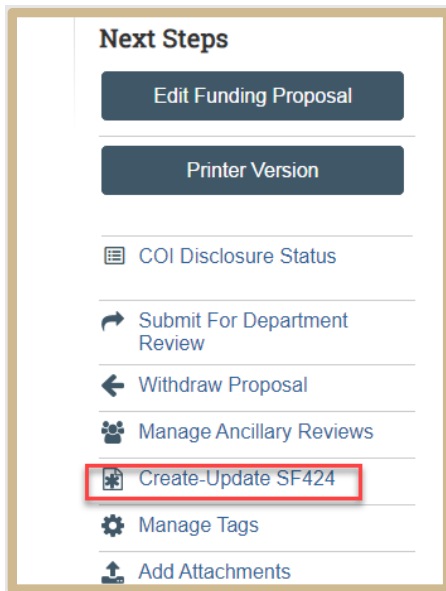


Completing the SF424 Forms

To Create SF424



Select **Create-Update SF424** from the activities list.



NOTE: If **Create-Update SF424** is not showing, go back to **Funding Proposal** to ensure “Yes” is checked for S2S.

A pop up will appear reflecting all required forms.

Create-Update SF424

WARNING: Selecting "OK" below will **override** any manual changes previously made directly in an already created SF424 form. Do not use this activity if you are making a correction requested by a specialist.

If this is the first time this activity is being executed, select "OK" and this activity will create your SF424 application.

If this is not the first time this activity is being executed, selecting "OK" will override any manual changes made in the SF424 form.

Select "Cancel" if you do not wish to execute this activity.

Action

Status

Required Forms

☒ Research & Related Other Project Information V1.4

☒ Research & Related Personal Data V1.2

☒ Research & Related Subaward Budget Attachment(s) Form 10 YR 10 ATT V3.0

☒ Research & Related Budget 10YR V3.0

☒ SF424 (R & R) V5.0

☒ Research & Related Senior/Key Person Profile (Expanded) V4.0

☒ Project Abstract Summary V2.0

Optional Forms

☐ Research & Related Senior/Key Person Profile V3.0

☐ Disclosure of Lobbying Activities (SF-LLL) V2.0

If Optional forms are needed, select as applicable. Optional forms may also be added or removed from within the SF424.

Click OK.

Edit and upload documents to SF424

Proposal Information	
PD/PI:	Rebecca Simms (pi)
Department:	Biomedical Eng-PWL
Specialist:	Jenny Siemers Test
Sponsors:	Office Of Naval Research
Internal Submission Deadline:	6/24/2024
Certified:	No
SF424 Link:	SF-42400000071

Select the SF-424 link to edit the SF424 application package.

Grants > Simms S2S Training Document

Pre-Submission

Edit Grant Application

Printer Version

Validate Submission

Bypass Validations

Generate PDF Version

Assign Submitters

Assign Editors and Readers

Log Comment

Import Subaward Budget

Import Project Budget

Select **Edit Grant Application**.

Editing: SF-42400000071

Application Filing Name:

Simms S2S Training Documentation

Following forms are optional, Please select any that you wish to include in your application:

Form Name
<input type="checkbox"/> Research & Related Senior/Key Person Profile V3.0
<input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL) V2.0

Following forms are required:

Form Name
Research & Related Other Project Information V1.4
Research & Related Personal Data V1.2
Research & Related Subaward Budget Attachment(s) Form 10 YR 10 ATT V3.0
Research & Related Budget 10YR V3.0
SF424 (R & R) V5.0
Research & Related Senior/Key Person Profile (Expanded) V4.0
Project Abstract Summary V2.0

Update the Application Filing Name to include the PI name and FP#.



NOTE: Optional Forms can be added or removed from this page.

Purdue Specific Instructions

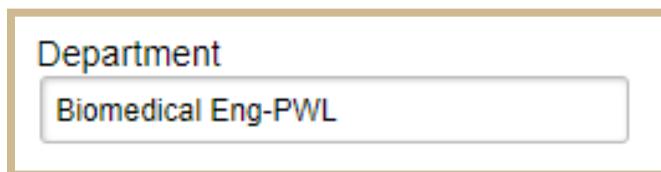
Complete the SF424 following sponsor guidelines. Purdue specific guidance for SF424 forms are provided here.

SF424 Cover Page

Applicant Information will map to the SF424 from the PERA Grant Settings and Person Profiles. Verify all information has been mapped correctly.

Fields to Update

- Department – Remove the campus acronym from the department name.

A screenshot of a web form. It features a label 'Department' in blue text above a white input box with a light gray border. The input box contains the text 'Biomedical Eng-PWL' in black. The entire label and input box are enclosed within a thin orange rectangular border.

- Personnel Title – shorten the title for all Personnel to 45 characters or less.
- Ensure Street, City, State, Country and Zip +4 are complete.
- Update the Person to be Contacted to Jason Spall, Assistant Director, Post-Award, spsacctmgmt@purdue.edu
- For the PI, if the address is listed as 2550 Northwestern Ave. update this information. Consult the PI for correct address.

**2550 Northwestern Ave. is the default address for personnel that do not have an address in Success Factors.*

- Update Congressional District for Regional campuses.
- If Cost Share is required, manually enter cost share funds.
- Ensure the correct selection is made for "Is the Application Subject to Review By State Executive Order 12372 Process?"
- Amanda Hamaker is required as the AOR.

Project Performance Site Locations

Project/Performance Site Location will default to 2550 Northwestern Ave. Update as needed.

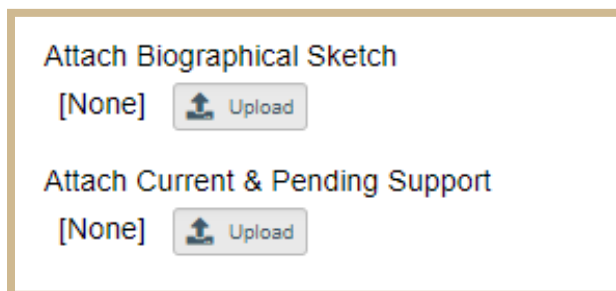
Research & Related Senior/Key Person Profile


Personnel will map to the SF424 from the Personnel page of the SmartForm. Updates may be needed.


- Department – Remove the campus acronym from the department name.
- Personnel Title – shorten the title for all Personnel to 45 characters or less.
- Ensure Street, City, State, Country and Zip +4 are complete.
- For the PI, if the address is listed as 2550 Northwestern Ave. update this information. Consult the PI for correct address.

**2550 Northwestern Ave. is the default address for personnel that do not have an address in Success Factors*

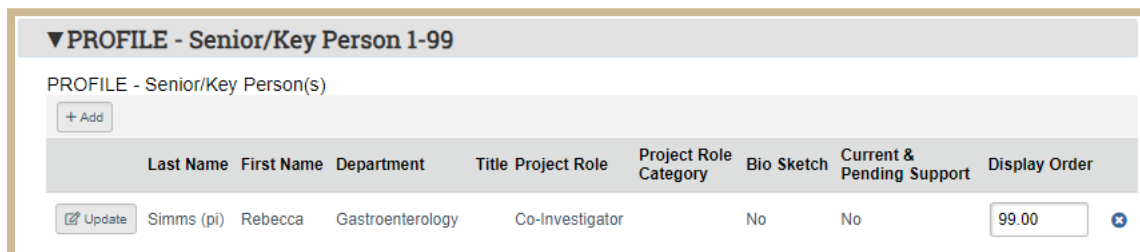
- If Biosketch or Current & Pending documents have been uploaded to the Personnel page of the SmartForm, they will populate here. These documents may be updated. Files replaced in the SF424 do NOT update the SmartForm.



Attach Biographical Sketch
[None]  Upload

Attach Current & Pending Support
[None]  Upload

- Personnel Display Order may be changed in the Display Order field.



▼ PROFILE - Senior/Key Person 1-99

PROFILE - Senior/Key Person(s)

[+ Add](#)

	Last Name	First Name	Department	Title	Project Role	Project Role Category	Bio Sketch	Current & Pending Support	Display Order
Update	Simms (pi)	Rebecca	Gastroenterology	Co-Investigator			No	No	99.00 ✕

Research & Related Budget

Several fields within each budget period of the R&R Budget form will need to be updated due to Purdue budgeting processes.

- Person Months for AY Personnel should be moved from the Cal. Months Field to Acad. Months field if applicable.

▼ A. Senior/Key Person													
Prefix	First	Middle	Last	Suffix	Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)	
1.		Joe		Bloggs (pi4)		PD/PI	\$182,416.1	.23		0.72	\$10,945.01	\$2,949.00	\$13,894.00

- Person Months and F&A rates cannot include more than 2 decimal places. Round up or down as needed.
- F&A may be calculated within the SF424 Budget Form. The calculated amount must be rounded to a whole dollar.
- PERA Grant Settings default to Purdue WL NICRA information. Update as needed for Regional campuses.

▼ H. Indirect Costs			
Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
MTDC	57	\$72,062.00	\$41,075.34
Total Indirect Costs			\$41,075.34
Cognizant Federal Agency (Agency Name, POC Name, and POC Phone Number)		DHHS, Steven Zuraf, 215-626-6900	

Disclosure of Lobbying Activities

Complete instructions for the Lobbying form are provided [here](#).

PHS Human Subjects and Clinical Trials Information

Instructions for Faculty to Complete the Human Subjects – in process.

Updating the SF424

If changes are required to the budget or any of the information propagated from the SmartForm. Return to the FP or Budget and edit to make these changes.



NOTE: Updating information on the SF424 does **not** carry back to the proposal SmartForm.

Create-Update SF424

Next Steps

- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Submit For Department Review
- Withdraw Proposal
- Manage Ancillary Reviews
- Create-Update SF424**
- Manage Tags
- Add Attachments

Select **Create-Update SF424** from the SF424 Workspace.

Create-Update SF424

WARNING: Selecting "OK" below will **override** any manual changes previously made directly in an already created SF424 form. Do not use this activity if you are making a correction requested by a specialist.

If this is the first time this activity is being executed, select "OK" and this activity will create your SF424 application.

If this is not the first time this activity is being executed, selecting "OK" will override any manual changes made in the SF424 form.

Select "Cancel" if you do not wish to execute this activity.

Action	Status
Required Forms	
<input type="checkbox"/> Research & Related Other Project Information V1.4	
<input type="checkbox"/> Research & Related Personal Data V1.2	
<input type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 10 YR 10 ATT V3.0	
<input type="checkbox"/> Research & Related Budget 10YR V3.0	
<input checked="" type="checkbox"/> SF424 (R & R) V5.0	
<input checked="" type="checkbox"/> Research & Related Senior/Key Person Profile (Expanded) V4.0	
<input type="checkbox"/> Project Abstract Summary V2.0	
Optional Forms	
<input type="checkbox"/> Research & Related Senior/Key Person Profile V3.0	
<input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL) V2.0	

OK

Cancel

A page will appear reflecting all required forms. From this page, select **ONLY** the forms that need to be updated.

Warning! If SF424 forms have been edited directly, re-creating or updating from within the system could override those edits.

Click **OK**

A success alert appears when the system has created or updated the selected SF424 forms.