

**UFIRST** | University of Florida  
Integrated Research Support Tool

**RSH281: GRANTS.GOV  
SUBMISSIONS VIA UFIRST SF424**





All proposals submitted for research or other sponsored activity from Government, Industry, Nonprofit or any other sponsor must be routed through UFIRST prior to submission.

UFIRST can be accessed via this website:

<http://grants.research.ufl.edu>

Grants.gov is the federal-wide site listing all grant opportunities available from the US Federal Government. At UF, we use UFIRST SF424 to create and submit grant applications into Grants.gov

By the end of this course, you will be able to:

- Explain SF424 functionality and processes
- Explain the integration between UFIRST proposals and budgets and UFIRST SF424
- Create a UFIRST SF424 application package
- Import subawards
- Update a UFIRST SF424 application package

To pass this course, you must obtain at least 80% on the final assessment.

Pre-Requisites: RSH279

Recommended: RSH202  
RSH203  
RSH280

For questions, contact Division of Sponsored Programs

Email: [ufirst@research.ufl.edu](mailto:ufirst@research.ufl.edu)

Website:

<http://research.ufl.edu/dsp.html>



Slide 2 of 50



UFIRST – <http://grants.research.ufl.edu>

UFIRST Email – [ufirst@research.ufl.edu](mailto:ufirst@research.ufl.edu)

UF Research Website – <http://research.ufl.edu/dsp.html>



# Chapter 1

## What is an SF424?



OMB Number: 4040-0004  
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424		Version 02
* 1. Type of Submission:		* 2. Type of Application: * If Revision, select appropriate letter(s):
<input type="checkbox"/> Preapplication	<input type="checkbox"/> New	<input type="text"/>
<input type="checkbox"/> Application	<input type="checkbox"/> Continuation	* Other (Specify): <input type="text"/>
<input type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> Revision	<input type="text"/>
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>
5a. Federal Entity Identifier: <input type="text"/>		* 5b. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. Organizational DUNS: <input type="text"/>	

An SF424 is a collection of Standard Forms (SF) used by US federal sponsors for grant applications.

There are many Standard Forms, and collectively they are known as the SF424 Family.

Different federal sponsors may use forms from the SF424 Family to compose their grant application packages.

These forms are completed in UFIRST and then submitted electronically through UFIRST to Grants.gov, which is the portal through which all federal grants are submitted.



Grants.gov validates the information in each field of the submitted SF424 forms, either accepts or rejects the application, and sends out a notification to DSP of the accepted or rejected status.



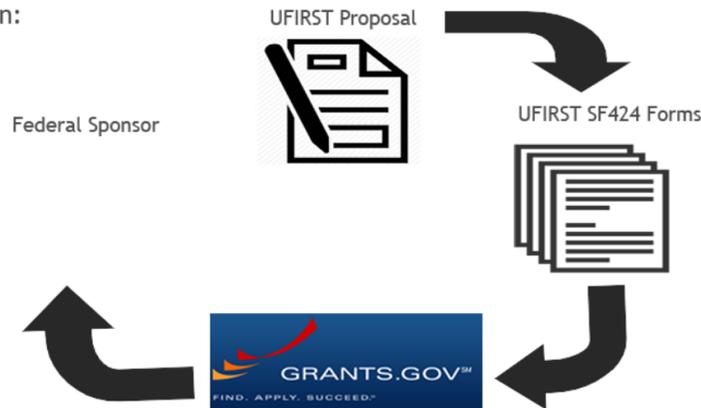


All proposals that can be submitted to Grants.gov via UFIRST SF424 must be submitted through UFIRST SF424 because:

- It reduces duplication of entry
- Increases the likelihood of acceptance as UFIRST runs validations

The only accepted exception is NSF [Fastlane](#).

Order of submission:



Ch 1 - What is an SF424?

Slide 5 of 50

Fastlane - <https://www.fastlane.nsf.gov/>



As a reminder from course RSH279, it is important that you review your profile information to confirm the SF424 information is accurate and displays professionally.

**This data can be edited in UFIRST.**  
To change any data in the SF424 section, simply enter the correct information in the appropriate field. Be sure this data is accurate and professional in appearance.

SF 424 Submission Information	Business Address:
Application Honorific: <input type="text"/>	Street/PO Box: <input type="text" value="207 Grinter Hall"/> <input type="text" value="Box 115500"/>
Application First Name: <input type="text" value="Ronda"/>	City: <input type="text" value="Gainesville"/>
Application Middle Name: <input type="text" value="Clemons"/>	County: <input type="text"/>
Application Last Name: <input type="text" value="Mitchell"/>	State/Province: <input type="text" value="FL"/>
Application Suffix: <input type="text"/>	Zip/Postal: <input type="text" value="32611-5500"/>

Ch 1 - What is an SF424?

Slide 6 of 50



# Chapter 1

## Creating an SF424 Application Package

Slide 7 of 50



To create an SF424 application package, the proposal must have already been created in UFIRST.

The proposal fields that make an SF424 application package possible are:

- Is this a Federal Grant? Yes
- Indicate how the application will be submitted: Grants.gov via UFIRST SF424
- Federal Program Information: Opportunity ID must be supported by UFIRST SF424

The screenshot shows a web form with two main sections. The first section, labeled '7.0', contains the question '\* Is this a Federal Grant?' with radio buttons for 'Yes' (selected) and 'No', and a 'Clear' link. Below this is the instruction 'Indicate how the application will be submitted:' with radio buttons for 'Grants.gov via UFIRST SF424' (selected) and 'Other', and a 'Clear' link. The second section, labeled '1.1 Federal Program Information', contains the instruction 'Enter Opportunity ID or CFDA number below, click Find, then select the opportunity.' and three input fields: '\* Opportunity ID (PA or RFA Number):' with the value 'R1400-UAT-12122014', 'CFDA Number:', and 'CompetitionID:' with the value 'R1400-UAT-12122014-RR-PKCG6'. A 'Find...' button is located to the right of the CFDA Number field. A navigation bar at the top of the form includes '<< Back', 'Save | Exit | Hide/Show Errors | Print...', and 'Jump To: - 1.1 Federal Program Information -'.

Ch 2 - Creating an SF424 Application Package Slide 8 of 50



If the Federal Program opportunity is not supported by UFIRST SF424, you will get a notice that appears in red text above the field.

Could not update the Funding Proposal due to one or more errors:  
Validation Failed: The selected opportunity contains the following form(s) that are not supported by UFIRST SF424:

- Selected opportunity(s) HUD\_DetailedBudget HUD\_RaceEthnic HUD\_DisclosureUpdateReport . Either change the submission method on Page 1.0 Question 7.0, or use a different opportunity ID.

**1.1 Federal Program Information**

**1.0 Enter Opportunity ID or CFDA number below, click Find, then select the opportunity.**

\* Opportunity ID (PA or RFA Number):

CFDA Number:

CompetitionID:

You must enter the opportunity ID or the CFDA number before selecting the "Find" button. After selecting the "Find" button, the system will contact grants.gov to access matching opportunities. This may take time to complete.

For Further Opportunity Information: Search Grants

If you receive this message, double check that the solicitation requires the proposal to be submitted through Grants.gov. If the solicitation requires the proposal to be submitted through Grants.gov, contact DSP to confirm the appropriate opportunity was selected and to discuss submission options.



**My Activities**

- Submit For Review and Approval
- Ready For Submission to Sponsor
- Create SF424**
- Create Additional Budget
- Send Email
- Add Comment
- Add Internal Documents
- Request Ad Hoc Review

After completing the required fields on the proposal, you will now have the Create SF424 activity available in your Proposal Workspace.

Executing this activity will open the Create SF424 window and begin the SF424 application package process.

The Create SF424 window is where you select the data and forms you want to pull from the UFIRST proposal into the SF424 application package.



There are three sections on the Create SF424 window.

- Cost Share Type
- Optional Forms
- Required Forms

You will select the data from these sections you want to include in the SF424 application package.




### Cost Share

- If cost sharing is prohibited, do not select anything in this section.
- All mandatory cost sharing should be included.
- UF strongly suggests NOT including voluntary cost sharing in the application because if awarded you will be required to track and manage it.
- If including unrecovered Indirect Costs (IDC) to help meet a mandatory cost share requirement, select the Yes radio button.
- UF strongly suggests NOT including unrecovered Indirect Costs if only Voluntary Committed Cost Sharing is selected.



## Optional Forms

Each SF424 application package is comprised of different forms based on the Federal opportunity's requirements.

It is important to review the solicitation carefully in order to choose the correct optional forms. Select the forms for which you want data to map from the UFIRST proposal and budget into the SF424 application package.

Select the forms to map:

	Status
<input type="checkbox"/>	
<input checked="" type="checkbox"/> Research & Related Budget V1.3	
<input checked="" type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.3	
<input type="checkbox"/> PHS 398 Modular Budget V1.2	
<input type="checkbox"/> PHS 398 Cumulative Inclusion Enrollment Report V1.0	
<input type="checkbox"/> Planned Enrollment Report V1.0	

*Note: A red box highlights the 'Optional Forms' section header and the first two rows of the table. A red arrow points from the 'Optional Forms' header to the first row.*



## Required Forms

The forms listed in this section are all mandatory as indicated in the federal opportunity and must be included in the SF424 application package.

All mandatory forms are selected by default when executing the Create SF424 activity.

Required Forms
<input checked="" type="checkbox"/> Research & Related Senior/Key Person Profile (Expanded) V2.0
<input checked="" type="checkbox"/> Research & Related Project/Performance Site Location(s) V2.0
<input checked="" type="checkbox"/> Research & Related Other Project Information V1.3
<input checked="" type="checkbox"/> PHS398 Cover Page Supplement V2.0
<input checked="" type="checkbox"/> SF424 (R&R) V2.0
<input checked="" type="checkbox"/> PHS 398 Research Plan V2.0

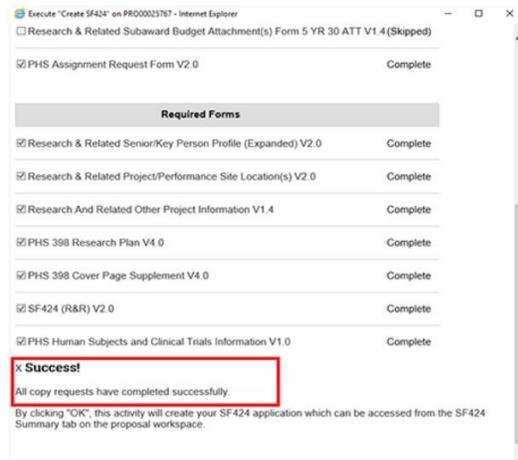


Once all sections have been addressed, click OK to process the forms.

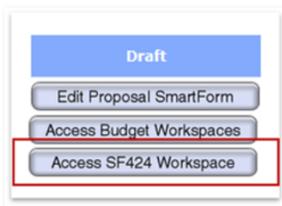


Processing may take some time. The SF424 is mapping data from the proposal.

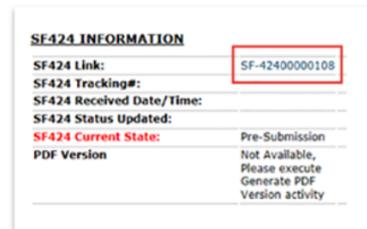
Do not close UFIRST or leave the page until it has finished processing.



Once the forms have processed, you can access the SF424 Workspace by clicking the Access SF424 Workspace button or the SF424 Summary Workspace tab, then the SF424 link.



OR





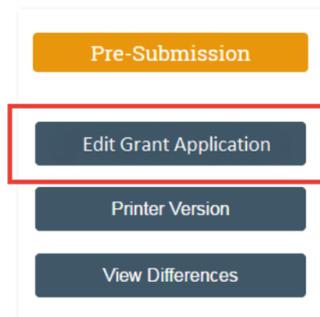
You are now in the SF424 Workspace.

The screenshot shows the SF424 Workspace interface. On the left, there is a sidebar with a 'Pre-Submission' header and buttons for 'Edit Grant Application', 'Printer Version', and 'View Differences'. Below these are options for 'Validate Submission', 'Bypass Validations', 'Generate PDF Version', 'Assign Submitters', 'Log Comment', and 'Import Submission'. The main area displays submission details: Descriptive Title: R01 exercise; Submission Type: New; Start Date: 4/1/2020; PDF Version(s): [New]; End Date: 3/31/2025; Agency: Grant; Tracking Number: PKG00050221/PA-19-056/0A00002934; FOA: PKG00050221/PA-19-056/0A00002934; Received Date/Time: 7/13/2019 4:16 PM; Date Modified: 7/13/2019 4:16 PM. At the bottom, there is a table with columns for 'Activity', 'Author', and 'Activity Date'.

From this Workspace you can see:

- Status of the submission
- Basic demographic data

The list of activities will differ whether you have view or edit access to the application. You can edit the SF424 application package forms by clicking on the Edit Grant Application button.



You are now on the SF424 SmartForm.

Complete the Application Filing Name field.

Refer to the FOA for any specific instructions for this field.

If FOA gives no instructions for completing this field, enter a name of your choice that helps to identify and locate the SF424.

The screenshot shows the SF424 SmartForm interface. The header includes 'UFIRST | University of Florida Integrated Research Support Tool' and 'Edit: SF-424 - SF-42400000108'. Navigation buttons include '<< Back', 'Save | Exit | Hide/Show Errors | Print...', 'Jump To: Select Optional Forms', and 'Continue >>'. The 'Application Filing Name' field is highlighted with a red box, with the instruction: 'If FOA gives no instructions for completing this field, enter an internal filing name of your choice'. Below this, there are sections for 'Following forms are optional, Please select any that you wish to include in your application:' and 'Following forms are required:'. The optional forms list includes 'Research & Related Budget V1.3' (checked), 'Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.3' (checked), 'PHS 398 Modular Budget V1.2', 'PHS 398 Cumulative Inclusion Enrollment Report V1.0', and 'Planned Enrollment Report V1.0'. The required forms list includes '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', and 'PHS 398 Research Plan V2.0'. Navigation buttons at the bottom are '<< Back', 'Save | Exit | Hide/Show Errors | Print...', 'Jump To: Select Optional Forms', and 'Continue >>'.



If you need to change the optional forms selected, you can do so here. If you add additional forms now, they will not have data mapped from the UFIRST proposal.

You will notice the required forms cannot be unselected as they MUST be included in the SF424 application package.



As you move through the forms you will notice that not all data points mapped from the UFIRST proposal.

No content-specific sections (such as the NIH Human Subjects section) or attachments are loaded from the proposals.

Click the button to the right to see a simulation of creating a UFIRST SF424 application package.

Create SF424 Simulation

Create SF424 Simulation - [http://training.hr.ufl.edu/resources/RAFT/UFIRST/RSH281/create\\_SF424/index.html](http://training.hr.ufl.edu/resources/RAFT/UFIRST/RSH281/create_SF424/index.html)



# Chapter 3

## Importing Subawards



To include a subaward in UFIRST SF424:



The R&R Subaward Budget Attachment form must have been selected as an optional form on the SF424 SmartForm for inclusion in the SF424 application package. If you did not select this form, return to the UFIRST SF424 Workspace and select EDIT APPLICATION.

If the R&R Subawards form was selected, UFIRST SF424 will require you to enter the number of subawards on the R&R Subaward Budget - Number of Subawards Tab. Jump to this page before attempting to update or import any subaward forms.

1. Enter the number of subawards to be included in your SF424 application package.



2. Then click Save and Exit.





DSP recommends downloading the R&R subaward budget forms from UFIRST to ensure the most accurate versions are being used.

If an old version of the R&R budget forms are used, it will cause an error and the subaward forms will not be able to be imported.

When ready to import completed forms, click the Import Subaward activity.

Activity	Author
Subaward Imported	Mitchell, Ronda Clemons
SF424 Created	Mitchell, Ronda Clemons



1. Select the destination of where the first subaward data will be included.
2. Browse to select the subaward budget file from your computer that you want to import.
3. Click OK to import the first subaward.
4. Repeat the above steps for each subaward budget you need to import.

Organization	DUNS	PD/PI	Import Date	Direct Costs	Indirect Costs
1. Organization	969663814			\$0.00	\$0.00

Click the button to the right to see a simulation of importing subawards.



Import Subaward Simulation - [http://training.hr.ufl.edu/resources/RAFT/UFIRST/RSH281/import\\_subawards/index.html](http://training.hr.ufl.edu/resources/RAFT/UFIRST/RSH281/import_subawards/index.html)



# Chapter 4

## Updating SF424 Application Packages

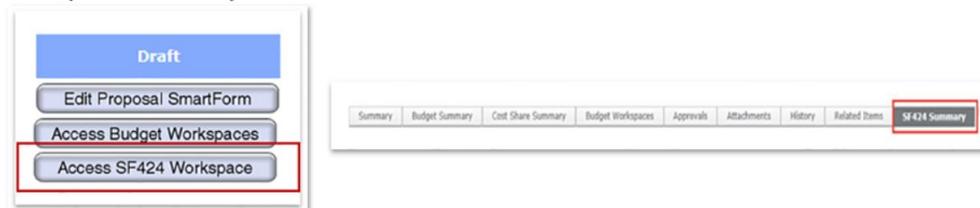


The Update SF424 activity is available on the Proposal Workspace after the first execution of the Create SF424 activity.



This activity maps updated data from the UFIRST proposal to the SF424 application package. Therefore, it should only be used if there have been changes made to the UFIRST Proposal that need to be mapped over to the SF424 application package.

For other updates needed on the UFIRST SF424 application packages, including uploading attachments, simply access the SF424 Workspace by clicking either the Access SF424 Workspace button or SF424 Summary Workspace tab and make the updates directly into the forms.





When the Update SF424 activity is clicked, a pop-up window will appear with the same sections and list of forms that were on the Create SF424 activity pop-up window. However, no forms in this window are automatically selected.

**IMPORTANT:** Any updates made in this window will override any previously made edits completed on the SF424 SmartForm.



Select ONLY those forms to be updated with the changes you made in the proposal. Since the Update SF424 activity will write over any manual changes you've made to the existing SF424 application package with the information from the proposal in UFIRST, you should unselect any forms that you don't want to be overwritten.

Once you click OK, the updates will process. Wait for the window to close on its own and do not exit the screen until it is finished processing.



# Chapter 5

## Validating the SF424 Application Package



Before submitting the UFIRST proposal that contains an SF424 application package for review and approval, you must first validate that there are no errors that need correcting.

From the SF424 SmartForm, click the Hide/Show Errors link from the menu at the top of the window.

If any errors appear, click the Jump To link to be taken directly to that field for correction.

Click the Refresh button until no errors appear.

The screenshot shows the top navigation bar of the SF424 SmartForm with buttons for '<< Back', 'Save | Exit', 'Hide/Show Errors', 'Print...', 'Jump To:', 'End Of Form Pages', and 'Finish'. Below this is a section titled 'Error/Warning Messages' with a 'Refresh' button. A table displays the error details:

Message	Field Name	Jump To
Please complete R&R Subaward Budget 2. R&R Subaward Budget 2	R&R Subaward Budget 2	R&R Subaward Budget - Number of Subawards





Once you have no errors or warnings remaining, click the Finish button on the “End Of Forms” page or click “Exit”.

Be sure to Exit and Save Changes.



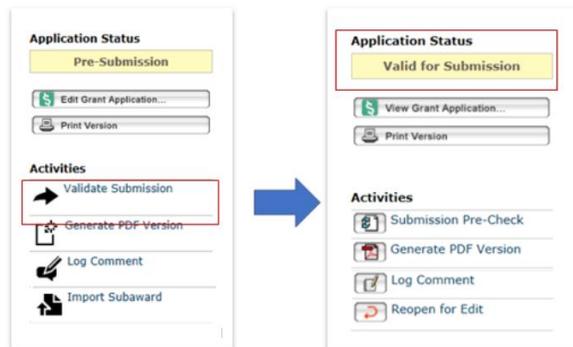
### Validate the Submission

DSP recommends validating the submission before routing for approval.

#### SF424 Validation Best Practices

- UFIRST SF424 provides validations to ensure that the package is complete and that the data and forms comply with the sponsor’s general opportunity requirements.
- Validations are NOT accurate at the Program level (i.e. different NIH K awards)
- This “Validate” function, while useful, SHOULD NOT be used as a replacement for reading the opportunity requirements to ensure that all forms, naming conventions, and data meet the SPECIFIC opportunity requirements.

Once Validate Submission is clicked, the Application Status changes to “Valid for Submission” and the SF424 application package is no longer open for edits.





# Chapter 6

## Submitting an SF424 Application Package



Ok, the SF424 application package is complete and validated. Now what?

Now the UFIRST proposal containing the SF424 application package can be submitted into UFIRST proposal workflow for review and approval. This process is described fully in RSH280.

**Submit for Review and Approval** - click to submit the proposal into workflow, if you haven't already.

**Ready for Submission to Sponsor** - click to let DSP know that both the UFIRST proposal and the SF424 application package are final and ready for DSP's final review and submission to Grants.gov.

**My Activities**

-  **Submit For Review and Approval**
-  **Ready For Submission to Sponsor**

DSP is responsible for submission of the SF424 to Grants.gov.

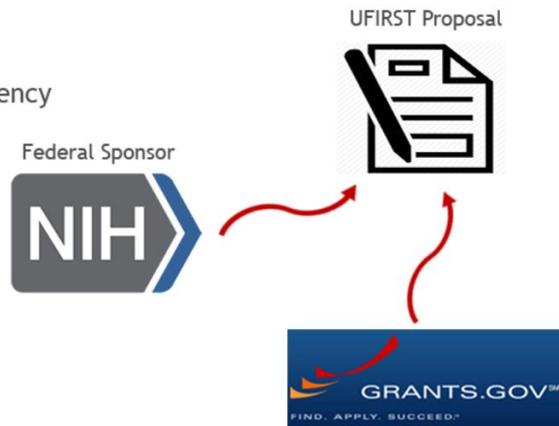




After DSP submits the SF424 application package to Grants.gov, there are additional states that may feed back to UFIRST from Grants.gov or the sponsoring agency. These are:

- Submitted Awaiting Response from Grants.gov
- Submitted to Grants.gov
- Received by Grants.gov
- Validated by Grants.gov
- Submission Failed
- Rejected with Errors
- Received by Federal Funding Agency
- Federal Funding Agency Tracking Number Assigned

Depending on the federal sponsor receiving the SF424 application package, some of these states may not be reflected on every proposal.



## Additional Resources

- Grants Toolkit - <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/financial-toolkits/grants/>
- UFIRST Site - [grants.research.ufl.edu](https://grants.research.ufl.edu)
- Listserv - [research.ufl.edu](https://research.ufl.edu) > Resources > Join the UF Research Listserv
- Research Administrator Portal - [raportal.research.ufl.edu](https://raportal.research.ufl.edu)



# Final Assessment

Congratulations on completing the content portion of the course.

When ready, click the Next button to start the final assessment. You must obtain at least 80% to successfully complete it.

Once you have completed the final assessment, close the course by clicking the Close Course button. Once the course closes, your transcript will update automatically.

If you do not obtain at least 80% on the final assessment, restart the course, review the content carefully and attempt the final assessment again.