

UPDATING RECOVERY ACT OPPORTUNITIES

NEW RECOVERY ACT SEARCH FUNCTIONALITY

Grants.gov is releasing functionality to enable applicants to search for Recovery Act opportunities by category. This functionality will be in place on Tuesday, March 10, 2009. If your agency has already posted Recovery Act opportunities and would like to be listed in the Recovery Act category and search functionality on Grants.gov, there is action you need to take.

Overview of steps for agency users to include their opportunities in the newly developed Recovery Act category:

1. Use the term "Recovery Act" within the **Opportunity Title**.
2. In the **Opportunity Category** choose "Other" and add "Recovery Act" in the **Category Explanation** text box.
3. For the Opportunity to be searchable, and listed in the Recovery Act search category the agency user must add a synopsis. When adding the synopsis, the agency user must select in Activity Category "Recovery Act" (shown below), in addition to any other category that may be required.
4. As for the synopsis email, agency users will need to add the code "RA" when creating or updating a Synopsis via email under the following field:
<FundingActivityCategory>RA</FundingActivityCategory>.
5. As for the S2S web services agency users need to add the code "RA" when creating or updating a synopsis via S2S under the following field:
<FundingActivityCategory>RA</FundingActivityCategory>.

Please Note: If you choose not to comply with the suggestions above, applicants will **NOT** be able to search your opportunities by the keyword "Recovery Act" and it will not be listed in the Recovery Act category.

HOW TO UPDATE YOUR RECOVERY ACT OPPORTUNITIES

1. Once you have logged in, choose **Manage Opportunities** on the left navigation menu.
2. If you haven't done so already, include **Recovery Act** in the title under the **Opportunity Title** field.
3. For **Opportunity Category**, use the drop down and select **Other**.
4. In the text box for **Category Explanation** type **Recovery Act**.
5. In the modified comments – type in **Updated Recovery Act**.
6. Finally click on the **Update** button.

[Manage Agency user Profile](#)
[Set Agency Level](#)
[Create Agency](#)
[Modify Agency](#)
[Published Opportunities](#)
[Applicant Report](#)
[Organization Report](#)
[Set Closing Date Limits](#)
[Submission Report](#)
[Manage Opportunities](#)
[Assign Agency Tracking Number](#)
[Manage Application Package Templates](#)
[Manage Agency Users](#)
[View All Submitted](#)

GRANT OPPORTUNITY PROPERTIES

Opportunity Number:*

Opportunity Title:*

Opportunity Category:*

Category Explanation:
* If Opportunity Category is Other

CFDA Numbers:

Modified Comments:*

UPDATING RECOVERY ACT OPPORTUNITIES

After the agency user modifies the fields above to the opportunity, **in order to be listed in the Recovery Act category** the agency user must modify or add a synopsis.

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

GRANT OPPORTUNITY PROPERTIES

Opportunity Number:* ED-GRANTS-103007-010
Opportunity Title:* Special Education Training Programs
Opportunity Category:* Discretionary
CFDA Numbers: 00.000

Synopsis:

Application Packages:

When adding the synopsis, the agency user needs to complete the following field, Activity Category select "Recovery Act" (shown below), in addition to any other category that may be required.

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties > Opportunity Synopsis Properties

OPPORTUNITY SYNOPSIS PROPERTIES

Opportunity Properties
Opportunity Number: 123456789
Opportunity Title: Recovery Act + Title
Opportunity Category:* Other
CFDA Numbers: 00.000

Funding Properties

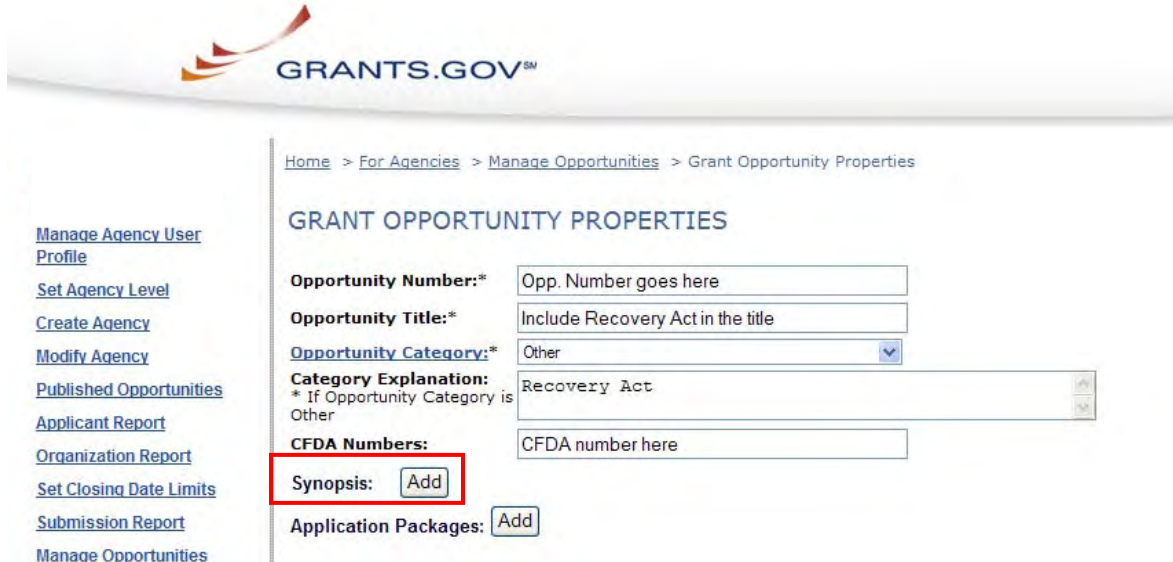
Instrument Type: *
Cooperative Agreement
Grant
Other
Procurement Contract

Activity Category: *
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 Fund Recovery Act")
Regional Development
Science and Technology and other Research and Development
Transportation

UPDATING RECOVERY ACT OPPORTUNITIES

HOW TO CREATE A RECOVERY ACT SYNOPSIS/OPPORTUNITY

Grants.gov strongly suggests when agencies are creating a synopsis/opportunity for “Recovery Act,” under the **Manage Opportunities** function, the agency should choose “Other” under **Opportunity Category** and include “Recovery Act” in the **Opportunity Title**. If this guidance is not followed, applicants will be unable to search for the opportunity using the “Recovery Act” category (shown below).



GRANTS.GOVSM

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

GRANT OPPORTUNITY PROPERTIES

Opportunity Number:*

Opportunity Title:*

Opportunity Category:*

Category Explanation:
* If Opportunity Category is Other

CFDA Numbers:

Synopsis:

Application Packages:

Manage Agency User Profile
Set Agency Level
Create Agency
Modify Agency
Published Opportunities
Applicant Report
Organization Report
Set Closing Date Limits
Submission Report
Manage Opportunities

After the agency user completes the fields above to begin creating the opportunity, **in order to be listed in the Recovery Act search category** the agency user must add a synopsis. When adding the synopsis, the agency user needs to complete the following field, Activity Category select “Recovery Act” (shown below), in addition to any other category that may be required.



Home > For Agencies > Manage Opportunities > Grant Opportunity Properties > Opportunity Synopsis Properties

OPPORTUNITY SYNOPSIS PROPERTIES

Opportunity Properties

Opportunity Number: 123456789
Opportunity Title: Recovery Act + Title
Opportunity Category:* Other
CFDA Numbers: 00.000

Funding Properties

Instrument Type: *

Activity Category: *

Manage Agency User Profile
Set Agency Level
Create Agency
Modify Agency
Published Opportunities
Applicant Report
Organization Report
Set Closing Date Limits
Submission Report
Manage Opportunities
Assign Agency Tracking Number
Manage Application Package Templates
Manage Agency Users
View All Submitted Applications
Applicant Audit Report

UPDATING RECOVERY ACT OPPORTUNITIES

Searching Recovery Act Opportunities

Recovery Act Opportunities are listed here:

<http://www07.grants.gov/search/search.do;jsessionid=?mode=CATSEARCH&fundActivity=RA>

There is now a shortcut in the bullets on the homepage.

The screenshot shows the Grants.gov homepage. The main navigation bar includes 'Search', 'Contact Us', 'Site Map', 'Help', and 'RSS'. The left sidebar contains links for 'FOR APPLICANTS', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. The central banner features the slogan 'Find. Apply. Succeed.' and a description of the site's purpose. Below the banner, the 'What's New This Week at Grants.gov' section is highlighted with a red box, listing 'New Opportunities This Week', 'Recovery Act Opportunities', and 'Recovery Act and Grants.gov'. The right sidebar includes a newsletter sign-up and 'Quick Links'.

Applicants will be able to search funding opportunities using the **Browse by Category** "Recovery Act" search, if and only if "Recovery Act" is added when creating the synopsis/opportunity on Grants.gov. An applicant can also narrow their search by using the **Advanced Search** functionality currently on Grants.gov.

The screenshot shows the 'Search Grant Opportunities' page. The left sidebar contains navigation links for 'FOR APPLICANTS', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. The main content area has a breadcrumb trail: 'Home > Find Grant Opportunities > Search Grant Opportunities'. Below the breadcrumb, there are four search options: 'Basic Search', 'Browse by Category', 'Browse by Agency', and 'Advanced Search'. The 'Browse by Category' option is selected. Below the search options, there is a list of funding categories. The 'Recovery Act' category is highlighted with a red box. Other categories include 'Agriculture', 'Business and Commerce', 'Consumer Protection', 'Education', 'Energy', 'Food and Nutrition', 'Housing', 'Information and Statistics', 'Law, Justice and Legal Services', 'Other', 'Science and Technology and other Research and Development', 'Sustainable Cultural Affairs in CFDA', 'Community Development', 'Disaster Prevention and Relief', 'Employment, Labor and Training', 'Environment', 'Health', 'Humanities', 'Income Security and Social Services', 'Natural Resources', 'Regional Development', and 'Transportation'.