



Procedure for Amending a Published RFA/NOFO

COMPETITIVE:

- 1) The Program Office obtains approval from FALD for the requested change.
- 2) The Program Office sends the requested change and FALD approval to the Grants Online Help Desk with a cc: to the RFA Publisher.
- 3) The Grants Online Help Desk creates and completes (but does not close) a ticket to modify the appropriate data fields on the RFA/NOFO. The RFA Publisher is copied when the ticket is completed. *Proceed to step 4 below.*

NON-COMPETITIVE:

- 1) The FPO sends an email with the requested change to the Grants Online Help Desk with a cc: to the RFA Publisher.
- 2) The Grants Online Help Desk creates and completes (but does not close) a ticket to modify the appropriate data fields on the RFA/NOFO. The RFA Publisher is copied when the ticket is completed.
- 3) *Proceed to step 4 below.*

BOTH:

- 4) The RFA Publisher navigates to the RFA in Grants Online and downloads the PDF version of the updated NOFO.
- 5) The RFA Publisher logs into Grants.gov and chooses the "Manage Opportunities" option.
- 6) The RFA Publisher replaces the current announcement with the new version and updates the appropriate data fields as needed (such as the end date).
- 7) The RFA Publisher notifies the FPO with a cc: to the Grants Online Help Desk when the Grants.gov update has been completed.
- 8) The Grants Online Help Desk closes the ticket.