**Create the SF424**



**Work Instructions:**

Follow these instructions if your proposal and budgets are complete, and your proposal will be submitted to the sponsor via Grants.Gov.

1. Log into Click Portal.
2. From your Inbox, on the SPO Tasks tab, open the draft funding proposal.
3. From the proposal workspace, click **Create-Update SF424** on the left.

Notes:

* The Create-Update SF424 activity only appears if the proposal indicates that it will be submitted to Grants.Gov through the Grants system and has a specific funding opportunity selected.
* Executing the Create-Update SF424 activity maps data from the proposal and budgets to the SF424.
1. The required forms are selected by default. Select any other forms, if appropriate, and click **OK**. You will return to the proposal workspace.
2. From the proposal workspace, in the Proposal Information area, click the SF424 link.
3. From the SF424 workspace, click the **Edit Grant Application** button.
4. Select any optional forms to be included in the SF424 application.
5. Update any required fields that were not mapped. Click **Continue** in the Navigation Bar to move through the pages. Required fields are marked with an asterisk (\*).

Note: If this is your first time opening the SF424 after you created it, the fields containing data are those that were mapped from the funding proposal and budgets.

* To update mapped data, do so in the funding proposal and budgets and then execute the Create-Update SF424 activity again to overwrite the previously mapped data.
* To update non-mapped fields, do so right in the SF424; Non-mapped fields are not affected by the Create-Update SF424 activity.
1. When finished answering all the required fields, on the last page, click **Finish** to return to the SF424 workspace.
2. From the SF424 workspace, click **Validate Submission** to check the SF424 for errors. If no errors, click **OK**. Otherwise, fix all errors listed in the Error/Warning Messages pane:
3. Click the Jump To link to go to that page.
	* For mapped data (data that resides in the funding proposal or budgets), return to the proposal or budgets, and update the data there. Next, execute the Create-Update SF424 activity to update the SF424 and then revalidate the SF424 to ensure the errors were fixed.
	* For non-mapped data, update the field with the error (on the SF424 page).
4. Click **Refresh** on the Error/Warning Messages pane to update the information. The item you fixed will disappear from the list.
5. Repeat the steps above to fix all errors.
6. When all errors are fixed, exit the SF424 and revalidate the submission.
7. Click **OK** to include the forms listed in the SF424 application. You will return to the SF424 workspace.
8. From the SF424 workspace, click **Generate PDF Version** and then **OK** to create a PDF of the SF424 application. (To access the PDF, click the **[View]** link in the general information area of the SF424 workspace.)
9. At the top (under the Grants tab), click the proposal name breadcrumb to return to the proposal workspace.

Your proposal is still in the Draft state. Your next step is to submit the proposal for department review.

