Post a Request for Application (RFA) to Grants.gov

NOAA Grants Online Program Management Office

October 2016
Version 4.20

Table of Contents

Obtain Information for the RFA Template 5
Post Non-Competitive RFA Information to Grants.gov 7
Create a New Opportunity 9
Select a Package Template 12
Publish the RFA to Grants.gov 13
Update the Comments Text Box in Grants Online 14
Appendix: RFA Template 15

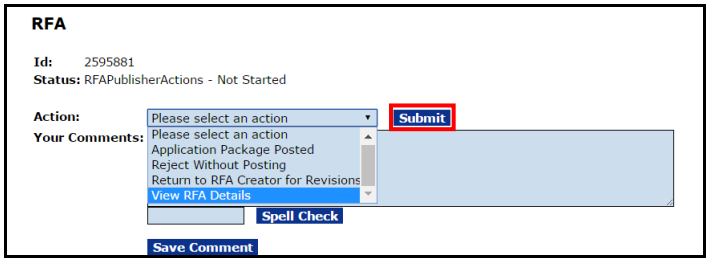
This page intentionally left blank

Obtain Information for the RFA Template

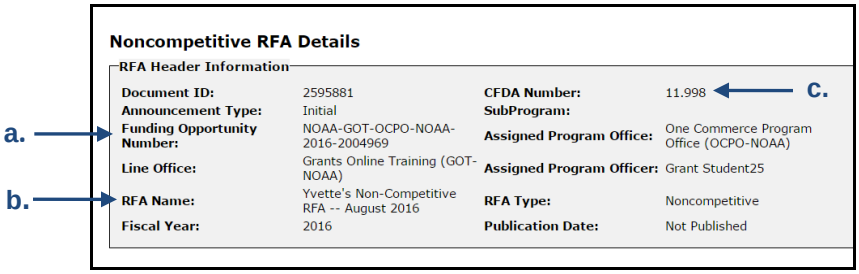
1. Information from the Non-Competitive RFA Details page is the source for entering Grants.gov data. To ensure the necessary information is close at hand when posting to Grants.gov, information from the RFA will be recorded in the RFA template. Create a working copy of the RFA template.

2. From the user's Inbox, locate a **Not Started** or **In Progress** task associated with the RFA (the Document Type is RFA). Click the **View** link.

3. From the Action dropdown menu, select View RFA Details and click the **Submit** button.



4. On the RFA Header Information section, locate and record the following data elements:
    a. Funding Opportunity Number
    b. RFA Name
    c. CFDA Number

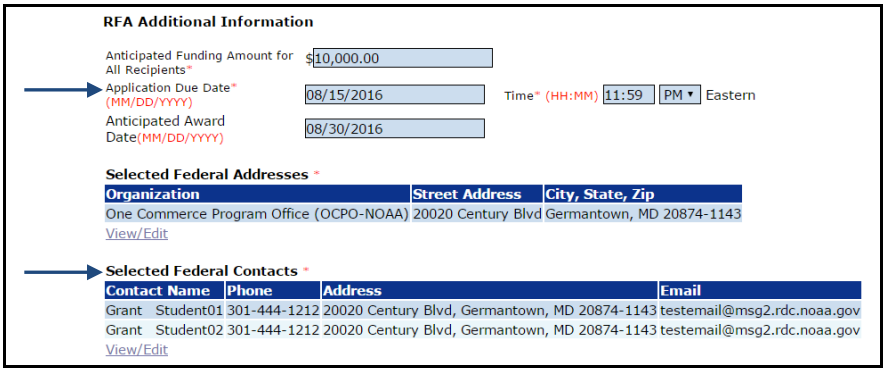


5. Under the RFA Additional Information heading, locate and record the data elements. **NOTE:** Data field names as they are shown in Grants.gov are listed first. The corresponding Grants Online data field name is listed second.

    a. Open Date – the date information is being entered in Grants.gov
        Grants Online: N/A

    b. Closing Date
        Grants Online: Application Due Date *

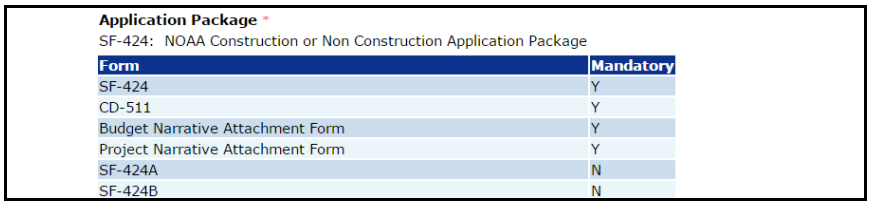
    c. Agency Contact
        Grants Online: Selected Federal Contacts *



    d. Number of Anticipated Awards
        Grants Online: N/A

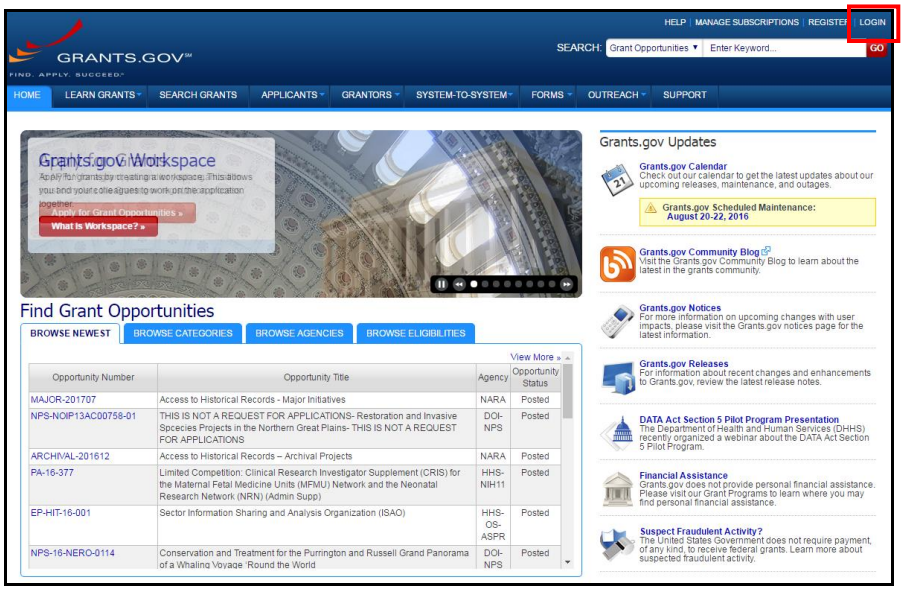
6. Package Template
    Grants Online: Application Package *

    Observe that in the screen image below, **SF-424: NOAA Construction or Non-Construction Application Package** is the selected Application Package. This may or may not be the appropriate option for the Application Package associated with your RFA.



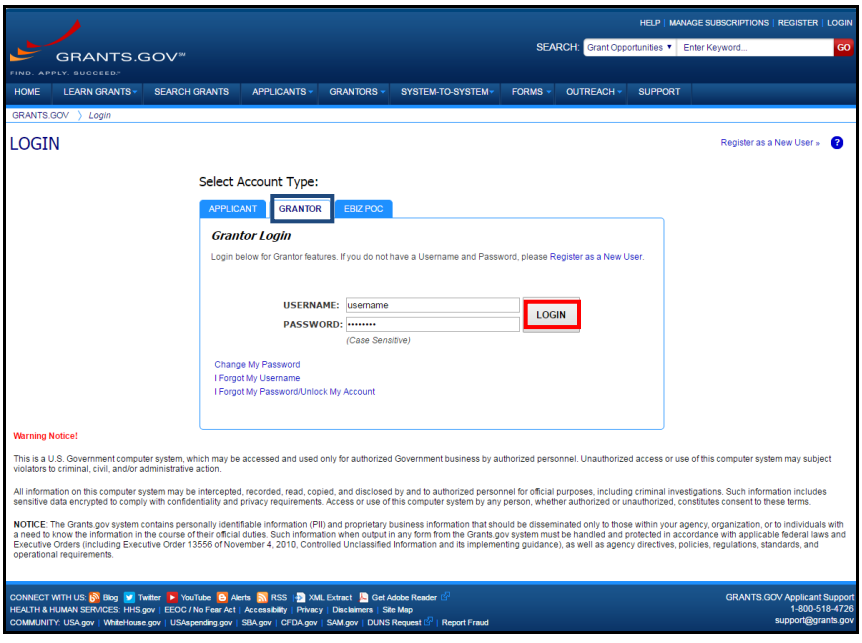
Post Non-Competitive RFA Information to Grants.gov

1. Navigate to the Grants.gov home page (http://www.grants.gov/). Click the **Login** link located on the upper right-hand side of the screen.

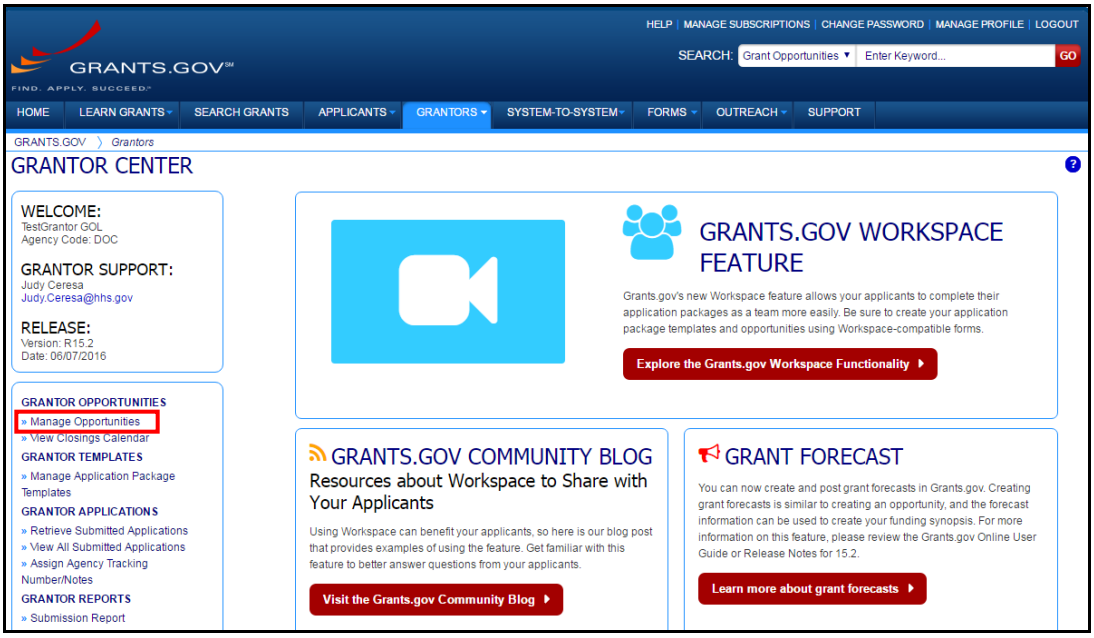


2. Click the **Grantor** tab (under the Select Account Type header).

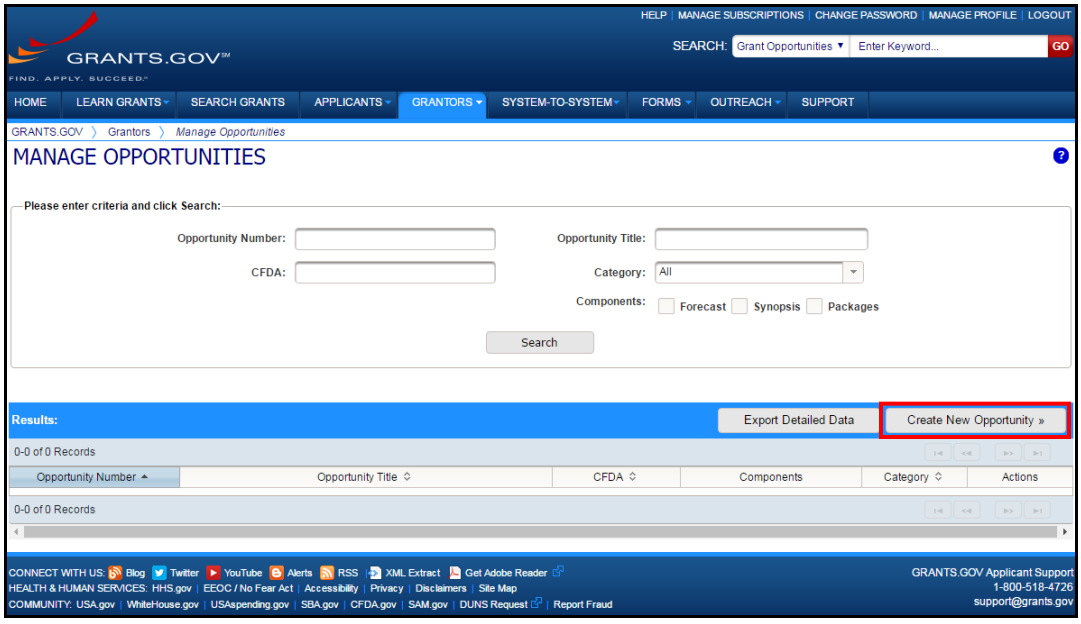
3. Type the username and password (the image below shows “dummy data” for those two parameters). Click the **Login** button.



4. When successfully logged on, click the **Manage Opportunities** link (under the Grantor Opportunities header).



5. Click the **Create New Opportunity** button.



Create a New Opportunity

1. On the resulting screen, mandatory data elements are indicated by a red asterisk.
   NOTE: Data field names as they are shown in Grants.gov are listed first. When available, the corresponding Grants Online data field name is listed second.

   a. Opportunity Number *
      Grants Online: Funding Opportunity Number

   b. Opportunity Title *
      Grants Online: RFA Name

   c. From the dropdown menu, select the Opportunity Category *
      NOTE: To comply with Department of Commerce standards, Other is the appropriate selection.

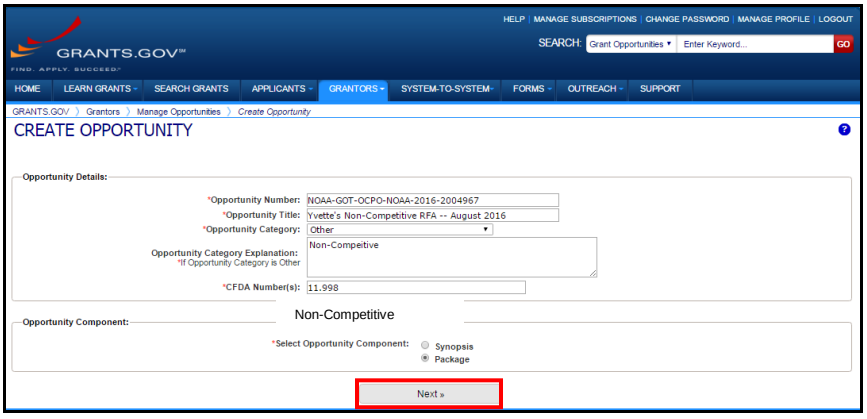
      - Discretionary
      - Mandatory
      - Continuation
      - Earmark
      - **Other**

   d. Opportunity Category Explanation
      If Opportunity Category = Other, enter text; 255 character maximum.

   e. CFDA Number(s) *
      Grants Online: CFDA Number

   f. Opportunity Component *
      - Synopsis
      - **Package**

2. Click the **Next >>** button.



3. On the resulting screen, there are mandatory (*****) and optional data elements:

    a. Opportunity Number * – Populated from the previous screen

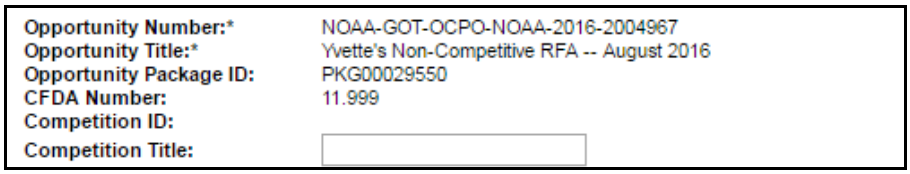
    b. Opportunity Title * – Populated from the previous screen

    c. Opportunity Package ID – System-generated

    d. CFDA Number – Populated from the previous screen

    e. Competition ID
        Leave it blank for Non-Competitive RFAs
        Except for a Broad Agency Announcement

    f. Competition Title
        Leave it blank for Non-Competitive RFAs
        Except for a Broad Agency Announcement



    g. Electronic Required *
        Response Options: **No**, if paper applications are accepted; otherwise **Yes**

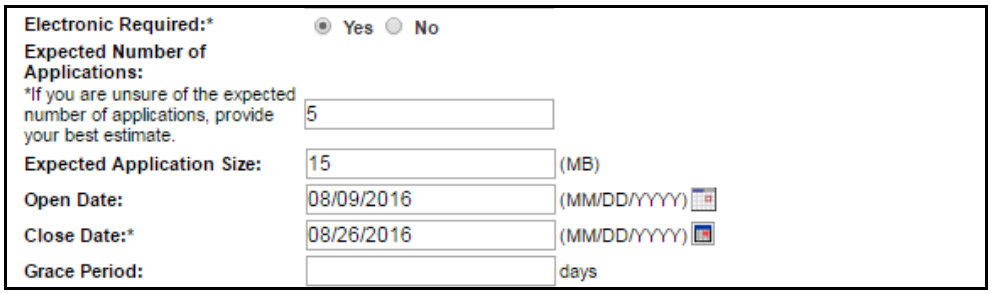
    h. Expected Number of Applications *
        Provide a best estimate

    i. Expected Application Size (MB)

    j. Open Date (MM/DD/YYYY)
        Date the Opportunity Package should be made available. If a date is not specified, the Opportunity Package will be available immediately after posting.

    k. Close Date * (MM/DD/YYYY)
        Grants Online: Application Due Date
        If the date is on a weekend, check with the FPO to determine what information should be entered.

    l. Grace Period – days
        This data element is almost always blank.



m. Agency Contact

Grants Online: Selected Federal Contacts *

NOTE: This is auto-populated with the contact information of the person logged on to Grants.gov. Update this data element with the Federal Program Officer's contact information.

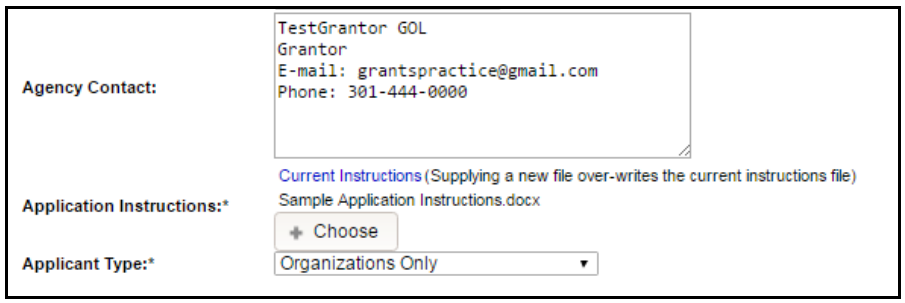
n. Application Instructions *

The **PDF** file attachment(s) associated with the RFA creation.

o. Application Type * – Select Organizations Only

NOTE: To comply with Department of Commerce standards, select Organizations Only. On rare occasions, Individuals Only may be selected.

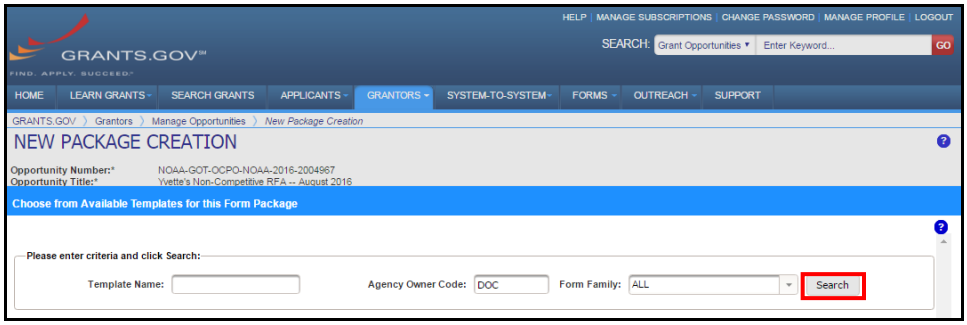
- Organizations Only
- Individuals Only
- Both, Organizations and Individuals



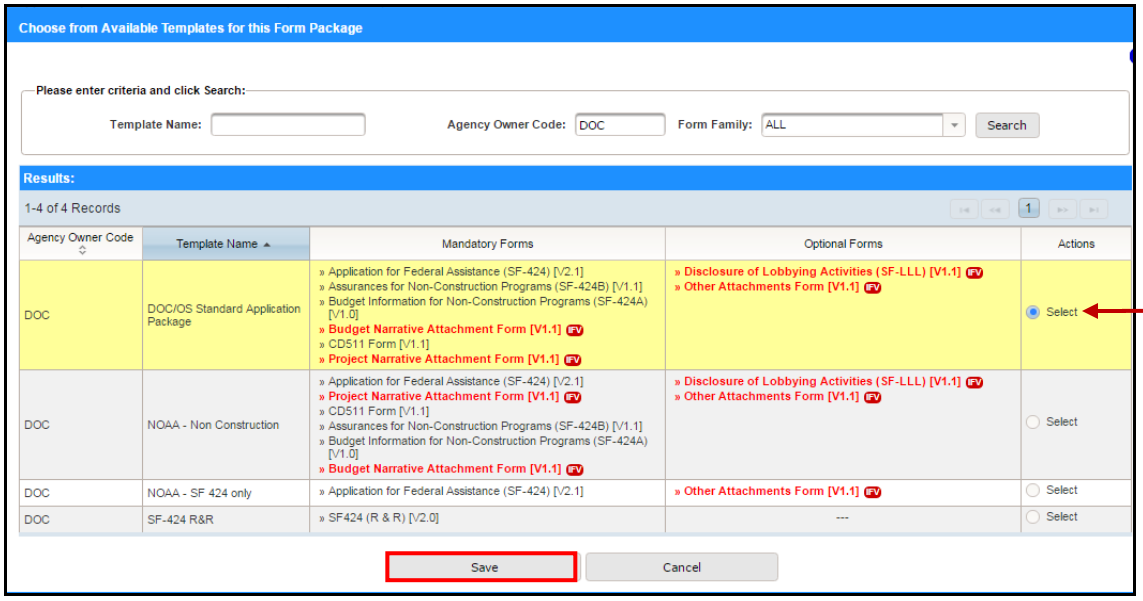
Select a Package Template

1. Under the Form Package header, click the **Select a Package Template** button.

2. When performing a general search, the default values are: **DOC** for the ***Agency Owner Code*** and **ALL** for the ***Form Family***. To narrow the search, specify a ***Template Name.*** Click the **Search** button.

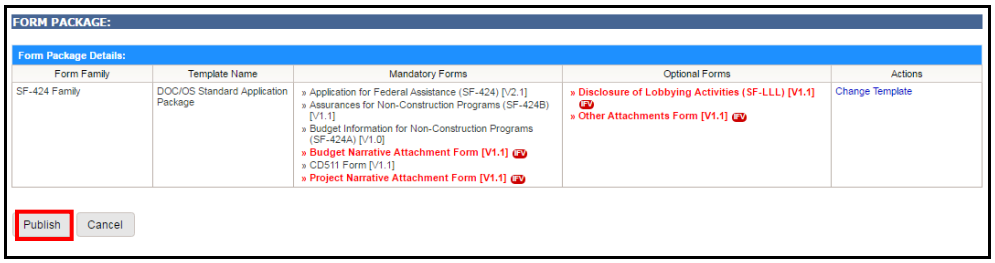


3. From the options presented, click the **Select** radio button beside the appropriate choice. Click the **Save** button.

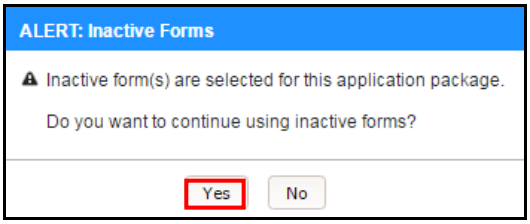


Publish the RFA to Grants.gov

1. Click the **Publish** button.



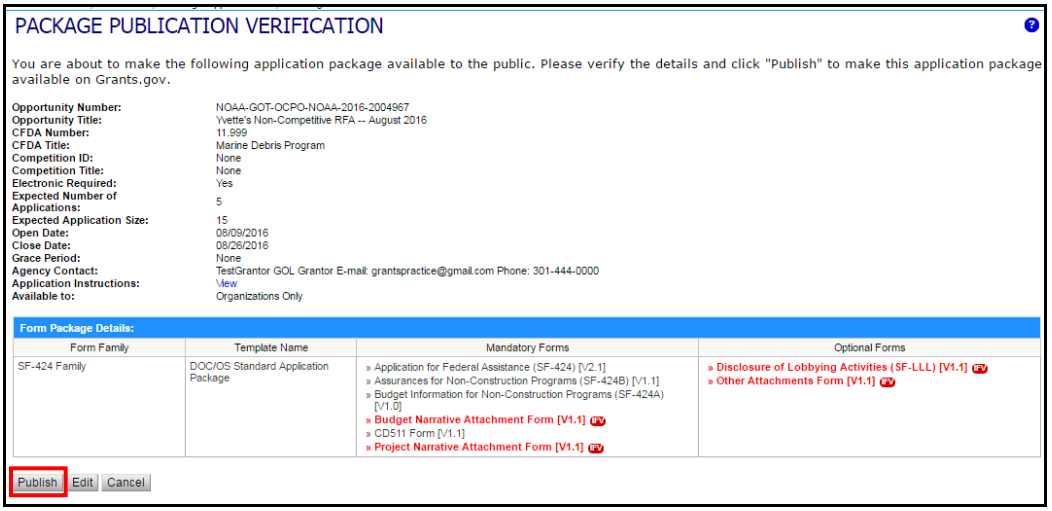
2. To move forward with the process, click the **Yes** button.



3. Beneath the Package Publication Verification header there is a message that:

   You are about to make the following application package available to the public. Please verify the details and click **Publish** to make this application package available on Grants.gov.

   As instructed by the on-screen message, click the **Publish** button in the bottom left-hand corner of the screen.



4. A message that the package has been published and is available for public download is visible.

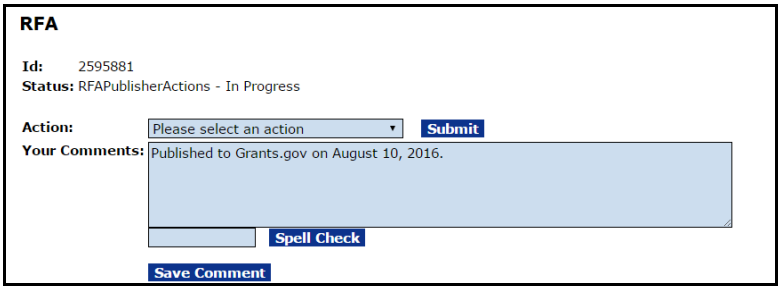
5. After publication of the package, the user can edit information associated with the package (refer to the Step 3 screen image). When finished making edits, republish the package. Remember the **Publish** button must be clicked twice.

   If applicants responded during the period between when the RFA was posted and modifications were made, they would be notified of any updates. Those modifications might necessitate the submission of additional or different responses.

Update the Comments Text Box in Grants Online

1. Log in to Grants Online and navigate to the RFA main page.

2. In the RFA Comments text box, type the following: **Published to Grants.gov on MM/DD/YYYY**, where the MM/DD/YYYY is replaced by the current date. Click the **Save Comment** button.



Appendix: RFA Template

(Use to Record Information from Grants Online)

*** = Mandatory Data Element**

Grants Online HEADER and Data Element	**Grants.gov** HEADER and Data Element	Record Information from the Grants Online RFA
RFA HEADER INFO.	**OPPORTUNITY DETAILS**	
Funding Opportunity Number	Opportunity Number *	
RFA Name	Opportunity Title *	
CFDA Number	CFDA Number *	
RFA ADDITIONAL INFO.	**PACKAGE INFORMATION**	
Application Due Date	Close Date * ***Date Application is due***	
Selected Federal Contacts	Agency Contact	
Application Instructions	Application Instructions * ***Uploaded from the user's computer (PDF file)***	
APPLICATION PACKAGE	**PACKAGE TEMPLATE**	
Form Family / Template – (e.g., **SF- 424** / NOAA Construction or Non-Construction Application Package)	Form Family / Template * ***Select from available options (e.g., NOAA SF-424 Only, NOAA Non-Construction)***	