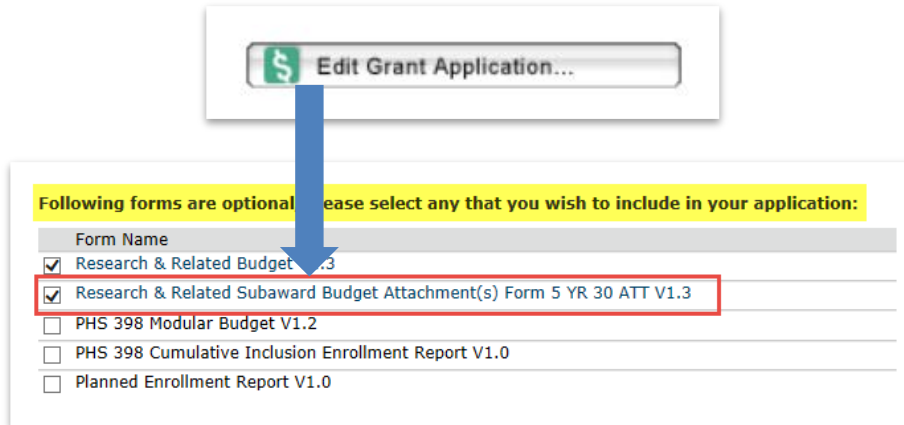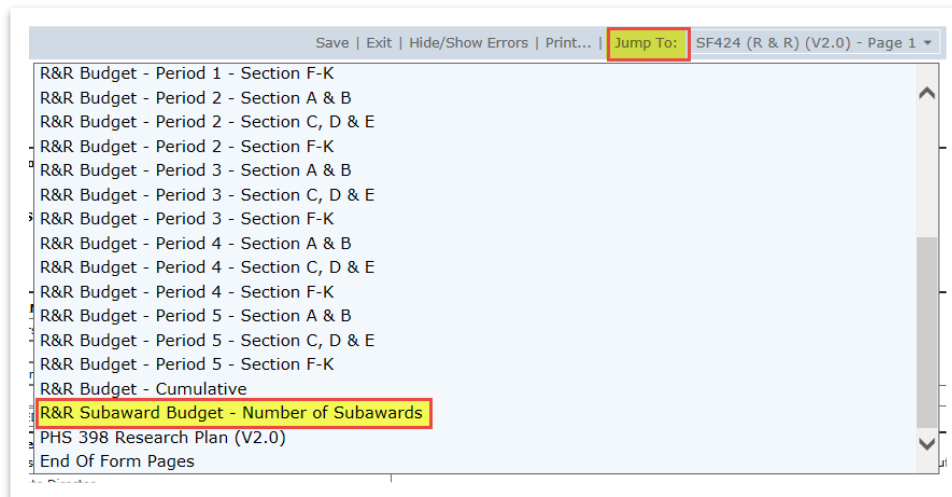# Importing Subawards Into UFIRST SF424 Application Package

Preparation for Importing a Subaward

To be able to execute the "Import Subaward" activity, the "R&R Subaward Budget Attachments Form" (or its equivalent) must be selected from the Optional Forms list displayed after executing the "Edit Grant Application" button in the SF424 Workspace.

The selection of this optional form will load the "R&R Subaward Budget – Number of Subawards" form into the SF424 Application Package and will be displayed in the dropdown "Jump To" list.
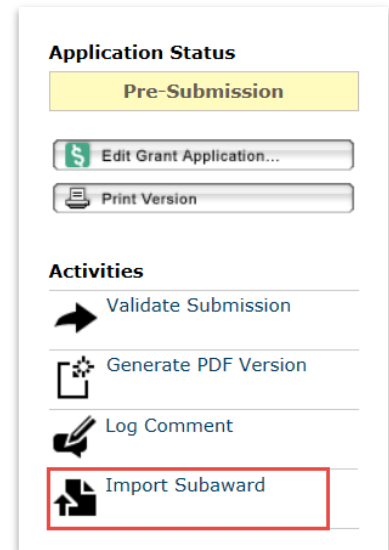

Enter the number of subawards you will be importing into the SF424 Application Package into the field at the top of this form to allow the system to prepare the appropriate number of "destinations" for your Subawards.

Importing a Subaward

1. Make sure you have final version of all the Extracted R&R Subaward budget forms that you need to add to your SF424 Application Package. You should check that all data are correct and all required fields are completed in these forms before Importing into the SF424 Application Package. All data contained in subawards imported into the SF424 Application Package, including but not limited to, budget dates and budget amounts, must match the corresponding information in the UF portions of the SF424 Application Package.

2. From the SF424 Workspace, execute the Import Subaward activity.

Application Status

Pre-Submission

- $ Edit Grant Application...
- Print Version

Activities

- → Validate Submission
- Generate PDF Version
- Log Comment
- Import Subaward

3. Select the destination by checking the appropriate radio button. The number of radio buttons available will be equal to the number entered into the field on the form "R&R Subaward Budget – Number of Subawards".

4. Select the Browse button to search for the Subaward Budget file you want to import into that destination of your SF424 Application Package.

Import Subaward

For opportunities that have subawards, you can choose to import subaward data using this Activity and a filled PDF. This is an alternative to filling out subaward information in the SmartForm directly, though after import, you may go back and make further changes in the SmartForm.

Subaward PDF templates are available for download on the SF-424 workspace. They can be provided to anyone to complete. Once complete, simply use this Activity to import the data.

1. Select a destination for the imported subaward. Choose one of the following radio buttons.

	Organization	DUNS	PD/PI	Import Date	Direct Costs	Indirect Costs
○ 1.	Empty Subaward					
○ 2.	Empty Subaward					

Select destination of your subaward

2. Please choose an **R&R Subaward Budget** PDF form to import.

Browse... No file selected.

Hit "Browse" button to search for the Subaward Budget file you want to import into this destination

OK   Cancel

5. Locate the Subaward Budget file you want to Import, select it and then select "Open".

6. You will be taken back to the Import Subaward pop-up window.

7. Select "OK" to load the budget into the SF424 Application Package. You will be returned to the SF424 Workspace.

8. If you have more Subaward Budgets to import, execute the Import Subaward activity, select an "empty" destination and duplicate steps 3-8 for each one.

You have now completed the Import Subawards activity.

Contact Information:

Division of Sponsored Programs (DSP)
University of Florida
219 Grinter Hall
352-392-3516
Website: www.research.ufl.edu