

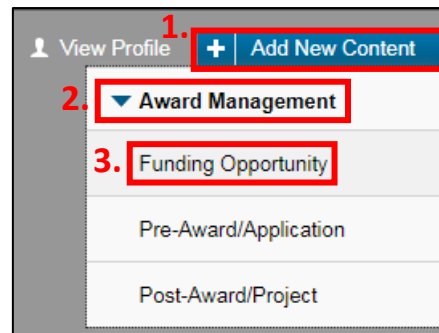
Purpose: Research Facilitators can add new Funding Opportunities in RMS to allow researchers to apply for internal Faculty grant competitions.

Audience: Research Facilitator

Step 1: Click **Add New Content**

Step 2: Click **Award Management**

Step 3: Click **Funding Opportunity**



Step 4: Click **Standard Opportunity**





Step 5:

Enter the name of the funding program to which you wish to apply - this field is mandatory.

Step 6:

Search for the agency offering the grant: if it is already listed, select and add it to the opportunity.

Step 7:

If the funder's website provides information about the funding opportunity, paste the URL here.

Program Name * 5.

Funding Agency/Sponsor

+ 6.

Funding Opportunity Type

Select Funding type ▼

Link to call / Funding Calendar

Step 8:

Enter the agency deadline here: Research Services will calculate the appropriate internal review deadlines based on this.

Program Deadline

Step 9:

Enter any additional information about this funding opportunity in the Comments field.

Comments

I couldn't find this in the funding calendar but I want to apply.

Step 10:

To submit the funding opportunity for validation by Research Services, click **Save & Set Status**.

Step 11:

Select *For intake by Research Services*.

Set status

11.

For intake by Research Services

12.

Cancel **Save & set status**

Step 12:

Submit the Funding Opportunity by clicking **Save & set status**.