

Princeton ERA: System-to-System Steps

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1. Develop your funding proposal and budget and select system-to-system

- On the Funding Proposal Submission Information page, indicate that the proposal is being submitted via system-to-system and enter the Opportunity ID or Package to select the opportunity.
- Complete the funding proposal and budget. Some information on the proposal and budget will map to the SF424 application when it's created. In general, submission attachments will not map and should be uploaded directly to the SF424.

2. Create-Update SF424

- From the funding proposal workspace, select the Create-Update SF424 activity to create the SF424 application. A pop-up window will open with all of the required forms selected. Click the checkbox next to any optional forms you would like to include. Click OK.
- When the window automatically closes, the SF424 application has been created. Navigate to the application using the SF424 link in the center of the funding proposal workspace.

3. Review and update your SF424 application

- After following the link to the SF424 workspace, click "Edit Grant Application" to review and update the SF424 application. Review each page. Some information will populate automatically based on your proposal, budget, and Princeton information stored in the system. Other information will need to be entered manually.
- If information that mapped from the funding proposal or budget needs to be updated, update the information directly on the funding proposal or budget. Then run the Create-Update SF424 activity from the funding proposal workspace so the changes map to the SF424 application. Please note that when running the Create-Update SF424 activity, you can select only the form you'd like updated or you can update all forms.
- In general, a best practice is to map and update all the information possible from the funding proposal and budget. Once that is complete, enter all of the manual information. This will avoid entering manual information and accidentally overwriting it when running the Create-Update SF424 activity.

4. Validate Submission

- After you've reviewed your SF424 and consider it complete, go to the SF424 workspace and select the Validate Submission activity. Once the submission has been validated, it's locked from further editing. This signals to your GCA the SF424 is ready for review.
- When you click the activity, a new window will open and may display an error or warning message. Errors (with a red circle) must be resolved before submission while warnings (yellow triangle) are allowed but should be reviewed. Review and resolve all errors and warnings, then re-validate the application. Once there are no issues, you will automatically be brought to the Validate Submission page. Click OK and the submission will be validated.

5. Generate PDF

- From the SF424 workspace, select Generate PDF to generate a PDF version of the application.

6. Complete all funding proposal workspace activities and submit for review

- After the SF424 application has been validated, complete any additional activities on the funding proposal workspace (such as assurances or checking COI information). Then submit the proposal for department review.
- *Please note: If you are using the multi-prong approach, you may submit the proposal for review prior to validating the SF424. You will wait to validate the SF424 until all final science documents have been uploaded.*

Does your S2S proposal have subawards? Scroll to the next page!

Princeton ERA: System-to-System Subaward Steps

1. Add the Subaward Form to your SF424 Application.

- The form can be selected when you run the Create-Update SF424 activity by checking the box next to the Research & Related Subaward Budget Attachment(s) Form. The subaward form must be selected before you can complete step 2.

2. Download the R&R Sub Budget Form from the SF424 workspace. Send the form to your subawardee to complete.

- The subaward budget form should always be downloaded from the SF424 workspace. Do not download the form from Grants.Gov nor from the opportunity. Please download the form each time you create an SF424 with subs to ensure you have the right form that corresponds to the opportunity as well as the most up to date version of the form, otherwise there will be errors. The subawardee should complete the form, including uploading their budget justification to the form.

3. Update the SF424 application with the number of subawards.

- Click on the “Edit Grant Application” button to open the SF424 SmartForms. In the left navigation bar, scroll to “R&R Subaward Budget – Number of Subawards” SmartForm, click on it, and enter the number of subawards on your application. When you save, the subaward forms will be added for that number of subawards. Click save and exit the SmartForm.

4. Once you have received the SF424 subaward budget form from the subawardee, validate the form.

- When you receive the completed form from the subawardee, click on the “Check Form for Errors” button within the subaward budget form to ensure there are no errors. If there are any errors in the form, they must be corrected before proceeding. Additionally, verify the values in the form have been rounded. Cents should not be included. Also, check that the subaward dates are within the proposal dates.

5. From the Budget workspace, click on the “Create Subaward” button to create the subaward budget.

- Select the “Subaward budget detail level”. On the “Subaward Budget Information” SmartForm, Question 5, select “SF424 Subaward Import”.

6. Upload the R&R Subaward Budget Form to the “SF424 Subaward Import” SmartForm.

- Upload the form, as completed by the subawardee, on the SF424 Subaward Import page. The form should always be uploaded here, not directly attached to the SF424. This will ensure your subaward budget information can be captured on the proposal budget and the SF424. *Remember that the form uploaded MUST be the copy that was downloaded from your SF424 workspace.*

7. If there is more than one subaward on the proposal, repeat steps 4-6 for each subaward.

8. Run the Create-Update SF424 activity from the Funding Proposal workspace.

- Select only the Subaward form and click OK. Navigate to the SF424 application to see the R&R Subaward Budget Form has populated with the sub data.