Creating SF424 Application Package

Some Background Information Prior to Creating SF424 Application Package

The SF424 features of UFIRST are only available when:

(1) Submission is to a Federal Grant Program and the “Grants.gov via UFIRST SF424” options are selected on the Proposal SmartForm question 7.0, and

(2) An opportunity with forms supported by UFIRST is selected on the Proposal SmartForm page 1.1 Federal Program Information page.

If the form set is NOT supported by UFIRST, you will receive the error message below. We strongly recommend you contact DSP at this point to discuss submission alternatives.
Who Can Create the SF424 Application Package?

If you have edit access by default to a proposal in UFIRST, you will be able to create an SF424 Application Package for that proposal. Once a proposal has been established in UFIRST all personnel who have edit access by default to the proposal will have Create SF424, Update SF424, and edit access to the SF424 Application Package itself. This includes the PI, Primary Unit Contact, Grant Administrators for Submitting Department and their Parent Department/College Grant Administrators, as well as DSP staff. Additional Edit access to the SF424 Application Package can be granted via the Manage Additional Access activity in the Proposal WorkSpace. See side-by-side graphic of Edit and View activities, below.

Side-by-Side of Edit and View activities
Instructions on How to Create the SF424 Application Package

1. Execute “Create SF424” activity.

2. Select (1) any cost share types and (2) optional forms for which the proposal data needs to be mapped into the SF424 Application Package. Leave ALL required forms checked, Select “OK”.

3. DO NOT CLOSE THE POP UP BOX WHILE THE FORMS ARE PROCESSING. LET PROCESSING COMPLETE AND THE BOX WILL CLOSE ON ITS OWN.

4. Once the forms have finished processing you will land back in the Proposal Workspace.
5. Access the SF424 Workspace by either:

   Clicking the new button “Access SF424 Workspace” which is now available;

   or....

   Alternatively, go to **SF424 Summary tab**...

   ..and access via the SF424 Link.

6. Once you are in the SF424 Workspace, open the SF424 Application Package by clicking on “Edit Grant Application” button.
7. Complete the “Application Filing Name” as appropriate. If the FOA gives no instruction for completing this filed, enter an internal filing name of your choice.

8. Select **Optional forms to be INCLUDED in the SF424 Application Package**.

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

   - Research & Related Budget V1.3
   - Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.3
   - PHS 398 Modular Budget V1.2
   - PHS 398 Cumulative Inclusion Enrollment Report V1.0
   - Planned Enrollment Report V1.0

   You will not be able to edit the selection of mandatory forms as these forms are REQUIRED to be included in the SF424 Application Package.

9. Click “Continue” button.

10. Complete all fields and attachments on each page of the SF424 Application Package as appropriate. If you have subawards, enter the number or Subawards that are going to be included in your SF424 Application Package in the field at the top of the “R&R Subaward Budget – Number of Subawards” form. **Click “Save”** (unless you intend to enter the subaward budget information manually – NOT recommended) and **SKIP ALL SUBAWARD PAGES BY USING THE “JUMP TO” OPTION ON THE DROP-DOWN MENU to go directly to the form immediately after the Subaward forms.** Continue completing all fields and attachments on each page. **See the Importing Subawards Instructional Guide for further information.**

11. When you reach the “End of Forms” page click “Finish”, this will land you back in the SF424 Workspace.

12. Click “Hide/Show Errors”. Correct Errors in the SF424 SmartForm and attachments until there are no more Errors. “Exit and Save Changes” will take you back to the SF424 Workspace.

13. Review all Warnings and correct any that are applicable to your SF424 Application Submission.
14. From the SF424 Workspace, use the breadcrumb trail to go back to Proposal Workspace. If you have not already done so, execute “Submit For Review and Approval” to send the Proposal through workflow approvals.

If the Proposal has completed workflow approvals and the SF SF424 Application Package is now final, execute “Final and Ready for Submission to Sponsor” activity to alert DSP that the SF424 Application Package is ready for final review and submission to sponsor.

Contact Information:

Division of Sponsored Programs (DSP)
University of Florida
219 Grinter Hall
352-392-3516
Website:  www.research.ufl.edu