



Tuesday Tips is an outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: UAF-GCReATE@alaska.edu. For more Tips visit [OGCA website](#).

Understanding a Funding Opportunity Announcement (FOA)

The following list of questions and tips will help you to deconstruct a Funding Opportunity Announcement (FOA), also commonly known as a Request for Applications (RFA), Program Announcement (PA), and Request for Proposal (RFP).

Initial Questions

- When is the submission deadline? Does the due date allow sufficient time to develop a competitive application? What are the internal deadlines? Start internal approval process well in advance.
- Is there an earlier deadline for a letter of intent (LOI) or pre-proposal?
- Are you eligible to serve as the Principal Investigator (PI)? Do you need to complete any registrations prior to submission? (eRA commons, Fastlane, CDMRP, Proposal Central, etc.)
- Is this a limited submission funding opportunity (i.e., a limited number of applications from UAF are allowed)? If so, see [Limited Submissions](#).

Program Description

- Does your research fit the funding agency's research objectives?
- Good sources for identifying the agency's vision for the program include previously funded proposals under the same funding opportunity announcement (FOA), and publications, reports, or workshops referenced by the FOA.
- Are there help documents (i.e., outlines/templates) linked to the RFA?

Document Specifications

- What are the page limits?
- What sections of the proposal are included within the page limits? What sections are excluded?
- What are the allowable fonts and font sizes? Margin sizes? Spacing requirements?
- Are headers and footers allowed and/or required?

Budget

- What is the budget cap? Can your research (or an aspect of your research) be completed with the funds available?
- How many awards does the funder expect to make (i.e., how competitive is this competition)?
- Is there a cost-sharing requirement? If so, contact your local Research Administrator or OGCA to start the internal approval process.
- Is there a minimum time commitment (i.e., how many person-months)?
- Does the agency require inclusion of any specific costs (e.g., travel costs to attend a required meeting)? Are there any normally allowable costs that are not allowed under this RFA?
- Is there a cap on the recovery of indirect costs (facilities and administrative (F&A) costs)? If the allowable F&A rate is below UAF's current F&A rate, please discuss this with your Research Administrator or OGCA and start the internal approval process.
- Are there caps or constraints on the allocation of specific funds or line items (e.g., line item X must not exceed 10% of total direct costs)?

- What requirements are in place for sub-awards? If sub-awards will be requested, speak to your Research Administrator or OGCA well in advance of your deadline.
- What are the requirements for the budget justification?
- Is there a salary cap?

For additional Information visit the [Office of Grants and Contracts Administration](#)