

*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](mailto: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

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## 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

- 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](#)