



### Quick Tips

#### Funding Opportunity Number:

- Funding Opportunity Numbers (FON) are currently unique within the Grants.Gov System, (an enhancement is currently in the works that will allow duplicate funding opportunity numbers within the system but they must still be unique within an Agency/Sub Agency.)
- When a new “Funding Opportunity” is created
  - The user assigns the number
  - It must not have been used previously
  - It must not have special characters other than a “-“ (dash) in the number
  - A synopsis OR a package must be created

#### Synopses

- There can only be one Synopsis per FON
- Closing Date is not required
- Posting Date
  - An enhancement is currently under development to allow the user to set a Posting Date in the future which effectively implements “Work In Progress” WIP.
    - Current system functionality for Posting Date:
      1. Not editable by user
      2. Creates a new one each time you edit the Synopsis
    - Near Future system functionality for Posting Date
      1. Editable by user upon creation
      2. Must set the date in the future to edit
      3. Once the future date arrives the posting date is no longer editable
      4. This is to implement “Work In Progress” (WIP) functionality
- Archive Date
  - “Archiving” does not remove a Synopsis from the system it only excludes it from a Basic Search. Advanced search it is selectable whether to include it or not.

#### Competitions/Packages

- There can be multiple Packages/Competitions within a FON.
- Competition uniqueness is defined by FON, CFDA, Comp ID.
  - Is enforced system wide, which means that IF another agency uses the same FON, then the CFDA or the COMP ID must be unique
  - CFDA can be blank
  - Competition ID can be blank
- Within a Funding Opportunity you can have multiple packages, they are defined uniquely by any combination of CFDA and Competition ID but must be unique system wide.
- Opening Date is not required
- Closing Date IS required but is editable
- All changes to a Package, except for grace period will generate an e-mail if someone has subscribed to e-mail notification.