



RUSH MEDICAL COLLEGE • COLLEGE OF NURSING • COLLEGE OF HEALTH SCIENCES • THE GRADUATE COLLEGE

Rush Research Portal Grant Walkthrough



Sponsored Programs Administration

Updated June 2020

What is the purpose of the Grant module in the Rush Research Portal?

- Create, route and submit to Sponsored Programs for review/submission:
 - Federal and non-federal grant applications
 - Grant progress report requests
 - Grant transfer documents
 - Letter of intent requests

Grant Walkthrough

  IT'S HOW RESEARCH SHOULD BE


Rush Research Portal Home **Master Project** Reports IRB CTPT Issues

Master Project Subscribe Help

Create

Master Project



Projects

Filter by  ID [Advanced](#)

ID	Name	SmartForm	<input checked="" type="checkbox"/> Date Modified	State	PI	Primary Sponsor	Direct Sponsor	Protocol Number	ClinicalTrial.Gov Identifier	Department	Coordinator
16062701	A New Mechanistic Paradigm for AKAP as Part of the Beta-Adrenergic Response	[Edit]	6/27/2016 9:22 AM	In Process	Shannon	NIH - National Institute of Health		N/A	N/A	Physiology	Vaughn
13121501	Form C test 1	[Edit]	6/27/2016 8:49 AM	In Process	Le	Abbott Laboratories	Covance	KL3	CT1	Office of Research Affairs	Person
16062401	Reversibility of right ventricle dysfunction after ultrasound facilitated thrombolysis in patients with acute pulmonary embolism, a retrospective study	[Edit]	6/26/2016 11:10 PM	In Process	El Hangouche	Rush University		N/A	N/A	IM - Cardiology	
16062003	DAA-HCC	[Edit]	6/26/2016 9:43 PM	In Process	Eswaran	Departmental Funding		N/A	N/A	IM - Digestive Diseases, IM - Administration	Fetrow
13021106	Metabolomic Lipid Profiling for the Early Detection of Prostate Cancer	[Edit]	6/25/2016 3:45 PM	In Process	Mahon	American Cancer Society-Illinois Division	American Cancer Society-Illinois Division	N/A	N/A	Pathology	

- Start by searching for an existing master project, or if the project is new, create a new master project by clicking on the "Master Project" tab, then click on "New Master Project" under "Create" on the left side of the screen.

Grant Walkthrough

  IT'S HOW RESEARCH SHOULD BE

Katie Amsden | My Home | [Logout](#)

[Rush Research Portal](#) [Home](#) [Master Project](#) [Reports](#) [IRB](#) [CTPT](#) [Issues](#)

Master Project > NIH HSM 12-8-2010

Current State
In Process

Edit

[Edit Master Project](#)

[Edit Coverage Analysis](#)

My Activities

[Administration](#)

[Log General Comment](#)

[Make CA State to null](#)

[Make IRB state Null](#)

Create

[Grant](#)

[Incoming Contract](#)

[Outgoing Subaward Request](#)

Master Project Summary Workspace - ORA# : 09031805

Project Title: NIH HSM 12-8-2010

Short Title:

PI / Department: Jennifer Garcia / Office of Research Affairs

Co-Investigator(s):

Faculty Sponsor:

Department: There are no items to display

Direct Sponsor: NIH - National Center on Minority Health and Health Disparities (NCMHD)

Prime Sponsor:

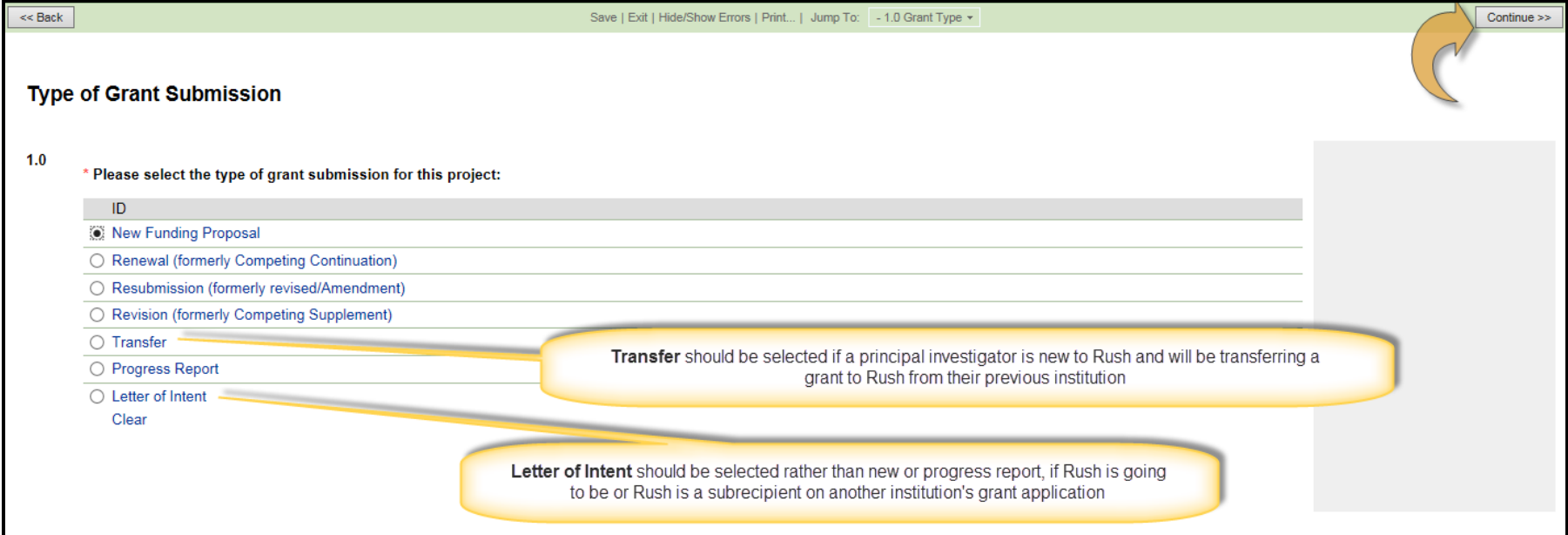
Funding Organization: National Institutes of Health

[Link Financial Report Recipients:](#) There are no items to display

Study Coordinator / Department:	
Other Study Staff:	Juanita Araujo Office of Research Affairs Jennifer Garcia Office of Research Affairs
Human Subjects:	Yes
Clinical Trial:	No
Animal Subjects:	No
Deceased Subjects:	No
Drugs:	No
Devices:	No
Biologic Products:	No
Combination Products:	No
Radiation:	

- When you are in the Master Project Summary Workspace, you will have an activity along the left side of the page to create a grant. Click on the "Grant" button.

Grant Walkthrough – SmartForm pages



<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 1.0 Grant Type Continue >>

Type of Grant Submission

1.0 * Please select the type of grant submission for this project:

ID

☒ New Funding Proposal

☐ Renewal (formerly Competing Continuation)

☐ Resubmission (formerly revised/Amendment)

☐ Revision (formerly Competing Supplement)

☐ Transfer

☐ Progress Report

☐ Letter of Intent

Clear

Transfer should be selected if a principal investigator is new to Rush and will be transferring a grant to Rush from their previous institution

Letter of Intent should be selected rather than new or progress report, if Rush is going to be or Rush is a subrecipient on another institution's grant application

- This is the question on the first page of the grant smartforms, the selection you make here determines the subsequent smartform pages, thus, it is imperative that you make an accurate selection. See the NIH page for types of grant submissions:: <https://grants.nih.gov/grants/how-to-apply-application-guide/prepare-to-apply-and-register/type-of-applications.htm>
- Complete each smartform page and choose continue to save and move to the next page.

Grant Walkthrough – SmartForm pages

2.0 * Principal Investigator: Jennifer Garcia
Additional Investigator: (Only use in cases where the sponsoring agency recognizes a multiple PI effort, such as the NIH per notice NOT-OD-06-036)

Name	Department
There are no items to display	

3.0 Co-Investigator:

Name	Department	
Juanita Araujo	Office of Research Affairs	<input type="button" value="Remove"/>
Katie Amsden	Office of Research Affairs	<input type="button" value="Remove"/>

4.0 Study Coordinator:

Kevin Le

5.0 Other Study Staff:

Name	Department	
Antonio DeMarco	Office of Research Affairs	<input type="button" value="Remove"/>

In these questions you must list any key personnel on the grant that are at Rush. Also be sure to list yourself and/or other staff in your department that are not approvers that will need to view this grant. If an individual is not listed on this page and is not an approver, they will not be able to view this grant submission.

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: - 1.0 Grant Type -

Continue >>

- These are the next questions on the first grant smartform page. Please be sure to add all key personnel and other necessary department staff to this page.

Grant Walkthrough – SmartForm pages

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: - 1.1 General Information -

Continue >>

Funding Proposal General Information

1.1 * **Proposal Title:** (Note 200 Character limit for NIH)
Office of Research Affairs Test

1.2 **Initial Budget Period**

* **Start Date:** 11/1/2016

* **End Date:** 10/31/2017

1.3 * **Enter Number Of Budget Period(s):** 2

1.4 * **Application Submission Deadline:** 7/5/2016

1.5 **PI (listed on the Master Project):** Jennifer Garcia
Grant Administrator: Katie Amsden

1.6 **Please enter members of the Study Staff:**
NOTE: This will NOT populate SF424. The users listed on this page, along with the PI, will have READ and EDIT access to this funding proposal.

Name	Department
There are no items to display	

1.7 * **Link Financial Report Recipients:**

Name	Department	
Juanita Araujo	Office of Research Affairs	<input type="button" value="Remove"/>
Katie Amsden	Office of Research Affairs	<input type="button" value="Remove"/>
Jennifer Garcia	Office of Research Affairs	<input type="button" value="Remove"/>

Complete the information requested for your grant, this information will help SPA to have the information necessary to process your grant.

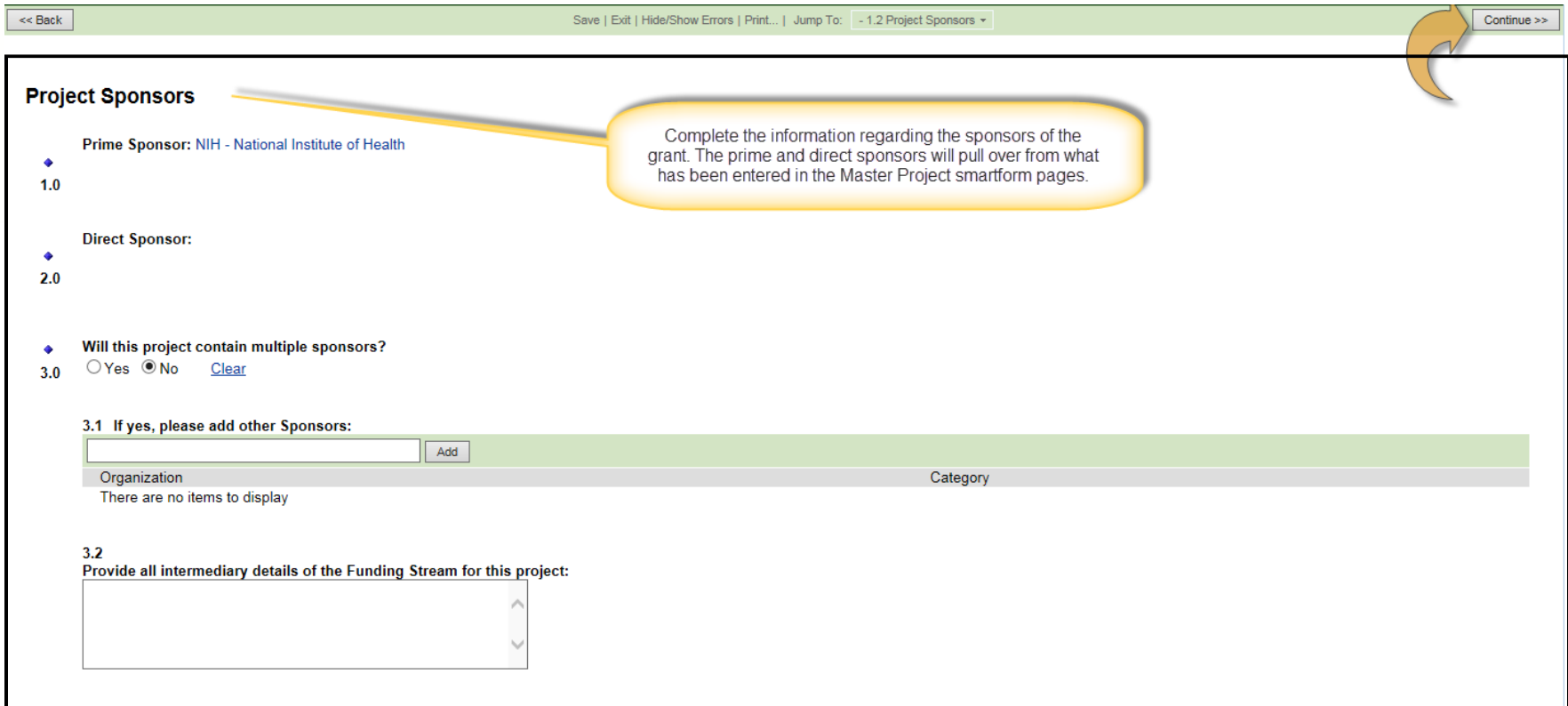
Please pay attention to the due date you provide. If this is a grant being submitted by another institution, please provide the date the prime institution has requested to have the letter of intent by.

By default, the grant administrator is set to the person who created this grant, unless the PI created the grant.

In order to receive emails regarding this grant, you must identify the people who should receive these notifications by using the activity called 'Edit E-Mail Distribution'

Individuals in this role will receive daily post-award financial reports for the grant/fund activity on the Link dashboard, including an award summary report, detailed labor and non-labor costs transaction and commitment reports, and an open PO detail report.

Grant Walkthrough – SmartForm pages



<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 1.2 Project Sponsors Continue >>

Project Sponsors

◆ Prime Sponsor: NIH - National Institute of Health
1.0

◆ Direct Sponsor:
2.0

◆ Will this project contain multiple sponsors?
3.0 ☐ Yes ☒ No [Clear](#)

3.1 If yes, please add other Sponsors:

Organization	Category
There are no items to display	

3.2 Provide all intermediary details of the Funding Stream for this project:

- **Prime Sponsor** is the original funding source. For example, if Rush University Medical Center applies for a grant to the National Institutes of Health (NIH) then NIH is the Prime Sponsor because they administer the funds.

Direct Sponsor is the organization directly receiving the funds from the prime sponsor and who directly applied for the funding.

Grant Walkthrough – SmartForm pages

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: - 1.3 Funding Source -

Continue >>

Funding Source

◆ * Select a Funding Organization Type:

1.0

Name

☐ Non-Profit

☐ State or Local Government

☒ National Institutes of Health

☐ Other Federal Agencies

☐ Industry Sponsored

☐ Other Public Health Services

☐ Internal or Departmental

☐ Philanthropy

[Clear](#)

If the funding source is non-profit please attach a copy of the sponsor guidelines here so that we can assist you to ensure your grant proposal is following the funding agency guidelines and policies.

1.1 If Non-Profit funding source, upload any sponsor guidelines here:

[Add](#)

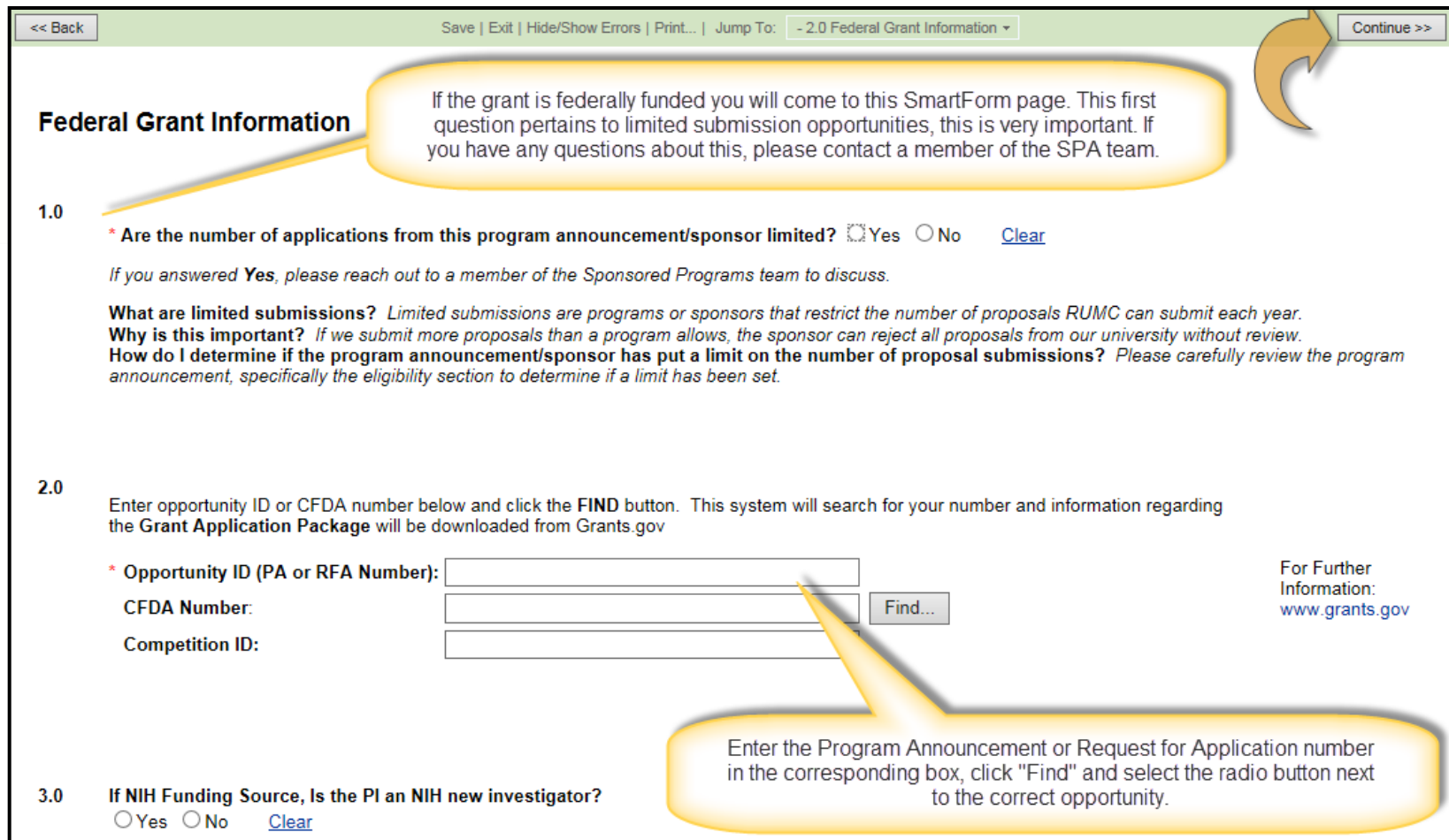
Document	Description	Modified Date
There are no items to display		

◆ * Will this application have a subcontract to one or more institutions? If so, you will be asked to provide the institution's contact information on a later page.

2.0 ☒ Yes ☐ No [Clear](#)

Please contact Rachel Orlowski in the Office of Philanthropy at Rachel_Orlowski@rush.edu or by phone at 312-563-4952 if you are unsure whether your funder type should be classified as a nonprofit or philanthropic organization.

Grant Walkthrough – SmartForm pages



<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 2.0 Federal Grant Information -> Continue >>

Federal Grant Information

If the grant is federally funded you will come to this SmartForm page. This first question pertains to limited submission opportunities, this is very important. If you have any questions about this, please contact a member of the SPA team.

1.0 * Are the number of applications from this program announcement/sponsor limited? ☐ Yes ☐ No [Clear](#)

If you answered **Yes**, please reach out to a member of the Sponsored Programs team to discuss.

What are limited submissions? Limited submissions are programs or sponsors that restrict the number of proposals RUMC can submit each year.
Why is this important? If we submit more proposals than a program allows, the sponsor can reject all proposals from our university without review.
How do I determine if the program announcement/sponsor has put a limit on the number of proposal submissions? Please carefully review the program announcement, specifically the eligibility section to determine if a limit has been set.

2.0 Enter opportunity ID or CFDA number below and click the **FIND** button. This system will search for your number and information regarding the **Grant Application Package** will be downloaded from Grants.gov

* Opportunity ID (PA or RFA Number):

CFDA Number:

Competition ID:

[Find...](#)

For Further Information: www.grants.gov

3.0 If NIH Funding Source, Is the PI an NIH new investigator?
☐ Yes ☐ No [Clear](#)

Enter the Program Announcement or Request for Application number in the corresponding box, click "Find" and select the radio button next to the correct opportunity.

- If the grant application will use the SF424 package, this page will ensure that the correct package of forms is created for you to complete for this particular grant opportunity. Make sure to select the right version of the forms package.

Grant Walkthrough – SmartForm pages

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: - 2.1 NIH Proposal Details -

Continue >>

NIH Proposal Details

1.0 * Will you submit this application with a Modular Budget (Direct costs of \$250K per year or less)?
☐ Yes ☒ No [Clear](#)

2.0 * Type of Application:
New

3.0 NIH Grant Type(If Applicable):

ID	Name
<input type="radio"/> C06	Research Facilities Construction Grant
<input type="radio"/> D43	International Training Grants in Epidemiology
<input type="radio"/> D71	International Training Planning Grant
<input type="radio"/> D71/U2R	International Training Cooperative Agreement
<input type="radio"/> DP1	Director's Pioneer Award Program
<input type="radio"/> DP2	NIH Director's New Innovator Award Program
<input type="radio"/> DP3	Type 1 Diabetes Targeted Research Award
<input type="radio"/> E11	Grants for Public Health Special Projects
<input type="radio"/> F05	International Research Fellowships (FIC)
<input type="radio"/> F30	Individual Predoctoral NRSA for MD/PhD Fellowship
<input type="radio"/> F31	Ruth L. Kirchstein National Research-Predoctoral Individual
<input type="radio"/> F32	Ruth L. Kirchstein National Research Service Award for Individual Postdoctoral Fellows
<input type="radio"/> F33	Ruth L. Kirchstein National Research Service Awards for Experienced Scientists

For NIH grant proposals you will come to this SmartForm page. Please ensure you choose the type of application from the dropdown menu and the correct radio button for the corresponding activity number/grant type.

This can't be changed if pre-selected from your funding opportunity

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: - 2.4 Program Income -

Continue >>

Program Income

1.0 * Will there be program income:
☐ Yes ☒ No [Clear](#)

2.0 If yes, provide Program Income details:

Add

Period	Source	Amount
There are no items to display		

Complete these questions regarding program income.

Grant Walkthrough – SmartForm pages

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 4.1 Project Commitments - Continue >>

Project Commitments

1.0 * Will human embryonic stem cells be used?
☐ Yes ☒ No [Clear](#)

2.0 * Will human subjects be involved?
☒ Yes ☐ No [Clear](#)

3.0 * Will there be animal use?
☐ Yes ☒ No [Clear](#)

4.0 * Will there be biosafety?
☐ Yes ☒ No [Clear](#)

5.0 * Will deceased subjects be involved?
☐ Yes ☒ No [Clear](#)

6.0 * Wet lab usage?
☐ Yes ☒ No [Clear](#)

These questions are important to complete to determine commitments or resources needed for the project.

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 5.0 Submission Methods - Continue >>

Submission Methods

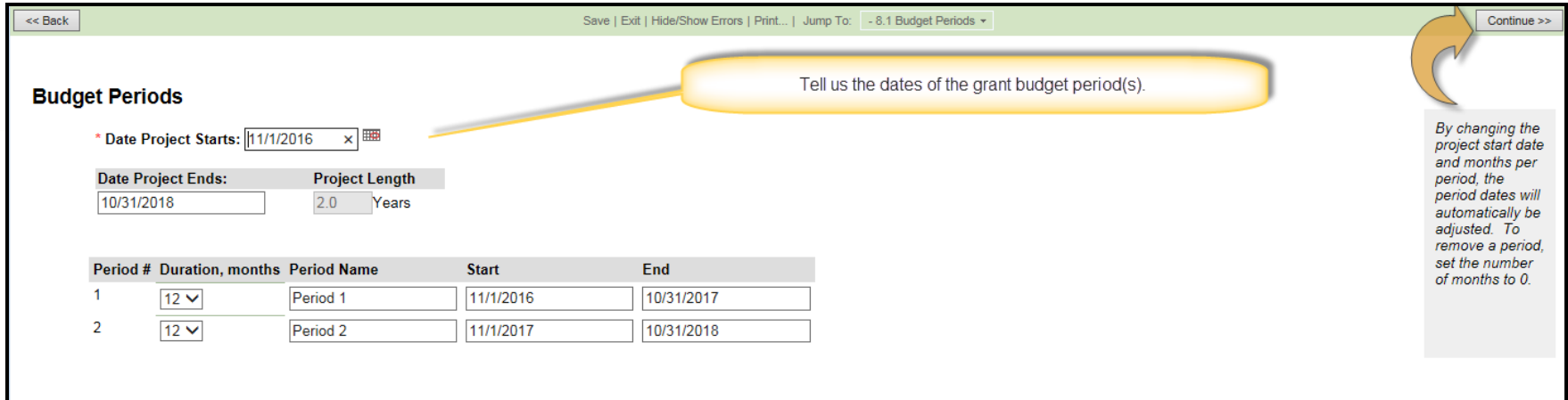
1.0 * Select Submission Method for this Proposal:
Name
☐ On paper
☒ Electronically
☐ Both
[Clear](#)

2.0 * Does the funding agency impose cost limits?
☒ Yes ☐ No [Clear](#)

Please tell us how the grant will be submitted

This may be pre-determined for e-Submission grants.

Grant Walkthrough – SmartForm pages



<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 8.1 Budget Periods Continue >>

Budget Periods

* Date Project Starts: 11/1/2016 x

Date Project Ends: 10/31/2018 Project Length: 2.0 Years

Period #	Duration, months	Period Name	Start	End
1	12	Period 1	11/1/2016	10/31/2017
2	12	Period 2	11/1/2017	10/31/2018

Tell us the dates of the grant budget period(s).

By changing the project start date and months per period, the period dates will automatically be adjusted. To remove a period, set the number of months to 0.

- The information will auto-populate based on what is completed on the "General Information" page of the Grant smartforms.

Grant Walkthrough – SmartForm pages

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 9.0 Attachments - Continue >>

12.0 Funding Proposal Attachments

1.0 Attachments:

Add

Document	Description	Modified Date
Upload Revision View Budget(0.01)		6/27/2016 11:54 AM Delete
Upload Revision View Budget Justification(0.01)		6/27/2016 12:23 PM Delete

Attach any documents that might be helpful in SPAs review of the grant proposal. At the least, attach a detailed budget and budget justification.

Attach any documents that may be helpful to others designing or approving this funding proposal.

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - Instructional Page - Finish

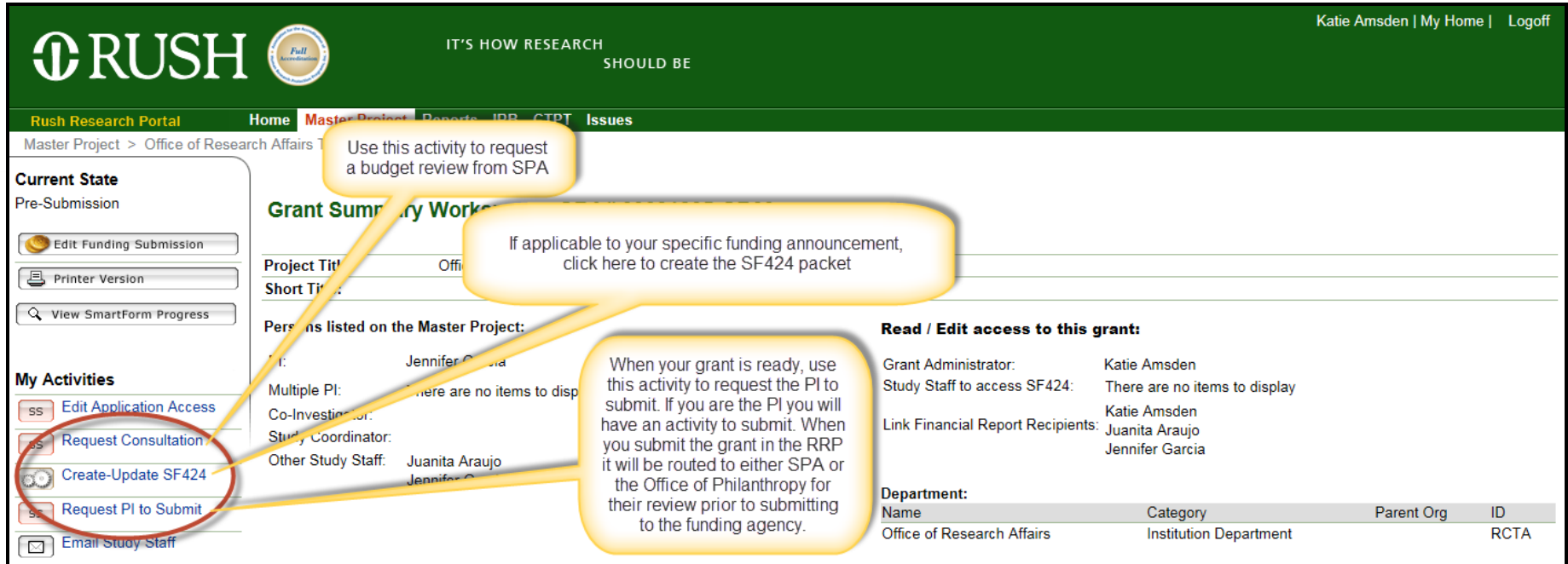
Instructional Page for Federal

Thank you. Please hit finish. In the grant summary workspace use the activity on the left-hand side to create the SF424 packet.

If your mechanism is not supported by SF424 forms, please contact the RCTA Grants Office 312-942-5498.

- For Letter of Intent (LOI) requests, attach a budget on the Rush budget template, budget justification and scope of work for SPA review.
- Once you have completed the SmartForm pages and click “Finish”, you will be taken back to the Grant Summary Workspace.

Grant Walkthrough



The screenshot shows the Rush Research Portal interface. The top navigation bar includes the Rush logo, the tagline "IT'S HOW RESEARCH SHOULD BE", and user information "Katie Amsden | My Home | Logoff". The main navigation menu has links for Home, Master Project, Reports, IRB, CTPT, and Issues. The breadcrumb trail indicates the user is in the Master Project > Office of Research Affairs > Grant Summary Workspace.

Current State: Pre-Submission

My Activities:

- Edit Funding Submission
- Printer Version
- View SmartForm Progress
- Create-Update SF424** (highlighted with a red circle)
- Request PI to Submit
- Email Study Staff

Grant Summary Workspace:

Project Title: [Blank]
Short Title: [Blank]

Persons listed on the Master Project:

Role	Name
Principal Investigator	Jennifer Garcia
Multiple PI:	There are no items to display
Co-Investigator:	
Study Coordinator:	
Other Study Staff:	Juanita Araujo, Jennifer Garcia

Read / Edit access to this grant:

Access Type	Accessed By
Grant Administrator:	Katie Amsden
Study Staff to access SF424:	There are no items to display
Link Financial Report Recipients:	Katie Amsden, Juanita Araujo, Jennifer Garcia

Department:






Name	Category	Parent Org	ID
Office of Research Affairs	Institution Department		RCTA

Callouts:

- "Use this activity to request a budget review from SPA" points to the "Create-Update SF424" activity.
- "If applicable to your specific funding announcement, click here to create the SF424 packet" points to the "Create-Update SF424" activity.
- "When your grant is ready, use this activity to request the PI to submit. If you are the PI you will have an activity to submit. When you submit the grant in the RRP it will be routed to either SPA or the Office of Philanthropy for their review prior to submitting to the funding agency." points to the "Request PI to Submit" activity.

- In the Grant Summary Workspace, you can:
 - Request Consultation
 - Create-Update SF424
 - Submit Application/Request PI to Submit
 - Withdraw Grant (if the state is still in pre-submission)

Grant Walkthrough – Request Consultation

History	SF424	Key Personnel	Review Status	Review Notes	Logged On
Activity			Author		
GS	Submit Consultation			Amsden, Katie	7/5/2016 12:12 PM
 Thank you for providing your budget for our review. The budget looks good and all salaries have been verified.					
GS	Take Ownership			Amsden, Katie	7/5/2016 12:11 PM
 Assigned to Katie Amsden:					
SS	Request Consultation				7/5/2016 12:07 PM
 Please review the detailed budget for this grant submission, thank you.					
 Budget					
 Budget Justification					

SPA will review the budget and justification to ensure the that it follows the funding opportunity announcement guidelines, the salaries are accurate and it is calculating properly.

When you use the activity "Request Consultation", please provide a detailed budget and budget justification for review.

SPA will review the budget and justification to ensure that it follows the funding opportunity announcement guidelines, the salaries are accurate and it is calculating properly.

When you use the activity "Request Consultation", please provide a detailed budget and budget justification for review.

Grant Walkthrough – Create SF424

Create SF424 (AutoMap)

Special note: This button will generate your SF424 for you based on the information that you have completed in your forms. Once you generate your 424, to reduce any information lost, this button will no longer be available. If for some reason you need to re-generate your SF424 again, you must contact the research office at 312-542-5498 and ask for a grant specialist.

To continue and create your SF424, please select the OK button at the bottom of this screen. If you want to return to your forms, please click cancel.

<input type="checkbox"/>	Action	Status
<input checked="" type="checkbox"/>	Research & Related Senior/Key Person Profile (Expanded) V2.0	
<input checked="" type="checkbox"/>	PHS Human Subjects and Clinical Trials Information V2.0	
<input checked="" type="checkbox"/>	Research & Related Project/Performance Site Location(s) V2.0	
<input checked="" type="checkbox"/>	Research And Related Other Project Information V1.4	
<input checked="" type="checkbox"/>	PHS 398 Research Plan V4.0	
<input checked="" type="checkbox"/>	SF424 (R&R) V2.0	
<input checked="" type="checkbox"/>	PHS 398 Cover Page Supplement V5.0	
<input checked="" type="checkbox"/>	Research & Related Budget V1.4	
<input type="checkbox"/>	PHS 398 Modular Budget V1.2	
<input type="checkbox"/>	Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4	
<input checked="" type="checkbox"/>	PHS Assignment Request Form V3.0	

OK

Cancel


- When the "Create/Update SF424" button is pressed the system will pull up the application forms associated with the program announcement. Click the checkbox next to each page that should be included in the application. Press "OK" once all forms are generated.

Grant Walkthrough – Create SF424


History **SF424** Key Personnel Review Status Review No Grant Documents Management Plan COI Disclosures

The SF424 packet can be found in the SF424 tab and click on the blue text to link to the packet for editing.

Submissions to Sponsor

Name	SmartForm	Date Created	Date Modified	State	Funding Source	Target	Total
 SF-42400001629	[Edit]	6/28/2016 11:24 AM	6/28/2016 11:49 AM	Pre-Submission			

1 items page 1 of 1 10 / page

 IT'S HOW RESEARCH SHOULD BE Katie Amsden | My Home | Logoff

Rush Research Portal Home Master Project Reports IRB CTPT Issues

Master Project > Office of Research Affairs Test > Office of Research Affairs Test > SF-42400001629

Application Status

Pre-Submission

Edit Grant Application... Print Version View Differences

Activities

- Validate Submission
- Bypass Validations
- Generate PDF Version
- Assign Submitters
- Assign Editors and Readers
- Log Comment
- Import Subaward

Click on "Edit Grant Application" to access the SF424 packet.

SF-42400001629 SF424

Descriptive Title:	Office of Research Affairs Test	Start Date:	11/1/2016
Submission Type:	New	End Date:	10/31/2018
PDF Version:	Not Available, Please execute Generate PDF Version activity	FOA:	PA-16-160 (FOA00000585)
Tracking Number:		Date Modified:	6/28/2016 11:49 AM
Received Date/Time:			
Status Updated:			

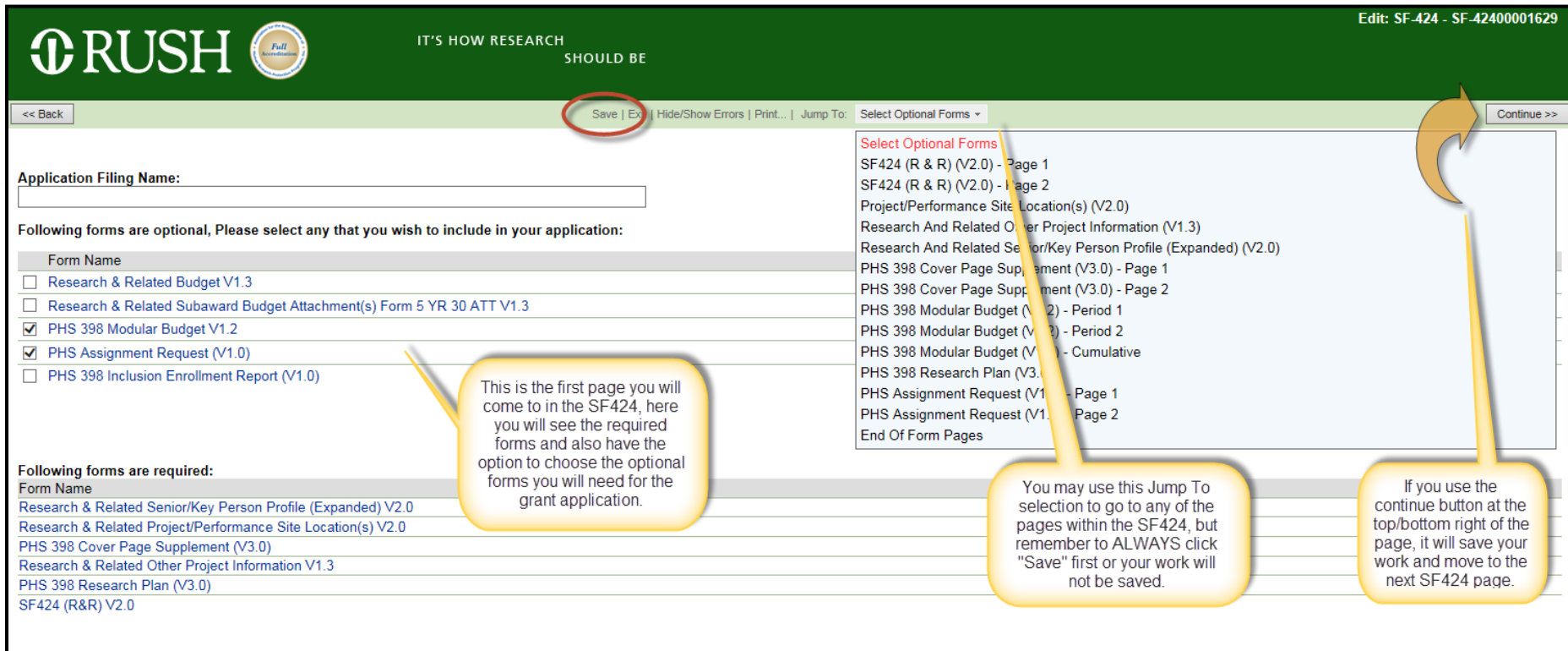
When the SF424 packet is complete, use this activity to generate a PDF. The PDF will be available on this screen to view to ensure the grant application appears as intended.

***Remember, when the SF424 is complete, please go back to the grant summary workspace page to submit the grant to SPA.

History Change Log Activity

SF424 Created 6/28/2016 11:24 AM

Grant Walkthrough – SF424



The screenshot shows the SF424 application form interface. At the top, the Rush University logo and the text "IT'S HOW RESEARCH SHOULD BE" are visible. The top right corner displays "Edit: SF-424 - SF-42400001629". Below the header, there is a navigation bar with buttons: "<< Back", "Save | Exit" (circled in red), "Hide/Show Errors | Print...", "Jump To:", "Select Optional Forms", and "Continue >>".

The main content area is divided into two sections:

- Application Filing Name:** A text input field.
- Following forms are optional, Please select any that you wish to include in your application:** A table with columns "Form Name" and checkboxes.

Form Name	
<input type="checkbox"/> Research & Related Budget V1.3	
<input type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.3	
<input checked="" type="checkbox"/> PHS 398 Modular Budget V1.2	
<input checked="" type="checkbox"/> PHS Assignment Request (V1.0)	
<input type="checkbox"/> PHS 398 Inclusion Enrollment Report (V1.0)	

Following forms are required:

Form Name
Research & Related Senior/Key Person Profile (Expanded) V2.0
Research & Related Project/Performance Site Location(s) V2.0
PHS 398 Cover Page Supplement (V3.0)
Research & Related Other Project Information V1.3
PHS 398 Research Plan (V3.0)
SF424 (R&R) V2.0

Annotations on the page:


- A yellow callout bubble points to the "Save | Exit" button: "This is the first page you will come to in the SF424, here you will see the required forms and also have the option to choose the optional forms you will need for the grant application."
- A yellow callout bubble points to the "Jump To:" dropdown: "You may use this Jump To selection to go to any of the pages within the SF424, but remember to ALWAYS click 'Save' first or your work will not be saved."
- A yellow callout bubble points to the "Continue >>" button: "If you use the continue button at the top/bottom right of the page, it will save your work and move to the next SF424 page."

On the right side, there is a "Select Optional Forms" dropdown menu with the following options:

- SF424 (R & R) (V2.0) - Page 1
- SF424 (R & R) (V2.0) - Page 2
- Project/Performance Site Location(s) (V2.0)
- Research And Related Other Project Information (V1.3)
- Research And Related Senior/Key Person Profile (Expanded) (V2.0)
- PHS 398 Cover Page Supplement (V3.0) - Page 1
- PHS 398 Cover Page Supplement (V3.0) - Page 2
- PHS 398 Modular Budget (V2.0) - Period 1
- PHS 398 Modular Budget (V2.0) - Period 2
- PHS 398 Modular Budget (V2.0) - Cumulative
- PHS 398 Research Plan (V3.0)
- PHS Assignment Request (V1.0) - Page 1
- PHS Assignment Request (V1.0) - Page 2
- End Of Form Pages

- This is the first page you will come to in the SF424. For specific instructions on completing sections of the application, please refer to the PA/RFA and the NIH Application guide linked in the PA/RFA.

Grant Walkthrough – SF424 page 1

SF 424 (R&R) Application for Federal Assistance 

Submission Information

1. * Type of Submission

2. Date Submitted

3. Date Received by State

Identifiers

1. Federal Identifier

2. Applicant Identifier

3. State Application Identifier

4. Agency Routing Identifier

Forsupplement/revision applications enter the assigned federal identifier in #1 under "Identifiers". For NIH and other PHS agency submissions, include only the institute & Center (IC) serial number of the previously submitted application (ex. CA987654 for 1R01CA987654-01A1.)

- Most of page 1 of the SF424 will be pre-populated with the information you have filled in from the grant smartforms. Please be sure to review the page for accuracy and enter any missing information.

Grant Walkthrough – SF424 page 1

1. * Type of Application
New

If Revision, select appropriate option
Other (Specify)

2. * Is this application being submitted to other agencies?
☐ Yes ☒ No [Clear](#)

What other Agencies?

3. * Name of Federal Agency
National Institutes of Health

4. Catalog of Federal Domestic Assistance Number

5. Title

6. * Descriptive Title of Applicant's Project
Lorem ipsum dolor sit amet, dolor sit amet, dolor sit amet, dolor sit amet

7. * Proposed Project
Start Date
4/1/2021

Applicant Information

1. * Organizational DUNS
D68610245

2. * Legal Name
Rush University Medical Center

3. Department

4. Division

5. * Street1
1653 W Congress Parkway

6. Street2

7. * City
Chicago

8. County / Parish

Make sure the descriptive title is pre-populated correctly from the grant smartforms. Re-enter the descriptive title if need be.

The department should be the PI's Department and a LINK approved department as listed in the portal.

Estimated Project Funding

1. * Total Federal Funds Requested

2. * Total Non-Federal Funds


3. * Total Federal & Non-Federal Funds

4. * Estimated Program Income

Enter the total project costs for the entire project period including indirects in #1 and #3, found on the last pg of the budget.

Review/Certification/SFLLL

1. * Is application subject to review by state executive order 12372 process?

Program is not covered by E.O. 12372 

Date

2. By signing this application, I certify (1) to the statements contained in the list of certifications* a award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me

☐ * I agree

Check this box

3. SFLLL (disclosure of Lobbying Activities) or other Explanatory Documentation

[None]

 Upload

Grant Walkthrough – SF424 Project/Performance Site(s)

Research & Related Project/Performance Site Location(s)

Project/Performance Site Primary Location

☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: Rush University Medical Center

DUNS Number: 068610245

*Street 1: 1653 W Congress Parkway

Street 2:

*City: Chicago

County:

State: IL: Illinois

Province:

* Country: USA: UNITED STATES

Zip/Postal Code: 60612

Project/ Performance Site Congressional District: IL-007

Project/Performance Site Location(s) 1-299

Add

Organization Name

Street1

City

ZIP Code

There are no items to display

Additional Locations(s)

[None]

Add

Indicate the primary site where the work will be performed. If a portion of the project will be performed at any other site(s), identify the site location(s) by clicking add and indicating the other site(s).

- Please do not check the box that you are submitting this application as an individual. This application is being submitted by Rush University Medical Center.

Grant Walkthrough – SF424 Other Project Info

RESEARCH & RELATED Other Project Information	
<p>1. *Are Human Subjects Involved? <input checked="" type="radio"/> Yes <input type="radio"/> No Clear</p> <p>1.a. If YES to Human Subjects</p> <p>Is the Project Exempt from Federal regulations? <input type="radio"/> Yes <input type="radio"/> No Clear</p> <p>If yes, check appropriate exemption number:</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>If no, is the IRB review Pending? <input type="radio"/> Yes <input checked="" type="radio"/> No Clear</p> <p>IRB Approval Date: <input type="text" value="5/20/2014"/></p> <p>Human Subject Assurance Number: <input type="text" value="00000482"/></p>	<p>The Other Project Information Form is used for all grant applications. This form includes questions on the use of human subjects and vertebrate animals, as well as fields to upload an abstract, project narrative, references, equipment lists, and facilities descriptions.</p>
<p>2. *Are Vertebrate Animals Used? <input type="radio"/> Yes <input checked="" type="radio"/> No Clear</p> <p>2.a. If YES to Vertebrate Animals</p> <p>Is the IACUC review Pending? <input checked="" type="radio"/> Yes <input type="radio"/> No Clear</p> <p>IACUC Approval Date: <input type="text"/></p> <p>Animal Welfare Assurance Number: <input type="text" value="A3120-01"/></p>	
<p>3. *Is proprietary/privileged information included in the application? <input type="radio"/> Yes <input checked="" type="radio"/> No Clear</p>	
<p>4.a. *Does this Project have an Actual or Potential Impact - positive or negative - on the environment? <input type="radio"/> Yes <input checked="" type="radio"/> No Clear</p> <p>4.b. If yes, please explain:</p> <p><input type="text"/></p> <p>4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? <input type="radio"/> Yes <input type="radio"/> No Clear</p> <p>4.d. If yes, please explain:</p> <p><input type="text"/></p>	
<p>5. *Is the research performance site designated, or eligible to be designated, as a historic place? <input type="radio"/> Yes <input checked="" type="radio"/> No Clear</p> <p>5.a. If yes, please explain:</p> <p><input type="text"/></p>	
<p>6. *Does this project involve activities outside the United States or partnerships with international collaborators? <input type="radio"/> Yes <input checked="" type="radio"/> No Clear</p> <p>6.a. If yes, identify countries:</p> <p><input type="text"/></p> <p>6.b. Optional Explanation:</p> <p><input type="text"/></p>	
<p>7. Project Summary/Abstract: [None] Add</p> <p>8. Project Narrative: [None] Add</p> <p>9. Bibliography & References Cited: [None] Add</p> <p>10. Facilities & Other Resources: [None] Add</p> <p>11. Equipment: [None] Add</p> <p>12. Other Attachments:</p>	<p>For specific instructions on these attachments please refer to the specific PA or RFA and the NIH application guide found here: http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general-forms-d.pdf</p>

Grant Walkthrough – SF424 Key Personnel

Research & Related Senior/Key Person (with Expanded) Profile

PROFILE - Project Director/Principal Investigator

Prefix: *First Name: Jennifer Middle Name: *Last Name: Garcia Suffix:

Position/Title: Director, Sponsored Programs Ac Organization:

Department: Division:

*Street 1: Street 2:

*City: County/Parish: State: Province:

*Country:

*Phone Number: Fax Number:

Credential, e.g., agency login:

*Project Role: Other Project Role Category:

Degree Type:

Degree Year:

Attach Biographical Sketch:

Attach Current and Pending Support:

PD/PI
Co-PD/PI
Faculty
Post Doctoral
Post Doctoral Associate
Post Doctoral Scholar
Other Professional
Graduate Student
Undergraduate Student
Technician
Consultant
Co-Investigator
Other (Specify)

Choose the correct project role for each of the key personnel.

Each PD/PI must be registered in the eRA Commons and must be assigned the PI Role in that system. Each PD/PI must include their respective eRA Commons ID in the Credential field.

The information for the PD/PI needs to match exactly to what is listed on page 1 of the SF424.

PROFILE(S) Senior/Key Person 1-99

Edit Display Order

Add

Last Name	First Name	Department	Title	Project Role	Project Role Category
There are no items to display					

ADDITIONAL PROFILE(S)

ADDITIONAL SENIOR/KEY PERSON PROFILE (S) [None] Add

Additional Biographical Sketch(es) [None] Add

Additional Current and Pending Support(s) [None] Add

- Only add a senior/key person profile for consultants or a postdoc if they meet the definition of senior/key.

Grant Walkthrough – SF424 - PHS 398 Cover Page Supplement

▼ PHS 398 Cover Page Supplement

▼ 1. Vertebrate Animals Section

Are vertebrate animals euthanized?

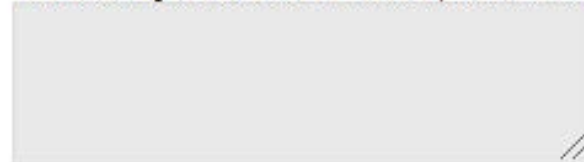
☐ Yes ☐ No [Clear](#)

If "Yes" to euthanasia

Is method consistent with American Veterinary Medical Association (AVMA) guidelines?

☐ Yes ☐ No [Clear](#)

If "No" to AVMA guidelines, describe method and provide scientific justification



The Cover Page Supplement appears in most SF424 applications. Answer no to euthanasia of vertebrate animals if no vertebrate animals will be used. Program Income is only marked yes if cost sharing is required or involved.

▼ 2. Program Income Section

* Is program income anticipated during the periods for which the grant support is requested?

☐ Yes ☐ No [Clear](#)

If you checked "yes" above (indicating that program income is anticipated), then use the format below to reflect the amount and source(s). Otherwise, leave this section blank.

[+ Add](#)

Budget
Period

Anticipated
Amount (\$)

There are no items to display

▼ 3. Human Embryonic Stem Cells Section


* Does the proposed project involve human embryonic stem cells?

☐ Yes ☐ No [Clear](#)

Grant Walkthrough – SF424 - PHS 398 Research Plan

PHS 398 Research Plan

Introduction

1. Introduction to Application (for Resubmission and Revision applications):
(None)  Upload

Research Plan Section

1. Specific Aims:
(None)  Upload
2. * Research Strategy:
(None)  Upload
3. Progress Report Publication List:
(None)  Upload

Other Research Plan Section

1. Vertebrate Animals:
(None)  Upload
2. Select Agent Research:
(None)  Upload
3. Multiple P.D./PI Leadership Plan:
(None)  Upload
4. Consortium/Contractual Arrangements:
(None)  Upload
5. Letters of Support:
(None)  Upload

The PHS 398 Research Plan page appears in Research applications such as R01 & R21 applications. The Specific Aims and Research Strategy attachments are required for these types of applications. Other attachments should be added as per application instructions.

Grant Walkthrough – SF424 - PHS 398 Human Subjects and Clinical Trials Form

▼ PHS Human Subjects and Clinical Trials Information

▼ Human Specimen Data

Use of Human Specimens and/or Data

* Does any of the proposed research in the application involve human specimens and/or data?
☐ Yes ☐ No [Clear](#)

Provide an explanation for any use of human specimens and/or data not considered to be human subjects research.
[None] [Upload](#)

If any research will be conducted that involves human specimens and/or data that is not classified as human subject research provide an explanation. For example, human specimens that only contain information about the subject that has been de-identified to all study staff. Or, human specimens taken from deceased individuals.

▼ Research & Related Other Project Information

Please complete the human subjects section of the Research & Related Other Project Information form prior to completing this form.

The following items are taken from the Research & Related Other Project Information form and displayed here for your reference. Any changes to these fields must be made on the Research & Related Other Project Information form and may impact the data items you are required to complete on this form.

Are Human Subjects Involved?
Yes

Is the Project Exempt from Federal regulations?
Exemption number:

▼ PHS Human Subjects and Clinical Trials Information

If No to Human Subjects
Skip the rest of the PHS Human Subjects and Clinical Trials Information Form.

If Yes to Human Subjects
Add a record for each proposed Human Subject Study by selecting 'Add New Study' or 'Add New Delayed Onset Study' as appropriate. Delayed Onset studies are those for which there is no well-defined plan for human subject involvement at the time of submission, per agency policies on Delayed Onset Studies. For delayed onset studies, you will provide the study name and a justification for omission of human subjects study information.

Other Requested Information
[None] [Upload](#)

Add a study record and complete each relevant section per the application instructions if the research has been identified as Human Subject Research.

Study Record(s)

Attach human subject study records using unique filenames.

+ Add

Short Study Title	Study Title	Display Order
There are no items to display		

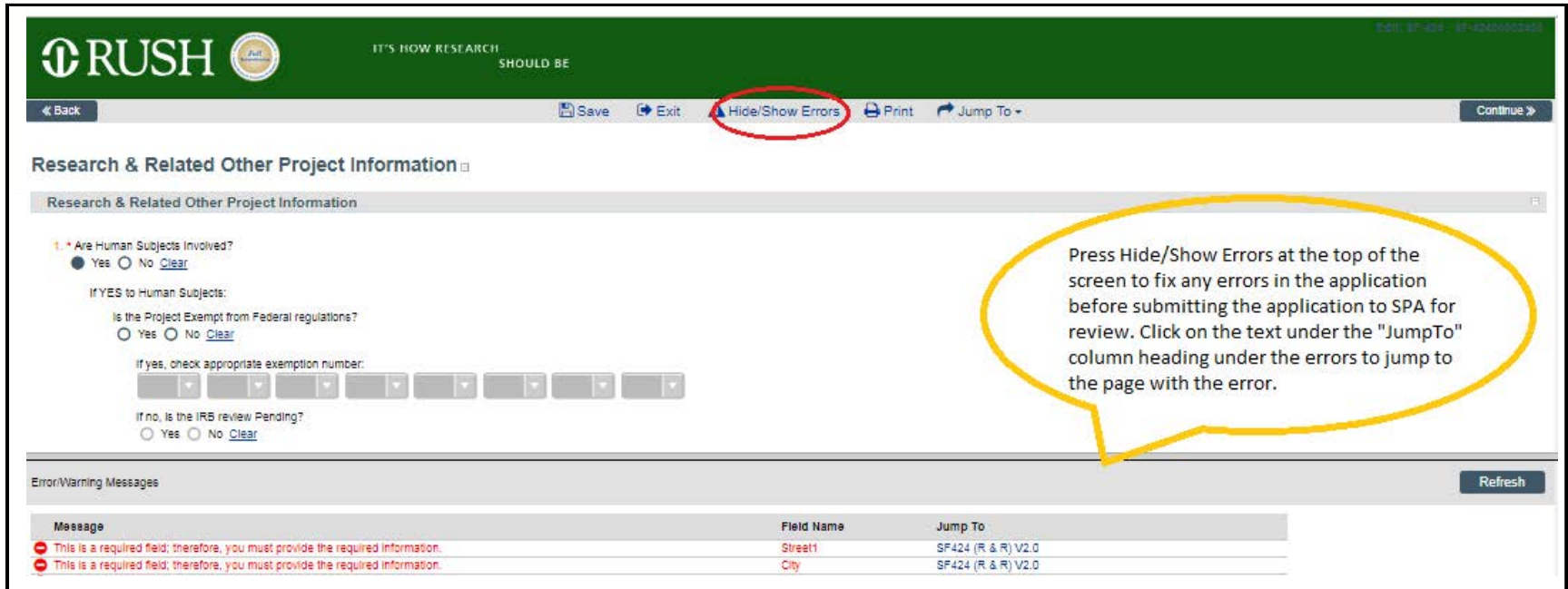
Delayed Onset Study(ies)

+ Add

Study Title	Anticipated Clinical Trial?	Justification	Display Order
There are no items to display			

For a guide to determine if the research meets the definition of Human Subject Research see the link: <https://grants.nih.gov/policy/humansubjects/hs-decision.htm>

Grant Walkthrough – SF424



The screenshot shows the Rush University SF424 application form. The top navigation bar includes buttons for Back, Save, Exit, Hide/Show Errors (circled in red), Print, Jump To, and Continue. The main section is titled "Research & Related Other Project Information". Below this, there are several questions and input fields, including "Are Human Subjects Involved?", "Is the Project Exempt from Federal regulations?", and "If yes, check appropriate exemption number:". A yellow speech bubble points to the "Hide/Show Errors" button with the text: "Press Hide/Show Errors at the top of the screen to fix any errors in the application before submitting the application to SPA for review. Click on the text under the 'JumpTo' column heading under the errors to jump to the page with the error."

Error/Warning Messages

Message	Field Name	Jump To
⊘ This is a required field; therefore, you must provide the required information.	Street1	SF424 (R & R) V2.0
⊘ This is a required field; therefore, you must provide the required information.	City	SF424 (R & R) V2.0

- When finished completing the application and all errors have been fixed, save and close out of the SF424 and press "Request PI Submit" in the Grant Workspace.

Once the PI submits the application it's routed to the Department Chair for approval and then routed to SPA for review.

- This walkthrough is to serve as a guide and is a brief overview of the SF424 packet used for federal grant submissions
- SF424 pages may differ depending on the specific program announcement or funding opportunity
- For specific instructions on SF424 requirements please refer to the specific PA or RFA and the NIH application guide linked in the PA/RFA.
- If you have additional questions regarding grant submissions please reach out to a member of the Sponsored Programs Administration team in the Office of Research Affairs, contact info is on the following page

Sponsored Programs Administration Contacts



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