Tobacco Control Funding Opportunities and Resources (TCFOR) Website User Instructions

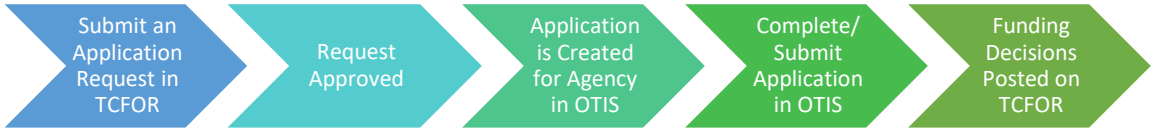
The Tobacco Control Funding Opportunities and Resources (TCFOR) website provides access to the tools and resources applicants need to identify funding opportunities and prepare applications for the California Tobacco Prevention Program (CTPP), California Department of Public Health (CDPH). The website can be accessed at: https://tcfor.catcp.org/

Sign Up for Email Alerts:
Prospective applicants may sign up for general email notifications about all new funding opportunities by navigating to the *Funding Opportunities* page, clicking "Sign Up for Funding Alerts," and signing up. Applicants may also sign up for email notifications about a specific funding opportunity, such as an addendum or question/answer posting by navigating to the specific opportunity and clicking "Sign Up Here to Receive Email Alerts about This Procurement," and following the email validation instructions.

Funding Opportunity Information:
To locate information about a current or past funding opportunity, navigate to the *Funding Opportunities* page. Active opportunities will be displayed on the *Funding Opportunities* page. Past funding opportunities can be found by clicking "View Recently Awarded Funding" or "View Archive." The information available for each funding opportunity may include: purpose, general updates, funding alert, application information and instructions, contract documents, meetings/trainings, eligibility/selection, key dates, total award, contact information, awardees, and other related materials.

TCFOR also includes A *Project Directory* of current CTPP-funded projects, an *Evaluator Directory* with qualified evaluators and their availability, and *CTPP Websites* with links to state and national tobacco prevention informational websites. These pages may be useful to prospective applicants.

Application Instructions:
The application process uses two primary websites: TCFOR, and the Online Tobacco Information System (OTIS). A request to apply is initiated in TCFOR. When the request is approved, the full application is created in OTIS for prospective applicants to complete and submit. Funding decisions are posted on TCFOR.



How to Submit a Request to Apply for Funding:
Note, it may take up to three business days for new OTIS account requests and Requests to Apply to be reviewed and approved.

1. **Find the Opportunity:**
   To begin an application, navigate to the active funding opportunity of interest on the

Funding Opportunities page, review the application materials.

2. **Gather Important Information:**
   When requesting to apply for a funding opportunity, it will be helpful to have the following information accessible:
   - Completed Letter of Intent, if required. Check the funding opportunity to determine if a Letter of Intent is required.
   - Your OTIS Account login information (if you do not have an OTIS Account, you will be prompted to create one)
   - Your agency's name and 10-digit Federal Identification (FEID) number

3. **Click on "Start Here":**
   Request to apply for a funding opportunity on TCFOR by clicking the "Start Here" button at the bottom of the page. Only one representative from an agency/organization intending to submit an application should initiate the process in "Start Here."

4. **OTIS Login:**
   - **Applicants <u>With</u> an OTIS Account:** Enter your OTIS login name and password.
   - **Applicants <u>Without</u> an OTIS Account:** Create a new account by clicking on the "Need an OTIS Account?" button. New OTIS account requests will be reviewed and approved by CTPP staff. **Note, it may take up to three business days for new OTIS account requests to be reviewed and approved.** After the request is approved, an email will be sent with instructions and a link to activate the OTIS account.

5. **Agency Selection:**
   After logging in to OTIS, select an existing agency for the application or add a new agency. Previous applicants may select from a list of saved agencies from previous applications using the agency's name and its 10-digit Federal Identification (FEID) number. If your agency is not listed, or the applicant is new to OTIS, click on the "Create New Agency" button and you will be prompted to provide official information about the agency.

6. **Project Name:**
   Select a "project name" for the application to identify the grant proposal for your agency.

7. **Additional Information to Complete the Request to Apply Process:**
   Include required additional information for the funding opportunity.
   - **Anticipated Funding Request:** State the amount of money you anticipate requesting in the application. Use information about funds available for the opportunity, minimum/maximum award amounts, and general requirements from the funding opportunity instructions to make this estimate. Do not enter a dollar sign or any commas. When you submit the final application, you may request a different funding amount than you indicate here. This estimate is used by CTPP for planning purposes only.

- **Letter of Intent:** Upload a Letter of Intent if required for the funding opportunity. Instructions and required information for completing the Letter of Intent will be included in the funding opportunity information, if applicable.

8. **Submit your Request to Apply, Approval and Next Steps:**
   Submit your Request to Apply. Your Request to Apply will be reviewed by CTPP staff. **Note, it may take up to three business days for a Request to Apply to be reviewed and approved.** Once the request is approved, the applicant will be notified via the email associated with the OTIS account and will now have access to complete and submit the funding opportunity application in OTIS. At this stage, you may request OTIS accounts for additional collaborators so multiple people can contribute to the application. Instructions for adding additional accounts can be found in the OTIS help section, and in the funding opportunity "Related Materials" section, "OTIS Setup Account Process" document.

For technical assistance with TCFOR or OTIS, email CTPP-KMU@cdph.ca.gov.