Opportunity Publication Checklist

Once published, the opportunity will be visible on the Applicant Portal between the opportunity's Posted Date and Archive Date. The application forms, budget templates, and performance plan templates cannot be edited while the opportunity is published.

Before you publish, we recommend that you complete the following items:

- [ ] Review all information on Opportunity Details
- [ ] Review application forms, budget template and performance template content
- [ ] Review visibility for opportunity details, budget template, performance template, and application forms. (Budget template and performance template visibility can be set on *Configuration tab>Application Settings*)
- [ ] Review application forms as an applicant and as a reviewer
- [ ] Review scoring scales for all application form fields
- [ ] Review scoring settings (per round and total scores, if applicable)
- [ ] Review workflow set up, queues for each round of scoring (if applicable), enrollment, and user assignments
- [ ] Test the opportunity
- [ ] Delete any test data
- [ ] Publish opportunity (on *Details tab*)