



Federal Program Officer Training Manual

Noncompetitive RFA Creation

Prepared by BearingPoint, Inc.

Version 1.0

May 17, 2005



Table of Contents

| | |
|--|----------|
| 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 |
| CREATING A NONCOMPETITIVE REQUEST FOR APPLICATION | 7 |
| <i>What You'll Need to Create a Noncompetitive RFA</i> | 7 |
| Creating a New Noncompetitive RFA..... | 8 |
| Building a Noncompetitive RFA – Header Information | 9 |
| <i>Additional Information</i> | 10 |
| Building a Noncompetitive RFA– Additional Information..... | 10 |
| Building a Noncompetitive RFA – RFA Program Contact Information (Selected Addresses) | 11 |
| <i>Selected Contacts</i> | 14 |
| Building a Noncompetitive RFA- RFA Program Contact Information (Selected Contacts) | 14 |
| Building a New Noncompetitive RFA- RFA Program Contact Information (Recipient Information/Application Details) | 18 |
| <i>Application Routing</i> | 24 |
| Building a New Noncompetitive RFA-Program Contact Information (Application Routing) | 24 |
| Building a New Noncompetitive RFA Program Contact Information (Changing Application Routing)..... | 27 |
| Building a New Noncompetitive RFA- Other (Minimum Requirements) | 34 |
| <i>Application Instructions</i> | 38 |
| Building a New Noncompetitive RFA- Other (Application Instructions)..... | 38 |
| <i>Matching Requirements</i> | 41 |
| Building a New Noncompetitive RFA- Other (Matching Requirements)..... | 41 |
| <i>Programmatic Special Award Conditions</i> | 45 |
| Building a New Noncompetitive RFA- Other (Programmatic Special Award Conditions)..... | 45 |
| Building a New Noncompetitive RFA- Final Steps | 49 |
| Publishing a New Noncompetitive RFA | 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

Text in Bold; Click **Done**

Text in Italics; *RFA Details* screen appears.

What it means.

Indicates a command.

Indicates a screen.

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) offers 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.
- Providing an interface with Grants.gov to ensure applicants can apply for grants electronically.
- Reducing the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Reviewers.
- Serving 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 Grants Online, all actions within the system can be made through mouse and keyboard.

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: 301-713-1000
 - Email: grantsonline.helpdesk@noaa.gov
2. Enter your assigned **Username**
3. Enter your assigned **Password**
4. Click **Enter**



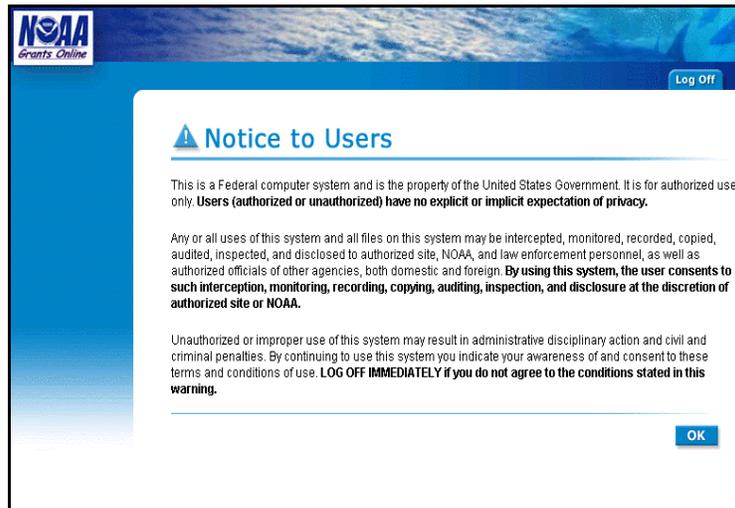
Warning!

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**



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Creating a Noncompetitive Request For Application

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

Manual Objectives

This Manual will address the following topics:

- RFA Header Information
- Recipient Information/Application Details
- Application Routing
- Minimum Requirements
- Matching Requirements
- Application Instructions
- Programmatic Special Award Conditions

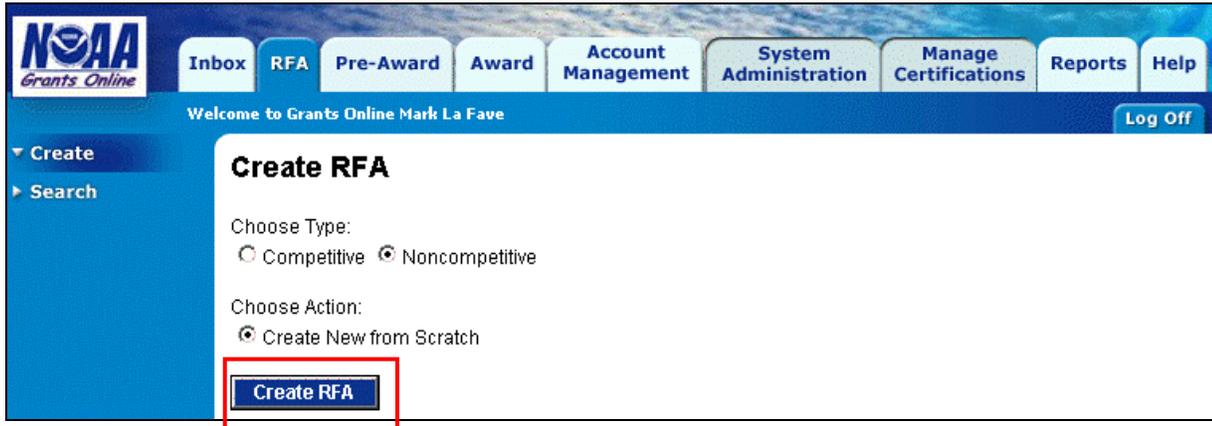
What You'll Need to Create a Noncompetitive RFA

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. Type of Noncompetitive RFA (Hard Earmark, Soft Earmark, Noncompetitive, etc.)
4. Fiscal Year
5. Approximate funding amount for the future recipient
6. Application due date
7. Contact person within NOAA who will be responsible for answering questions related to the RFA
8. Recipient name
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 Noncompetitive RFA

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



Building a New Noncompetitive RFA

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

Building a Noncompetitive RFA – Header Information

1. RFA Name (required)
2. 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
3. Select the Sub-Program
4. Select an Assigned Program Office (required)
5. Select an Assigned Program Officer (required)
6. Select the Noncompetitive RFA Type (required)
7. Fiscal Year (required)
8. Click the **Save** button

The screenshot shows the NOAA Grants Online interface for creating a noncompetitive RFA. The top navigation bar includes links for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The user is logged in as Mark La Fave. The main content area is titled 'Create Noncompetitive RFA' and contains the following fields:

- RFA Name: *
- CFDA Number: * (dropdown menu: -Select a CFDA #-)
- SubProgram: (dropdown menu: -Select a CFDA Sub-)
- Assigned Program Office: * (dropdown menu: -Select a Program Office-)
- Assigned Program Officer: * (dropdown menu: -Select a Program Officer-)
- Noncompetitive RFA Type: * (dropdown menu: -Select a Type-)
- Document ID:
- Announcement Type: Initial
- Funding Opportunity Number:
- Line Office: Fisheries
- Fiscal Year: *

At the bottom left of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red rectangular box.

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 Noncompetitive RFA– Additional Information

1. Anticipated Funding Amounts for All Recipients (required)
2. Application Due Date – mm/dd/yyyy (required)
 - a. Grants.gov application packages must have a due date. Realistically, GMD does not accept applications after June 30 – and FPOs need at least 30 days to process an application
3. Enter the Application Due Time – 00:00 (required)
 - a. This is an artifact from the competitive processing screen which has a required application due time

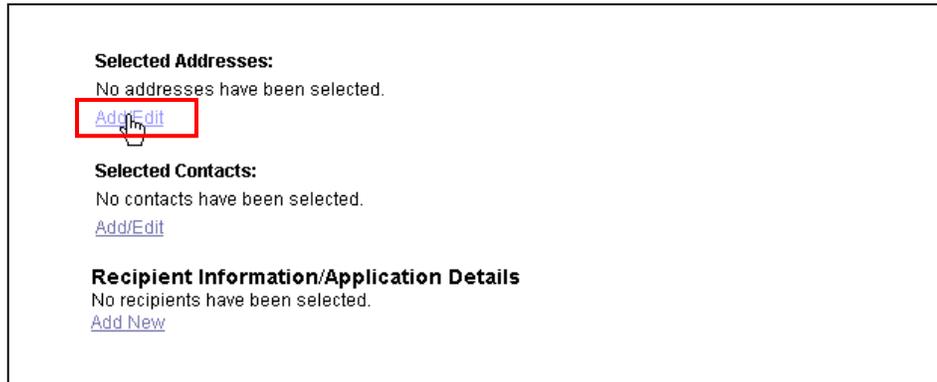
The screenshot shows the NOAA Grants Online interface. The top navigation bar includes 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. The main content area is titled 'Noncompetitive RFA Details' and contains two sections: 'RFA Header Information' and 'RFA Additional Information'. The 'RFA Header Information' section includes fields for Document ID (103373), Line Office (NATIONAL MARINE FISHERIES SERVICE), RFA Name (FPO Manual 2005), Assigned Program Office (SOUTH EAST REGIONAL OFFICE - NMFS), CFDA Number (11.438 - PACIFIC SALMON TREATY PROGRAM), and Noncompetitive RFA Type (Congressionally Directed (Soft Earmark)). The 'RFA Additional Information' section, highlighted with a red box, includes fields for Anticipated Funding Amount for All Recipients (\$0.00), Actual Funding Amount for All Recipients (\$0.00), Application Due Date, and Application Due Time (with a PM dropdown). A red arrow points from the list above to this section.



Note: The information entered on this page will be compiled for the Grants Plan Report. Upper management uses the report to determine funding release amounts for each fiscal year.

Building a Noncompetitive RFA – RFA Program Contact Information (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 does represents the bottom portion of the Grants Online screen – you may have to scroll down to see it)

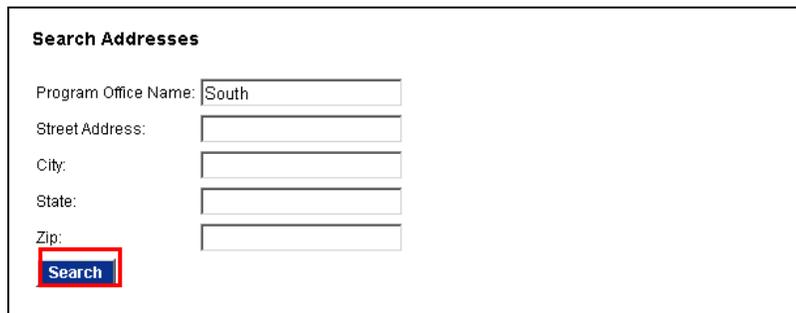


Selected Addresses:
No addresses have been selected.
[Add/Edit](#)

Selected Contacts:
No contacts have been selected.
[Add/Edit](#)

Recipient Information/Application Details
No recipients have been selected.
[Add New](#)

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 Noncompetitive RFA – RFA Program Contact Information (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 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 this is a 'Welcome to Grants Online Solomon King' message with a 'Log Off' button. The main content area is titled 'Noncompetitive RFA Details' and is divided into two sections: 'RFA Header Information' and 'Search Addresses'.

RFA Header Information

| | | | |
|-----------------------------|-----------------------------------|---------------------------|--------------------------|
| Document ID: | 103373 | CFDA Number: | 11.438 |
| Announcement Type: | Initial | SubProgram: | |
| Funding Opportunity Number: | NMFS-SERO-2005-100280 | Assigned Program Office: | SOUTH EAST REGIONAL |
| Line Office: | NATIONAL MARINE FISHERIES SERVICE | Assigned Program Officer: | Mr. Solomon King |
| RFA Name: | FPO Manual 2005 | Noncompetitive RFA Type: | Congressionally Directed |
| Fiscal Year: | 2005 | | |

Search Addresses

Program Office Name:

Street Address:

City:

State:

Zip:

Search Results

4 items found, displaying all items.1

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

Building a Noncompetitive RFA - RFA Program Contact Information (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 Results

Nothing found to display.

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 |

Selected Contacts

A minimum of one search criteria must be entered when searching for contacts. You will be able to search by First Name, Last Name, Org Name, Street, City, State, Zip, Phone or Email.

Building a Noncompetitive RFA- RFA Program Contact Information (Selected Contacts)

1. Click on the **Add/Edit** button under *Selected Contacts*. This is the person the applicant will contact with any questions about this funding opportunity.

The screenshot displays the NOAA Grants Online interface for a Noncompetitive RFA. The top navigation bar includes links for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The user is logged in as Solomon King. The main content area is titled "Noncompetitive RFA Details" and is divided into three sections:

- RFA Header Information:** Includes fields for Document ID (103373), Line Office (NATIONAL MARINE FISHERIES SERVICE), RFA Name (FPO Manual 2005), Assigned Program Office (SOUTH EAST REGIONAL OFFICE - NMFS), CFDA Number (11.438 - PACIFIC SALMON TREATY PROGRAM), and Noncompetitive RFA Type (Congressionally Directed (Soft Earmark)).
- RFA Additional Information:** Includes fields for Anticipated Funding Amount for All Recipients (\$250000), Application Due Date (04/20/2005), Application Due Time (05:00 PM), Actual Funding Amount for All Recipients (\$0.00), and Anticipated Award Date.
- RFA Program Contact Information:** Shows "Selected Addresses" with a table listing "1315 East-West Highway Silver Spring, MD 20910" and a link to "Add/Edit". Below this, "Selected Contacts" shows "No contacts have been selected." with a red box highlighting the "Add/Edit" button.

Building a Noncompetitive RFA- RFA Program Contact Information (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 Noncompetitive RFA- RFA Program Contact Information (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"/> | Mr. Charles Marcus Peterson | SOUTH EAST REGIONAL OFFICE - OAR | 1315 East-West Highway Silver Spring, MD 20910 | 301-713-0105 | charles.peterson@noaa.gov |

Building a Noncompetitive RFA- RFA Program Contact Information (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

One item found.1

| <input type="checkbox"/> | Contact Name | Org Name | Address | Phone |
|--------------------------|-----------------------------|----------------------------------|---|--------------|
| <input type="checkbox"/> | Mr. Charles Marcus Peterson | SOUTH EAST REGIONAL OFFICE - OAR | 1315 East-West Highway, Silver Spring, MD 20910 | 301-713-0105 |

Remove from RFA

Save and Return to Main

Building a New Noncompetitive RFA- RFA Program Contact Information (Recipient Information/Application Details)

1. Click on **Add New** to identify the recipient organization

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Solomon King [Log Off](#)

Create Search

Noncompetitive RFA Details

RFA Header Information

Document ID: 103373 Announcement Type: I
 Line Office: NATIONAL MARINE FISHERIES SERVICE Funding Opportunity Number: NMFS-SERO-2005-100280
 RFA Name: FPO Manual 2005 Fiscal Year: 2005
 Assigned Program Office: SOUTH EAST REGIONAL OFFICE - NMFS Assigned Program Officer: King, Solomon
 CFDA Number: 11.438 - PACIFIC SALMON TREATY PROGRAM
 SubProgram: -Select a Sub Program-
 Noncompetitive RFA Type: Congressionally Directed (Soft Earmark)

RFA Additional Information

Anticipated Funding Amount for All Recipients: \$250000 Actual Funding Amount for All Recipients: \$0.00
 Application Due Date: 04/20/2005 Anticipated Award Date:
 Application Due Time: 05:00 PM

RFA Program Contact Information

Selected Addresses:

| Street Address | City, State, Zip |
|------------------------|-------------------------|
| 1315 East-West Highway | Silver Spring, MD 20910 |

[Add/Edit](#)

Selected Contacts:

| Contact Name | Phone | Address | Email |
|-----------------------------|--------------|---|---------------------------|
| Mr. Charles Marcus Peterson | 301-713-0105 | 1315 East-West Highway, Silver Spring, MD 20910 | charles.peterson@noaa.gov |

[Add/Edit](#)

Recipient Information/Application Details

No recipients have been selected.
[Add New](#)

Application Routing

Workload State [Configure Routing](#)

Other

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

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

[Cancel](#) [Save](#) [Attach Reference Documents](#) [Save & Continue](#)

Building a New Noncompetitive RFA- RFA Program Contact Information (Recipient Information/Application Details)

2. Click on the **Search** button to search for the recipient organization – you cannot type into the blue box – it is a search only field

The screenshot shows the 'Noncompetitive RFA Details' page in the NOAA Grants Online system. The page is titled 'Noncompetitive RFA Details' and displays the following information:

| RFA Header Information | | | |
|-----------------------------|-----------------------------------|---------------------------|--------------------------|
| Document ID: | 103373 | CFDA Number: | 11.438 |
| Announcement Type: | Initial | SubProgram: | |
| Funding Opportunity Number: | NMFS-SERO-2005-100280 | Assigned Program Office: | SOUTH EAST REGIONAL |
| Line Office: | NATIONAL MARINE FISHERIES SERVICE | Assigned Program Officer: | Mr. Solomon King |
| RFA Name: | FPO Manual 2005 | Noncompetitive RFA Type: | Congressionally Directed |
| Fiscal Year: | 2005 | | |

Below the RFA header information is the 'Recipient Information' section, which includes a search field for the recipient name and a 'Search' button. The 'Search' button is highlighted with a red box. There are also 'Cancel' and 'Save' buttons at the bottom of the form.

3. Enter information (Organization name/Address/DUNS number/EIN number) into search query
4. Click the **Search** button

The screenshot shows the 'Select Organization' page in the NOAA Grants Online system. The page is titled 'Select Organization' and includes the following search criteria:

- Organization Name: University
- Address-City: [Empty field]
- Address-State: Please select a state (dropdown menu)
- DUNS Number: [Empty field]
- EIN Number: [Empty field]

At the bottom of the form, there are 'Cancel' and 'Search' buttons. The 'Search' button is highlighted with a red box. Below the form, there is a link to 'Add a new organization >>' and a message that says 'Nothing found to display.'

Building a New Noncompetitive RFA- RFA Program Contact Information (Recipient Information/Application Details)

5. Click the **Select** button next to the organization you were searching for

Welcome to Grants Online Solomon King

Select Organization

Enter your search criteria to find the organization.

Organization Name

Address-City

Address-State

DUNS Number

EIN Number

[Add a new organization >>](#)

5 items found, displaying all items. 1

| Select | Name | Address | DUNS | EIN |
|------------------------|--------------------------|--|-----------|-----------|
| Select | Bean University | 1335 Main Street, BUFFALO, NY 14201 USA | 123444555 | 111234678 |
| Select | University of California | Main Street, CALIFORNIA CITY, CA 93505 USA | 123456789 | 110978009 |
| Select | University of Chicago | Main Street, CHICAGO, IL 60601 USA | 123456789 | 110978009 |
| Select | University of Maryland | 123 Main Street, MARYLAND PARK, MD 20743 USA | | |



Note: If the organization you were looking for does not appear, and you wish to add a new organization, please send an email to the Grants Online Help Desk at grantsonline.helpdesk@noaa.gov

Please include the following information in your email:

- Organization name, address, organization type (Non-Profit, State, etc.), DUNS number, EIN number and phone number.
- Contact person for this organization, along with email and phone number

Building a New Noncompetitive RFA- RFA Program Contact Information (Recipient Information/Application Details)

6. Once you are satisfied that you have the correct organization, click **Save**

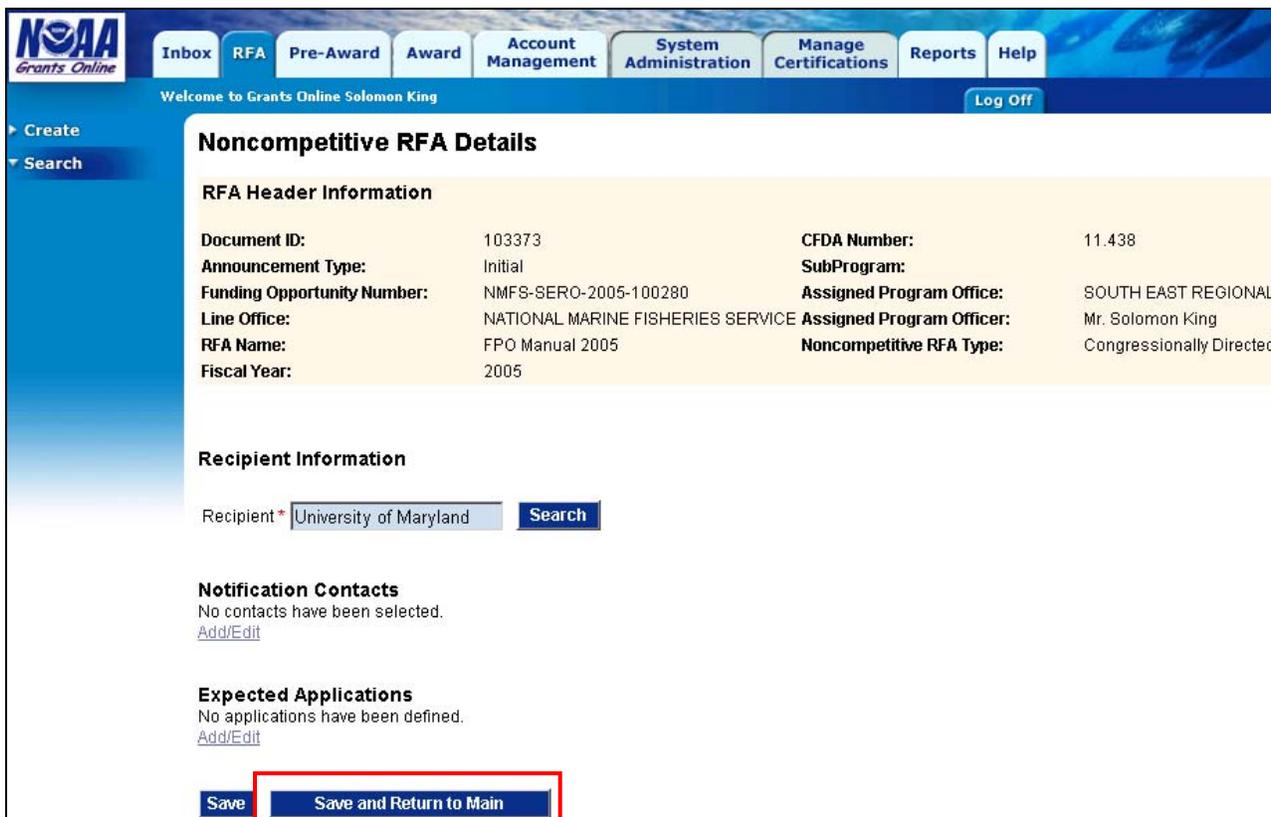
The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this, a welcome message reads 'Welcome to Grants Online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

| | | | |
|-----------------------------|-----------------------------------|---------------------------|--|
| Document ID: | 103373 | CFDA Number: | |
| Announcement Type: | Initial | SubProgram: | |
| Funding Opportunity Number: | NMFS-SERO-2005-100280 | Assigned Program Office: | |
| Line Office: | NATIONAL MARINE FISHERIES SERVICE | Assigned Program Officer: | |
| RFA Name: | FPO Manual 2005 | Noncompetitive RFA Type: | |
| Fiscal Year: | 2005 | | |

The 'Recipient Information' section features a text input field labeled 'Recipient *' containing the text 'University of Maryland', followed by a 'Search' button. At the bottom of the form, there are two buttons: 'Cancel' and 'Save', with the 'Save' button highlighted by a red border.

Building a New Noncompetitive RFA- RFA Program Contact Information (Recipient Information/Application Details)

- 7. The screen will refresh and will look like the picture below
- 8. If possible, enter the additional information requested, specifically under the **Expected Applications** header. You should have an idea about the Expected Applications due to the RFA pertaining to congressional identified subject matter. That information will be compiled into reports for management. Click Add/Edit to include information about the Expected Applications.
- 9. Click **Save** to capture the changes and remain on this screen or click **Save and Return to Main** to capture the changes and continue working on the RFA.



Building a New Noncompetitive RFA- RFA Program Contact Information (Recipient Information/Application Details)

The Noncompetitive RFA Details screen now shows our **Header information**, our **Contact information**, and finally our **Recipient information**. We now need to identify our Application Routing method. Once that is completed, we can save the RFA.

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Solomon King [Log Off](#)

► Create
▼ Search

Noncompetitive RFA Details

RFA Header Information

Document ID: 103373 Announcement Type: I
 Line Office: NATIONAL MARINE FISHERIES SERVICE Funding Opportunity Number: NMFS-SERO-2005-100280
 RFA Name: FPO Manual 2005 Fiscal Year: 2005
 Assigned Program Office: SOUTH EAST REGIONAL OFFICE - NMFS Assigned Program Officer: King, Solomon
 CFDA Number: 11.438 - PACIFIC SALMON TREATY PROGRAM
 SubProgram: -Select a Sub Program-
 Noncompetitive RFA Type: Congressionally Directed (Soft Earmark)

RFA Additional Information

Anticipated Funding Amount for All Recipients: \$250000 Actual Funding Amount for All Recipients: \$0.00
 Application Due Date: 04/20/2005 Anticipated Award Date:
 Application Due Time: 05:00 PM

RFA Program Contact Information

Selected Addresses:

| Street Address | City, State, Zip |
|------------------------|-------------------------|
| 1315 East-West Highway | Silver Spring, MD 20910 |

[Add/Edit](#)

Selected Contacts:

| Contact Name | Phone | Address | Email |
|-----------------------------|--------------|---|---------------------------|
| Mr. Charles Marcus Peterson | 301-713-0105 | 1315 East-West Highway, Silver Spring, MD 20910 | charles.peterson@noaa.gov |

[Add/Edit](#)

Recipient Information/Application Details

| Recipient Name | Actions |
|------------------------|---|
| University of Maryland | Edit Remove |

[Add New](#)

Application Routing

Workload State [Configure Routing](#)

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

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

[Cancel](#) [Save](#) [Attach Reference Documents](#) [Save & Continue](#)

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 either workload or state. Upon selecting a routing method, the other method 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 New Noncompetitive RFA-Program Contact Information (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**

Application Routing

Workload State **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.

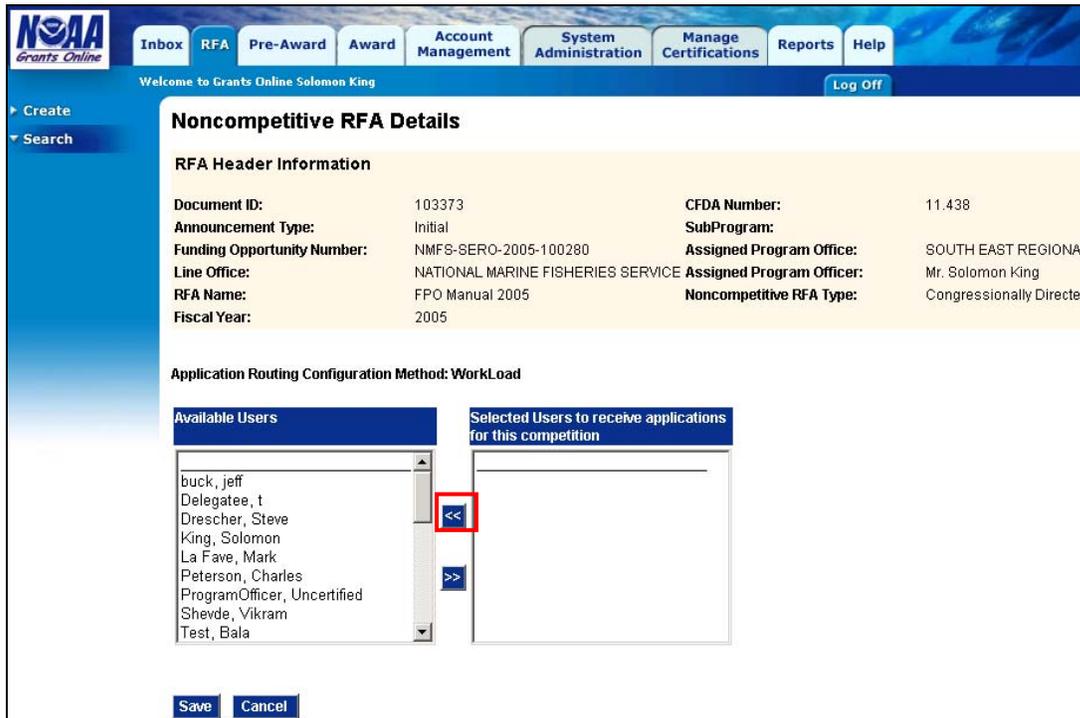


Warning:

**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 New Noncompetitive RFA- Program Contact Information (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.



Noncompetitive RFA Details

RFA Header Information

| | | | |
|------------------------------------|-----------------------------------|----------------------------------|--------------------------|
| Document ID: | 103373 | CFDA Number: | 11.438 |
| Announcement Type: | Initial | SubProgram: | |
| Funding Opportunity Number: | NMFS-SERO-2005-100280 | Assigned Program Office: | SOUTH EAST REGIONAL |
| Line Office: | NATIONAL MARINE FISHERIES SERVICE | Assigned Program Officer: | Mr. Solomon King |
| RFA Name: | FPO Manual 2005 | Noncompetitive RFA Type: | Congressionally Directed |
| Fiscal Year: | 2005 | | |

Application Routing Configuration Method: WorkLoad

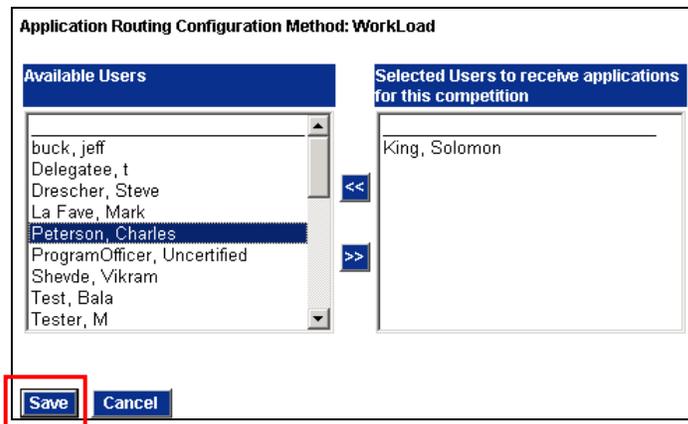
| | | |
|---|---|---|
| <p>Available Users</p> <ul style="list-style-type: none"> buck, jeff Delegatee, t Drescher, Steve King, Solomon La Fave, Mark Peterson, Charles ProgramOfficer, Uncertified Shevde, Vikram Test, Bala |   | <p>Selected Users to receive applications for this competition</p> |
|---|---|---|

Save **Cancel**



Note: If a user has been selected in error, highlight the name and click the  button 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)



Application Routing Configuration Method: WorkLoad

| | | |
|---|--|--|
| <p>Available Users</p> <ul style="list-style-type: none"> buck, jeff Delegatee, t Drescher, Steve La Fave, Mark Peterson, Charles ProgramOfficer, Uncertified Shevde, Vikram Test, Bala Tester, M |   | <p>Selected Users to receive applications for this competition</p> <p>King, Solomon</p> |
|---|--|--|

Save **Cancel**

Building a New Noncompetitive RFA- Program Contact Information (Application Routing)

You will now be taken back to the Noncompetitive RFA Details screen. As you can see, State Routing is listed as disabled. This is because you can only have one routing method per RFA.

5. 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. **Attach Reference Documents** will allow you to attach documents to this RFA
 - c. **Save and Continue** will initiate workflow – do not click this button until you have completed the RFA

The screenshot displays the 'Noncompetitive RFA Details' page in the NOAA Grants Online system. The page is divided into several sections:

- RFA Header Information:** Includes fields for Document ID (103373), Line Office (NATIONAL MARINE FISHERIES SERVICE), RFA Name (FPO Manual 2005), Assigned Program Office (SOUTH EAST REGIONAL OFFICE - NMFS), CFDA Number (11.438 - PACIFIC SALMON TREATY PROGRAM), and Noncompetitive RFA Type (Congressionally Directed (Soft Earmark)).
- RFA Additional Information:** Includes Anticipated Funding Amount for All Recipients (\$250,000), Actual Funding Amount for All Recipients (\$0.00), Application Due Date (04/20/2005), and Application Due Time (05:00 PM).
- RFA Program Contact Information:**
 - Selected Addresses:** Shows a table with columns for Street Address, City, State, Zip, and a list entry for 1315 East-West Highway Silver Spring, MD 20910.
 - Selected Contacts:** Shows a table with columns for Contact Name, Phone, Address, and Email, listing Mr. Charles Marcus Peterson.
- Recipient Information/Application Details:** Shows a table with columns for Recipient Name and Actions, listing University of Maryland.
- Application Routing:** Shows 'Workload -- State (Disabled)' and a 'Configure Routing' button.
- Other:** Includes links for Minimum Requirements, Matching Requirements, Programmatic Special Award Conditions, and Application Instructions.

At the bottom of the page, there are four buttons: Cancel, Save (highlighted with a red box), Attach Reference Documents, and Save & Continue.

Building a New Noncompetitive RFA Program Contact Information (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 34)*

1. Click on **Configure Routing**

Noncompetitive RFA Details

RFA Header Information

Document ID: 103373 Announcement Type: I
 Line Office: NATIONAL MARINE FISHERIES SERVICE Funding Opportunity Number: NMFS-SERO-2005-100280
 RFA Name: FPO Manual 2005 Fiscal Year: 2005
 Assigned Program Office: SOUTH EAST REGIONAL OFFICE - NMFS Assigned Program Officer: King, Solomon
 CFDA Number: 11.438 - PACIFIC SALMON TREATY PROGRAM
 SubProgram: -Select a Sub Program-
 Noncompetitive RFA Type: Congressionally Directed (Soft Earmark)

RFA Additional Information

Anticipated Funding Amount for All Recipients: \$250000 Actual Funding Amount for All Recipients: \$0.00
 Application Due Date: 04/20/2005 Anticipated Award Date:
 Application Due Time: 05:00 PM

RFA Program Contact Information

Selected Addresses:

| Street Address | City, State, Zip |
|------------------------|-------------------------|
| 1315 East-West Highway | Silver Spring, MD 20910 |

[Add/Edit](#)

Selected Contacts:

| Contact Name | Phone | Address | Email |
|-----------------------------|--------------|---|---------------------------|
| Mr. Charles Marcus Peterson | 301-713-0105 | 1315 East-West Highway, Silver Spring, MD 20910 | charles.peterson@noaa.gov |

[Add/Edit](#)

Recipient Information/Application Details

| Recipient Name | Actions |
|------------------------|---|
| University of Maryland | Edit Remove |

[Add New](#)

Application Routing

Workload -- State (Disable) **Configure Routing**

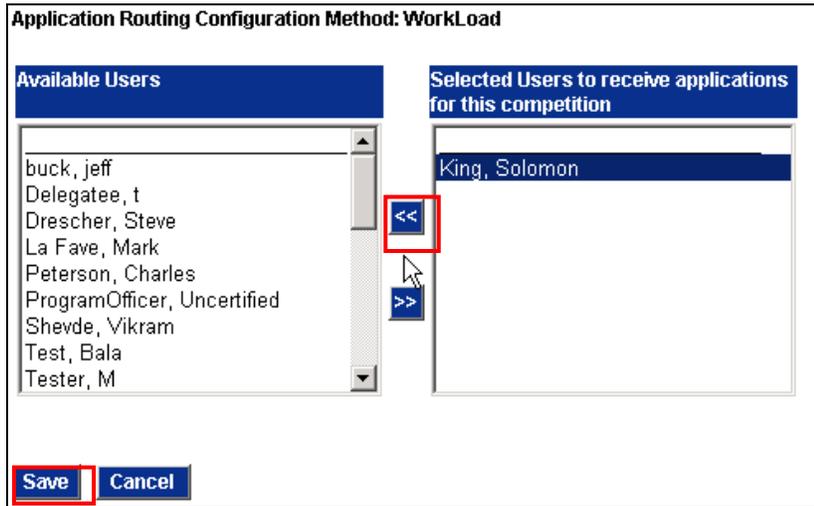
Other
 Press Save before selecting the following link(s).

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

[Cancel](#) [Save](#) [Attach Reference Documents](#) [Save & Continue](#)

Building a New Noncompetitive RFA-Program Contact Information (Changing Application Routing)

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



Building a New Noncompetitive RFA- Program Contact Information (Changing Application Routing)

4. You will be taken back to the *Noncompetitive RFA Details* screen. (Note that the State routing button is no longer listed as disabled)
5. Select the radial button next to State
6. Click **Configure Routing**

RFA Program Contact Information

Selected Addresses:

| Street Address | City, State, Zip |
|------------------------|-------------------------|
| 1315 East-West Highway | Silver Spring, MD 20910 |

[Add/Edit](#)

Selected Contacts:

| Contact Name | Phone | Address | Email |
|-----------------------------|--------------|---|---------------------------|
| Mr. Charles Marcus Peterson | 301-713-0105 | 1315 East-West Highway, Silver Spring, MD 20910 | charles.peterson@noaa.gov |

[Add/Edit](#)

Recipient Information/Application Details

| Recipient Name | Actions |
|------------------------|---|
| University of Maryland | Edit Remove |

[Add New](#)

Application Routing

Workload
 State
 Configure Routing

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

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

Cancel
Save
Attach Reference Documents
Save & Continue

Building a New Noncompetitive RFA-Program Contact Information (Changing Application Routing)

7. Click **Add New**

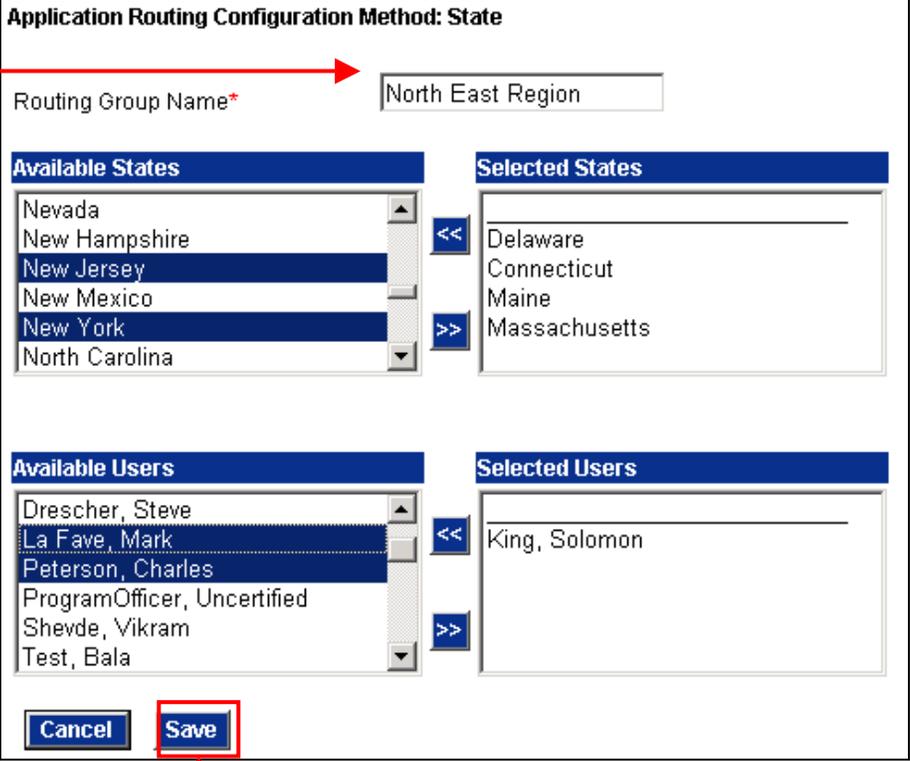
The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a welcome message: 'Welcome to Grants Online Solomon King' with a 'Log Off' button. On the left side, there is a sidebar with 'Create' and 'Search' options. The main content area is titled 'Noncompetitive RFA Details' and contains the following information:

| RFA Header Information | | |
|-----------------------------|-----------------------------------|---------------------------|
| Document ID: | 103373 | CFDA Number: |
| Announcement Type: | Initial | SubProgram: |
| Funding Opportunity Number: | NMFS-SERO-2005-100280 | Assigned Program Office: |
| Line Office: | NATIONAL MARINE FISHERIES SERVICE | Assigned Program Officer: |
| RFA Name: | FPO Manual 2005 | Noncompetitive RFA Type: |
| Fiscal Year: | 2005 | |

Below the table, it states: 'Application Routing Configuration Method: State' and 'No state routing groups have been created'. A red box highlights the 'Add New' link. Below this are buttons for 'Cancel' and 'Save and Return to Main'.

Building a New Noncompetitive RFA-Program Contact Information (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. →

9. →

10. →

11. ↑



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. Make sure to include ALL possible states that would submit an application.

Building a New Noncompetitive RFA-Program Contact Information (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*

| | | |
|---|--------------|--|
| <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 2px; margin-bottom: 5px;">Available States</div> <div style="border: 1px solid #ccc; padding: 2px;"> California Colorado <CT> <DE> District of Columbia Federated States of Micronesia </div> | << >> | <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 2px; margin-bottom: 5px;">Selected States</div> <div style="border: 1px solid #ccc; height: 40px;"></div> |
| <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 2px; margin-bottom: 5px;">Available Users</div> <div style="border: 1px solid #ccc; padding: 2px;"> buck, jeff Delegatee, t Drescher, Steve King, Solomon La Fave, Mark </div> | << >> | <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 2px; margin-bottom: 5px;">Selected Users</div> <div style="border: 1px solid #ccc; height: 40px;"></div> |

Cancel Save

Building a New Noncompetitive RFA-Program Contact Information (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](#)

Building a New Noncompetitive RFA- Other (Minimum Requirements)

We now want to work on those fields listed in the *Other* category: Minimum Requirements, Application Instructions, Matching Requirements and Programmatic Special Award Conditions

1. Before you click on any hyperlink in the *Other* category, click the **Save** button
2. Click on the **Minimum Requirements** link

Noncompetitive RFA Details

RFA Header Information

| | | | |
|----------------------------|--|-----------------------------|--|
| Document ID | 103373 | Announcement Type | I |
| Line Office | NATIONAL MARINE FISHERIES SERVICE | Funding Opportunity Number | NMFS-SERO-2005-100280 |
| RFA Name * | <input type="text" value="FPO Manual 2005"/> | Fiscal Year * | <input type="text" value="2005"/> |
| Assigned Program Office * | <input type="text" value="SOUTH EAST REGIONAL OFFICE - NMFS"/> | Assigned Program Officer: * | <input type="text" value="King, Solomon"/> |
| CFDA Number * | <input type="text" value="11.438 - PACIFIC SALMON TREATY PROGRAM"/> | | |
| SubProgram | <input type="text" value="-Select a Sub Program-"/> | | |
| Noncompetitive RFA Type: * | <input type="text" value="Congressionally Directed (Soft Earmark)"/> | | |

RFA Additional Information

| | | | |
|--|--|---|-------------------------------------|
| Anticipated Funding Amount for All Recipients: * | <input type="text" value="\$250000"/> | Actual Funding Amount for All Recipients: | <input type="text" value="\$0.00"/> |
| Application Due Date: * | <input type="text" value="04/20/2005"/> | Anticipated Award Date: | <input type="text"/> |
| Application Due Time: * | <input type="text" value="05:00"/> <input type="text" value="PM"/> | | |

RFA Program Contact Information

Selected Addresses:

| Street Address | City, State, Zip |
|--|------------------|
| 1315 East-West Highway Silver Spring, MD 20910 | |

[Add/Edit](#)

Selected Contacts:

| Contact Name | Phone | Address | Email |
|-----------------------------|--------------|---|---------------------------|
| Mr. Charles Marcus Peterson | 301-713-0105 | 1315 East-West Highway, Silver Spring, MD 20910 | charles.peterson@noaa.gov |

[Add/Edit](#)

Recipient Information/Application Details

| Recipient Name | Actions |
|------------------------|---|
| University of Maryland | Edit Remove |

[Add New](#)

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 Instructions](#)

Building a New Noncompetitive 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**

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 this is a welcome message: 'Welcome to Grants Online Solomon King' and a 'Log Off' button. On the left side, there are buttons for 'Create' and 'Search'. The main content area is titled 'Noncompetitive RFA Details' and is divided into two sections: 'RFA Header Information' and 'Selected Minimum Requirements'.

RFA Header Information

| | | | |
|------------------------------------|-----------------------------------|----------------------------------|--|
| Document ID: | 103373 | CFDA Number: | |
| Announcement Type: | Initial | SubProgram: | |
| Funding Opportunity Number: | NMFS-SERO-2005-100280 | Assigned Program Office: | |
| Line Office: | NATIONAL MARINE FISHERIES SERVICE | Assigned Program Officer: | |
| RFA Name: | FPO Manual 2005 | Noncompetitive RFA Type: | |
| Fiscal Year: | 2005 | | |

Selected Minimum Requirements

| Priority | Requirement Name | Actions |
|----------|-------------------------|---|
| 1 | Received on Time | Edit Delete |
| 2 | Correct Federal Funding | Edit Delete |
| 3 | Correct Match | Edit Delete |
| 4 | Complete Application | Edit Delete |

Below the table, there is a 'Reorder' link, an 'Add >>' button, and a '<< Done' button.



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 New Noncompetitive RFA- Other (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)

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 this is a 'Welcome to Grants Online Solomon King' message with a 'Log Off' button. The main content area is titled 'Noncompetitive RFA Details' and contains 'RFA Header Information' with the following data:

| | | | |
|-----------------------------|-----------------------------------|---------------------------|--------------------------|
| Document ID: | 103373 | CFDA Number: | 11.438 |
| Announcement Type: | Initial | SubProgram: | |
| Funding Opportunity Number: | NMFS-SERO-2005-100280 | Assigned Program Office: | SOUTH EAST REGIONAL |
| Line Office: | NATIONAL MARINE FISHERIES SERVICE | Assigned Program Officer: | Mr. Solomon King |
| RFA Name: | FPO Manual 2005 | Noncompetitive RFA Type: | Congressionally Directed |
| Fiscal Year: | 2005 | | |

Below the header information is the 'Add Minimum Requirement' section. It includes a 'Name:' field with the value 'Eligible Applicant', a 'Spell Check' button, and a 'Description:' field with the text 'The applicant is eligible for this award.' At the bottom of the form are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

Building a New Noncompetitive RFA- Other (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

The screenshot displays 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 this is a 'Welcome to Grants Online Solomon King' message and a 'Log Off' button. The main content area is titled 'Noncompetitive RFA Details' and is divided into two sections: 'RFA Header Information' and 'Selected Minimum Requirements'.

RFA Header Information

| | | | |
|-----------------------------|-----------------------------------|---------------------------|--|
| Document ID: | 103373 | CFDA Number: | |
| Announcement Type: | Initial | SubProgram: | |
| Funding Opportunity Number: | NMFS-SERO-2005-100280 | Assigned Program Office: | |
| Line Office: | NATIONAL MARINE FISHERIES SERVICE | Assigned Program Officer: | |
| RFA Name: | FPO Manual 2005 | Noncompetitive RFA Type: | |
| Fiscal Year: | 2005 | | |

Selected Minimum Requirements

| Priority | Requirement Name | Actions |
|----------|-------------------------|---|
| 1 | Received on Time | Edit Delete |
| 2 | Correct Federal Funding | Edit Delete |
| 3 | Correct Match | Edit Delete |
| 4 | Complete Application | Edit Delete |
| 5 | Eligible Applicant | Edit Delete |

Reorder

Add >>

<< Done

9. Once you click **Done** on the previous screen, the system will bring you back to the *Noncompetitive RFA Details* screen.

Application Instructions

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 New Noncompetitive RFA- Other (Application Instructions)

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

Noncompetitive RFA Details

RFA Header Information

| | | | |
|----------------------------|--|-----------------------------|--|
| Document ID | 103373 | Announcement Type | I |
| Line Office | NATIONAL MARINE FISHERIES SERVICE | Funding Opportunity Number | NMFS-SERO-2005-100280 |
| RFA Name * | <input type="text" value="FPO Manual 2005"/> | Fiscal Year * | <input type="text" value="2005"/> |
| Assigned Program Office * | <input type="text" value="SOUTH EAST REGIONAL OFFICE - NMFS"/> | Assigned Program Officer: * | <input type="text" value="King, Solomon"/> |
| CFDA Number * | <input type="text" value="11.438 - PACIFIC SALMON TREATY PROGRAM"/> | | |
| SubProgram | <input type="text" value="-Select a Sub Program-"/> | | |
| Noncompetitive RFA Type: * | <input type="text" value="Congressionally Directed (Soft Earmark)"/> | | |

RFA Additional Information

| | | | |
|--|--|---|-------------------------------------|
| Anticipated Funding Amount for All Recipients: * | <input type="text" value="\$250000"/> | Actual Funding Amount for All Recipients: | <input type="text" value="\$0.00"/> |
| Application Due Date: * | <input type="text" value="04/20/2005"/> | Anticipated Award Date: | <input type="text"/> |
| Application Due Time: * | <input type="text" value="05:00"/> <input type="text" value="PM"/> | | |

RFA Program Contact Information

Selected Addresses:

| | |
|---|-------------------------|
| Street Address | City, State, Zip |
| <input type="text" value="1315 East-West Highway Silver Spring, MD 20910"/> | |

[Add/Edit](#)

Selected Contacts:

| Contact Name | Phone | Address | Email |
|-----------------------------|--------------|---|---------------------------|
| Mr. Charles Marcus Peterson | 301-713-0105 | 1315 East-West Highway, Silver Spring, MD 20910 | charles.peterson@noaa.gov |

[Add/Edit](#)

Recipient Information/Application Details

| Recipient Name | Actions |
|------------------------|---|
| University of Maryland | Edit Remove |

[Add New](#)

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 Instructions](#)

Building a New Noncompetitive RFA- Other (Application Instructions)

1. Highlight the forms you wish to select
2. Click the  button to move the forms over to the *Selected Forms* section
3. Click **Save**

4. If you wish to specify another document you want the applicant to submit (that is not listed under Available Forms), click the **Add>>** link (as seen in the picture above)
5. Enter the name of the document you are requesting in the *Additional Requested Document Name* field
6. Click **Save**

Building a New Noncompetitive RFA- Other (Application Instructions)

- 7. Once you are satisfied with the Application Instructions section, and the selected forms/documents, click **<<Done**

Application Instructions

| Available Forms | | Selected Forms |
|---------------------------------|----|----------------|
| CD-346 | | CD-511 |
| COP Summary Proposal Budget | | SF-424 |
| Marfin Proposal Budget | << | SF-424A |
| Project Budget NOAA Form 88-205 | | |
| SF-424B | >> | |
| SF-424C | | |
| SF-424D | | |
| SF-LLL | | |

Cancel Save

Selected Additional Requested Documents :

| Additional Requested Document Name | Edit | Delete |
|------------------------------------|------|--------|
| Project Narrative | Edit | Delete |

Add >>

<< Done

- 8. Once you click **Done** on the previous screen, the system will bring you back to the *Noncompetitive 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 CD356 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 a 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 kind of document 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.

Matching Requirements

This section allows you to determine whether there will be a mandatory match on all the awards granted under this particular RFA.

(If your RFA does not require a match, skip to page 45)

Building a New Noncompetitive RFA- Other (Matching Requirements)

- To specify or view Matching Requirements, click on the **Matching Requirements** link

Noncompetitive RFA Details

RFA Header Information

Document ID: 103373 Announcement Type: I
 Line Office: NATIONAL MARINE FISHERIES SERVICE Funding Opportunity Number: NMFS-SERO-2005-100280
 RFA Name: Fiscal Year:
 Assigned Program Office: Assigned Program Officer:
 CFDA Number:
 SubProgram:
 Noncompetitive RFA Type:

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 |
|------------------------|-------------------------|
| 1315 East-West Highway | Silver Spring, MD 20910 |

[Add/Edit](#)

Selected Contacts:

| Contact Name | Phone | Address | Email |
|-----------------------------|--------------|---|---------------------------|
| Mr. Charles Marcus Peterson | 301-713-0105 | 1315 East-West Highway, Silver Spring, MD 20910 | charles.peterson@noaa.gov |

[Add/Edit](#)

Recipient Information/Application Details

| Recipient Name | Actions |
|------------------------|---|
| University of Maryland | Edit Remove |

[Add New](#)

Application Routing

Workload -- State (Disabled)

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

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

Building a New Noncompetitive RFA- Other (Matching Requirements)

1. Click on **Add New>>** to create a Matching Requirement for this RFA

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with buttons for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a 'Welcome to Grants Online Solomon King' message with a 'Log Off' button. On the left side, there is a sidebar with 'Create' and 'Search' options. The main content area is titled 'Noncompetitive RFA Details' and contains two sections: 'RFA Header Information' and 'Matching Requirements'. The 'RFA Header Information' section displays the following data:

| | | | |
|------------------------------------|-----------------------------------|----------------------------------|--------------------------|
| Document ID: | 103373 | CFDA Number: | 11.438 |
| Announcement Type: | Initial | SubProgram: | |
| Funding Opportunity Number: | NMFS-SERO-2005-100280 | Assigned Program Office: | SOUTH EAST REGIONAL |
| Line Office: | NATIONAL MARINE FISHERIES SERVICE | Assigned Program Officer: | Mr. Solomon King |
| RFA Name: | FPO Manual 2005 | Noncompetitive RFA Type: | Congressionally Directed |
| Fiscal Year: | 2005 | | |

The 'Matching Requirements' section states 'No requirements have been defined.' Below this text, there is a red-bordered button labeled 'Add New >>' and a link labeled '<< Done'.

Building a New Noncompetitive RFA- Other (Matching Requirements)

2. Enter the Statutory Authority (required)
3. Enter the Minimum Cost Share % (required)
4. Enter the Maximum Cost Share % (required)
5. Click **Save**

The screenshot shows the NOAA Grants Online interface for creating a Noncompetitive RFA. The top navigation bar includes links for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The user is logged in as Solomon King. The main content area is titled "Noncompetitive RFA Details" and is divided into two sections: "RFA Header Information" and "Matching Requirement".

RFA Header Information

| | | | |
|-----------------------------|-----------------------------------|---------------------------|--|
| Document ID: | 103373 | CFDA Number: | |
| Announcement Type: | Initial | SubProgram: | |
| Funding Opportunity Number: | NMFS-SERO-2005-100280 | Assigned Program Office: | |
| Line Office: | NATIONAL MARINE FISHERIES SERVICE | Assigned Program Officer: | |
| RFA Name: | FPO Manual 2005 | Noncompetitive RFA Type: | |
| Fiscal Year: | 2005 | | |

Matching Requirement

Statutory Authority : * 2.

Minimum Cost Share (%): * 3.

Maximum Cost Share (%): * 4.

Buttons: 5.

Building a New Noncompetitive RFA- Other (Matching Requirements)

6. There is now a Matching Requirement established for this RFA. If you would like to edit the requirement, click **Edit**. If you want to delete it, click **Delete**.
7. You can select **Add New>>** to include another Matching Requirement, or select **<<Done** to continue creating your RFA

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Solomon King [Log Off](#)

▶ Create
▼ Search

Noncompetitive RFA Details

RFA Header Information

| | | | |
|------------------------------------|-----------------------------------|----------------------------------|--|
| Document ID: | 103373 | CFDA Number: | |
| Announcement Type: | Initial | SubProgram: | |
| Funding Opportunity Number: | NMFS-SERO-2005-100280 | Assigned Program Office: | |
| Line Office: | NATIONAL MARINE FISHERIES SERVICE | Assigned Program Officer: | |
| RFA Name: | FPO Manual 2005 | Noncompetitive RFA Type: | |
| Fiscal Year: | 2005 | | |

Matching Requirements

| Statutory Authority | Minimum Cost Share (%) | Maximum Cost Share (%) | Edit | Delete |
|---------------------|------------------------|------------------------|----------------------|------------------------|
| 16 USC | 5 | 20 | Edit | Delete |

[Add New >>](#)

[<< Done](#)

Programmatic Special Award Conditions

This section allows you to identify any Programmatic 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 New Noncompetitive RFA- Other (Programmatic Special Award Conditions)

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

Noncompetitive RFA Details

RFA Header Information

| | | | |
|----------------------------|--|-----------------------------|--|
| Document ID | 103373 | Announcement Type | I |
| Line Office | NATIONAL MARINE FISHERIES SERVICE | Funding Opportunity Number | NMFS-SERO-2005-100280 |
| RFA Name * | <input type="text" value="FPO Manual 2005"/> | Fiscal Year * | <input type="text" value="2005"/> |
| Assigned Program Office * | <input type="text" value="SOUTH EAST REGIONAL OFFICE - NMFS"/> | Assigned Program Officer: * | <input type="text" value="King, Solomon"/> |
| CFDA Number * | <input type="text" value="11.438 - PACIFIC SALMON TREATY PROGRAM"/> | | |
| SubProgram | <input type="text" value="-Select a Sub Program-"/> | | |
| Noncompetitive RFA Type: * | <input type="text" value="Congressionally Directed (Soft Earmark)"/> | | |

RFA Additional Information

| | | | |
|--|--|---|-------------------------------------|
| Anticipated Funding Amount for All Recipients: * | <input type="text" value="\$250000"/> | Actual Funding Amount for All Recipients: | <input type="text" value="\$0.00"/> |
| Application Due Date: * | <input type="text" value="04/20/2005"/> | Anticipated Award Date: | <input type="text"/> |
| Application Due Time: * | <input type="text" value="05:00"/> <input type="text" value="PM"/> | | |

RFA Program Contact Information

Selected Addresses:

| Street Address | City, State, Zip |
|------------------------|-------------------------|
| 1315 East-West Highway | Silver Spring, MD 20910 |

[Add/Edit](#)

Selected Contacts:

| Contact Name | Phone | Address | Email |
|-----------------------------|--------------|---|---------------------------|
| Mr. Charles Marcus Peterson | 301-713-0105 | 1315 East-West Highway, Silver Spring, MD 20910 | charles.peterson@noaa.gov |

[Add/Edit](#)

Recipient Information/Application Details

| Recipient Name | Actions |
|------------------------|---|
| University of Maryland | Edit Remove |

[Add New](#)

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 Instructions](#)

Building a New Noncompetitive RFA- Other (Programmatic Special Award Conditions)

1. Click on the **Add a New Special Award Condition** link

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 this is a 'Welcome to Grants Online Solomon King' message and a 'Log Off' button. On the left side, there are 'Create' and 'Search' options. The main content area is titled 'Noncompetitive RFA Details' and contains a table of 'RFA Header Information' with the following data:

| | | | |
|-----------------------------|-----------------------------------|---------------------------|--------------------------|
| Document ID: | 103373 | CFDA Number: | 11.438 |
| Announcement Type: | Initial | SubProgram: | |
| Funding Opportunity Number: | NMFS-SERO-2005-100280 | Assigned Program Office: | SOUTH EAST REGIONAL |
| Line Office: | NATIONAL MARINE FISHERIES SERVICE | Assigned Program Officer: | Mr. Solomon King |
| RFA Name: | FPO Manual 2005 | Noncompetitive RFA Type: | Congressionally Directed |
| Fiscal Year: | 2005 | | |

Below the table, there is a section titled 'Special Award Conditions' with a link to 'Add a New Special Award Condition'. Under this section, there are two sub-sections: 'Programmatic Special Award Conditions' and 'Administrative Special Award Conditions', both indicating that no conditions were found. At the bottom of the page, there is a 'Return to Main' button.

Building a New Noncompetitive RFA- Other (Programmatic 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

Noncompetitive RFA Details

RFA Header Information

| | | | |
|-----------------------------|-----------------------------------|---------------------------|--------------------------|
| Document ID: | 103373 | CFDA Number: | 11.438 |
| Announcement Type: | Initial | SubProgram: | |
| Funding Opportunity Number: | NMFS-SERO-2005-100280 | Assigned Program Office: | SOUTH EAST REGIONAL |
| Line Office: | NATIONAL MARINE FISHERIES SERVICE | Assigned Program Officer: | Mr. Solomon King |
| RFA Name: | FPO Manual 2005 | Noncompetitive RFA Type: | Congressionally Directed |
| Fiscal Year: | 2005 | | |

Special Award Condition Details

Name: *

Description: *

40 / 4000

Building a New Noncompetitive RFA- Other (Programmatic Special Award Conditions)

- 5. There is now a Programmatic 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 **Add a New Special Award Condition** to identify another SAC, or select **Return to Main** to continue creating your RFA

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 Solomon King' with a 'Log Off' button. On the left side, there is a sidebar with 'Create' and 'Search' options. The main content area is titled 'Noncompetitive RFA Details' and is divided into two sections: 'RFA Header Information' and 'Special Award Conditions'. The 'RFA Header Information' section contains the following details: Document ID: 103373, Announcement Type: Initial, Funding Opportunity Number: NMFS-SERO-2005-100280, Line Office: NATIONAL MARINE FISHERIES SERVICE, RFA Name: FPO Manual 2005, Fiscal Year: 2005, CFDA Number, SubProgram, Assigned Program Office, Assigned Program Officer, and Noncompetitive RFA Type. The 'Special Award Conditions' section includes a link to 'Add a New Special Award Condition' and a table of 'Programmatic Special Award Conditions'. The table has three columns: 'Id', 'Condition', and 'Actions'. It contains one row with '100198' in the 'Id' column, 'Minority Serving Institution' in the 'Condition' column, and 'Edit Delete' in the 'Actions' column. Below the table, there is a section for 'Administrative Special Award Conditions' which states 'No administrative Special Award Conditions found.' At the bottom of the main content area, there is a button labeled 'Return to Main' which is highlighted with a red rectangle.

Building a New Noncompetitive RFA- Final Steps

You have now created your Noncompetitive RFA. At this point, you want to ask yourself if you'd like to attach any documents to this RFA. An example of a document you may want to attach would be any Congressional Language that should accompany this RFA. To attach these documents, click on the **Attach Reference Documents** button.

Noncompetitive RFA Details

RFA Header Information

| | | | |
|----------------------------|--|-----------------------------|--|
| Document ID | 103373 | Announcement Type | I |
| Line Office | NATIONAL MARINE FISHERIES SERVICE | Funding Opportunity Number | NMFS-SERO-2005-100280 |
| RFA Name * | <input type="text" value="FPO Manual 2005"/> | Fiscal Year * | <input type="text" value="2005"/> |
| Assigned Program Office * | <input type="text" value="SOUTH EAST REGIONAL OFFICE - NMFS"/> | Assigned Program Officer: * | <input type="text" value="King, Solomon"/> |
| CFDA Number * | <input type="text" value="11.438 - PACIFIC SALMON TREATY PROGRAM"/> | | |
| SubProgram | <input type="text" value="-Select a Sub Program-"/> | | |
| Noncompetitive RFA Type: * | <input type="text" value="Congressionally Directed (Soft Earmark)"/> | | |

RFA Additional Information

| | | | |
|--|--|---|-------------------------------------|
| Anticipated Funding Amount for All Recipients: * | <input type="text" value="\$250000"/> | Actual Funding Amount for All Recipients: | <input type="text" value="\$0.00"/> |
| Application Due Date: * | <input type="text" value="04/20/2005"/> | Anticipated Award Date: | <input type="text"/> |
| Application Due Time: * | <input type="text" value="05:00"/> <input type="text" value="PM"/> | | |

RFA Program Contact Information

Selected Addresses:

| Street Address | City, State, Zip |
|------------------------|-------------------------|
| 1315 East-West Highway | Silver Spring, MD 20910 |

[Add/Edit](#)

Selected Contacts:

| Contact Name | Phone | Address | Email |
|-----------------------------|--------------|---|---------------------------|
| Mr. Charles Marcus Peterson | 301-713-0105 | 1315 East-West Highway, Silver Spring, MD 20910 | charles.peterson@noaa.gov |

[Add/Edit](#)

Recipient Information/Application Details

| Recipient Name | Actions |
|------------------------|---|
| University of Maryland | Edit Remove |

[Add New](#)

Application Routing

Workload -- State (Disabled)

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

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

Building a New Noncompetitive RFA- Final Steps

1. Click on the Browse button to search and select the document you need to attach (the document must be stored in your computer or on a disk in order for you to browse, find and attach it)

Current Attachments

No files have been attached.

Attach New Files

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

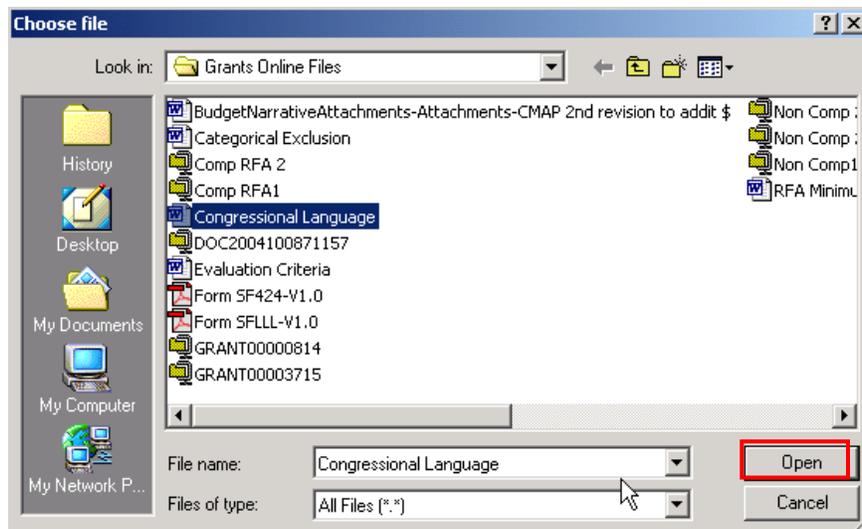
Browse...

If desired, enter a short description.

Save Attachment

[<< Done](#)

2. Select the document you wish to attach and click **Open**



Building a New Noncompetitive RFA- Final Steps

3. Enter a short description of the file you want to attach
4. Click **Save Attachment**

Current Attachments

No files have been attached.

Attach New Files

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

D:\Documents and Setting

If desired, enter a short description.

Congressional Language for RFA

Save Attachment

[<< Done](#)

5. The file now displays under Current Attachments
6. To attach another file, follow steps 1 through 4
7. Once you've attached all the documents, click **<<Done**

Current Attachments

| File Name | Type | Description |
|----------------------------|--------------------|--------------------------------|
| Congressional Language.doc | application/msword | Congressional Language for RFA |

Attach New Files

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

If desired, enter a short description.

Save Attachment

[<< Done](#)



Note: You are only attaching reference documents for the applicant at this time. This is not the place for you to attach reviews, etc.

Publishing a New Noncompetitive RFA

Once you've looked over the information on the Noncompetitive RFA Details page and are confident that you are ready to have this document published, click **Save and Continue**.



Warning!

Once you click **Save and Continue** you will initiate workflow and you will receive a task in your inbox to "Approve or Review" the RFA

Noncompetitive RFA Details

RFA Header Information

| | | | |
|----------------------------|--|-----------------------------|--|
| Document ID | 103373 | Announcement Type | I |
| Line Office | NATIONAL MARINE FISHERIES SERVICE | Funding Opportunity Number | NMFS-SERO-2005-100280 |
| RFA Name * | <input type="text" value="FPO Manual 2005"/> | Fiscal Year * | <input type="text" value="2005"/> |
| Assigned Program Office * | <input type="text" value="SOUTH EAST REGIONAL OFFICE - NMFS"/> | Assigned Program Officer: * | <input type="text" value="King, Solomon"/> |
| CFDA Number * | <input type="text" value="11.438 - PACIFIC SALMON TREATY PROGRAM"/> | | |
| SubProgram | <input type="text" value="-Select a Sub Program-"/> | | |
| Noncompetitive RFA Type: * | <input type="text" value="Congressionally Directed (Soft Earmark)"/> | | |

RFA Additional Information

| | | | |
|--|--|---|-------------------------------------|
| Anticipated Funding Amount for All Recipients: * | <input type="text" value="\$250000"/> | Actual Funding Amount for All Recipients: | <input type="text" value="\$0.00"/> |
| Application Due Date: * | <input type="text" value="04/20/2005"/> | Anticipated Award Date: | <input type="text"/> |
| Application Due Time: * | <input type="text" value="05:00"/> <input type="text" value="PM"/> | | |

RFA Program Contact Information

Selected Addresses:

| Street Address | City, State, Zip |
|------------------------|-------------------------|
| 1315 East-West Highway | Silver Spring, MD 20910 |

[Add/Edit](#)

Selected Contacts:

| Contact Name | Phone | Address | Email |
|-----------------------------|--------------|---|---------------------------|
| Mr. Charles Marcus Peterson | 301-713-0105 | 1315 East-West Highway, Silver Spring, MD 20910 | charles.peterson@noaa.gov |

[Add/Edit](#)

Recipient Information/Application Details

| Recipient Name | Actions |
|------------------------|---|
| University of Maryland | Edit Remove |

[Add New](#)

Application Routing

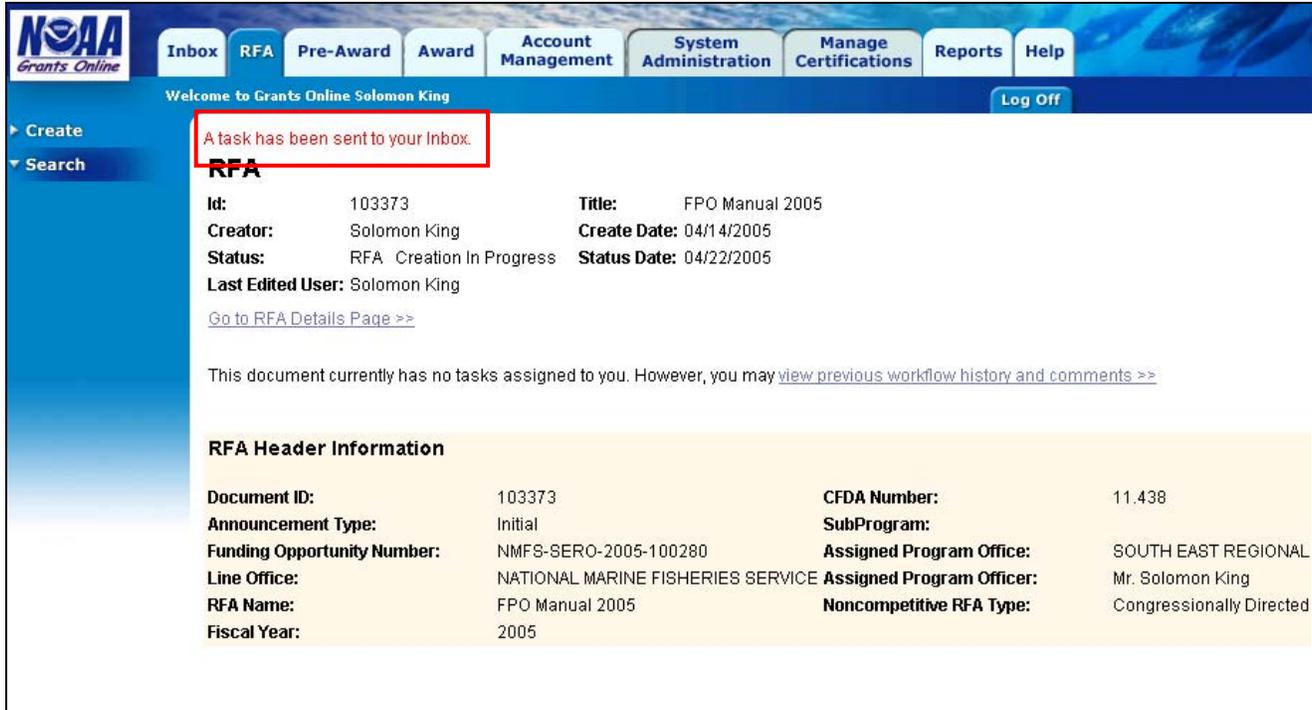
Workload -- State (Disabled) [Configure Routing](#)

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

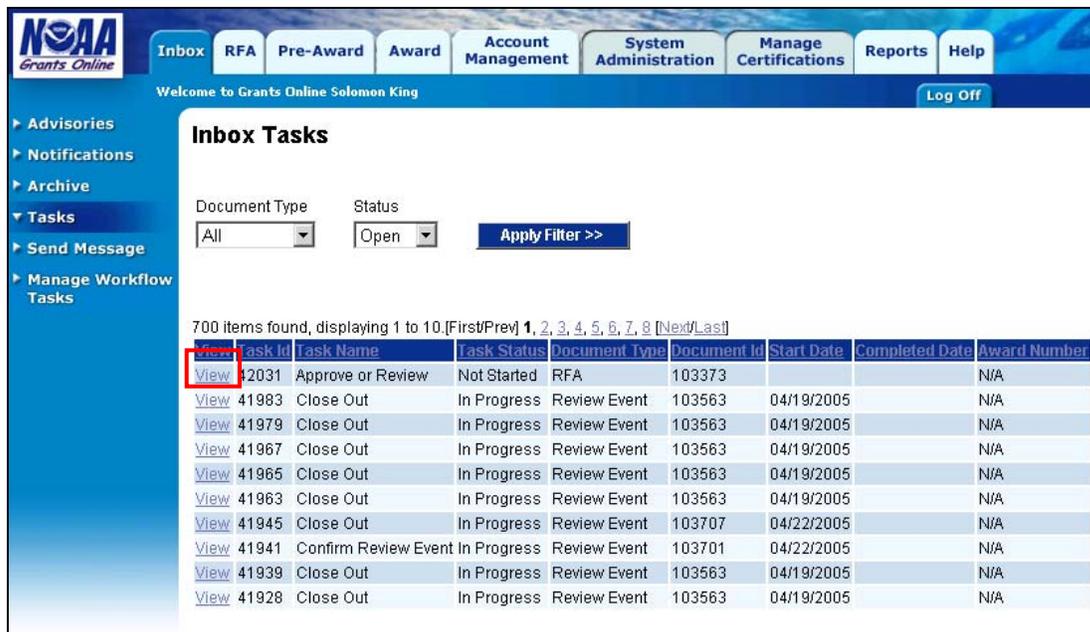
- [Minimum Requirements](#)
- [Matching Requirements](#)
- [Programmatic Special Award Conditions](#)
- [Application Instructions](#)

Publishing a New Noncompetitive RFA

- Once you hit Save and Continue, the system will bring you to this screen, where you are notified that there is a task waiting in your inbox



- Click on the Inbox tab, and then on Tasks
- Click on the **View** hyperlink next to the Task Name: *Approve or Review*



Publishing a New Noncompetitive RFA

1. Click on the Action Dropdown to view the possible actions you can take:
 - a. **Initiate Application Package Posting** – This is the option we’re going to choose. This will send a task to Steve Drescher at GMD to post the opportunity on Grants.gov
 - b. **Send for Optional Review** – Does your program or line office require another review of an RFA before it gets posted? If so, you can select this option, and once you click Submit, a task will get sent to your Line Office Reviewer
 - c. **View RFA Details** – This action allows for you to view the details of the RFA so that you can double check that all the information is correct. You can make any edits at this time as well
2. If you wish to enter any comments for the next person in workflow to see, enter and save them in the Comment box (underneath the Action dropdown)
3. Once you have your comments entered (if any) and the appropriate action selected, click **Submit**.



Warning! Once you click **Submit**, workflow is initiated

The screenshot shows the NOAA Grants Online interface. At the top, there are navigation tabs: Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below the tabs, it says "Welcome to Grants Online Solomon King" and has a "Log Off" button. On the left is a sidebar with "Advisories", "Notifications", "Archive", "Tasks", "Send Message", and "Manage Workflow Tasks". The main content area is titled "RFA" and displays the following information:

- Id:** 103373
- Title:** FPO Manual 2005
- Creator:** Solomon King
- Create Date:** 04/14/2005
- Status:** RFA Approve or Review Not Started
- Status Date:** 04/22/2005
- Last Edited User:** Solomon King

Below this information is an "Action:" dropdown menu with "Please select an action" selected. A "Submit" button is next to it. The "Comment:" field contains a text area with a dropdown menu showing three options: "Initiate Application Package Posting" (which is highlighted), "Send for Optional Review", and "View RFA Details". A "Save Comment" button is below the text area, and a "Spell Check" button is to the right. At the bottom, there is a link: "View previous workflow history and comments >>".

Below the main content area is a section titled "RFA Header Information" with the following details:

| | | | |
|------------------------------------|-----------------------------------|----------------------------------|-------------------------------------|
| Document ID: | 103373 | CFDA Number: | 11.438 |
| Announcement Type: | Initial | SubProgram: | |
| Funding Opportunity Number: | NMFS-SERO-2005-100280 | Assigned Program Office: | SOUTH EAST REGIONAL OFFICE - N |
| Line Office: | NATIONAL MARINE FISHERIES SERVICE | Assigned Program Officer: | Mr. Solomon King |
| RFA Name: | FPO Manual 2005 | Noncompetitive RFA Type: | Congressionally Directed (Soft Earn |

Publishing a New Noncompetitive RFA

1. Once Steve Drescher publishes your RFA you will receive a notification and a task to Notify Recipients
2. Click on the **View** hyperlink next to the *Notify Recipients* Task Name

The screenshot shows the NOAA Grants Online interface. At the top, there are navigation tabs: **Inbox**, **RFA**, **Pre-Award**, **Award**, **Account Management**, **System Administration**, **Manage Certifications**, **Reports**, and **Help**. Below the tabs, it says "Welcome to Grants Online Solomon King" and has a "Log Off" button. On the left is a sidebar menu with options: **Advisories**, **Notifications**, **Archive**, **Tasks** (selected), **Send Message**, and **Manage Workflow Tasks**. The main content area is titled "Inbox Tasks" and includes filter options for "Document Type" (set to "All") and "Status" (set to "Open"), with an "Apply Filter >>" button. Below the filters, it states "701 items found, displaying 1 to 10." and provides pagination links: "[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]". A table of tasks follows, with the first row highlighted in blue and its "View" link circled in red.

| View | Task Id | Task Name | Task Status | Document Type | Document Id | Start Date | Completed Date | Award Number |
|----------------------|---------|----------------------|-------------|---------------|-------------|------------|----------------|--------------|
| View | 42081 | Notify Recipients | Not Started | RFA | 103373 | | | N/A |
| View | 42060 | Close Out | In Progress | Review Event | 103563 | 04/19/2005 | | N/A |
| View | 41983 | Close Out | In Progress | Review Event | 103563 | 04/19/2005 | | N/A |
| View | 41979 | Close Out | In Progress | Review Event | 103563 | 04/19/2005 | | N/A |
| View | 41967 | Close Out | In Progress | Review Event | 103563 | 04/19/2005 | | N/A |
| View | 41965 | Close Out | In Progress | Review Event | 103563 | 04/19/2005 | | N/A |
| View | 41963 | Close Out | In Progress | Review Event | 103563 | 04/19/2005 | | N/A |
| View | 41945 | Close Out | In Progress | Review Event | 103707 | 04/22/2005 | | N/A |
| View | 41941 | Confirm Review Event | In Progress | Review Event | 103701 | 04/22/2005 | | N/A |
| View | 41939 | Close Out | In Progress | Review Event | 103563 | 04/19/2005 | | N/A |

Publishing a New Noncompetitive RFA

1. Select an action from the dropdown
 - a. **Notify** – This selection will send an email to the recipient letting them know the funding opportunity number (seen below in green) exists, and that they can go to Grants.gov to apply
 - b. **View RFA Details** – This selection will open up the RFA and allow you to update it, even if it has been posted to Grants.gov.
2. Once you have the appropriate action selected, click the **Submit** button

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 this is a welcome message for Solomon King and a Log Off button. On the left, there is a sidebar with navigation options: Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area displays RFA details for ID 103373, titled 'FPO Manual 2005'. It includes fields for Creator (Solomon King), Status (RFA Notify Recipients: Not Started), and Last Edited User (Solomon King). Below the details is an 'Action:' dropdown menu with options 'Please select an action', 'Notify', and 'View RFA Details'. The 'Submit' button is highlighted with a red box. There is also a 'Save Comment' button and a 'Spell Check' button. At the bottom, there is a section for 'RFA Header Information' with fields for Document ID, Announcement Type, Funding Opportunity Number (highlighted in green), Line Office, RFA Name, CFDA Number, SubProgram, Assigned Program Office, and Noncompetitive RFA Type.



Note: The task *Notify Recipients* will remain in your inbox throughout the lifecycle of the RFA. You can act on the task again in the event you need to notify new recipients. You could also select the “View RFA Details” option to edit the RFA as needed.

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