



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) - Continued

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).

Narrative Structure

- Are there required sections of the proposal narrative that are standard to this funding agency/mechanism? If so, refer to the agency's proposal guidelines document for more information (NIH SF424 R&R, NSF Proposal & Award Policies & Procedures Guide (PAPPG)). It is important to familiarize yourself with these instructions, and to use them as a reference for each proposal. They are also a place to find rules regarding any significant changes to proposal format.

- Are there required or suggested subheadings? Funding opportunity announcements often provide information regarding the structure of

- It is not uncommon to find ambiguities or apparent contradictions within the RFA. If, after re-reading the announcement, you are still in doubt, ask questions! Contact the relevant program official with your specific question or concern and ask for clarification. Contacts are provided within the RFA. Ask early! Some funders have a deadline for the submission of questions.

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