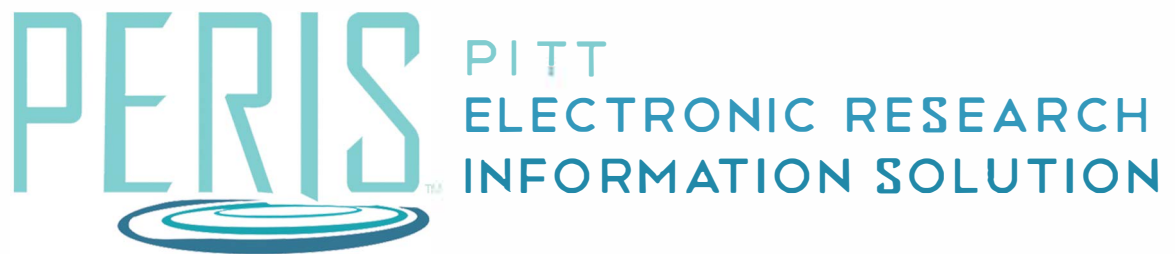




University of Pittsburgh



Quick Reference

CREATE SF424.....2

Create SF424

The screenshot illustrates the steps for creating an SF424 application. It shows a list of proposals, a selection of forms, a summary view, a workspace for editing, a PDF generation step, a change log, and a validation error message.

Where to start?

1. In My Inbox or on the Grants page, click the name of the proposal you would like to create a SF424 for.

How do I create the SF424?

2. Click *Create-Update SF424*.
3. Select the forms you want to include in the SF424 application and click *OK*.
4. Click the *SF424 Summary* tab.
5. Click the SF424 link to open the SF424 Workspace.
6. Click *Edit Grant Application* to add or modify data in the SF424 as needed. Click *Hide/Show Errors* to navigate to and correct errors in in SF424.
7. Click *Generate PDF version* to create a PDF of the application.
8. Click the *Generated PDF Version* activity from the workspace and then the Documents tab to view the PDF.

How do I finish the SF424?

9. Click *Validate Submission* to list any errors in need of correction.