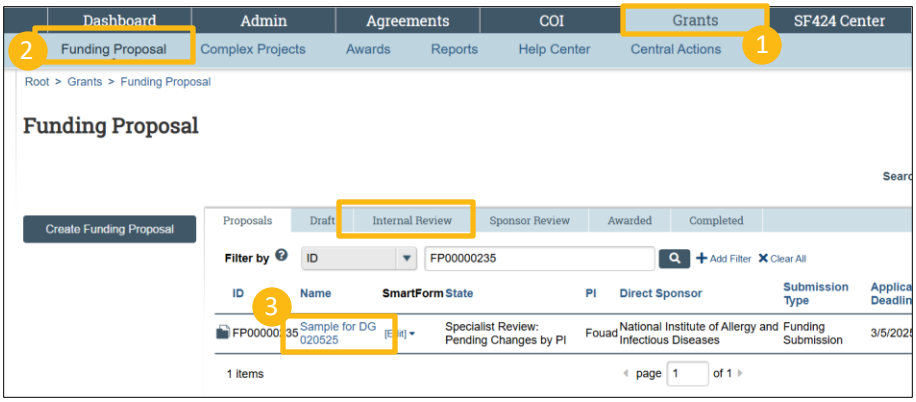
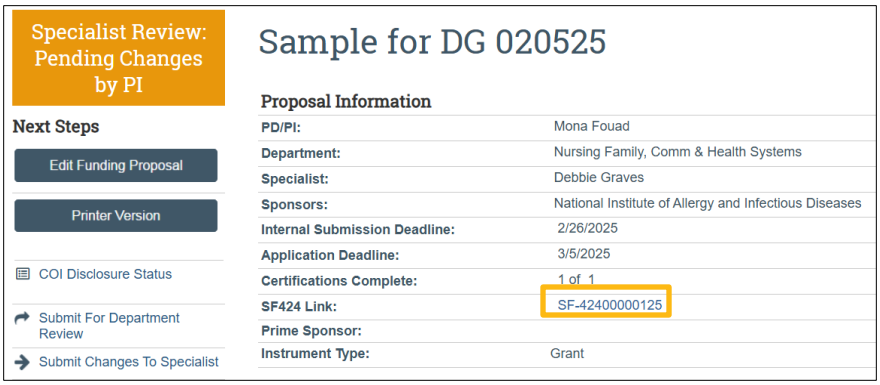
Submit an SF424 Form and Check Status

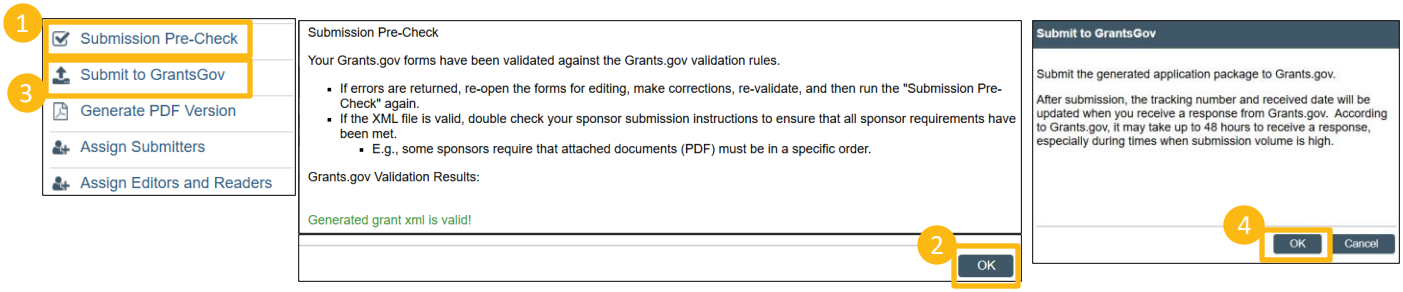
1. **Follow the steps from the Create or Update SF424 Forms guide to create an SF424 Form. Once the form is created it will be in a pre-submission and valid for submission state. To submit the SF424 form, click on the Grants tab, then Funding Proposal, then select the name of the proposal you want to submit an SF424 form for. Note: the proposal may be under the "Internal Review tab."**



2. **Once you've opened the proposal, click on the SF424 link to open the SF424 workspace.**



3. **From the workspace, RAs/study staff will click Submission Pre-Check. Once the pre-check completes, note the results under Grants.gov Validation Results, and click OK. If there are any errors, reopen the application to correct them. When you are ready to submit, the grants specialist will click Submit to Grants.gov, then click OK.**



4. **Once the SF424 is submitted, check the submission status by navigating to the SF424 Center and dicking Check Submission Status. Search for the specific submission by using the Package ID, Opportunity ID, Tracking Number, or Submission Title. Click Search.**

