

Research Foundation for SUNY

Test Plans for SUNY PACS Grants

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| **Test Description:** | 11. Test to Create, complete and validate submission/generate PDF SF424 with no errors and submits to grants.gov**(note the proposal state must be in Specialist Review in order to execute this test)** |
| **Tester Location:** |  |
| **Test Executed By:** |  |
| **Tester Email Address:** |  |

**Test 11: Create, complete and validate submission/generate PDF SF424 with no errors and submits to grants.gov.**

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| Step | Test Steps | Test Data | Expected Results | Notes |
| 1 | Open browser and navigate to <https://pacsstg3.rfsuny.org/SponsoredPrograms/login> |  | * The SUNY PACS website login page is presented. |  |
| 2 | Log in as **grantsspecialist or AOR**  (Test accounts have been provided) |  | * Log in is successful * **Inbox** displays |  |
| 3 | Click on Grants, click my inbox, Links **by Solution** displays on the left and then click the proposal name in your Inbox. **(note the proposal state must be in Specialist Review in order to execute this test)** | Select the proposal you used for Test 1 & 2 | * The Funding Proposal page is presented. |  |
| 4 | On the left side under My Current Actions, **Click** the  Update SF424 Research Plan button.  The Update SF424 Research Plan box opens.  Under SF424 Research Plan Attachments, **Click the Add button**. The Submit a Document box opens, add the title, **click the Browse button** and search for the attachment, **click Open and Click OK** for the following questions to attach the necessary documents:   1. Introduction of Application: 2. Specific Aims: 3. Background and Significance: 4. Research Strategy: 5. Inclusion Enrollment Report: 6. Progress Report Publication List: 7. Project Summary / Abstract: 8. Project Narrative: 9. Bibliography: 10. Facilities and Other Resources: 11. Equipment: 12. Other Attachments: 13. SF 424 PreApplication:   **Click Ok** after all attachments have been added. | Leave blank  Leave Blank  Leave blank  Leave Blank  Leave blank  Leave blank  Leave Blank  Attachment 17  Leave Blank  Leave Blank  Leave Blank  Leave Blank  Leave Blank | * The Funding Proposal is now displayed. |  |
| 5 | Click Create Update SF424 on the left, Verify that the correct forms are selected by default. Select any other forms, if appropriate, and **Click** Ok. |  | SF424 will be generated. You will return to the proposal workspace.  And the number of the SF424 is displayed on the Funding Proposal Page. | **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.** |
| 6 | From the proposal workspace, in the Proposal Information area, **Click** the SF 424 number on the Funding Proposals page, **Click Edit Grant Application,** review and edit fields on the SF 424 for all pages, click save and continue, on the End of Form Pages, **click Finish**. |  | The information in SF 424 has now been updated and saved. The SF 424 page will now displayed. |  |
| 7 | **Click** Validate Submission, the Error/Warning Messages page will display, click the link in the Jump To column for the pages they need editing,   * 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).  1. Click **Refresh** on the Error/Warning Messages pane to update the information. The item you fixed will disappear from the list. 2. Repeat the steps above to fix all errors. 3. When all errors are fixed, exit the SF424 and revalidate the submission. |  | * All errors have not been corrected and saved.   The main SF 424 now displays. |  |
| 8 | Click **OK** to include the forms listed in the SF424 application. You will return to the SF424 workspace. |  |  |  |
| 9 | 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.) |  |  |  |
| 10 | Click the **Submit to GrantsGov -**  click **OK** |  | * The SF 424 is now submitted to Grants.Gov. The Application Status has now changed to Submitted to GrantsGov. | Note: The system sends an email to the proposal team and the submitting department that the SF424 has been submitted to the sponsor.  The SF424 will move through different states as the two systems (Grants and Grants.Gov) communicate back and forth. The final state “Federal Funding Agency Tracking Number Assigned” indicates the SF424 application was successfully submitted to the Grants.Gov system. |
|  | **End of Test** |  |  |  |