

# TEXAS DEPARTMENT OF AGRICULTURE

## FOOD AND NUTRITION DIVISION

### Farm Fresh Student Engagement Grant

#### Fiscal year 2026

#### Request for Grant Applications

#### Executive Summary

The Texas Department of Agriculture (TDA) is accepting grant applications for the fiscal year (FY) 2026 Farm Fresh Student Engagement grant. The purpose of this program is to provide funding for National School Lunch Program (NSLP) operators to engage in eligible Farm to School activities. This program is an extension of the Texas FRESH TRAYS (Farmers, Ranchers, and Educators Serving Healthy Texans and Reconnecting Agriculture to Youth in Schools) grant program, which seeks to 1) build and increase the capacity of participating institutions to procure and use local food in program meals and 2) provide agricultural education opportunities for participating children. This grant is funded through the 2022 Farm to School Formula Grant awarded by United States Department of Agriculture (USDA).

#### Key Dates

Applications will be accepted starting October 15, 2025, and must be received by Friday, November 14, 2025, before 11:59 p.m. Central Time. The Period of Performance is December 15, 2025 to June 30, 2026.

#### Agency Division

Food and Nutrition – Program Advancement Nutrition Section,  
[Nutrition@TexasAgriculture.gov](mailto:Nutrition@TexasAgriculture.gov)

#### Key Elements

Required Action	Timing to Obtain/Submit
Deadline to submit final application and all supporting materials through TDA-GO	October 15, 2025 – 11:59 p.m. Central Time
<a href="#">Create your TDA-GO profile (if you do not already have one)*</a>	48-72 hours ahead of the application submission deadline for TDA to approve account

Award Timeline	
Anticipated Award	December 15, 2025 (or as soon thereafter as practical)
Anticipated Start Date of Project/Grant	December 15, 2025 (or as soon thereafter as practical)
End Date of Project	June 30, 2026

\*Text hyperlinks will direct you to applicable websites

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Please read all materials before preparing and submitting the application. Failure to follow the instructions and requirements described in this Request for Grant Applications (RFGA) may result in the disqualification of the application.

Fraud Warning Disclaimer: Please be aware that certain individuals might approach you by falsely presenting themselves as representatives of the Texas Department of Agriculture (TDA). Under this false pretense, they

might try to gain access to your personal information or to acquire money by claiming that they are contacting you on TDA's behalf. Such fraudulent offers and claims are usually received via email, text message, phone, etc. These claims and offers are fraudulent and invalid, and you are strongly advised to exercise great caution and disregard such offers and invitations. You will not be contacted by TDA or the government to request payment before you receive a grant. Please report any attempts to defraud you to TDA's Grants Office immediately. You may also report fraudulent activity to the Office of the Texas Attorney General's Consumer Protection Division at <https://www.texasattorneygeneral.gov/consumer-protection/common-scams>.

## Statement of Purpose

The FY 26 Farm Fresh Student Engagement grant provides funding for National School Lunch Program (NSLP) operators to engage in eligible Farm to School activities in alignment with the Texas Department of Agriculture's Farm Fresh Initiative.

## Eligibility

To be eligible for TDA's FY26 Farm Fresh Student Engagement funds, an applying organization must be an NSLP operator in the state of Texas. The organization must strictly comply with NSLP program guidelines and policies, as well as the grant application and agreement.

## Program Contacts

Grant Program and Application Support – Monday – Friday 8:00 AM to 5:00 PM (CT)

TDA staff are available to answer questions regarding the Farm Fresh Student Engagement opportunity and to provide clarifying information concerning this RFGA.

### **Primary Contact – Christie Beaulieu**

F&N Grants Specialist

Phone: (512) 463-2821

Email: [Nutrition@TexasAgriculture.gov](mailto:Nutrition@TexasAgriculture.gov)

### **Secondary Contact – Alonzo Villarreal**

Assistant Director for Program Advancement

Phone: (512) 936-2909

Email: [Nutrition@TexasAgriculture.gov](mailto:Nutrition@TexasAgriculture.gov)

TDA GO Technical Assistance – Technical Assistance for submitting the application is available until **5:00 pm CT on Friday, November 14, 2025.**

TDA staff will not review any grant proposals prior to the application deadline.

## Grant Recipient Responsibilities and Accountability

Selected applicants (Grant Recipients) will be responsible for managing the grant award and for the results achieved. This includes monitoring the daily use of grant funds to ensure compliance with all applicable statutes, regulations, and the terms and conditions of the grant. Grant Recipients must conduct all activities described in their approved project summary.

Grant Recipients are accountable for documenting the use of grant funds and must ensure they are used solely for authorized purposes. Specifically, each Grant Recipient must ensure that:

- Grant Funds are used only for activities covered by the approved program.
- Grant funds are not used in violation of any applicable statutes, rules, or restrictions.
- Budget and financial reports are completed accurately and submitted on time.

## Funding Parameters

This is a competitive reimbursement grant. TDA will award grants in the amounts of \$1,000, \$5,000, or \$10,000 for eligible Farm to School activities. Applicants may propose more than one project in the same application, however the max allotment for all projects must not exceed \$10,000. Up to \$300,000 in total will be awarded.

Funding must be used to conduct eligible Farm to School activities in the state of Texas.

Grant awards, if any, under this RFGA are subject to the availability of funds. If no funds are appropriated or collected for this purpose, applicants will be informed accordingly.

TDA may deny, revoke, suspend, or withhold a grant award for misuse of grant funds, or failure to comply with any requirement of this program, including, without limitation, failure to:

- Comply with NSLP program rules & policies.
- Keep and maintain adequate records of all expenses that an Approved Organization claims are allowable expenses.

- Keep and maintain an accounting system and records in accordance with Generally Accepted Accounting Principles.

## Grant Allocation Considerations

The following factors are considered in the equation when calculating each eligible entity's grant award.

- Intention to complete FRESH TRAYS training - [learn more about this here!](#)
- Participation in the 2026 Farm Fresh Challenge
- Participation in the 2026 Texas Fresh Fruit & Vegetable Day
- Intention to share project outcomes via social media or a TDA visit

In the event the qualifying applications exceeds the amount of funds available, funds may be distributed on a point basis, then first come, first serve thereafter.

TDA will distribute funds to grant awardees once the final report has been submitted and approved, with an option to submit for one (1) interim reimbursement at any point during the performance period, at a minimum of \$2,000.

## Term of Funding or Duration of Projects

TDA anticipates that a Notice of Grant Award will be made in December 2025\*. All approved grant projects will have a grant term of December 15, 2025\* to June 30, 2026.

\*or as soon thereafter as practical

## Application Requirements

Applications will be accepted beginning October 15, 2025 and must be submitted in TDA's online Grant Application/Management system "TDA-GO" no later than November 14, 2025.

The grant application itself must be completed online at <https://tda-go.intelligrants.com/>.

### Form Requirements

1. Application Contact Information
  - a. Name of Authorized Official – required
  - b. Name of Primary Program Contact- required

- c. Name of Secondary Program Contact – optional
  - d. Congressional/TDA Districts - required
- 2. Application
  - a. Application Questions 1-10 – required
- 3. Application Certification - required
- 4. See Section entitled **Application Form Guidance** below for detailed instructions on each section of the application.

## Grant Budget Development

Once grant awards are calculated and Grant Recipients are notified of their award amount, each Grant Recipient must submit an estimated budget during the grant agreement execution period.

The following guidance should be used to develop your budget summary:

1. Use of Funds. The expenditure of grant funds by Grant Recipient shall be documented and used only towards approved project(s).
2. Payment Schedule. Payment requests must be submitted either at the project's conclusion or within 60 days of the end date. Approved applicants may submit an interim reimbursement request once at any time before that deadline, provided the request is for \$2,000 or more.
3. Eligible Expenses. Generally, expenses that are necessary and reasonable for proper and efficient performance and administration, directly related to the project, are eligible. Grant funds may not be used to supplant normal business costs, but instead must be used to cover the costs incurred for the approved proposed activities. Permissible expenditures include, but are not limited to:
  - a) Food costs – For Farm to School sample tables, taste tests, or promotional use.
  - b) Travel – Expenses for field trips to local farms, ranches, or processing facilities.
  - c) Transportation - Expenses directly related to the transportation of children to local agricultural sites are allowable under the TDA grant program. These expenditures include, but are not limited to, fuel, vehicle maintenance and parts, and mileage reimbursement.

d) Supplies – Expenses for building or maintaining edible gardens, supplies needed to process fresh produce from an edible garden, printing costs for promotional items related to local food or producers.

e) Other - additional items may be charged to the TDA grant that directly contribute to the organization's approved Farm Fresh Student Engagement project(s).

4. Ineligible Expenses. Certain expenses may be prohibited by state or federal law or determined to be ineligible by program guidelines. Examples of such expenditures include, but are not necessarily limited to, the following:

a) Food for school meal programs or for training/meeting attendees;

b) Staff wages or benefits;

d) Land, buildings, or additions to permanent structures;

f) Expenses falling outside of the grant agreement term;

g) Expenses for items not listed in the project budget or that fail to meet the intent of the program;

h) Expenses that are not adequately documented or that do not meet the intent of the grant program;

i) Gift cards;

j) Indirect Costs; and/or

k) Tips.

## Reporting Requirements

Grant Recipients will be required to submit a Final Project Report at the completion of the project, but no later than 60 days upon the termination date of the grant agreement.

The report will be submitted in the TDA-GO system. Selected applicants will be provided guidance in post-award instructions.

## General Information

Selected applicants will receive a Notice of Grant Award (NOGA) letter and an official Grant Agreement from TDA. The NOGA is not legally binding until a grant agreement is fully executed.

TDA reserves the right to fund projects partially or fully. TDA reserves the right to negotiate individual elements of any application and to reject any and all applications. Where more than one application is acceptable for funding, TDA may request cooperation between grant recipients or revisions/adjustments to an application in order to avoid duplication and to realize the maximum benefit to the state.

### **Applications**

TDA reserves the right to reject all applications and is not liable for costs incurred by the applicant in the development, submission, or review of the application, or costs incurred by the applicant prior to the effective date of the grant agreement.

### **Right to Amend or Terminate Program**

TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this program or any grant awarded as a result thereof, or to terminate this program at any time prior to the execution of an agreement, if TDA deems any such action to be in the best interest of TDA and the State of Texas. The decision of TDA will be administratively final in this regard.

### **Proprietary Information/Public Information**

In the event that a public information request for the application is received, TDA shall process such request in accordance with Chapter 552 of the Texas Government Code. Applicants are advised to consult with their legal counsel regarding disclosure issues and to take appropriate precautions to safeguard trade secrets or any other proprietary information. All applications submitted under this program are subject to release as public information, unless the application or specific parts of any such application can be shown to be exempt from disclosure under the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted through the TDA-GO system is subject to disclosure under the Texas Public Information Act (PIA). Applicants should NOT include proprietary or otherwise confidential information in their applications or other submitted information. If confidential, proprietary, trade secret or privileged material is essential to the application, please contact TDA.



### **Additional Information**

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact TDA where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact TDA through the Federal Relay Service at (800) 877-8339 or Texas Relay 7-1-1. Additionally, program information may be made available in languages other than English.

### **Reporting Fraud in State Government**

TDA is committed to promoting a culture of integrity within the agency. As part of the agency's commitment, TDA has instituted a Fraud, Waste, and Abuse Prevention Program to provide its employees with the necessary guidance and support to prevent, detect, and eliminate fraud, waste, and abuse within the agency. TDA's Fraud, Waste, and Abuse Prevention Program complies with Executive Order RP-36 of July 12, 2004.

Reports of suspected fraud or illegal activities involving state resources may be made by:

- Contacting the Texas State Auditor's Office (SAO) Hotline by calling (800) TX-AUDIT (892-8348);
- Visiting the SAO Website at <https://sao.fraud.texas.gov/ReportFraud/> ;
- Contacting TDA by calling the TDA Fraud Hotline at (512) 475-3423 or (866) 5-FRAUD-4 (866) 537-2834; or
- Sending a written complaint:
  - by mail: 1700 N. Congress Avenue Austin, TX 78701
  - by email: [fraud@texasagriculture.gov](mailto:fraud@texasagriculture.gov)

### **Compliance Information**

Grant Recipient (an applicant who receives a grant under this program) must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by Grant Recipient to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve Grant Recipient of his/her responsibilities to TDA for performance of those duties.

Grant Recipient must remain in full compliance with state and federal laws and regulations. In addition, Grant Recipient must agree to and remain in full compliance with all Certifications and Assurances included in Exhibit D to TDA's grant awards for federal

grants, which will be made available online. Non-compliance may result in termination of the grant or ineligibility for reimbursement of expenses.

Grant Recipient must keep records and a bookkeeping account (with a complete record of all expenditures) for a project. Records shall be maintained for a minimum of five (5) years after the completion of the project, or as otherwise agreed upon with TDA. If any litigation, claim, negotiation, audit, or other action is initiated prior to the expiration of the five-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and SAO reserve the right to examine all books, documents, records, and accounts relating to the project, including all electronic records, at any time throughout the duration of the agreement until all litigation, claims, negotiations, audits, or other action pertaining to a grant is resolved, or until the expiration of the four-year retention period or a final judgment in litigation, whichever is longer. TDA and SAO shall have access to: all electronic data or records pertaining to the grant project; paper or other tangible documents or records, including the physical location where records are stored; and all locations related to project activities.

If Grant Recipient has a financial audit performed during the time Grant Recipient is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, any schedules, and the final report or result of such audit.

Grant Recipients must comply with Texas Government Code, Chapter 783 (Uniform Grant and Contract Management) and the Texas Grant Management Standards (TxGMS).

## Submission Instructions

### **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Applicants must submit one complete, electronically signed application through the TDA-GO system to TDA before 11:59 p.m. CT on Friday, November 14, 2025 (see submission instructions below). Applications may not be supplemented after the submission deadline. It is the applicant's responsibility to ensure the timely receipt of the application and all required materials.

For questions regarding submission of the application and/or TDA requirements, please contact TDA Food & Nutrition's Program Advancement Nutrition Section at (512) 463-2821, or by email at [Nutrition@TexasAgriculture.gov](mailto:Nutrition@TexasAgriculture.gov).

Click the following for the submission link or copy and paste the following in your browser:

<https://tda-go.intelligrants.com/>.

- The Application must be submitted online through TDA-GO.
- Mailed, emailed, or faxed applications will **NOT** be accepted.

The online system will date and time-stamp the submission for receipt documentation purposes. An automated receipt email will be sent from the TDA-GO system indicating the application has been received.

Do not wait until the last minute to submit your application.

The applicant is responsible for ensuring their application is submitted in a timely manner. TDA highly recommends that applicants submit their application early to allow time to resolve any issues that may arise. Late applications due to technical problems or errors will not be accepted.

## Late or Ineligible Applications

TDA will not consider applications submitted after the published due date, unless the deadline has been revised for all applicants.

Applications submitted by ineligible applicants will not receive funding consideration.

Applications that are not fully responsive to the request for grant applications will not be eligible for an award.

Determinations of late or ineligible applications are final and not subject to an appeal process.

Problems with computer systems at the applicant organization, Adobe compatibility settings issues, failure to follow instructions in the RFGA, or failure to complete required registrations (e.g., TDA-GO, UEI Number, etc.) by the submission deadline are NOT considered government system issues and do not constitute grounds for an appeal.

The RFGA explains the time required to complete these registration requirements. It is the applicant's responsibility to ensure that enough time is committed for adequate submissions by the listed due date and time.

All required letters and attachments must be attached to the TDA-GO application package. Any supplemental information/files submitted outside TDA-GO (email, mail, hand delivered), submitted past posted deadlines (published in this RFGA or requested clarifications by TDA program staff) will not be considered as eligible submissions.

## TDA-GO Access Instructions

Click [here](https://tda-go.intelligrants.com/) to access the TDA-GO website or copy and paste the following in your browser:  
<https://tda-go.intelligrants.com/>

### Accessing Grant Opportunity

The following describes how to access the 2026 FES Program opportunity via TDA-GO for returning users.

Applications may only be initiated by an Authorized Official or Project Director.

Returning users - Log in with your current username and password

New Users – see section “**TDA-GO New User Instructions**”

### Dashboard

After logging in, your Dashboard will appear.

- My Tasks are documents/applications that are in process;
- Initiate New Application are blank grant applications.

Choose the Application by scrolling down the “Initiate New Application” box and select “F&N Farm Fresh Student Engagement Grant”

A brief description and agreement language appears. Read and select Agree.

### Document Landing Page

After Agree is selected, the Document Landing Page will appear.

The left column has the Grant Project Number at the top, then four drop down menus:

#### **Forms, Tools, Status Options, and Related Documents.**

- **Forms** is a list of required information that includes the Application and Application Certification.
- **Status Options** is where the application can be submitted or cancelled.
- **Tools** include Add/Edit People that can access the application, Status History, Modification Summary, Attachment Repository, Notes and Print Document ability. See “Application Form Guidance” section for instructions on how to complete the application.
- **Related Documents** is not applicable to the application submission process. You will not need this function to submit your application.

## Application Form Guidance

The following section provides some additional guidance regarding key sections of the applications. TDA staff is available to answer questions regarding the program and to provide clarifying information concerning this RFGA. TDA staff will not review any grant proposals prior to the application deadline.

### TIPS

As you move through the online application, here are a few tips to keep in mind:

1. All required fields are marked with a \*. An error message will appear and the application may not be submitted if these required fields are not filled out.
2. Any field with a Plus (+) button has the ability to add an additional row. You can delete additional rows by pressing the red minus (-) button.
3. After completing the form, click the Save button in the top right hand. After clicking the Save button, if any required sections are missing, an error message will appear.

### Step 1: Complete Applicant Contact Information

Expand the Forms drop-down menu and select Applicant Contact Information.

1. **Authorized Official:** The person who will enter into legal agreements on behalf of the applicant/organization. This person will sign the grant agreement and any other legally binding documents. To select an Authorized Official, click the drop down box and select the User that will serve as the Authorized Official. Then complete the rest of the required Authorized Official information.
2. **Primary Program Contact:** The person who will answer day-to-day questions, receive general grant information and reminders, and fill out reports. To select a Primary Program Contact, click the drop-down box and select the User who will serve as the Primary Program Contact. Then fill out the rest of the required Primary Program Contact information.
3. **Secondary Program Contact:** An optional person who will receive the same information as the Primary Program Contact. To select a Secondary Program Contact, click the drop-down box and select the User who will serve as the Secondary Program Contact. Then fill out the rest of the required Secondary Program Contact information.

4. **Congressional Districts:** This information can be found by clicking the link marked “here” under **Legislative Districts**.

This will take you to the Who Represents Me? page.

On this page, your Organization’s Address can be entered and then select Find or the County’s Served can be entered and then select Find. This will take you to a new window with the Congressional Districts your entity is included in.

Click over to the Document Form tab in your Internet Browser and enter the information. You can click over to the Who Represents Me? tab if you need to review the information again.

#### 5. **Finishing Applicant Contact Information**

Once the four sections described above are filled out, select Next Form. TDA-GO will save this Application Section for you and then take you to the next section, Farm Fresh Student Engagement Eligibility.

### Step 2: Complete Farm Fresh Student Engagement Grant Eligibility

If not automatically redirected, expand the Applications drop-down menu and select Farm Fresh Student Engagement Eligibility.

#### **Complete the Farm Fresh Student Engagement Eligibility Information**

- Are you a National School Lunch Program operator?
- Describe the project to be funded with the Farm Fresh Student Engagement Grant
  - Note: Limit of 150 characters
- Identify the Categories your proposed activities fall under
  - Note: You may select more than one
- Which of the TDA Farm Fresh Initiative Vision (CROPS) objectives apply?
  - Note: You may select more than one
- Award amount requested
  - Note: Please request the amount of funding you will need for your project. TDA may reach out for clarification if the requested tier does not align with the proposed project. TDA will also require a budget summary during

the grant execution period, so be prepared to provide budget details to support the funding amount requested in your application

- Are you able to complete all projects by June 30, 2026?
  - Note: Answering “No” to this question will make your application ineligible for consideration. Please confirm that you will be able to spend all funds by the end of the performance period, June 30, 2026
- Are you currently intending to complete FRESH TRAYS training?
  - Note: Please check out our website for more information on how to join one of these trainings: <https://squaremeals.org/FandN-Resources/Texas-Farm-Fresh/FRESH-TRAYS>
- Are you currently planning to participate in the 2026 Farm Fresh Challenge?
- Are you currently planning to participate in the 2026 Texas Fresh Fruit and Vegetable Day?
- Are you able to share project outcomes via social media or a TDA visit?

Once this section is filled out entirely, select **Next Form**. TDA-GO will save this application section for you and then take you to the next section, **Application Certification**.

### Step 3: Complete Review and Certification

**Before completing Step 3 Certification, please review the application for completeness and accuracy. Once the application is certified and submitted, an applicant CANNOT make any additional changes.**

Before certifying the application, please go over each section, ensuring all information is correct and there are no error messages. If there are no error messages in a section, the section in the drop-down menu will have a check next to it.

If there are error messages in a section, the section in the drop-down menu will have an exclamation point next to it. Click on the selection in the drop-down menu and review and resolve the error messages.

Once all error messages are resolved and each section has a check, the application can be certified and submitted. Expand the Forms drop-down menu and select Certification. To certify your application, check the box. The section is then complete. Click Save in the top right corner.

## Step 4: Application Submission

**Once the application is certified/e-signed and complete, you must SUBMIT the application within the TDA-GO system.**

Expand the **Status Options** drop-down menu. Select Submit Application. Select Submit Application again.

**NOTE:** If errors remain, an **Errors Present** message will pop up. You may click on each section name to be directed to the errors.

If no errors are detected, the system will ask if you are sure. Once you select to submit, you will then be taken back to the Landing Page.

NOTE: Applications must be submitted by the opportunity due date. The online application will no longer be available after that time. Times identified are based on TDA headquarters (Central Time Zone) and are displayed on your TDA-GO home screen.

### Confirmation Email

After submitting your application, you will receive a confirmation email.

## TDA-GO New User Instructions

### Step 1: User Access

An applicant must first register as a User in TDA's online Grant Application/Management system called TDA-GO. If the applicant organization is a new user to TDA-GO, proceed to

**Step 2: TDA-GO New User Set Up.** If the applicant organization is already a User of the TDA-GO system and needs to add additional personnel as New Users, please proceed to **Step 3: Adding Users and Assigning Roles.**

The TDA-GO system allows organizations to assign different users applicable security roles. When a New User request is submitted, TDA will approve the user and apply the appropriate security role: **Authorized Official, Project Director, and Consultant/Researcher.**

- **Authorized Official** – person authorized to enter into legal agreements on behalf of the organization.
- **Project Director** – Personnel involved in grant administration.



- **Consultant/Researcher** – A third party member assisting with a single grant application or employee/researcher/staff/PIs/Professors assisting with a single grant application.

## Step 2: Registering a New User Organization in TDA-GO

The following describes how to access the TDA-GO online grant system by setting up a new account for an organization. The applicant organization must have a user account to access the Program application. **THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!**

### Steps to Get Started:

- The initial registration for the organization must be completed by an Authorized Official (AO) for the organization.
- Once registered, the AO can designate access to the organizational account for additional staff members as they deem appropriate.

To register a New User, complete the following steps:

- 1) Go to the TDA-GO website: <https://tda-go.intelligrants.com/>
- 2) Click on the New User/Organization Registration link found in the Login box on the right side of the webpage.
- 3) Fill in the required fields and any optional fields desired. See Legend below for specific field instructions. Click on the Save button.

### Required Fields

First Name

Last Name

Title – Enter Business title

SAM/UEI – Enter your UEI

FEIN

Organization

Street Address

City

State

Zip Code

County

Email

Phone

Username – An email address is highly recommended

Password/Verify Password – Case-sensitive

Notes: Enter your CE ID, role (AO) **\*very crucial step!**

4) Hit Register. The registration for the New User will be sent to TDA staff for approval. You will receive an email indicating approval within 24-48 hours. After approval, the New User can log on and access the TDA-GO platform.

NOTE: If a user attempts to access the system before they have been approved, the system will show their password as invalid.

You will receive an email confirming registration approval. Once for the organization and another for the user.

### Step 3: Adding Users and Assigning Roles

Once the Authorized Official has completed set up of the organization in TDA-GO, additional personnel may be added to the organization and be granted access to TDA-GO. Carefully review the role definitions below and refer to the appropriate instructions for each role.

#### TDA-GO User Roles:

##### **Authorized Official (AO) for Applicant Organizations**

Who: Person authorized to enter into legal agreements on behalf of the organization

Created By: Initially, the AO is created when the Organization account is established.

Additional AO's may be added once the Organization account is approved.

##### TDA-GO tasks:

- Create new user accounts for organization members
- Initiate an application
- Complete all required application fields
- Certify and Submit an application
- Execute Grant Agreements
- Initiate/Complete/Submit Payment request/Performance reports

##### **Project Director (PD) for Applicant Organizations**

Who: Personnel involved in grant administration

Created By: The organization's AO creates and manages PD users

#### TDA-GO tasks:

- Create new user accounts for organization members
- Initiate an application
- Complete all required application fields
- Initiate/Complete/Submit Payment request/Performance reports

#### **Consultant/Researcher (C/R)**

Who: A third-party person assisting with a single grant application, or an employee/researcher/staff/PIs/professors assisting with a single grant application.

Created By: The C/R registers individually as a New User. The AO DOES NOT create C/R users.

#### TDA-GO tasks:

- Complete all required application fields
- Initiate/Complete Payment request/Performance reports

#### **Adding additional Authorized Officials and Project Directors Instructions**

After logging into the TDA-GO system, the AO will see the Dashboard. In the upper right-hand corner, click on the arrow next to the AO name, and select Profile from the dropdown menu.

The Profile page shows basic information for the primary AO and the Organization. Located on the left-hand side of the webpage, the AO can access the Organization information. The AO can update general information for the organization, as well as add and manage organization members.

To add a new member, click on Organization Members. To the right in the box titled “Members Search”, click the Plus (+) button to add person.

Complete the Add Person form for the new user to the organization. Please remember, this process is only to add additional Authorized Officials (AO) or Project Directors (PD). Click the Save button.

#### **Login Assistance**

The TDA GO portal allows the user to request that a password reset be generated and sent to their email address. To do so, complete the following steps:

- 1) Click on the Login Assistance link.

2) Enter the username and email address. Click on the Email button. A reset link will be sent to the email address supplied.

3) An email will be sent to reset your password. If there is no link, then your server has marked it as SPAM. You will need to work with your network administrator to resolve this.

4) At that point, the user will be brought directly to the Profile page and requested to create a new password into the Password and Confirm Password fields are available.

**NOTE:** The password field is case sensitive and will not recognize characters of the wrong case. Precision when entering the password into the password field will decrease the risk of error messages being generated by the system.