



## Procedure for Amending a Published RFA/FFO

- 1) The FPO sends an email to FALD with the requested change.
- 2) Once FALD responds with an approval, the FPO sends the FALD email to the Grants Online Help Desk along with the information that needs to change.
- 3) The Help Desk creates a ticket to modify the appropriate data fields on the RFA/FFO and attaches the FALD email to the document.
- 4) Once that ticket is completed, the FPO notifies GMD so that the RFA Publisher can make the requested change in Grants.gov.
- 5) **COMPETITIVE ONLY:** The RFA Publisher navigates to the RFA in Grants Online and downloads the PDF version of the updated FFO.
- 6) The RFA Publisher logs into Grants.gov and chooses the “Manage Opportunities” option.
- 7) The RFA Publisher replaces the current announcement with the new version and updates any additional data fields as needed (such as the new end date).
- 8) The RFA Publisher saves and exits Grants.gov, then notifies the FPO that the RFA/FFO has been updated.