

**ResearchUVA Powered by Huron Training**  
**Grants.gov Proposals and the SF-424**  
<https://mpclkuvastage.huronclick.com/GrantsTest>

**Exercise 1: Copy a Funding Proposal and Budget**

- ① We will create a copy of our Funding Proposal and Budget from the second training session and create a SF424 for that Funding Proposal in today's session. If you do not have a Funding Proposal and Budget available to copy, please let your breakout room facilitator know and we will help you create a simple Funding Proposal and Budget
- Log in as yourself using your UVA username and password
- Find the Funding Proposal you created in the budget development training session
- Click **Grants >> Funding Proposal >> Proposals Tab** to find the Funding Proposal

ID	Name	SmartForm State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department
FP00000359	SF424 training	[Edit]	Draft	Simms (pi)	National Institutes of Health	Funding Submission	5/9/2022	Lambert AS-Chemistry

- Click the **Name of the Funding Proposal** to open it
- From the Funding Proposal Workspace, click the **Copy** activity and then click **OK** in the Copy window
- Click on the **History** tab and then click the **Funding Proposal Name** to open the copy

**Exercise 2: Open and Update the Copied Funding Proposal**

- From the Proposal Workspace, click **Edit Funding Proposal** and update the SmartForm pages as noted below
- ① Pages not listed below do not need to be updated

**Personnel Page**

- If your copied proposal does not include biosketch attachments, attach biosketches for the PI (question 1.b) and project personnel listed in question 3.a. Click **Continue**

**Submission Information Page**

- 4. Type a package ID, opportunity ID, or CFDA number, and click Find:** enter **PA-GN-R01** in the Opportunity ID field and click **Find**
- Select the **radio button** next to the Package Id and click **Continue** to save the page and move to the next page

4. Type a package ID, opportunity ID, or CFDA number, and click Find. ?

Package ID:  Find... Clear Refresh Form Support

Opportunity ID (PA or RFA number):

CFDA number:

Competition ID:

Package Id	Opp Id	Opportunity Title	Opening Date	Closing Date	CFDA	Comp ID	Instructions
<input checked="" type="radio"/> PKG00075058	PA-GN-R01	G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Not Allowed)	8/13/2021	8/12/2025	93.855	FORMS-G	

**ResearchUVA Powered by Huron Training**  
**Grants.gov Proposals and the SF-424**  
<https://mpclkuvastage.huronclick.com/GrantsTest>

**Budget Periods and Key Dates Page**

- Enter an application submission deadline and click **Continue**

**Compliance Review Page**

- Answer required questions as appropriate and click **Continue**

**Completion Instructions Page**

- Click **Validate** in the left navigator area of the Funding Proposal SmartForm to ensure all required fields are completed. Update any required fields as needed



- Click **Finish** to return to the Funding Proposal Workspace

**Exercise 3: Create and Complete the SF424**

- From the Proposal Workspace, click the **Create-Update SF424** activity, select the appropriate budget form(s) and other optional forms based on what you typically use, and then click **OK** in the Create-Update SF424 window to generate the SF424 forms
- ① *If you do not select the correct forms in this step, you can update the optional forms within the SF424 SmartForm*
- From the Proposal Workspace, click the **SF424 Link** to navigate to the SF424 you just created
- From the SF424 Workspace, click **Edit Grant Application** to edit the SF424 pages
- ① *The SF424 SmartForm should look familiar and contain all the pages that we typically see on Grants.gov submissions*
- Move through each page of the SF424 SmartForm. Complete the mandatory questions and upload the mandatory attachments on each page (use the sample PDF attachments provided in the calendar invitation for today's session). Click **Continue** to move between pages
- While in the SF424 SmartForm, click **Validate** in the left navigator area of the form from time to time to check your status against the required fields and attachments. **Note: do not click the Validate Submission activity on the SF424 workspace as that will lock the SF424 to editing by the PI, Administrative Contact, and Proposal Editors**
- ① *Reminder: The Administrative Contact and Proposal Editors are named on the Funding Proposal SmartForm*
- Click **Finish** on the End of Forms Pages page to return to the SF424 Workspace
- ① *The School of Medicine will use the Validate Submission activity as part of their internal workflow; the Specialist will perform this activity centrally for all other schools. Exercise 4 below is only for School of Medicine staff who will validate SF424 forms prior to submission to the School of Medicine Pre-Award Office*

**Exercise 4: SOM Only – Validate Submission**

- Use the **Validate Submission** activity on the SF424 workspace as instructed by your breakout group facilitator
- ① *This exercise is for School of Medicine attendees only. The SOM will use a different business process than the other UVA units – all other units will NOT validate their SF424 submissions prior to submission for Department Review*

**Training Conclusion**

Thank you for attending today's training session