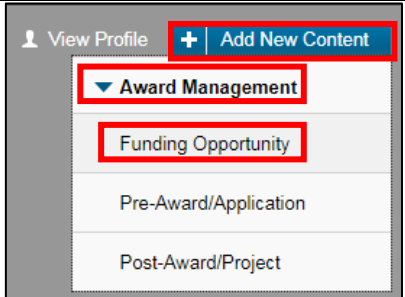


**Purpose:** Research Facilitators can add new Funding Opportunities in RMS to allow researchers to apply for internal Faculty grant competitions.

**Audience:** Research Facilitator

**Step 1:**

Click **Add New Content** > **Award Management** > **Funding Opportunity**



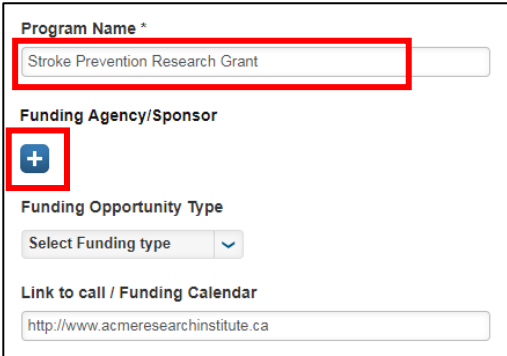
**Step 2:**

Click **Standard Opportunity**



**Step 3:**

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



**Step 4:**

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

**Step 5:**

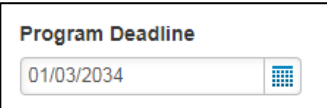
Select the **Funding Opportunity Type**.

**Step 6:**

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

**Step 7:**

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





**Step 8:**

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 9:**

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

**Step 10:**

Select *For intake by Research Services*.

**Step 11:**

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

**Set status**

For intake by Research Services

Cancel

Save & set status