

## Create or Update the SF424 Forms 10.0

**Show me:** [Create or Update the SF424 Forms](#)

In several proposal states, the proposal team can create or update SF424 application forms, populating them with data from single proposals or MPP components and their budgets.

**Warning:** If SF424 forms have been edited directly, re-creating or updating them from within the system could overwrite those edits.

### To create SF424 forms

1. From My Inbox, or on the Grants Funding Proposal page, or the Grants Complex Projects page, click the desired single proposal, complex proposal, or complex component.
2. From the project workspace, click **Create-Update SF424** for single proposals or components. Click **Update SF424 MPA** for complex proposals.
3. In the resulting dialog box, select the SF424 forms to populate with data from the funding proposal and its budgets, then click **OK**.  
A success alert appears when the system has generated the SF424 forms.

### To update SF424 forms and add missing data

1. Once the system has generated the SF424 forms, click the **SF424 Link** on the funding proposal or complex project workspace.
2. On the SF424 workspace, click **Edit Grant Application**.
3. On the first page of the SF424, select any optional forms to include in the SF424 application.
4. Click **Continue**, and add or modify data in the SF424 forms as needed. On the last page, click **Finish** to return to the workspace.
5. Click **Validate Submission** to list any errors you must correct plus any potentially problematic conditions.

For information on correcting errors and other SF424 tasks, see the *SF424 Guide*.