



Grants Management Division Manual

Publishing Non-Competitive and Competitive RFAs

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Table of Contents

TABLE OF CONTENTS	I
DOCUMENT CONVENTIONS	I
GRANTS ONLINE OVERVIEW	1
GRANTS ONLINE SOFTWARE DESCRIPTION.....	1
GETTING STARTED	3
Accessing Grants Online	3
Logging in to Grants Online.....	4
FEDERAL PROGRAM OFFICERS – COMPLETING THE APPLICATION PACKAGE	6
Completing the Application Package for a Non-Competitive RFA	6
Completing the Application Package for a Competitive RFA	13
RFA PUBLISHER: PUBLISHING NON-COMPETITIVE AND COMPETITIVE RFAS	23
Post Application Package Task: Non-Competitive RFAs	23
Publishing the Federal Funding Opportunity (FFO) – Competitive RFAs	30
Publishing the Federal Register Notice (FRN) – Competitive RFAs.....	38
Publishing a Non-Competitive or Competitive RFA	43
Creating an Application Template.....	52

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>FFO 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.

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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 policies 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 process 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 Grantees.
- 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.

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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 this module, you will be shown the basics of Grants Online, including the look and feel of the system, navigation, and user customizations.

Module Objectives The Getting Started module will review the following objectives:

- Obtaining your password
- Logging into Grants Online

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 to open Internet Explorer.
2. Enter the following URL information in the 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: 301-713-1000 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

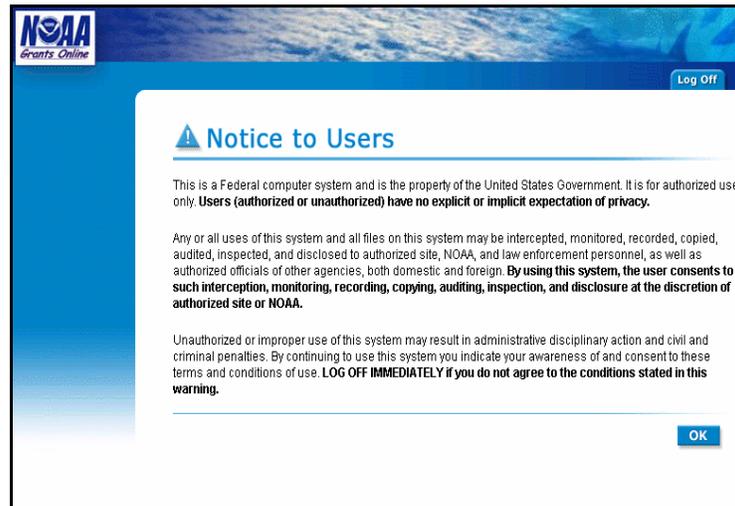
If nothing happens when you click enter, it means the server is down and will need to be restarted.



Note: If you click on the **Grants Online Training** link you can view and download training material including training manuals, quick reference guides, and online webinars.

Logging in to Grants Online

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



Federal Program Officers – Completing the Application Package

Overview When completing either a non-competitive or competitive request for an application (RFA) in Grants Online, Federal Program Officers (FPOs) must complete an application package. The application package is a part of the RFA details and includes the form family and template. The list below displays the available form families:

Form Family

- SF-424
- SF-424 Individual
- SF-424 R&R
- SF-424 Short

Please note the only form family that allows FPOs to select a template is the SF-424. If the FPO would like to customize an existing template or create a new template that is not available in Grants Online, they must contact the Grants Online Help Desk. The available templates for the SF-424 include the following:

SF-424 Templates

- Legacy SF-424 Template
- NOAA-Construction Package v2
- NOAA –Non Construction v2
- NOAA –SF 424 v2 only

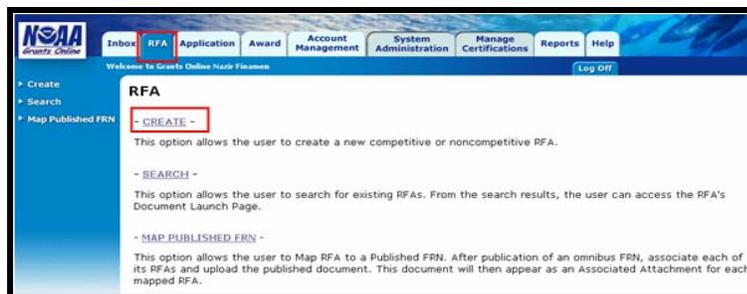
Module Objectives This module will review the following objective for Federal Program Officers:

- Completing the application package, which includes selecting the appropriate form family and template for both non-competitive and competitive RFAs.

Completing the Application Package for a Non-Competitive RFA

For a non-competitive RFA, the application package is listed in the RFA details page and is a required field.

1. Select the **RFA** tab.
2. Select the **Create** link.



3. In the *Create RFA* screen, select **Non-Competitive** as the RFA type. FPOs may choose to create an RFA from scratch or copy from an existing RFA (please refer to the non-competitive RFA manual for further details). For the purposes of this manual, **Create New from Scratch** has been selected.
4. Select the **Create RFA** button.



5. In the *Create Noncompetitive RFA* screen, enter the requested information which includes:
 - **RFA Name**
 - **Fiscal Year**
 - **Assigned Program Office**
 - **Assigned Program Officer**
 - **CFDA Number**
 - **SubProgram**
 - **Noncompetitive RFA Type**

Please note fields with a red asterisk are required fields. Once all the information has been entered select the **Save** button.



6. The *RFA details* screen is displayed. Enter the requested information for each of the following sections (please refer to the non-competitive RFA manual for further details on each section):
- RFA Additional Information
 - RFA Program Contact Information
 - Recipient Information/Application Details
 - Application Routing

Please note fields with a red asterisk are required fields. In the **Other** section, select the link entitled **Application Package**.

The screenshot shows the 'Noncompetitive RFA Details' page with the following sections and highlighted areas:

- RFA Header Information:** Document ID: 2039705, Line Office: National Marine Fisheries Service (NMFS), RFA Name: RFA Publishing Manual, Assigned Program Office: Fisheries Southwest Region Program Office (SW), CFDA Number: 11.433 - Marine Fisheries Initiative, SubProgram: NE Competitive, Noncompetitive RFA Type: Congressionally Directed (Soft Earmark).
- RFA Additional Information:** Anticipated Funding Amount for All Recipients: \$100,000, Application Due Date: 05/01/2006, Application Due Time: 05:00 PM.
- RFA Program Contact Information:** Selected Addresses: 501 WEST OCEAN BVLD Long Beach, CA 90802-4213. Selected Contacts: Ms. Heather Blood, 727.570-5698, 263 13th Avenue South, St. Petersburg, FL 33701.
- Recipient Information/Application Details:** Recipient Name: University of Chicago.
- Application Routing:** Workload selected, State (Disabled) unselected.
- Other:** Application Package link highlighted.

7. In the *Application Package* screen select the **Form Family** from the drop down menu and choose from the following options:
 - **SF-424**
 - **SF-424 Individual**
 - **SF-424 R&R**
 - **SF-424 Short**

For the purposes of this manual, **SF-424** has been selected as the form family.

The screenshot shows the 'Noncompetitive RFA Details' page. Under the 'Application Package' section, there are two dropdown menus. The first, 'Select a Form Family', is open and shows the following options: SF-424 (highlighted), SF-424 Individual, SF-424 R&R, and SF-424 Short. Below the dropdowns, it states 'No Mandatory Forms available.' and 'No Optional Forms available.'

8. Using the drop down menu, select a **Template**. Please note the only form family that allows FPOs to select a template is the **SF-424**. If the FPO would like to customize an existing template or create a new template they must contact the Grants Online Help Desk. The available templates for the SF-424 are listed below:

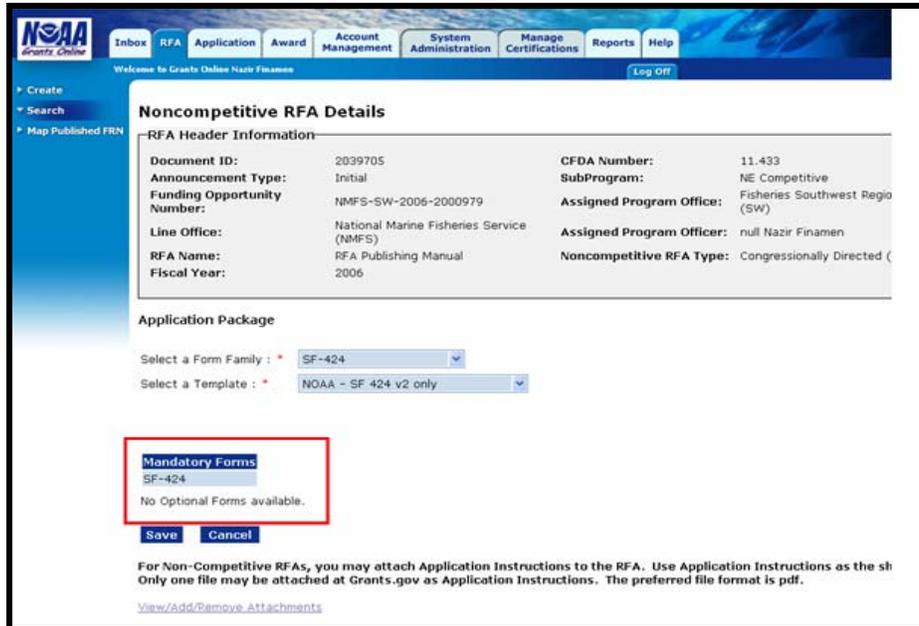
SF-424 Template

- **Legacy SF-424 Template**
- **NOAA-Construction Package v2**
- **NOAA –Non Construction v2**
- **NOAA –SF 424 v2 only**

Please note RFAs created before March 31, 2006, display the **SF-424 Legacy** as the template. The **SF-424 Legacy** template cannot be selected for RFAs created after March 31, 2006.

The screenshot shows the 'Noncompetitive RFA Details' page. In the 'Application Package' section, the 'Select a Form Family' dropdown is set to 'SF-424'. The 'Select a Template' dropdown is open, showing the following options: Legacy SF-424 Template, NOAA - Construction Package v2, NOAA - Non Construction v2, and NOAA - SF-424 v2 only. Below the dropdowns, it states 'No Mandatory Forms available.' and 'No Optional Forms available.' At the bottom, there are 'Save' and 'Cancel' buttons, and a note: 'For Non-Competitive RFAs, you may attach Application Instructions to the RFA. Use Application Instruction Only one file may be attached at Grants.gov as Application Instructions. The preferred file format is pdf.' A link for 'View/Add/Remove Attachments' is also present.

9. For the purposes of this manual, the **SF 424 v2 only** template has been selected. Once a template is selected, if applicable, both mandatory and optional forms are listed. The **SF 424 v2 only** template only has one mandatory form (**SF-424**) and does not have any optional forms.



10. The chart below lists the mandatory and optional forms for the **NOAA – SF 424** form family. Please note the chart below does not include additional attachments such as the application instructions.

NOAA - SF 424 Form Family and the Associated Templates, Mandatory Forms, and Optional Forms		
Templates	Mandatory Forms	Optional Forms
NOAA - Construction Package v2	CD-511 SF-424 SF-424C SF-424D Budget Narrative Attachment Form Project Narrative Attachment Form	SF-LLL Other Attachments From
NOAA - Non Construction v2	CD-511 SF-424 SF-424A SF-424B Budget Narrative Attachment Form Project Narrative Attachment Form	SF-LLL Other Attachments From
NOAA - SF 424 v2 only	SF-424	Other Attachments From

11. Select the **View/Add/Remove attachments** link to attach the application instructions.

The screenshot shows the 'Noncompetitive RFA Details' page. At the top, there is a navigation menu with links: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below the menu, there is a 'Log Off' button. The main content area is divided into several sections:

- RFA Header Information:** A table with the following details:

Document ID:	2039705	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NMFS-SW-2006-2000979	Assigned Program Office:	Fisheries Southwest Region Pr (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	null Nazir Finamen
RFA Name:	RFA Publishing Manual	Noncompetitive RFA Type:	Congressionally Directed (Soft
Fiscal Year:	2006		
- Application Package:** Two dropdown menus: 'Select a Form Family' (SF-424) and 'Select a Template' (NOAA - SF 424 v2 only).
- Mandatory Forms:** A section with a 'Mandatory Forms' header, a list containing 'SF-424', and the text 'No Optional Forms available.' Below this are 'Save' and 'Cancel' buttons.
- Footer:** A note stating '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.' Below this note is a red-bordered box containing the link 'View/Add/Remove Attachments'.

12. In the following screen, select the **Browse** button to locate the file. Enter **Application Instructions** as the short description. Please note only one file may be attached at Grants.gov as application instructions. The preferred file format is pdf. Select the **Save Attachment** button to save the attachment followed by the **Done** link.

The screenshot shows the 'Attach New Files' section of the Grants Online interface. At the top, there is a navigation menu with links: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below the menu, there is a 'Log Off' button. The main content area is divided into several sections:

- Current Attachments:** A section with the heading 'Current Attachments'.
- Attach New Files:** A section with the heading 'Attach New Files'. It contains a text input field with the placeholder text 'Click Browse to select the file, or type the path to the file in the box below.' and a 'Browse...' button. Below this is another text input field with the placeholder text 'Please enter a short description.' and the text 'Application Instructions'. Below the text input field is a 'Save Attachment' button. At the bottom of the section is a '<< Done' link.

13. The *Application Package* screen is displayed. Upon selecting the **Save** button, the following note is displayed across the top of the screen:
- **Save was successful.**
- Select the **Cancel** button to return to the *RFA Details* page.

The screenshot shows the NOAA Grants Online interface. The main content area is titled "Noncompetitive RFA Details". Under "RFA Header Information", the following details are listed:

Document ID:	2039705	CFDA Number:	
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NMFS-SW-2006-2000979	Assigned Program Office:	
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	
RFA Name:	RFA Publishing Manual	Noncompetitive RFA Type:	
Fiscal Year:	2006		

Below the header information, the "Application Package" section displays a message: "Save was successful." This message is highlighted with a red rectangular box. Underneath, there are two dropdown menus: "Select a Form Family" with "SF-424" selected, and "Select a Template" with "NOAA - SF 424 v2 only" selected. Further down, there is a "Mandatory Forms" section showing "SF-424" and a note "No Optional Forms available." At the bottom of the form area, there are "Save" and "Cancel" buttons. A footer note states: "For Non-Competitive RFAs, you may attach Application Instructions to the RFA. Use Application Instructions. Only one file may be attached at Grants.gov as Application Instructions. The preferred file format is PDF." A link "View/Add/Remove Attachments" is also present.

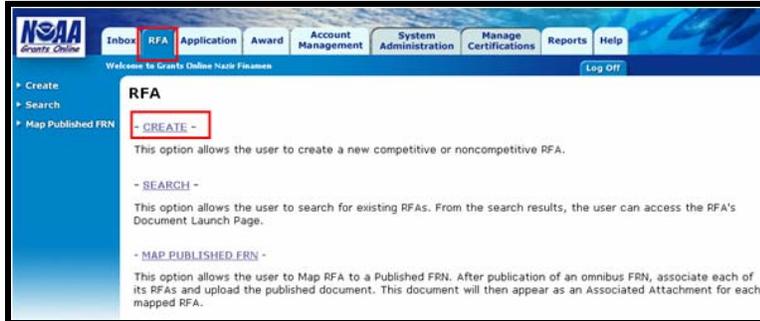


Note: When completing both competitive and non-competitive RFAs, if the form family is the **SF-424 Short** or **SF-424 Individual** and the applicant applied through Grants.gov, the FPO must manually enter the funding amount during the Conduct Negotiations stage. Please refer to the non-competitive and competitive application manuals for further instructions.

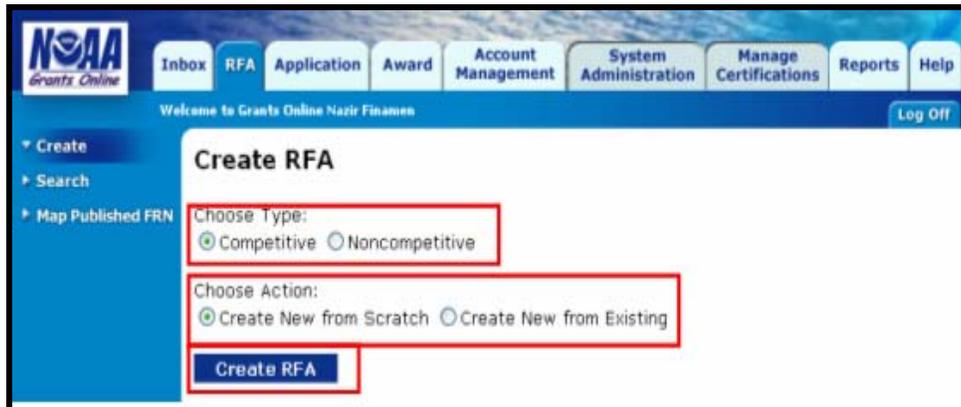
Completing the Application Package for a Competitive RFA

For competitive RFAs, the application package is a part of the competition and is a required field.

1. Select the **RFA** tab.
2. Select the **Create** link.



3. In the *Create RFA* screen, select **Competitive** as the RFA type. FPOs may choose to create an RFA from scratch or copy from an existing RFA (please refer to the competitive RFA manual for further details). For the purposes of this manual, **Create New from Scratch** is selected.
4. Select **Create RFA**.



5. In the *Create Competitive RFA* screen, enter the requested information which includes:

- **RFA Name**
- **Fiscal Year**
- **Anticipated Publication date**
- **Assigned Program Office**
- **Assigned Program Officer**
- **CFDA Number**
- **Sub Program**

Please note fields with a red asterisk are required fields. Once all the information has been entered select the **Save** button.

The screenshot shows the 'Create Competitive RFA' form in the Grants Online system. The form is titled 'Create Competitive RFA' and is part of the 'Grants Online' system. The form contains the following fields:

Document ID :		Announcement Type :	Initial
Line Office : *	National Marine Fisheries Service (NMFS)	Funding Opportunity Number :	
RFA Name : *	Publishing RFA Manual	Anticipated Publication Date : *	05/01/2006
Fiscal Year : *	2006	Assigned Program Officer : *	Finamen, Nazir
Assigned Program Office : *	Fisheries Southwest Region Program Office (SW)		
CFDA Number : *	11.433 - Marine Fisheries Initiative		
Sub Program :	NE Competitive		

At the bottom left of the form area, there are two buttons: **Save** and **Cancel**.

6. The *Competitive RFA* details screen is displayed. Complete the following sections (please refer to the competitive RFA manual for further details on each section):

- RFA Header Information
- RFA Supplementary Information
- RFA Program Contact Information
- Program Elements/Funding Priorities
- Competition

Please note fields with a red asterisk are required fields. Select the **Add New** link in the **Competition** section.

Competitive RFA Details

RFA Header Information

Document ID : 2039706
 Announcement Type : Initial
 Line Office : * National Marine Fisheries Service (NMFS)
 Funding Opportunity Number : NMFS-SW-2006-20009
 RFA Name : * Publishing RFA Manual
 Fiscal Year : * 2006
 Anticipated Publication Date * 05/31/2006
 Assigned Program Office : * Fisheries Southwest Region Program Office (SW)
 Assigned Program Officer : * Finamen, Nazir
 CFDA Number : * 11.433 - Marine Fisheries Initiative
 Sub Program : NE Competitive

RFA Supplementary Information

Anticipated Funding Amount : \$ 500,000 Actual Funding Amount : \$
 Anticipated Award Amount : \$ 100,000 (Min) 500,000 (Max)
 Anticipated Number of Awards : 1 3

Selected Addresses : *

Street Address	City, State, Zip
501 WEST OCEAN BLVD	Long Beach, CA 90802-4213

[Add/Edit](#)

Selected Contacts : *

Contact Name	Phone	Address	Email
Ms. Heather Blood	727.570-5698	263 13th Avenue South, St. Petersburg, FL 33701	lheather.blood@noaa.gov

[Add/Edit](#)

Program Elements/Funding Priorities : *

Order	PE/FP Name	Description
1	Publishing RFA Manual	manual

[Add/Edit](#)

Competitions :
 Press Save before selecting the following link(s)
 No Competition
[Add New](#)

[Save](#) [Create Publication\(s\)](#) [Save & Continue](#) [Cancel](#)

7. The *Competitive RFA* details screen is displayed. Complete the following fields as it relates to the competition (please refer to the competitive RFA manual for further details):
- **Competition Name**
 - **Fiscal Year**
 - **Competition Type**
 - **Competition Manager**

Please note fields with a red asterisk are required fields. Once all the information is entered, select **Save**.

The screenshot displays the 'Competitive RFA Details' screen in the NOAA Grants Online system. The interface includes a top navigation bar with tabs for 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. A secondary navigation bar shows 'Welcome to Grants Online Nazir Finamen' and a 'Log Off' button. The main content area is titled 'Competitive RFA Details' and features a section for 'RFA Header Information' with the following data:

Document ID:	2039706	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Compet
Funding Opportunity Number:	NMFS-SW-2006-2000980	Assigned Program Office:	Fisheries E (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	Nazir Finar
RFA Name:	Publishing RFA Manual	Anticipated Publication Date:	05/01/200
Fiscal Year:	2006		

Below the header information is a form for entering competition details, enclosed in a red box. The fields are:

- Competition Name : * Publishing RFA Manual
- Fiscal Year : * 2006
- Competition Type : * Group Individual Qualification
- Competition Manager : * Nazir Finamen

At the bottom of the form are 'Save' and 'Cancel' buttons.

8. The following screen expands the **Competition details** page. Complete the following sections (please refer to the competitive RFA manual for further details):

- **Selecting Official**
- **Available Recipient Types**
- **Funding Information**
- **Anticipated Competition Schedule**
- **Anticipated Routing**

Please note fields with a red asterisk are required fields. Select the link entitled **Application Package**.

The screenshot displays the NOAA Grants Online 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, a 'Log Off' button is visible. The main content area is titled 'RFA Header Information' and contains the following data:

Document ID:	2039706	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NMFS-SW-2006-2000980	Assigned Program Office:	Fisheries Southwest Re (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	Nazir Finamen
RFA Name:	Publishing RFA Manual	Anticipated Publication Date:	05/01/2006
Fiscal Year:	2006		

Below this, the 'Competition' section is highlighted with a red box. It includes fields for 'Competition Name' (Publishing RFA Manual), 'Fiscal Year' (2006), 'Competition Type' (Group), 'Competition Manager' (Nazir Finamen), and 'Selecting Official' (-Select).

The 'Available Recipient Type' section is also highlighted with a red box. It shows a list of recipient types on the left and a 'Selected Recipient Type' on the right, which includes 'State Government', 'Public/State Controlled Institution', and 'Other'.

The 'Funding Information' section contains fields for 'Actual Funding Amount for this Competition', 'Anticipated Federal Funding for this Competition' (with a red asterisk), 'Required Federal Funding (in Dollars) per Application', and 'Cost Share (%) per Application'.

The 'Anticipated Competition Schedule' section is highlighted with a red box. It includes fields for 'Pre-Application Due Date', 'Application Due Date' (05/01/2006), and 'Anticipated Award Date' (180 Days after Application Due Date).

The 'Application Routing' section is at the bottom and includes a 'Configure Routing' button. Below this, there is a message: 'If you are creating this competition, press Save before selecting the following links.' The links listed are 'Review Events', 'Special Award Conditions', 'Minimum Requirements', and 'Application Package' (which is highlighted with a red box). At the bottom, there are 'Save', 'Save & Continue', and 'Cancel' buttons.

9. In the *Application Package* screen select the appropriate **Form Family** from the following options:

- **SF-424**
- **SF-424 Individual**
- **SF-424 R&R**
- **SF-424 Short**

Please note fields with a red asterisk are required fields. For the purposes of this manual, **SF-424** has been selected as the form family.

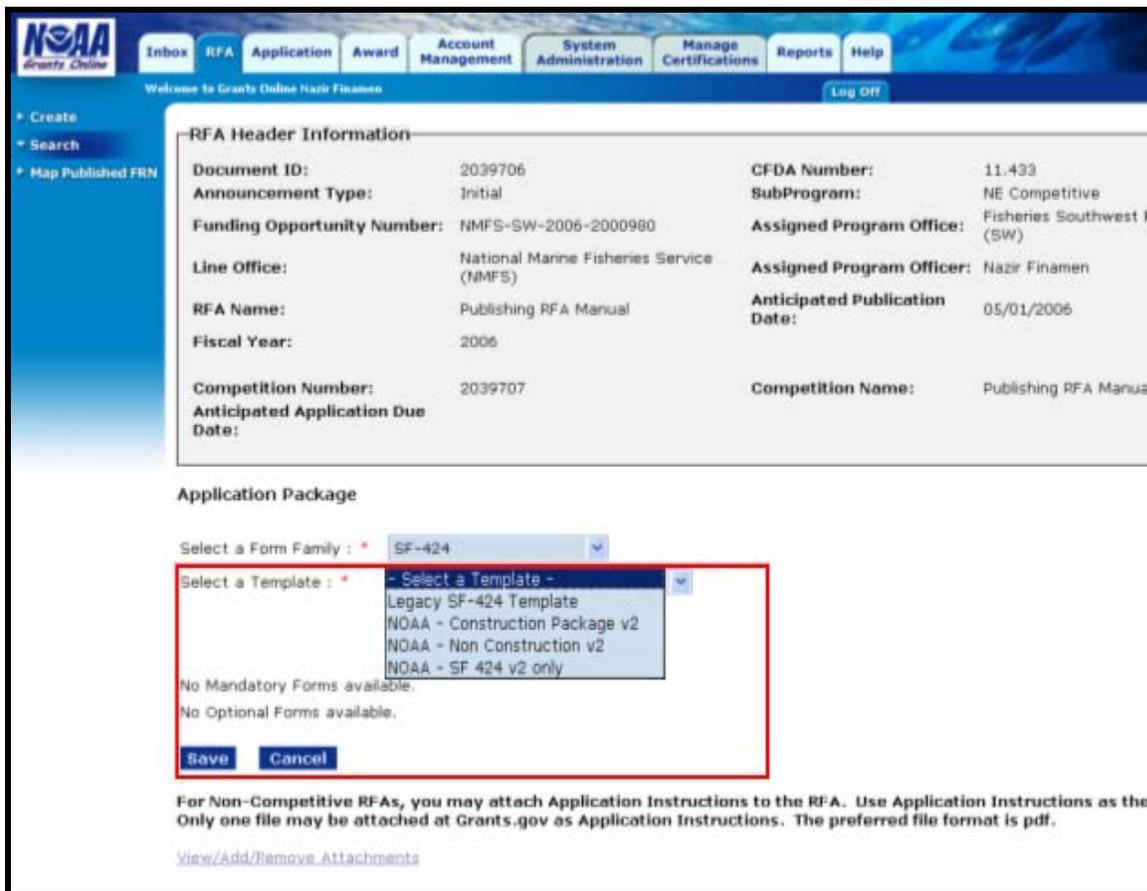
The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this, a 'Welcome to Grants Online Nazir Finamen' message is visible. The main content area is divided into two sections: 'RFA Header Information' and 'Application Package'. The 'RFA Header Information' section contains a table of metadata including Document ID (2039706), Announcement Type (Initial), Funding Opportunity Number (NMFS-SW-2006-2000980), Line Office (National Marine Fisheries Service (NMFS)), RFA Name (Publishing RFA Manual), Fiscal Year (2006), Competition Number (2039707), and Anticipated Application Due Date (05/01/2006). The 'Application Package' section features a dropdown menu for 'Form Family' with a red box highlighting the selection options: SF-424, SF-424 Individual, SF-424 R&R, and SF-424 Short. Below the dropdown, it indicates 'No Mandatory Forms available' and 'No Optional Forms available'. At the bottom of the form, there are 'Save' and 'Cancel' buttons. A footer note states: 'For Non-Competitive RFAs, you may attach Application Instructions to the RFA. Use Application Instructions as the sh Only one file may be attached at Grants.gov as Application Instructions. The preferred file format is pdf. View/Add/Remove Attachments'.

10. Using the drop down menu, select a **Template**. Please note the only form family that allows FPOs to select a template is the SF-424. If the FPO would like to customize an existing template or create a new template, they must contact the Grants Online Help Desk. The available templates for the SF-424 are listed below:

SF-424 Templates

- Legacy SF-424 Template
- NOAA-Construction Package v2
- NOAA –Non Construction v2
- NOAA –SF 424 v2 only

Please note RFAs created before March 31, 2006, display the **SF-424 Legacy** as the template. The **SF-424 Legacy** template cannot be selected for RFAs created after March 31, 2006.



11. For the purposes of this manual, the **SF 424 v2 only** template has been selected. Once a template is selected, if applicable, both mandatory and optional forms are listed. The **SF 424 v2 only** template only has one mandatory form (**SF-424**) and does not have any optional forms.

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. The main content area is titled 'RFA Header Information' and contains the following details:

- Document ID: 2039706
- Announcement Type: Initial
- Funding Opportunity Number: NMFS-SW-2006-2000980
- Line Office: National Marine Fisheries Service (NMFS)
- RFA Name: Publishing RFA Manual
- Fiscal Year: 2006
- Competition Number: 2039707
- Anticipated Application Due Date:
- CFDA Number:
- SubProgram:
- Assigned Program:
- Assigned Program:
- Anticipated Publication Date:
- Competition Name:

Below the header information is the 'Application Package' section, which includes two dropdown menus: 'Select a Form Family' (set to SF-424) and 'Select a Template' (set to NOAA - SF 424 v2 only). A red box highlights the 'Mandatory Forms' section, which lists 'SF-424' and states 'No Optional Forms available.' There are 'Save' and 'Cancel' buttons below this section. At the bottom, there is a note: 'For Non-Competitive RFAs, you may attach Application Instructions to the RFA. Use Only one file may be attached at Grants.gov as Application Instructions. The preferred' and a link for 'View/Add/Remove Attachments'.

12. The chart below lists the mandatory and optional forms for the **NOAA – SF 424** form family. Please note the chart below does not include additional attachments such as the application instructions.

NOAA - SF 424 Form Family and the Associated Templates, Mandatory Forms, and Optional Forms		
Templates	Mandatory Forms	Optional Forms
NOAA - Construction Package v2	CD-511 SF-424 SF-424C SF-424D Budget Narrative Attachment Form Project Narrative Attachment Form	SF-LLL Other Attachments From
NOAA - Non Construction v2	CD-511 SF-424 SF-424A SF-424B Budget Narrative Attachment Form Project Narrative Attachment Form	SF-LLL Other Attachments From
NOAA - SF 424 v2 only	SF-424	Other Attachments From

13. Select the **View/Add/Remove attachments** link to attach the application instructions

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Nazir Finanze Log Off

Create
Search
Map Published FRN

RFA Header Information

Document ID:	2039706	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive Fisheries Southwest (SW)
Funding Opportunity Number:	NMFS-SW-2006-2000980	Assigned Program Officer:	Nazir Finanze
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	Nazir Finanze
RFA Name:	Publishing RFA Manual	Anticipated Publication Date:	05/01/2006
Fiscal Year:	2006		
Competition Number:	2039707	Competition Name:	Publishing RFA Man
Anticipated Application Due Date:			

Application Package

Select a Form Family : SF-424

Select a Template : NOAA - SF 424 v2 only

Mandatory Forms

SF-424

No Optional Forms available.

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.

[View/Add/Remove Attachments](#)

14. In the following screen, select the **Browse** button to locate the file. Enter **Application Instructions** as the short description. Please note only one file may be attached at Grants.gov as application instructions. The preferred file format is pdf. Select the **Save Attachment** button to save the attachment followed by the **Done** link.

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Nazir Finanze Log Off

Create
Search
Map Published FRN

Current Attachments

Attach New Files

Click Browse to select the file, or type the path to the file in the box below.

Browse...

Please enter a short description. *

Application Instructions

Save Attachment

<< Done

15. The *Application Package* screen is displayed. Upon selecting the **Save** button, the following note is displayed across the top of the screen:

- **Save was successful.**

Select the **Cancel** button to return to the *RFA Details* page.

The screenshot displays the NOAA Grants Online Next Finance interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below the navigation bar, the 'Application' tab is selected, and the page title is 'Welcome to Grants Online Next Finance'. The main content area is divided into several sections:

- RFA Header Information:** A table with the following data:

Document ID:	2039706	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitiv
Funding Opportunity Number:	NMFS-SW-2006-2000980	Assigned Program Office:	Fisheries Sout (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	Nazir Finamen
RFA Name:	Publishing RFA Manual	Anticipated Publication Date:	05/01/2006
Fiscal Year:	2006		
Competition Number:	2039707	Competition Name:	Publishing RFA
Anticipated Application Due Date:			
- Application Package:** A section with a red box around the text 'Save was successful.' Below this, there are two dropdown menus: 'Select a Form Family' (set to SF-424) and 'Select a Template' (set to NOAA - SF 424 v2 only).
- Mandatory Forms:** A section with a blue header 'Mandatory Forms' and a sub-header 'SF-424'. Below this, it says 'No Optional Forms available.' There are 'Save' and 'Cancel' buttons.
- Footer:** A note stating 'For Non-Competitive RFAs, you may attach Application Instructions to the RFA. Use Application Instructions Only one file may be attached at Grants.gov as Application Instructions. The preferred file format is pdf.' and a link 'View/Add/Remove Attachments'.



Note: When completing both competitive and non-competitive RFAs, if the form family is the **SF-424 Short** or **SF-424 Individual** and the applicant applied through Grants.gov, the FPO must manually enter the funding amount during the Conduct Negotiations stage. Please refer to the non-competitive and competitive application manuals for further instructions.

RFA Publisher: Publishing Non-Competitive and Competitive RFAs

- Overview** Once a Program Officer completes the process for creating an RFA, the RFA publisher will receive a task to publish the RFA. For non-competitive RFAs, the RFA publisher will receive a task entitled **Post Application Package**. For competitive RFAs, the RFA publisher will receive a total of 4 tasks:
- A **Review** task and a **Publish** task for the Federal Funding Opportunity (FFO)
 - A **Review** task and a **Publish** task for the Federal Register Notice (FRN)

- Module Objectives** This module will review the following objectives for the RFA publisher:
- Publishing non-competitive and competitive RFAs in Grants.gov
 - Creating an application template in Grants.gov
 - Completing the **Post Application Package** task (non-competitive RFA)
 - Completing the **Review** FFO task and the **Publish** FFO task (competitive RFA)
 - Completing the **Review** FRN task and the **Publish** FRN task (competitive RFA)

Post Application Package Task: Non-Competitive RFAs

For Non-Competitive RFAs, the RFA publisher will receive a task entitled **Post Application Package**.

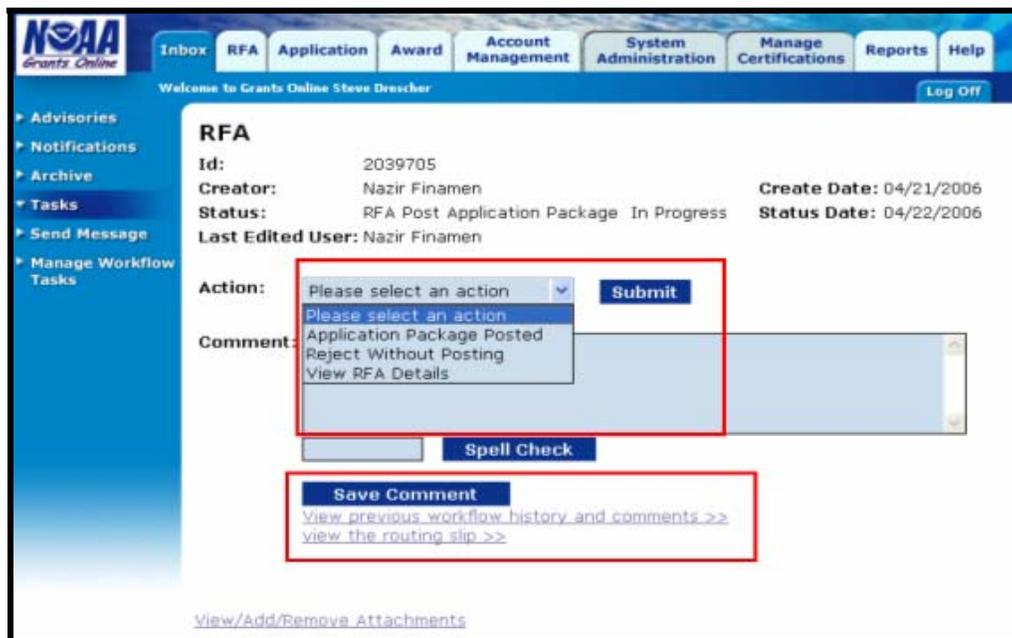
1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the View link next to the Post Application Package task.

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with the NOAA logo and several menu items: **Inbox**, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this is a welcome message: "Welcome to Grants Online Steve Drescher" and a "Log Off" button. On the left sidebar, there are several menu items: Advisories, Notifications, Archive, **Tasks**, Send Message, and Manage Workflow Tasks. The main content area is titled "Inbox Tasks" and contains filter options for Document Type (set to "All") and Status (set to "Open"), along with an "Apply Filter >>" button. Below the filters, it states "29 items found, displaying all items.1". A table with the following columns is displayed: View, Task Id, Task Name, Task Status, Document Type, Document Id, and Start Date. The first row of data is: View, 106022, Post Application Package Not Started, RFA, 2039526.

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date
View	106022	Post Application Package Not Started	RFA		2039526	

4. The task launch page is displayed. From the action drop down menu, you may select from the following options:
- **Application Package Posted:** Once you have posted the application on Grants.gov (see page 23) select this option followed by the **Submit** button. A notification and a task entitled **Notify Recipients** is sent to the Program Officer.
 - **Reject Without Posting:** This option indicates you are rejecting the application without posting it on Grants.gov. By selecting this option, the RFA creator will receive a task entitled **Approve or Review**. You may enter comments in the COMMENT field explaining why the application was rejected.
 - **View RFA Details:** This is the option that we will select. This option allows you to review the RFA details.

To view the previous workflow history and comments, select the **View previous workflow history and comments** link. Select **View RFA Details** followed by the **Submit** button.



5. The following screen is the *Noncompetitive RFA Details* page. The RFA header is displayed across the top of the screen and includes the detailed RFA information which is input into Grants.gov when publishing the RFA (see page 23). This includes the following:

- **Federal Funding Opportunity Number**
- **RFA Name**
- **CFDA Number**
- **Noncompetitive RFA Type**

In addition, the *Noncompetitive RFA Details* page also includes the following sections:

- **RFA Additional Information**
- **RFA Program Contact Information**
- **Application Routing**
- **Other**

Please note, the document is locked which means this page is read only and changes cannot be saved. Select the **Application Package** link to view the form family and template.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2039705	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NMFS-SW-2006-2000979	Assigned Program Office:	Fisheries Southwest Region (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	raul Nazir Finamen
RFA Name:	RFA Publishing Manual	Noncompetitive RFA Type:	Congressionally Directed (
Fiscal Year:	2006		

THIS DOCUMENT IS LOCKED

RFA Additional Information

Anticipated Funding Amount for All Recipients : * Actual Funding Amount for All Recipients :

Application Due Date : * Anticipated Award Date :

Application Due Time : *

RFA Program Contact Information

Selected Addresses :

Street Address	City, State, Zip
501 WEST OCEAN BVLD	Long Beach, CA 90802-4213

Selected Contacts :

Contact Name	Phone	Address	Email
Ms. Heather Blood	727.570-5698	263 13th Avenue South, St. Petersburg, FL 33701	heather.blood@noaa.gov

Recipient Information/Application Details :

Recipient Name	Actions
University of Chicago	View

Application Routing : *

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

Other
Press Save before selecting the following link(s).

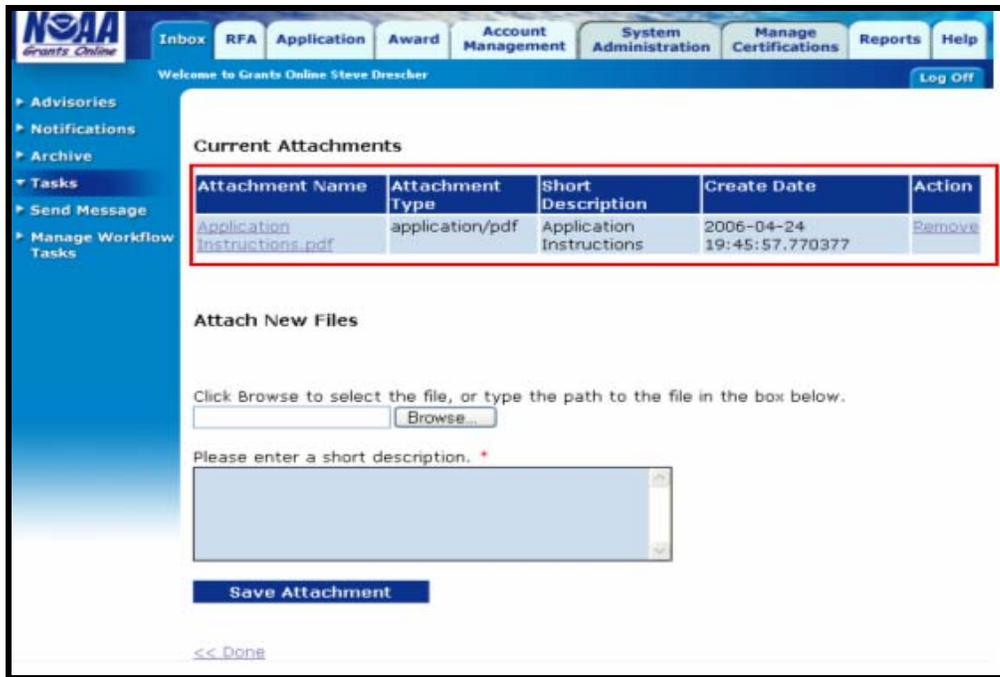
- [Minimum Requirements](#)
- [Matching Requirements](#)
- [Programmatic Special Award Conditions](#)
- [Application Package](#)

[Cancel](#)

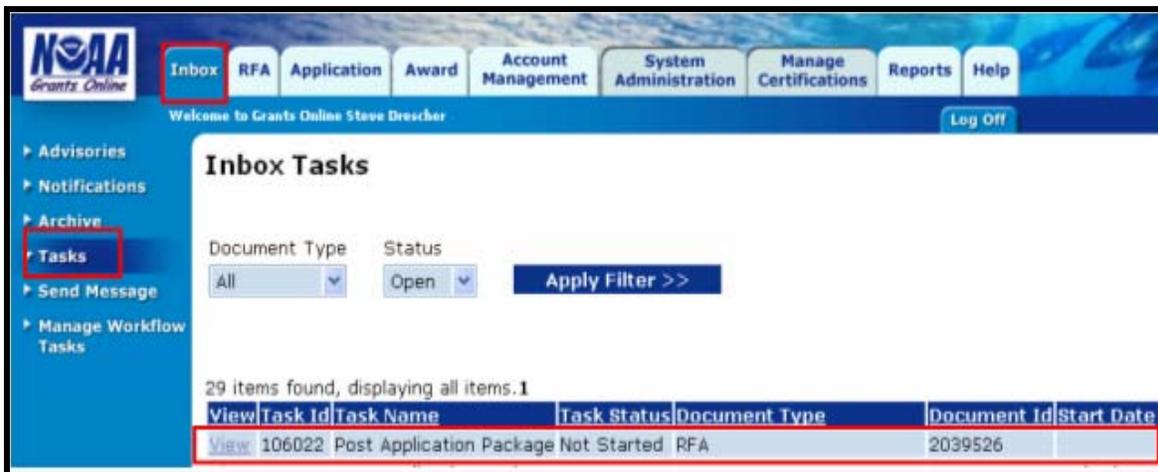
6. The *Application Package* screen is displayed and includes the form family and template selected by the Program Officer. For the example below, **SF- 424** has been selected as the form family and **NOAA – SF 424 v2** as the template. Based on the selected template, the corresponding **Mandatory Forms** and **Optional Forms** are also listed. Please note, the document is locked which means this page is read only and changes can not be saved. Select the **View/Add/Remove Attachments** link to view the attachments.

The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a 'Welcome to Grants Online Steve Drescher' message and a 'Log Off' button. On the left side, there is a vertical menu with options like 'Advisories', 'Notifications', 'Archive', 'Tasks', 'Send Message', and 'Manage Workflow Tasks'. The main content area is titled 'Noncompetitive RFA Details' and contains a table of 'RFA Header Information' with fields such as Document ID, Announcement Type, Funding Opportunity Number, Line Office, RFA Name, Fiscal Year, CFDA Number, SubProgram, Assigned Program Office, Assigned Program Officer, and Noncompetitive RFA Type. Below this table, the 'Application Package' section is highlighted with a red background and contains the text 'THIS DOCUMENT IS LOCKED'. Underneath, there are two dropdown menus: 'Select a Form Family' set to 'SF-424' and 'Select a Template' set to 'NOAA - SF-424 v2 only'. A red box encloses these two dropdowns. Below the dropdowns is a 'Mandatory Forms' section with a red box around it, showing 'SF-424' and the text 'No Optional Forms available.' At the bottom of the page, there is a note about attaching application instructions and a red box around the 'View/Add/Remove Attachments' link.

- The file name in the **Attachment Name** column is a link. Upon selecting the file name link, the file will open in a separate window. It is important to save the file because it will be uploaded on to Grants.gov when the RFA is published (see page 23).



- After the RFA has been published (see page 23), complete the **RFA Post Application Package** task by selecting the **Inbox** tab followed by the **Tasks** link. Select the **View** link for the **Post Application Package** task.



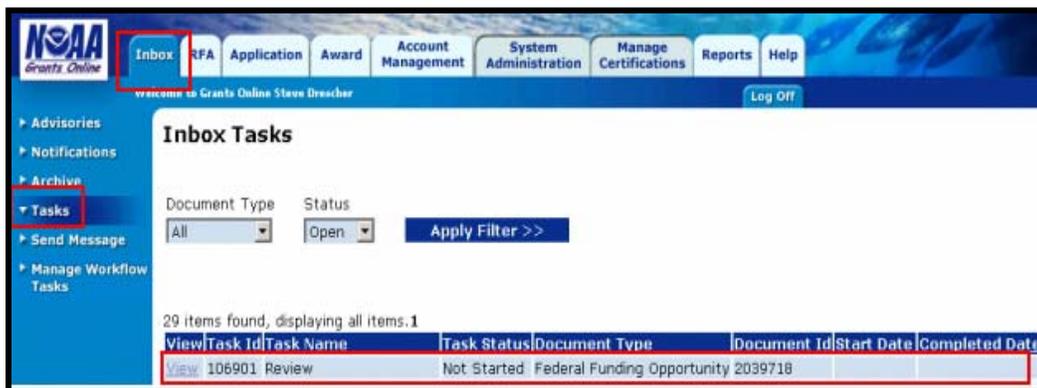
- The task launch page is displayed. In the COMMENT field, enter a comment stating the application package has been posted to Grants.gov followed by the **Save Comment** button. Select the **Application Package Posted** option from the action drop down menu followed by the **Submit** button. This completes the **RFA Post Application Package** task.



Publishing the Federal Funding Opportunity (FFO) – Competitive RFAs

For Competitive RFAs, the RFA publisher will receive two tasks related to the FFO. The first task entitled **Review**, allows the RFA publisher to review the FFO. Upon completion of the **Review** task, the RFA publisher will receive a task entitled **Publish** to publish the FFO.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Review** task.

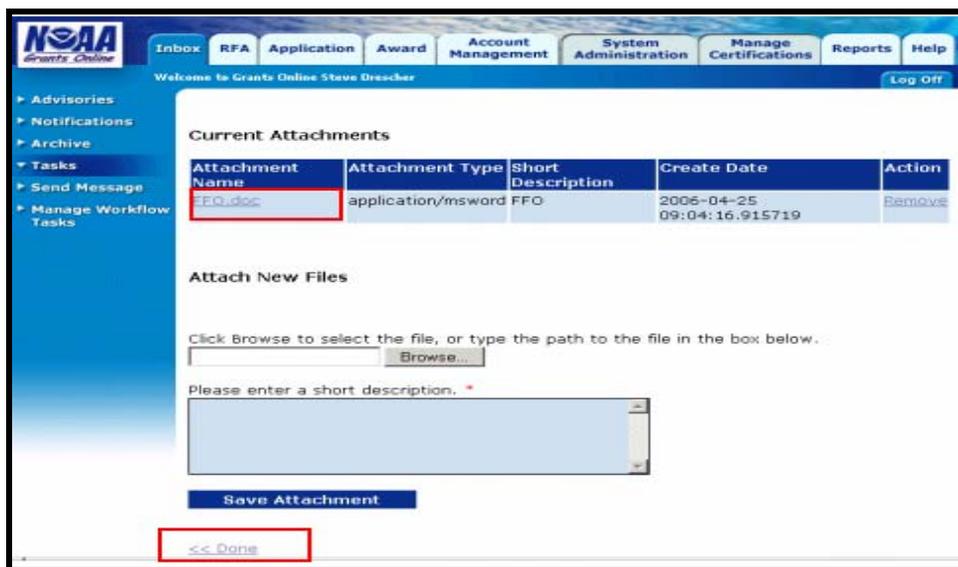


4. The task launch page is displayed. From the action drop down menu, you may select from the following options:
- **Approve:** Select this option to approve the FFO and complete the **Review** task.
 - **Return for Revisions:** Select this option if you would like to return the FFO to the FPO for revisions. Please be sure to describe the reason for returning the FFO and/or the necessary revisions in the COMMENT field.
 - **View Details:** This is the option that we will select. This option allows you to view the details of the FFO.

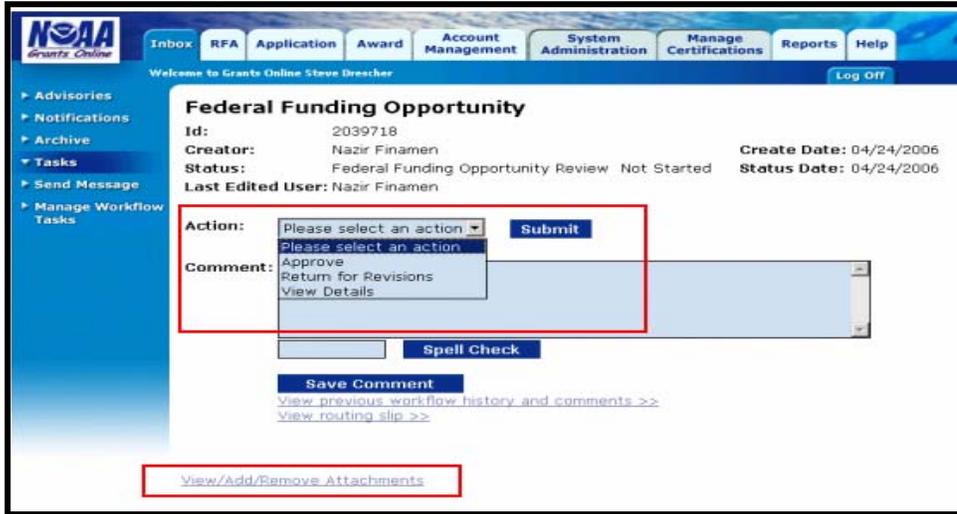
At times FPOs attach the FFO as a separate attachment. You may view and save the file by selecting the **View/Add/Remove Attachments** link.



5. The file name in the **Attachment Name** column is a link. Upon selecting the file name link, the file will open in a separate window. Please note the information in the FFO report is entered in Grants.gov when publishing the RFA (see page 23). Select the **Done** link to return to the task launch page.



6. The task launch page is displayed. Select **View Details** followed by the **Submit** button.



7. The following screen is the *FFO Details* page. The RFA header is displayed across the top of the screen and includes the detailed RFA information, which is input into Grants.gov when publishing the RFA (see page 23). This includes the following:

- **Federal Funding Opportunity Number**
- **RFA Name**
- **CFDA Number**
- **Announcement Type**

In addition, the FFO details page also includes **Associated FFO Information** such as the **Funding Opportunity Title**. Please note, the document is locked which means the RFA publisher has read only access and changes cannot be saved. If the FPO did not attach the FFO as a separate file (see step 5 page 44), the FFO was completed in Grants Online using the links in the **FFO** section. To view the FFO report, which compiles the information entered in the links of the **FFO** section, select the **View FFO Report** button.

The screenshot displays the Grants Online interface for RFA details. 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, a sidebar on the left contains links for Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area is titled 'RFA Header Information' and contains the following data:

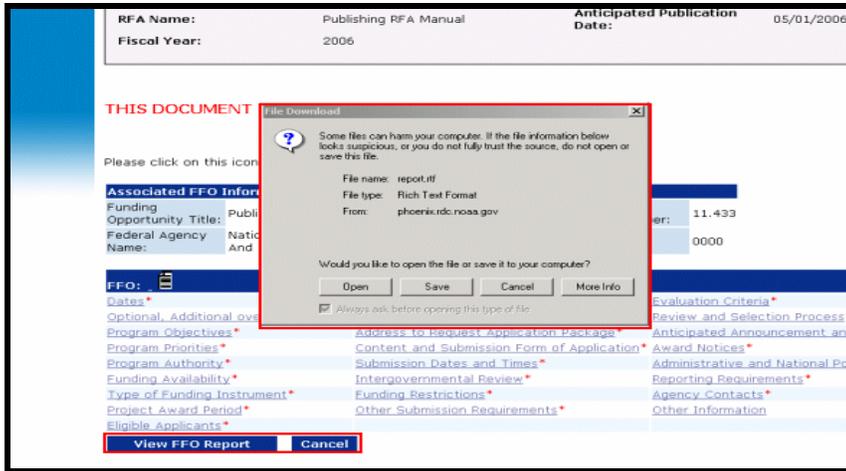
Document ID:	2039706	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	NE Competitive
Funding Opportunity Number:	NMFS-SW-2006-2000980	Assigned Program Office:	Fisheries Southwest Reg (SW)
Line Office:	National Marine Fisheries Service (NMFS)	Assigned Program Officer:	null Nazir Finamen
RFA Name:	Publishing RFA Manual	Anticipated Publication Date:	05/01/2006
Fiscal Year:	2006		

Below the header information, a red warning message states: **THIS DOCUMENT IS LOCKED**. A message below the warning says: 'Please click on this icon to view the audit trail on this FFO:' followed by a small icon. Underneath, the 'Associated FFO Information' section is displayed:

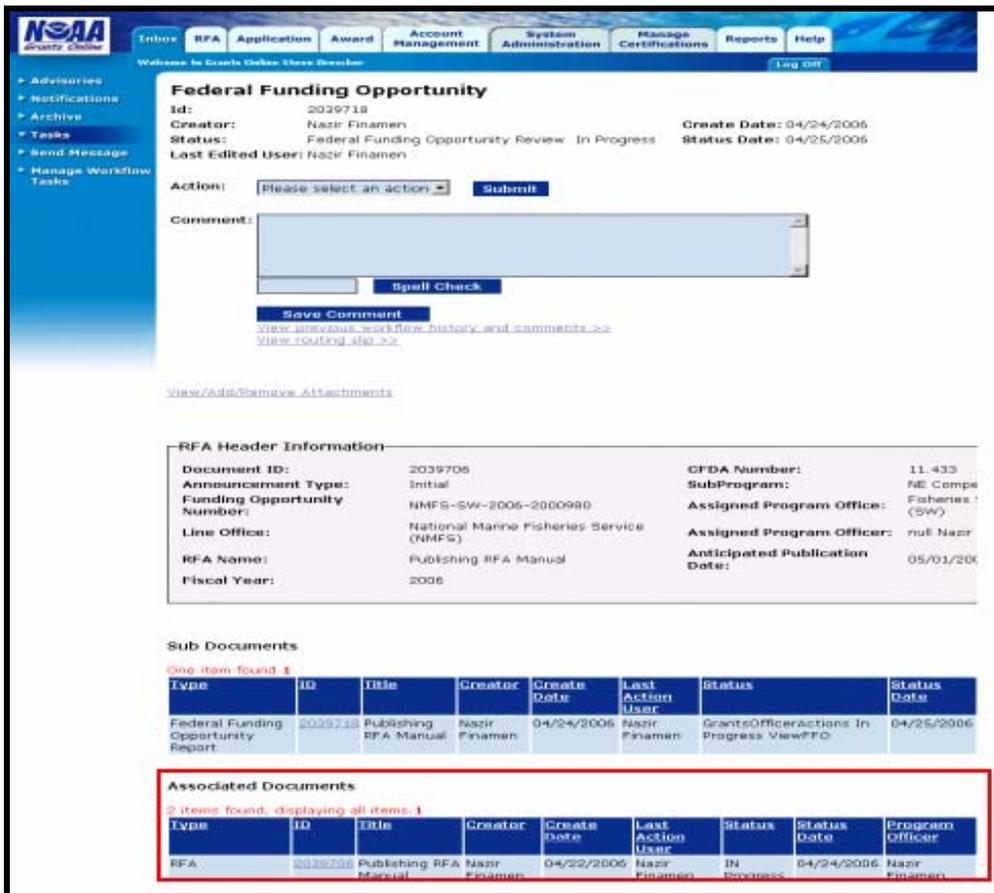
Funding Opportunity Title:	Publishing RFA Manual	CFDA Number:	11.433
Federal Agency Name:	National Marine Fisheries Service (NMFS), National Oceanic And Atmospheric Administration, Department of Commerce	RIN:	0000

The 'FFO:' section contains a list of links for various FFO details, including Dates, Program Objectives, Program Priorities, Program Authority, Funding Availability, Type of Funding Instrument, Project Award Period, and Eligible Applicants. At the bottom of the page, there are two buttons: 'View FFO Report' and 'Cancel'.

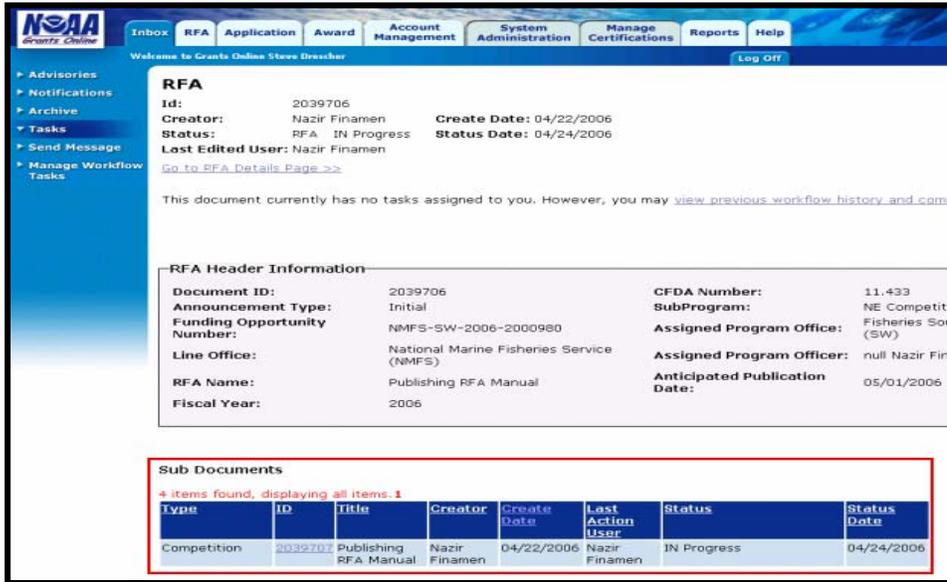
- The **File Download** message appears which allows you to **Open** or **Save** the FFO report. Please note the information in the FFO report is entered in Grants.gov when publishing the RFA (see page 23). Select **Cancel** to return to the task launch page.



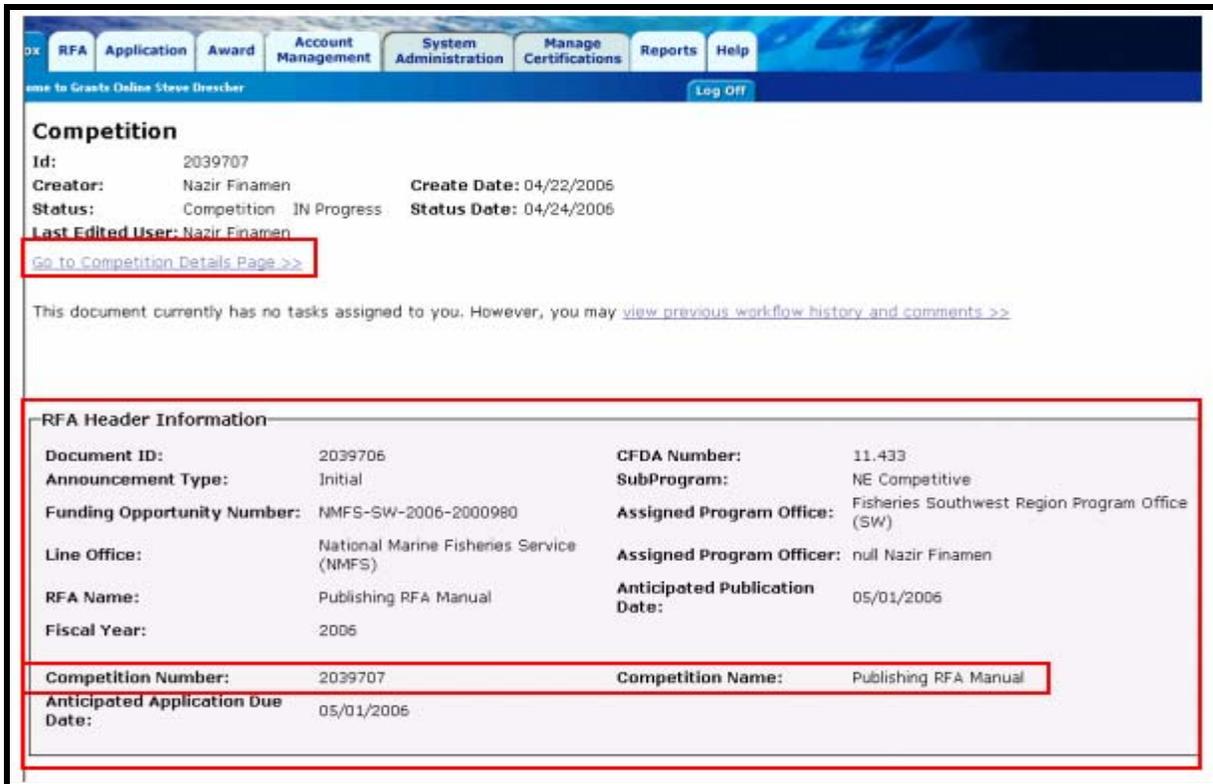
- The following page is the task launch page. In order to publish a competitive RFA, it is imperative that the **Competition ID** and the **Competition Name** are entered in Grants.gov (see page 23). To view the **Competition ID** and **Competition Name**, select the RFA id link.



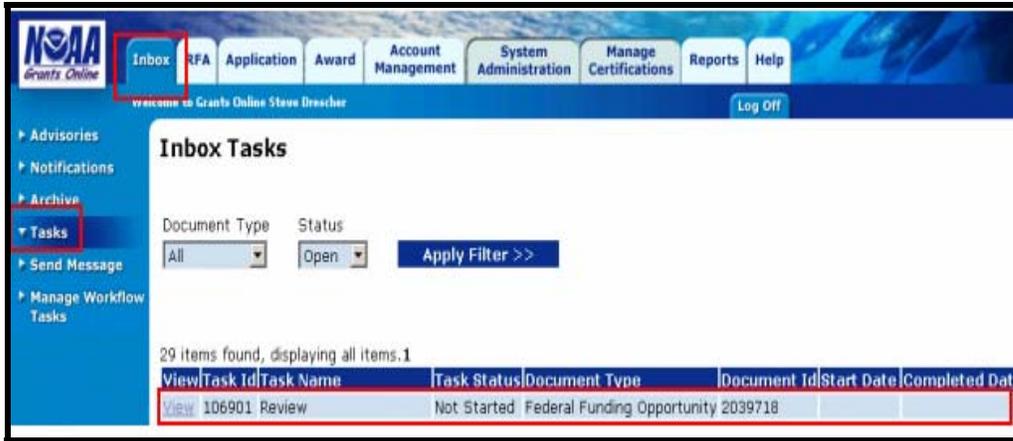
- The RFA page is displayed. Scroll down to the **Sub Documents** section and select the competition id link.



- The **Competition** page is displayed. The RFA header in the Competition page includes the **Competition Name** and the **Competition Number** (Competition ID).



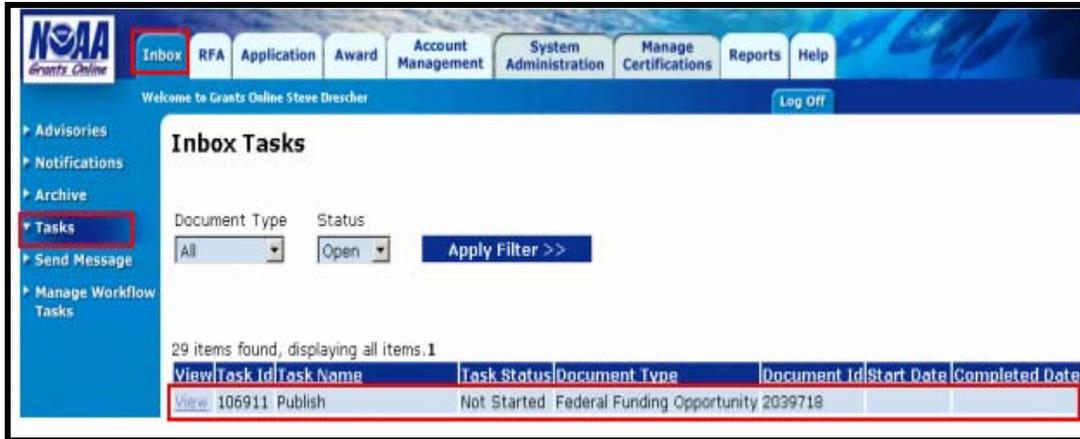
12. To complete the FFO **Review** task select the **Inbox** Tab followed by the **Tasks** link. Select the **View** link next to the **Review** task.



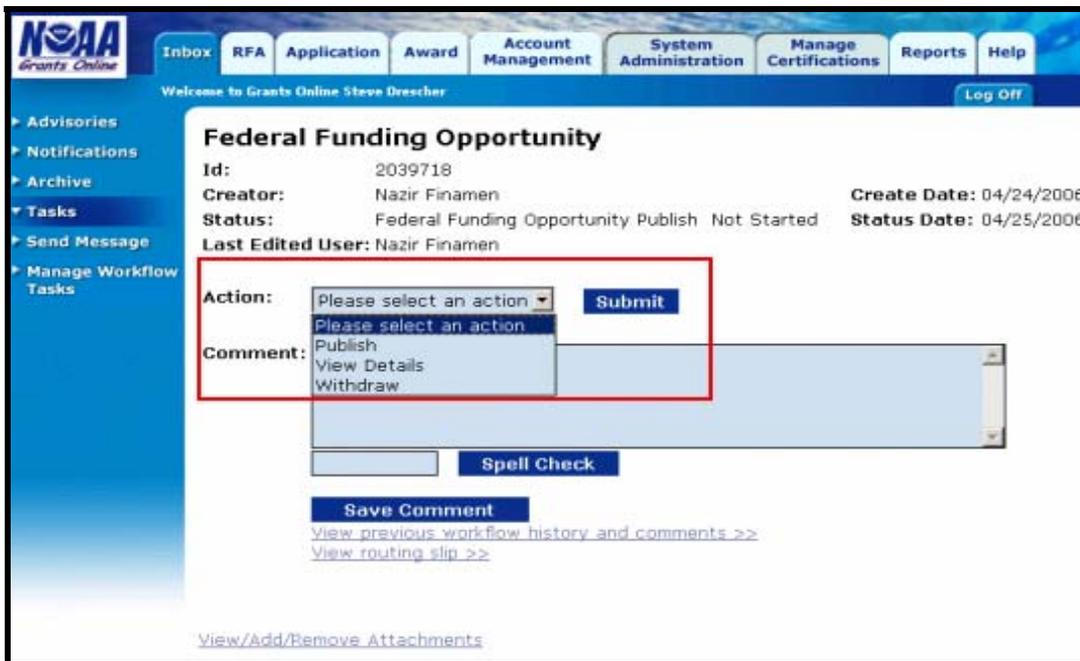
13. The task launch page is displayed. Select **Approve** followed by the **Submit** button.



14. Refresh your task inbox by selecting the **Tasks** link. The **Publish** task should now be in your inbox. Select the **View** link next to the **Publish** task.



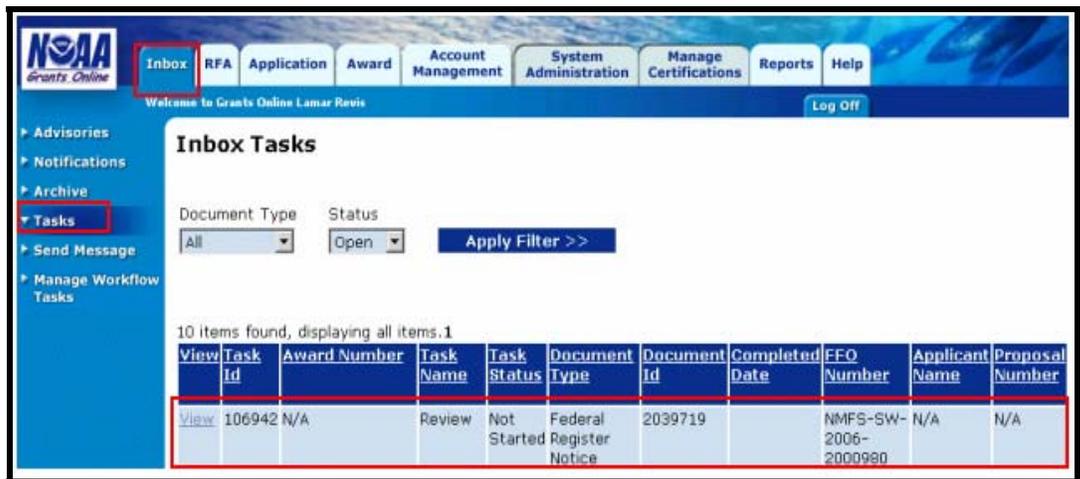
15. The task launch page is displayed. From the action drop down menu, you may select from the following options:
 - **Publish:** Once the competitive RFA has been published (see page 23), select this option followed by the **Submit** button. This action completes the task. In the COMMENT field, enter a comment stating the FFO has been posted to Grants.gov followed by the **Save Comment** button.
 - **View Details:** Select this action to view the details of the FFO (see step 6, page 46)
 - **Withdraw:** Select this action to withdraw the FFO.



Publishing the Federal Register Notice (FRN) – Competitive RFAs

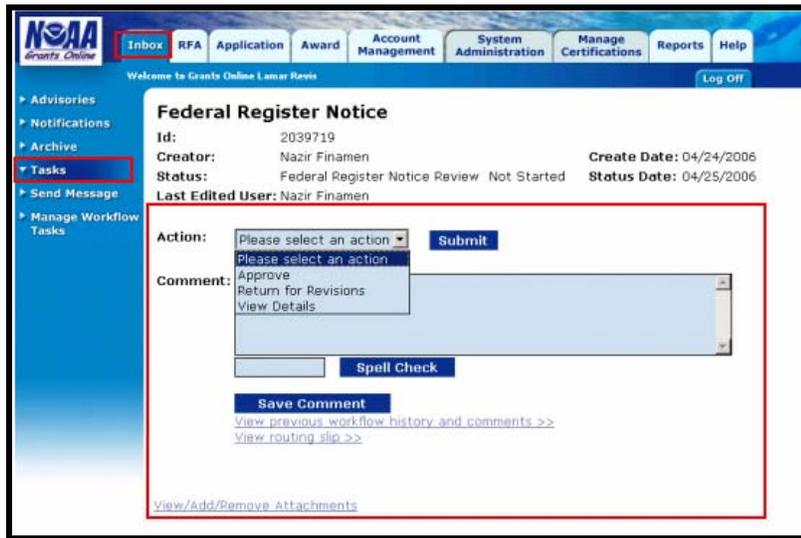
For Competitive RFAs, the RFA publisher will receive two tasks related to the FRN. The first task entitled **Review**, allows the RFA publisher to review the FRN. Upon completion of the **Review** task, the RFA publisher will receive a task entitled **Publish** to publish the FRN.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Review** task.

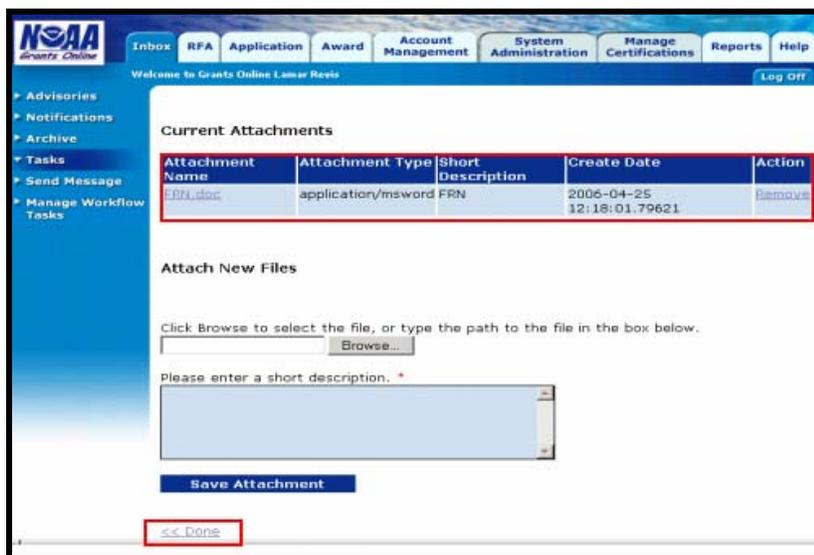


4. The task launch page is displayed. From the action drop down menu, you may select from the following options:
 - **Approve:** Select this option to approve the FRN and complete the **Review** task.
 - **Return for Revisions:** Select this option if you would like to return the FRN to the FPO for revisions. Please be sure to describe the reason for returning the FRN and/or the necessary revisions in the COMMENT field.
 - **View Details:** This is the option that we will select. This option allows you to view the details of the FRN.

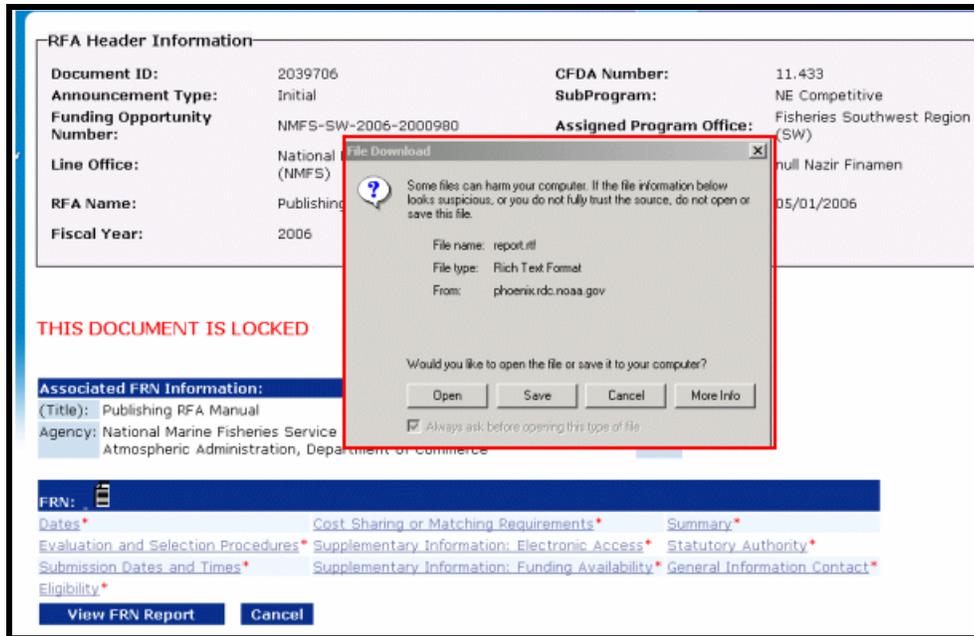
FPOs sometimes attach the FRN as a separate attachment. You may view and save the file by selecting the **View/Add/Remove Attachments** link.



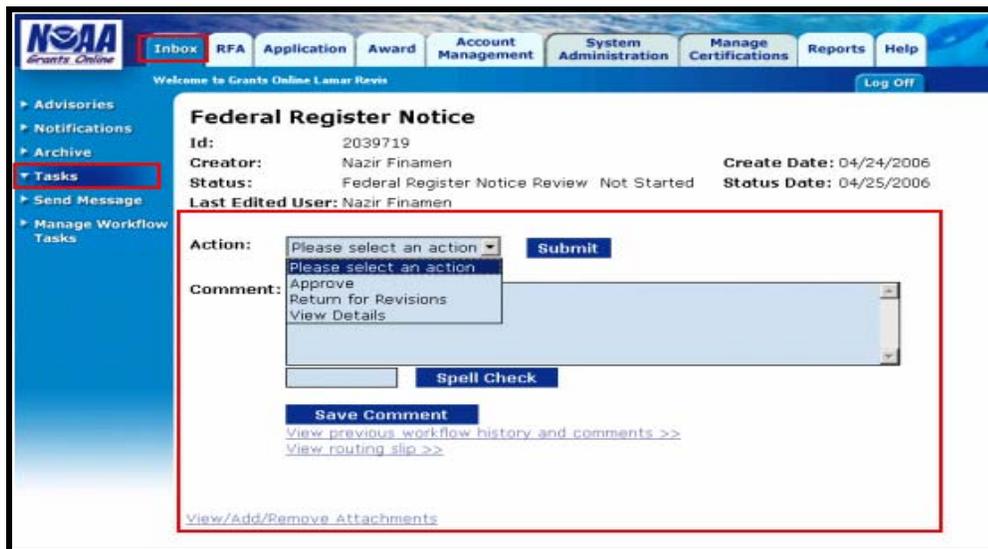
5. The file name in the **Attachment Name** column is a link. Upon selecting the file name link, the file will open in a separate window. Select the **Done** link to return to the task launch page.



- The **File Download** message appears which allows you to **Open** or **Save** the FRN report. Select **Cancel** to return to the task launch page.



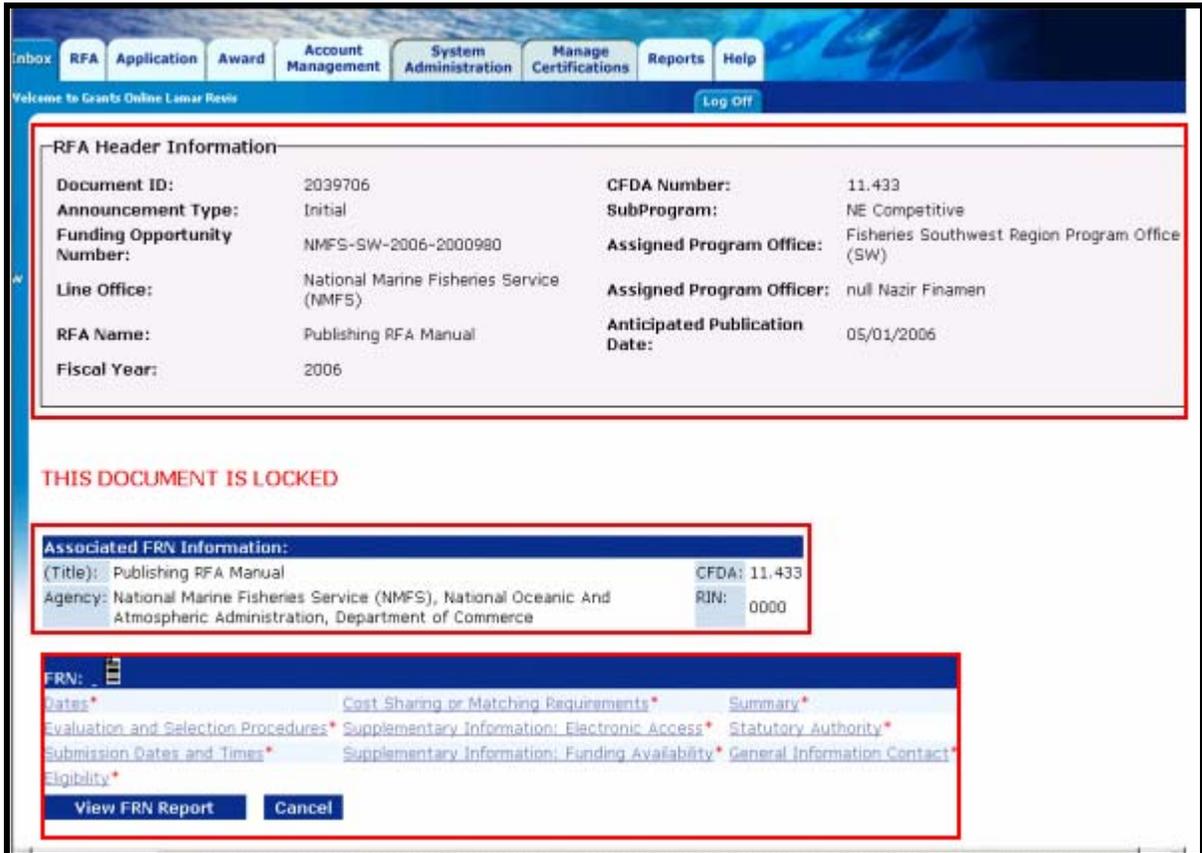
- The task launch page is displayed. Select **View Details** followed by the **Submit** button.



8. The following screen is the *FRN Details* page. The RFA header is displayed across the top of the screen and includes the detailed RFA information such as:

- **Federal Funding Opportunity Number**
- **RFA Name**
- **CFDA Number**
- **Announcement Type**

In addition, the FRN details page also includes the **Associated FRN Information** section. Please note, the document is locked which means this page is read only and changes cannot be saved. If the FPO did not attach the FRN as a separate file (see step 5 page 53), the FRN was completed in Grants Online using the links in the **FRN** section. To view the FRN report, which compiles the information entered in the links of the **FRN** section, select the **View FRN Report** button.



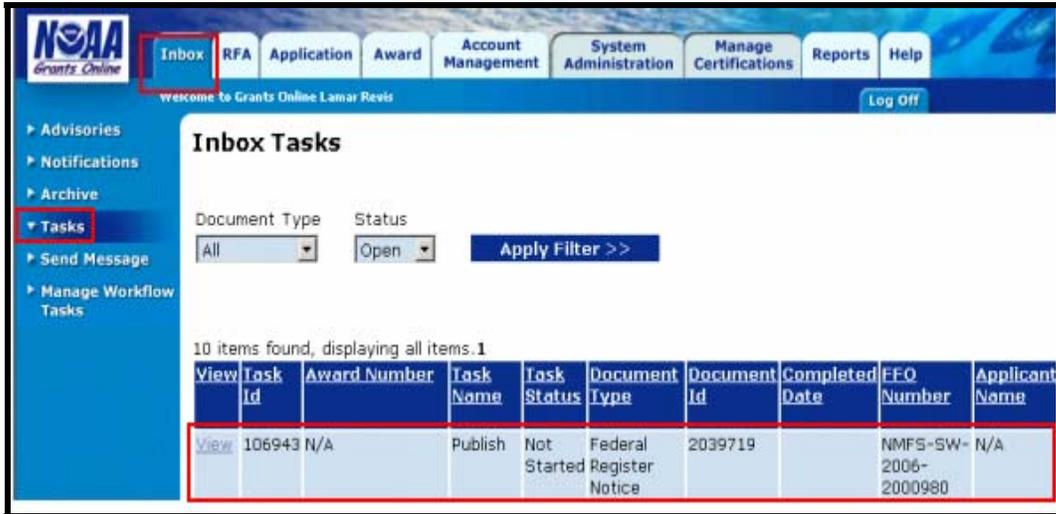
9. The following page is the task launch page. To complete the **Review** task, select **Approve** followed by the **Submit** button.

The screenshot shows the NOAA Grants Online Lamar Revis interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A 'Log Off' button is located in the top right corner. The main content area is titled 'Federal Register Notice' and displays the following information:

- Id:** 2039719
- Creator:** Nazir Finamen
- Create Date:** 04/24/2006
- Status:** Federal Register Notice Review Not Started
- Status Date:** 04/25/2006
- Last Edited User:** Nazir Finamen

The 'Action' section features a dropdown menu with the following options: 'Please select an action', 'Approve', 'Return for Revisions', and 'View Details'. A 'Submit' button is positioned to the right of the dropdown. Below the dropdown is a 'Comment' text area with a 'Spell Check' button. At the bottom of the form, there is a 'Save Comment' button and two links: 'View previous workflow history and comments >>' and 'View routing slip >>'. A 'View/Add/Remove Attachments' link is located at the very bottom of the page.

10. Refresh your task inbox by selecting the **Tasks** link. The **Publish** task should now be in your inbox. Select the **View** link next to the **Publish** task.



11. The task launch page is displayed. From the action drop down menu, you may select from the following options:
- **Publish:** Once the competitive FRN has been published on the Federal Register Notice, select this option followed by the **Submit** button. This action completes the task. In the COMMENT field, enter a comment stating the FRN has been posted to the Federal Register Notice followed by the **Save Comment** button.
 - **View Details:** Select this action to view the details of the FRN (see step 6, page 54)
 - **Withdraw:** Select this action to withdraw the FRN.

-
-

Publishing a Non-Competitive or Competitive RFA

1. Access grants.gov using the following url address:
http://www.grants.gov/
2. Select the **Grantor** link.

Grants Applicants EBiz About Us Resources P.L. 106-107 Privacy FAQs Tech Library Site Map HELP

GRANTS.GOV

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FIND. APPLY. SUCCEED.SM

Grants.gov allows organizations to electronically find and apply for more than \$400 billion in Federal grants. Grants.gov is THE single access point for over 1000 grant programs offered by all Federal grant-making agencies. The US Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community.

Navigation of Grants.gov is simple. Use the colored tabs and/or links at the top of the screen to access primary sections of the site or the links to the left and below to access information on specific topics.

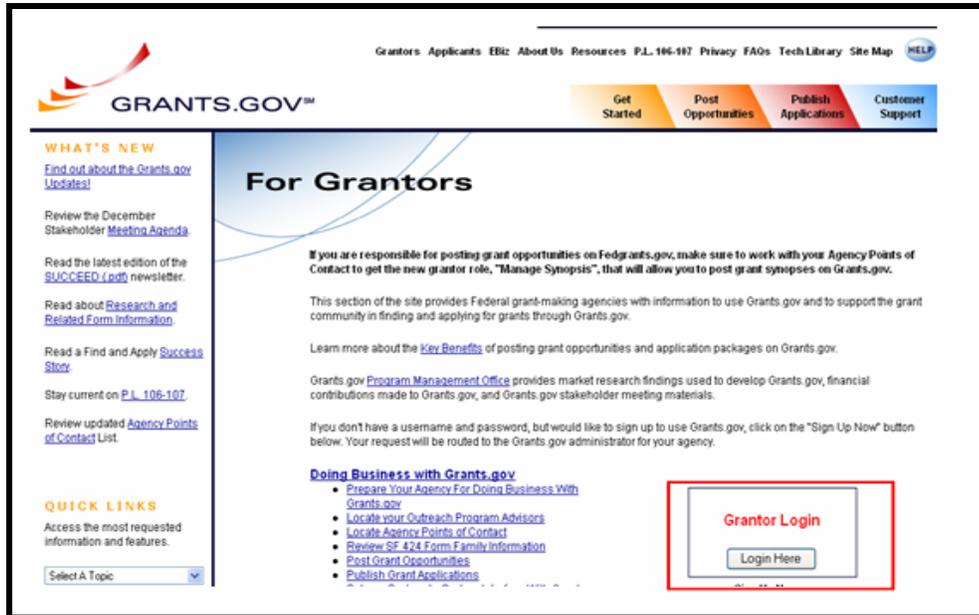
Find Grant Opportunities

- [Search for Grant Opportunities](#)
- [Register for Email Notification of Grant Opportunities](#)
- [Resources for Grants](#)
- [Find Information on Government Benefits for Individuals](#)

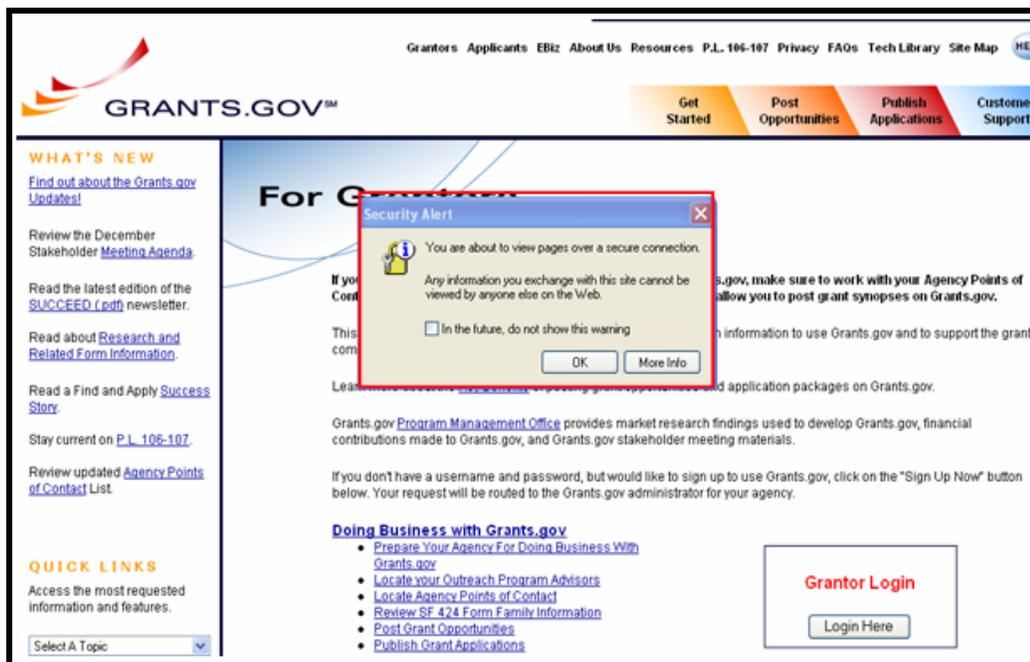
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- [Download grant application packages](#)
- [Complete a Grant Application Package](#)
- [Submit a Completed Grant Application Package](#)
- [Check the Status of an Application Submitted via Grants.gov](#)

3. Select the **Login Here** button in the **Grantor Login** section.



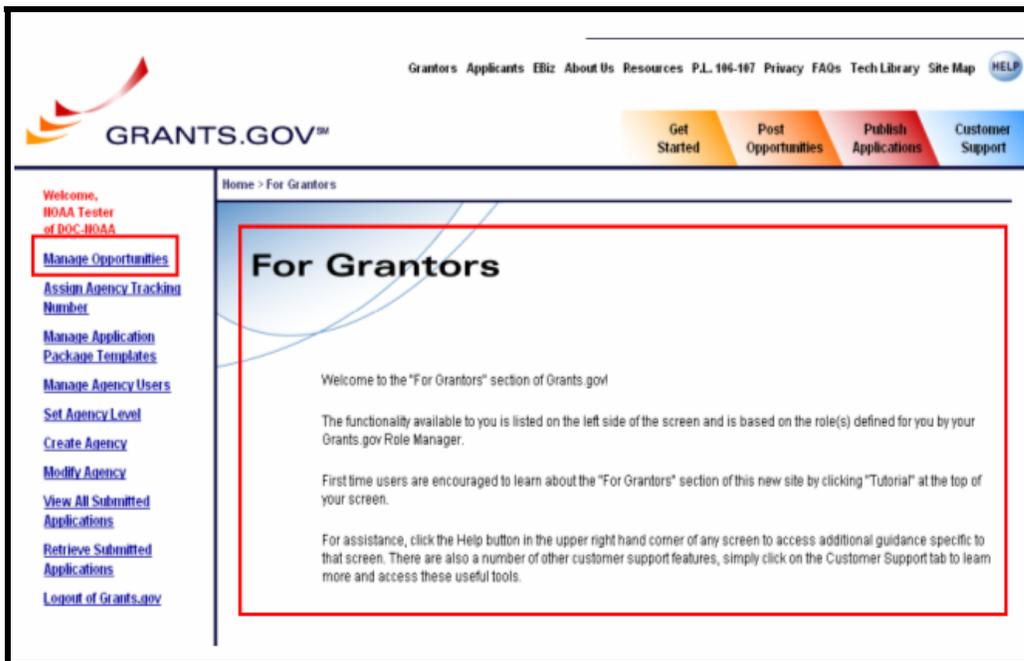
4. Click **Ok** on security alert message.



5. Enter your **Username** and **Password** and select **Login**.



6. The *For Grantors Welcome* screen is displayed. Select the **Manage Opportunities** link.



- The *Manage Opportunities* screen is displayed. Select the **Create Opportunity** button to publish a new RFA. You may also select the **Modify Opportunity** button to make modifications to an existing publication or the **Delete Opportunity** button to delete an existing publication.

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Get Started Post Opportunities Publish Applications Custom Support

Home > For Grantors > Manage Opportunities

Manage Opportunities

Create Opportunity Modify Opportunity Delete Opportunity

Opportunity Num.	Opportunity Title	CFDA Numbers	Contents
11417BWTD07142004	Ballast Water Technology Demonstration Program	11.417	Synopsis 0 Package(s)
11417Invasive071404	Aquatic Invasive Species Research and Outreach Program	11.417	Synopsis 0 Package(s)
11417MexicoOyster063004	Gulf of Mexico Oyster Industry Program	11.417	Synopsis 0 Package(s)
11417Oyster Disease063004	Oyster Disease Research Program	11.417	Synopsis 0 Package(s)
11420GRF063004	National Estuarine Research Reserve Graduate Research Fellowship (GRF) Program FY05	11.420	Synopsis 0 Package(s)
11420NERRSLAC063004	National Estuarine Research Reserve Land Acquisition and Construction Program FY05	11.420	Synopsis 1 Package(s)
11429-NOS-RWRGPM-2-12-04	Bay Watershed Education & Training (B-WET) Program, Monterey Bay Watershed	11.429	Synopsis 0 Package(s)
11429BWETCA063004	Bay Watershed Education & Training (B-WET) Program, Monterey Bay Watershed	11.429	Synopsis 0 Package(s)

8. The *Grant Opportunity Properties* screen is displayed. Enter the requested information, which is listed in the RFA details page and can be accessed through the **Post Application Package** task for non-competitive RFAs (see page 37) and the **Publish FFO** task for competitive RFAs (see page 43).

- **Opportunity Number:** This number is the Funding Opportunity Number from the RFA details page and is a required field.
- **Opportunity Title:** This is the RFA title from the RFA details page and is a required field.
- **Opportunity Category:** Depending on the type of RFA, select **Discretionary**, **Mandatory**, **Continuation**, or **Earmark** from the drop down menu. This field is also a required field.
- **CFDA Numbers:** The CFDA number is listed in the RFA details page.

Once all the information has been entered select the **Add** button.

9. The *New Package Creation* screen is displayed. Enter the requested information, which is listed in the RFA details page and can be accessed through the **Post Application Package** task for non-competitive RFAs (see page 37) and the **Publish FFO** task for competitive RFAs (see page 43).

- **CFDA Numbers:** The CFDA number is listed in the RFA details page.
- **Competition ID:** This is applicable only to competitive RFAs. This number is the competition ID number in Grants Online. For non-competitive RFAs this field is left blank.
- **Competition Title:** This is applicable only to competitive RFAs. For non-competitive RFAs this field is left blank.
- **Electronic Recipient:** The **Yes** or **No** radio buttons indicate whether the recipient is required to apply electronically. This field is a required field.
- **Expected Number of Applications:** Enter the expected number of applications.

- **Expected Application Size:** This field allows you to restrict the application size (MB). If you do not wish to restrict the size of the application packages, leave this field blank.
- **Open Date:** This is the date the RFA will be available for applicants to apply for a grant opportunity.
- **Close Date:** This is the application due date which is listed in the RFA details page. This field is a required field.
- **Grace Period:** This period reflects the number of days after the closing date that Grants.gov will continue to accept applications for a grant opportunity.
- **Agency Contact:** The individual who is publishing the RFA in Grants.gov is considered the agency contact; therefore their contact information is listed here.
- **Form Package:** Select the form package from the drop down menu. For instructions on creating a new form package see page 31. This is a required field.
- **Application Instructions:** Select the **Browse** button to upload application instructions. If applicable, the application instructions are located in the application package of the RFA details page in Grants Online. This is a required field.
- **Applicant Type:** From the drop down menu, select **organizations**, **individuals**, or both **organizations and individuals** as the applicant type. This is a required field.

Please note all the fields with an asterisk are required fields. Once all the information has been entered select the **Publish** button.

The screenshot shows the 'New Package Creation' form in the Grants.gov system. The form is titled 'New Package Creation' and is part of the 'Manage Opportunities > New Package Creation' workflow. It contains several fields with asterisks indicating they are required: Opportunity Number, Opportunity Title, CFDA Number, Electronic Required, Expected Number of Applications, Expected Application Size, Open Date, Close Date, Agency Contact, Form Package, Application Instructions, and Applicant Type. The form is pre-filled with data for 'NOAA Tester' and includes a 'Browse...' button for application instructions. A red box highlights the form area. The top navigation bar includes 'Get Started', 'Post Opportunities', 'Publish Applications', and 'Customer Support'. The left sidebar contains various management links like 'Manage Opportunities', 'Assign Agency Tracking Number', etc.

- 10. The *Package Publication Verification* screen is displayed. This screen allows you to verify the application package details before publishing. Once all the details have been verified select the **Publish** button. Select the **Edit** button to make changes. Select the **Cancel** button if you do not wish to publish the RFA.

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Get Started Post Opportunities Publish Applications Customer Support

Home > For Grantors > Manage Opportunities > New Grant Opportunity Properties > Package Publication Verification

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.

CFDA Number: 11.433
CFDA Title: Marine Fisheries Initiative
Opportunity Number: NMFS-SW-2006-2000379
Opportunity Title: RFA Publishing Manual
Competition ID: 1012713
Competition Title: test
Electronic Required: N
Expected Number of Applications: 3
Expected Application Size: None
Open Date: None
Close Date: 06/01/2006
Grace Period: None
Agency Contact: NOAA Tester For NGIT Testing Purposes E-mail: mjoscelyne@bearingpoint.net Phone: 123-123-1234
Application Package: Bolo Test R&R
Mandatory Forms: SF424 (R&R)
Research & Related Senior/Key Person
Attachments
Optional Forms: None
Application Instructions: [View](#)
Available to: Both Organizations and Individual Applicants



Warning! Please make sure you have entered the **Competition ID** and the **Competition Name** for Competitive RFAs. Doing so will ensure applications received from Grants.gov are routed correctly to the appropriate RFA.

11. The *Package Publication Success* screen is displayed with the following note:
 - **Congratulations, your application package is now available for public download.**
 Select **Continue**.



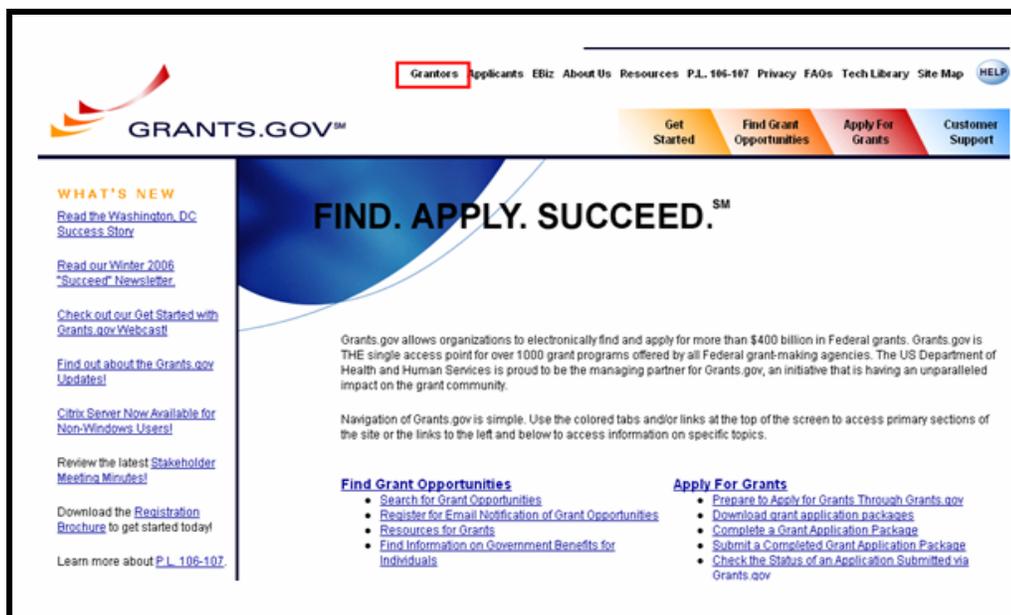
12. The *Grant Opportunity Properties* screen is displayed. Select the **Modify** button to make any changes. Select the **Add** button to add another application package or select the **Delete** button to delete an application package.



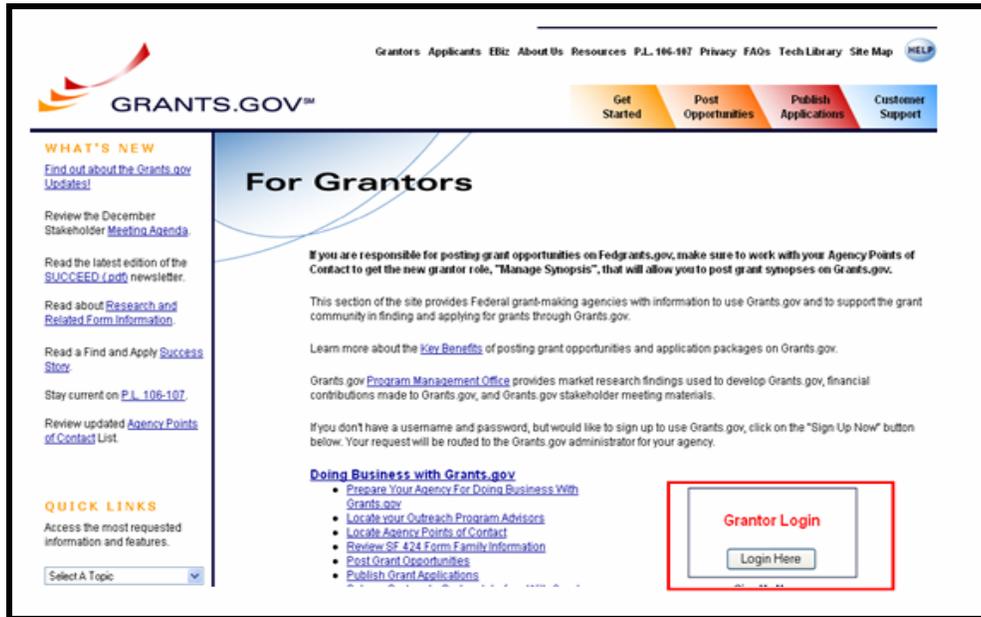
Creating an Application Template

Grants.gov allows you to create new application package templates that can be used to create an application package for a specific funding opportunity based on the template. The application templates in Grants.gov match the mandatory and optional forms of the application templates in Grants Online. Please note if an application template is not available in Grants Online, FPOs may contact the Grants Online Help Desk to create a customized application template.

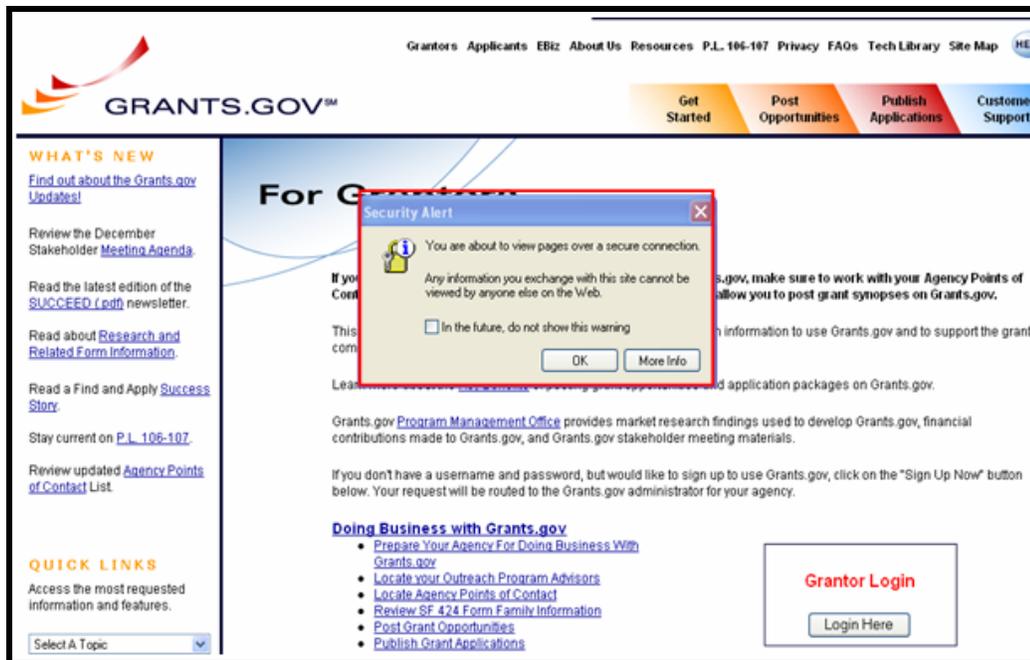
1. Access grants.gov using the following url address:
<http://www.grants.gov/>
2. Select the **Grantor** link.



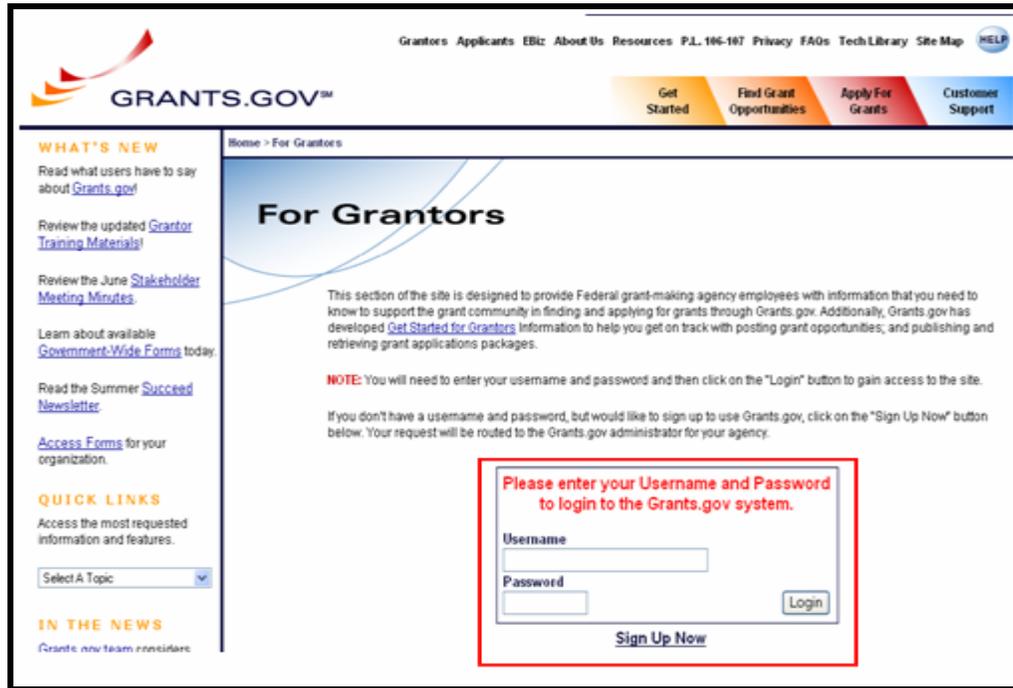
3. Select the **Login Here** button in the **Grantor Login** section.



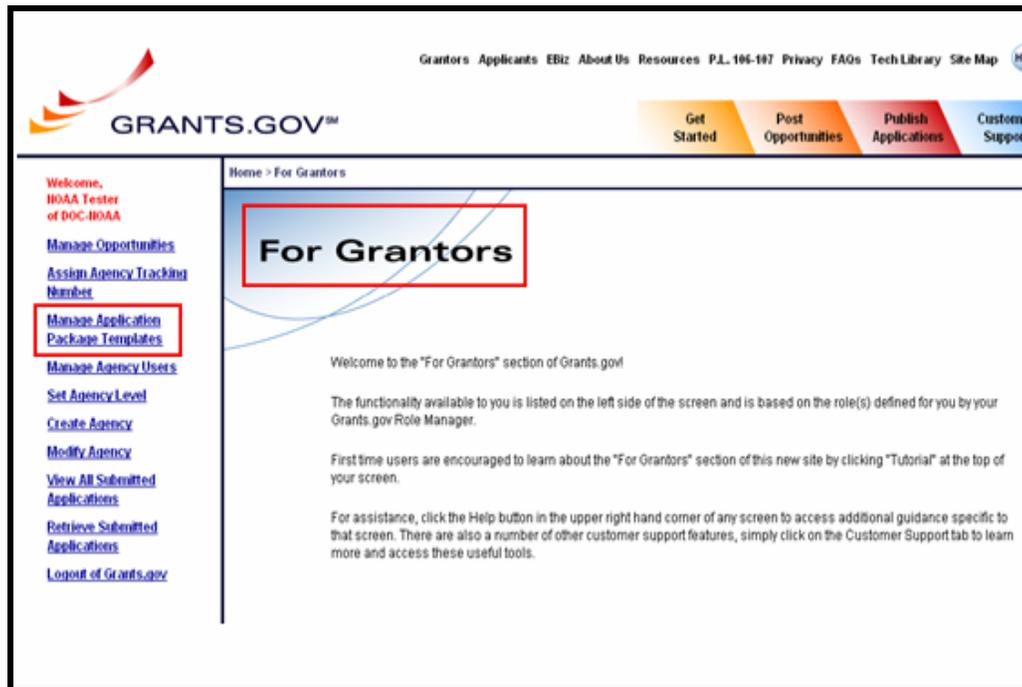
4. Click **Ok** on the security alert message.



5. Enter your **Username** and **Password** and select **Login**.



6. The *For Grantors Welcome* screen is displayed. Select the **Manage Application Package Templates** link.



- Select the **Create Template** button.

The screenshot shows the Grants.gov interface for managing application package templates. The page title is "Manage Application Package Templates". There are three buttons: "Create Template" (highlighted with a red box), "Modify Template", and "Delete Template". Below these buttons is a table with the following data:

Template Name	Owning Agency	Included Forms
000 ACF Test 424	Administration for Children and Families	Mandatory: SF424, Other Optional: SF424A, SF424B, SF424C, SF424D
0000 Test	NGMS Agency	Mandatory: SF424 Optional: Budget, Attachments, SF424A, SF424C
0000-ACF-HHS-12272005-SF424-V1	Administration for Children and Families	Mandatory: Project, Budget, SF424A, SF424C, Mandatory_SF424D, SF424_Mandatory, Mandatory_SF424B Optional: Other
0000-ACF-HHS-12272005-SF424-V2	Administration for Children and Families	Mandatory: ObjectiveWorkPlan, ProtectionofHumanSubjects, ANA_ApplicationInfo, HHS_CheckList, Project, FaithBased_SurveyOnEEO, Project_AbstractSummary, SF424, SF424D, SF424B, SF424C, SF424A, Budget, SFLLL, GG_LobbyingForm Optional: Other
0000subaward2	NGMS Agency	Mandatory: RR_SF424, RR_SubawardBudget Optional: None
0000subaward1	NGMS Agency	Mandatory: SF424_Short

- Select the form family from the **Form Families** drop down menu followed by the **Continue** button.

The screenshot shows the "Create Template : Step 1" page. A dropdown menu for "Form Families" is open, displaying the following options:

- Select a form family
- Select a form family
- Legacy R&R Family
- Legacy SF-424 Family V1.0
- Legacy SF424 Mandatory Family V1.0
- R&R Family
- SF424 Family
- SF424 Individual Family
- SF424 Mandatory Family
- SF424 Short Family

The "Continue" button is highlighted with a red box.

- The *Create New Application Package Template* screen is displayed. Please note the **Form Family** field displays the selected form family (see step 8, page 35). Enter the **Package Name**. From the **Available Forms** list, use the double arrows to move the appropriate forms to the **Mandatory Forms** section and the **Optional Forms** section. Please note, in the example below in the **Mandatory Forms** section, **Application for Federal Assistance (SF-424)** is already listed as required by default because the form family is the SF424 Family. The Grants Online lists the optional and mandatory forms. Select **Save** to save your changes and continue. If the **Cancel** button is selected the information will not be saved.



- Upon selecting **Save**, the application package template is added to the list of application packages templates on the *Manage Application Package Templates* screen. To modify a template select the checkbox next to the template followed by the **Modify Template** button. To delete an application template, select the checkbox next to the template followed by the **Delete Template** button.

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Home > For Grantors > Manage Application Package Templates

Manage Application Package Templates

Create Template Modify Template Delete Template

Template Name	Owning Agency	Included Forms
<input type="checkbox"/> Publishing an RFA Manual	National Oceanic and Atmospheric Administration	Mandatory: SF424 Optional: None
<input type="checkbox"/> 0000 Test	NGMS Agency	Mandatory: SF424 Optional: Budget, Attachments, SF424A, SF424C
<input type="checkbox"/> 0000-ACF-HHS-12272005-SF424-V1	Administration for Children and Families	Mandatory: Project, Budget, SF424A, SF424C, Mandatory_SF424D, SF424_Mandatory, Mandatory_SF424B Optional: Other
<input type="checkbox"/> 0000-ACF-HHS-12272005-SF424-V2	Administration for Children and Families	Mandatory: ObjectiveWorkPlan, ProtectionofHumanSubjects, ANA_ApplicationInfo, HHS_CheckList, Project, FaithBased_SurveyOnEEO, Project_AbstractSummary, SF424, SF424D, SF424B, SF424C, SF424A, Budget, SFLLL, GG_LobbyingForm Optional: Other
<input type="checkbox"/> 0000subaward2	NGMS Agency	Mandatory: RR_SF424, RR_SubawardBudget Optional: None