

Funding Opportunities

Module 3

Objectives

In this module you will learn:

- What an opportunity is.
- How to determine if an opportunity has already been downloaded into Cayuse S2S.
- How to retrieve opportunities from Grants.gov into Cayuse S2S.
- How to create a proposal using an opportunity.

Opportunities

- An opportunity is a grant application package that includes forms and information to submit to Grants.gov.
- Proposals can be created using an opportunity once the opportunity has been retrieved (downloaded) into Cayuse S2S.
- Before starting your proposal, review the opportunities list to determine if the opportunity has already been retrieved.

The Opportunity List

1. Click the Opportunities tab.
2. Cayuse S2S displays the opportunities that have already been retrieved.
 - Usually, you will only see opportunities that are still open.
 - To show closed opportunities, click the checkbox.

	Opportunity Number	Title	Comp. ID	Agency	CFDA #	Opens	Closes	Retrieved	
+	PA-C-UC6	G.g AT07 and NIH Ext-UAT Test FOA (UC6)	FORMS-C	National Institutes of Health	93.838	2013-07-22	2018-07-22	2013-12-05	X
+	PA-C-U2R	G.g AT07 and NIH Ext-UAT Test FOA (U2R)	FORMS-C	National Institutes of Health	93.838	2013-07-22	2018-07-22	2013-12-05	X
+	PA-C-TU2	G.g AT07 and NIH Ext-UAT Test FOA (TU2)	FORMS-C	National Institutes of Health	93.838	2013-11-14	2016-11-14	2013-12-05	X

The Opportunity List

- Search for opportunities using the search box.
- Sort the list by clicking any of the column headings.
- Click the blue info icon to see detailed opportunity information.

Overview **Opportunities** Proposals Routing People Institutions Reports Admin

Opportunities Retrieve Opportunities

317 Opportunities / Showing 217 Search Show closed opportunities:

	Opportunity Number	Title	Comp. ID	Agency	CFDA #	Opens	Closes	Retrieved	
	PA-C-UC6	G.g AT07 and NIH Ext-UAT Test FOA (UC6)	FORMS-C	National Institutes of Health	93.838	2013-07-22	2018-07-22	2013-12-05	
	PA-C-U2R	G.g AT07 and NIH Ext-UAT Test FOA (U2R)	FORMS-C	National Institutes of Health	93.838	2013-07-22	2018-07-22	2013-12-05	
	PA-C-TU2	G.g AT07 and NIH Ext-UAT Test FOA (TU2)	FORMS-C	National Institutes of Health	93.838	2013-11-14	2016-11-14	2013-12-05	

Finding Opportunities

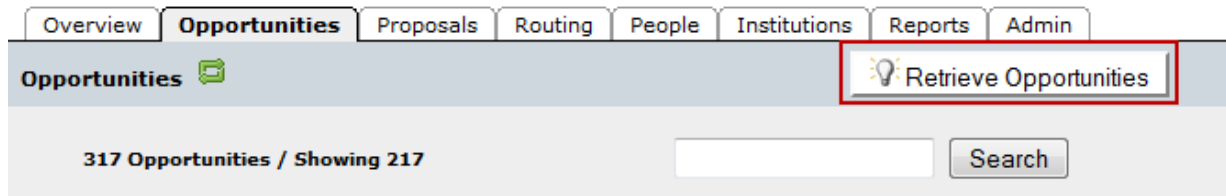
- If you find the opportunity you are looking for in the list, there is no need to retrieve the opportunity again.
- If you can't find the opportunity, try retrieving it.

Retrieving an Opportunity

- To retrieve an opportunity from Grants.gov you need the Funding Opportunity Number or CFDA Number.
- You can find the Funding Opportunity Number by going to www.grants.gov and using the **Search Grant Opportunities** box or button.

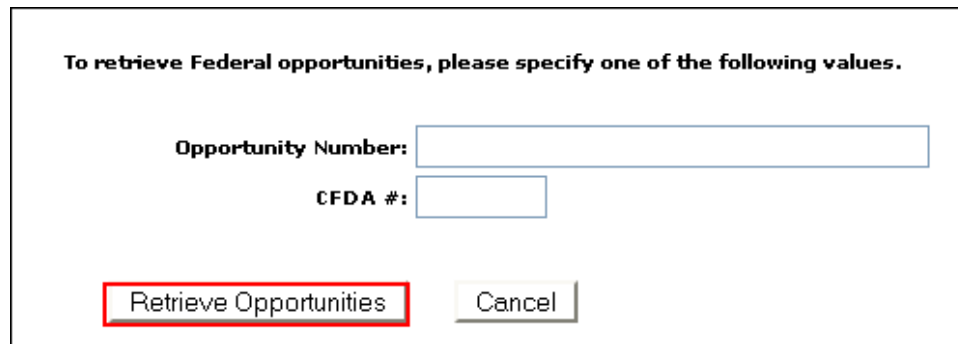
Retrieving an Opportunity

1. In the Opportunities tab, click **Retrieve Opportunities**.



The screenshot shows a navigation bar with tabs: Overview, Opportunities, Proposals, Routing, People, Institutions, Reports, and Admin. The 'Opportunities' tab is active. Below the navigation bar, there is a header area with 'Opportunities' and a lightbulb icon, and a button labeled 'Retrieve Opportunities' which is highlighted with a red box. Below this, there is a status bar showing '317 Opportunities / Showing 217' and a search field with a 'Search' button.

2. Enter the opportunity number or CFDA number into the corresponding field in the pop-up dialog. The opportunity number should be entered exactly as shown on Grants.gov, including any dashes.



The dialog box contains the following text: "To retrieve Federal opportunities, please specify one of the following values." Below this text are two input fields: "Opportunity Number:" followed by a long text box, and "CFDA #:" followed by a shorter text box. At the bottom of the dialog, there are two buttons: "Retrieve Opportunities" (highlighted with a red box) and "Cancel".

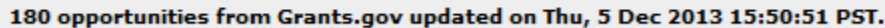
3. Click **Retrieve Opportunities**.

Retrieving an Opportunity

- Cayuse S2S will check Grants.gov for an opportunity package.
- If the retrieval is successful, you will see that one or more opportunities were updated.



Retrieve Opportunities



180 opportunities from Grants.gov updated on Thu, 5 Dec 2013 15:50:51 PST.

- If you don't see the opportunity, you can search for it.
- If no opportunities were updated, verify the number you entered, and check that an application package is available on Grants.gov.
 - Cayuse S2S cannot download anything if a package is not available.

Using Opportunities

- Click the green plus symbol next to the opportunity to create a proposal using that opportunity.
- Refer to the **Proposal Creation** module for more details.