



Completion of SF424 Application Components

Department Policy/Procedure

Campus: All

Approved: February 12, 2007

Department: All

Next Review: February 2009

Purpose

To provide the Principal Investigator or delegated staff with specific information for completing the application components and attachments as required by National Institutes of Health.

Population Covered

All Principal Investigators associated with Swedish Health Services intending to submit research proposals to NIH or other federal agencies.

Responsible Persons

Principal Investigator

Definitions

PI: Principal Investigator

Supplemental Information

N/A

Steps

1. Utilize PureEdge Windows Explorer and select the SF424 application “.xfd” that you have previously saved on a Swedish network drive. If prompted, select “ICS Viewer” and the application file will open.
2. The SF424 (R&R) form set has a number of components, each listed in the table below as a separate “document.” In addition to these components, NIH and other PHS agencies applicants will also need to complete supplemental components listed as “PHS398” components in the table below.
3. All attachments must be in “.pdf” and converted vs. scanned, then uploaded into the appropriate application components.

Note: When using the PureEdge Windows Explorer to manipulate an “.xfd” file and attempting to view a previously attached “.pdf” file, you may encounter a ‘Waiting for Browser’ dialog. At that point, you can manually provide that ‘browser’ by launching PureEdge-Viewer from the Start; Programs; ‘Citrix Apps’ menu. This will enable PureEdge-Viewer to open the “.pdf” attachment for viewing.

Components of an NIH or Other PHS Agencies Application

Document	Required	Optional	Instructions
SF424 (R&R) Cover	✓		http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc#_4.2_Cover_Component
SF424 (R&R) Project/Performance Site Locations	✓		http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc#_4.3_Project/Performance_Site_Locati
SF424 (R&R) Other Project Information	✓		http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc#_4.4_Other_Project_Information_Compo
SF424 (R&R) Senior / Key Person Profile(s)	✓		http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc#Section_4_5
SF424 (R&R) Budget <i>(If NOT using PHS398 Modular Budget.)</i>	*		http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc#RR_Budget
SF424 (R&R) Subaward Budget Attachment Form		✓	http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc#Consortium
PHS398 Cover Letter		✓	http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc#_5.2_Cover_Letter_Component
PHS398 Cover Page Supplement	✓		http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc#_5.3_Cover_Page_Supplement_Component
PHS398 Modular Budget <i>(If NOT using SF424 (R&R) Budget)</i>	*		http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc#Modular_Budget_Component
PHS398 Research Plan	✓		http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc#Research_Plan_Component
PHS398 Checklist	✓		http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc#Section_5_6

* The application forms package associated with most NIH funding opportunities includes two optional budget components: (1) SF424 (R&R) Budget and (2) PHS398 Modular Budget. NIH application submissions must include either the SF424 (R&R) Budget Component or the PHS398 Modular Budget Component, but never both. (Note Agency for Healthcare Research and Quality (AHRQ) does not accept modular budgets). Unless otherwise stated in the funding announcement, an application must always be submitted with a budget component. For those programs where either form is possible, the budget forms will be considered “optional” by the Grants.gov package. Note that it is still required that you select and submit one of these budget forms for an application to be accepted by the NIH.

To determine which budget component to use for NIH applications, consult the modular budget guidelines. Additional guidance may also be available in the specific funding opportunity announcement.

Some funding opportunities will explicitly state the use of only one of the budget components. In this case, the application package will only include the accepted budget form which will appear in the list of “mandatory” forms (not in the optional list).

Expert Consultant

N/A

Author

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Regulatory Requirement

Grants.gov
NIH

References

Application Guide SF424 (R&R) Version 2, July 5, 2006

Manual

SRC Internal Policy and Procedure Manual

Additional Computer Search Words/Terms

N/A

Addendum (Addenda, if plural)

Components of an NIH or Other PHS Agencies Application Table