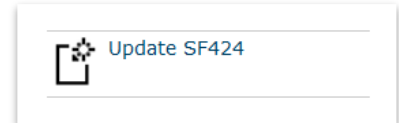## Updating SF424 Application Package

How to Update the UFIRST SF424 Application Package With Updated Information From the Proposal SmartForm or Proposal Budget

If changes are made to any information in the UFIRST Proposal SmartForms, Budget Smartforms, or Budget Grids that need to be included in the SF424 Application Package, you will need to update the SF424 Application Package. Do this by completing the Update SF424 process which will map those changes over to the SF424 Application Package so the application that is submitted to the Federal agency contains these corrections.

From the Proposal Workspace, execute the "Update SF424" activity.

A pop-up window will appear. This window contains the same list of forms in the "Create SF424" but no forms (neither optional nor mandatory) are selected by default. You need to select ONLY the forms that are affected by the changes made to the Proposal/Budget Smartforms and Budget Grids. This information will be collected from the Proposal/Budget Grids and mapped over to the SF424 Application Package by overwriting the information that was mapped by the Create SF424 process or by any manual entry.

NOTE: The Update SF424 activity will clear any prior cost sharing indicators.

If changes were made to any portion of the budget (even if it was not to the cost sharing amounts) after the initial Create SF424 activity and you select to update any optional or mandatory budget forms, **you will need to re-select the appropriate type of cost sharing, if applicable**, for this information to be collected and included in the budget update process. If you do not select any cost sharing, the update process will remove the previously mapped cost share information.

Check the boxes for any forms for which information has been changed in the UFIRST Proposal SmartForms, Budget SmartForms or Budget grids.

If changes were made to sections of the proposal that would map across to fields on any of the REQUIRED forms (including, but not limited to, items such as Key Personnel and Performance Sites), you must check these required forms so that the system knows to collect the changed information from the proposal to update the SF424 Application Package.

> ⓘ **ALERT!**
>
> Remember, this pop-up page from the Proposal Workspace does not select the forms to be included in the SF424 Application Package, it is selecting the information from the proposal to map over to the SF424 Application Package. In this Update procedure, to reduce the risk of overwriting any manually entered information during the Update process, you want to limit the information collected to that which has been changed in the Proposal/Budget Smartforms and exclude those data for forms not affected by the changes in the Proposal/Budget Smartforms and Budget Grids.

Select the forms to map:

☐   **Status**

Optional Forms

☑ 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

Select ONLY those forms to be updated with the changes you made in the proposal.

Required Forms

☑ Research & Related Senior/Key Person Profile (Expanded) V2.0
☐ Research & Related Project/Performance Site Location(s) V2.0
☐ Research & Related Other Project Information V1.3
☐ PHS398 Cover Page Supplement V2.0
☐ SF424 (R&R) V2.0
☐ PHS 398 Research Plan V2.0

Select ONLY those forms to be updated with the changes you made in the proposal.

By clicking "OK", this activity will update the mapped data on your SF424 application.

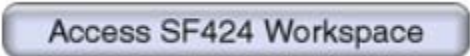[OK] [Cancel]

Update SF424 activity:

By default, there are no forms selected in this pop-up window.

You must select the forms based on the changes made in the proposal.

UFIRST will only collect information from the proposal that will map over to the forms you select in this pop-up window.

After making your selections on the Update SF424 pop-up page and selecting "OK", allow the UFIRST processing to run to completion. DO NOT CLOSE THIS WINDOW. Allow the window to close on its own volition and **land you back in the Proposal Workspace**. To access the updated SF2424 Application Forms:

1. Click the "**Access SF424 Application**" button.

   [Access SF424 Workspace]

2. Open the SF424 Application Package by clicking on "Edit Grant Application" button.

   Application Status

   Pre-Submission

   [🅢 Edit Grant Application...]
   [🖨 Print Version]

3. Select the optional forms you want included in the SF424 Application Package. If this Update activity has no changes to the optional forms selected during the Create SF424 process, do not change the selection – all required forms will automatically be included in the SF424 Application Package. The data selected from the Proposal will map across to the form set selected from the Proposal Workspace.

4. Review the SF424 application forms to ensure that the data mapped over correctly and that none of the information previously entered in the SF424 Application was overwritten. For instance, if you had to manually enter the PI's phone and email information onto the SF424 Application Package, this information will need to be entered again.

Please note, manual changes made to any of the data that has been mapped into the SF424 Application Package when it was created, WILL NOT map back into the proposal. The mapping is one-way: Proposal to SF424 Application Package.

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