Anatomy of a RFA

"Scanning for Critical Information"

Most items noted below are sub-headed in RFAs and are easily found; however, that is not always the case and critical information affecting an application may be included as a single line of text or within a reference. An example is a statement in recent RFA, *"the maximum amount an applicant can receive under this program is one percent of the total amount of all Federal Pell Grant funds awarded to students enrolled at the institution for FY 2012."*

Quick Capture Items:

> Funding source
> Solicitation number
> Amount available
> Maximum award limit
> Due date
> CFDA number
> PO contact number
> Help desk number

Purpose of the Program Announcement: *What types of activities are supported*

Program Eligibility Requirements: *Who qualifies to apply*

Use of Funds: *General statements or guidelines*

Announcement Themes/Goals/Needs: *Reflects the agency agenda*

References/Laws/Regulations: *Basis of agenda and rules to follow*

Projects types allowed: *Conferences, equipment, development, etc.*

Application 'Musts':   *Make a list and check it frequently*
    "Proposed projects must . . . . "

Award or Application limits: *"one application per institution"*

Period of Performance: *12, 24-months, etc. (statutory limit is 5 years)*

Type of submission: *New or re-submitted application*

Matching funds requirements: *% of total award; real $ or in-kind*

IDC limits or restrictions: *% specified or DHHS negotiated rate*
    TDC, MTDC, or TPC

Allowable/Unallowable Costs: *'no tuition/fees, promotional items, or meals'*

Expense sharing restrictions: *amounts available to each partner*