



Federal Program Officer Training Manual

Competitive RFA Creation

Version 2.18
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Document Conventions

Overview Welcome to the Grants Online Training Manual. This manual is set up to provide you with step-by-step information to accomplish tasks within Grants Online. The manual is logically sequenced based on the National Oceanic and Atmospheric Administration's (NOAA) Grants lifecycle process and is written to address your role within Grants Online.

Using this Guide Use the following writing conventions as a guide in using the manual. The manual uses block label text in order to scan for the information desired.

Text Conventions	Text; Example	What it means.
	Text in Bold; Click Done	Indicates a command.
	Text in Italics; <i>RFA Details</i> screen appears.	Indicates a screen.
	Text in Bold Italics; <i>Name</i>	Indicates data to be entered into a field.
	Text in All Caps; LOGIN	Indicates a field name.

Notes and Warnings Notes and Warnings are used to indicate information or advisories when using Grants Online.



Note: A note is used to inform you about additional information during the procedure or process.



Warning! Business process may not work as desired or a procedure may produce an undesirable effect.

Grants Online Overview

Overview The National Oceanic and Atmospheric Administration (NOAA) offer a variety of competitive and non-competitive grants or awards to various communities including States, Universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task involving time-consuming human interactions and program polices to process the grants and to ensure the awarding of the grant is given to the most qualified applicant for a competitive award, and for qualified designated applicants of non-competitive awards.

As part of its strategy to move scientifically and operationally into the 21st century, Grants Online was developed. Grants Online is an E-Government initiative to create an automated tool that will support the grant evaluation, award, management and operations process. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA, allowing the agency to increase efficiencies related to mission goals.

Grants Online is developed to answer several issues that occur during the award processing including:

- Reducing or eliminating paper forms for application.
- Provide an interface with Grants.gov to ensure applicants can apply for grants electronically.
- Reduce the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Reviewers.
- Serve the NOAA community in its efforts to meet its mission goals more effectively.

Grants Online Software Description

About Grants Online Grants Online operates in a web environment. As such, you will be required to use an internet browser to log in and use Grants Online. No software is required for installation. As Grants Online is web-based, you may access the system anywhere at anytime provided that you have internet access. Logins and passwords are required and will be relayed to you once you are established within the system.



Note: You must have an Internet connection in order to access Grants Online.

Getting Started

Overview When you are using any Windows-based software, navigation and ease of use are key components. Grants Online incorporates an intuitive Graphic User Interface (GUI) that assists end users to navigate and use the system appropriately. In Grants Online, all actions within the system can be made through mouse and keyboard.

Overview Grants Online is accessible through your web browser, specifically Internet Explorer.

Accessing Grants Online

1. Click on the Internet Explorer Icon on your desktop
 - Internet Explorer browser opens
2. Enter the following URL information in your address bar of your browser:
<https://grantsonline.rdc.noaa.gov> then press **ENTER**
 - *Grants Online Login* page appears

Logging in to Grants Online

1. If you haven't already, contact the Grants Online Help Desk to obtain your Username and Password.
 - Phone: 301-444-2112 or toll free at 1-877-662-2478.
 - Email: grantsonline.helpdesk@noaa.gov
2. Enter your assigned **Username**
3. Enter your assigned **Password**
4. Click **Enter**



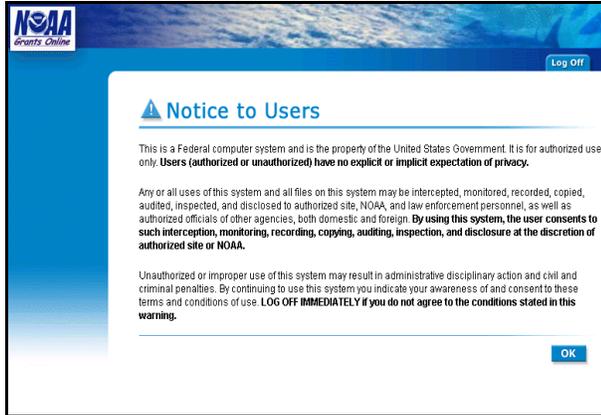
Warning!

If you entered your username or password incorrectly you will see an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out and you will have to contact the Grants Online Help Desk to unlock your account

If nothing happens when you click enter, it means the server is down and will need to be restarted.

Logging in to Grants Online

5. The Notice to Users screen appears
6. Review disclaimer information and click **OK**



Creating a Competitive Request For Application

Overview This manual will help you learn how to create and publish a Competitive Request For Application (RFA).

- Manual Objectives** The Manual will address the following topics:
- Set up the RFA Header Information
 - Create a Competition
 - Select the Application Routing
 - Set up the Minimum Requirements
 - Create a Review Event
 - Set up the Special Award Conditions
 - Enter the Application Instructions
 - Create a Review Event
 - Publish the RFA
 - Create the Federal Register Notice
 - Create the Omnibus Synopsis

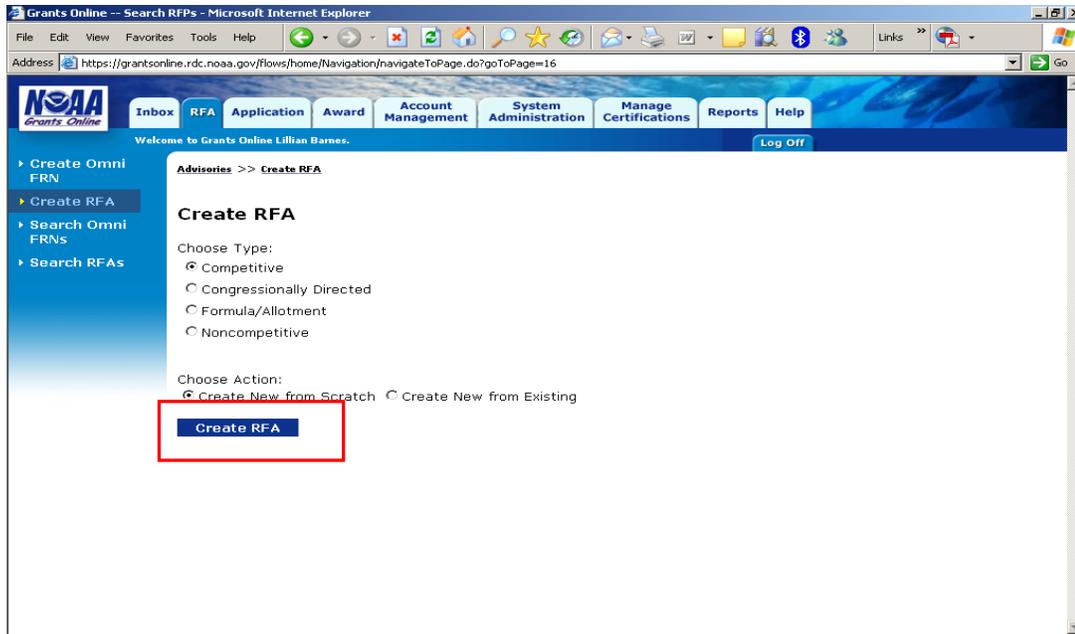
What You'll Need to Create a Competitive RFA

This RFA is the parent document that will guide both the applicant as well as the FPO. The applicant will use this information (which they will access via Grants.gov) to provide NOAA with a complete and quality proposal. The RFA also guides the Program Officer, Grants Specialist, Budget Officer, etc. in reviewing and examining the proposal. Creating the RFA is the first step that is taken by the Program Officer. In order to do so, you will need the following information:

1. RFA Name – the “name” is identified by the Program Officer. There is no right or wrong name, however, easily identifiable and shorter names are the most effective.
2. CFDA Number
3. Fiscal Year
4. Approximate funding amount for the RFA
5. Funding Amount for the Competition
6. Application due date
7. Review Event Start and End date
8. Contact person within NOAA who will be responsible for answering questions related to the RFA
9. Name of Program Officers who will process the proposals (these names will be identified during the Routing phase of the RFA creation)
10. Application Instructions – which forms the applicant must include in the proposal

Creating a New Competitive RFA

1. Select the RFA tab located at the top of the webpage
2. Select the “Competitive” and “Create New from Scratch” options
3. Click **Create RFA** button



Building a New Competitive RFA

Once you have successfully selected the option to Create a New Competitive RFA, you will need to start building the RFA by populating the mandatory fields (denoted by a *) with data.

Building a Competitive RFA – Header Information

1. RFA Name (required)
2. Fiscal Year (required)
3. Anticipated Publication Date (cannot be today's date or any date in the past)
4. Select an Assigned Program Office (required)
5. Select an Assigned Program Officer (required)
6. Select a CFDA Number (required)
 - a. Only CFDA numbers associated with your line office will appear. If you have a new CFDA number not in this list, contact the Help Desk
7. Select a Sub Program
8. Click the **Save** button

Create Competitive RFA

RFA Name*	<input type="text"/>
Fiscal Year* (YYYY)	<input type="text"/>
Announcement Type	Initial
Anticipated Publication Date* (MM/DD/YYYY)	<input type="text"/>
Line Office*	
Assigned Program Office*	<input type="text" value="-Select a Program Office-"/>
Assigned Program Officer*	<input type="text" value="-Select a Program Officer-"/>
CFDA Number*	<input type="text" value="-Select a CFDA #-"/>
Sub Program	<input type="text" value="-Select a Sub Program-"/>

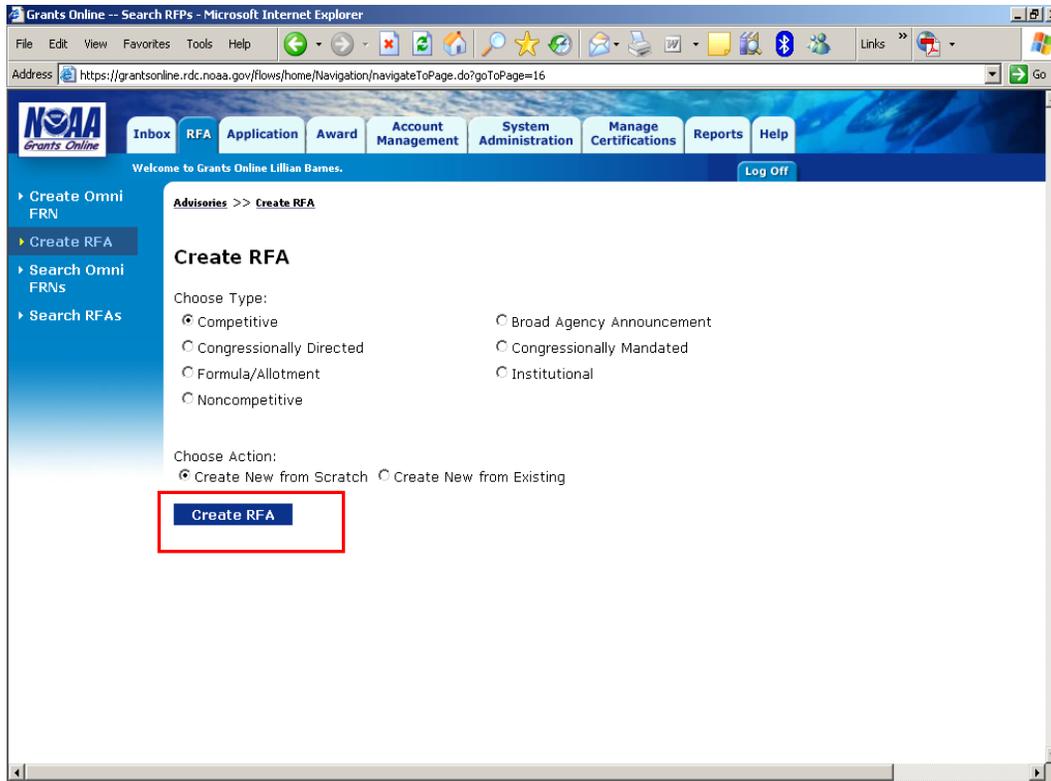
Creating a New Competitive RFA



Note: Pages 10 and 11 represent creating a New RFA from an Existing one. For creating an RFA from Scratch, continue on page 12. The remaining steps will be the same for both actions.

1. Select the RFA tab located at the top of the webpage
2. Select the “Competitive” and “Create New from Existing” options

Click Create RFA button



Building a New Competitive RFA

Once you have successfully selected the option to Create a New Competitive RFA, you will need to search for the existing RFA that you wish to build on.

Building a Noncompetitive RFA – Search Information

1. RFA Title
2. Funding Opportunity Number
3. CFDA Number
4. Fiscal Year (required)
5. Click **Search**
6. Click the **Select** Link beside the RFA ID

The screenshot displays the NOAA Grants Online interface for searching RFA information. The search criteria are as follows:

Field	Value
RFA Title	TEST
Funding Opportunity Number	
CFDA Number	
Fiscal Year	

Selected Type: Noncompetitive

Buttons: Search, Reset

Search Results: One item found.

Action	RFA Id	Name	Type	Announcement Type	Line Office Id	CFDA Number	CFDA Sub Name	FFO Number	Fiscal Year	Publication Date	Competition Id	Competitive Name
Select	2046074	Joint Hurricane Testbed	N	I	1001331	11.431	0	OAR-OWAQ-2006-2000737	2006	2006-05-22		



Note: The RFA launch page only appears when doing “Create New from Existing”. When doing “Create New from Scratch” you will be taken directly to the RFA details page. The remaining steps are the same for both Creating New RFA from Scratch and for Creating New RFA from Existing.

Building a New Competitive RFA – Additional Information

You will now need to click on the **Go to RFA Details Page**.

Advisories >> **Create RFA** >> **RFA**

RFA

Id: 2106750

Status:

[Go to RFA Details Page >>](#)

This document currently has no tasks assigned to you.

 **Attachments:**

Competitive RFA Details

Additional Information

Upon successfully saving the RFA Header information, you will be prompted to enter additional information about the RFA. This information includes funding amounts, due dates, contact information, and application routing. The specifics for this process are demonstrated below:

Building a Competitive RFA– RFA Supplementary Information

1. Anticipated Funding Amounts
2. Anticipated Award Amount (Min and Max)
3. Anticipated Number of Awards (Min and Max)

Competitive RFA Details

RFA Header Information

Document ID 2052212

RFA Name*

Fiscal Year* (YYYY)

Announcement Type Initial

Anticipated Publication Date* (MM/DD/YYYY)

Funding Opportunity Number OAR-SG-2007-2000913

Line Office* Oceanic and Atmospheric Research (OAR)

Assigned Program Office*

Assigned Program Officer*

CFDA Number*

Sub Program

RFA Supplementary Information

Anticipated Funding Amount \$ Actual Funding Amount \$

Min Max

Anticipated Award Amount \$

Anticipated Number of Awards

Building a Competitive RFA – (Selected Addresses)

1. Click **Add/Edit** to identify an address. This is the location all paper based proposals will be sent (Please note: the picture below represents a lower portion of the Grants Online screen – you may have to scroll down to see it)

Selected Addresses *

No addresses have been selected.

[Add/Edit](#)

Selected Contacts *

No contacts have been selected.

[Add/Edit](#)

Selected Mission Goals*

No mission goals have been selected.

[Add/Edit](#)

2. Type in search Query (usually Program Office Name)
3. Click **Search**

Search Addresses

Program Office Name:

Street Address:

City:

State:

Zip:



Note: If you enter search criteria into more than one field, you are asking the system to search and match all the information you entered. We recommend you enter the organization's name you are looking for and search – rather than entering the organization's name and address, etc.

Building a Competitive RFA – (Selected Addresses)

4. Select the address you wish to choose by clicking in the check box next to your selection (see picture below)
5. Click **Add to RFA**

The screenshot displays the NOAA Grants Online System interface. At the top, there is a navigation menu with tabs for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below the menu, the breadcrumb path reads 'Addresses >> Create RFA >> RFA'. The main content area is titled 'Competitive RFA Details' and is divided into two sections: 'RFA Header Information' and 'Search Addresses'.

RFA Header Information:

Document ID:	2052214	CFDA Number:	11.41
Announcement Type:	Initial	SubProgram:	None
Funding Opportunity Number:	OAR-SG-2006-2000914	Assigned Program Officer:	OAR N Colleg
Line Office:	Oceanic and Atmospheric Research (OAR)	Assigned Program Officer:	Dom v
RFA Name:	Copy2 of Ballast Water Technology Demonstration Program (Research, Development, Testing and Evaluation Facility)	Anticipated Publication Date:	04/08
Fiscal Year:	2006		

Search Addresses:

Program Office Name:
 Street Address:
 City:
 State:
 Zip:

Search Results:

9 items found, displaying all items. 1

<input type="checkbox"/>	Program Office Name	Address
<input type="checkbox"/>	University of Texas, El Paso	500 W. University Avenue Administration Building Room 209, El Paso, TX 79968-5816 USA
<input type="checkbox"/>	University of Texas, San Antonio	6900 North Loop 1604 West, San Antonio, TX 78249 USA
<input type="checkbox"/>	University of Texas, Arlington	UTA Box 19049, Arlington, TX 76019-0001 USA
<input type="checkbox"/>	University of Texas, Dallas	P O BOX: 830688, Richardson, TX 75083-0688 USA
<input type="checkbox"/>	University of Texas, El Paso	Postfach 3050, Saarstrasse 23, El Paso, TX 79902 USA
<input type="checkbox"/>	The University of Texas at Austin Office of Sponsored Projects North Office Bldg.	Suite 4.300, 101 E. 27th PO Box 7726,
<input type="checkbox"/>	University of Texas, Austin	750 Channelview Drive, Port Aransas, TX 78373-5015 USA
<input type="checkbox"/>	University of Texas	750 Channelview Drive, Port Aransas, TX 78373 USA
<input type="checkbox"/>	University of Texas, Smithville	Park Road I-C, Smithville, TX 78957 USA

At the bottom of the search results table, there is a red-bordered button labeled 'Add to RFA'.

Building a Competitive RFA - (Selected Addresses)

- 6. If you need to add another address, complete steps 2-5 again. If you made a mistake, and want to remove this address, click the check box by the organization's name and select **Remove from RFA**. You will then need to complete steps 2-5 to select a new address.
- 7. Once you are satisfied with your selected address(es), click **Save and Return to Main**

Search Addresses

Program Office Name:

Street Address:

City:

State:

Zip:

Search

Search Results

Nothing found to display.

Add to RFA

Selected Addresses for this RFA

One item found.1

<input type="checkbox"/>	Program Office Name	Address
<input type="checkbox"/>	SOUTH EAST REGIONAL OFFICE - NMFS	1315 East-West Highway, Silver Spring, MD 20910 USA

Remove from RFA

Save and Return to Main

Building a Competitive RFA- (Selected Contacts)

2. Enter the search information for the individual you would like to identify and click **Search**

Search Contacts

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

Building a Competitive RFA- (Selected Contacts)

3. Select the address you wish to choose by clicking in the check box next to your selection (see picture below)
4. Click **Add to RFA**

Search Contacts

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

Search Results

One item found.1

<input type="checkbox"/>	Contact Name	Org Name	Address	Phone	Email
<input checked="" type="checkbox"/>	Charles E. Alexander	National Ocean Service (NOS)	1305 EAST WEST HWY Silver Spring, MD 20910-3281	301-713-3125	test@aa.com

Building a Competitive RFA- (Selected Contacts)

- 5. If you need to add another contact, complete steps 2-4 again. If you made a mistake, and want to remove this individual, click the check box by the person's name and select **Remove from RFA**. You will then need to complete steps 2-4 to select a new address.
- 6. Once you are satisfied with your selected contact(s), click **Save and Return to Main**

Search Contacts

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

Search

Search Results

Nothing found to display.

Add to RFA

Selected Contacts for this RFA

2 items found, displaying all items.1

<input type="checkbox"/>	Contact Name	Org Name	Address	Pho
<input type="checkbox"/>	Ms. Megan Ann Agy	OAR National Sea Grant College Program (SG)	1315 EAST WEST HWY, Silver Spring, MD 20910-3282	301-243
<input type="checkbox"/>	Charles E. Alexander	National Ocean Service (NOS)	1305 EAST WEST HWY, Silver Spring, MD 20910-3281	301-312

Remove from RFA

Save and Return to Main **Cancel**

Building a Competitive RFA - (Mission Goals)

1. Select **Add/Edit**

Selected Addresses *



Street Address	City, State, Zip
5200 Auth Rd.	Camp Springs, MD 20746-4304

[Add/Edit](#)

Selected Contacts *

Contact Name	Phone	Address	Email
Ms. Ingrid Guch	301-763-8282	5200 Auth Rd., Rm 701 , mclean, MD 20746-4304	test@noaa.gov

[Add/Edit](#)

Selected Mission Goals*

No mission goals have been selected.

[Add/Edit](#)

Building a Competitive RFA - (Mission Goals)

2. Click check box for appropriate goal(s).
3. Click **Add to RFA**
4. Click **Save and Return to Main**

Competitive RFA Details

RFA Header Information			
Document ID:	2106753	CFDA Number:	11.428
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NESDIS-NESDISPO-2008-2001302	Assigned Program Office:	National Environmental Satellite Data and Information Service Program Office (NESDISPO)
Line Office:	National Environmental Satellite Data and Information Service (NESDIS)	Assigned Program Officer:	Ada Armstrong
RFA Name:	Manual_for_FPO_Comp	Anticipated Publication Date:	07/01/2008
Fiscal Year:	2008	Publication Date:	Not Published

Available Mission Goals For this RFA

5 items found, displaying all items.1

<input checked="" type="checkbox"/> Mission Goals Name	Mission Goals Description
<input type="checkbox"/> Protect, Restore and Manage the Use of Coastal and Ocean Resources Through Ecosystem-Based Management	Coastal areas are among the most developed in the Nation. More than half the population lives on less than one-fifth of the land in the contiguous United States. Furthermore, employment in near shore areas is growing three times faster than population. Coastal and marine waters support over 28 million jobs and provide a tourism destination for nearly 90 million Americans a year. The value of the ocean economy to the United States is over \$115 billion. The value added annually to the national economy by the commercial and recreational fishing industry alone is over \$48 billion. U.S. aquaculture sales total almost \$1 billion annually. With its Exclusive Economic Zone of 3.4 million square miles, the United States manages the largest marine territory of any nation in the world.
<input type="checkbox"/> Understand Climate Variability and Change To Enhance Society's Ability To Plan and Respond	Climate shapes the environment, natural resources, economies, and social systems that people depend upon worldwide. While humanity has learned to contend with some aspects of climate's natural variability, major climatic events, combined with the stresses of population growth, economic growth, public health concerns, and land-use practices, can impose serious consequences on society. The 1997-98 El Nino, for example, had a \$25 billion impact on the U.S. economy-property losses were \$2.6 billion and crop losses approached \$2 billion. Long-term drought leads to increased and competing demands for fresh water with related effects on terrestrial and marine ecosystems, agricultural productivity, and even the spread of infectious diseases. Decisions about mitigating climate change also

Add to RFA

Selected Mission Goals for this RFA

Nothing found to display.

Remove from RFA

Save and Return to Main **Cancel**

Building a Competitive RFA - (Program Elements/Funding Priorities)

1. Select **Add/Edit**

← - - - Formatted: Bullets and Numbering

Selected Mission Goals*

Mission Goals Name

Protect, Restore and Manage the Use of Coastal and Ocean Resources Through Ecosystem-Based Management

[Add/Edit](#)



Program Elements/Funding Priorities *

No Program Elements/Funding Priorities Available

[Add/Edit](#)

Building a Competitive RFA - (Program Elements/Funding Priorities)

- 2. Input the Program Element/Fund Priority Name
- 3. Input a Description
- 4. Click **Save**

Advisories >> Create RFA >> RFA

Competitive RFA Details

RFA Header Information			
Document ID:	2052214	CFDA Number:	
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	OAR-SG-2006-2000914	Assigned Prog Office:	
Line Office:	Oceanic and Atmospheric Research (OAR)	Assigned Prog Officer:	
RFA Name:	Copy2 of Ballast Water Technology Demonstration Program (Research, Development, Testing and Evaluation Facility)	Anticipated Publication Date:	
Fiscal Year:	2006		

Add Program Element/Funding Priority

Program Element/Fund Priority Name: *

Description: *

TEST

4 / 4000

Building a Competitive RFA - (Program Elements/Funding Priorities)

5. Select Add if you wish to add another Program Element/Fund Priority

6. Click Done

Program Element/Fund Priorities

Order	PE/FP Name	Description	Edit	Delete
1	TEST	TEST	Edit	Delete

[Reorder](#)

[Add >>](#)

[<< Done](#)

Competitions

Every competitive RFA in Grants Online needs to have a competition. The competition is the meat and bones of a competitive RFA in that it is the place where the FPO defines due dates, funding amounts, routing, recipient types, review events (a necessity), minimum requirements, etc. You may have multiple competitions under one RFA, as each competition results in a selection package. However, please note that each competition also needs a Review Event. Review Events are discussed at a later point in this manual.

Building a Competitive RFA- (Creating a Competition)

1. Click **Save** to capture the changes we've made so far
2. Click **Add New** under the Competitions header to create a new competition

Competitive RFA Details

RFA Header Information

Document ID	2106753
RFA Name*	Manual_for_FPO_Comp
Fiscal Year* (YYYY)	2008
Announcement Type	Initial
Anticipated Publication Date* (MM/DD/YYYY)	07/01/2008
Funding Opportunity Number	NESDIS-NESDISPO-2008-2001302
Line Office*	National Environmental Satellite Data and Information Service (NESDIS)
Assigned Program Office*	National Environmental Satellite Data and Information Service Program Office (NESDISPO)
Assigned Program Officer*	Armstrong, Ada
CFDA Number*	11.428 - Intergovernmental Climate Program
Sub Program	-Select a Sub Program-

RFA Supplementary Information

Anticipated Funding Amount \$	1,000,000.00	Actual Funding Amount \$	
	Min	Max	
Anticipated Award Amount \$	250,000.00	500,000.00	
Anticipated Number of Awards	1	4	

Selected Addresses *

Street Address	City, State, Zip
5200 Auth Rd.	Camp Springs, MD 20746-4304

[Add/Edit](#)

Selected Contacts *

Contact Name	Phone	Address	Email
Ms. Ingrid Guch	301-763-8282	5200 Auth Rd., Rm 701 , mclean, MD 20746-4304	test@noaa.gov

[Add/Edit](#)

Selected Mission Goals*

Mission Goals Name
Protect, Restore and Manage the Use of Coastal and Ocean Resources Through Ecosystem-Based Management

[Add/Edit](#)

Program Elements/Funding Priorities *

Order	PE/FP Name	Description
1	test	test

[Add/Edit](#)

Competitions

Press Save before selecting the following link(s)

No Competition
[Add New](#)

Attachments:

Building a Competitive RFA- (Creating a Competition)

3. Enter Competition Name (automatically defaults to be the same name as the RFA)
4. Enter Fiscal Year
5. Select Competition Type
6. Select Competition Manager (this is the person who will work on the Selection Package, Confirm Review Events, etc.)
7. Click **Save**

Competitive RFA Details

RFA Header Information			
Document ID:	2106753	CFDA Number:	11.428
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NESDIS-NESDISPO-2008-2001302	Assigned Program Office:	National Environmental Satellite Data and Information Service Program Office (NESDISPO)
Line Office:	National Environmental Satellite Data and Information Service (NESDIS)	Assigned Program Officer:	Ada Armstrong
RFA Name:	Manual_for_FPO_Comp	Anticipated Publication Date:	07/01/2008
Fiscal Year:	2008	Publication Date:	Not Published

Competition Name * Fiscal Year *

Competition Type * Group Individual Qualification

Competition Manager *

Building a Competitive RFA- (Creating a Competition)

- 8. Select Selecting Official
- 9. Select applicable Recipient Types (those recipients who are eligible to compete for funding)
- 10. Enter the Anticipated Federal Funding for this competition (Min and Max)
- 11. Enter the Application due date
- 12. Enter the Application due time
- 13. Enter the Anticipated Award Date

Competition Name *	TEST	Fiscal Year *	2007
Competition Type *	<input checked="" type="radio"/> Group <input type="radio"/> Individual Qualification		
Competition Manager *	Cinama Smithers	Selecting Official *	James Murray
Available Recipient Type		Selected Recipient Type	
County Government Special District Government U.S. Territory or Possession Independent School District		State Government City or Township Government Regional Organization	
Actual Funding Amount for this Competition	<input type="text"/>		
	Min	Max	
Anticipated Federal Funding for this Competition *	1000000	<input type="text"/>	
Required Federal Funding (in Dollars) per Application	<input type="text"/>		
Cost Share (%) per Application	<input type="text"/>		
Anticipated Competition Schedule			
Pre-Application	Due Date	<input type="text"/>	Time : <input type="text"/> PM
Application *	Days after RFA Publication Date	10	Time : 10:00 PM
Anticipated Award Date *	100	Days after Application Due Date	
View Anticipated Competition Schedule			

Application Routing

Selecting the application routing is required when creating any RFA. This will determine who will process the proposal/application. You have the ability to identify routing by workload, state or Priority/Program Element. Upon selecting a routing method, the other methods will be “disabled”. If a routing method has been selected in error, the user must clear all selections made and save the changes.



Warning!

If you neglect to configure routing, the applications will NOT be sent to an FPO for processing. This is a necessary action!

Building a Competitive RFA- (Application Routing)

1. Select either Workload or State routing
 - a. Workload: This routing method means you select different individuals who will receive applications throughout workflow. Each application will be distributed on a round robin basis depending on the individuals you designate in the workload routing.
 - b. State routing: This routing method allows for you to create groups by states. You can identify a single state, or a group of states you would like in a group, and then you can identify the Program Officers that would look at the applications from that particular group of states.
2. Once you have chosen a routing type (Workload or State), select **Configure Routing**



Note: Workload is the option selected in most cases. Whoever is identified as the selected user in routing will be the person who receives the task to perform the Minimum Requirements on the submitted application. The Federal Program Officer (FPO) who receives this task has the ability to reassign the task to another FPO.



Warning: **Whoever completes the task to perform minimum requirements on the application is the individual who will “own” that application. That FPO will also receive tasks to perform and work on the following actions:**
Conduct Negotiations, PO Checklist, Procurement Request and Commitment of Funds (CD 435) and NEPA Document.

Building a Competitive RFA- (Application Routing)

3. Click on the name of the person(s) you would like to receive applications (to select more than one, hold down the Ctrl key and use the mouse to highlight) and then click on the >> button. The selected individuals will now display in the *Selected Users to receive applications for this competition* field. Remember, if you identify more than one individual, the applications will be routed in a round robin format.



Note: If a user has been selected in error, highlight the name and click the top double arrows to push the user back to the Available User box.

4. Once you have selected the appropriate person(s), click **Save**
 - a. Click **Cancel** to go back to the previous page (without capturing your changes)

Building a Competitive RFA- (Application Routing)

You will now be taken back to the competition detail screen. As you can see, State Routing and Program Element are both listed as disabled. This is because you can only have one routing method per RFA.

4. At this point in time, click the **Save** button at the bottom of the page. We have now entered ALL the mandatory information, so your work will now save.
 - a. **Cancel** will take you out of this page without capturing the changes you made
 - b. **Save and Continue** will initiate workflow – do not click this button until you have completed the RFA

Competition Name * Fiscal Year *

Competition Type * Group Individual Qualification

Competition Manager * Selecting Official *

Available Recipient Type	Selected Recipient Type
State Government	Public/State Controlled Institution
County Government	Private Institution of Higher Educat
City or Township Government	
Special District Government	

Actual Funding Amount for this Competition

Anticipated Federal Funding for this Competition * Min Max

Required Federal Funding (in Dollars) per Application

Cost Share (%) per Application

Anticipated Competition Schedule

Pre-Application Due Date Time : PM

Application * Due Date Time : PM

Anticipated Award Date * Days after Application Due Date

[View Anticipated Competition Schedule](#)

Application Routing *

Workload -- State (Disabled) [Configure Routing](#)

If you are creating this competition, press Save before selecting the following links.

- [Review Events](#)
- [Minimum Requirements](#)
- [Special Award Conditions](#)
- [Application Package *](#)

Building a New Competitive RFA - (Changing Application Routing)

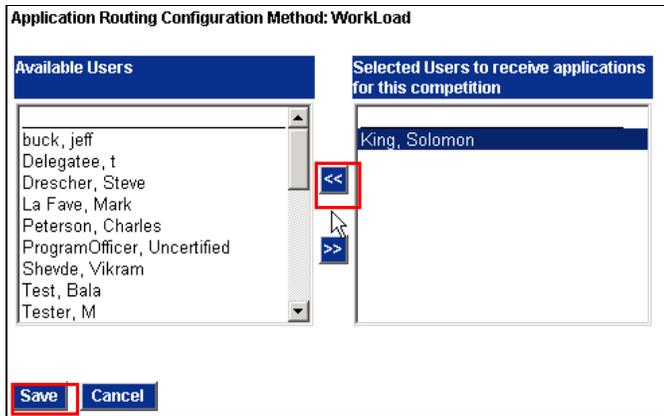
If you have determined that you selected the wrong routing type, and wish to change it, perform the following steps: *(If you would like to continue creating your RFA, skip to page 37)*

1. Click on **Configure Routing**

The screenshot displays the 'Configure Routing' interface for a competition named 'Knauss 2007' in the fiscal year 2007. The competition type is set to 'Individual Qualification'. The competition manager is 'Jacques Oliver' and the selecting official is 'Jonathan Eigen'. The 'Available Recipient Type' list includes State Government, County Government, City or Township Government, and Special District Government. The 'Selected Recipient Type' list includes Public/State Controlled Institution and Private Institution of Higher Education. The 'Actual Funding Amount for this Competition' is 2,075,000.00. The 'Anticipated Federal Funding for this Competition' is also 2,075,000.00, with a minimum and maximum of 2,075,000.00. The 'Required Federal Funding (in Dollars) per Application' is 41,500.00. The 'Cost Share (%) per Application' is 100. The 'Anticipated Competition Schedule' section shows the 'Pre-Application Due Date' as 01/23/2007 at PM. The 'Anticipated Award Date' is 300 days after the application due date. The 'Application Routing' section shows 'Workload' as 'State (Disabled)' and a 'Configure Routing' button highlighted with a red box. Below this, there are links for 'Review Events', 'Special Award Conditions', 'Minimum Requirements', and 'Application Package'. At the bottom, there are 'Save', 'Save & Continue', and 'Cancel' buttons.

Building a New Competitive RFA - (Changing Application Routing)

2. Highlight the names of the individuals that had previously been selected and click the << button
3. Click **Save**



Building a Competitive RFA- (Changing Application Routing)

4. You will be taken back to the *Competitive RFA Details* screen. (Note that none of the routing buttons are listed as disabled)
5. Select the radial button next to State
6. Click **Configure Routing**

Competition Name *	<input type="text" value="Competitive FPO Manual"/>	Fiscal Year *	<input type="text" value="2005"/>
Competition Type *	<input checked="" type="radio"/> Group <input type="radio"/> Individual Qualification	Competition Manager *	<input type="text" value="Charles Peterson"/>
Available Recipient Type		Selected Recipient Type	
<input type="text" value="County Government"/> <input type="text" value="City or Township Government"/> <input type="text" value="Interstate"/> <input type="text" value="Intermunicipal"/>		<input type="text" value="State Government"/> <input type="text" value="Local Government"/> <input type="text" value="Independent Schools District"/> <input type="text" value="State Controlled Institution of Higher Learning"/>	
Actual Funding Amount for this Competition	<input type="text"/>	Min	Max
Anticipated Federal Funding for this Competition *	<input type="text" value="250,000.00"/>	<input type="text" value="500,000.00"/>	
Required Federal Funding (in Dollars) per Application	<input type="text"/>	<input type="text"/>	
Cost Share (%) per Application	<input type="text"/>	<input type="text"/>	
Anticipated Competition Schedule			
Pre-Application	<input type="text" value="Due Date"/>	Time:	<input type="text" value="PM"/>
Application *	<input type="text" value="Days after RFA Publication Date"/>	30	Time: <input type="text" value="05:00"/> <input type="text" value="PM"/>
Anticipated Award Date *	<input type="text" value="190"/>	Days after Application Due Date	
<input type="button" value="View Anticipated Competition Schedule"/>			
Application Routing			
<input checked="" type="radio"/> Workload <input type="radio"/> State			
<input type="button" value="Configure Routing"/>			
If you are creating this competition, press Save before selecting the following links.			
Review Events		Minimum Requirements	
Special Award Conditions		Application Package *	
<input type="button" value="Save"/>	<input type="button" value="Save & Continue"/>	<input type="button" value="Cancel"/>	

Building a Competitive RFA- (Changing Application Routing)

7. Click **Add New**

Application Routing Configuration Method: State
No state routing groups have been created

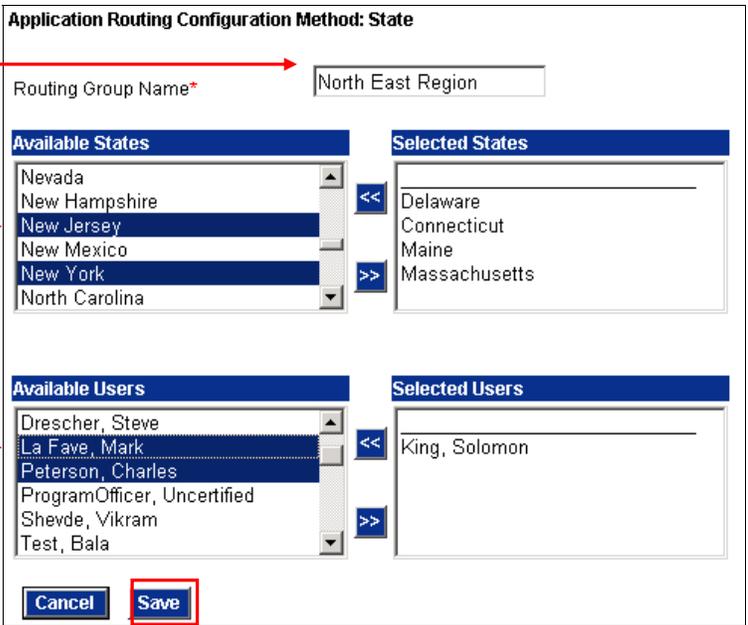
[Add New](#)

Cancel

Save and Return to Main

Building a Competitive RFA- (Changing Application Routing)

- 8. Provide a name for your routing group (you can have multiple groups)
- 9. Highlight the states you would like to include in your routing group, and use the  button to select them
- 10. Highlight the users who will work on applications from the states in this group and use the  button to select them
 - a. Proposals/applications from the states in this routing group will go to the Federal Program Officer selected so that the FPO can perform the Minimum Requirements check on the submitted application. Each application will be distributed on a round robin basis amongst the selected users you chose in this routing group.
- 11. Click the **Save** button



8. Routing Group Name* North East Region

9. Available States: Nevada, New Hampshire, **New Jersey**, New Mexico, New York, North Carolina. Selected States: Delaware, Connecticut, Maine, Massachusetts.

10. Available Users: Drescher, Steve, **La Fave, Mark**, Peterson, Charles, ProgramOfficer, Uncertified, Shevde, Vikram, Test, Bala. Selected Users: King, Solomon.

11. Save



Warning!

If an application comes in from a state that you did not select in any of your routing groups, then it will NOT be routed through in workflow.
Example: if an application comes in from PA, but PA was never selected as a state in any of the routing groups, then the application will not be routed to anyone.

Building a Competitive RFA- (Changing Application Routing)

12. You now have one routing group identified. Select Edit or Delete if you would like to make changes to this group
13. Click on **Add New** to identify another routing group

Application Routing Configuration Method: State

Name	States Assigned	Actions
North East Region	Connecticut Delaware Massachusetts Maine	Edit Delete

Add New

Cancel

Save and Return to Main

14. When creating a new group, note that states already selected appear as seen below in the red box – this is to let you know not to select that state again.
15. Follow steps 8-11 to create another routing group.

Application Routing Configuration Method: State

Routing Group Name*

Available States	Selected States
California Colorado <CT> <DE> District of Columbia Federated States of Micronesia	

Available Users	Selected Users
buck, jeff Delegate, t Drescher, Steve King, Solomon La Fave, Mark	

Cancel **Save**

Building a Competitive RFA- (Changing Application Routing)

16. Once you have created all the groups you need, click **Save and Return to Main**

Application Routing Configuration Method: State		
Name	States Assigned	Actions
North East Region	Connecticut Delaware Massachusetts Maine	Edit Delete
West Coast	California Colorado New Mexico Nevada Oregon	Edit Delete

[Add New](#)

Cancel

Save and Return to Main

Building a Competitive RFA- (Minimum Requirements)

We now want to work on the hyperlinks displayed below the routing section: Minimum Requirements, Application Instructions, Special Award Conditions and Review Events.

1. Before you click on any of the hyperlinks in the, click the **Save** button
2. Click on the **Minimum Requirements** link

Competition Name *	Competitive FPO Manual		Fiscal Year *	2005	
Competition Type *	<input checked="" type="radio"/> Group <input type="radio"/> Individual Qualification		Competition Manager *	Charles Peterson	
Available Recipient Type			Selected Recipient Type		
<input type="text"/> County Government City or Township Government Interstate Intermunicipal			<< >> State Government Local Government Independent Schools District State Controlled Institution of Higher Learning		
Actual Funding Amount for this Competition	<input type="text"/>		Min	Max	
Anticipated Federal Funding for this Competition *	<input type="text" value="250000"/>	<input type="text" value="500000"/>			
Required Federal Funding (in Dollars) per Application	<input type="text"/>	<input type="text"/>			
Cost Share (%) per Application	<input type="text"/>	<input type="text"/>			
Anticipated Competition Schedule					
Pre-Application	Due Date	<input type="text"/>	Time:	<input type="text"/>	PM
Application *	Days after RFA Publication Date	<input type="text" value="30"/>	Time:	<input type="text" value="05:00"/>	PM
Anticipated Award Date *	<input type="text" value="190"/>	Days after Application Due Date			
View Anticipated Competition Schedule					
Application Routing					
<input checked="" type="radio"/> Workload -- State (Disabled) -- Program Element (Disabled) Configure Routing					
If you are creating this competition, press Save before selecting the following links.					
<ul style="list-style-type: none"> • Review Events • Minimum Requirements • Special Award Conditions • Application Package 					
<input type="button" value="Save"/> <input type="button" value="Save & Continue"/> <input type="button" value="Cancel"/>					

Building a New Competitive RFA- Other (Minimum Requirements)

A standard set of minimum requirements is automatically populated in this screen.

1. To view or edit a requirement, select **Edit**
2. To delete a requirement, click **Delete**

Priority	Requirement Name	Actions
1	Eligible Applicant	Edit Delete
2	Application Received by Deadline	Edit Delete
3	Application Meets Minimum Federal Funding	Edit Delete
4	Application Meets Maximum Federal Funding	Edit Delete
5	Application Meets Minimum Match	Edit Delete
6	Application Meets Maximum Match	Edit Delete
7	Complete Application	Edit Delete

[Reorder](#)

[Add >>](#)

[<< Done](#)



Note: As an FPO, you are identifying the requirements that the applicant must meet in order to be considered for an award under this RFA. The purpose of this section is for you to denote the items you want verified when an application is submitted. This allows for evaluation consistency across all applicants under this RFA.

Building a Competitive RFA- (Minimum Requirements)

3. To add a new requirement click **Add>>** (as seen on the previous page)
4. Enter the requirement name
5. Enter the description of the requirement
6. Click **Save**
7. Click **Cancel** to go back to the previous page (any changes made on the page will not be saved)

Add Minimum Requirement

Name: *

Spell Check

Description: *

Save **Cancel**

Building a Competitive RFA- (Minimum Requirements)

- 8. The system will take you back to the Minimum Requirements page, where you can add a new requirement, reorder existing requirements, or select **<<Done** to continue working on the RFA

Selected Minimum Requirements

Priority	Requirement Name	Actions
1	Eligible Applicant	Edit Delete
2	Application Received by Deadline	Edit Delete
3	Application Meets Minimum Federal Funding	Edit Delete
4	Application Meets Maximum Federal Funding	Edit Delete
5	Application Meets Minimum Match	Edit Delete
6	Application Meets Maximum Match	Edit Delete
7	Complete Application	Edit Delete
8	Name of New Requirement	Edit Delete

[Reorder](#)

[Add >>](#)

<< Done

- 9. Once you click **<<Done**, the system will bring you back to the *Competition Details* screen.

Application Package

This section allows for you to identify what types of forms the applicant needs to submit as part of their application package. The forms that are listed under the *Available Forms* section represent the OMB approved Pure Edge Viewer forms. If you require an additional form that is not listed, you may add that form to the instructions (see steps 4-6 below).

Building a Competitive RFA- (Application Package)

1. Scroll down to the bottom of the screen and click on the **Application Package** link

Competition Name * Fiscal Year *

Competition Type * Group Individual Qualification Competition Manager *

Available Recipient Type

- County Government
- City or Township Government
- Interstate
- Intermunicipal

<<

>>

Selected Recipient Type

- State Government
- Local Government
- Independent Schools District
- State Controlled Institution of Higher Learning

Actual Funding Amount for this Competition Min Max

Anticipated Federal Funding for this Competition *

Required Federal Funding (in Dollars) per Application

Cost Share (%) per Application

Anticipated Competition Schedule

Pre-Application Time:

Application * Time:

Anticipated Award Date * Days after Application Due Date

[View Anticipated Competition Schedule](#)

Application Routing

Workload -- State (Disabled) -- Program Element (Disabled) [Configure Routing](#)

If you are creating this competition, press Save before selecting the following links.

- [Review Events](#)
- [Special Award Conditions](#)
- [Minimum Requirements](#)
- [Application Instructions](#)

Building a Competitive RFA- (Application Package)

1. From the first drop down menu, select a Form Family
2. From the second drop down menu, select a Template
3. Click **Save**

Application Package

Select a Form Family : * SF-424

Select a Template : * NOAA - SF 424 v2 only

Mandatory Forms
SF-424

Optional Forms
Other Attachments Form

Save **Cancel**

For Non-Competitive RFAs, you may attach Application Instructions to the RFA. Use Application Instructions as the short description.
Only one file may be attached at Grants.gov as Application Instructions. The preferred file format is pdf.

Attachments:

4. If you wish to specify another document you want the applicant to submit (that is not listed under Available Forms), click the **Attachments** link
5. **Browse** for the file you wish to attach, and enter a brief *description*
6. Click **Save Attachment**

Attachments:

No attachments.

Add new Attachment: [-]

Filename: * **Browse...**

Description: *

Spell Check

Internal use only

Save Attachment

Building a Competitive RFA- (Application Package)

7. Once you are satisfied with the Application Package section, and the selected forms/documents, click **Save**

Application Package
Save was successful.

Select a Form Family : *

Select a Template : *

Mandatory Forms

Optional Forms

For Non-Competitive RFAs, you may attach Application Instructions to the RFA. Use Application Instructions as the
 Only one file may be attached at Grants.gov as Application Instructions. The preferred file format is pdf.

 **Attachments:**

8. Once you click **Save**, you must click **Cancel** to return to the *Competitive RFA Details* screen.



- Note:**
1. Nearly all NOAA opportunities have a standard application package consisting of: 424, 424a, 424b and CD511
 2. CD346 and SFLLL are optional forms, however certain applicants will have to complete those forms and add them to the proposal package
 3. The CD346 is not available in Grants.gov, so you as a program officer must inform applicants to get that form from DOC forms library and attach a completed version to their proposal package.
 4. For construction package the 424c and 424d would be used in lieu of 424a and 424b
 5. A standard application package includes project narrative and budget narrative files – these are not forms, they are whatever the applicant wishes to upload
 6. Steve Drescher uses one of the standard application package formats when uploading to Grants.gov, therefore, if you have something specific needed, make sure you let him know via email.

Special Award Conditions

This section allows you to identify any Special Award Conditions (SAC) that will be applied to every recipient under this RFA. This is not a required field and should be used if only you need to identify a SAC that will apply to all recipients under this RFA

Building a Competitive RFA- (Special Award Conditions)

1. To specify or view Special Award Conditions, click on the **Special Award Conditions** link (If your RFA does not require any Special Award Conditions, skip to page 64)

The screenshot shows a web form for configuring a competition. At the top, there are fields for 'Competition Name' (Competitive FPO Manual), 'Fiscal Year' (2005), 'Competition Type' (Group selected), and 'Competition Manager' (Charles Peterson). Below this are two side-by-side lists: 'Available Recipient Type' and 'Selected Recipient Type'. The 'Available Recipient Type' list includes County Government, City or Township Government, Interstate, and Intermunicipal. The 'Selected Recipient Type' list includes State Government, Local Government, Independent Schools District, and State Controlled Institution of Higher Learning. Navigation arrows (<< and >>) are between the lists. Further down, there are input fields for 'Actual Funding Amount for this Competition', 'Anticipated Federal Funding for this Competition' (with Min and Max sub-fields), 'Required Federal Funding (in Dollars) per Application', and 'Cost Share (%) per Application'. The 'Anticipated Competition Schedule' section includes dropdowns for 'Pre-Application' (Due Date), 'Application' (Days after RFA Publication Date), and 'Anticipated Award Date' (Days after Application Due Date), along with time selection fields. A 'View Anticipated Competition Schedule' button is present. The 'Application Routing' section shows a breadcrumb trail: Workload -- State (Disabled) -- Program Element (Disabled), with a 'Configure Routing' button. A note states: 'If you are creating this competition, press Save before selecting the following links.' Below this note are links for 'Review Events', 'Special Award Conditions' (highlighted with a red box), 'Minimum Requirements', and 'Application Instructions'. At the bottom are 'Save', 'Save & Continue', and 'Cancel' buttons.

Building a Competitive RFA- (Special Award Conditions)

1. Click on the **Create From Scratch** link

Special Award Conditions

[Create From Scratch](#)

Available Special Award Conditions
No available Special Award Conditions found.

[Save and Return](#) [Cancel](#)

Building a Competitive RFA- (Special Award Conditions)

- 2. Enter the Name (required)
- 3. Enter the Description (required)
- 4. Click **Save** to capture the changes and stay on this screen OR click **Done** to capture the changes and go back to the previous screen
 - a. Click **Cancel** to leave the screen without making any changes

Special Award Condition Details

Name: *

Description: *

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Building a Competitive RFA- (Special Award Conditions)

5. There is now a Special Award Condition established for this RFA. If you would like to edit the SAC, click **Edit**. If you want to delete it, click **Delete**.
6. You can select **Create From Scratch** to identify another SAC, or select **Save and Return** to continue creating your RFA

RFA Header Information		
Document ID:	2052225	CFDA Number: 11.417
Announcement Type:	Initial	SubProgram: None
Funding Opportunity Number:	OAR-SG-2007-2000915	Assigned Program Office: OAR National Sea Grant College
Line Office:	Oceanic and Atmospheric Research (OAR)	Assigned Program Officer: Mr. Dom W. Carlson
RFA Name:	Copy3 of Ballast Water Technology Demonstration Program (Research, Development, Testing and Evaluation Facility)	Anticipated Publication Date: 04/08/2007
Fiscal Year:	2007	
Competition Number:	2052226	Competition Name: Copy of Ballast Water Technology Demonstration Program (Research, Development, Testing and Evaluation Facility)
Anticipated Application Due Date:	01/06/2006	

Special Award Conditions

[Create From Scratch](#)

Available Special Award Conditions

Name	Description	Options
test	test	Edit Delete

Save and Return **Cancel**

Review Event

Although Review Events currently occur outside the Grants Online system, you are still required to create a Review Event during the competitive RFA building process. The following pages detail a workaround that allows for you to skip many of the steps associated with performing a “dummy” review in Grants Online.

Building a Competitive RFA- (Review Event)

1. Click on the **Review Events** link

Competition Name * Competitive FPO Manual Fiscal Year * 2005
Competition Type * Group Individual Qualification Competition Manager * Charles Peterson

Available Recipient Type
County Government
City or Township Government
Interstate
Intermunicipal

Selected Recipient Type
State Government
Local Government
Independent Schools District
State Controlled Institution of Higher Learning

Actual Funding Amount for this Competition
Min Max

Anticipated Federal Funding for this Competition * 250000 500000
Required Federal Funding (in Dollars) per Application
Cost Share (%) per Application

Anticipated Competition Schedule
Pre-Application Due Date Time: PM
Application * Days after RFA Publication Date 30 Time: 05:00 PM
Anticipated Award Date * 190 Days after Application Due Date
[View Anticipated Competition Schedule](#)

Application Routing
 Workload -- State (Disabled) -- Program Element (Disabled) [Configure Routing](#)

If you are creating this competition, press Save before selecting the following links.

- [Review Events](#)
- [Minimum Requirements](#)
- [Special Award Conditions](#)
- [Application Instructions](#)

[Save](#) [Save & Continue](#) [Cancel](#)

Building a Competitive RFA- (Review Event)

2. Click on **Add New>>**

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below the navigation bar, a welcome message reads 'Welcome to Grants Online Charles Peterson' and a 'Log Off' button is visible. The main content area is divided into two sections. The first section, 'RFA Header Information', contains the following data:

Document ID:	103784	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	SE Competitive
Funding Opportunity Number:	NMFS-SERO-2005-100312	Assigned Program Office:	SOUTH EAST REGIONAL OFFICE
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Charles Marcus Peterson
RFA Name:	Competitive FPO Manual	Anticipated Publication Date:	05/10/2005
Fiscal Year:	2005		
Competition Number:	103786	Competition Name:	Competitive FPO Manual
Anticipated Application Due Date:	30		

The second section, 'Review Events', contains the text 'No review events have been defined.' Below this text, the 'Add New>>' button is highlighted with a red rectangular box. At the bottom left of the main content area, there is a '<< Done' link.

3. Enter Review Event Name
4. Select Review Basis
 - a. As long as we are conducting reviews outside the system, you should select **Independent Individual Merit** – regardless of the type of review you are actually performing
5. Click **Save**

The screenshot shows the NOAA Grants Online interface with the 'Review Event Information' section. The 'RFA Header Information' section is identical to the previous screenshot. Below it, the 'Review Event Information' section contains the following fields:

Review Event Name:*

Review Basis:*

At the bottom left of the main content area, the 'Save' button is highlighted with a red rectangular box, and a 'Cancel' button is visible to its right.

version 2.12

Building a Competitive RFA- (Review Event)

- 6. Enter Anticipated Review Start Date (cannot be before application due date)
- 7. Enter Anticipated Review End Date



Note: You can set the Review Event Start and End dates to meet your needs, however in order for the workaround to function properly the Review Event CANNOT be set to begin in the past.

Review Event Information			
Review Event Name: *	<input type="text" value="FPO Competitive Manual"/>		
Review Basis: *	<input type="text" value="Independent Review"/>	Primary Scoring Method: *	<input type="text" value="No configured methods"/>
Summary Score Determination: *	<input type="text" value="Mean"/>	Cutoff Score:	<input type="text"/>
Anticipated Review Start Date: *	<input type="text" value="05/12/2005"/>	Anticipated Review End Date: *	<input type="text" value="05/15/2005"/>

- 8. Select a scoring method, Quantitative or Qualitative (we recommend Quantitative for the purpose of the review event workaround)
- 9. Quantitative Scoring:
 - a. Percentage or Points
 - i. If you select Points, be sure to enter the total number of points in the Total Points box
- 10. Click the **Define Criteria** button to provide more detail about the scoring method

Quantitative Scoring
Quantitative Scoring Type: *
<input type="radio"/> Percentage
<input checked="" type="radio"/> Points Total Points: <input type="text" value="10"/>
<input type="radio"/> Neither
Define Criteria
Qualitative Scoring:
No qualitative scoring methods have been defined.
Add New >>

Building a Competitive RFA- (Review Event)

11. Click **Add New>>** to define the point scoring criteria

Criteria for Quantitative Scoring - Points

No criteria have been defined.

Designated Total Points: 10.0

Add New >>

[<< Cancel](#) [<< Done](#)

12. Define first criteria
13. Provide Name
14. Enter Minimum Score
15. Enter Maximum Score
16. Enter a Description
17. Click **Save** to capture changes and continue on OR click **Cancel** to go back without saving your changes

Criteria for Quantitative Scoring - Points

Name: *

Minimum Score: *

Maximum Score: *

[Spell Check](#)

Description: *

34 / 4000 [Spell Check](#)

Save [Cancel](#)

Building a Competitive RFA- (Review Event)

- 18. If you need to add more criteria click **Add New>>**
- 19. If you need to edit or delete the criteria click **Edit** or **Delete**
- 20. You may also reorder the priority of the criteria by clicking **Reorder>>**
- 21. Once you are finished entering the criteria for the Review Event, click **<<Done** (This will take you back to the Review Event details page)
- 22. If you would like to go back to the Review Event details page, click **<<Cancel**

Criteria for Quantitative Scoring - Points

Priority Order	Name	Minimum Score	Maximum Score	Edit	Delete
1	Criteria 1	1	10	Edit	Delete

Sum of Maximum Scores: 10.0
Designated Total Points: 10.0

[Add New >>](#)
[Reorder >>](#)
[<< Cancel](#) [<< Done](#)

Building a Competitive RFA- (Review Event)

23. You **must** enter something into the **Reviewer Instructions** text box
24. Click **Save** to capture the changes and stay on this screen
25. Click **Save & Continue** to continue working on the RFA



Note: If you receive a red error message at the top of the screen be sure to make the necessary changes and click SAVE before moving on, otherwise your edits will not be captured

Review Event Information

Review Event Name:*

Review Basis:* Primary Scoring Method:*

Summary Score Determination:* Cutoff Score:

Anticipated Review Start Date:* Anticipated Review End Date:*

Quantitative Scoring

Quantitative Scoring Type:*

-- Percentage (Disabled)

Points Total Points:

-- Neither (Disabled)

Qualitative Scoring:

No qualitative scoring methods have been defined.

[Add New >>](#)

Reviewer Instructions

Enter instructions that you would normally send to the reviewers here - F&LD will review these at a later date

Building a Competitive RFA

- 26. Independent Review page displays Navigate to Associated Documents and click on the link next to RFA

Independent Review

Id: 2019960
Creator: [Elisabeth Morgan](#) **Create Date:** 11/22/2005
Status: **Status Date:** 11/22/2005
Last Edited User: [Elisabeth Morgan](#)

Action: Please select an action

Your Comments:

Attachments:

RFA Header Information

Document ID: 2019961	CFDA Number: 11.419
Announcement Type: Initial	SubProgram:
Funding Opportunity Number: NOS-OCRM-2007-2000462	Assigned Program Office: NOS Office of Ocean and Management (OCRM)
Line Office: National Ocean Service (NOS)	Assigned Program Officer: Ms. Elisabeth Morgan
RFA Name: Coastal and Estuarine Land Conservation Program -- FY2007 Priority List	Anticipated Publication Date: 11/28/2005
Fiscal Year: 2007	
Competition Number: 2019962	Competition Name: Coastal and Estuarine L Program -- FY2007 Prior
Anticipated Application Due Date: 12/30/2005	

Sub Documents

One item found. 1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Review Summary Scores	2019960	Review Summary Scores	N/A	03/15/2007	N/A	In Progress	03/15/2007

Export options: [Excel](#)

Associated Documents

2 items found, displaying all items. 1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
RFA	2019961	Coastal and Estuarine Land Conservation Program --...	Elisabeth Morgan	11/22/2005	Dennis Seem	Published	01/06/2006	Elisabeth Morgan
Competition	2019962	Coastal and Estuarine Land Conservation Program --...	Elisabeth Morgan	11/22/2005	Dennis Seem		11/01/2006	

Export options: [Excel](#)

Building a Competitive RFA- (FFO/Synopsis/Standalone FRN)

FFO/Synopsis/Standalone FRN

Each competitive RFA requires the creation of an FFO. From the FFO either a Synopsis or Standalone FRN will be generated. Those documents will be published on Grants.gov and will provide the applicants with the instructions for applying to this RFA. You will want to make sure your information is as accurate as possible, as FALD will be reviewing these documents before they are published on Grants.gov

1. The *RFA Header* page now displays
2. Click on the **[Go to RFA Details Page>>](#)** link

RFA

Id: 103784
Creator: Charles Peterson **Create Date:** 05/09/2005
Status: RFA Creation In Progress **Status Date:** 05/09/2005
Last Edited User: Charles Peterson

[Go to RFA Details Page >>](#)

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

RFA Header Information

Document ID:	103784	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	SE Competitive
Funding Opportunity Number:	NMFS-SERO-2005-100312	Assigned Program Office:	SOUTH EAST REGIONAL
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Charles Marcus P
RFA Name:	Competitive FPO Manual	Anticipated Publication Date:	05/10/2005
Fiscal Year:	2005		

Sub Documents

2 items found, displaying all items. 1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Competition	103786	Competitive FPO Manual	Charles Peterson	05/09/2005	Charles Peterson	IN Progress	05/09/2005
Review Event	103787	FPO Competitive Manual	Charles Peterson	05/09/2005	Charles Peterson	IN Progress	05/09/2005

Associated Documents

Nothing found to display.

Additional Documents

Nothing found to display.

Associated Attachments

Nothing found to display.

Building a Competitive RFA- (FFO/Synopsis/Standalone FRN)

- 4. Create Publications screen appears
- 5. Click on each of the hyperlinks to enter information.

Create Publications

Please read the appropriate [guidance documents](#) before filling out the fields below.

Executive Summary

Federal Agency Name	Oceanic and Atmospheric Research (OAR), N
Funding Opportunity Title	Copy3 of Ballast Water Technology Demonst
Regulatory Information Number (RIN)	0000
Announcement Type	Initial
FFO Number	OAR-SG-2007-2000915
Catalog of Federal Domestic Assistance (CFDA) Number	11.417, Sea Grant Support
Dates	(empty)
Funding Opportunity Description	(empty)

Full Text of Announcement

- I. **Funding Opportunity Description**
 - A. [Program Objectives](#) (empty)
 - B. [Program Priorities](#) (empty)
 - C. [Program Authority](#) (empty)
 - D. [Cost Principles](#) (empty)
- II. **Award Information**
 - A. [Funding Availability](#) (empty)
 - B. [Project/Award Period](#) (empty)
 - C. [Type of Funding Instrument](#) (empty)
- III. **Eligibility Information**
 - A. [Eligible Applicants](#) (empty)
 - B. [Cost Share or Matching Requirement](#) (empty)
 - C. [Other Criteria that Affect Eligibility](#) (empty)
- IV. **Application and Submission Information**
 - A. [Address to Request Application Package](#) (empty)
 - B. [Content and Form of Application](#) (empty)
 - C. [Submission Dates and Times](#) (empty)
 - D. [Intergovernmental Review](#) (empty)
 - E. [Funding Restrictions](#) (empty)
 - F. [Other Submission Requirements](#) (empty)
- V. **Application Review Information**
 - A. [Evaluation Criteria](#) (empty)
 - B. [Review and Selection Process](#) (empty)
 - C. [Selection Factors](#) (empty)
 - D. [Anticipated Announcement and Award Dates](#) (empty)
- VI. **Award Administration Information**
 - A. [Award Notices](#) (empty)
 - B. [Administrative and National Policy Requirements](#) (empty)
 - C. [Reporting](#) (empty)
- VII. [Agency Contacts](#) (empty)
- VIII. [Other Information](#) (empty)

[Save](#) [Save and Return to Main](#) [Cancel](#)

Building a Competitive RFA- (FFO/Synopsis/Standalone FRN)



Note: FALD will not clear the document unless each category is addressed.

6. When you click on the link, a text box opens →
7. Data is pulled in from your RFA – check data for accuracy
8. Enter additional data if necessary
9. Click **Save**



Note: Each text box must have some text in it before you can successfully save. If you do not wish to add anything, type N/A

10. Repeat steps 6-9 for all twenty-three mandatory fields
11. Once you have entered all the information, click the **Save and Return to Main** button at the bottom of the *Create Publications* page

Publication Text

Dates

Anticipated Publication Date: 5/11/2005

Competition: Competitive FFO Manual

Anticipated Award Date: 11/19/2005

Application Due Date: 5/13/2005

Save Spell Check Cancel

Building a Competitive RFA- (FFO/Synopsis/Standalone FRN)

- C. [Submission Dates and Times](#) (empty)
- D. [Intergovernmental Review](#) (empty)
- E. [Funding Restrictions](#) (empty)
- F. [Other Submission Requirements](#) (empty)
- G. [Address for Submitting Proposals](#) (empty)
- V. **Application Review Information**
 - A. [Evaluation Criteria](#) (empty)
 - B. [Review and Selection Process](#) (empty)
 - C. [Selection Factors](#) (empty)
 - D. [Anticipated Announcement and Award Dates](#) (empty)
- VI. **Award Administration Information**
 - A. [Award Notices](#) (empty)
 - B. [Administrative and National Policy Requirements](#) (empty)
 - C. [Reporting](#) (empty)
- VII. [Agency Contacts](#) (empty)
- VIII. [Other Information](#) (empty)

Please indicate if this document is intended to be published as a Standalone FRN or as a synopsis to be a part of an Omnibus FRN.
 Synopsis Standalone FRN

Save	FFO Routing Slip and Start Workflow		
View FFO Report	View Synopsis Report	View FRN Report	Cancel

Building a Competitive RFA- (FFO/Synopsis/Standalone FRN)

12. New buttons now display at the bottom of the screen

Save - This button allows you to capture changes made on this screen

View FFO Report **View Synopsis Report** **View FRN Report** - These buttons will open a word document, whereby you are able to view all of the information entered into the FFO so far. You do NOT want to make changes to the word document, as they will not be captured. Be sure to make changes to the specific link(s) in the FFO.

Cancel - This button will take you out of this page and back to the FFO header screen

13. Once you are confident the FFO is ready for review, click the **FFO Routing Slip and Start Workflow** button



Warning!

Once you click FFO Routing Slip and Start Workflow, workflow is initiated and a task is sent to your inbox

Save **FFO Routing Slip and Start Workflow**

View FFO Report **View Synopsis Report** **View FRN Report** **Cancel**

Building a Competitive RFA- (FFO/Synopsis/Standalone FRN)

- 14. The Routing Slip page now appears – Here you have the ability to add an Optional Reviewer or RFA Publisher
- 15. Select **Find User**

RFA >> Search RFAs >> RFA >> Federal Funding Opportunity

RFA Header Information

Document ID:	2053563	CFDA Number:	11.419
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOS-OCRM-2008-2000828	Assigned Program Office:	NOS Office of Ocean and Coastal Resource Management (OCRM)
Line Office:	National Ocean Service (NOS)	Assigned Program Officer:	Ms. Elisabeth Morgan
RFA Name:	Coastal and Estuarine Land Conservation Program -- FY2008 Priority List	Anticipated Publication Date:	08/31/2006
Fiscal Year:	2008		

Routing Slip

An RFA can be sent for optional review. You may select one or more person(s) from the list below as optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate package posting. Nothing found to display.

All members of the Federal Assistance Law Division (FALD) will receive a task to review this document. One FALD user ownership of the review task and all further FALD tasks for this document will be assigned to that person.

Participant Name	User Name	Organization Name
FALD		NOS Office of Ocean and Coastal Resource Management (OCRM)

Currently this is a representative from the Grants Management Division who reviews the RFA and posts the opportunity competitive RFAs, this role may also be responsible for publishing the Federal Register Notice and Omnibus extract.

Participant Name	User Name	Organization Name	Action
RFA Publisher	Janet Johnson Russell	NOS Office of Ocean and Coastal Resource Management (OCRM)	Remove

Add User to Step:

Optional Reviewer: [Find User](#) [Add User](#)

[Save Route](#) [Start Workflow](#) [Cancel](#)

Building a Competitive RFA- (FFO/Synopsis/Standalone FRN)

16. Input the name of the person you wish to add
17. Select **Search**
18. To choose the person you wish to add press the **Select** link

Search Users

Please leave all fields empty to search for all results

Enter search terms to find a user.

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

Search **Cancel**

3 items found, displaying all items.1

Action	Name	Organization	Title	Primary Phone	Primary Address	Em
Select	Christensen, John	NOS National Center for Coastal Ocean Science (NCCOS)		00000	00000, 000, 00 00000 UNKNOWN	tes

19. Now select **Add User**
20. Click **Save Route**
21. Click **Start Workflow**.

Add User to Step:

Optional Reviewer **Find User** **Add User**

Save Route **Start Workflow** **Cancel**

Microsoft Internet Explorer
 ? WARNING: Once you initialize this route, you will not be able to modify it.
 OK Cancel

22. The Federal Funding Opportunity header page appears
 - a. Notice the message informing you that the FFO review has been initiated