Federal Program Office (FPO)

User Manual

Create a Universal Request for Application (RFA)

NOAA Grants Online Program Management Office

October 2015
Version 4.17

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Overview

This document guides the Federal Program Officer (FPO) through the steps to create and publish a Universal Request for Application (RFA). In Grants Online, Non-Competitive is a sub-category of the Universal RFA. Throughout this document, the two terms are used interchangeably.

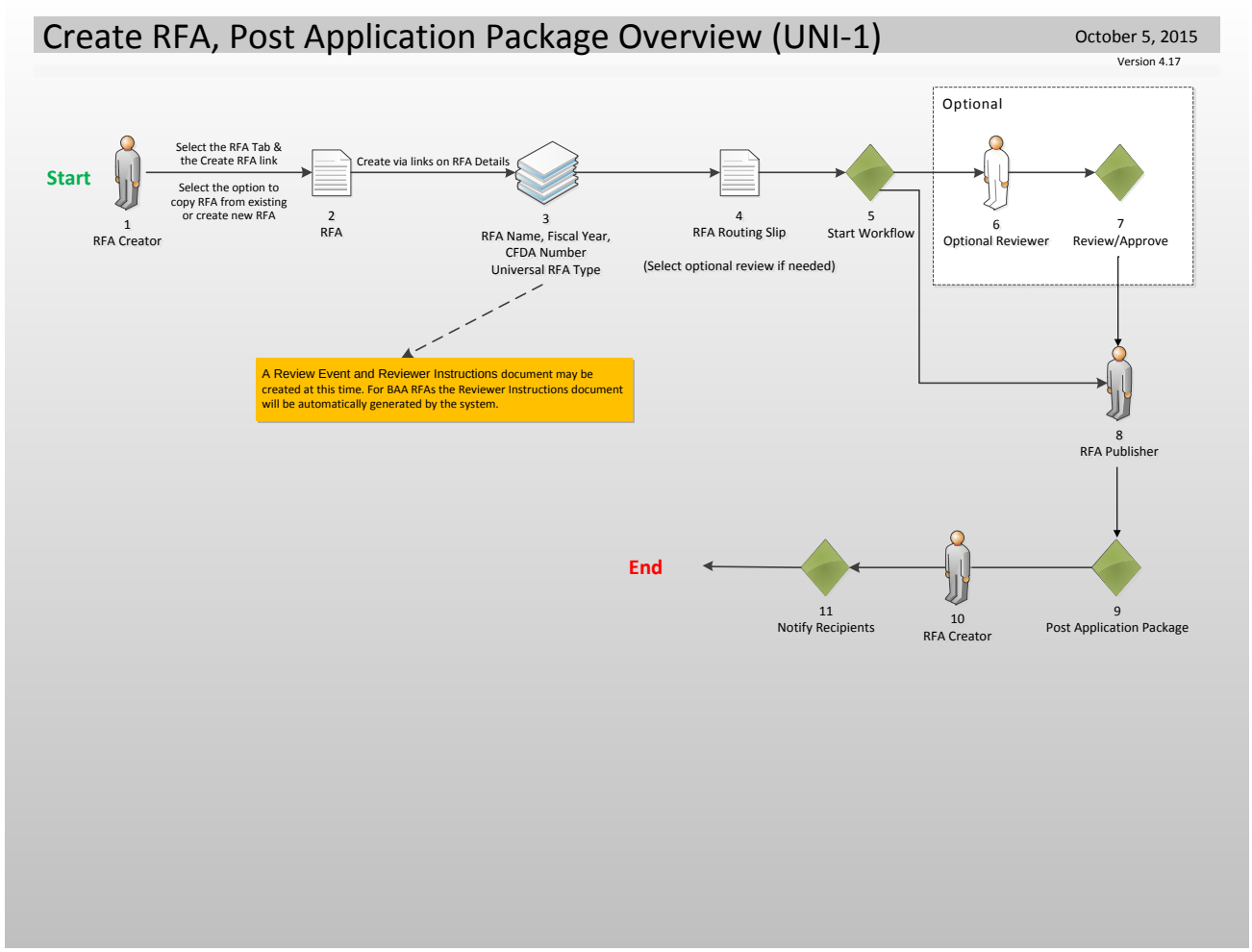
Prepare to Create a Universal RFA

Creation of the RFA is the initial action performed by the Federal Program Officer. Prior to creating the RFA, the following information is required:

- RFA Name – identified by the Federal Program Officer
  - Easily identifiable names are preferred
- Catalog of Federal Domestic Assistance (CFDA) Number
- Type of Universal RFA (Hard Earmark, Soft Earmark, Non-Competitive, etc.)
- Fiscal Year
- Approximate funding amount for the RFA
- Application Due Date
- Recipient Name
- Contact person within the agency/bureau responsible for answering questions related to the RFA
- Name of Program Officer(s) who will process the application
  - Identified during the routing phase of RFA creation
- Application Package – forms the applicant must include with the application
- Application Instructions (optional)

NOTE: Although the examples in this manual are based on National Oceanic and Atmospheric Administration (NOAA) grants programs, the processes described are applicable (with appropriate modifications) to all bureaus that use the Grants Online system.

Process Diagram – Create RFA, Post Application Package Overview



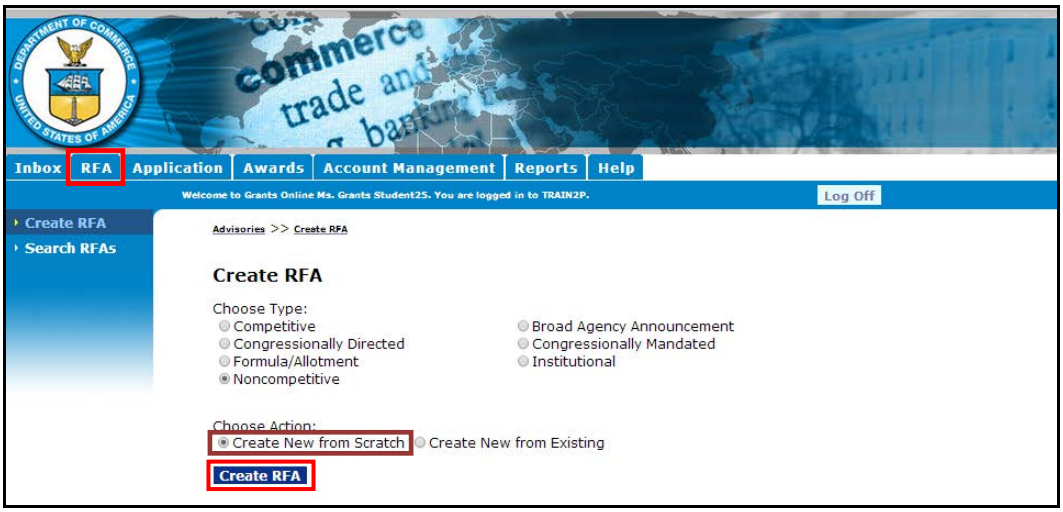
Create a Universal RFA

1. Click the **RFA Tab** located at the top of the webpage.

2. Click the RFA Type (radio button) – Non-Competitive.

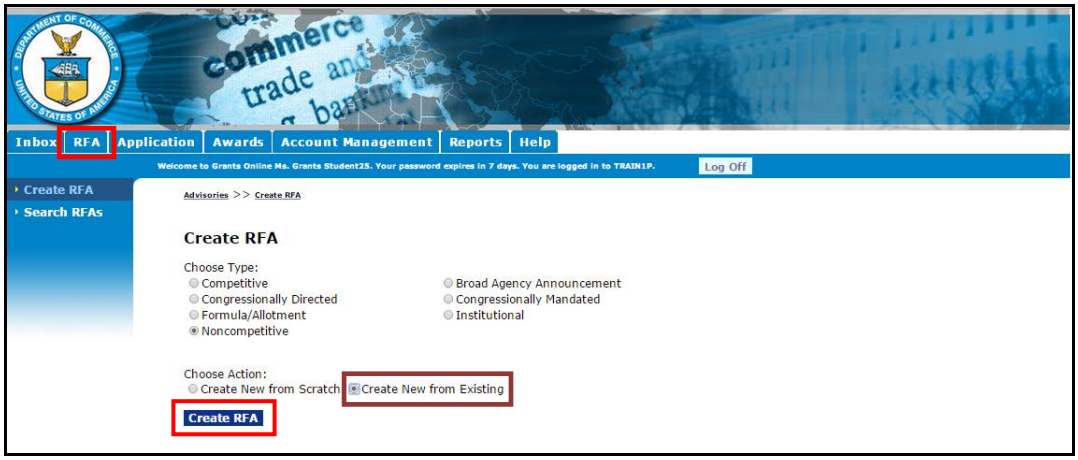
3. Click the **Create New from Scratch** radio button.

4. Click the **Create RFA** button and the image displayed on page 10 is visible. Follow the instructions on page 10 (Create New from Scratch).



5. As an alternative to Step 3, the user may select the **Create New from Existing** radio button.

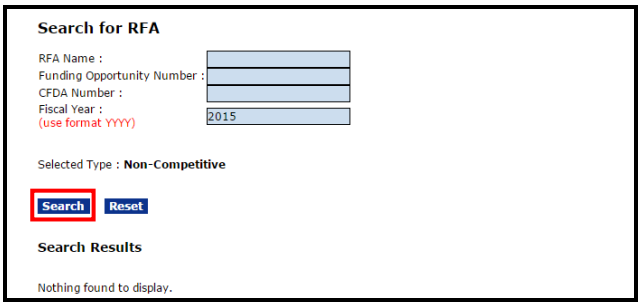
6. Click the **Create RFA** button and the image displayed on page 8 is visible**.** Follow the instructions on page 8 (Create New from Existing) to complete this portion of the process.



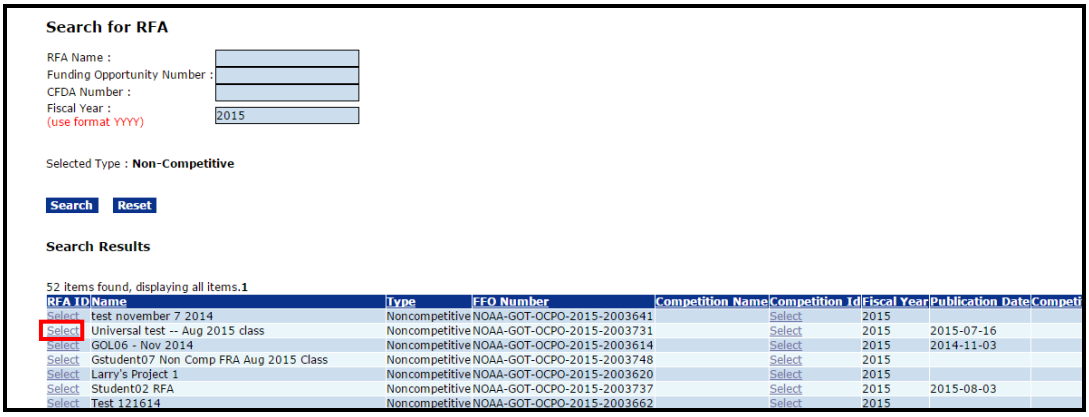
Create New from Existing

1. When the user clicks the **Create New from Existing** radio button, s/he must enter data for at least one of the four fields visible on the screen (RFA Name, Funding Opportunity Number, CFDA Number, or the Fiscal Year).

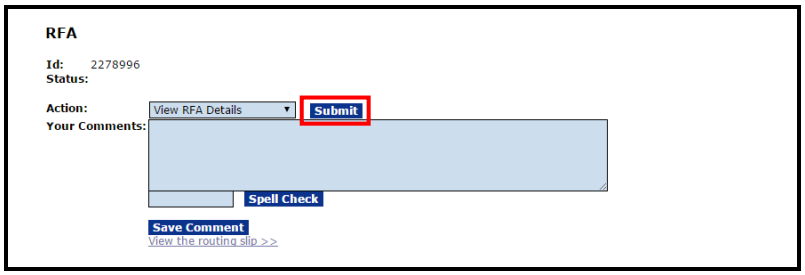
2. Click the **Search** button. If the user has not entered data associated with an existing Non-Competitive RFA, the system returns the phrase "Nothing Found to Display."



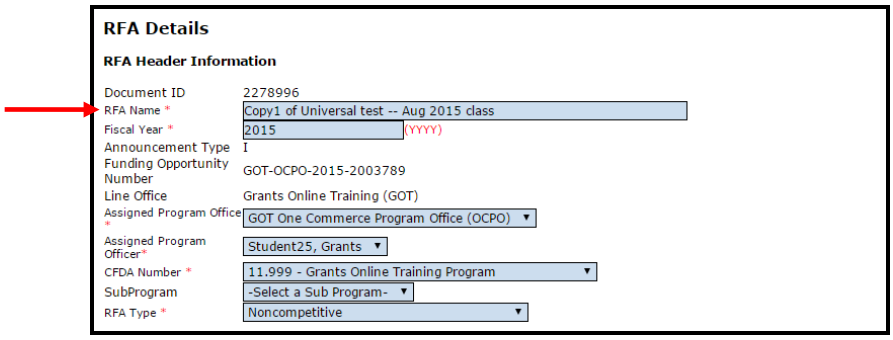
3. From the list of existing RFAs, click the **Select** link beside the appropriate Non-Competitive RFA.



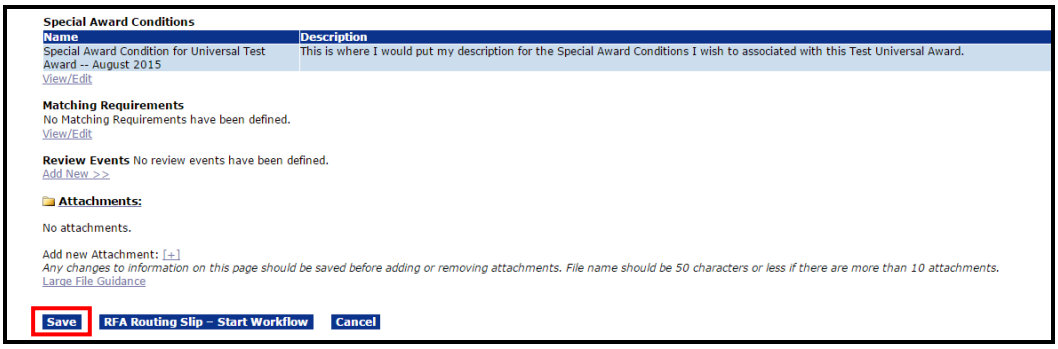
4. From the Action dropdown menu select **View RFA Details** and click the **Submit** button.



5. On the Non-Competitive RFA Details screen, the default RFA Name* is typically "Copy1 of XXXX" – where XXXX is the name of the existing RFA upon which the new RFA is based. To ensure the new RFA is easily identifiable, the user should **change the RFA Name**. Carefully review and make changes to the other RFA Header Information data elements where appropriate.



6. After updating the RFA Header Information, scroll to the bottom of the screen and click the **Save** button.



7. Instructions for the Additional RFA Information section start on page 11.

Create New from Scratch

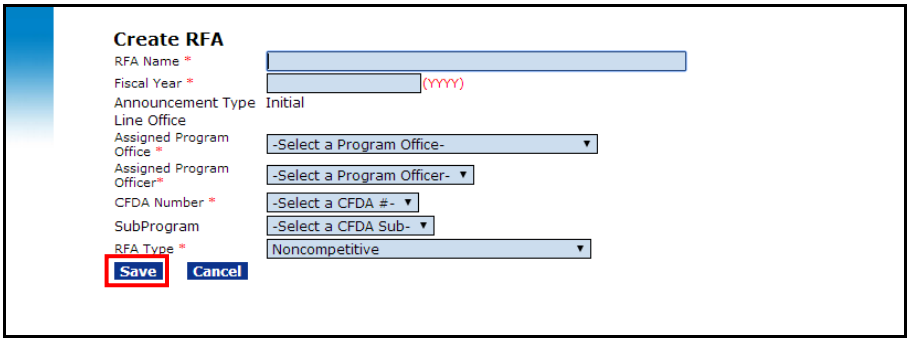
When the user selects the option to **Create New from Scratch**, s/he will commence by supplying data for mandatory fields. A red asterisk (*) denotes a mandatory field.

Header Information

1. Enter data for the following fields:

   - RFA Name*
   - Fiscal Year (YYYY)*
   - Line Office
     NOTE: Populated based upon the user's assigned Line Office
   - Assigned Program Office*
   - Assigned Program Officer*
   - CFDA Number*
     NOTE: Only Catalog for Domestic Assistance (CFDA) numbers associated with the user's Line Office will display. If the user needs to add a CFDA number not in the list, s/he should contact the Help Desk.
   - Sub Program
   - RFA Type*

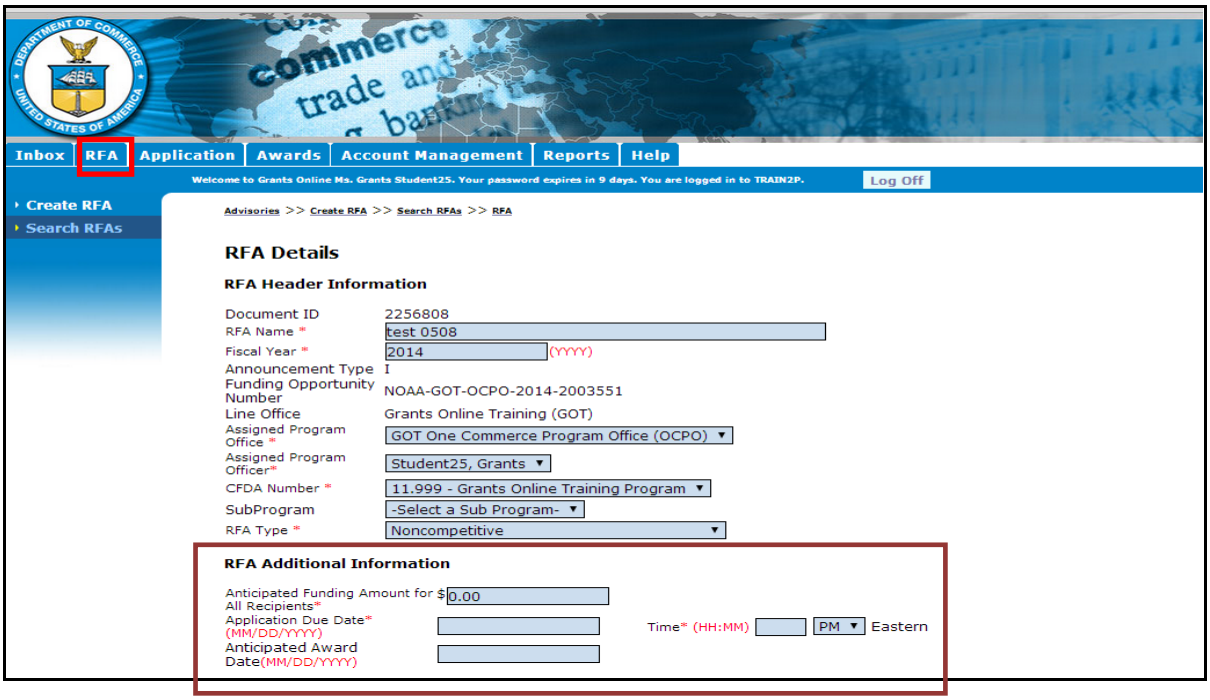
2. Click the **Save** button.



Specify Additional RFA Information

Upon successfully saving the RFA Header information, the user is prompted to enter additional information associated with the RFA. This additional information includes funding amounts, due dates, contact information, and application routing. The first group of data fields is listed below:

- Anticipated Funding Amounts for All Recipients*
- Application Due Date* (MM/DD/YYYY)
- Application Due Time* – HH:MM AM/PM
  NOTE: This is a holdover from the competitive RFA processing which includes a required application due time. In most instances, the appropriate entry for this field is 11:59 PM.
- Anticipated Award Date (MM/DD/YYYY)

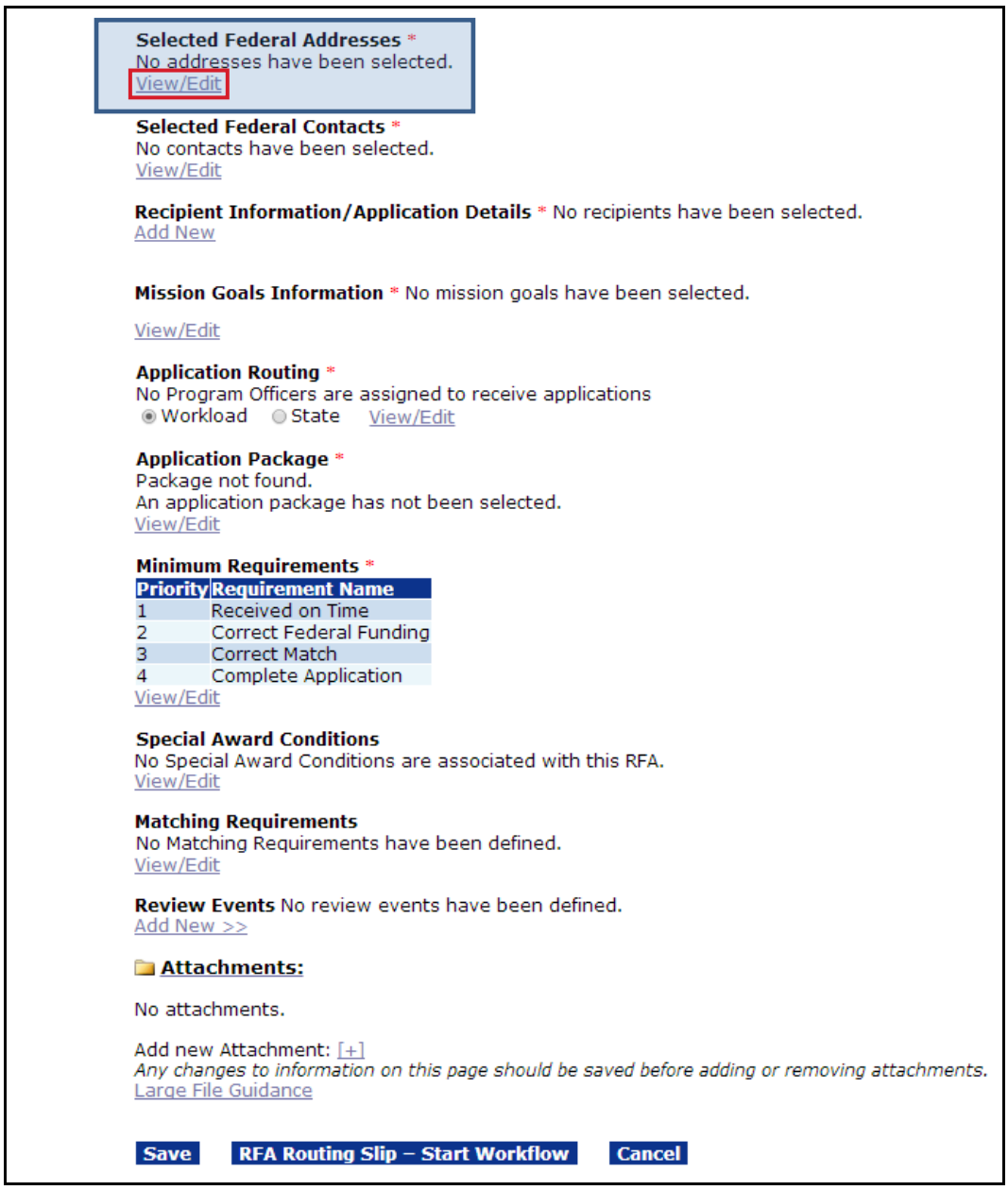


NOTE: The information entered on this page is used to compile the Grants Plan Report. Upper management uses the report to determine funding release amounts for each fiscal year.

Selected Federal Addresses

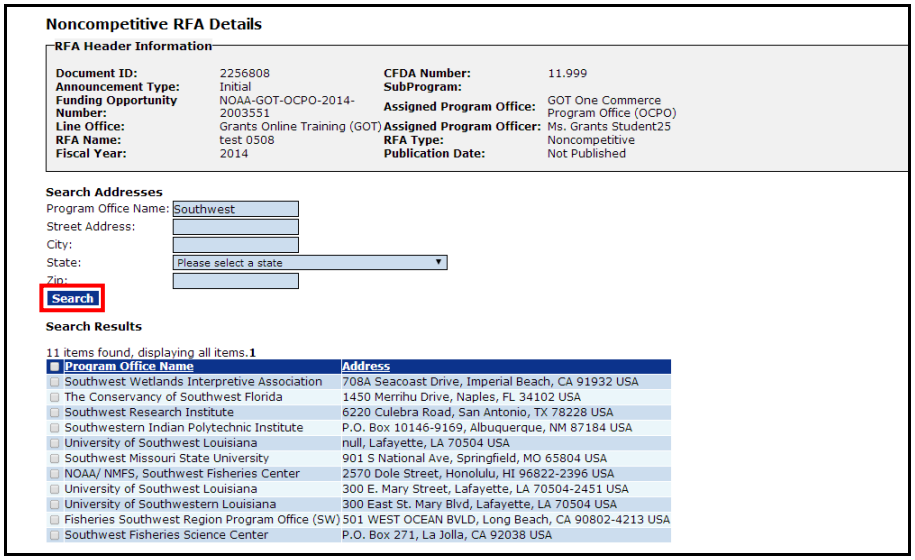
1. Click the **View/Edit** link beneath the Selected Federal Addresses* header.

2. The screen shot below displays all data fields that comprise the RFA Additional Information section. The user probably will not be able to view this screen without using the scroll bar.



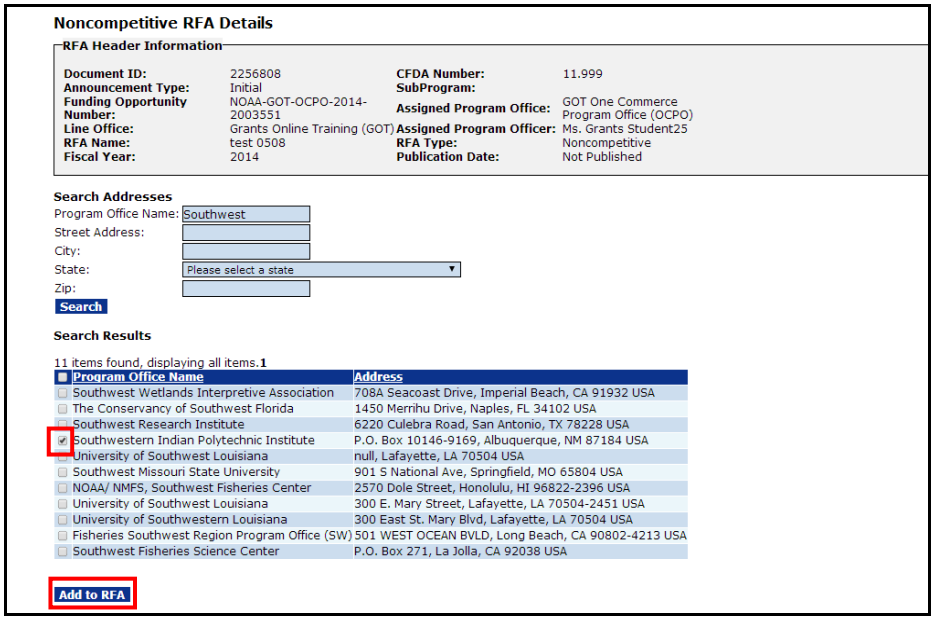
3. To search for a Federal Address, specify information for one or more of the fields. Provide data for the minimum number of fields necessary to conduct the search. If the user specifies search criteria for more than one field, s/he is requiring the system to search and match all information entered. Please note, all Grants Online Federal and Grantee addresses that meet the specified criteria will be returned when the search is executed.

4. Click the **Search** button.



5. To indicate the address s/he wishes to select, the user should click the check box next to the appropriate Program Office's name and address.

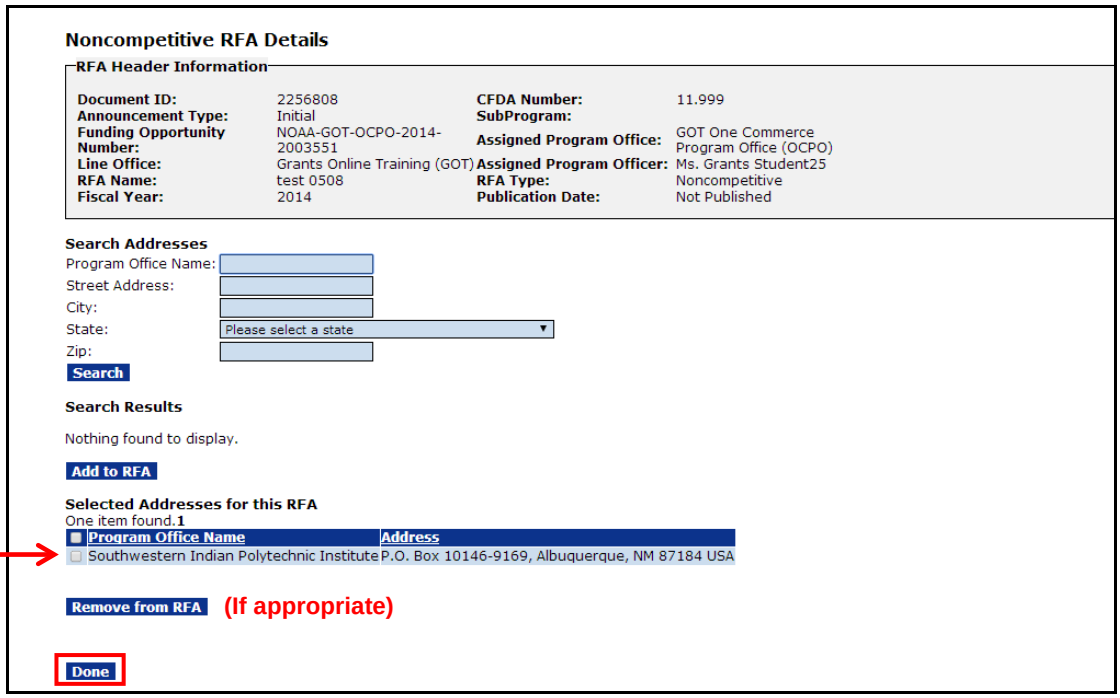
6. Click the **Add to RFA** button.



7. If the user needs to specify another address, s/he must complete steps 3-6 again.

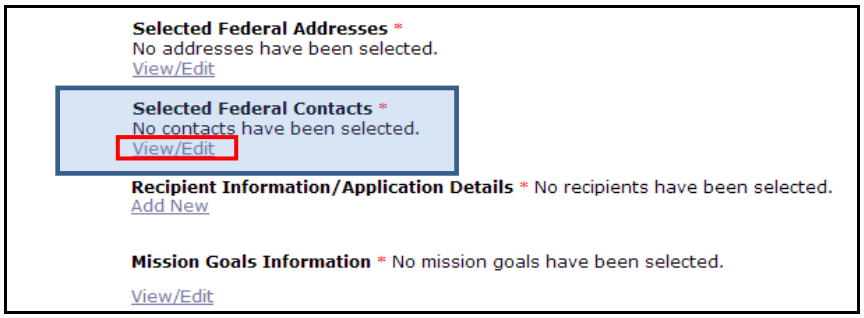
8. If the user made a mistake and wants to remove an address, click the check box next to the organization's name and click the **Remove from RFA** button. The user must repeat steps 3-6 to select a new address.

9. When the user is satisfied with the selected address (es), s/he should click the **Done** button.



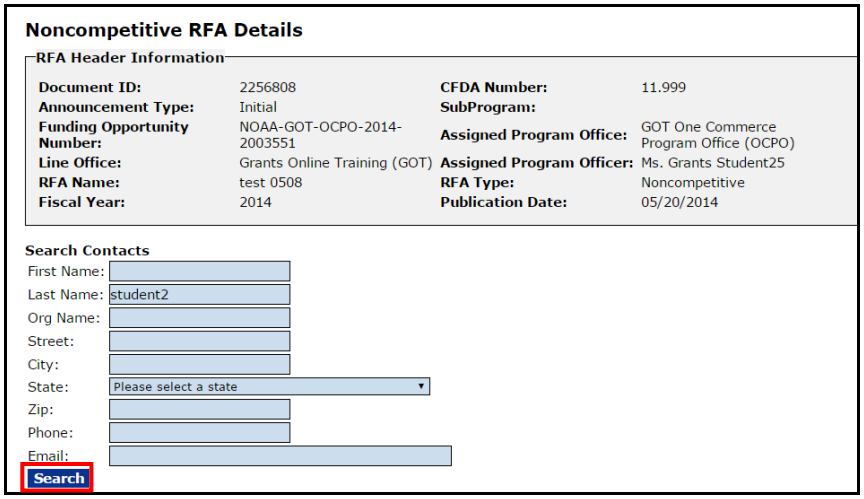
Selected Federal Contacts

1. Click the **View/Edit** link under the Selected Federal Contacts* header. The Federal Contact is the staff member the applicant will contact with any questions about the Funding Opportunity.



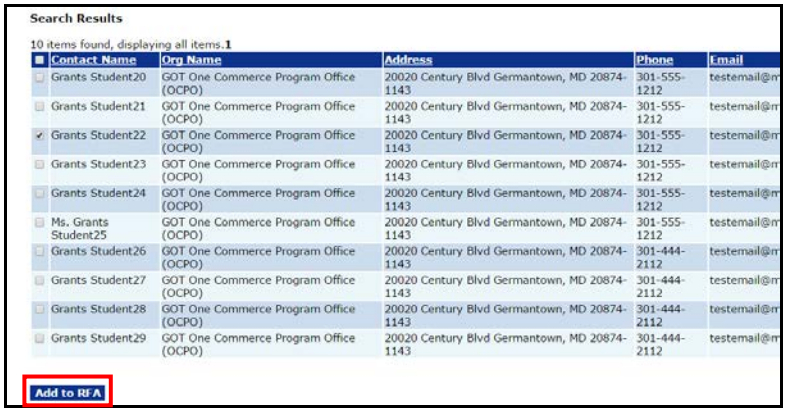
A minimum of one search criteria must be entered when searching for contacts. The user can search by First Name, Last Name, Org Name, Street, City, State, Zip, Phone or Email. Remember, all Grants Online Federal and Grantee contacts that meet the specified criteria will be returned when the search is executed.

2. Enter the search criteria for the Federal Contact and click the **Search** button.

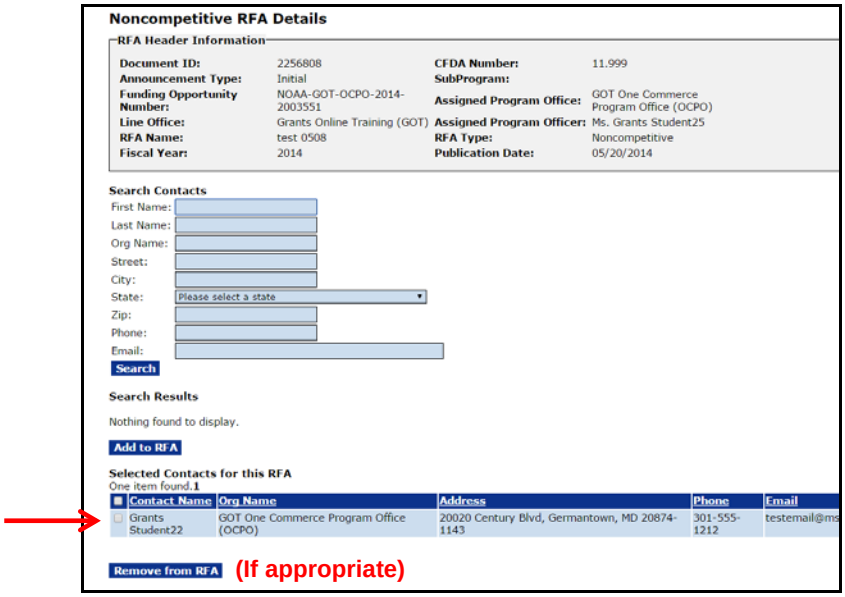


3. Click the check box next to the name of the person you wish to identify as the Federal Contact.

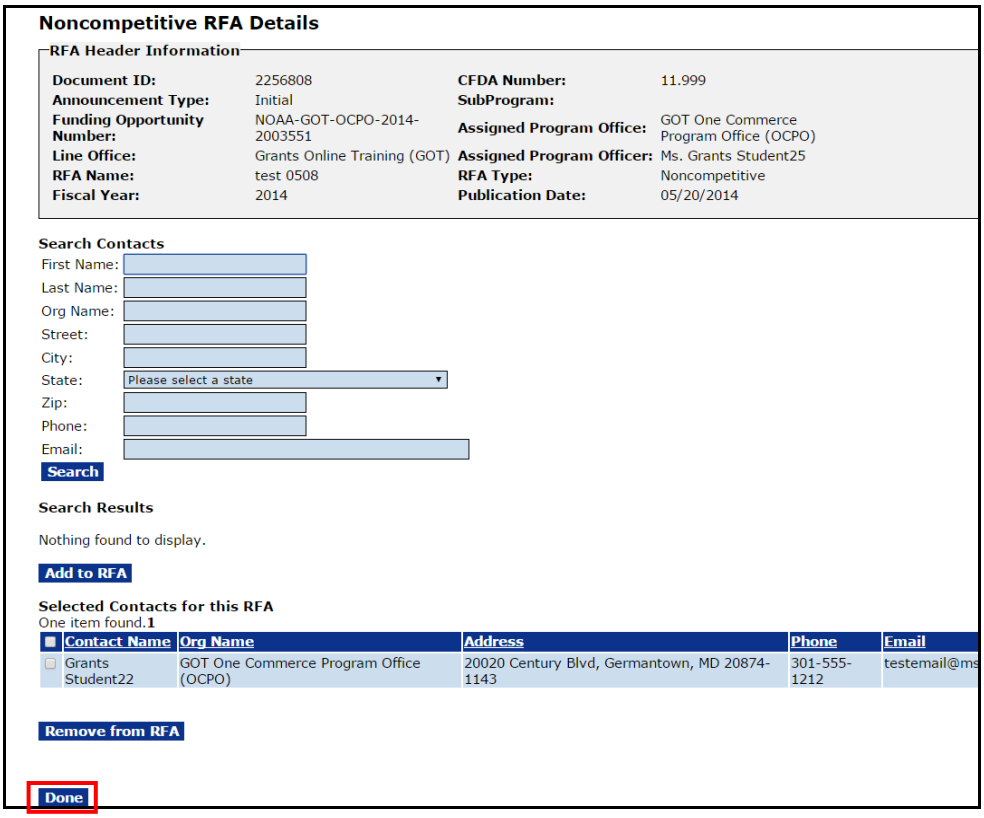
4. Click the **Add to RFA** button at the bottom of the screen.



5. If the user needs to add another contact, complete steps 2-4 again. If the user made a mistake and wants to remove a Federal Contact, click the check box next to the person's name and click the **Remove from RFA** button. The user must then complete steps 2-4 to select another Federal Contact.

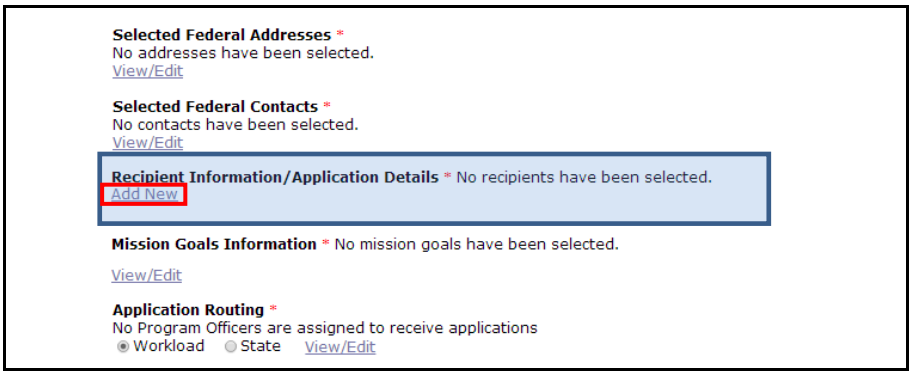


6. When the user is satisfied with the selected contact(s), s/he should click the **Done** button.

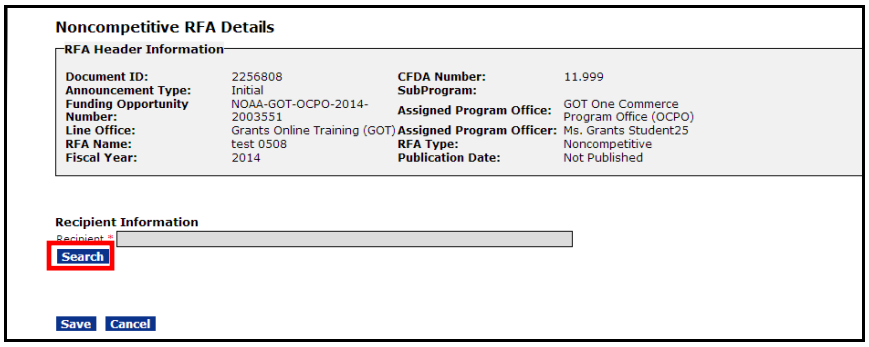


Recipient Information/Application Details

1. Click the **Add New** link to specify the Recipient Information/Application Details.

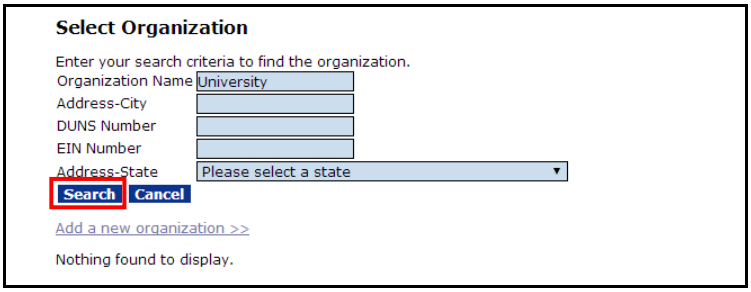


2. Click the **Search** button to specify the recipient organization. The user cannot type in the grey shaded box; it is a search only field.

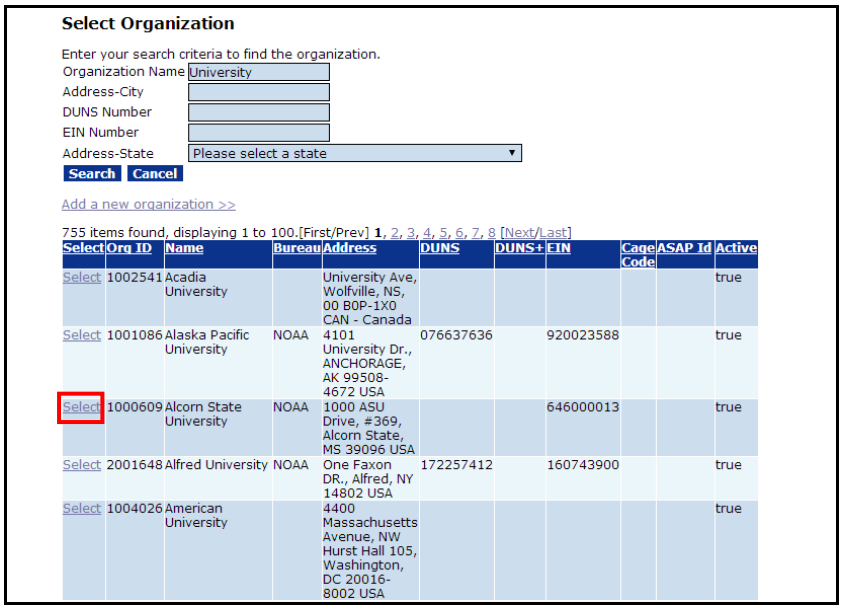


3. Specify one search criterion; typically, the Organization Name. The user may also enter the Address-City, DUNS Number, Employee Identification Number (EIN), or the Address-State. Remember, if more than one criterion is entered, the user is asking the system to match all parameters specified.

4. Click the **Search** button.



5. Click the **Select** button next to the organization for which you were searching. To add another organization, the user should repeat steps 2-5.



Select Organization

Enter your search criteria to find the organization.

Organization Name: University
Address-City:
DUNS Number:
EIN Number:
Address-State: Please select a state

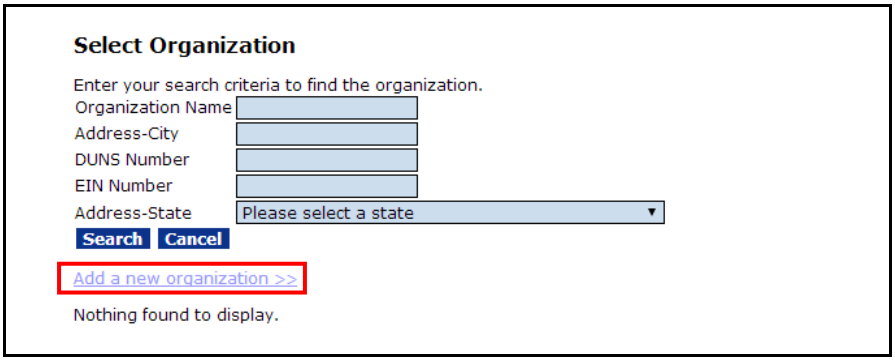
Search Cancel

Add a new organization >>

755 items found, displaying 1 to 100.[First/Prev] **1**, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Select	Org ID	Name	Bureau	Address	DUNS	DUNS+	EIN	Cage Code	ASAP Id	Active
Select	1002541	Acadia University		University Ave, Wolfville, NS, 00 B0P-1X0 CAN - Canada						true
Select	1001086	Alaska Pacific University	NOAA	4101 University Dr., ANCHORAGE, AK 99508-4672 USA	076637636		920023588			true
Select	1000609	Alcorn State University	NOAA	1000 ASU Drive, #369, Alcorn State, MS 39096 USA			646000013			true
Select	2001648	Alfred University	NOAA	One Faxon DR., Alfred, NY 14802 USA	172257412		160743900			true
Select	1004026	American University		4400 Massachusetts Avenue, NW Hurst Hall 105, Washington, DC 20016-8002 USA						true

6. If the sought after organization is not among the information returned from the search the user needs to add that organization. To do so, click the **Add a New Organization** link.



Select Organization

Enter your search criteria to find the organization.

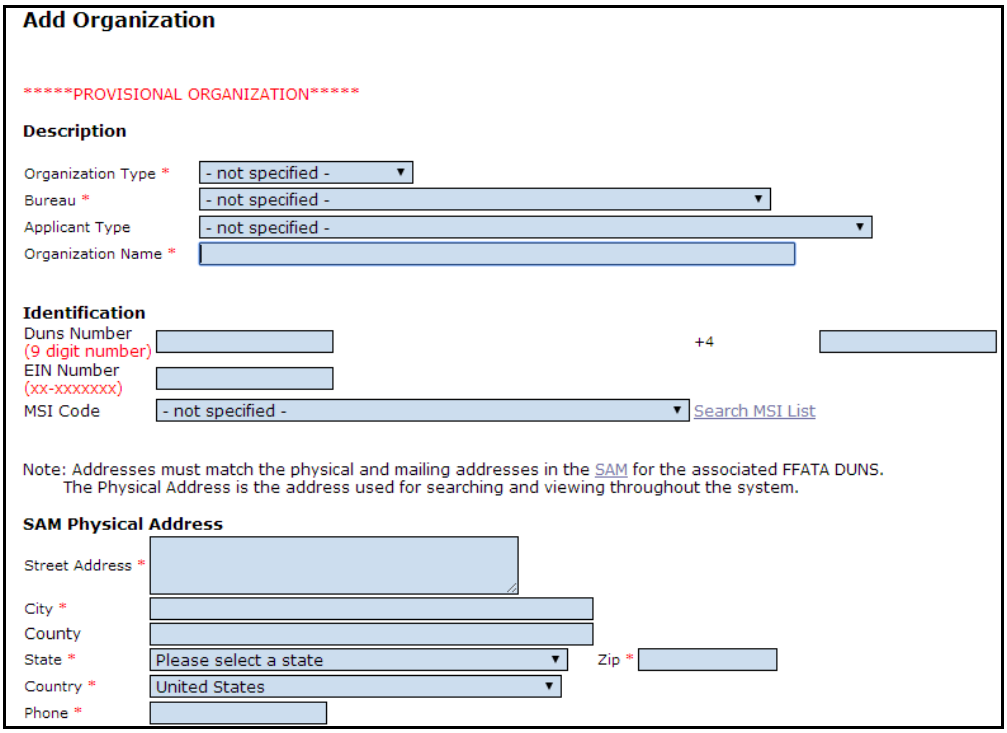
Organization Name:
Address-City:
DUNS Number:
EIN Number:
Address-State: Please select a state

Search Cancel

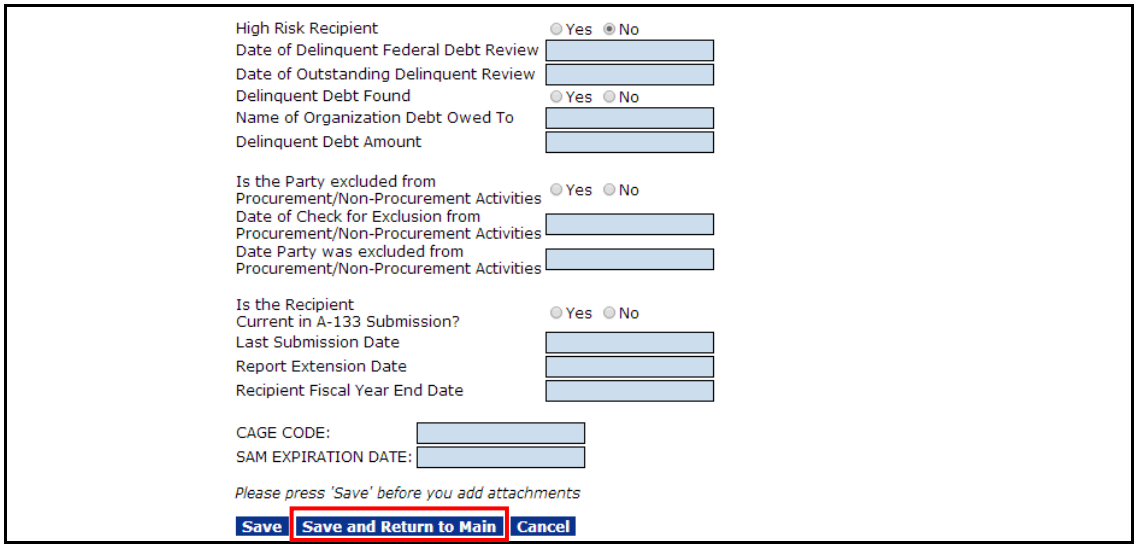
Add a new organization >>

Nothing found to display.

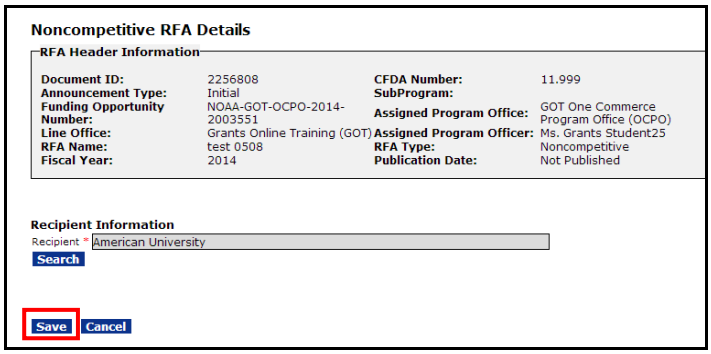
7. When the screen below displays; complete data entry for the mandatory data fields (indicated by a red asterisk). Until approval, the organization is provisional.



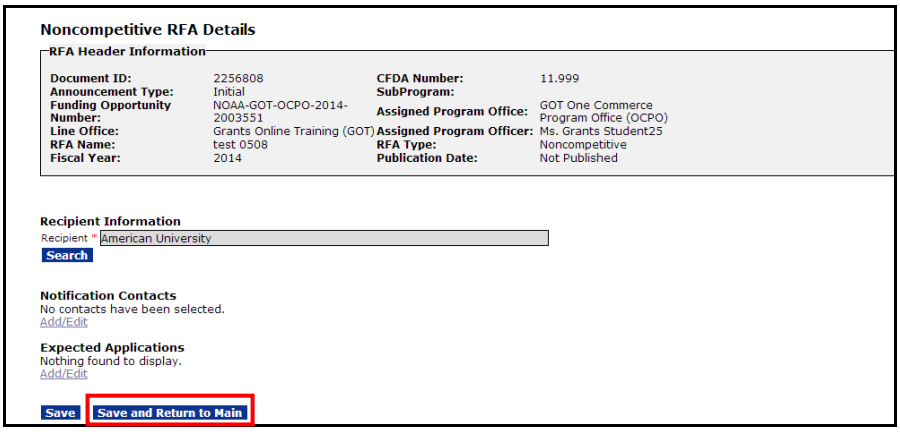
8. After entering data for the image shown below, scroll to the bottom of the page and click the **Save** button to capture the changes and remain on the screen or click the **Save and Return to Main** button to capture the changes and continue working on the RFA.



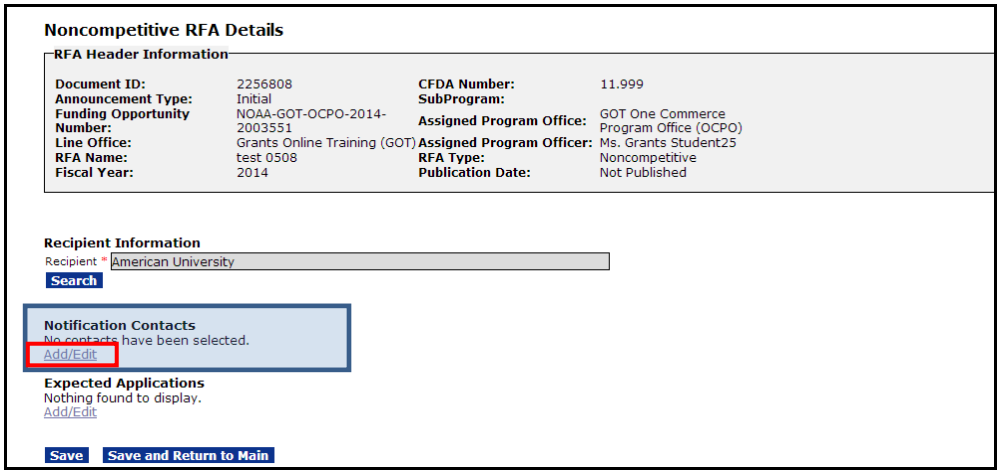
9. When satisfied that the correct organization(s) has/have been selected, click the **Save** button**.**



10. On the subsequent screen, click the **Save and Return to Main** button.

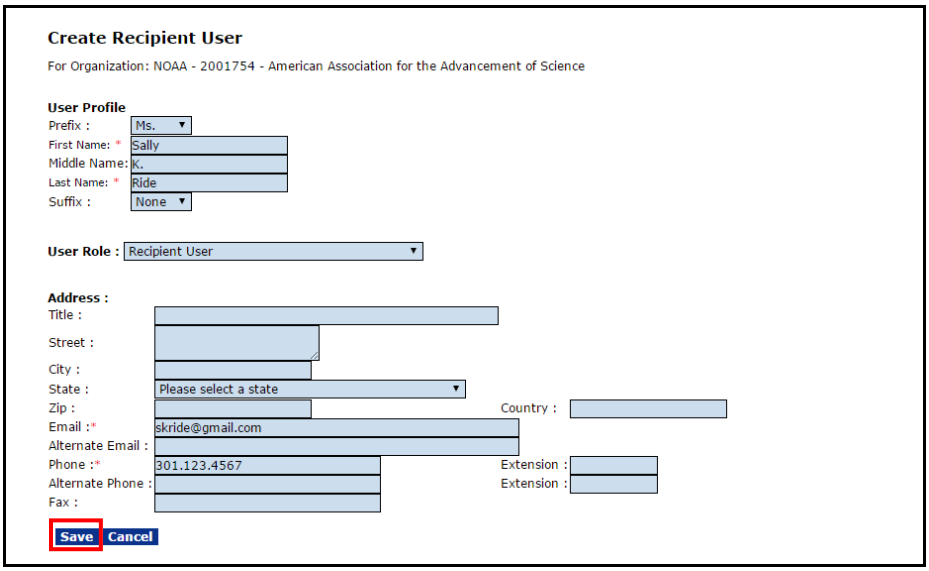


11. If the user wishes to notify prospective applicants of the Funding Opportunity via Grants Online, s/he should specify that person's contact information using the Notification Contacts header. Click the **Add/Edit** link.

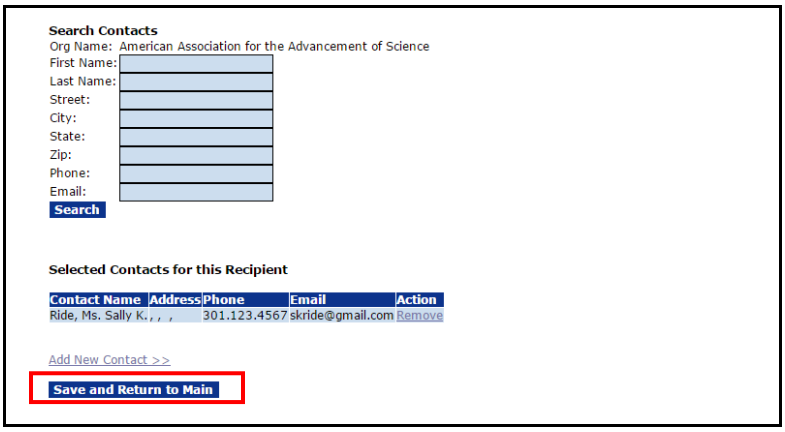


12. The user can either search for an existing contact ***–or–*** enter information for a new contact. To search for an existing contact, enter information for the First Name, Last Name, Street, City, State, Zip, Phone, or Email and click the **Search** button. To enter information for a new contact, click the **Add New Contact** link.

13. If the user opts to add a contact, enter data for the mandatory data elements (indicated by a red asterisk) and click the **Save** button to retain the contact's information. The default User Role is Recipient User; specify an alternate User Role if appropriate.

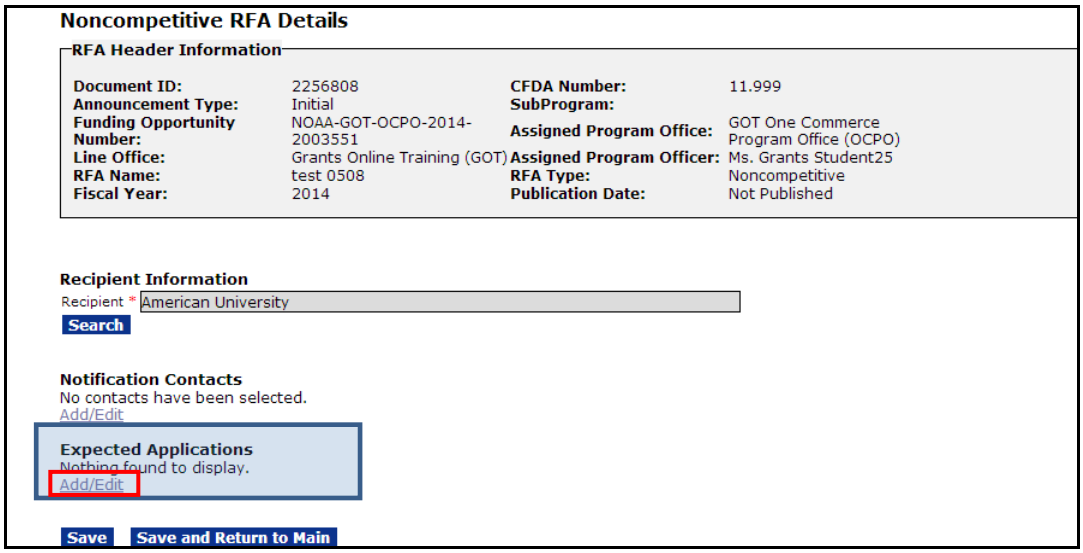


14. Click the **Save and Return to Main** button to continue data entry for the next data element.

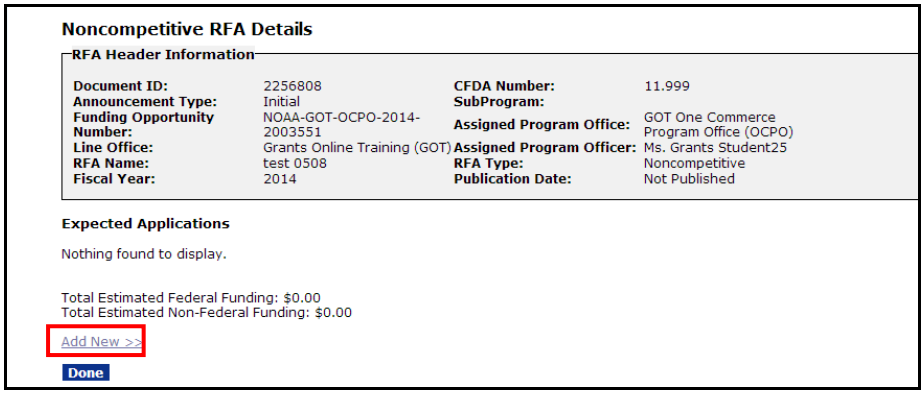


NOTE: See page 51 for an example of the email that will be sent to prospective applicants.

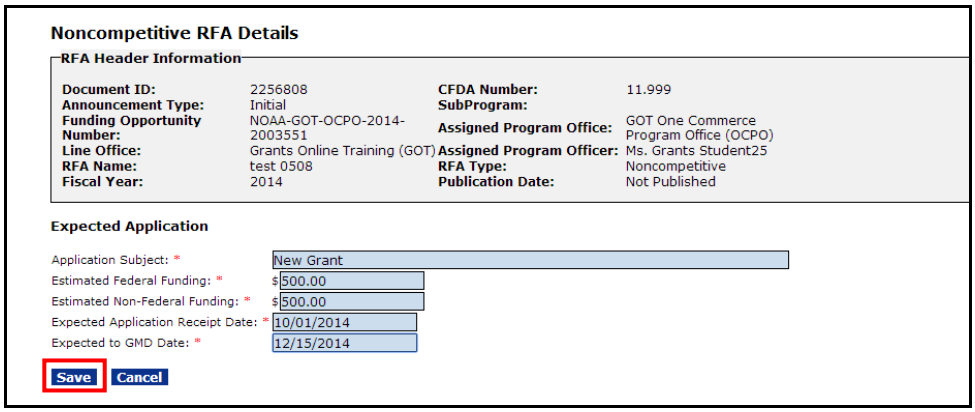
15. The next data element, Expected Applications, is used to compile reports for management. Click the **Add/Edit** link to specify the Expected Applications.



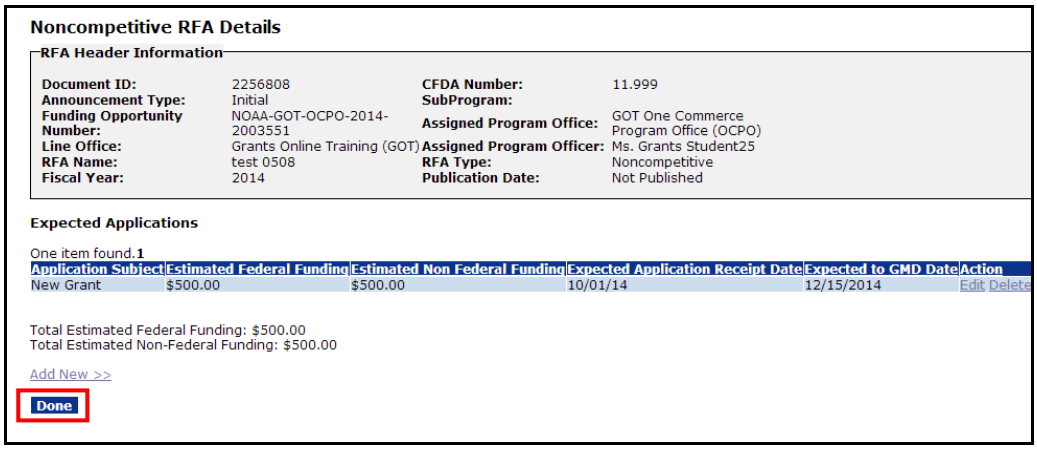
16. When the screen below appears, click the **Add New** link.



17. After entering data for the mandatory fields displayed on the screen below, click the **Save** button.

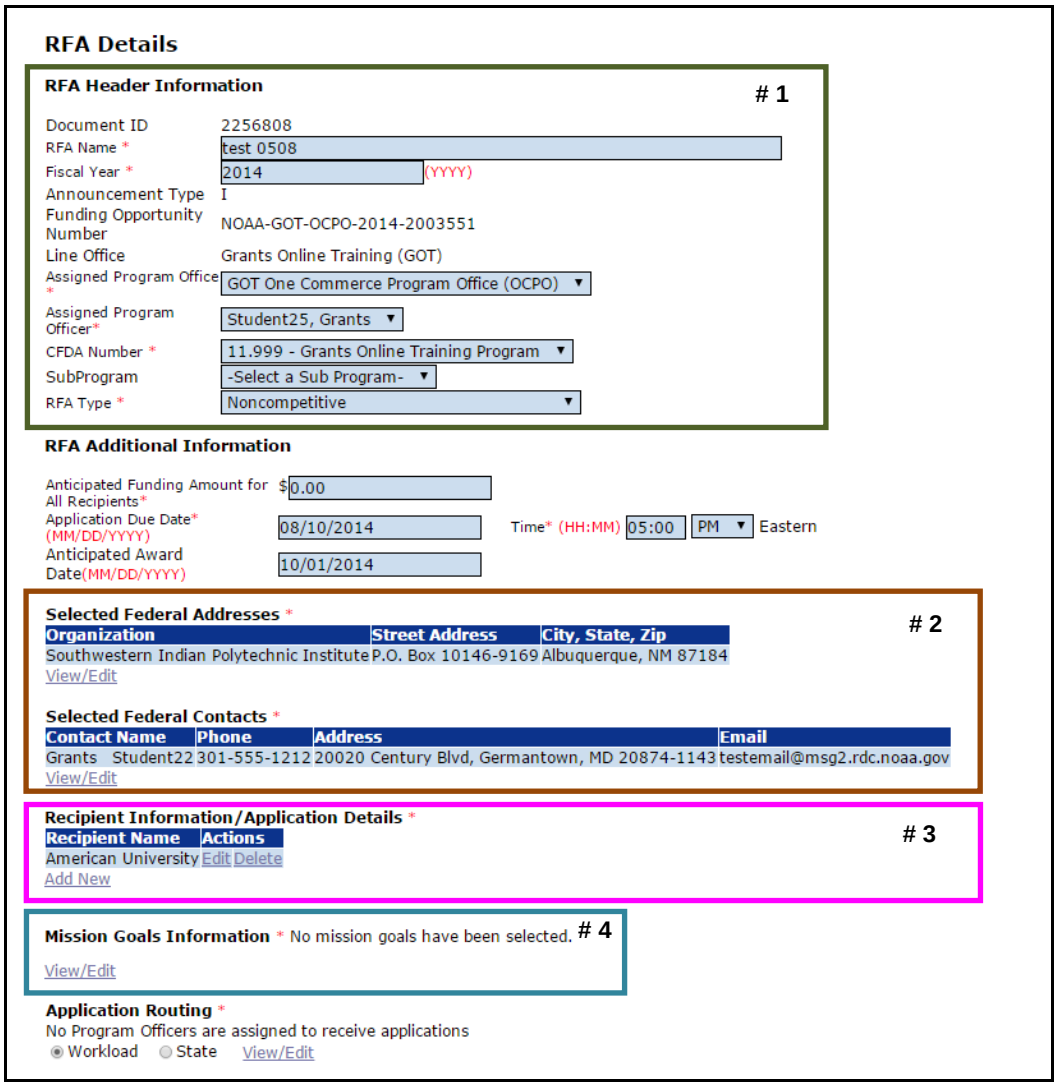


18. On the next screen that displays, click the **Done** button.



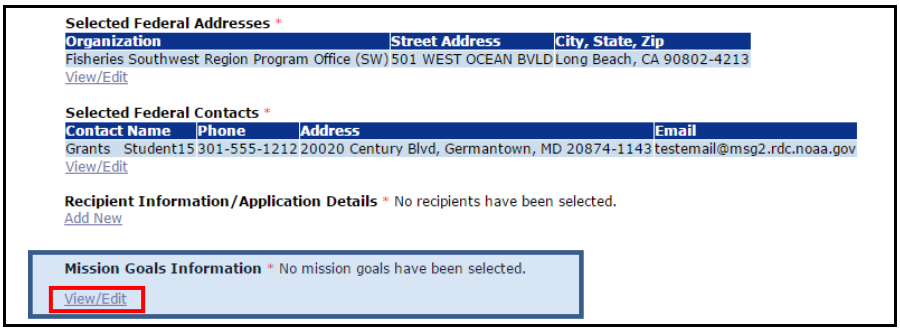
The Non-Competitive RFA Details screen displayed below reflects the sections for which we have specified data. Specifically, the RFA Header Information **(# 1)**, the Selected Federal Addresses and Selected Federal Contacts **(# 2)**, and the Recipient Information/Application Details **(# 3)**.

Advance to the next page to specify the Mission Goals Information **(# 4)**

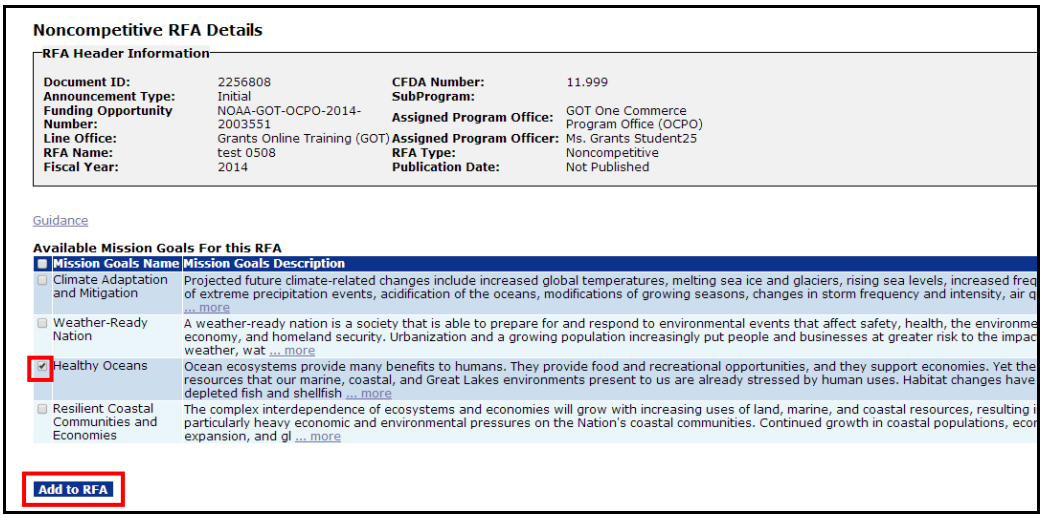


Mission Goals Information

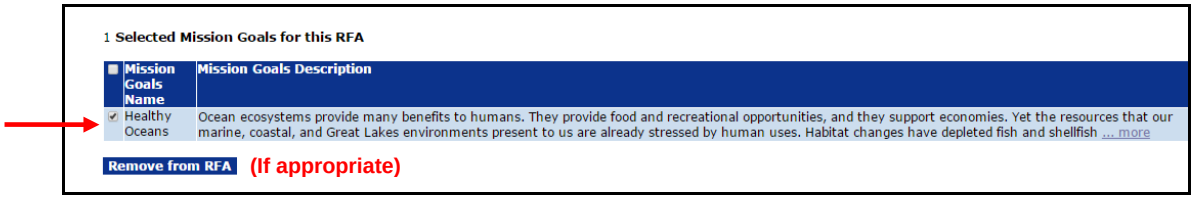
1. To specify the Agency's Mission Goals, click the **View/Edit** link beneath the Missions Goals Information* header.



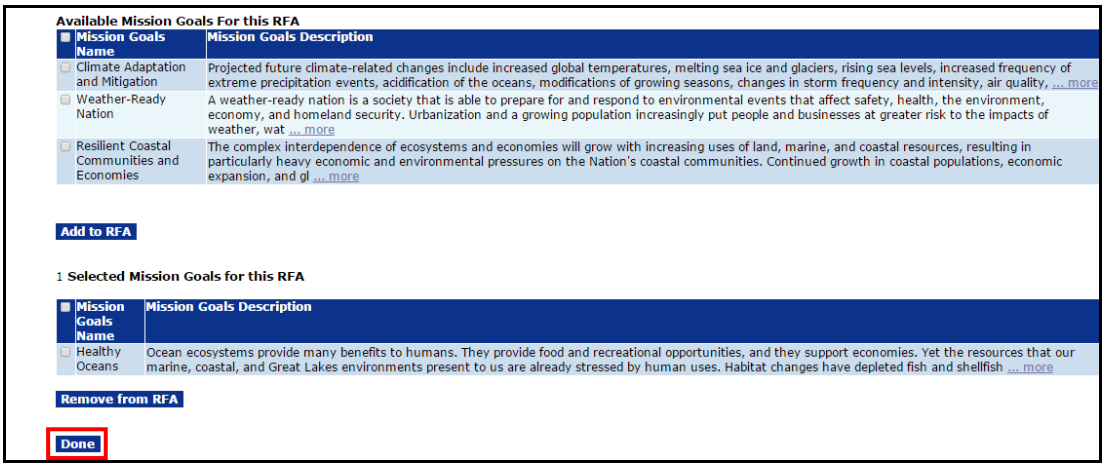
2. As a part of the RFA definition process, the user must select at least one of the options available for his/her agency. More than one Mission Goal can be selected. However, the user should first check with his/her Program Manager. When the user has specified at least one option, click the **Add to RFA** button.



3. To remove a Mission Goal associated with the RFA, select the check box next to the item you would like to remove. Click the **Remove from RFA** button. The user must complete steps 1 & 2 to include another Mission Goal.



4. When satisfied with the Selected Mission Goals, click the **Done** button to return to the previous screen.



Application Routing

Selection of an Application Routing* method is mandatory for each Non-Competitive RFA. The routing method determines who processes an application as it is received by the Agency. The user can specify either Workload or State as the routing method. When one routing method is selected, the other routing method is disabled (there can only be one routing method per RFA). If the incorrect routing method is selected, the user must clear all selections and save the changes. At this point, the user has a clean slate (relative to the routing method) and has the opportunity to specify a new routing method.

1. Select either Workload or State for the routing method.

    a. Workload: The user selects one or more individuals to receive the applications submitted. The applications will be distributed to the selected individuals on a round robin basis – in the order displayed on the Workload routing screen.

    b. State routing: Allows the user to create groups by state. The user can identify a single state, or a group of states that comprise a group. The user can stipulate the Program Officer(s) who will receive the applications submitted from the states in that group.

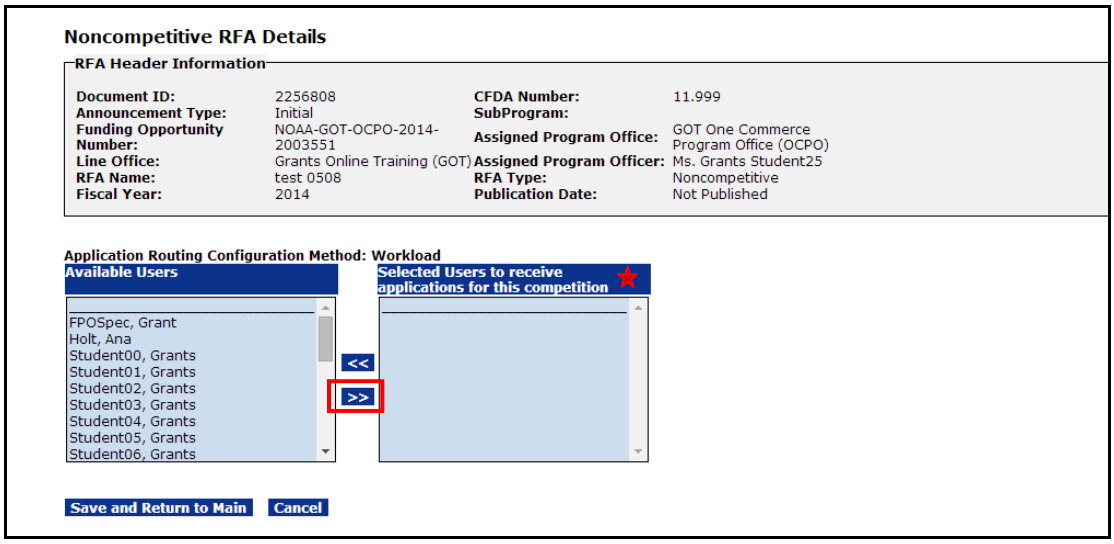
2. When the user has selected a routing method (Workload or State), s/he should click the **View/Edit** link.

NOTE: Whoever completes the task of approving the Minimum Requirements for an application "owns" the application. That FPO will also receive assignments to complete the following tasks: Conduct Negotiations; complete the PO Checklist, the Procurement Request (CD-435), and the NEPA Document (NOAA, EDA and NTIA only). As appropriate, the user may reassign ownership (as determined by user role and access rights) of the application and its associated documents.

Upon selecting the Application Routing* method, follow the appropriate series of steps:

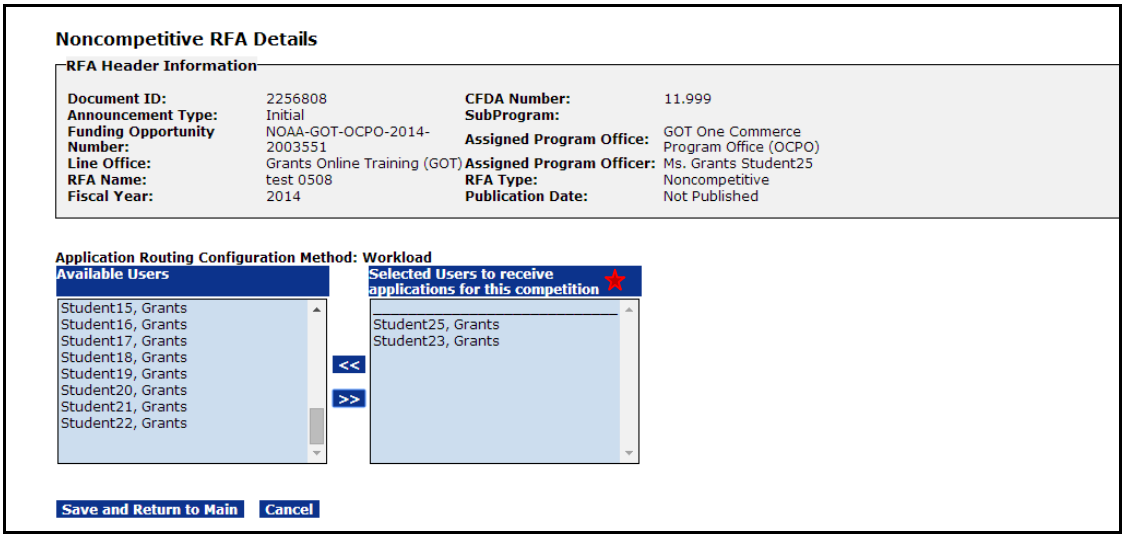
- Workload Application Routing ➔ steps 3-6
- State Application Routing ➔ steps 7-15

3. From the list of Available Users, select the name of the person you would like to receive the application; click the double arrowheads that point to the right **[>>]**. To select more than one person, select the next name and click on the double arrowheads that point to the right. Repeat the process as many times as is necessary. As an alternative, the user can use the CTRL or SHIFT keys to select multiple names.



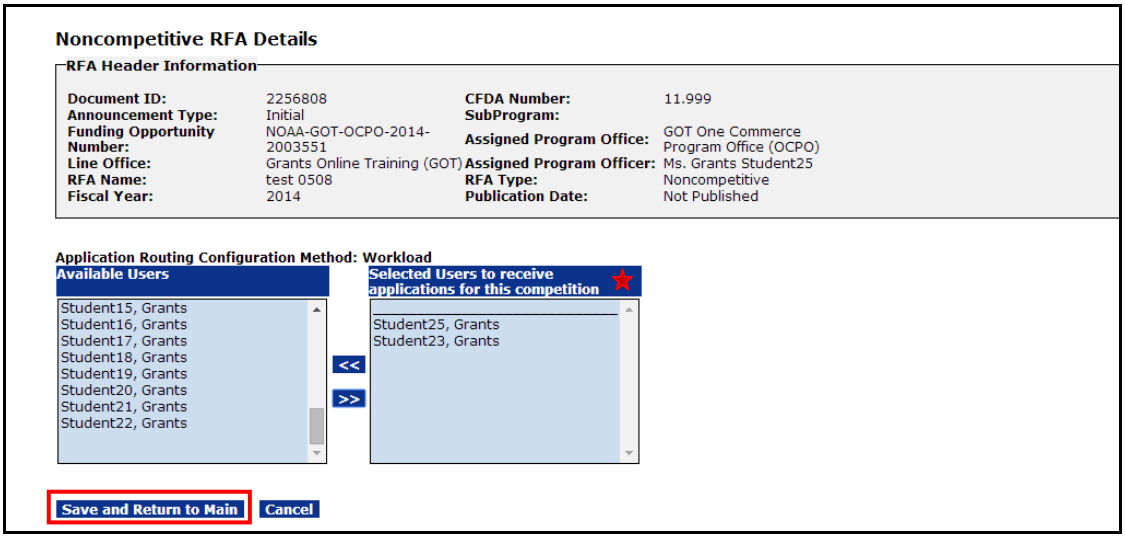
★ Header will be corrected in a future release to indicate **Selected Users to Receive Applications for this Funding Opportunity**.

4. The selected name(s) will now display in the **Selected Users to Receive Applications for this Funding Opportunity** column. Remember, if the user identifies more than one individual, the application is routed in a round robin fashion.

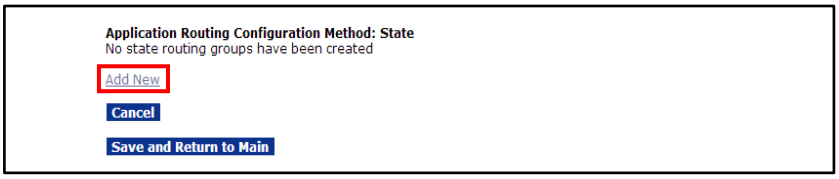


5. If a user's name is selected in error, highlight the name and click the double arrowheads that point to the left **[<<].** This action moves a name from the **Selected Users to Receive Applications for This Competition** column to the **Available Users** column.

6. When the user has completed his/her selection click the **Save and Return to Main** button. This action will return the user to the Non-Competitive RFA Details screen. If the user clicks the **Cancel** button, the information entered will not be saved and the user will return to the previous screen. If Workload is selected as the routing method, the remaining steps in this section are not available. Advance to step 17.

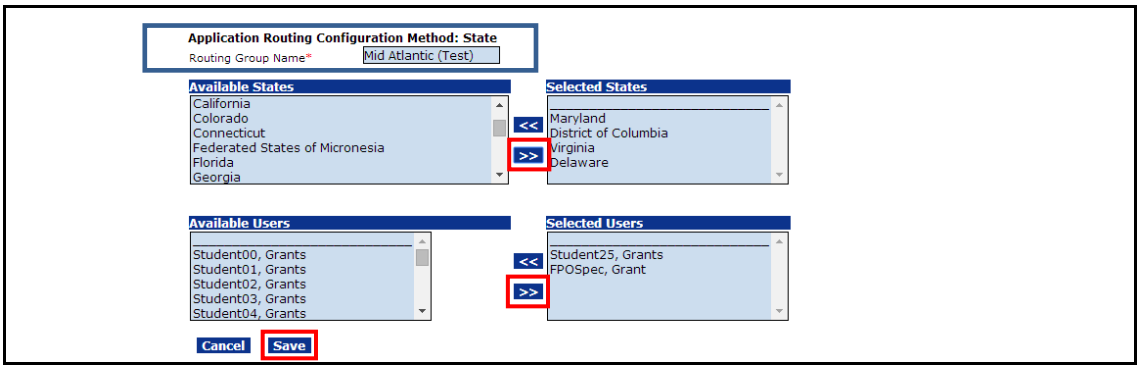


7. If the user selected State and clicks the **View/Edit** button, the following screen displays. Click the **Add New** link to enter the states that should be included in the first group. It is to the group(s) that is (are) defined and subsequently selected, that the RFA will be routed.



8. The Routing Group Name* is a mandatory field. Specify the states that should be included in a group and the users from the states in that group will receive the application(s) for those states. Identify the Selected States and the Selected Users by moving data from the Available States column and the Available Users column. The double arrowheads that point to the right **[>>]** add data; the double arrowheads that point to the left **[<<]** remove data.

9. Click the **Save** button to retain changes and return to the previous section; click the **Cancel** button to exit without saving the data.



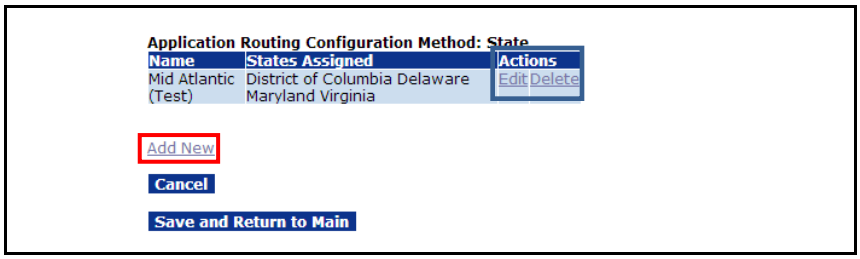
10. Applications from states in the Routing Group will go to the Federal Program/Project Officer(s) assigned to that group. The FPO will complete the Minimum Requirements Checklist for the submitted application(s). Each application will be distributed in a round robin method to individuals that comprise the routing group.

Warning!

Specify **all** possible states that might submit an application**.** Applications received from states not included in any group are routed to the Assigned Program Manager.

11. As shown in the screen image below, one Routing Group has been defined. Click the **Edit or Delete** link to make changes to or delete a group.

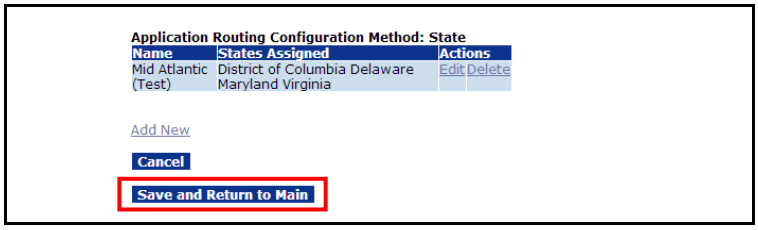
12. Click the **Add New** link to specify another Routing Group.



13. When the user defines another Routing Group, the states that were specified in the earlier group(s) are not available for inclusion in the new group.

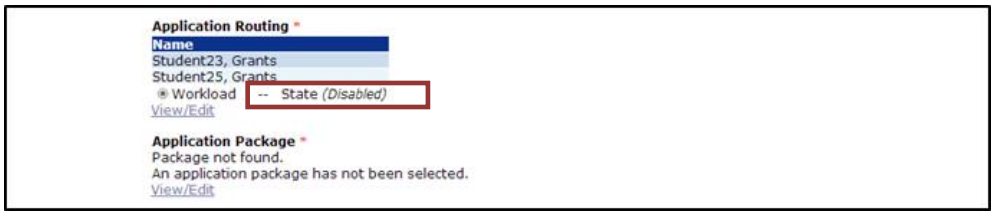
14. Follow steps 8 & 9 to create another Routing Group.

15. After specifying all necessary groups, click the **Save and Return to Main** button.



16. When the user returns to the RFA Details screen, if s/he used State Application Routing (steps 7-15) the Workload option is disabled.

17. When the user returns to the RFA Details screen, if s/he used Workload Application Routing (steps 3-6) the State option is disabled.



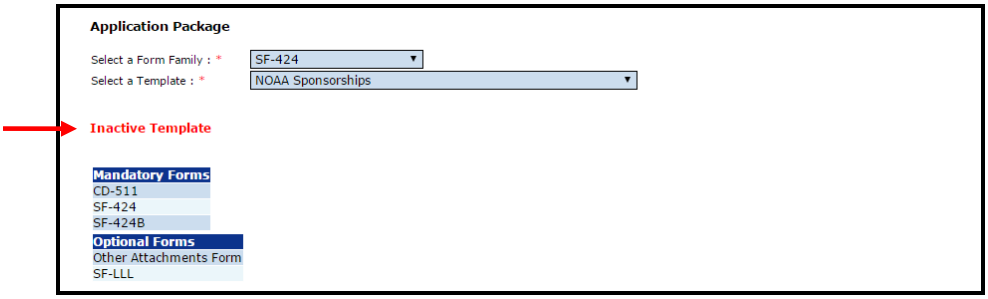
Application Package

Using the steps detailed in this section, the user specifies the type(s) of forms the applicant must submit as part of his/her application package. If the user requires an additional form that is not among the available Grants Online templates, s/he should contact the Help Desk.

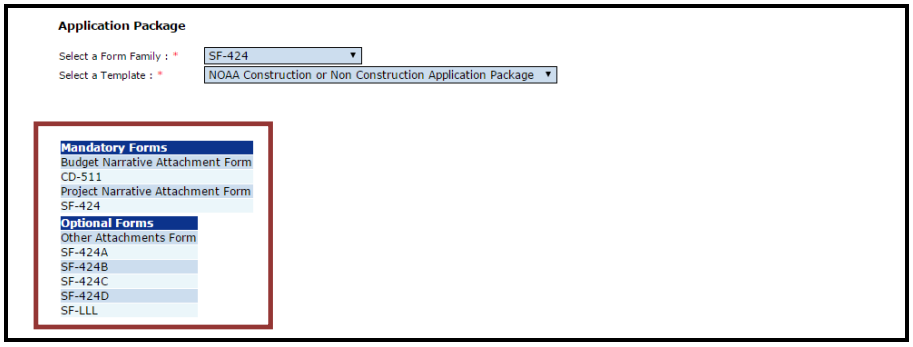
1. Scroll down the screen to the Application Package* header. Click the **View/Edit** link.

2. Select a Form Family* from the 1st dropdown menu. Currently only the SF-424 Form Family has associated templates.

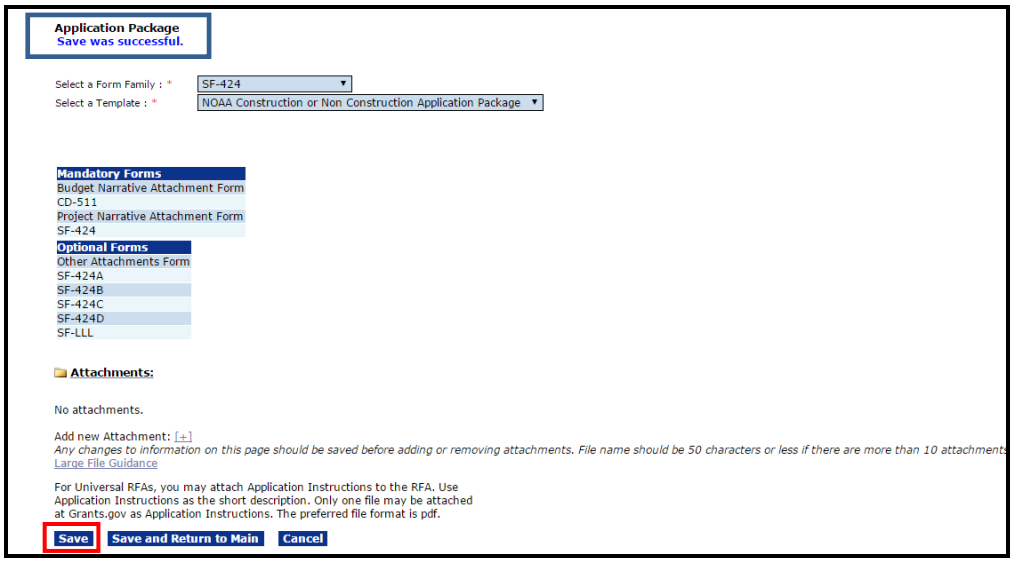
3. Select a Template* from the 2nd dropdown menu. Legacy templates are inactive and will produce an error message.



4. When the user has selected the appropriate options, a list of mandatory forms and the optional forms is visible at the bottom of the screen.



5. Click the **Save** button at the bottom of the screen. The **Save was Successful** message confirms a Form Family and a Template have been associated with the RFA.

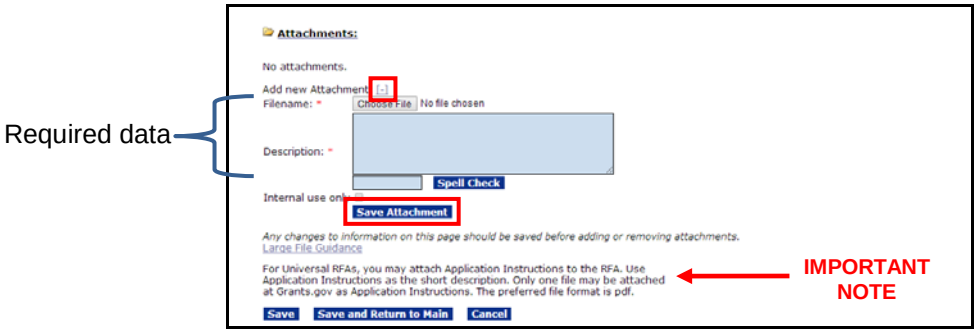


NOTE: When an Application Package is submitted via Grants.gov, there isn't a check to ensure the optional forms have been included with the application. Without the optional forms, an application is incomplete and will not pass the Minimum Requirements evaluation.

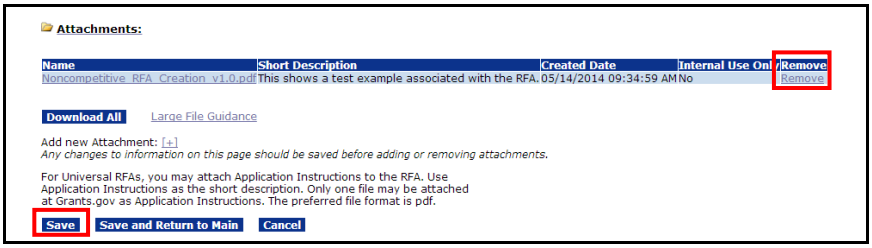
6. Reference the note at the bottom of the screen, "For **Universal RFAs, you may attach Application Instructions to the RFA…….**"

   To include an additional document with the RFA click the **[+]** sign next to the phrase "Add New Attachment."

   When mandatory data (indicated by the red asterisk) is specified, click the **Save Attachment** button.



7. If the user opts to include an attachment, the image in the screen shot below displays. When finished adding the attachment, click the **Save and Return to Main** button. If the user selects the **Cancel** button, the attachment <u>is not</u> automatically discarded – it has already been saved. The user must click the **Remove** link beside the attachment name to disassociate it with the RFA.



NOTES:

- Nearly all non-construction funding opportunities have a standard Application Package consisting of: SF-424, SF-424A, SF-424B and CD-511.
- For a construction package, the SF-424C and SF-424D would be used in lieu of SF-424A and SF-424B.
- The SF-LLL is an optional form. However, certain applicants must include this form with the Application Package.
- A standard Application Package includes project narrative and budget narrative files. These are not forms; they are whatever type of document the applicant wishes to upload.
- If a relevant (necessary) from is not included among the available Grants Online templates, please contact the Help Desk for assistance.

Minimum Requirements

A standard set of Minimum Requirements is automatically defined. The system default Minimum Requirements can be modified or deleted for each RFA.The FPO identifies the initial requirements each applicant must meet to merit further consideration for an award.

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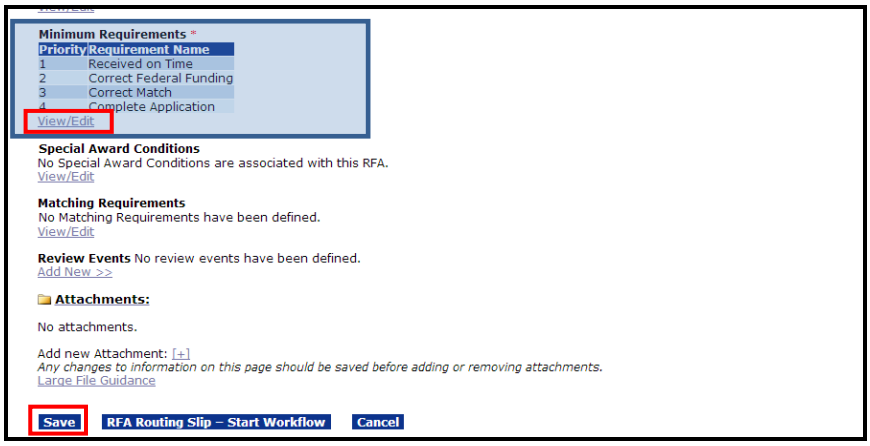
1. Before the user clicks any of the hyperlinks, click the **Save** button at the bottom of the screen.

2. Click the **View/Edit** link below the Minimum Requirements* header.



3. To view or edit a requirement, click the **Edit** link.

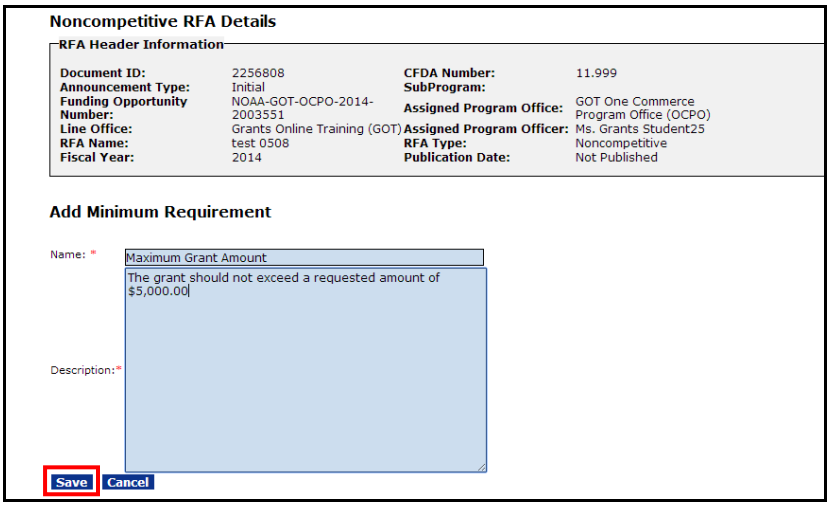
4. To delete a requirement, click the **Delete** link.

5. To add a new requirement click, the **Add New** link.

6. Enter the Requirement Name*.

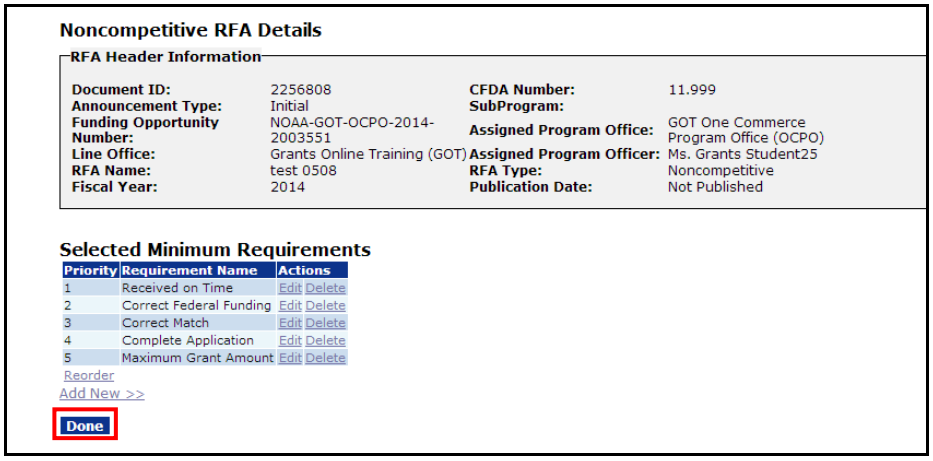
7. Enter the Requirement Description*.

8. Click the **Save** button to add a Minimum Requirement to the list. The user may click the **Cancel** button to go back to the previous page; changes made on the page will not be saved.



9. The system returns to the Selected Minimum Requirements page, where the user can add a new requirement (use the **Add New** link), reorder existing requirements (use the **Reorder** link), or click the **Done** button to continue working on the RFA.

10. When the user clicks the **Done** button, the system returns to the Non-Competitive RFA Details screen.



Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	**CFDA Number:**	11.999
Announcement Type:	Initial	**SubProgram:**	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	**Assigned Program Office:**	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	**Assigned Program Officer:**	Ms. Grants Student25
RFA Name:	test 0508	**RFA Type:**	Noncompetitive
Fiscal Year:	2014	**Publication Date:**	Not Published

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	Maximum Grant Amount	Edit Delete

Reorder

Add New >>

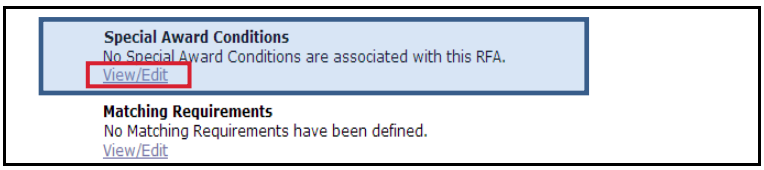
Done

Special Award Conditions

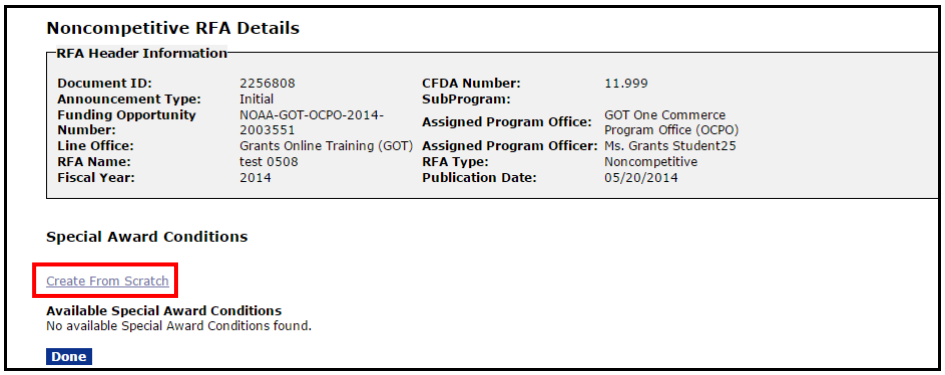
This section provides instructions to create the Special Award Conditions (SACs); SACs are optional. When the user associates a SAC with a RFA, s/he should be cognizant that the SAC will be applied to **every** application that is processed using that RFA. After the RFA is published, the SAC can only be disassociated from the RFA with assistance from the Help Desk.

If the RFA does not require a SAC, advance to page 43.

1. To specify the Special Award Conditions, click the **View/Edit** link beneath the Special Award Conditions header.

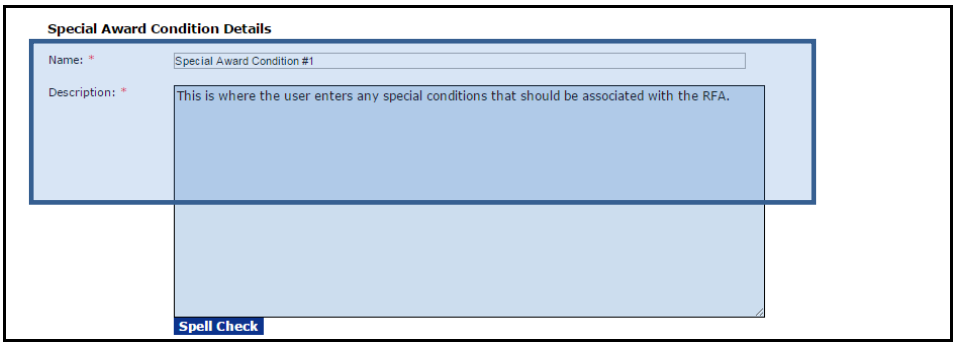


2. Click the **Create from Scratch** link.



3. Enter the Name*.

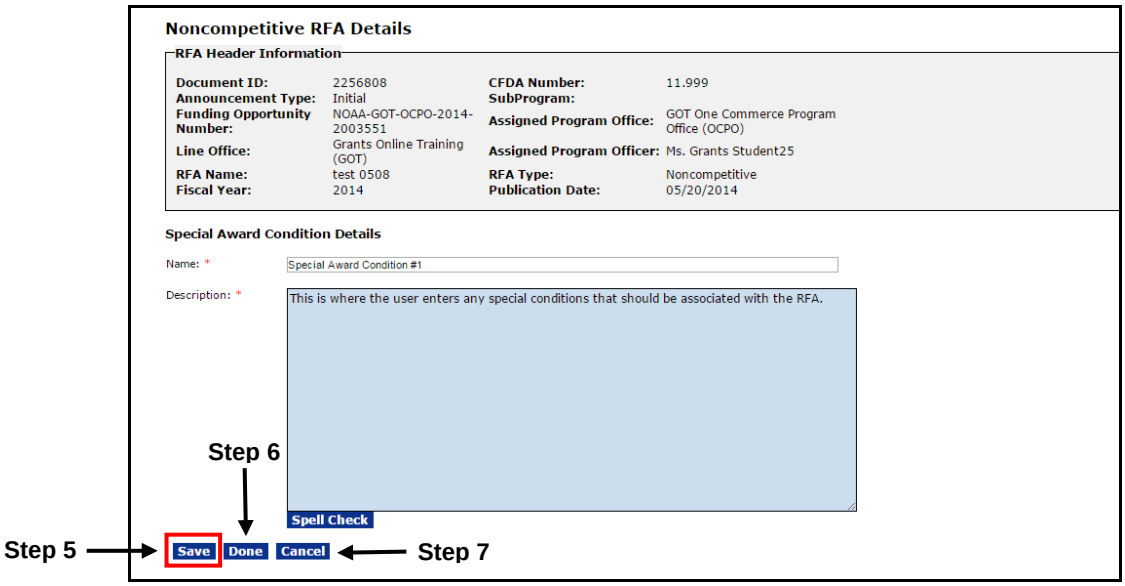
4. Enter the Description*.



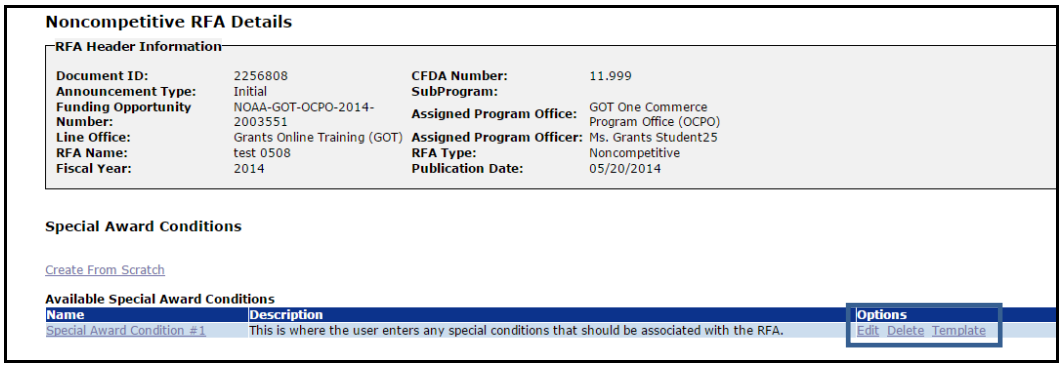
5. Click the **Save** button to capture the changes and remain on this screen. If this option is selected, the user will also have to complete step 6 to return to the previous screen.

6. Click the **Done** button to capture the changes and return to the previous screen.

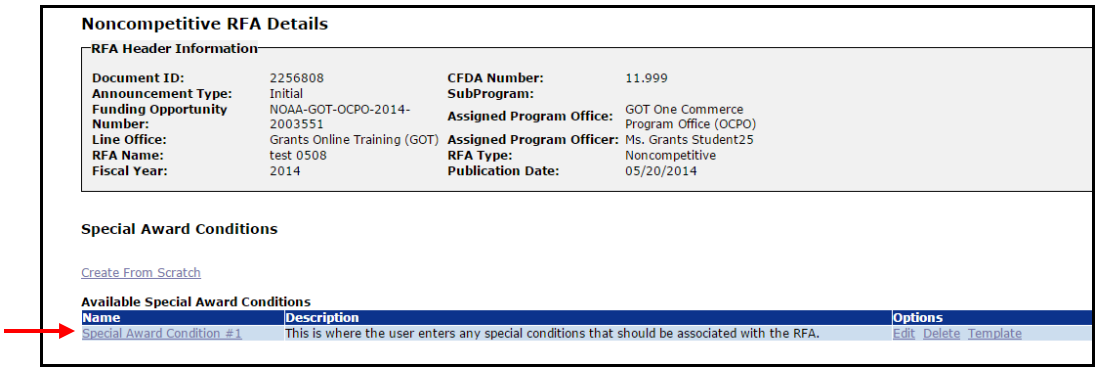
7. Click the **Cancel** button to leave the screen without saving any changes.



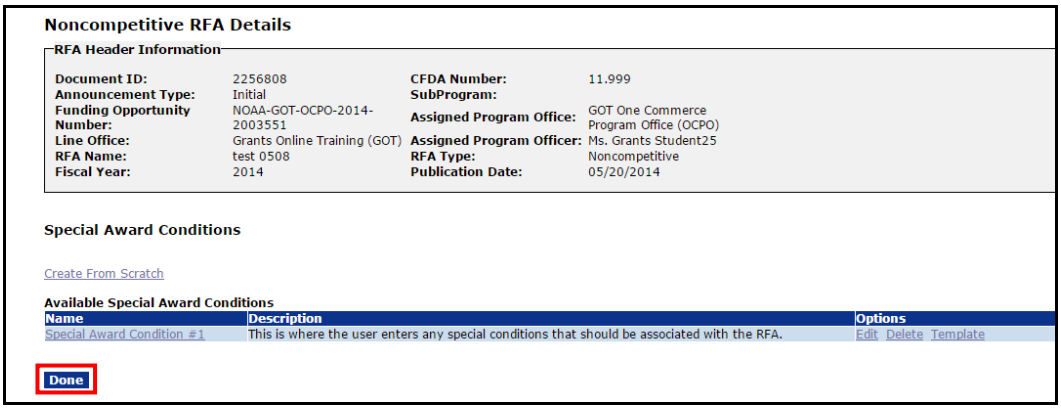
8. When the user completes steps 5 & 6 or step 6, there is now a Special Award Condition associated with the RFA. If the user would like to edit the SAC, click the **Edit** link. If s/he wants to delete the SAC, click the **Delete** link. Finally, if the user clicks the **Template** link, s/he is presented with a copy of the existing template that can be used for a new SAC based upon the same RFA. The user should modify the Name and the Description of the new SAC.



9. The user can specify additional Special Award Conditions. To do so, repeat steps 2-6 as many times as is appropriate. If the user clicks the link under the **Name** column header a "View Only" version of the SAC is visible. In this example, the SAC is entitled ***Special Award Condition #1.***



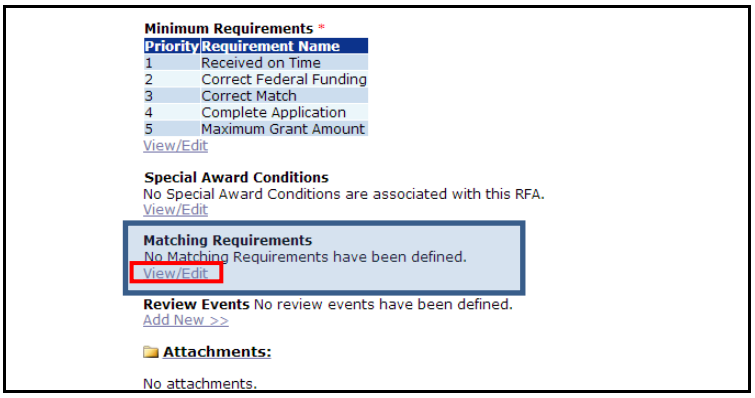
10. When the final SAC is created, click the **Done** button to return to the previous screen and continue creating the RFA.



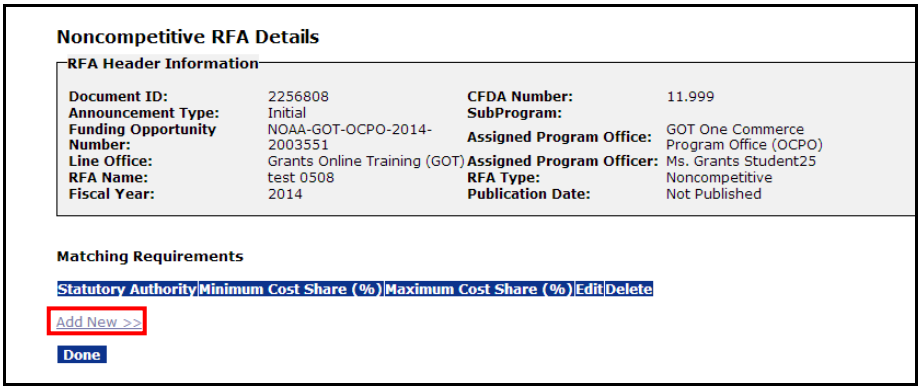
Matching Requirements

This section allows the user to specify whether there is a mandatory match for applications being submitted under the RFA. If the RFA does not require a match, skip to page 45.

1. Scroll down the screen to the Matching Requirements header. Click the **View/Edit** link.



2. Click the **Add New** link to create a Matching Requirement for the RFA.

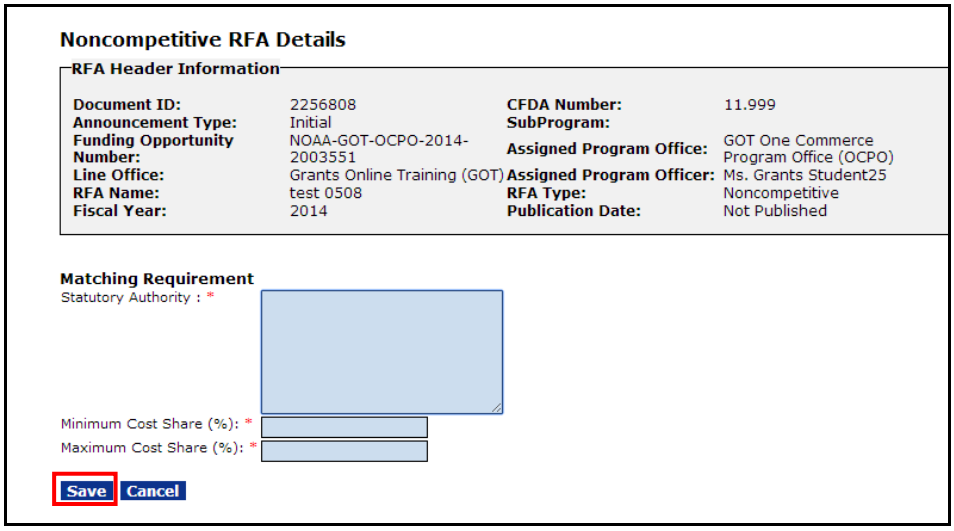


3. Specify the Statutory Authority*.

4. Specify the Minimum Cost Share (%)*.

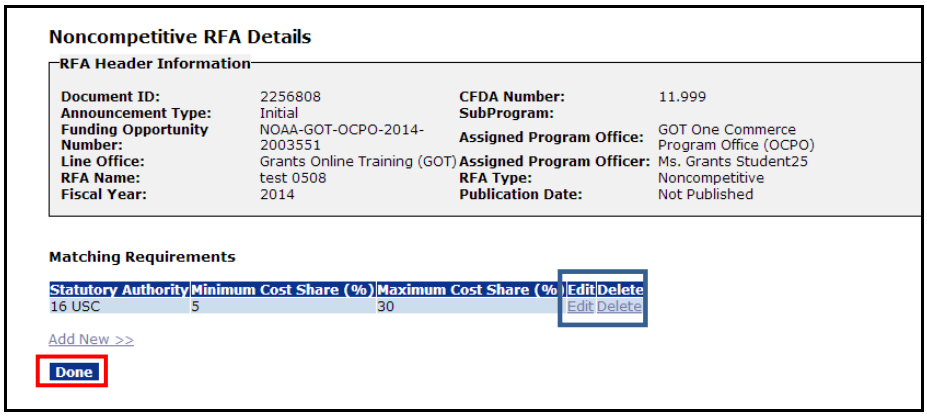
5. Specify the Maximum Cost Share (%)*.

6. Click the **Save** button**.**



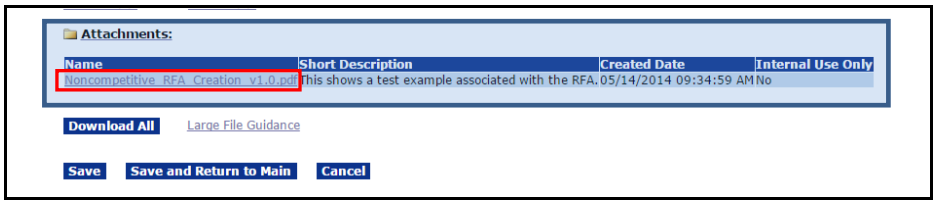
7. There is now a Matching Requirement associated with the RFA. If you would like to edit the requirement, click the **Edit** link. If you wish to delete the Matching Requirement, click the **Delete** link.

8. The user may also click the **Add New** link to specify an additional Matching Requirement. Click the **Done** button when finished entering Matching Requirements.



Attachments

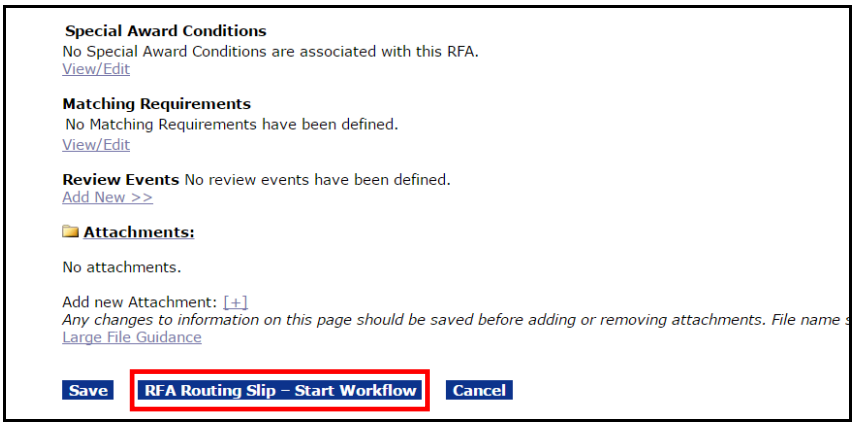
If the user has included an attachment from earlier steps, a link for the attachment is visible on the screen. When the user clicks the **Name** link, the attachment is downloaded to the user's computer. If an attachment has not been added, there will not be any links under the Attachments header.



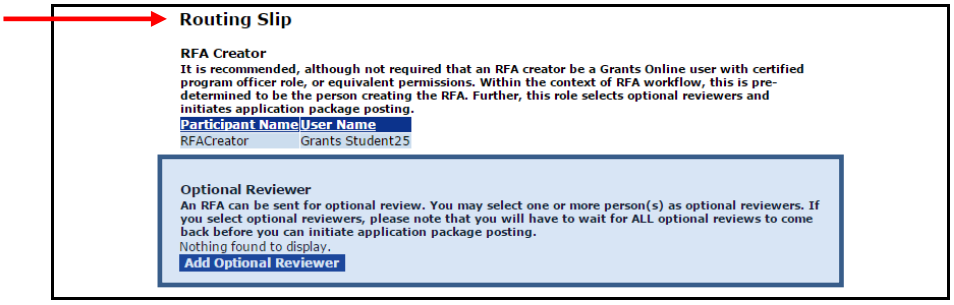
Specify an Optional Reviewer

When the user has entered data for all mandatory fields and any relevant optional fields, review and verify the accuracy of the information entered on the Non-Competitive RFA Details page.

1. When satisfied that information is complete and accurate and the RFA is ready for publication/posting, click the **RFA Routing Slip – Start Workflow** button at the bottom of the screen.



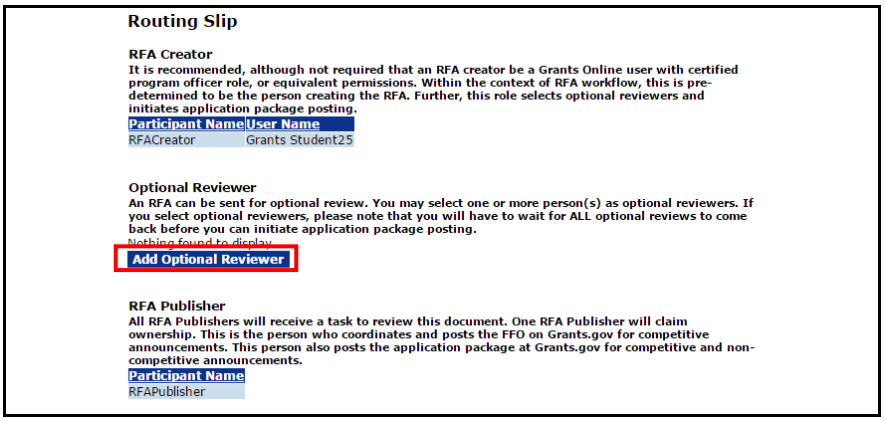
2. The screen image below displays the Routing Slip. If appropriate, the user can add one or more Optional Reviewers. If not, advance to step 7.



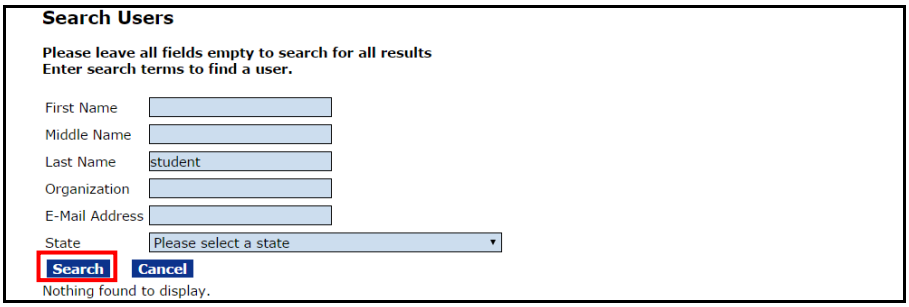
NOTES: The Optional Reviewer is the only customizable portion of the RFA Routing Slip. The RFA Creator is copied from the RFA details. The Non-Competitive RFA does not require review by the Grants Specialist or Federal Assistance Law Division (FALD). If the user would like staff from either of those two groups to review the RFA, s/he should specify that individual as an optional reviewer.

When the RFA Routing Slip is finalized and the workflow starts, the Routing Slip can only be modified with assistance from the Grants Online Help Desk.

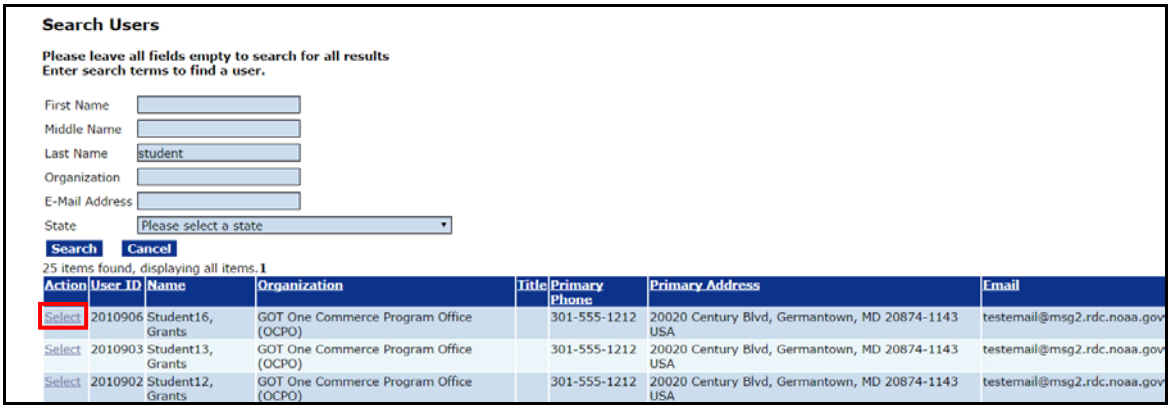
3. Click the **Add Optional Reviewer** button**.**



4. To locate an optional reviewer, enter one or more items for the search criteria. If the user specifies search criteria for more than one field, the system will attempt to match all criteria specified. To improve the chances for a match, specify a broader (fewer items) search criteria. Click the **Search** button to initiate the search.

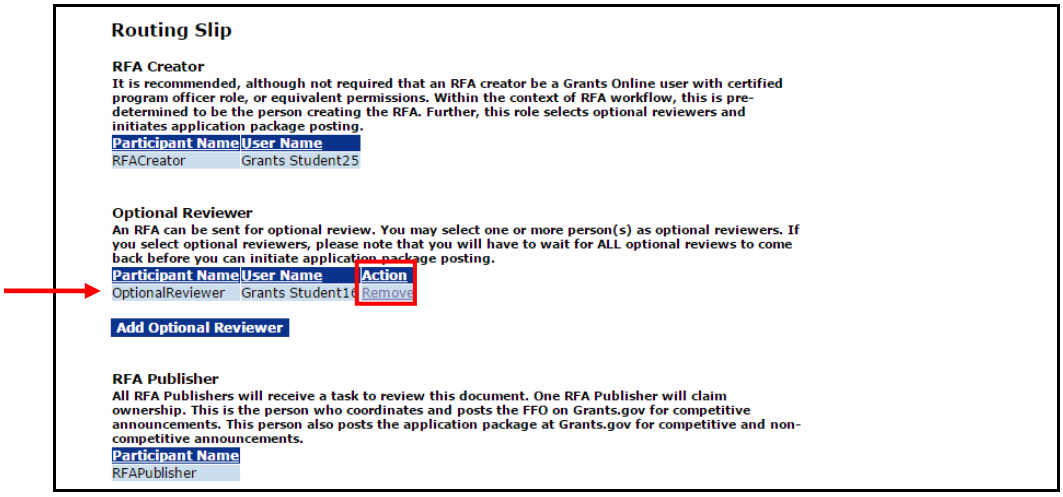


5. The search returns a list of reviewers that match the specified search criteria. Click the **Select** link next to the person's name to include that person as an Optional Reviewer.



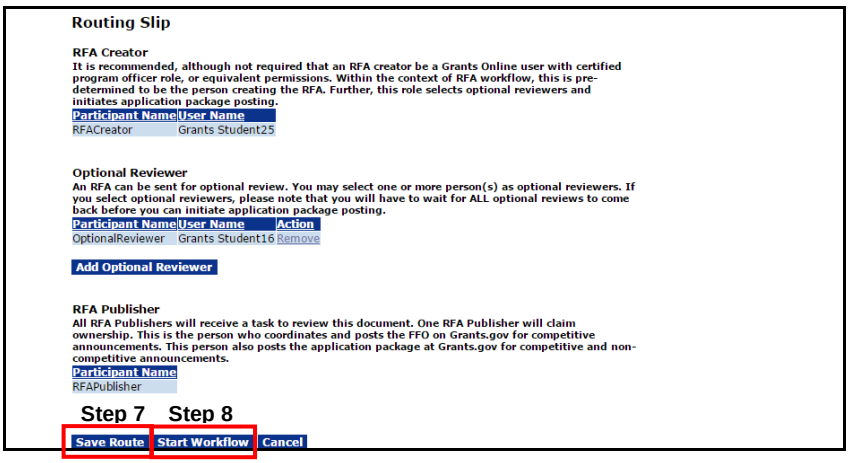
6. The designated optional reviewer's name is shown on the routing slip under the Optional Reviewer header. Repeat steps 3-5 as many times as is necessary to identify additional Optional Reviewers.

   In this example, we have specified one (1) Optional Reviewer. Remember, if the user specifies more than one Optional Reviewer, the tasks for each reviewer must be completed before the application package can be posted. To remove the Optional Reviewer, click the **Remove** link.

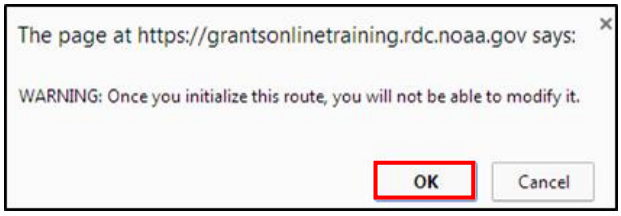


7. Click the **Save Route** button at the bottom of the screen.

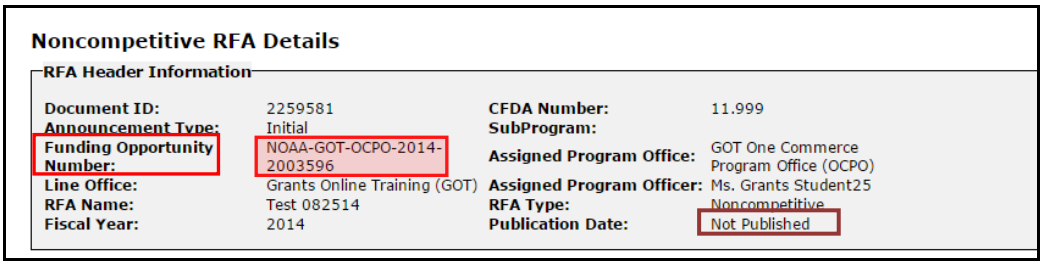
8. Click the **Start Workflow** button at the bottom of the screen.



9. A warning message indicates the user is about to start the Workflow process. After the user clicks the OK button, s/he will not be able to make modifications to the routing slip. Click the **OK** button to proceed.

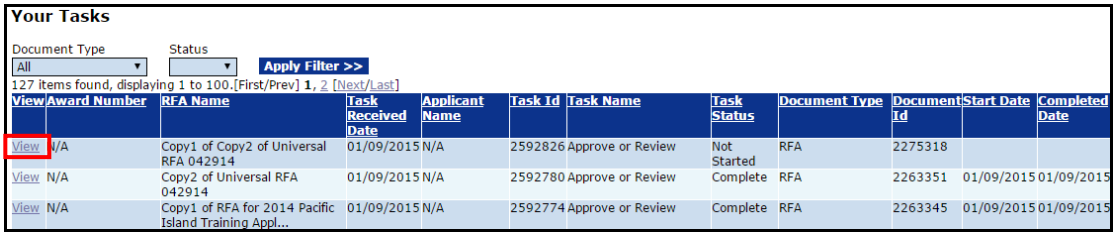


10. The Funding Opportunity Number (FON) uniquely identifies the RFA. The FON can be used to search for and retrieve the RFA and its associated documents. Note, at this point the RFA has not been published.

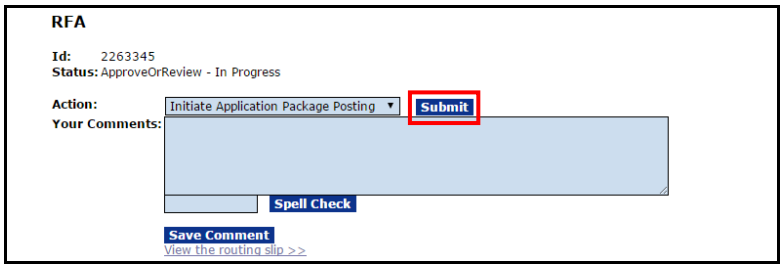


Publish a Universal RFA (Post the RFA to Grants.gov)

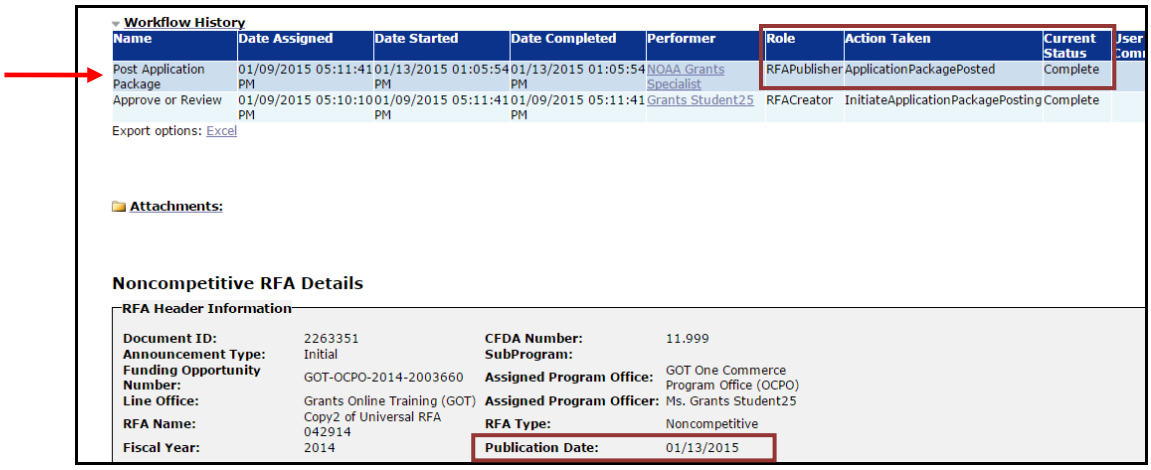
1. Click the **View** link next to the RFA that is to be reviewed/approved. Prior to posting the RFA, the RFA Publisher will verify the accuracy of all information.



2. Select **Initiate Application Package Posting** from the Action dropdown menu and click the **Submit** button.

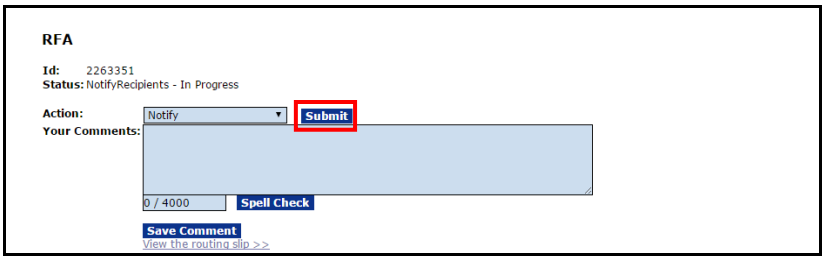


3. A review of the Workflow History confirms the RFA Publisher has posted and published the RFA.



4. The RFA Creator should notify the prospective recipients the RFA has been published. Typically, along with the notification, the Funding Opportunity Number is included – the target audience needs that information to apply for funding using Grants.gov.

   Select "Notify" from the Action dropdown menu and click the **Submit** button. The individuals who were notified of the funding opportunity should sign in to Grants.gov to apply.



The email sent to prospective applicants is visible below.

From: GrantsOnLine.test@noaa.gov (GrantsOnLine.test@noaa.gov)

To: grant.applicant@gmail.com

Date: Wednesday, December 10, 2014 8:54:40 AM

Subject: Notice of NOAA posting of Application Package at Grants.gov

This is an automated notification from NOAA Grants Online that an application package has been posted at Grants.gov and you have been selected by the posting Program Officer for notification.

The Grants.gov URL is: ***http://www.grants.gov***. If not registered for Grants.gov, please begin the registration process immediately. It can take up to 2 weeks to fulfill all the registration requirements.

To retrieve an application package from the Grants.gov home page:

1. From the Grants.gov home screen, click the **Applicants** tab.
2. The user may click either the **Search for Grant Opportunities** link or the **Apply for a Grant Opportunity Today** link.
3. If the user selects the **Apply for a Grant Opportunity Today** link, click the **Download Application Package** button.
4. Enter the following Funding Opportunity Number:
   - NOAA-ONPO-2015-2001279
5. From the Actions column, click the **Select Application Package to Download** link.
6. The user should supply his/her email address so s/he can be notified of changes to the application before the closing date. If the user does not provide an email address, s/he cannot be apprised of changes to the application requirements. This limits his/her knowledge of **all** conditions that must be met to be selected for an award.
7. Click the **Download Application Instruction** link.
8. Click the **Download Application Package** link.
9. Complete the fillable pdf form and submit.

Information on the NOAA Request for Applications (RFA):

RFA Name: Generating Sample Notifications
Fiscal Year: 2015
CFDA Number: 11.999
Opportunity Number: NOAA-ONPO-2015-2001279
Agency: National Oceanic and Atmospheric Administration
Opening Date: 2014-12-10 10:54:01.0
Pgm Office: One NOAA Program Office (ONPO)
Pgm Officer: Program Officer
Closing Date: 2015-09-30 17:30:00.00

NOTE: Please contact the NOAA Program Officer for verification of when an application must be submitted for timely award processing.

For further information contact:

Name: Program Officer
Phone: 301-555-1212
Address: 14th Street & Constitution Avenue, NW
Washington, DC 20230
Email: federal.program.officer@noaa.gov

NOTE: The “Notify” task remains in the RFA Creator’s Inbox throughout the RFA’s lifecycle. This allows the RFA Creator to email potential new applicants and to access the View RFA Details and, if necessary, edit a limited number of sections of the RFA.