



Post a Federal Funding Opportunity (FFO) to Grants.gov

NOAA Grants Online Program Management Office

October 2016
Version 4.20

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Obtain Information for the FFO Template

1. The Competitive RFA and the Federal Funding Opportunity (FFO) is the source of information for Grants.gov data entry. To ensure the necessary information is close at hand when [posting to Grants.gov](#), information from the RFA and FFO will be recorded in the [FFO template](#). Create a working copy of the FFO template.
2. When logged onto Grants Online as the RFA Publisher, click the **Tasks** link to display tasks in the user Inbox.
3. Click the **View** link on the same line as the Federal Funding Opportunity (Document Type).

Your Tasks

Document Type: Status: [Apply Filter >>](#)

2 items found, displaying all items. 1

View	Task Received Date	RFA Name	Task Id	Task Status	Task Name	Document Type	Document Id	Competitio
View	08/22/2016	Copy1 of Instructor Competitive RFA - Aug 2016 Cla...	4855795	In Progress	Publish FFO	Federal Funding Opportunity	2595886	N/A
View	08/17/2016	Yvette's Non-Competitive RFA -- August 2016	4855705	In Progress	Post Application Package	RFA	2595881	N/A

4. On the RFA Header Information section, locate and record the following data elements:
 - a. Funding Opportunity Number (FON)
 - b. RFA Name
 - c. CFDA Number

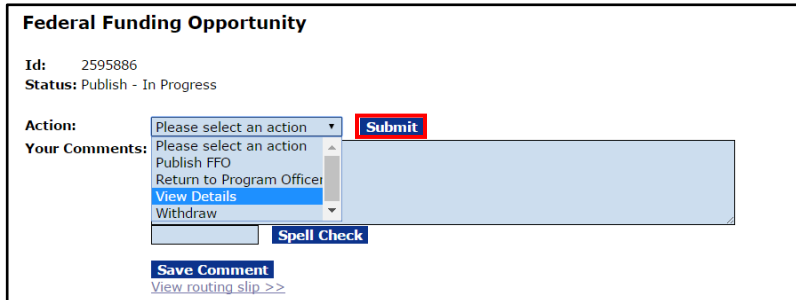
RFA Header Information

Document ID:	2595882	CFDA Number:	11.998 ← C.
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	GOT-OCPO-NOAA-2016-2004970	Assigned Program Office:	One Commerce Program Office (OCPO-NOAA)
Line Office:	Grants Online Training (GOT-NOAA)	Assigned Program Officer:	Grant Student00
RFA Name:	Copy1 of Instructor Competitive RFA - Aug 2016 Class	Anticipated Publication Date:	08/02/2016
Fiscal Year:	2016	Publication Date:	Not Published

5. From the main FFO page, the user can access the Federal Funding Opportunity Details Page using one of two methods. The method used is dependent upon whether the person's bureau is: 1) NOAA; or 2) a non-NOAA bureau.

NOAA

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



Federal Funding Opportunity

Id: 2595886
Status: Publish - In Progress

Action: Please select an action **Submit**

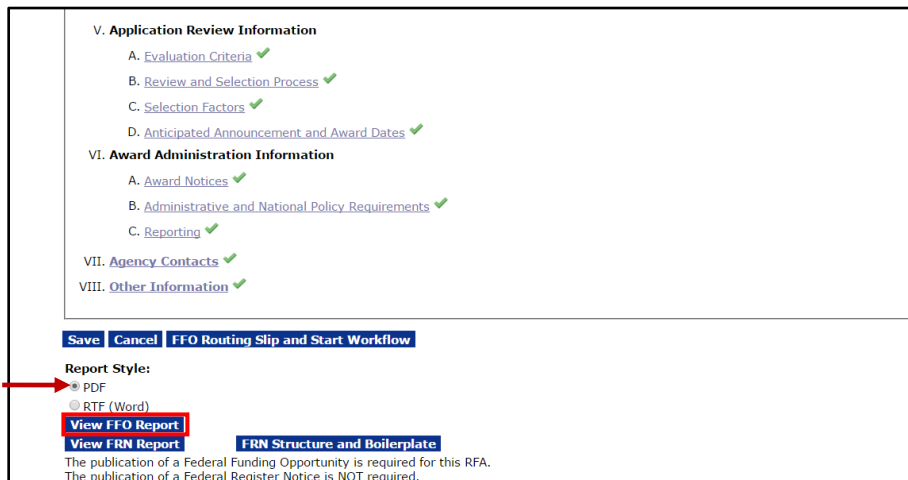
Your Comments: Please select an action
Publish FFO
Return to Program Officer
View Details
Withdraw

Spell Check

Save Comment
[View routing slip >>](#)

If the **NOAA user** does not have a dual monitor set-up on which s/he can view two screens simultaneously, use the following steps to have the relevant information available.

- Select the **PDF** radio button for the Report Style.
- Click the **View FFO Report** button.
- A document (that includes a Table of Contents) is downloaded to the user's computer.



V. Application Review Information

- A. [Evaluation Criteria](#) ✓
- B. [Review and Selection Process](#) ✓
- C. [Selection Factors](#) ✓
- D. [Anticipated Announcement and Award Dates](#) ✓

VI. Award Administration Information

- A. [Award Notices](#) ✓
- B. [Administrative and National Policy Requirements](#) ✓
- C. [Reporting](#) ✓

VII. [Agency Contacts](#) ✓

VIII. [Other Information](#) ✓

Save **Cancel** **FFO Routing Slip and Start Workflow**

Report Style:

- PDF
- RTF (Word)

View FFO Report **View FRN Report** **FRN Structure and Boilerplate**

The publication of a Federal Funding Opportunity is required for this RFA.
The publication of a Federal Register Notice is NOT required.

Non-NOAA Bureaus

Click the **Attachments** link to reveal the FFO that was uploaded to Grants Online when the RFA was created.

Click the filename that corresponds to the FFO. The filename (surrounded by a red box) in the image below is hypothetical; it **does not** necessarily correspond to the filename in a real-time example.

If there are multiple files (not typically the case), the user can click the **Download All** button to download all attachments.

Federal Funding Opportunity

Id: 2595886
Status: Publish - In Progress

Action: Please select an action ▾ Submit

Your Comments:

Spell Check

Save Comment
[View routing slip >>](#)

[Workflow History](#)

[Attachments:](#)

Name	Short Description	Created Date	Internal Use Only	Remove
NOAA-GOT-OCPO-NOAA-2016-200xxxx FFO sample.pdf	This is a sample of the FFO that might have been uploaded when the RFA was created.	08/22/2016 04:39:40 PM	No	Remove

Download All [Large File Guidance](#)

Add new Attachment: [+]
 Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.

6. Whether a NOAA or a non-NOAA user, the same content is available in the Federal Funding Opportunity. There is one key difference – the FFO available to NOAA users **has** a Table of Contents (TOC); the information available to non-NOAA users **does not** have a TOC.
7. Record information for the data elements listed below in the [FFO Template](#).
NOTE: Field names as they are shown in Grants.gov are listed first. The corresponding Grants Online FFO information is in parenthesis.
 - Funding Opportunity Description (**FFO Index I.** Funding Opportunity Description)
 - Award Ceiling, Award Floor (**FFO Index II. A.** Funding Availability)
 - Type of Funding (**FFO Index II. C.** Type of Funding Instrument)
 - Eligible Applicants (**FFO Index III. A.** Eligible Applicants)

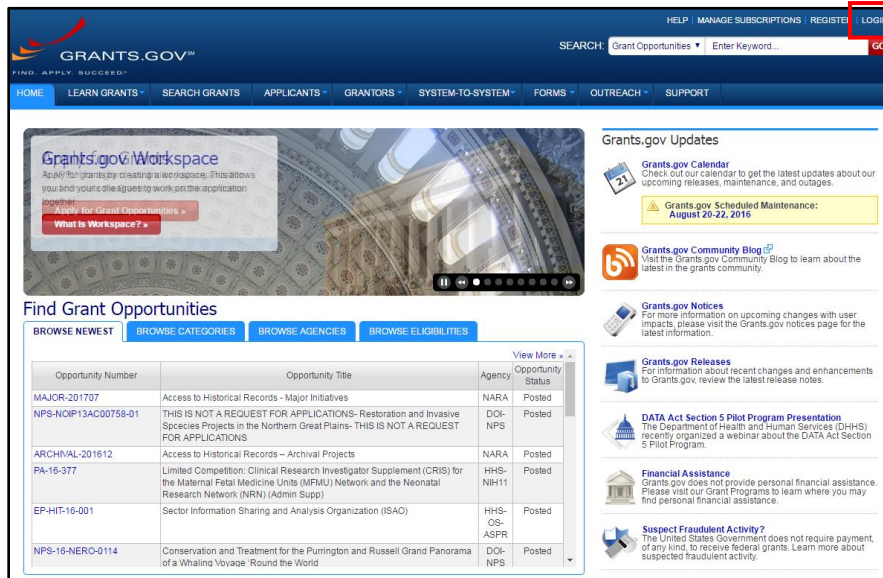
- Cost Sharing or Matching Requirement (**FFO Index III. B.** Cost Sharing or Matching Requirement)
 - Open Date, Closing Date (**FFO Index IV. D.** Submission Dates and Times)
 - Agency Contacts (**FFO Index VII.** Agency Contacts)
8. Observe that in the screen image below, **SF-424: NOAA Construction or Non-Construction Application Package** is the selected Application Package. This may or may not be the appropriate option for the Application Package associated with your RFA.

Application Package *	
Form	Mandatory
SF-424	Y
CD-511	Y
Budget Narrative Attachment Form	Y
Project Narrative Attachment Form	Y
SF-424A	N
SF-424B	N
SF-424C	N
SF-424D	N
SF-LLL	N
Other Attachments Form	N

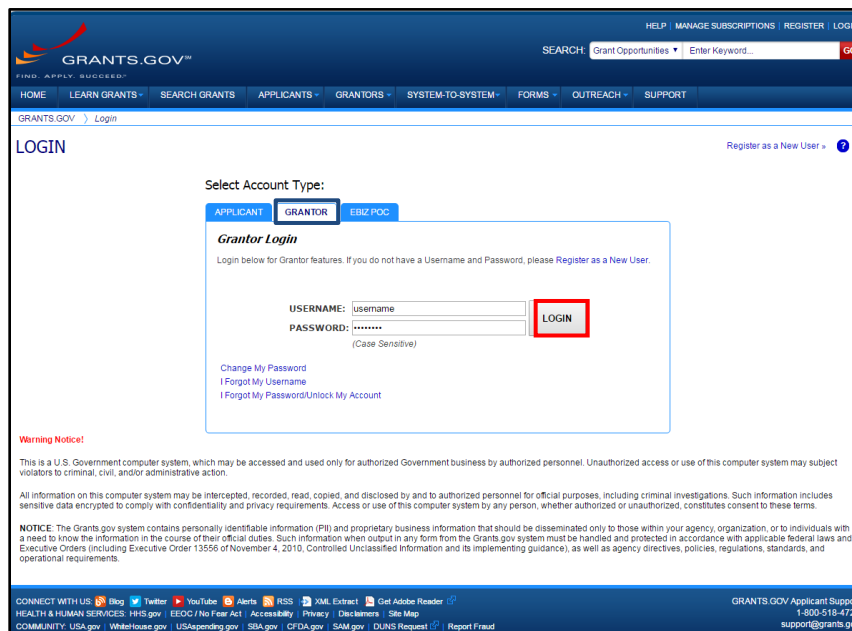
[View/Edit](#)

Post Competitive RFA Information to Grants.gov

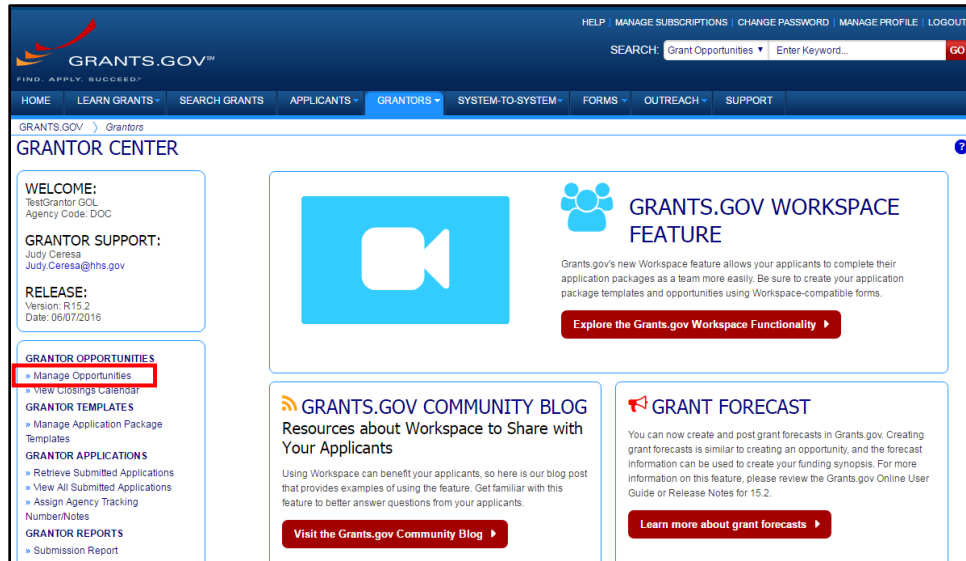
1. Navigate to the Grants.gov home page (<http://www.grants.gov/>). Click the **Login** link located on the upper right-hand side of the screen.



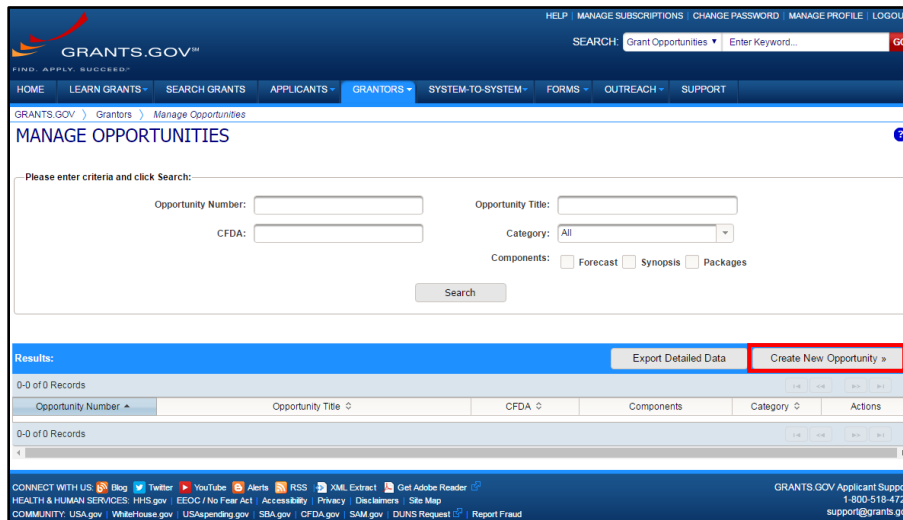
2. Click the **Grantor** tab (under the Select Account Type header).
3. Type the username and password (the image below shows “dummy data” for those two parameters). Click the **Login** button.



- When successfully logged on, click the **Manage Opportunities** link (under the Grantor Opportunities header).



- Click the **Create New Opportunity** button.



Create a New Opportunity

1. On the resulting screen, mandatory data elements are indicated by a red asterisk.

NOTE: Data field names as they are shown in Grants.gov are listed first. The corresponding Grants Online data field name is listed second.

 - a. Opportunity Number *

Grants Online: Funding Opportunity Number
 - b. Opportunity Title *

Grants Online: Funding Opportunity Title from the FFO
 - c. From the dropdown menu, select the Opportunity Category *

NOTE: To comply with Department of Commerce standards, Discretionary is the appropriate selection.

 - **Discretionary**
 - Mandatory
 - Continuation
 - Earmark
 - Other
 - d. Opportunity Category Explanation

If Opportunity Category = “Other”, enter text; 255 character maximum.
 - e. CFDA Number(s) *

Grants Online: CFDA Number
 - f. Opportunity Component *
 - **Synopsis**
 - Package
2. Click the **Next >>** button.

The screenshot shows the 'CREATE OPPORTUNITY' form on the Grants.gov website. The form is titled 'CREATE OPPORTUNITY' and includes a navigation bar at the top with links like 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'OUTREACH', and 'SUPPORT'. The form fields are as follows:

- *Opportunity Number:** NOAA-GOT-OCPO-NOAA-2016-2004966
- *Opportunity Title:** Competitive RFA -- August 2016
- *Opportunity Category:** Discretionary (selected from a dropdown menu)
- Opportunity Category Explanation:** (empty text box, with a note: "If Opportunity Category is Other")
- *CFDA Number(s):** 11.999
- Opportunity Component:** Select Opportunity Component: Synopsis, Package

A red box highlights the 'Next >>' button at the bottom center of the form.

3. On the resulting screen, there are mandatory (*) and optional data elements:

General Information

- a. Version – Pre-populated.
- b. Funding Instrument Type *
Grants Online: Type of Funding Instrument
Response Options: Cooperative Agreement, Grant, Other, or Procurement Contract
- c. Category of Funding Activity *
The user should select the items relevant to his/her Funding Opportunity.
To select more than one item, use the **SHIFT** or **CTRL** key.
- d. Category Explanation *
If the Category of Funding Activity = “Other”; must supply data.
- e. Expected Number of Awards
- f. Cost Sharing or Matching Requirement *
Grants Online: Cost Sharing or Matching Requirement
Response Options: Yes or No
- g. Post Date *
Date posted to Grants.gov.
- h. Close Date
Grants Online: Anticipated Announcement and Award Dates
Date Applications are due.
- i. Close Date Explanation *
If a Close Date is not specified.

GRANTS.GOV > Grantors > Manage Opportunities > Create Synopsis

CREATE SYNOPSIS

NOAA-GOT-OCPO-NOAA-2016-2004999
Competitive RFA -- August 2016
Department of Commerce

Opportunity Category: Discretionary
CFDA Number(s): 11.999
Opportunity ID: ---

General Information:

Version: Synopsis 1

*Funding Instrument Type: Cooperative Agreement
Grant
Other
Procurement Contract

*Category of Funding Activity: Humanities (see "Cultural Affairs" in CFDA)
Income Security and Social Services
Information and Statistics
Law, Justice and Legal Services
Natural Resources
Other (see text field entitled "Explanation of Other Category of Funding Activity" for clarification)
Recovery Act
Regional Development
Science and Technology and other Research and Development
Transportation

Category Explanation:
*If Category of Funding Activity is Other

Expected Number of Awards: 10

*Cost Sharing or Matching Requirement: Yes No

*Post Date: 08/15/2016 (MM/DD/YYYY)

Close Date: 09/30/2016 (MM/DD/YYYY)

Close Date Explanation:
*If no Close Date is provided

- j. Archive Date:
 - **Automatic, 30 days after the Close Date** (default)
 - Automatic, on specific date: MM/DD/YYYY
 - Manual Archive

- k. Estimated Total Program Funding
Whole numbers **Only**; no "\$" or commas.

- l. Award Ceiling *
Grants Online: Funding Availability
Whole numbers **Only**; no "\$" or commas.

- m. Award Floor *
Grants Online: Funding Availability
Whole number **Only**; no "\$" or commas.

Archive Date: Automatic, 30 days after the close date
 Automatic, on specified date: [] (MM/DD/YYYY)
 Manual archive

Estimated Total Program Funding: 10000

*Award Ceiling: 10000

*Award Floor: 1000

Eligibility

- a. Eligible Applicants *
Grants Online: Eligible Applicants.
More than one item can be selected using the **SHIFT** or **CTRL** key.
- b. Additional Information on Eligibility *
If Eligible Applicants = "Others", must supply data.

The screenshot shows a web form titled "Eligibility:". On the left, there is a label "Eligible Applicants:" followed by a list of options. The options are: Independent school districts, Individuals, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Others (see text field entitled "Additional Information on Eligibility" for clarification), Private institutions of higher education, Public and State controlled institutions of higher education, and Public housing authorities/Indian housing authorities. The "Others" option is highlighted with a grey background. Below this list is a text area labeled "Additional Information on Eligibility:" with a sub-label "*If Eligible Applicants is Others". The text area contains the word "Organizations".

Additional Information

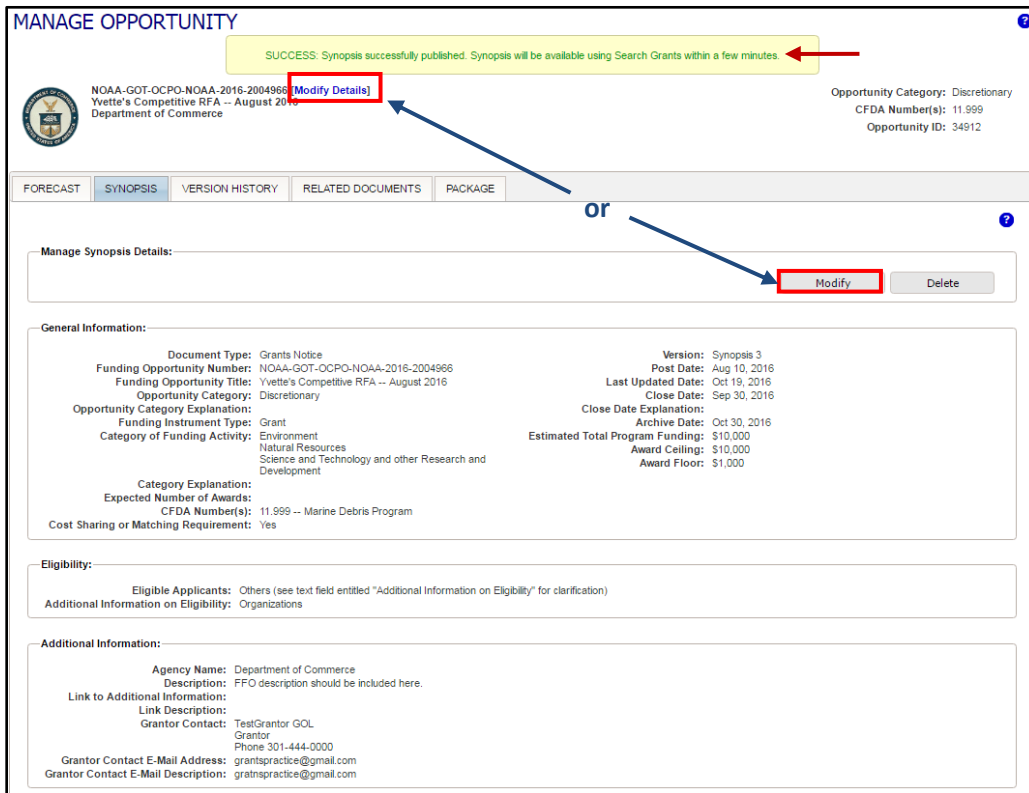
- a. Description *
Funding Opportunity Description.
Avoid using special characters or HTML encoding.
- b. Link to Additional Information
- c. Link Description
- d. Grantor Contact *
Grants Online: Agency Contact
Populated based upon the person logged on to Grants.gov. The data can be modified as needed.
- e. Grantor Contact Email Address *
Grants Online: Agency Contact
Populated based upon the person logged on to Grants.gov. The data can be modified as needed.
- f. Grantor Contact Email Description *
Grants Online: Agency Contact
The information entered here is appended to the **Mail To:** HTML tag.

4. Click the **Next >>** button.

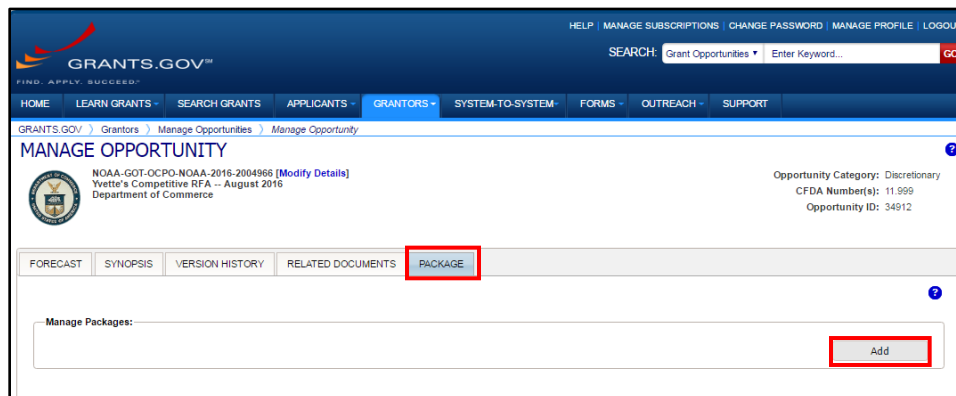
5. The form, as it was completed, is visible. Follow the instructions at the top of the screen.

Please review the following Synopsis information. If changes are needed, please click the **Modify** button below. Otherwise, click the **Publish** button to confirm.

- The resulting screen image indicates the Synopsis was successfully published. Later, if necessary, the synopsis can be modified using the **Modify** button or the **Modify Details** link next to the FFO Number.



- From the Manage Opportunity screen, click the **Package** tab and then click the **Add** button. If there is more than one Competition, create a Package for each Competition.



New Package Creation

On the New Package Creation screen, supply information for mandatory (*) data elements. In many cases, guidance regarding the type and/or format of data is indicated next to the data element. Some data elements are pre-populated using information entered on previous data entry screens. The data elements on the New Package Creation screen are as follows:

- a. Opportunity Number * – Populated from the previous screen.
- b. Opportunity Title * – Populated from the previous screen.
- c. CFDA Number – Options available for selection depend upon information previously entered.
- d. Competition ID – Mandatory data entry although there is not a red asterisk.
Grants Online: Competition ID Number
 The data elements **should not** be confused with the RFA ID or the FFO ID.
- e. Competition Title – Mandatory data entry although there is not a red asterisk.
Grants Online: Competition Title

IMPORTANT: If there are multiple Competitions, make certain to **align each Competition ID with the corresponding Competition Title** that is included on the FFO template.

NEW PACKAGE CREATION	
Opportunity Number:*	NOAA-GOT-OCPO-NOAA-2016-2004966
Opportunity Title:*	Yvette's Competitive RFA -- August 2016
CFDA Number:	11.999 ▾
Competition ID:	11111
Competition Title:	Yvette's Competitive RFA --

- f. Electronic Required *
Response Options: No, if paper applications are accepted; otherwise Yes
- g. Expected Number of Applications
 Provide a best estimate.
- h. Expected Application Size (MB)
- i. Open Date (MM/DD/YYYY)
 Date the Opportunity Package should be made available. If a date is not specified, the Opportunity Package will be available immediately after posting.

- j. Close Date * (MM/DD/YYYY)
Grants Online: Application Due Date
If the date is on a weekend, check with the FPO to determine what information should be entered.
- k. Grace Period – days
This data element is almost always blank.

Electronic Required:* Yes No

Expected Number of Applications:
*If you are unsure of the expected number of applications, provide your best estimate.

Expected Application Size: (MB)

Open Date: (MM/DD/YYYY)

Close Date:* (MM/DD/YYYY)

Grace Period: days

- l. Agency Contact
The name (first and last), title, email address, and phone number entered on the user profile.
- m. Application Instructions *
A **PDF** file of the Federal Funding Opportunity document **must be** attached. In addition, any attachment(s) associated with the RFA was creation may also be attached.
- n. Application Type *
Should correspond to the information entered for Eligible Applicants under the Synopsis (Eligibility section).

Agency Contact:*
TestGrantor GOL
Grantor
E-mail: grantspractice@gmail.com
Phone: 301-444-0000

Application Instructions:*
[Current Instructions](#) (Supplying a new file over-writes the current instructions file)

Applicant Type:*

Organizations Only

Select a Package Template

- Under the Form Package header, click the **Select a Package Template** button.

- When performing a general search, the default values are: **DOC** for the **Agency Owner Code** and **ALL** for the **Form Family**. To narrow the search, specify a **Template Name**. Click the **Search** button.

- From the options presented, click the **Select** radio button beside the appropriate choice. Click the **Save** button.

Agency Owner Code	Template Name	Mandatory Forms	Optional Forms	Actions
DOC	DOC/OS Standard Application Package	<ul style="list-style-type: none"> Application for Federal Assistance (SF-424) [V2.1] Assurances for Non-Construction Programs (SF-424B) [V1.1] Budget Information for Non-Construction Programs (SF-424A) [V1.0] Budget Narrative Attachment Form [V1.1] CD511 Form [V1.1] Project Narrative Attachment Form [V1.1] 	<ul style="list-style-type: none"> Disclosure of Lobbying Activities (SF-LLL) [V1-1] Other Attachments Form [V1.1] 	<input type="radio"/> Select
DOC	NOAA - Non Construction	<ul style="list-style-type: none"> Application for Federal Assistance (SF-424) [V2.1] CD511 Form [V1.1] Assurances for Non-Construction Programs (SF-424B) [V1.1] Budget Information for Non-Construction Programs (SF-424A) [V1.0] Budget Narrative Attachment Form [V1.1] 	<ul style="list-style-type: none"> Disclosure of Lobbying Activities (SF-LLL) [V1-1] Other Attachments Form [V1.1] 	<input checked="" type="radio"/> Select
DOC	NOAA - SF 424 only	<ul style="list-style-type: none"> Application for Federal Assistance (SF-424) [V2.1] 	<ul style="list-style-type: none"> Other Attachments Form [V1.1] 	<input type="radio"/> Select
DOC	SF-424 R&R	<ul style="list-style-type: none"> SF424 (R & R) [V2.0] 	---	<input type="radio"/> Select

Publish the FFO to Grants.gov

1. Click the **Publish** button.

Form Family	Template Name	Mandatory Forms	Optional Forms	Actions
SF-424 Family	NOAA - Non Construction	<ul style="list-style-type: none">Application for Federal Assistance (SF-424) [V.2.1]Project Narrative Attachment Form [V1.1]CD511 Form [V1.1]Assurances for Non-Construction Programs (SF-424B) [V1.1]Budget Information for Non-Construction Programs (SF-424A) [V1.0]Budget Narrative Attachment Form [V1.1]	<ul style="list-style-type: none">Disclosure of Lobbying Activities (SF-LLL) [V1.1]Other Attachments Form [V1.1]	Change Template

MODIFICATION COMMENTS:
Send Change Notifications via email:
Package Modification Comments:
Please enter a brief description of the changes in the below text box. The text you enter will be included in the notification email to the subscribers (if you select the Send Change Notifications checkbox above)

2. To move forward with the process, click the **Yes** button.

ALERT: Inactive Forms

⚠ Inactive form(s) are selected for this application package.

Do you want to continue using inactive forms?

3. Beneath the Package Publication Verification header there is a message that:

You are about to make the following application package available to the public. Please verify the details and click **Publish** to make this application package available on Grants.gov.

As instructed by the on-screen message, click the **Publish** button in the bottom left-hand corner of the screen.

PACKAGE PUBLICATION VERIFICATION

You are about to make the following application package available to the public. Please verify the details and click "Publish" to make this application package available on Grants.gov.

Opportunity Number: NOAA-GOT-OCPO-NOAA-2016-2004966
Opportunity Title: Yetter's Competitive RFA -- August 2016
CFDA Number: 11.599
CFDA Title: Marine Debris Program
Competition ID: 111111
Competition Title: Yetter's Competitive RFA -- August 2016
Electronic Required: Yes
Expected Number of Applications: 5
Expected Application Size: None
Open Date: 08/10/2016
Close Date: 09/30/2016
Grace Period: None
Agency Contact: Test/Grantor GOL Grantor E-mail: grantspractice@gmail.com Phone: 301-444-0000
Application Instructions: [View](#)
Available to: Individual Applicants Only

Form Family	Template Name	Mandatory Forms	Optional Forms
SF-424 Family	DOC/OS Standard Application Package	<ul style="list-style-type: none">Application for Federal Assistance (SF-424) [V.2.1]Assurances for Non-Construction Programs (SF-424B) [V1.1]Budget Information for Non-Construction Programs (SF-424A) [V1.0]Budget Narrative Attachment Form [V1.1]CD511 Form [V1.1]Project Narrative Attachment Form [V1.1]	<ul style="list-style-type: none">Disclosure of Lobbying Activities (SF-LLL) [V1.1]Other Attachments Form [V1.1]

- A message that the package has been published and is available for public download is visible. Click the **Continue** button to navigate to the previous screen.



- After publication of the package, the user can edit information associated with the package (refer to the Step 3 screen image). When finished making edits, republish the package. Remember the **Publish** button must be clicked twice.

If applicants responded during the period when the FFO was posted and modifications were made, they would be notified of any updates. Those modifications might necessitate the submission of additional or different responses.

- If there is more than one competition, while on the **Package** tab, click the **Add** button. Provide data for all data fields listed in the [New Package Creation](#) section of this document.

If there are no additional competitions, advance to the Update the Comments Text Box in Grants Online section of this document.

Update the Comments Text Box in Grants Online

- Log in to Grants Online and navigate to the RFA main page.
- In the FFO Comments text box, type the following: **Published to Grants.gov on MM/DD/YYYY**, where the MM/DD/YYYY is replaced by the current date. Click the **Save Comment** button.

Federal Funding Opportunity

Id: 2595886
Status: Publish - In Progress

Action: Please select an action ▼ Submit

Your Comments: Published to Grants.gov on August 5, 2016.

42 / 4000 Spell Check

Save Comment

Appendix: FFO Template

(Use to Record Information from Grants Online)

* = Mandatory Data Element

Grants Online HEADER and Data Element	Grants.gov HEADER and Data Element	Record Information from the Grants Online RFA
RFA HEADER INFO.	OPPORTUNITY DETAILS	
Funding Opportunity Number	Opportunity Number *	
RFA Name	Opportunity Title *	
CFDA Number	CFDA Number *	

Grants Online HEADER and Data Element	Grants.gov HEADER and Data Element	Record Information from the Grants Online RFA
FFO	SYNOPSIS INFORMATION	
Type of Funding Instrument	Funding Instrument Type *	
Cost Sharing or Matching Requirement	Cost Sharing or Matching Requirement *	
Submission Dates and Times	Close Date	
Submission Dates and Times	Close Date Explanation * <i>If the Close Date is not specified.</i>	
Submission Dates and Times	Archive Date	
Funding Availability	Estimated Total Program Funding	
Funding Availability	Award Ceiling *	
Funding Availability	Award Floor *	
Eligible Applicants	Eligible Applicants *	
Other Criteria that Affect Eligibility	Additional Information on Eligibility	

Grants Online HEADER and Data Element	Grants.gov HEADER and Data Element	Record Information from the Grants Online RFA
RFA DETAILS	PACKAGE INFORMATION	
Funding Opportunity Number	Opportunity Number	
RFA Name	Opportunity Title	
CFDA Number	CFDA Number	
Competition Document ID	Competition ID <i>Required although there is not a red asterisk.</i>	
FFO Description	Competition Title <i>Required although there is not a red asterisk.</i>	
Submission Dates and Times	Open Date	
Submission Dates and Times	Close Date *	
Submission Dates and Times	Grace Period	
Application Instructions	Application Instructions *	

Grants Online HEADER and Data Element	Grants.gov HEADER and Data Element	Record Information from the Grants Online RFA
APPLICATION PACKAGE	PACKAGE TEMPLATE	
Form Family / Template – (e.g., SF- 424 / NOAA Construction or Non-Construction Application Package)	Form Family / Template * <i>Select from available options (e.g., NOAA SF-424 Only, NOAA Non-Construction).</i>	