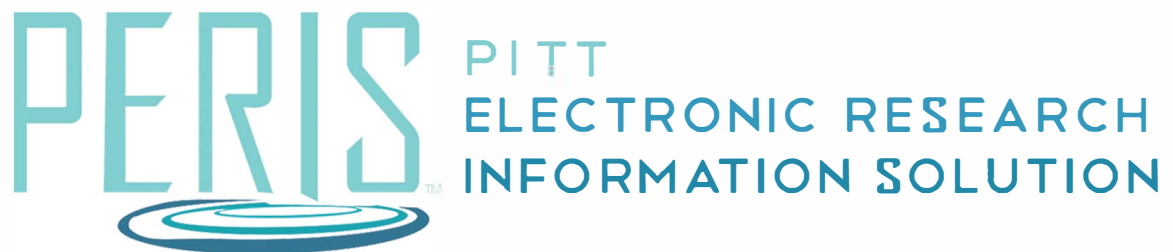




University of Pittsburgh



# Quick Reference

COMPLETION INSTRUCTIONS.....2

# Completion Instructions

1

## Completion Instructions

Congratulations, you have completed the first section of required information for this application.

In the toolbar, select "Hide / Show Errors" to validate that all required questions in this application are complete. Update any errors or incomplete sections.

When you select "Finish" in the lower right-hand corner of this form, you will be returned to the application's main workspace. You will need to complete a budget for the application and can access the budget forms by selecting the "Budgets" tab in the workspace, and then clicking on the budget link under the "Name" column.

Once the funding submission and budget information is complete, select the "Create / Update SF424" activity in the left column of the application's main workspace to create the SF424 application. You will need to manually enter additional information into the SF424 to complete your grant application.

When the SF424 information is complete, select the activity "Submit for Department Review" from the application's main workspace to initiate the institutional approval process.

2

Finish

## Where to start?

1. Review the Completion Instructions as it provides information on the next steps to take to prepare and submit the funding proposal.

## How do I complete the Completion Instructions SmartForm?

2. Click *Finish*.