forms:

Form Name	Supported
SF424 (R & R) V5.0	yes
Project/Performance Site Location(s) V4.0	yes
Research And Related Other Project Information V1.4	yes
Research & Related Senior/Key Person Profile (Expanded) V4.0	yes
PHS 398 Cover Page Supplement V5.0	yes
PHS 398 Research Plan V5.0	yes
PHS Human Subjects and Clinical Trials Information V3.0	yes

7.0.2 Optional SF424 Forms:

Form Name	Supported
Research & Related Budget V3.0	yes
Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V3.0	yes
PHS 398 Modular Budget V1.2	yes
PHS Assignment Request Form V3.0	yes

Step 2: Create-Update SF424

PRIOR to executing the Create-Update SF424 activity MAKE SURE the opportunity you selected is correct. Once the SF424 application package has been created, the association is permanently set, and the opportunity CANNOT be changed.

Only when the above entries are made will the Create-Update SF424 activity appear in the FP Workspace.

The activity may be executed multiple times. Please make note of the potential for overwriting some information manually entered in the SF424 if the activity is executed after the initial occurrence.

The Required Forms will be pre-selected. You may choose the optional forms as appropriate for the submission. Consult the sponsor guidelines or your Grant Specialist if you are unsure.

My Dashboard

Current State

Draft

Next Steps

Edit Funding Proposal

Printer Version

View Differences

Create New Agreement

My Activities   **2**

Create-Update SF424

Submit for Departmental Review

Withdraw

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

Create SF424
* First time executing the activity
* Select the forms you wish to populate with information from the Funding Proposal
* Click OK and create your SF424 application

Update SF424 (Second and subsequent times executing the activity)
* Second or more times executing the activity, selecting "OK" may overwrite some of the manual updates m
* You may select individual Sf424 forms to Update them with changes made to the FP record.
* Contact your specialist prior to executing the activity if you have any questions

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

Select All:

☐   **Action**   **Status**

☑ Research And Related Other Project Information V1.4

☑ Project/Performance Site Location(s) V4.0

☑ PHS Human Subjects and Clinical Trials Information V3.0

☑ SF424 (R & R) V5.0

☑ PHS 398 Cover Page Supplement V5.0

☑ PHS 398 Research Plan V5.0

☑ Research & Related Senior/Key Person Profile (Expanded) V4.0

Step 3: Accessing the SF424 application

Once created, the SF424 application may be accessed from either the FP workspace or from the SF424 tab also located on the FP workspace.

The SF424 tab provides a convenient location to view the application submission status and the pre-submission pdf (if one has been created).

Click either link to open the application.

Current State

Draft

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Example Project #2

PROPOSAL INFORMATION

SPECIALIST: Tom Doe (specialist 2)
DIRECT SPONSOR: National Institutes of Health
PRIME SPONSOR:
PERMISSION TO SUBMIT GRANT? No
ADMINISTERING DEPT: Chemistry and Chemical Biology
PD/PI: Sandy Doe (pi)
MENTOR: Betty Doe (approver 1)
PRE-AWARD CONTACT: Dave Doe (dept admin)
POST-AWARD CONTACT: Dave Doe (dept admin)
3a SF424 LINK: SF-42400007551
PARENT PROJECT LINK:

| History | SF424 Summary | Related Activity | Compliance |

3b

SF424 INFORMATION

3c

SF424 Link to Form: SF-42400007551

SF424 Tracking#:

SF424 Received Date/Time:

SF424 Status Updated:

SF424 Current State: Pre-Submission

PDF Version   TBD

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Step 4: SF424 Workspace

The SF424 workspace provides the ability to access the forms as well as activities that can be taken and other general information about the application.

4a: The state of the SF424 application. It will remain in a state of pre-submission until the specialist completes their review and is ready to submit to the sponsoring agency.

4b: Access the SF424 application forms. Once the application is validated by the specialist, the forms become view only in preparation for the submission.

4c: The opportunity being applied for.

4d: Link back to the FP record associated with the SF424

4e: **Assign Readers and Editors**, which grants access to the SF424 (optional)

4f: **Import Subaward Budget** allows for a completed subaward budget(s) to be imported into the application (optional)

4g: **Import Project Budget** allows for a completed budget to be imported into the application (optional)

4h: **Create Pre-Submission PDF** creates a pdf version of the application for review prior to the submission of the actual application.

- DO NOT rely on this for anything other than general formatting. This file is not what is being submitted to the sponsor. Grants.gov utilizes a different mechanism to intake the application.

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Step 5: Assign Readers and Editors (optional)

By default, those individuals identified in the FP prior to the execution of the Create-Update SF424 will have access to the application

- (**Q1.0.4**) PD/PI
- (**Q1.0.5**) Mentor
- (**Q1.0.7**) Pre-award Contact
- (**Q1.0.8**) Post-award Contact
- (**Q1.0.12**) Read/Edit

If someone is added to the FP record after the SF424 is created, use this activity to grant them access to the SF424 application. They need to be identified in both locations.

Step 6: Edit the SF424 application forms

Click **Edit Grant Application** to open the forms

The required forms will be displayed at the bottom of the screen. The optional forms you selected to include with the application are displayed as well. You can change which one you wish to include.

Clicking on any of the links within the gray column will open that form for editing.

Step 7: Import subaward budget (optional)

If the number of subawards to be included with the application has been identified, a completed subaward budget may be imported into the system.

If you elect to import the subaward budget, it must be on the R&R Budget form. Click the link "Download R&R Subaward Budget form" to send to the subrecipient to complete.

Step 8: Import project budget (optional)

The Rutgers project budget can be imported into the application in lieu of using the RAPSS forms to enter it.

Acceptable versions of the budget form to enter are:

- Research & Related Budget form
- Research & Related (Total Fed + Non–Fed) Budget form
- PHS 398 Training Budget form

Step 9: Create pre-submission PDF (optional)

Create Pre-Submission PDF creates a pdf version of the application for review prior to the submission of the actual application.

Select include attachments to incorporate those documents uploaded into the application into the pdf file.

DO NOT rely on this for anything other than general formatting. This file is not what is being submitted to the sponsor. Grants.gov utilizes a different mechanism to intake the application.
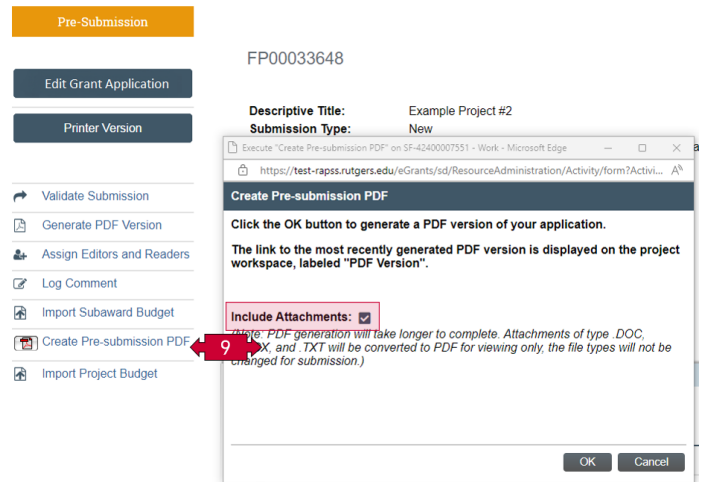
Step 10: Validate the application

10a: Validate the application for errors. The errors will be displayed. Clicking on one of the errors will take you to the respective section and error.

Once each issue has been addressed, the error will clear upon saving the change.

10b: DO NOT use the **Validate Submission** activity that appears on the SF424 workspace. It is reserved for the Grant Specialist in preparation for submission to Grants.gov.
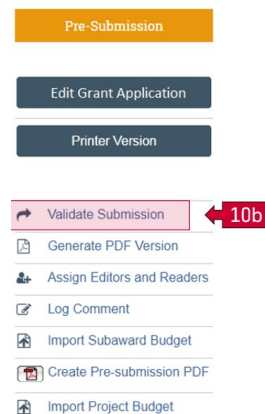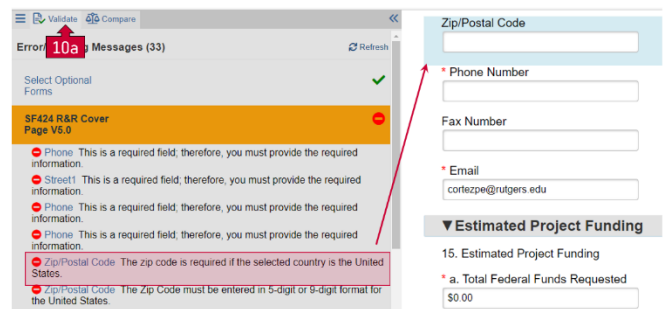
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Step 11: Notify your specialist

Once the application is complete and error free, notify your specialist using the **Send Email** activity under My Activities in the **FP Workspace**. The application must be completed in accordance with the 5/2 day policy as described here: Proposal Deadlines | Rutgers Research

Related Quick Guides

Funding Proposal

- RAPSS-Funding Proposal (FP) Prepare a Proposal Quick Guide

- RAPSS-Funding Proposal (FP) Proposal Workflow and States Quick Guide.pdf

- RAPSS-Funding Proposal (FP) Workspace Quick Guide.pdf

- RAPSS-Funding Proposal (FP) Checklist.pdf

- RAPSS-Funding Proposal (FP) SF424 Quick Guide.pdf

- RAPSS-Funding Proposal (FP) Complete Dept Change Request & Specialist Change Request Quick Guide.pdf

- RAPSS-Funding Proposal (FP) Update Project Status Quick Guide.pdf

- RAPSS-Funding Proposal (FP) Complete JIT Request Quick Guide.pdf

- RAPSS-Funding Proposal (FP) Advanced Account Request and Approval Quick Guide.pdf

Department Reviewer

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- RAPSS-General-Dashboard Quick Guide.pdf