

## Quick Sheet: Change a Posted Funding Opportunity Announcement

**Audience:** Grants Management Officers

### PURPOSE

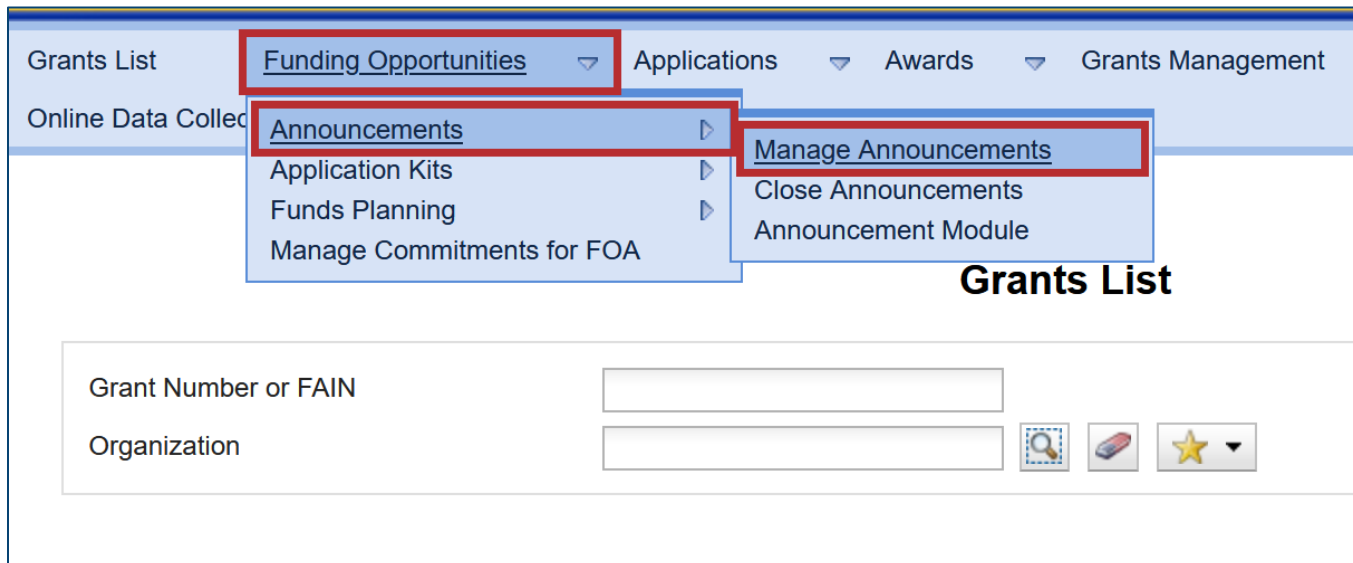
If a Funding Opportunity Announcement (FOA) is posted on Grants.gov and in GrantSolutions, it is best practice to leave the application kit (forms) unaltered to ensure applications in progress are current. Occasionally, however, it may be necessary to enter changes, such as if the due date must be extended or if verbiage must be updated in the FOA.

**Note:** For Login information and instructions, please view the GrantSolutions Login QuickSheet.

### CHANGE A POSTED FUNDING OPPORTUNITY ANNOUNCEMENT

To change a posted FOA, perform the following steps as a Grants Management Officer (GMO):

1. From the Grants Management Services menu bar, click the **Funding Opportunities** tab, select the **Announcements** drop-down, and select the **Manage Announcements** option.



The screenshot displays the Grants Management Services menu bar. The 'Funding Opportunities' tab is selected and highlighted with a red box. A dropdown menu is open, showing 'Announcements' (also highlighted with a red box), 'Application Kits', 'Funds Planning', and 'Manage Commitments for FOA'. A second dropdown menu is open from 'Announcements', showing 'Manage Announcements' (highlighted with a red box), 'Close Announcements', and 'Announcement Module'. Below the menu bar, the 'Grants List' section is visible, featuring input fields for 'Grant Number or FAIN' and 'Organization', and a search icon.

- The “Manage Announcements” screen appears. Enter **search criteria** in the search criteria fields and click the **Search** button.

**Note:** Catalog of Federal Domestic Assistance (CFDA) has been replaced with Assistance Type.

Funding Opportunities > Announcements > Manage Announcements

[Page Help](#)

## Manage Announcements

Fiscal Year (YYYY)

Announcement Title

FR Document Number

Program

Program Office

Grant Program

CFDA [?](#)

Search Options ☐ Past Due Announcements  
☐ Pending Announcements

- Results appear in a table below the *Search* button. Click the **Unpost** link for the desired announcement.

Number of Announcements: 1

Announcement Title (Internal)	Competition ID / Funding Opportunity Number	Competition Title	CFDA	Publish Date	Due Date	Program	Program Office	Status	Action
Training Test Announcement	F123-00-00-001-10001 F123-00-00-001		93.092	06/27/2024	12/31/2024	Health and Human Services	ACT F123-00-00-001-10001 Program Office	Posted	<a href="#">View</a> <a href="#">Unpost</a> <a href="#">Send to Grants.gov FIND</a> <a href="#">Preview</a> <a href="#">View App Kit</a>

- The screen refreshes, and the announcement bears the *Unposted* status. To modify the announcement, click the **Edit** link.

**Note:** Complete necessary changes and save.

Number of Announcements: 1

Announcement Title (Internal)	Competition ID / Funding Opportunity Number	Competition Title	CFDA	Publish Date	Due Date	Program	Program Office	Status	Action
Training Test Announcement	F15B-00-20-001-118871 F15B-00-20-001		93.092	06/27/2024	12/31/2024	Health and Tech Services	ICD/ITISB - Adolescent Pregnancy Prevention	Unposted	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Post</a> <a href="#">Preview</a> <a href="#">View App Kit</a> <a href="#">Edit App Kit</a>

Alternatively, to change the application package, click the **Edit App Kit** link.

**Note:** Complete necessary changes and save.

Number of Announcements: 1

Announcement Title (Internal)	Competition ID / Funding Opportunity Number	Competition Title	CFDA	Publish Date	Due Date	Program	Program Office	Status	Action
Training Test Announcement	F15B-00-20-001-118871 F15B-00-20-001		93.092	06/27/2024	12/31/2024	Health and Tech Services	ICD/ITISB - Adolescent Pregnancy Prevention	Unposted	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Post</a> <a href="#">Preview</a> <a href="#">View App Kit</a> <a href="#">Edit App Kit</a>

- Click the **Post** link in the *Action* column to repost the FOA.

Number of Announcements: 1

Announcement Title (Internal)	Competition ID / Funding Opportunity Number	Competition Title	CFDA	Publish Date	Due Date	Program	Program Office	Status	Action
Training Test Announcement	F15B-00-25-001-15807 / F15B-00-25-001		93.092	06/27/2024	12/31/2024	Health and Health Services	ACF/OPHS - Adolescent Pregnancy Prevention	Unposted	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Post</a> <a href="#">Preview</a> <a href="#">View App Kit</a> <a href="#">Edit App Kit</a>

The screen refreshes and the announcement bears the *Posted* status.

Number of Announcements: 1

Announcement Title (Internal)	Competition ID / Funding Opportunity Number	Competition Title	CFDA	Publish Date	Due Date	Program	Program Office	Status	Action
Training Test Announcement	F15B-00-25-001-15807 / F15B-00-25-001		93.092	06/27/2024	12/31/2024	Health and Health Services	ACF/OPHS - Adolescent Pregnancy Prevention	Posted	<a href="#">View</a> <a href="#">Unpost</a> <a href="#">Send to Grants.gov FIND</a> <a href="#">Preview</a> <a href="#">View App Kit</a>

## UPDATE ANNOUNCEMENT IN GRANTS.GOV

To change an announcement and update the changes in Grants.gov, perform the following steps:

1. On the “Manage Announcements” screen, **Unpost** the desired announcement.
2. Complete necessary changes and save.
3. **Post** the announcement again in GrantSolutions.
4. In the *Action* column, click the **Send to Grants.gov FIND** link.

Number of Announcements: 1

Announcement Title (Internal)	Competition ID / Funding Opportunity Number	Competition Title	CFDA	Publish Date	Due Date	Program	Program Office	Status	Action
Training Test Announcement	F123-AB-20-001-1234567 F123-AB-20-001		93.092	06/27/2024	12/31/2024	Health and Human Services	NIH/NIDDK Division of Extramural Activities	Posted	<a href="#">View</a> <a href="#">Unpost</a> <a href="#">Send to Grants.gov FIND</a> <a href="#">Review</a> <a href="#">View App Kit</a>

5. The “Sent Announcement-Summary to FIND” screen appears. Click the **Close** button to return to the “Manage Amendments” screen.

Applications ▾ Awards ▾ Grants Management ▾ Reports ▾ System Management ▾ Online Data Coll ▾

### Sent Announcement-Summary to FIND

Close