Instructions for Applicants

Ohio Department of Higher Education RFP Portal

December 17, 2025

The Ohio Department of Higher Education (ODHE) RFP portal provides one place to view funding opportunities and submit applications and proposals. <u>You must have an account to submit a proposal or application through the ODHE RFP portal</u>. You do not need an account to download the RFP and other material.

We recommend following these steps for the Choose Ohio First proposal process:

1. Go to https://rfp.ohiohighered.org/ and create an account by selecting "apply" next to the COF RFP and following the prompts. If you created an account for a past funding opportunity, you can use that account for this RFP.
2. Download the RFP and supporting documentation from the RFP portal.
3. Write your proposal and create the three required files: a) the proposal pdf, b) the complete Excel application form, and c) the Executive Summary.
4. When the proposal materials are ready, go to https://rfp.ohiohighered.org/ and log into your account.
5. Select the project title for the COF application from your portal dashboard and follow the prompts to attach the required files.
6. Select "submit."

You will NOT get an email confirmation; however, your dashboard will indicate a timestamp of submission.