



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

NOAA Grants Online Program Management Office

October 2016
Version 4.20

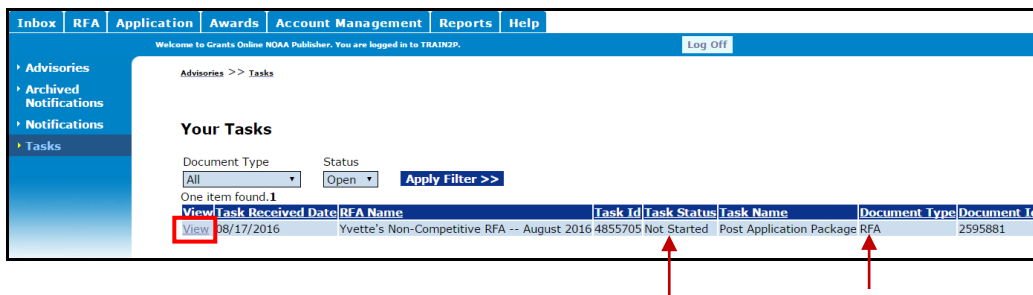
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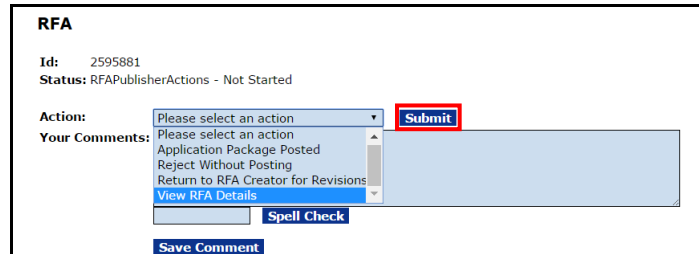
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Obtain Information for the RFA Template

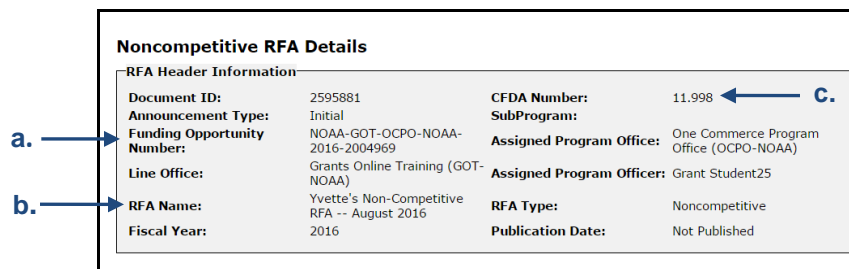
1. Information from the Non-Competitive RFA Details page is the source for entering Grants.gov data. To ensure the necessary information is close at hand when [posting to Grants.gov](#), information from the RFA will be recorded in the [RFA template](#). Create a working copy of the RFA template.
2. 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 *

RFA Additional Information

Anticipated Funding Amount for All Recipients* \$10,000.00

b. Application Due Date* (MM/DD/YYYY) 08/15/2016 Time* (HH:MM) 11:59 PM Eastern

Anticipated Award Date(MM/DD/YYYY) 08/30/2016

Selected Federal Addresses *

Organization	Street Address	City, State, Zip
One Commerce Program Office (OCPO-NOAA)	20020 Century Blvd	Germantown, MD 20874-1143

[View/Edit](#)

c. **Selected Federal Contacts ***

Contact Name	Phone	Address	Email
Grant Student01	301-444-1212	20020 Century Blvd, Germantown, MD 20874-1143	testemail@msg2.rdc.noaa.gov
Grant Student02	301-444-1212	20020 Century Blvd, Germantown, MD 20874-1143	testemail@msg2.rdc.noaa.gov

[View/Edit](#)

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.

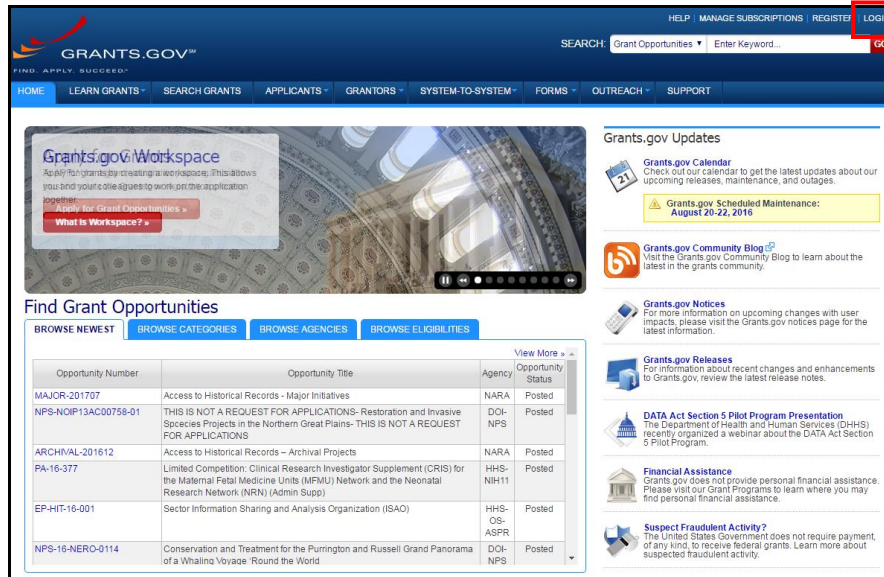
Application Package *

SF-424: NOAA Construction or Non Construction Application Package

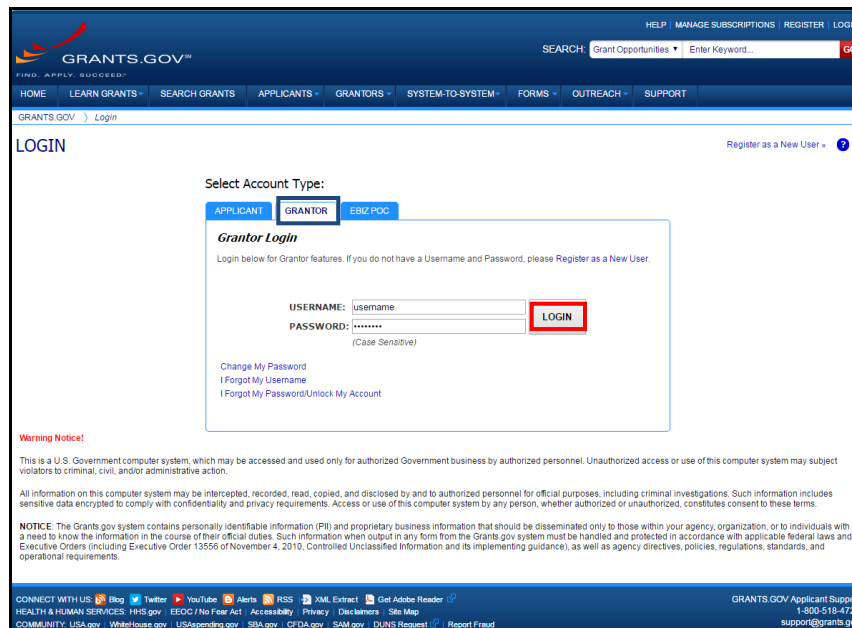
Form	Mandatory
SF-424	Y
CD-511	Y
Budget Narrative Attachment Form	Y
Project Narrative Attachment Form	Y
SF-424A	N
SF-424B	N

Post Non-Competitive RFA Information to Grants.gov

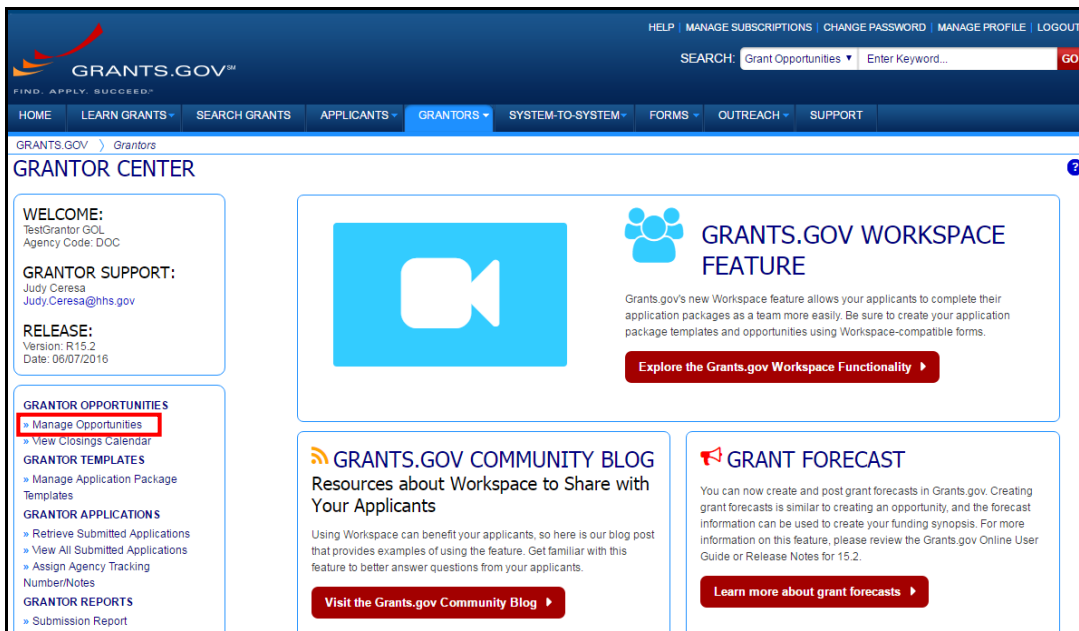
1. Navigate to the Grants.gov home page (<http://www.grants.gov/>). Click the **Login** link located on the upper right-hand side of the screen.



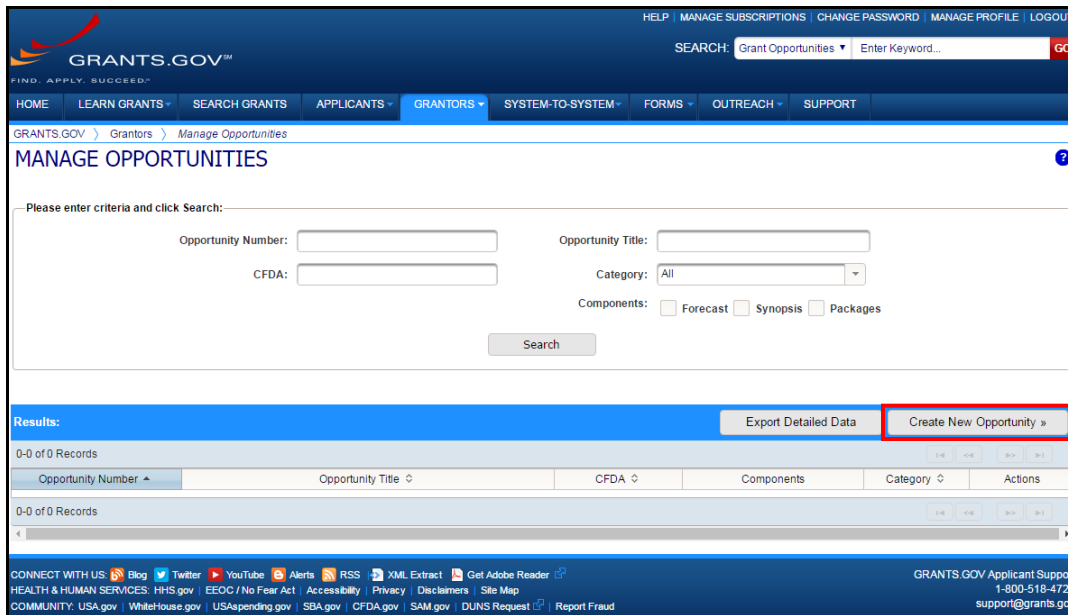
2. Click the **Grantor** tab (under the Select Account Type header).
3. Type the username and password (the image below shows “dummy data” for those two parameters). Click the **Login** button.



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



- 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.

The screenshot shows the 'CREATE OPPORTUNITY' form on the Grants.gov website. The form is titled 'CREATE OPPORTUNITY' and has a blue header with the Grants.gov logo and navigation links. The form fields are as follows:

- Opportunity Details:**
 - *Opportunity Number: NOAA-GOT-OCPO-NOAA-2016-2004967
 - *Opportunity Title: Yvette's Non-Competitive RFA -- August 2016
 - *Opportunity Category: Other (dropdown menu)
 - Opportunity Category Explanation: Non-Competitive (text area)
 - *CFDA Number(s): 11.998
- Opportunity Component:**
 - Non-Competitive
 - *Select Opportunity Component: Synopsis Package

The 'Next >>' button is highlighted with a red box at the bottom center of the form.

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

Opportunity Number:*	NOAA-GOT-OCPO-NOAA-2016-2004967
Opportunity Title:*	Yvette's Non-Competitive RFA -- August 2016
Opportunity Package ID:	PKG00029550
CFDA Number:	11.999
Competition ID:	
Competition Title:	<input type="text"/>

- 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.

Electronic Required:*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Expected Number of Applications:	
*If you are unsure of the expected number of applications, provide your best estimate.	<input type="text" value="5"/>
Expected Application Size:	<input type="text" value="15"/> (MB)
Open Date:	<input type="text" value="08/09/2016"/> (MM/DD/YYYY)
Close Date:*	<input type="text" value="08/26/2016"/> (MM/DD/YYYY)
Grace Period:	<input type="text"/> days

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

Agency Contact:	<div style="border: 1px solid black; padding: 5px;"> TestGrantor GOL Grantor E-mail: grantspractice@gmail.com Phone: 301-444-0000 </div>
Application Instructions:*	<p>Current Instructions (Supplying a new file over-writes the current instructions file)</p> <p>Sample Application Instructions.docx</p> <p><input type="button" value="+ Choose"/></p>
Applicant Type:*	<input type="text" value="Organizations Only"/>

Select a Package Template

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

- 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.

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

Agency Owner Code	Template Name	Mandatory Forms	Optional Forms	Actions
DOC	DOC/IOS Standard Application Package	<ul style="list-style-type: none"> » Application for Federal Assistance (SF-424) [V2.1] » Assurances for Non-Construction Programs (SF-424B) [V1.1] » Budget Information for Non-Construction Programs (SF-424A) [V1.0] » Budget Narrative Attachment Form [V1.1] CV » CD511 Form [V1.1] » Project Narrative Attachment Form [V1.1] CV 	<ul style="list-style-type: none"> » Disclosure of Lobbying Activities (SF-LLL) [V1.1] CV » Other Attachments Form [V1.1] CV 	<input checked="" type="radio"/> Select
DOC	NOAA - Non Construction	<ul style="list-style-type: none"> » Application for Federal Assistance (SF-424) [V2.1] » Project Narrative Attachment Form [V1.1] CV » CD511 Form [V1.1] » Assurances for Non-Construction Programs (SF-424B) [V1.1] » Budget Information for Non-Construction Programs (SF-424A) [V1.0] » Budget Narrative Attachment Form [V1.1] CV 	<ul style="list-style-type: none"> » Disclosure of Lobbying Activities (SF-LLL) [V1.1] CV » Other Attachments Form [V1.1] CV 	<input type="radio"/> Select
DOC	NOAA - SF 424 only	<ul style="list-style-type: none"> » Application for Federal Assistance (SF-424) [V2.1] 	<ul style="list-style-type: none"> » Other Attachments Form [V1.1] CV 	<input type="radio"/> Select
DOC	SF-424 R&R	<ul style="list-style-type: none"> » SF424 (R & R) [V2.0] 	---	<input type="radio"/> Select

Publish the RFA to Grants.gov

1. Click the **Publish** button.

Form Family	Template Name	Mandatory Forms	Optional Forms	Actions
SF-424 Family	DOC/OS Standard Application Package	<ul style="list-style-type: none"> » Application for Federal Assistance (SF-424) [V.2.1] » Assurances for Non-Construction Programs (SF-424B) [V1.1] » Budget Information for Non-Construction Programs (SF-424A) [V1.0] » Budget Narrative Attachment Form [V1.1] » CD511 Form [V1.1] » Project Narrative Attachment Form [V1.1] 	<ul style="list-style-type: none"> » Disclosure of Lobbying Activities (SF-LLL) [V1.1] » Other Attachments Form [V1.1] 	Change Template

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

ALERT: Inactive Forms

Inactive form(s) are selected for this application package.

Do you want to continue using inactive forms?

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.

PACKAGE PUBLICATION VERIFICATION

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.

Opportunity Number: NOAA-GOT-OCPO-NOAA-2016-2004967
 Opportunity Title: Yvette's Non-Competitive RFA -- August 2016
 CFDA Number: 11.999
 CFDA Title: Marine Debris Program
 Competition ID: None
 Competition Title: None
 Electronic Required: Yes
 Expected Number of Applications: 5
 Expected Application Size: 15
 Open Date: 08/09/2016
 Close Date: 08/26/2016
 Grace Period: None
 Agency Contact: TestGrantor GOL Grantor E-mail: grantspractice@gmail.com Phone: 301-444-0000
 Application Instructions: View
 Available to: Organizations Only

Form Family	Template Name	Mandatory Forms	Optional Forms
SF-424 Family	DOC/OS Standard Application Package	<ul style="list-style-type: none"> » Application for Federal Assistance (SF-424) [V.2.1] » Assurances for Non-Construction Programs (SF-424B) [V1.1] » Budget Information for Non-Construction Programs (SF-424A) [V1.0] » Budget Narrative Attachment Form [V1.1] » CD511 Form [V1.1] » Project Narrative Attachment Form [V1.1] 	<ul style="list-style-type: none"> » Disclosure of Lobbying Activities (SF-LLL) [V1.1] » Other Attachments Form [V1.1]

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

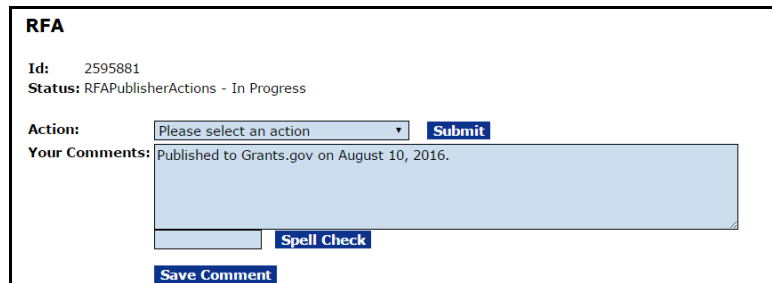


5. After publication of the package, the user can edit information associated with the package (refer to the Step 3 screen image). When finished making edits, republish the package. Remember the **Publish** button must be clicked twice.

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 * <i>Date Application is due</i>	
Selected Federal Contacts	Agency Contact	
Application Instructions	Application Instructions * <i>Uploaded from the user's computer (PDF file)</i>	
APPLICATION PACKAGE	PACKAGE TEMPLATE	
Form Family / Template – (e.g., SF- 424 / NOAA Construction or Non-Construction Application Package)	Form Family / Template * <i>Select from available options (e.g., NOAA SF-424 Only, NOAA Non-Construction)</i>	