Post a Federal Funding Opportunity (FFO) to Grants.gov

NOAA Grants Online Program Management Office

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Post a FFO to Grants.gov

Obtain Information for the FFO Template

1. The Competitive RFA and the Federal Funding Opportunity (FFO) is the source of information for Grants.gov data entry. To ensure the necessary information is close at hand when posting to Grants.gov, information from the RFA and FFO will be recorded in the FFO template. Create a working copy of the FFO template.

2. When logged onto Grants Online as the RFA Publisher, click the Tasks link to display tasks in the user Inbox.

3. Click the View link on the same line as the Federal Funding Opportunity (Document Type).

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

5. From the main FFO page, the user can access the Federal Funding Opportunity Details Page using one of two methods. The method used is dependent upon whether the person’s bureau is: 1) NOAA; or 2) a non-NOAA bureau.
From the Action dropdown menu, select View Details and click the **Submit** button.

If the **NOAA user** does not have a dual monitor set-up on which s/he can view two screens simultaneously, use the following steps to have the relevant information available.

- Select the **PDF** radio button for the Report Style.
- Click the **View FFO Report** button.
- A document (that includes a Table of Contents) is downloaded to the user’s computer.
Non-NOAA Bureaus

Click the **Attachments** link to reveal the FFO that was uploaded to Grants Online when the RFA was created.

Click the filename that corresponds to the FFO. The filename (surrounded by a red box) in the image below is hypothetical; it **does not** necessarily correspond to the filename in a real-time example.

If there are multiple files (not typically the case), the user can click the **Download All** button to download all attachments.

6. Whether a NOAA or a non-NOAA user, the same content is available in the Federal Funding Opportunity. There is one key difference – the FFO available to NOAA users **has** a Table of Contents (TOC); the information available to non-NOAA users **does not** have a TOC.

7. Record information for the data elements listed below in the **FFO Template**.
   **NOTE:** Field names as they are shown in Grants.gov are listed first. The corresponding Grants Online FFO information is in parenthesis.
   
   - Funding Opportunity Description (**FFO Index I.** Funding Opportunity Description)
   - Award Ceiling, Award Floor (**FFO Index II. A.** Funding Availability)
   - Type of Funding (**FFO Index II. C.** Type of Funding Instrument)
   - Eligible Applicants (**FFO Index III. A.** Eligible Applicants)
- Cost Sharing or Matching Requirement (*FFO Index III. B. Cost Sharing or Matching Requirement*)
- Open Date, Closing Date (*FFO Index IV. D. Submission Dates and Times*)
- Agency Contacts (*FFO Index VII. Agency Contacts*)

8. 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 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. The corresponding Grants Online data field name is listed second.
   
a. Opportunity Number *

   **Grants Online:** Funding Opportunity Number
   
b. Opportunity Title *

   **Grants Online:** Funding Opportunity Title from the FFO
   
c. From the dropdown menu, select the Opportunity Category *

   **NOTE:** To comply with Department of Commerce standards, Discretionary 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:

**General Information**


b. Funding Instrument Type *
   - **Grants Online:** Type of Funding Instrument
   - **Response Options:** Cooperative Agreement, Grant, Other, or Procurement Contract

c. Category of Funding Activity *
   - The user should select the items relevant to his/her Funding Opportunity.
   - To select more than one item, use the SHIFT or CTRL key.

   d. Category Explanation *
      - If the Category of Funding Activity = “Other”; must supply data.

   e. Expected Number of Awards

f. Cost Sharing or Matching Requirement *
   - **Grants Online:** Cost Sharing or Matching Requirement
   - **Response Options:** Yes or No

 g. Post Date *
    - Date posted to Grants.gov.

   h. Close Date
      - **Grants Online:** Anticipated Announcement and Award Dates
      - Date Applications are due.

   i. Close Date Explanation *
      - If a Close Date is not specified.
j. Archive Date:
   - **Automatic, 30 days after the Close Date** (default)
   - Automatic, on specific date: MM/DD/YYYY
   - Manual Archive

k. Estimated Total Program Funding
   Whole numbers **Only**: no “$” or commas.

l. Award Ceiling
   **Grants Online**: Funding Availability
   Whole numbers **Only**: no “$” or commas.

m. Award Floor
   **Grants Online**: Funding Availability
   Whole number **Only**: no “$” or commas.
Eligibility

a. Eligible Applicants *
   
   **Grants Online:** Eligible Applicants.
   
   More than one item can be selected using the **SHIFT** or **CTRL** key.

b. Additional Information on Eligibility *
   
   If Eligible Applicants = “Others”, must supply data.

Additional Information

a. Description *
   
   Funding Opportunity Description.
   Avoid using special characters or HTML encoding.

b. Link to Additional Information

c. Link Description

d. Grantor Contact *
   
   **Grants Online:** Agency Contact
   
   Populated based upon the person logged on to Grants.gov. The data can be modified as needed.

e. Grantor Contact Email Address *
   
   **Grants Online:** Agency Contact
   
   Populated based upon the person logged on to Grants.gov. The data can be modified as needed.

f. Grantor Contact Email Description *
   
   **Grants Online:** Agency Contact
   
   The information entered here is appended to the **Mail To:** HTML tag.
4. **Click the Next >> button.**

5. The form, as it was completed, is visible. Follow the instructions at the top of the screen.

   Please review the following Synopsis information. If changes are needed, please click the **Modify** button below. Otherwise, click the **Publish** button to confirm.
6. The resulting screen image indicates the Synopsis was successfully published. Later, if necessary, the synopsis can be modified using the Modify button or the Modify Details link next to the FFO Number.

![Manage Opportunity screen](image)

7. From the Manage Opportunity screen, click the Package tab and then click the Add button. If there is more than one Competition, create a Package for each Competition.

![Add Package](image)
New Package Creation

On the New Package Creation screen, supply information for mandatory (*) data elements. In many cases, guidance regarding the type and/or format of data is indicated next to the data element. Some data elements are pre-populated using information entered on previous data entry screens. The data elements on the New Package Creation screen are as follows:

a. Opportunity Number * – Populated from the previous screen.

b. Opportunity Title * – Populated from the previous screen.

c. CFDA Number – Options available for selection depend upon information previously entered.

d. Competition ID – Mandatory data entry although there is not a red asterisk.
   
   Grants Online: Competition ID Number
   
   The data elements should not be confused with the RFA ID or the FFO ID.

e. Competition Title – Mandatory data entry although there is not a red asterisk.
   
   Grants Online: Competition Title

   **IMPORTANT**: If there are multiple Competitions, make certain to align each Competition ID with the corresponding Competition Title that is included on the FFO template.

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

g. Expected Number of Applications
   
   Provide a best estimate.

h. Expected Application Size (MB)

i. 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.
j. 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.

k. Grace Period – days

This data element is almost always blank.

![Close Date Table]

l. Agency Contact

The name (first and last), title, email address, and phone number entered on the user profile.

m. Application Instructions *

A PDF file of the Federal Funding Opportunity document **must be** attached. In addition, any attachment(s) associated with the RFA was creation may also be attached.

n. Application Type *

Should correspond to the information entered for Eligible Applicants under the Synopsis (Eligibility section).
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 FFO 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. Click the **Continue** button to navigate to the previous screen.

![Image of Grants.gov package publication success]

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 when the FFO was posted and modifications were made, they would be notified of any updates. Those modifications might necessitate the submission of additional or different responses.

6. If there is more than one competition, while on the **Package** tab, click the **Add** button. Provide data for all data fields listed in the **New Package Creation** section of this document.

   If there are no additional competitions, advance to the **Update the Comments Text Box** in Grants Online section of this document.

**Update the Comments Text Box in Grants Online**

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

2. In the FFO 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: FFO Template  
(Use to Record Information from Grants Online)  
* = Mandatory Data Element

<table>
<thead>
<tr>
<th>Grants Online HEADER and Data Element</th>
<th>Grants.gov HEADER and Data Element</th>
<th>Record Information from the Grants Online RFA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RFA HEADER INFO.</strong></td>
<td><strong>OPPORTUNITY DETAILS</strong></td>
<td></td>
</tr>
<tr>
<td>Funding Opportunity Number</td>
<td>Opportunity Number *</td>
<td></td>
</tr>
<tr>
<td>RFA Name</td>
<td>Opportunity Title *</td>
<td></td>
</tr>
<tr>
<td>CFDA Number</td>
<td>CFDA Number *</td>
<td></td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td><strong>FFO SYNOPSIS INFORMATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Funding Instrument</td>
<td>Funding Instrument Type *</td>
<td></td>
</tr>
<tr>
<td>Cost Sharing or Matching Requirement</td>
<td>Cost Sharing or Matching Requirement *</td>
<td></td>
</tr>
<tr>
<td>Submission Dates and Times</td>
<td>Close Date</td>
<td></td>
</tr>
<tr>
<td>Submission Dates and Times</td>
<td>Close Date Explanation *</td>
<td>* If the Close Date is not specified.</td>
</tr>
<tr>
<td>Submission Dates and Times</td>
<td>Archive Date</td>
<td></td>
</tr>
<tr>
<td>Funding Availability</td>
<td>Estimated Total Program Funding</td>
<td></td>
</tr>
<tr>
<td>Funding Availability</td>
<td>Award Ceiling *</td>
<td></td>
</tr>
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<td>Award Floor *</td>
<td></td>
</tr>
<tr>
<td>Eligible Applicants</td>
<td>Eligible Applicants *</td>
<td></td>
</tr>
<tr>
<td>Other Criteria that Affect Eligibility</td>
<td>Additional Information on Eligibility</td>
<td></td>
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<td>CFDA Number</td>
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<tr>
<td>Competition Document ID</td>
<td>Competition ID</td>
<td>Required although there is not a red asterisk.</td>
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<td>FFO Description</td>
<td>Competition Title</td>
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<td>Submission Dates and Times</td>
<td>Grace Period</td>
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<td>Application Instructions</td>
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<tbody>
<tr>
<td>APPLICATION PACKAGE</td>
<td>PACKAGE TEMPLATE</td>
<td></td>
</tr>
<tr>
<td>Form Family / Template – (e.g., SF-424 / NOAA Construction or Non-Construction Application Package)</td>
<td>Form Family / Template *</td>
<td>Select from available options (e.g., NOAA SF-424 Only, NOAA Non-Construction).</td>
</tr>
</tbody>
</table>