

**Grantee (Prime Recipient)  
Federal Award Management  
User Guide**



**Grants Management Office**

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## Introduction

Welcome to the Grantee (Prime Recipient) Federal Award Management user guide. This document provides step-by-step instructions for:

1. Competitive Awards Only: Entering details about your application
2. Competitive Awards Only: Updating the status of your application
3. Entering details about your award
4. Creating award budgets
5. Entering child/subprojects

Getting Started: Have your application, or federal award agreement (AKA award letter/notice of award) with the FAIN, approved budget, and other details handy.

## Other Resources

Refer to the [Resources for State Agencies, Grantee \(Prime Recipient Agency\)](#) page for:

- Creating and Managing Tasks (Prime Recipient)
- Create a Grant Amendment (Prime Recipient)
- How to Create Organizational Funding
- Close a Grant and Project Workspace
- And related videos, guides

For information about subaward programs, refer to guides and videos on the [Resources for State Agencies, Grantor \(Pass-Through Entity\)](#) page.

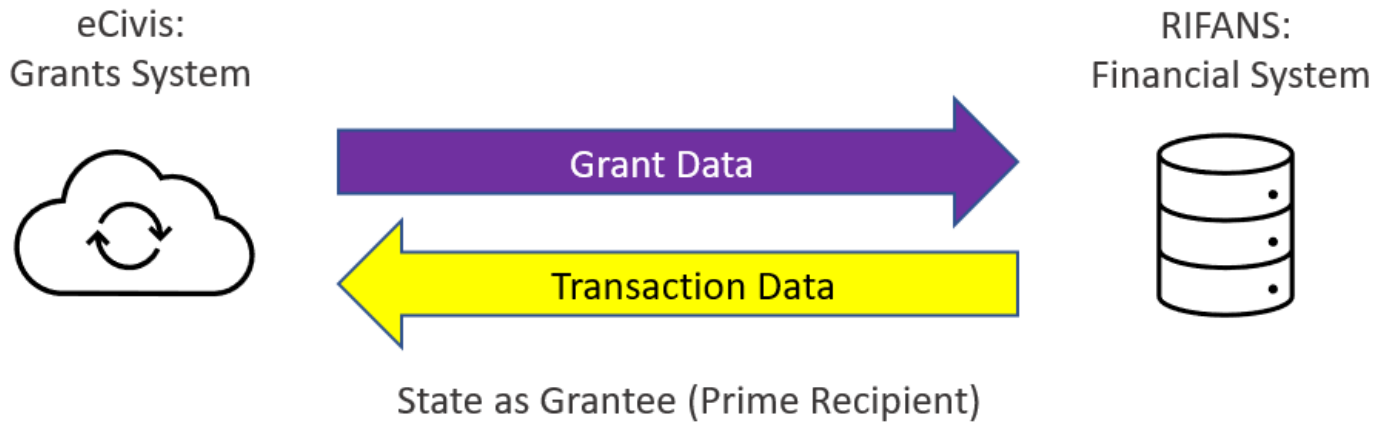
## eCivis Structure

State as Grantee (Prime Recipient) has three levels:

1. Project – home for grants. Features:
  - Create/edit the project name
  - Add/edit the project team
  - Method for grouping grants
2. Grant - details of the award (FAIN level). Features:
  - Federal program/NOFO information\*
  - Enter/edit award details and upload documents
  - Budget and transactions
  - Allocate funds for child/subprojects
  - Set aside funds for subawards
  - \*If not found in Search for Grants, use Add Org Funding
3. Child/Subproject (optional) – home for separate buckets of funding under 1 award (sub-FAIN level) Features:
  - Budget and transactions
  - Each child/subproject may only be funded by 1 “parent” grant
  - Used for
    - Budget & track separate activities or set-asides
    - IAA-FFs
  - Note: Must be created under a separate Project than the Project for the “parent” grant.

## eCivis-RIFANS Integration

Grant data flows between eCivis and RIFANS via nightly integration files. Federal award information, including the unique **Rhode Island Grant Identifier (RIGID)**, and line sequence flows from eCivis to RIFANS. Transactions tagged with a RIGID flow from RIFANS to eCivis.



For RIFANS transactions to map to the grant (or subproject) and the Natural/GL Code row, RI users must:

- Set up the grant in eCivis;
- Enter, or move, the grant into the *Grant Awarded* stage, with
  - the 7-digit line sequence in the **Internal Grant Name** field; and
- Create and lock the budget, according to this guide.

eCivis assigns a RIGID overnight to the **Internal Grant ID** field, after the Grant is entered into eCivis at any of the following stages: *Application Submitted*, *Award Projected*, *Grant Awarded*, or for child/subprojects, *Funding Allocated*. Any data entered in the Internal Grant ID field will be overwritten when the RIGID is autogenerated.

## Budget Setup

Two fields, **RIGID** and **GL Code**, are essential for transactions to map accurately in eCivis.

RI users **MUST** set up and **lock** their budgets within eCivis to enable transactions with a **RIGID** to map from RIFANS to eCivis. Select one of two budget templates that prepopulate with frequently used naturals:

- **RI Non-Construction – Grantee only** (most common)
  - Categories aligned with SF-424A
  - Line Items prepopulated with RIFANS naturals.
- RI Construction – Grantee only
  - Categories aligned with SF-242C
  - Line Items prepopulated with RIFANS naturals.

You can add additional rows to the budget template with additional Naturals in the exact format shown below, no spaces. The **GL Code** is used to map transactions to the corresponding budget line item. Therefore, a GL Code can only be used once per budget.

- Federal Award (non-match) rows:
  - GL Code:
    - Account Source (02) dash “-“ Natural (6 digits)
    - Example: **02-621110**
  - Type:
    - Select “Direct” from the dropdown
  - Title & Description:
    - Enter name of Natural Account
- Match/Cost Share rows:
  - GL Code:
    - Natural (6 digits)
    - Example: **621110**
  - Type:
    - Select “Cost Share” from the dropdown
  - Title & Description:
    - Enter name of Natural Account

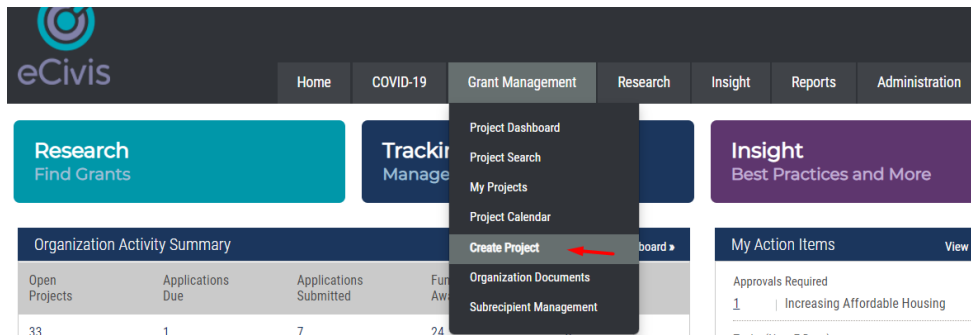
## Part 1: Getting Started (Competitive and Non-Competitive)

You can create the project you wish to fund in eCivis before finding and saving grants. This ensures that the grants you find fit your project funding needs, and that you have a central location from which to manage your grant-related task. You can also search for funding and then create a project to assign that grant to, or you can add your own funding (Organizational Funding) and assign that to a new or existing project. Use the Organizational Funding feature for formula (non-competitive) grants or grants that are not available in eCivis. Reach out to the Grants Management Office with questions regarding Organizational Funding.

For new awards, you may want to establish a separate Project for each Assistance Listing Number (ALN – formally CFDA). Then associate future awards to Projects by ALN.

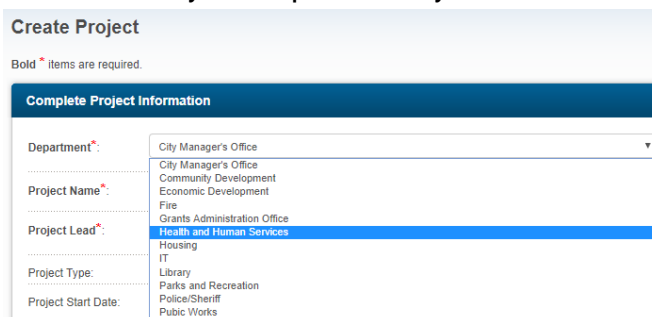
### 1) Create a Project

1. Click on the Grant Management Tab and select “Create Project”.



2. Select the Department for the project from the drop-down menu:

**NOTE:** Only the departments you have been assigned to will appear.

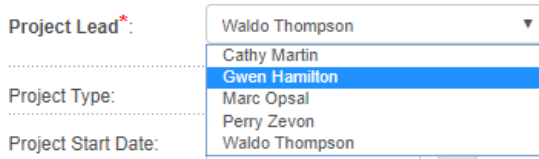
A screenshot of the 'Create Project' form in the eCivis system. The form is titled 'Create Project' and includes a note: 'Bold \* items are required.' Below this, there is a section titled 'Complete Project Information' with several fields: 'Department\*' (a dropdown menu with 'City Manager's Office' selected and a list of other departments including Community Development, Economic Development, Fire, Grants Administration Office, Health and Human Services, Housing, IT, Library, Parks and Recreation, Police/Sheriff, and Public Works), 'Project Name\*', 'Project Lead\*', 'Project Type', and 'Project Start Date'.

3. Enter a project name into the “Project Name” field.

**NOTE:** When creating your project name, make it unique to distinguish it from similar projects you may have in the future. Example: Environmental Rescue Grant vs Environmental Rescue Grant FY23

4. Select a Project Lead from the drop-down menu:

**NOTE:** Project Lead options are users who have been added to the department this project is being set up under.

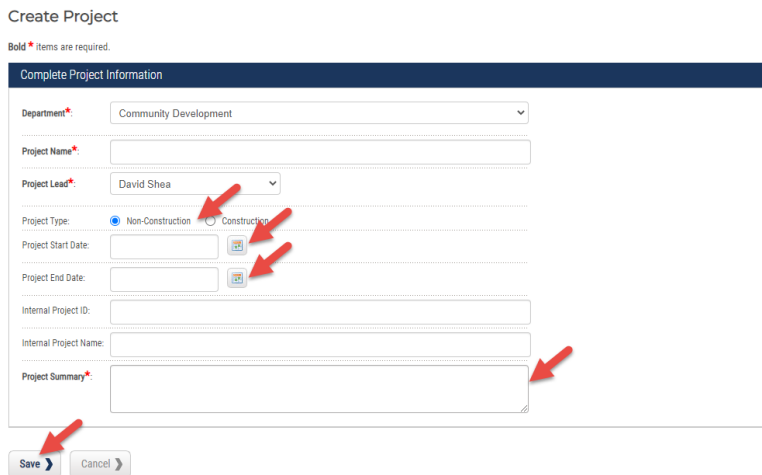


5. Determine if the project is a Construction or Non-Construction project and select the corresponding radio button. Select Non-Construction if the federal agency requires the SF-424A. Select Construction if the federal agency requires the SF-424C.

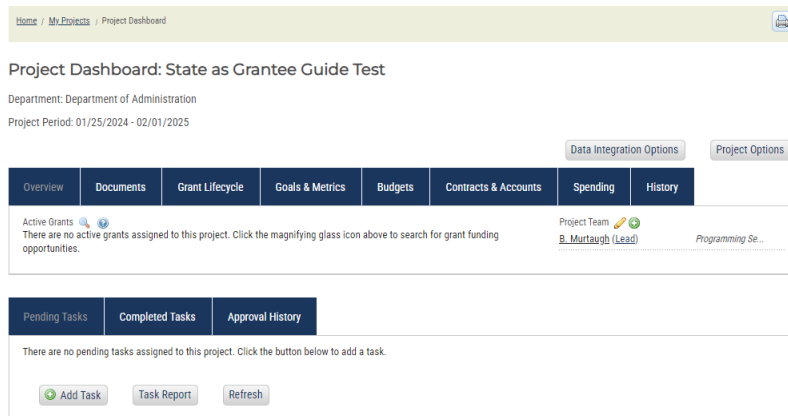
6. Add a Project Start Date and a Project End Date.

7. Add a brief Project Summary. This field is required and can be modified later.

8. Click "Save."



9. You will be taken to your newly created Project Dashboard:

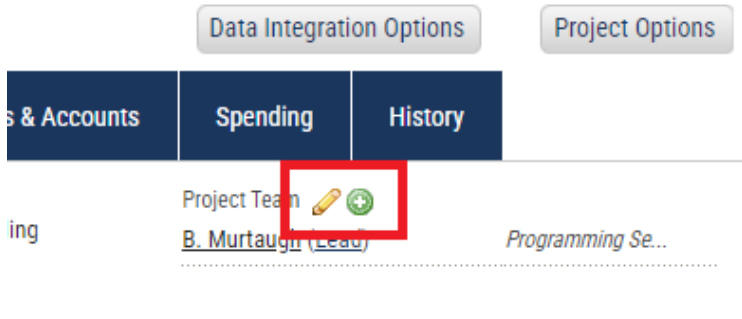


## 2) Define Your Team Members

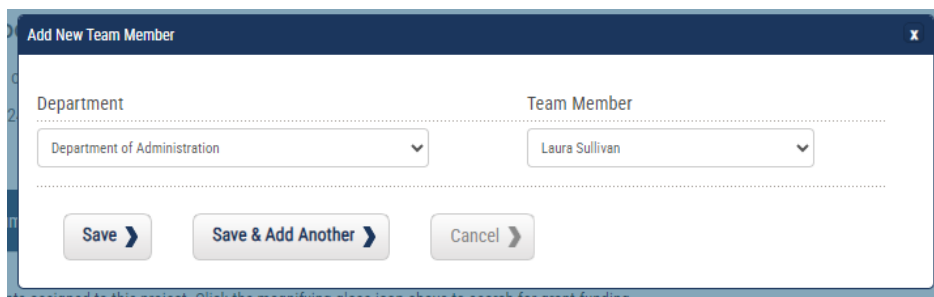
When you create a new project, the creator of the project and the assigned Project Lead will be listed as project team members. You are required to add a member of your Fiscal team to your project and any other individuals who will assist in managing this award.

### 2.1 Add Project Team Members

1. Click on the green plus sign icon beside "Project Team"



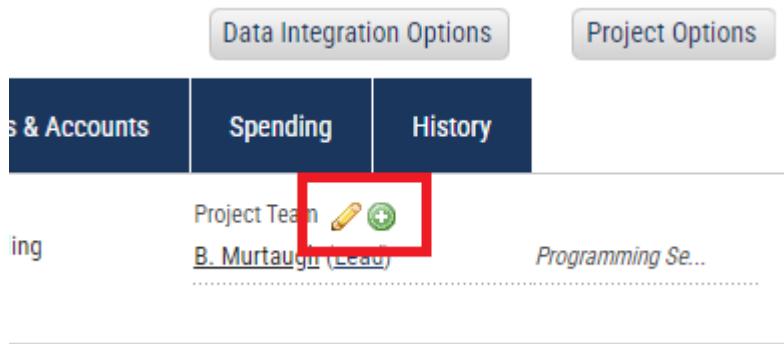
2. A pop-up will appear that asks you to select the Department where the new project Team Member is assigned, and the specific Team Member (once the Department is selected). After you select the Department and Team Member, you can click "Save" to add the selected Team Member, or click "Save & Add Another" to add more Team Members to the project:



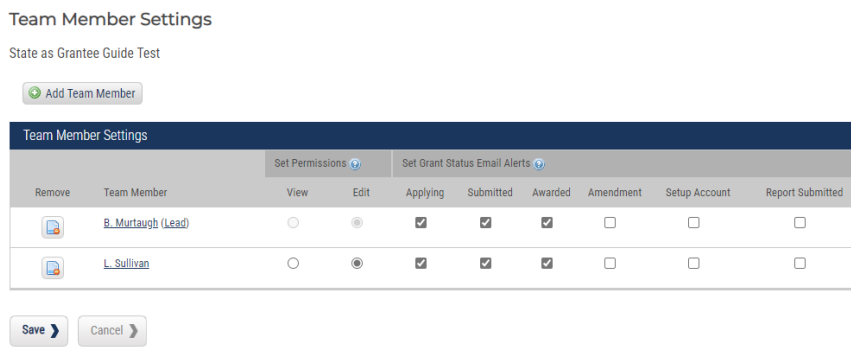


## 2.2 Manage Team Member Settings

1. Click on the pencil icon beside “Project Team”



2. You will be taken to a new page that lists all of the current project team members, and their current permissions and email alert settings:



3. The “Set Permissions” section provides two options for your project (View and Edit)
  - a. View: A specific project team member can only see project and grant information, but not make changes.
  - b. Edit: A specific team member can make changes to project settings, and grant information. All Team Leads will have “Edit” access by default.
4. The “Set Grant Status Email Alerts” section allows you to control the types of emails your project team members will receive.
  - **Applying:** Team Member will receive an email notification when a grant is in the “Application Preparation” stage within the project.
  - **Submitted:** Team Member will receive an email notification when a grant is moved to the “Application Submitted” stage within the project.
  - **Awarded:** Team Member will receive an email notification when a grant is

moved to the “Grant Awarded” stage within the project.

- **Amendment:** Team Member will receive an email notification if there is an amendment to a grant entered within a project (e.g.: the grantor awards additional funds on top of the original award amount).
- **Setup Account:** Team member will receive an email whenever an approval request is sent to the budget team to approve awarded funds.
- **Report Submitted:** Team member will receive an email whenever any scheduled report task is marked as “Done.”

5. After you have set up your project team permissions, email alerts, and added any additional team members you wish, click “Save.”

### 3) Locate/Find Federal (or Other) Funding Opportunity

Now that your project is created, you can locate the grant source you want to save to the project - search for your grant source through the Grant Research Tool or locate the grant through your Organizational Funding. Each federal grant has a unique Federal Assistance Identification Number (FAIN). Only create (or save) 1 grant per FAIN in eCivis. Information on how to search for a grant can be found in the “[How to Search for Grant Funding Opportunities](#)” user guide or the Funding Opportunities recorded training (SharePoint).

**NOTE:** If your federal grant is not available in the Search for Grants feature, or your grant is a formula (non-competitive) grant, please refer to the [When and How to Create Organizational Funding User Guide](#).

### 4) Save and Assign Grant

1. Once you have located the grant source you want to assign the source to your project, click the Save/Assign button on the Grant Details page.

FD12693 National Police Dog Foundation (NPDF) - FY 2023

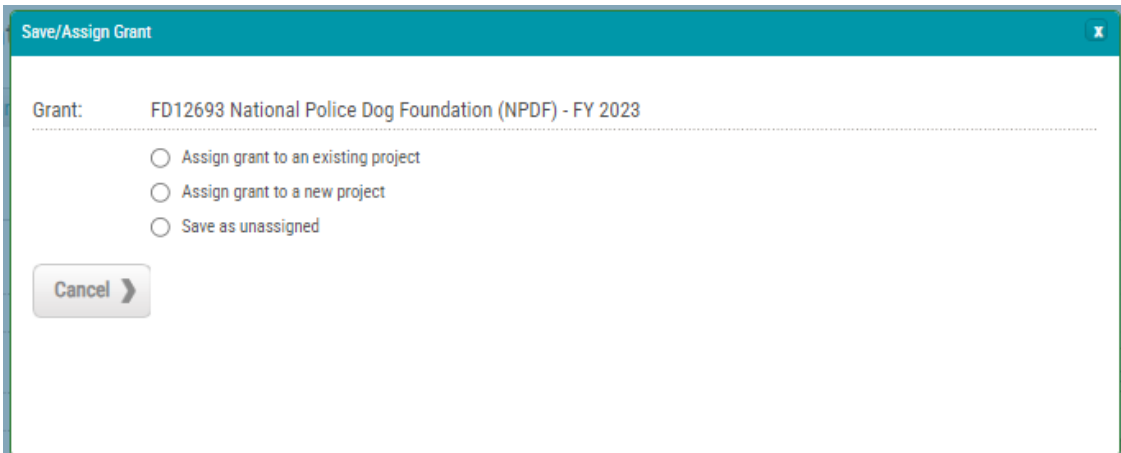
Summary

Type:	Foundation	Match Required:	No	Solicitation Date:	Rolling
Agency:	FD Foundation	Actual Funds:	Unspecified	Next Due:	Rolling
Office:	National Police Dog Foundation (NPDF)	Payment Type:	Unspecified	Eligible Applicants:	Local Government Academic Institutions Native American Tribe Other State Government Tribal Organizations/Institutions
Total Assets:	\$539,249			Multipart Grant:	No
Last Tax Filing:	12/31/2020				

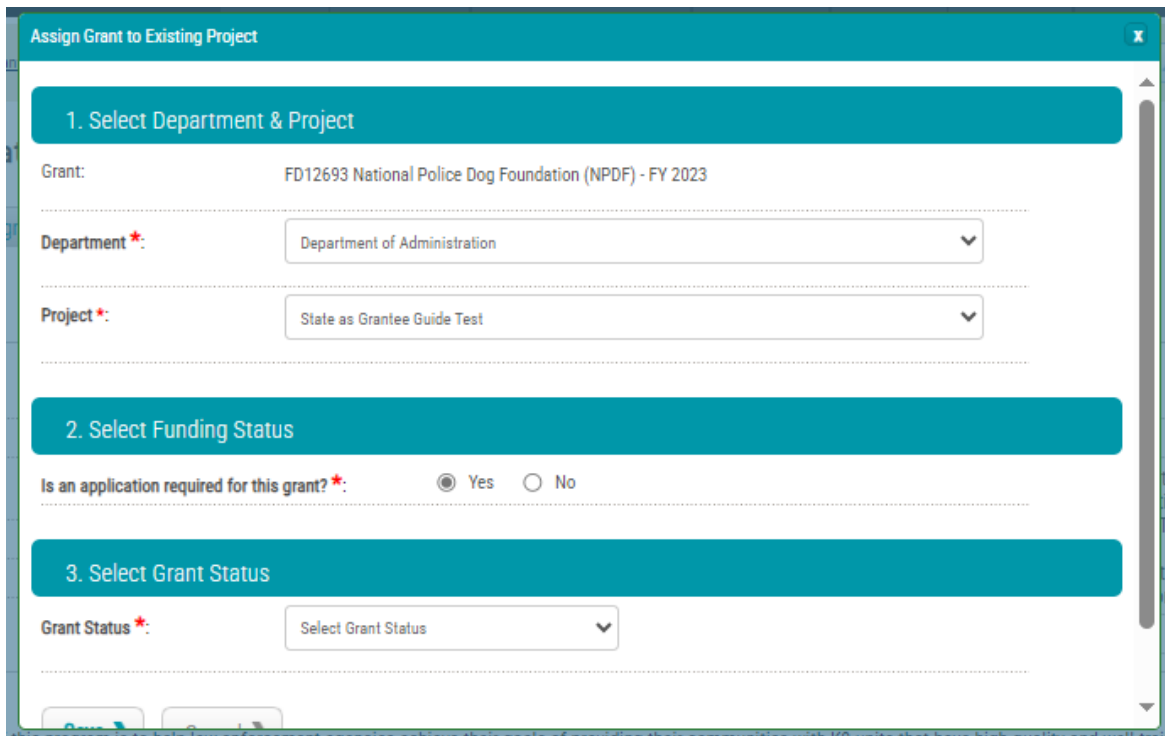
The purpose of this program is to help law enforcement agencies achieve their goals of providing their communities with K9 units that have high-quality and well-trained police dogs. Funding will support the following categories of assistance:

- **Purchasing:** assisting law enforcement agencies with purchasing K9s
- **Training:** assisting law enforcement agencies with ensuring that handlers and K9s receive the very best training

2. Select whether you want to assign the grant source to an existing project (recommended) or if you want to create a new project and assign the grant source to that new project. In this example, we have already created a project, so we would select “Assign grant to an existing project”



3. Select the Department and Project to which you wish to save the grant source, and answer whether the grant requires an application:



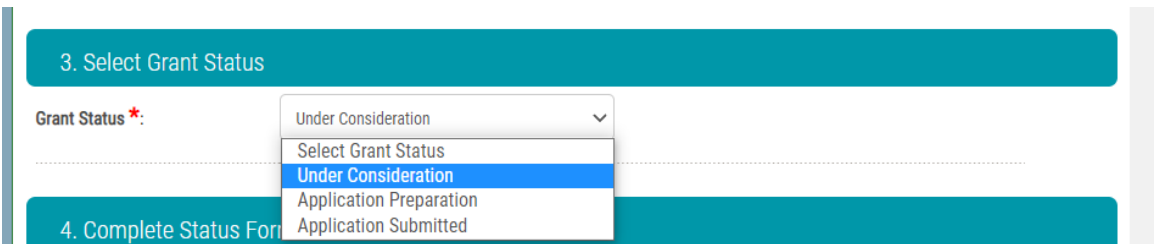
If you selected “Yes”, continue to Part 2: Competitive Funding. For “No,” jump to [Part 3: Formula/Non-Competitive Awards](#).

## Part 2: Competitive Funding

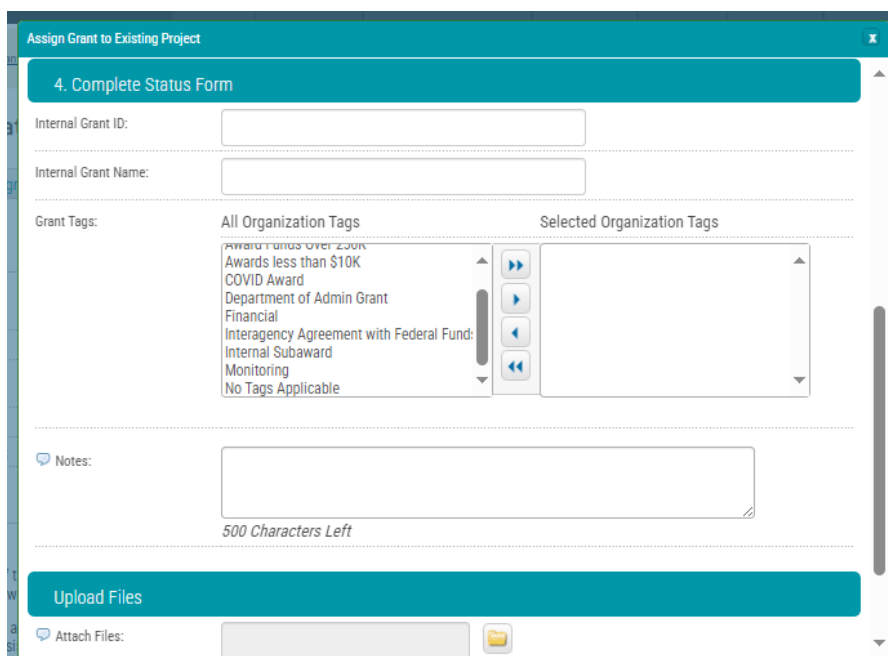
Use eCivis to track and collaborate on applications for federal and other funding.

### 1) Tracking Applications for Federal Awards

Selecting “Yes” indicating this grant requires an application will open a new field where you must select the grant status. When you make this selection, new fields will appear. Different fields will appear depending on if you select “Under Consideration,” “Application Preparation,” or “Application Submitted.” At all stages selecting a Grant Tag(s) is Required



- **Under Consideration:** Select this status if your agency is considering applying for this grant but have not begun application prep or submitted an application.
  - **Internal Grant ID:** Do not enter any text in this box. This will auto populate with the RIGID once the project is moved to “Application Submitted” status \*
  - **Internal Grant Name:** Enter the Line Sequence that will be used for this grant. This can also be added later when a grant is awarded. \*\*
  - **Grant Tags:** Select any grant tags that are relevant to this project. There is a not applicable option.
  - **Notes:** Enter any notes for you and your project team members.
  - **Attach Files:** Attach any reference files for you and your project team members.



- **Application Preparation:** Select this status if your agency is actively working on preparing application materials to apply for this grant.
  - *Application Due:* Enter the date the grant application is due
  - *Reminder:* Add a reminder for yourself and project team that the application due date is approaching
  - *Assigned To:* Select a Project Team member who you want to assign this grant application task to.
  - *Projected Award:* Enter the estimated funds you expect to receive if awarded.
  - *Match Information:* This will differ from grant to grant if any information is required.
  - *Internal Grant ID:* Do not enter any text in this box. This will auto populate with the RIGID once the project is moved to "Application Submitted" status. \*
  - *Internal Grant Name:* Enter the Line Sequence that will be used for this grant. This can also be added later when a grant is awarded. \*\*
  - *Grant Tags:* Select any grant tags that are relevant to this project. There is a not applicable option.
  - *Notes:* Enter any notes for you and your project team members.
  - *Attach Files:* Attach any reference files for you and your project team members.

4. Complete Status Form

**Application Due \***:

**Reminder:**

**Assigned To \***:

**Projected Award \$ \***:

**Match Required:** NO

**Match Type:**

**Cash Match \$:**

**In-Kind Value:**

**Internal Grant ID:**

**Internal Grant Name:**

**Grant Tags:**

All Organization Tags	Selected Organization Tags
<ul style="list-style-type: none"> <li>Activity</li> <li>Award Funds Over 250K</li> <li>Awards less than \$10K</li> <li>COVID Award</li> <li>Department of Admin Grant</li> <li>Financial</li> <li>Interagency Agreement with Federal Fund:</li> <li>Internal Subaward</li> </ul>	<div style="border: 1px solid #ccc; height: 40px;"></div>

**Notes:**   
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Upload Files

**Attach Files:**

- **Application Submitted:** Select this status if your agency has already submitted an application for this grant program.
  - *App Submitted:* Enter the date your grant application was submitted.
  - *Select the Project Team member who submitted the application*
  - *Projected Award:* Enter the estimated funds you expect to receive.
  - *Match Information:* This will differ from grant to grant if any information is required.
  - *Internal Grant ID:* Do not enter any text in this box. This will auto populate with the RIGID once the grant source is saved. \*
  - *Internal Grant Name:* Enter the Line Sequence that will be used for this grant. This can also be added later when a grant is awarded. \*\*
  - *Grant Tags:* Select any grant tags that are relevant to this project. There is a not applicable option.
  - *Notes:* Enter any notes for you and your project team members.
  - *Attach Files:* Attach any reference files for you and your project team members. It is recommended that you attach a copy of your application materials.

4. Complete Status Form

App Submitted \*:

Completed By \*:

Projected Award \$ \*:

Match Required: NO

Match Type:

Cash Match \$:

In-Kind Value:

Internal Grant ID:

Internal Grant Name:

Grant Tags: All Organization Tags Selected Organization Tags

Activity  
Award Funds Over 250K  
Awards less than \$10K  
COVID Award  
Department of Admin Grant  
Financial  
Interagency Agreement with Federal Fund:  
Internal Subaward

Notes:

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Upload Files

Attach Files:

Save Cancel

**\* Internal Grant ID:**

The **Internal Grant ID** is a system generated field. The value that is generated is called the RIGID (Rhode Island Grant Identifier). This value allows the GMS to integrate with your financial system RIFANS. You should NOT enter a value into this field. The RIGID will be autogenerated on a nightly basis after the Grant is entered into eCivis at any of the following stages: *Application Submitted, Award Projected, Grant Awarded*, or for child/subprojects, *Funding Allocated*. Any data entered in the Internal Grant ID field will be overwritten when the RIGID is autogenerated. Prior to the Application Submitted stage, you will not see a value in this field. If you do enter a value into this field, it will be overwritten by the nightly process.

**\*\* Internal Grant Name:**

For newly saved grants going forward, you will need to enter the single 7-digit line sequence into this field. **If you have more than one line sequence number, you may add them to this field dash separated. Example: 1234567-5678912-1245789**

**NOTE:** Please follow applicable RI OMB policies and procedures to obtain the line sequence if you do not have it when saving/assigning the grant. You will need to come back and update the grant with this information. Your agency may not initiate any grant-funded transactions until the line sequence assigned by OMB is entered into the **Internal Grant Name** field.

**2) Putting Your Grant into “Application Preparation” Stage**

This section will demonstrate how to move the grant from Under Consideration to Application Preparation. If you have already applied for, or received an award, this step can be skipped.

1. Select the grant for which you plan to apply in your Project Dashboard, and select “I will apply for this grant”:

The screenshot shows a user interface for a grant in the 'Under Consideration' stage, with an application due date of 07/21/2017. Below this information, a section titled 'Available Actions' lists several options, each with a radio button. The option 'I will apply for this grant' is highlighted with a red rectangular box.

<b>Stage: Under Consideration</b>	<b>Application Due Date: 07/21/2017</b>
<b>Available Actions</b>	
<input type="radio"/> I would like to access details of this grant	
<input checked="" type="radio"/> I will apply for this grant	
<input type="radio"/> I am ready to submit my application	
<input type="radio"/> I will not apply for this grant	
<input type="radio"/> I would like to create/manage goals and metrics for this grant	
<input type="radio"/> I would like to create/manage a budget for this grant	

**NOTE:** If “I will apply for this grant” is not an available option, you may have an outstanding Application Approval Task that must be completed. If this is the case, have the appropriate party complete the task. This will make “I will apply for this grant” appear in your grant actions.

- Fill out the required fields, and any others that you wish, on the Grant Status Application Preparation page. When you are finished, click “Save”:

**Complete Status Form**

Grant: US16819 Rural Health Opioid Program - FY 2017

Application Due <sup>\*</sup>:

Reminder:

Assigned To <sup>\*</sup>:  ▼

Projected Award \$ <sup>\*</sup>:

Match Required <sup>\*</sup>: NO

Match Type:  ▼

Cash Match \$:

In-Kind Value:

Grant Tags:

All Organization Tags	Selected Organization Tags
EPA Law Enforcement	Inland Empire-Based Opioid Prevention

- Your grant is now in the Application Preparation stage:

**Stage: App. Preparation** Projected: \$200,000.00

**Available Actions**

- I would like to access details of this grant
- I am ready to submit my application
- I will not apply for this grant
- I would like to create/manage goals and metrics for this grant
- I would like to create/manage a budget for this grant

### 3) Putting Your grant into “Application Submitted” Stage

Once your agency has submitted your application via the relevant federal system (such as [grants.gov](https://www.grants.gov)), you can update your stage to “Application Submitted”.

- Select the grant you are applying to in your Project Dashboard and select “I am ready to submit my application.”

**Available Actions**

- I would like to access details of this grant
- I am ready to submit my application
- I will not apply for this grant
- I would like to create/manage goals and metrics for this grant
- I would like to create/manage a budget for this grant



- Fill out the required fields, and any others that you wish, on the Complete Status Form page. Upload a copy of the application. When you are finished, click “Save”

**Complete Status Form**

Grant: US17277 National Science Foundation (NSF): Racial Equity in STEM Education (EHR Racial Equity) - FY 2023-2026

Internal Grant ID:

Internal Grant Name:

App Submitted: \*

Completed By: \*

Projected Award \$ \* :

Match Required: \* No

Match Type:

Cash Match \$:

In-Kind Value:

Grant Tags: All Organization Tags Selected Organization Tags

Activity  
 Award Funds Over 250K  
 Awards less than \$10K  
 COVID Award  
 Financial  
 Interagency Agreement with Fe  
 Internal Subaward  
 Monitoring  
 No Tags Available

<< < > >>

Department of Admin Grant

Notes:   
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**Upload Files**

Attach Files:

- Your grant is now in the Application Submitted stage:

**Stage: App. Submitted**

**Projected: \$100,000.00**

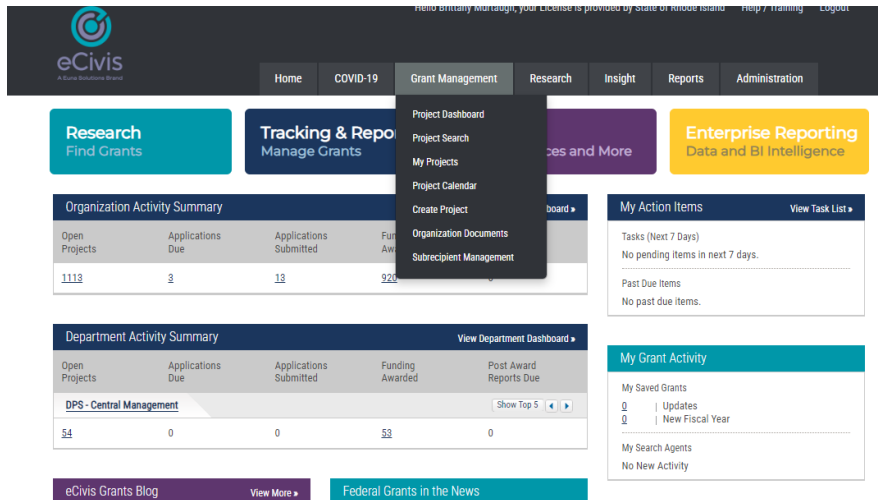
Available Actions

- I would like to access details of this grant
- I have received my award notification and I have been awarded
- I have received notification that I have not been awarded
- I need to resubmit my application
- I would like to create/manage goals and metrics for this grant

#### 4) Marking Your Grant as Awarded

If your agency received notification that you have been selected for the grant award, you will want to update your status in eCivis to continue on to the Post-Award phase.

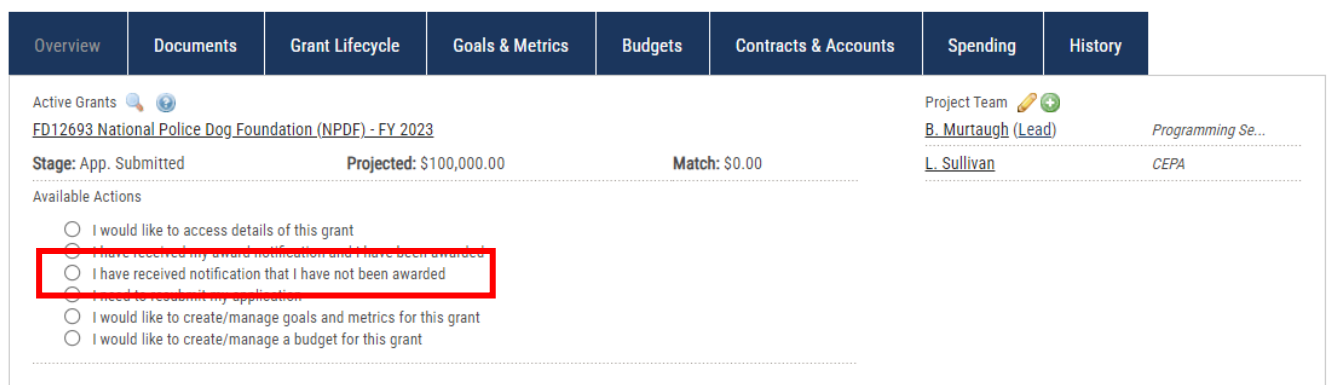
1. Navigate to the Project Dashboard of the grant project that needs to be updated. This can be done by navigating to Grant Management – My Projects or Grant Management – Project Dashboard on the eCivis homepage, and then selecting the correct project.



2. On the Project Dashboard page, select “I have received my award notification and I have been awarded” from the “Available Actions” section. Proceed to [Part 4: Setup for All Awards in eCivis](#).

#### 5) Unsuccessful Applications

If you were not awarded the grant, you can also select: “I have received notification that I have not been awarded”



## Part 3: Formula / Non-Competitive Awards

If your agency is anticipating a formula award, you can enter the award as “Award Projected.” In most cases, formula grants are not available under “Search for Grants”, so you will have to add Organization Funding before entering the formula award. Refer to [When and How to Create Organizational Funding User Guide](#). Formula/Non-Competitive Awards can have the following stages.

- **Under Consideration:** Not relevant for Formula/Non-Competitive Awards – skip to Award Projected stage.
- **Award Projected:** Select this status if this is a formula or earmark award that your agency can reasonably expect to receive in approximately the next six months. You can reasonably expect to receive an award if:
  - Specific earmark for your agency has been passed by Congress; or
  - Your agency has historically received regular awards from a currently authorized federal programs that generally receives annual appropriations.
- **Grant Awarded:** Select this status if your agency has a fully executed grant agreement (sometimes called a Notice of Award or Award Letter) with a FAIN, approved budget, and related award details.






### 1) Putting Your Award into “Award Projected” Stage

1. After you create your Organization Funding following the instructions linked above, navigate to the Research – Organizational Funding tab and locate the Organization Funding previously created by scrolling through the list or using the search feature.

The screenshot displays the eCivis system interface. At the top, there is a navigation bar with tabs for Home, COVID-19, Grant Management, Research, Insight, Reports, and Administration. The 'Research' tab is selected, and a dropdown menu is open, showing options such as 'Search for Grants', 'My Search Agents', 'My Saved Grants', 'My Grant Review Tasks', 'My Recent Updates', 'New Grants/Updates', 'Search FFA Library', 'Organization Funding', and 'Allocation Sources'. The 'Organization Funding' option is highlighted with a red box. Below the navigation, there are several summary tables: 'Organization Activity Summary', 'Department Activity Summary', and 'Public Organization Funding'. The 'Public Organization Funding' table is expanded, showing a search bar with 'formula hea' and a table with one record.

GN Code	Funding Title	Fiscal Year	Funding Type	Total Funds	App Due	Actions
ORG0053	Formula Health Grant	2023	Non-Competitive	\$1,000,000	N/A	[Icons]

- Once you located the funding source, in the Actions column, click “Save/Assign Grant” button

GN Code	Funding Title	Fiscal Year	Funding Type	Total Funds	App Due	Actions
ORG0053	Formula Health Grant	2023	Non-Competitive	\$1,000,000	N/A	    

- In the pop-up, select “Assign grant to a new project” (unless you previously created a project for this grant). A new window will appear. Enter, at minimum, the required information.
  - For the “Is an application required for this grant” question – select No
  - Enter your Grant Status as “Award Projected”

- A new section will appear. Complete required fields, at minimum

- Click Save. That project with the associated grant (Organization Funding) will now be viewable in your My Projects and Project Dashboard in eCivis.

## 2) Marking Your Award as Awarded

When your agency receives the fully executed grant agreement, you will want to update the status in eCivis to continue on to the Post-Award phase.

1. Navigate to the Project Dashboard of the grant project that needs to be updated. This can be done by navigating to Grant Management – My Projects or Grant Management – Project Dashboard on the eCivis homepage, and then selecting the correct project.

The screenshot shows the eCivis Project Dashboard. At the top, there is a navigation bar with tabs for Home, COVID-19, Grant Management, Research, Insight, Reports, and Administration. A dropdown menu is open under Grant Management, listing options: Project Dashboard, Project Search, My Projects, Project Calendar, Create Project, Organization Documents, and Subrecipient Management. Below the navigation, there are several data tables and sections. The 'Organization Activity Summary' table shows 1113 Open Projects, 3 Applications Due, 13 Applications Submitted, and 920 Funding Awarded. The 'Department Activity Summary' table for 'DPS - Central Management' shows 54 Open Projects, 0 Applications Due, 0 Applications Submitted, 53 Funding Awarded, and 0 Post Award Reports Due. On the right, there are sections for 'My Action Items' (Tasks (Next 7 Days), Past Due Items) and 'My Grant Activity' (My Saved Grants, My Search Agents).

2. On the Project Dashboard page, select “I want to enter my award amount” from the “Available Actions” section.

The screenshot shows the 'Available Actions' section of the Project Dashboard. The section is titled 'Available Actions' and contains a list of radio button options. The option 'I want to enter my award amount' is highlighted with a red box. The other options are: 'I would like to access details of this grant', 'I have received notification that I have not been awarded', 'I would like to create/manage goals and metrics for this grant', and 'I would like to create/manage a budget for this grant'. Above the actions, there is a summary of the grant: 'Active Grants' (1), 'FD8697 The Conservation Fund: Conservation Loans - FY 2022', 'Stage: Award Projected', 'Projected: \$1,000,000.00', and 'Match: \$0.00'. The Project Team is listed as 'K. Benoit (Lead)' and the Grant Manager is listed as 'Grant Manage...'.

Proceed to [Part 4: Setup for All Awards in eCivis](#).

## Part 4: Setup for All Awarded Grants in eCivis (Competitive and Non-Competitive)

At this point, your award is ready to be moved to the “Grant Awarded” stage. You should be on the “Grant Status – Grant Awarded” page and the next step is to fill out the “Complete Status Form”.

### 1) Fill Out the Complete Status Form

1. On the Complete Status Form, fill in all the required information about your grant award.
  - i. Fill out the required and necessary information for your notice – make sure you fill out the fields with the red asterisk as they are required
  - ii. You will need to enter the RIFANS line sequence into the **Internal Grant Name** field. If you have more than one line sequence number, you can enter all of them dash separated. Example: 1234567-4567891-XXXXXXX
  - iii. Please follow applicable RI OMB policies and procedures to obtain the line sequence if you do not have it when saving/assigning the grant. You will need to come back and update the grant with this information. Your agency may not initiate any grant-funded transactions until the line sequence assigned by OMB is entered into the **Internal Grant Name** field.
  - iv. You will need to enter the FAIN in the **Grantor Contract Number** field.
  - v. Ensure the correct performance period dates are entered in Contract Start/Close Date. RIGIDs are automatically inactivated in RIFANS 90 days after the **Contract Close Date**.
2. The Allocation Options section will ask if this grant will be funding any other sources.
  - vi. Pass-Through Funding refers to state agencies passing money through to non-state agencies (subrecipients). Examples include non-profits, municipalities, state colleges, quasi-governmental agencies, etc.
  - vii. Allocation to Sub-Projects is used by state agencies to divide their federal award into separate buckets, often for budgeting and federal reporting purposes. Allocation to Sub-Projects also includes allocations to other state agencies, Inter-Agency Agreements with Federal Funds (IAA-FF’s).
3. For Pass-Through Funding, enter the amount of this federal award that will be passed through to all subrecipients. This may be the full award amount, or a portion of the award amount if the State Agency is retaining part of the total award.

---

Are awarded funds to be available for use as pass-through funding?\*

No  Yes

Amount to earmark for pass-through funding\*:

100,000.00

- For Allocation for Sub-Projects, enter the amount of your federal award that will be allocated to separate buckets, including allocations to another state agency. This may be the full award amount, or a portion of the award amount. Then, select the department(s) that this award amount will be allocated to, if different than your own. Locate the applicable department(s) in the All Departments column and move that department over to the Eligible Departments column by using the arrow keys.

Are awarded funds to be available for Allocation to sub-projects?  No  Yes

Amount to be available for Allocation\*:

Allocation Source Notes:

500 Characters Left

Departments Eligible for Allocation\*:

All Departments		Eligible Departments
Department of Administration- (▲)	▶▶	Department of Administration ▲
Department of Children, Youth,	▶	
Department of eCivis Training	▶	
Department of Emergency Man	◀	
Department of Health	◀	
Department of Public Safety	◀◀	
Environmental Management, D		
EOC - Office of Housing and Ci		

- After making those selections, if applicable, attach your Federal Award Letter and click Save. Your status on the Project Dashboard will update to show “Grant Awarded”

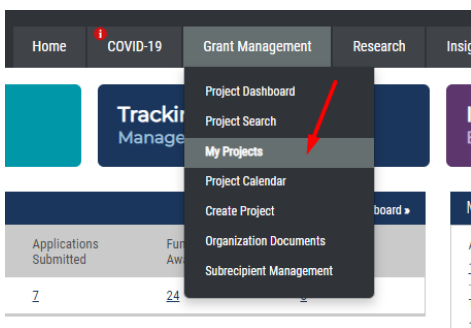
Upload Files

Attach Files:

Save ▶ Cancel ▶

## 2) Save & View Your Selected Grant

- After you click “Save,” the grant will be saved to your project. If you wish to view the grant in your project, click the Grant Management Tab and select “My Projects.”



- Then, locate your project by name, and click into it. There, you will see the grant saved in your project. From the Project Dashboard, you will see all the available actions for managing your newly saved grant and information you entered in the previous steps.

Home / My Projects / Project Dashboard

**Project Dashboard: State as Grantee Guide Test**

Department: Department of Administration  
Project Period: 01/25/2024 - 02/01/2025

Data Integration Options Project Options

Overview	Documents	Grant Lifecycle	Goals & Metrics	Budgets	Contracts & Accounts	Spending	History
Active Grants		FD12693 National Police Dog Foundation (NPDF) - FY 2023			Project Team		
Stage: App. Submitted		Projected: \$100,000.00		Match: \$0.00		B. Murtaugh (Lead) Programming Se... L. Sullivan IPM	
Available Actions							
<input type="radio"/> I would like to access details of this grant <input type="radio"/> I have received my award notification and I have been awarded <input type="radio"/> I have received notification that I have not been awarded <input type="radio"/> I need to resubmit my application <input type="radio"/> I would like to create/manage goals and metrics for this grant <input type="radio"/> I would like to create/manage a budget for this grant							

**NOTE:** The Available Actions (radio buttons) will be different depending on the stage of the grant that you selected when you saved the grant (Under Consideration, Application Preparation, Application Submitted).

### 3) Project Dashboard Overview

Now that your grant has been saved and assigned to a Project, you will have access to a Project Dashboard. This will be the home for managing this grant. Below are the features of the Project Dashboard.

#### Overview Tab

This tab will show you the active grant (funding source) that is currently funding your grant project. You will also be able to see the awarded amount for your grant, match requirements, the current stage of your grant, your project team, available actions and tasks.

Data Integration Options Project Options

Overview	Documents	Grant Lifecycle	Goals & Metrics	Budgets	Contracts & Accounts	Spending	History
Active Grants		FD12693 National Police Dog Foundation (NPDF) - FY 2023			Project Team		
Stage: Grant Awarded		Awarded: \$100,000.00 *		Match: \$0.00		B. Murtaugh (Lead) Programming Se... L. Sullivan CEPA	
Available Actions							
<input type="radio"/> I would like to access details of this grant <input type="radio"/> I would like to request an account setup <input type="radio"/> I am ready to schedule my report <input type="radio"/> This grant does not require a report <input type="radio"/> I have received a grant adjustment notice and need to amend my grant agreement <input type="radio"/> I am ready to initiate grant closure <input type="radio"/> I would like to view/manage my contract & account details <input type="radio"/> I would like to create/manage goals and metrics for this grant <input type="radio"/> I would like to create/manage a budget for this grant							
*These funds have been made available for allocation. An allocation has been made to <a href="#">one project</a> .							

Pending Tasks Completed Tasks Approval History

There are no pending tasks assigned to this project. Click the button below to add a task.

Add Task Task Report Refresh



## Documents Tab

This tab will show you any documents that have been uploaded as part of this grant project. You can upload new documents here as well. It is recommended that agencies upload a copy of their award letter and any amendments received from their federal grantor to the Documents tab, under the specific grant, not the overall project.

### Project Documents

State as Grantee Guide Test

FD12693 National Police Dog Foundation (NPDF) - FY 2023					
Stage	Completed On	Manage Files	Download Files	Saved On	Saved By
Application Submitted	01/25/2024		▼		
No files associated with this stage.					
Application Submitted Task Application Submitted (01/25/2024)	01/25/2024		▼		
No files associated with this stage.					
Grant Awarded	01/26/2024		▼		
				Test document (11.7 Kb)	04/22/2024 B. Murtaugh

## Grant Lifecycle Tab

This tab tracks updates and amendments made to your project. You will be able to see your grant award details from this page by selecting the pencil icon. Any amendments received from your federal grantor should be entered here.

### Grant Lifecycle Report

State as Grantee Guide Test

FD12693 National Police Dog Foundation (NPDF) - FY 2023							
Stage	Completed On	Completed By	Files	View/Edit	Last Updated On	Created On	Notes
Application Submitted	01/25/2024	B. Murtaugh				01/25/2024	
Grant Awarded	01/26/2024	B. Murtaugh			01/29/2024	01/26/2024	

## Goals and Metrics Tab

This tab allows your project team to create goals and metrics related to your grant award. Please see [Goals & Metrics User Guide](#) for more information.

### Goals & Metrics

State as Grantee Guide Test

Click on the Add icon to add new goals, objectives or outcomes to this project.

Uniform Guidance Help

As you develop your application use our digital reference tools to [search the Uniform Guidance](#)

Project Goals				
Type	Title	Description	Year	Current
Goal	<b>Test Goal</b>	test goals	2024	100 persons

Showing 1 to 1 of 1 goals ← Previous 1 Next →

## Budgets

This tab allows you to manage the budget for your grant project. Please see information in [Part 5: Creating a Budget](#) for more information

## Contracts and Accounts

This tab provides an overview of key information for your project. On this tab you can view your RIGID (Internal Grant ID), Line Sequence (Internal Grant Name), and other informational data about your award. This information can also be edited if needed.

FD12693 National Police Dog Foundation (NPDF) - FY 2023

Stage: Grant Awarded      Awarded: \$100,000.00      Match: \$0.00

Grant Contract Summary

Award Notification Date: 01/26/2024

Contract Start Date:

Contract Close Date:

Award Type:  Advance Payment  Reimbursement

Award Documents:

Grantor Contract Number:

UEI:

DUNS Number:

Revenue & Expense Accounts

Search:

Account Name	Number	Type
No data available in table		

1 - 0 of 0 Accounts

← Previous    Next →

Grant Identifiers

Internal Grant ID: GR0001020

Internal Grant Name: 1111111

## Spending

This tab will show submitted spending reports related to your grant project.

## History

This tab will show all historic information related to your grant project. This includes applications, grants, funding, and reports that have been associated with this project.

### Project History

State as Grantee Guide Test

**Project Details**

Department: Department of Administration

Project Lead: B. Murtaugh

Project Type: Non-Construction

Created: 01/25/2024 By: B. Murtaugh

Summary:  
Testing for guide updates

**Grants Awarded**

There are no inactive grants matching this criteria.

**Grants Not Awarded**

There are no inactive grants matching this criteria.

**Grants Not Pursued**

There are no inactive grants matching this criteria.

**Activity Summary**

Grants Assigned  
1

Applications  
0 | Due  
0 | Submitted

Funding  
1 | Awarded  
0 | Allocated

Reports  
0 | Due  
0 | Submitted

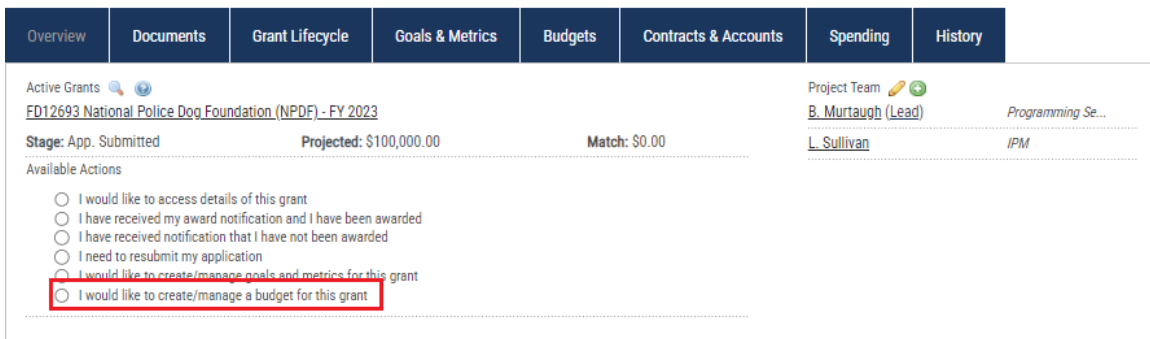
## Part 5: Creating a Budget (Competitive and Non-Competitive)

Your grant must be in the Application Preparation, Application Submitted, Grant Awarded, or Funding Allocated stage in order to create a budget. Creating a pre-award budget during the Application Preparation or Application Submitted stages is optional. Creating a post-award budget during the Grant Awarded stage or Funding Allocated stage for child/subprojects) is required. **Read the [Budget Setup](#) section before starting a post-award budget.**

If you create a pre-award budget, it will copy over to the post-award budget, but can be edited, as needed, in the "Grant Awarded" status.

### 1) Initiating Your Grant Budget

1. Return to your Project Dashboard. New action items will appear now that the project stage has been updated. Select "I would like to create/manage a budget for this grant" action:



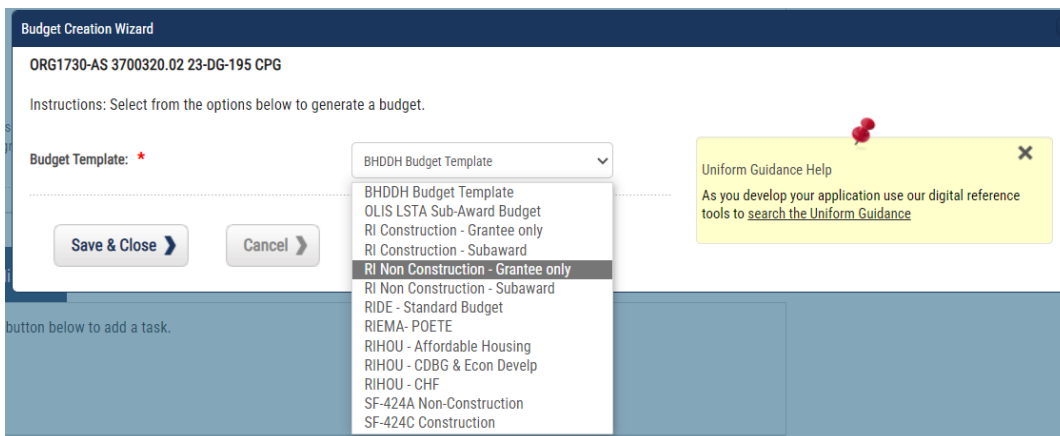
The screenshot shows a project dashboard for "FD12693 National Police Dog Foundation (NPDF) - FY 2023". The dashboard includes tabs for Overview, Documents, Grant Lifecycle, Goals & Metrics, Budgets, Contracts & Accounts, Spending, and History. The current stage is "App. Submitted" with a projected amount of \$100,000.00 and a match of \$0.00. The project team includes B. Murtaugh (Lead) and L. Sullivan. Under "Available Actions", the option "I would like to create/manage a budget for this grant" is highlighted with a red box.

2. Select the budget template you wish to use to create your budget. For post-award budgets, you must select either:

**a. RI Construction – Grantee Only; or**

**b. RI Non-Construction – Grantee Only**

These two templates auto-populate with common RIFANS naturals.



The screenshot shows the "Budget Creation Wizard" interface. The title bar reads "Budget Creation Wizard". The main content area displays "ORG1730-AS 3700320.02 23-DG-195 CPG" and instructions: "Instructions: Select from the options below to generate a budget." The "Budget Template:" field is highlighted with a red asterisk. A dropdown menu is open, showing the following options: "BHDDH Budget Template", "OLIS LSTA Sub-Award Budget", "RI Construction - Grantee only", "RI Construction - Subaward", "RI Non Construction - Grantee only", "RI Non Construction - Subaward", "RIDE - Standard Budget", "RIEMA- POETE", "RIHOU - Affordable Housing", "RIHOU - CDBG & Econ Develp", "RIHOU - CHF", "SF-424A Non-Construction", and "SF-424C Construction". The "RI Non Construction - Grantee only" option is selected. There are "Save & Close" and "Cancel" buttons. A "Uniform Guidance Help" pop-up is visible on the right side of the screen.

**NOTE:** Most federal awards use the **RI Non-Construction – Grantee Only** budget format, which parallels the SF-424A. Only select **RI Construction – Grantee Only** if the federal agency requires the SF-424C form.

3. Click “Save & Close” when you have selected the Budget Template you wish to use. You will be taken to a screen that displays your new budget template.

## 2) Budget Template Review

**Pre-Award Budget for**  
 ORG0508 eCivis Demo Fund  
 Inception Date: 10/13/2021  
 Revision Report

**Budget Settings**

Indirect Costs: Not Applicable (dropdown), 0.00 %  
 Match / Cost Share: Not Applicable (dropdown), 0.00 %, \$ 0.00  
 Budget Stage: Pre-Award (dropdown)  
 Actions: [Print] [Close] [Lock] [Trash] [Discard Changes]

**Budget Summary**

\$0.00 Total Direct Costs  
 \$0.00 Total Indirect Costs  
 \$0.00 Total Amount (Direct + Indirect)  
 \$0.00 Match / Cost Share  
 \$0.00 Program Income

1. **Revision Report:** Automatically generates an Excel spreadsheet that shows budget revision data such as a history of revisions, who performed each saved revision, and any notes added by team members.

2. **Indirect Costs:** Select the type of indirect cost calculation you want to use in the budget from the drop-down menu:

Indirect Costs: [Not Applicable] (dropdown menu)  
 Match / Cost Share: [Not Applicable] (dropdown menu)

**NOTE:** If you select “De Minimus Rate,” the indirect cost percentage will become 10%. If you select “Negotiated,” the percentage cost field will become editable:

Indirect Costs: [Negotiated Rate] (dropdown menu) [17.00 %] (input field)

- Match / Cost Share:** Always keep this option as **Not Applicable** to support RIFANS and eCivis integration. If there is a match requirement, add Cost Share rows to the budget and budget accordingly.

- Budget Stage:** If you are in the Pre-Award stage and the grant is in the “Application Preparation” stage, the only available option here will be “Pre-Award.”
- Save:** Save any revisions you made to the budget.
- Discard Changes:** Close and do *not* save revisions made to the budget.
- Delete Budget:** Delete the entire Budget. This cannot be undone.



**NOTE:** Greyed out fields are auto populated based on budget information and cannot be edited

### 3) Create a Budget Table

The Budget Items section is where you will enter costs for all expenses to the selected grant. The RI Budget Templates have pre-populated rows with the most utilized Natural Account numbers in each row. Federal expenditures and match expenditures are on separate rows (designated by distinct GL Code formats and Item Types). For grants with match requirements, additional rows will need to be added. If you need to track different Naturals, you may add a new row with the information needed by following the instructions below.

- Click “+Open” in the table where you wish to add costs. This will expand the table view.

	Ext Cost	Direct Cost	Ind Cost	Cost Share	
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00	+ Open

- Fill out the appropriate cells with the necessary information as indicated below. It is imperative the budget is set up correctly to ensure seamless transfer of data between eCivis and RIFANS.
  - Budget at the natural level if you have sufficient data. Otherwise, enter budget amounts by category in the 1<sup>st</sup> row in each category (i.e. PERSONNEL)

Do NOT delete rows unless you are certain the natural will NOT be used.

Budget Items

1. PERSONNEL								Close
				Ext Cost	Direct Cost	Ind Cost	Cost Share	
PERSONNEL Totals:				\$0.00	\$0.00	\$0.00	\$0.00	
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type	
PERSONNEL	PERSONNEL	0.00	\$0.00	\$0.00	\$0.00		Direct Cost	
Regular Wages	Regular Wages	0.00	\$0.00	\$0.00	\$0.00	02-611000	Direct Cost	
Regular Wages Match	Regular Wages Match	0.00	\$0.00	\$0.00	\$0.00	611000	Cost Share	
Overtime (1.5)	Overtime (1.5)	0.00	\$0.00	\$0.00	\$0.00	02-614100	Direct Cost	
Holiday Pay	Holiday Pay	0.00	\$0.00	\$0.00	\$0.00	02-614400	Direct Cost	

+ Add Row

**Key Column Descriptions**

- Title: Natural Title
- Description: Natural Description
- Unit: Number of units for a line item (optional if you want the budget to calculate multiple units of the same expenditure)
- Unit Cost: Cost of the units entered in the Units column (optional)
- Cost: Cost of the expenditure for this line item
- GL Code: Combination of Natural and cost share/non cost share indicator. **Reminder: GL Code is an essential mapping field.** See [Budget Setup](#) section for more information.
  - For Federal Expenditure line items:
    - Account Source-Natural Account (02-#####) - Example: 02-611000
    - Account Source Identifier for Federal Expenditures is "02"
  - For Match line items: Natural Account **only** – Example: 611000
- Item Type: Select Direct or Indirect cost

3. If you are unsure if an expense qualifies as an indirect cost, click on the “search the Uniform Guidance” link within the yellow box in the upper rightcorner of the budget:

Pre-Award Budget for

FD12693 National Police Dog Foundation (NPDF) - FY 2023

Revision Report

Budget Settings

Budget Summary

Uniform Guidance Help ✕

As you develop your application use our digital reference tools to [search the Uniform Guidance](#)

This link will open a modal where you can search for cost item types and determine if they qualify as indirect costs.

4. Cost Share should be selected from the Item Type dropdown if this is a match line item. Enter

only the natural in the GL Code field for each match line item. Any transactions with a non-federal Account Source in RIFANS will be mapped to your match line items by RIGID and natural.

5. If you wish to add more items to a specific budget category, click the “Add Row” button:

Budget Items

1. PERSONNEL								Close
				Ext Cost	Direct Cost	Ind Cost	Cost Share	
PERSONNEL Totals:				\$0.00	\$0.00	\$0.00	\$0.00	
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type	
PERSONNEL	PERSONNEL	0.00	\$0.00	\$0.00	\$0.00		Direct Cost	
Regular Wages	Regular Wages	0.00	\$0.00	\$0.00	\$0.00	02-611000	Direct Cost	
Regular Wages Match	Regular Wages Match	0.00	\$0.00	\$0.00	\$0.00	611000	Cost Share	
Overtime (1.5)	Overtime (1.5)	0.00	\$0.00	\$0.00	\$0.00	02-614100	Direct Cost	
Holiday Pay	Holiday Pay	0.00	\$0.00	\$0.00	\$0.00	02-614400	Direct Cost	
								Add Row

#### 4) Budget Narrative

Use the budget narrative section of your budget to explain the expenses in the above budget items section. This can be exported to distribution outside of Grants Network.

1. Click "+Open" on the Budget Narrative bar. This will expand the editable fieldview.
2. Enter your budget narrative by copying/pasting from another document into the body of the budget narrative field, or enter text by typing directly into the field:

Budget Narrative

**Budget Narrative**

Enter your budget narrative below.

<> H1 H2 H3 B I U [List Bulleted] [List Numbered] [List None] [List None] [Link]

THE HEALTH COALITION  
Reducing Environmental Health Risks Project  
January 1, 2011 to December 31, 2011

The Health Coalition request to the ABC Foundation is \$120,000 for the period January 1 – December 31, 2011. The total budget for the Reducing Environmental Risks Project is \$231,186. If awarded, ABC Foundation funds will be matched by a \$75,000 grant from the Community Health Foundation (in-hand), and \$36,186 organizational cost share supported by the Health Coalition annual operating budget.

PROJECT PERSONNEL++

Executive Director (10% FTE) will review all protocols, monitor project timeline and activities, and oversee budget expenditures and reporting. She will supervise the Project Director and Research Director, and ensure integration of proposed activities into the continuum of services provided by the Health Coalition. The Health Coalition will contribute all costs associated with the Executive Director's work on the project.

Project Director (30% FTE) will train and supervise Community Organizers, oversee community asset mapping activities, and ensure accuracy of GIS data and maps. The Health Coalition will support a portion of the Project Director's time devoted to the project.

3. Utilize the formatting bar above the budget narrative field to format your text:

</> H1 H2 H3 B I U [List Bulleted] [List Numbered] [List None] [List None] [Link]

THE HEALTH COALITION  
Reducing Environmental Health Risks Project  
January 1, 2011 to December 31, 2011

The Health Coalition request to the ABC Foundation is \$120,000 for the period Janua  
The total budget for the Reducing Environmental Risks Project is \$231,186. If award  
will be matched by a \$75,000 grant from the Community Health Foundation (in-hand)  
organizational cost share supported by the Health Coalition annual operating budget.

4. When you have entered your budget narrative, click "Save" to save the narrative. You can click the PDF icon to export a PDF copy of your budget narrative:

problems. The Community He  
Research Assistant (30% FTE  
the Reducing Environmental  
Research Assistant's activity

Fringe Benefits: The Health C

Save Narrative [PDF Icon]



## 5) Budget Documents

Upload and store unlimited budget documents in your Grants Network account.

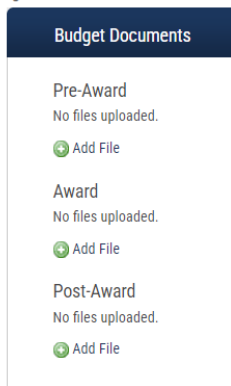
1. Click “+Open” on the Budget Documents bar. This will expose all your document upload options.

Budget Documents

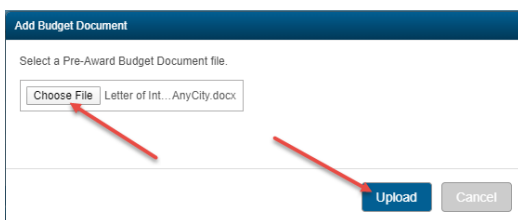


2. Upload documents for Pre-Award, Award, and/or Post-Award stages of your budget by clicking their respective “Add File” links:

Budget Documents





3. After you click “Add File,” click “Choose File” in the box that appears and select the file(s) that you wish to upload. Click “Upload” to finish:



4. The Budget Documents section will list the file(s) that you uploaded, along with the file size, date of upload, team member name who uploaded it, and the ability to delete the file (red trash can icon):

### Pre-Award



Filename	Size	Uploaded	Uploaded By	Actions
 Letter of Intent AnyCity	11.1 Kb	01/30/2020	M. Opsal	

## 6) Confirm Final Budget & Allow Transactions to Map from RIFANS to eCivis

1. Navigate to the **Grant Management tab**, select **My Projects**
2. Go to your Project Dashboard
3. Open the grant you would like to work with
4. Go to Available Action options and select “I would like to create/manage a budget for this grant” to open the budget page.
5. If you need to adjust this budget, click +OPEN icon on budget category (i.e. Personnel, Fringe Benefits etc)
6. Click row you wish to edit
  - You can edit the cost, add “GL Codes,” add or edit the units or update the descriptions as necessary.
  - If you have data in the pre-award budget that has changed, please update your post-award budget to ensure it is tracking the exact amount awarded.
  - **GL Codes are essential for transactions to map accurately in eCivis.** See [Budget Setup](#) section for more information.
  - Explanations of the column titles can be found on page 22

The screenshot displays the budget management interface. At the top, there are summary statistics for Indirect Costs, Match / Cost Share, Budget Stage, and Total Direct/Indirect Costs. Below this is a table for '1. PERSONNEL' with columns for Title, Description, Units, Unit Cost, Extended Cost, Cost, GL Code, and Item Type. The table lists items like Regular Wages, Regular Wages Match, Overtime (1.5), and Holiday Pay. Below the Personnel table is a section for '2. FRINGE BENEFITS'.

PERSONNEL Totals							
			Ext Cost	Direct Cost	Ind Cost	Cost Share	
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Regular Wages	Regular Wages	0.00	\$0.00	\$0.00	\$0.00	02-611000	Direct Cost
Regular Wages Match	Regular Wages Match	0.00	\$0.00	\$0.00	\$0.00	611000	Cost Share
Overtime (1.5)	Overtime (1.5)	0.00	\$0.00	\$0.00	\$0.00	02-614100	Direct Cost
Holiday Pay	Holiday Pay	0.00	\$0.00	\$0.00	\$0.00	02-614400	Direct Cost

7. When you have made the necessary adjustments – Save the Final Budget 
8. Click the lock icon “I am ready to lock this budget”  to prevent further adjustments.
9. A warning will come up asking if you are sure – select Yes

The screenshot shows the 'Budget Settings' form. It includes fields for Report Column (Current Month), From, To, and a Generate Report button. The Budget Stage is set to 'Post-Award'. A red arrow points to a lock icon in the Actions section, which is used to lock the budget.

## Part 6: Child / Subproject Setup (Optional)

If your agency requires a Child Subproject, please follow the instructions below. Otherwise, skip to [Part 7: Final Checks](#). Child Subprojects are used for Interagency Agreements with Federal Funds (IAA-FF). They are also used for separating budget information if your agency has specific reporting requirements.

### 1) Allocating Funds to a Child Subproject

1. To have the option to create a child subproject, you must have allocated funding to subprojects when marking yourself as awarded (see [Part 4.2](#)) If you need to adjust or correct this, navigate to your Project Dashboard” and select “Grant Lifecycle”.

Project Dashboard: State as Grantee Guide Test

Department: Department of Administration  
Project Period: 01/25/2024 - 02/01/2025

Data Integration Options Project Op

Overview Document **Grant Lifecycle** Goals & Metrics Budgets Contracts & Accounts Spending History

Active Grants

FD12693 National Police Dog Foundation (NPDF) - FY 2023

Stage: Grant Awarded Awarded: \$100,000.00 Match: \$0.00

Project Team

B. Murtaugh (Lead) Programming Se.  
L. Sullivan C694

Available Actions

- I would like to access details of this grant
- I would like to request an account setup
- I am ready to schedule my report
- This grant does not require a report
- I have received a grant adjustment notice and need to amend my grant agreement
- I am ready to initiate grant closeout
- I would like to view/manage my contract & account details
- I would like to create/manage goals and metrics for this grant
- I would like to create/manage a budget for this grant

2. You can then click on the pencil icon to open the Grant Awarded or Grant Amendment page and update the Allocation Option section. You will have to select the departments that will have access to this allocated funding. Select your own department or the department for an IAA-FF if needed. Please include the total funding that will be allocated to subprojects (across multiple subprojects if needed).

FD12693 National Police Dog Foundation (NPDF) - FY 2023

Stage	Completed On	Completed By	Files	View/Edit	Last
Application Submitted	01/25/2024	B. Murtaugh			
Grant Awarded	01/26/2024	B. Murtaugh			

Allocation Option

Are awarded funds to be available for use as pass-through funding?  No  Yes

Are awarded funds to be available for Allocation to sub-projects?  No  Yes

Amount to be available for Allocation\*:

Allocation Source Notes:   
485 Characters Left

Departments Eligible for Allocation\*:

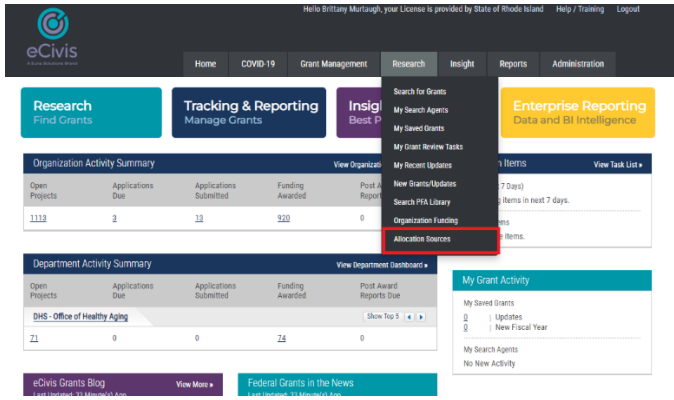
All Departments	Eligible Departments
Department of Administration -	Department of Administration
Department of Children, Youth, & Families	
Department of eCivis Training	
Department of Emergency Management	
Department of Health	
Department of Public Safety	
Environmental Management, De	
EIOC - Office of Housing and Co	

3. Once you have entered all of the information, click Save


## 2) Setting Up a Child Subproject

If you need additional budgetary and expenditure tracking as required by your Federal funder and outlined in the SF-424A Section A, use the Child Subproject functionality

1. Navigate to the Research Tab on the eCivis homepage and select Allocation Sources.



2. Use the search bar or scroll down through the table to find the grant that you have made available for subprojects. Click Assign Allocation under the Actions column and select Assign to a New Project or an Existing Project if you had set up the Child Subproject previously.

Grant	Project	Eligible Departments	Funds for Allocation	Unallocated Funds	Projects Funded	Actions
<a href="#">FD12693-AS National Police Dog Foundation (NPDF) - FY 2023</a>	<a href="#">State as Grantee Guide Test</a>	Department of Administration	\$100,000.00	\$100,000.00	0	

3. Enter the appropriate information for this Child Subproject as you did when setting up your original project.
4. Navigate to your newly created Child Subproject by going to the Grant Management – My Projects tab. This will generate a unique RIGID for each Child Subproject, which will interface to RIFANS as an automated process on a nightly basis. You are now ready to enter your Child Subproject budget details.
5. You can access both your Parent Project and Child Subproject from the Grant Management - My Project tab. You can also see the Child Subprojects associated with a Parent Project from that projects Project Dashboard. Under the Available Actions section, you can see “\*These funds have been made available for allocation. An allocation has been made to \_\_\_ project”. Click on the hyperlink to navigate to the Child Subproject.

Active Grants

FD12693 National Police Dog Foundation (NPDF) - FY 2023

Project Team  
B. Murtaugh (Lead)  
L. Sullivan

Stage: Grant Awarded      Awarded: \$100,000.00 \*      Match: \$0.00

Available Actions

- I would like to access details of this grant
- I would like to request an account setup
- I am ready to schedule my report
- This grant does not require a report
- I have received a grant adjustment notice and need to amend my grant agreement
- I am ready to initiate grant closeout
- I would like to view/manage my contract & account details
- I would like to create/manage goals and metrics for this grant
- I would like to create/manage a budget for this grant

\*These funds have been made available for allocation.  
An allocation has been made to one project.

**NOTE:** You will be able to tell the difference between a Parent Project and Child Subproject by the title of the Active Grant in your Project Dashboard. As you can see in the screenshot below, the Active Grant now has an “AS” (Allocation Source) added to the title. That indicates this is the Child Subproject. The Parent Project will not have the “AS” in the title.

Active Grants

FD12693 AS National Police Dog Foundation (NPDF) - FY 2023

### 3) Setting up a Child Subproject Budget

Now that an allocation source has been set up for your child subproject, you can set up the budget.

1. Navigate to your Child Subproject Dashboard. You can access by the Grants Management – My Projects or Project Dashboard section and search the name of the Child Subproject. You can also navigate to your Parent Project and select the “\*These funds have been made available for allocation. An allocation has been made to \_\_\_ project” and click the hyperlink to view child subprojects under the parent project.

\*These funds have been made available for allocation.  
An allocation has been made to one project.

2. Your Child Subproject Project Dashboard will have the grant in “Funding Allocated” stage.

Project Dashboard: State as Grantee Guide Test - Child Subproject

Department: Department of Administration  
Project Period: 01/29/2024 - 01/01/2025

Data Integration Options      Project Options

Active Grants

FD12693 AS National Police Dog Foundation (NPDF) - FY 2023

Project Team  
B. Murtaugh (Lead)

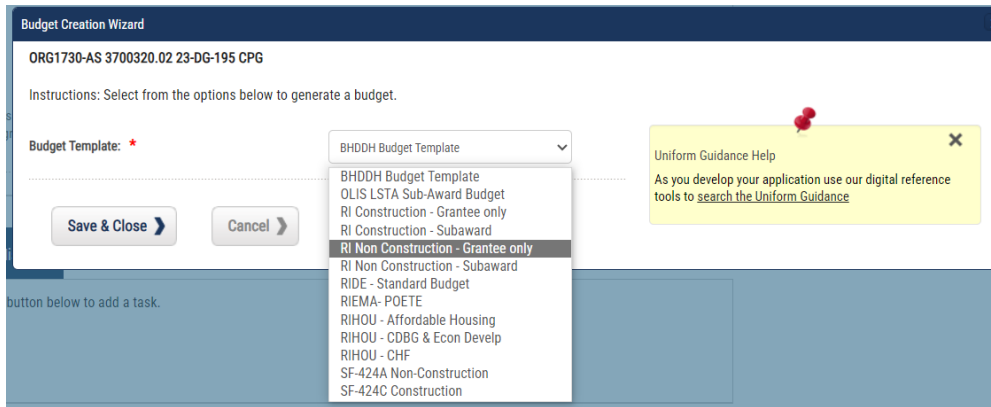
Stage: Funding Allocated      Awarded: \$100,000.00      Match: \$0.00

Available Actions

- I would like to access details of this grant
- I am ready to schedule my report
- This grant does not require a report
- I am ready to initiate grant closeout
- I would like to view/manage my contract & account details
- I would like to create/manage goals and metrics for this grant
- I would like to create/manage a budget for this grant

**NOTE:** Child subprojects stay in the “Funding Allocated” stage until they are closed.

- To create your budget for the Child Subproject, click the Budgets tab and select either the RI Construction – Grantee Only or RI Non-Construction – Grantee Only, just as you did when setting up the initial Parent Grant. Creating your budget will allow RIFANS to import transactions mapped to this child/subproject’s GL Code, or Expenditure/Match – Natural.

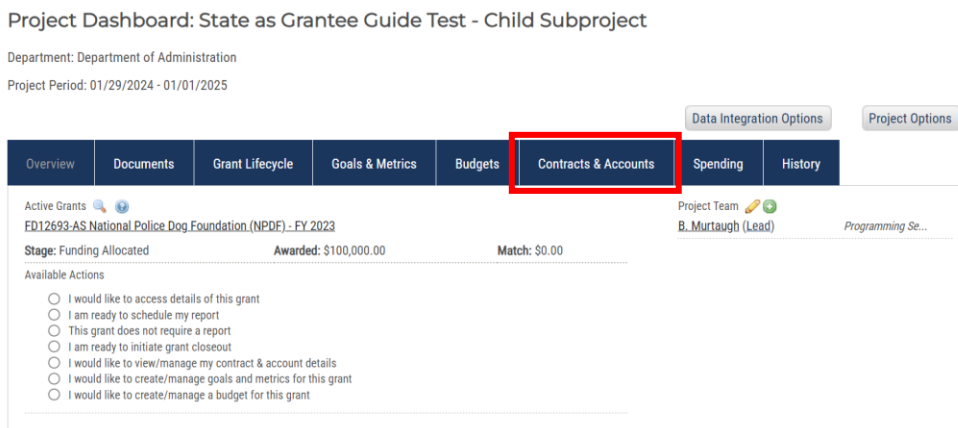


Continue to set up the budget for the Child Subproject following the same steps as outlined in the previous [Creating a Budget](#) section.

## Part 7: Final Checks (Competitive and Non-Competitive)

### 1) Verify your Internal Grant ID (AKA RIGID) and Internal Grant Name (Line Sequence)

- Click on the Contracts & Accounts Tab on the Project Dashboard



- Ensure you are seeing the Internal Grant ID (RIGID) and Internal Grant Name (Line Sequence) appear here. You must wait until the next day for Internal Grant ID (RIGID) to appear. Once the **Internal Grant ID** has been created, you will see a number that looks like that shown below. You can come back to this page if the Internal Grant Name (Line Sequence) needs to be updated.

### Grant Identifiers

? Internal Grant ID: GR0001020  
? Internal Grant Name: 1111111

## 2) Confirm Final Grant Budget

### 2.1 Review Stored Budget (Awarded Stage)

If you have been awarded grant funds, and are ready to review your final budget, follow these steps:

1. If you already entered a budget in pre-award, you may edit it now if necessary, or you may create your budget at post-award.
2. Keep in mind that You MUST enter a budget for your grants. If you do not enter budgets, transactional data cannot be mapped, reported upon, or viewed in association with the grant. RI Users are required to enter a GL Code at this stage.
3. In the Project Dashboard, click the name of the grant for which you wish to confirm the final budget. When the Available Actions list appears, click "I would like to create/manage a budget for this grant".

The screenshot shows a navigation bar with tabs: Overview, Documents, Grant Lifecycle, Goals & Metrics, Budgets, Contracts & Accounts, Spending, and History. Below the tabs, the grant details are displayed: "Active Grants" with a link to "FD12693-AS National Police Dog Foundation (NPDF) - FY 2023". The "Stage" is "Funding Allocated", "Awarded" is "\$100,000.00", and "Match" is "\$0.00". The "Project Team" is "B. Murtaugh (Lead)". Under "Available Actions", there is a list of radio button options. The option "I would like to create/manage a budget for this grant" is highlighted with a red box.

4. You will be taken to the existing budget for that grant automatically. DMAH's can click on the padlock icon to unlock the budget and make it editable:

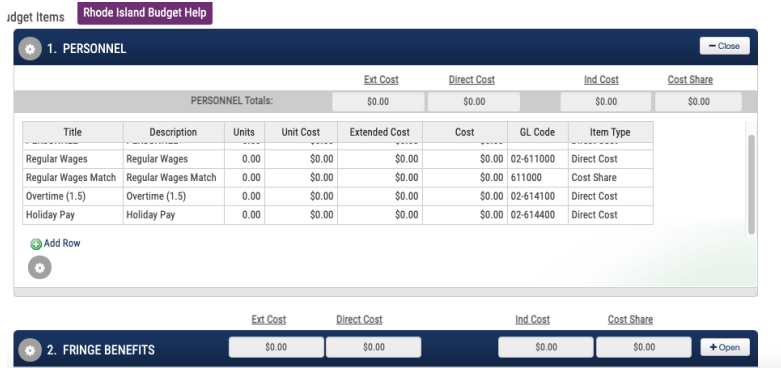


5. Review Appendix B for information regarding GL Codes.
6. Click on the "+Open" button at the far right of the first Budget Item you wish to review. This will open a detailed view of your Budget Item line items.

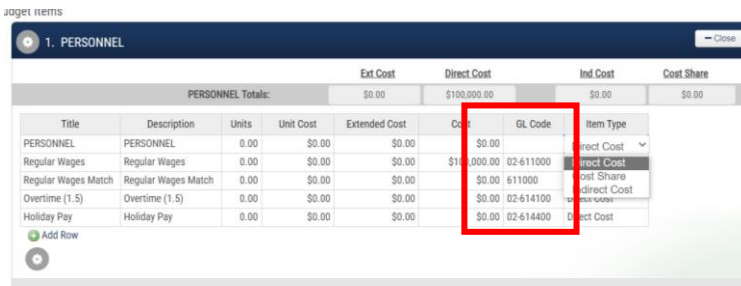
Budget Items

	Total Cost	Current Month	ITD	Balance	Spent %	
1. PERSONNEL	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%	+ Open

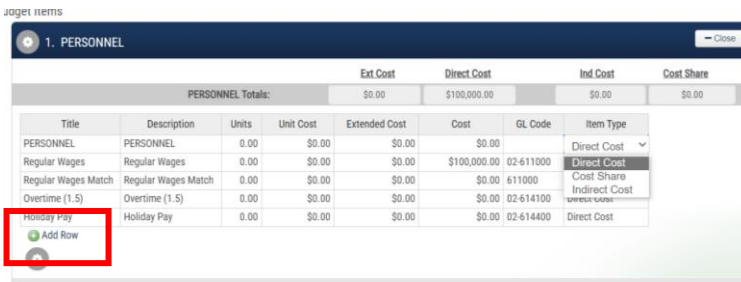
7. Edit any of the data you see by double-clicking into the cell you wish to edit:



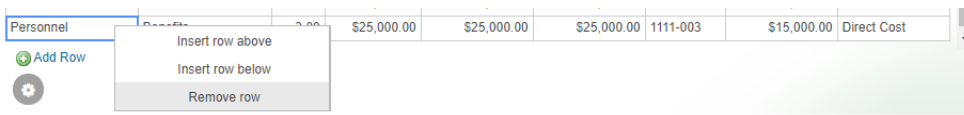
8. For each budget line, you must select Direct, Indirect, or Cost Share in the Item Type column.



9. If you need to add a line item, click "Add Row" and enter the necessary data into the new row.



10. If you wish to delete a row, right-click on the row and select "Delete Row" from the menu that appears.





11. Once you have reviewed your final budget, and have confirmed that all the line items and Budget Items are correct, click the “Save” icon, then the “Lock” icon:



**NOTE:** This is the only way to ensure that your changes are saved, and the final version of your budget is locked. Only a project team member, with edit capabilities, can unlock the budget after it has been locked.

**NOTE:** Locking the budget is what initiates the eCivis to RIFANS integration.

12. From the Budget Stage menu, select “Post-Award”. This ensures that your budget will accept budget data integrations, and allocations will be organized properly.

The screenshot shows the 'Post-Award Budget for' page for 'FD12693-AS National Police Dog Foundation (NPDF) - FY 2023'. It features a 'Revision Report' button and a 'Uniform Guidance Help' notification. The 'Budget Settings' section includes dropdowns for 'Indirect Costs' (Not Applicable), 'Match / Cost Share' (Not Applic), and 'Budget Stage' (Post-Award). The 'Budget Summary' section displays financial totals: Total Direct Costs (\$100,000.00), Total Indirect Costs (\$0.00), Total Awarded (Direct + Indirect) (\$100,000.00), Match / Cost Share (\$0.00), and Program Income (\$0.00). The 'Budget Stage' dropdown is highlighted with a red box.

## 2.2 Review Stored Budget (Post-Award Stage)

1. As transactions come in, review the Budget Summary in the upper right corner of the budget page to ensure that all spending totals are correct and consistent with your SF-424. If they are not, there could be an issue with your budget line items.

Budget Summary			
Current Month Expenditure	\$0.00	\$3,088,000.00	Total Direct Costs
Total Expenditure to Date	\$916,218.97	\$28,000.00	Total Indirect Costs
Total Available Balance	\$2,199,781.03	\$3,116,000.00	Total Awarded
Percent Expenditure	29.40%	\$309,418.80	Match / Cost Share
		\$0.00	Program Income

2. You can see a Budget Item-level breakdown of expenditures for each Budget Item below:

Budget Items

				Ext Cost	Direct Cost	Ind Cost	Cost Share
PERSONNEL Totals:				\$0.00	\$50,000.00	\$40,000.00	\$10,000.00
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
PERSONNEL	PERSONNEL	0.00	\$0.00	\$0.00	\$0.00		Direct Cost
Regular Wages	Regular Wages	0.00	\$0.00	\$0.00	\$50,000.00	02-611000	Direct Cost
Regular Wages Match	Regular Wages Match	0.00	\$0.00	\$0.00	\$10,000.00	611000	Cost Share
Overtime (1.5)	Overtime (1.5)	0.00	\$0.00	\$0.00	\$40,000.00	02-614100	Indirect Cost
Holiday Pay	Holiday Pay	0.00	\$0.00	\$0.00	\$0.00	02-614400	Direct Cost
		0.00	\$0.00	\$0.00	\$0.00		Direct Cost

3. To view your expenditures based on a custom date range: Lock your report by clicking the padlock icon:



4. Click on the drop-down menu beside "Report Column" to determine the date range of your expenditure report:

5. Select your To and From dates with the calendar icons:

## 6. Click “Generate Report”:

Revision Report

Budget Settings

(This budget is locked)

Report Column: Custom Dates

From: 01/01/2024

To: 01/31/2024

**Generate Report**

Budget Stage: Post-Award

Actions

7. Once you click “Generate Report,” all your Budget Item sections will show your custom. You can also change this to Current Month by following the same steps above.

Budget Items

1. PERSONNEL							Close
	Total Awarded	Total Cost	Custom Dates	ITD	Balance	Spent %	
PERSONNEL Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	

**NOTE:** If you have confirmed your line-item expenditures, and still see Total Expenditure to Date discrepancies, you may have some Uncategorized Transactions to resolve.

### 2.3 Uncategorized Transactions

Uncategorized Transactions occur when data enters your Grants Network account that has a GL Code that does not match what is in your existing budget. Without a way to organize these line items, they become “Uncategorized Transactions” because they cannot be categorized/matched to a Budget Item. Here’s how to manually correct Uncategorized Transactions:

If this happens to you, these are some things to check:

- Make sure that you have entered allocations correctly (focus on GL CODE)

If both are not the issue, follow the directions below.

1. Click the padlock icon to unlock your budget, and click “Yes, Continue” to proceed:

Revision Report

Budget Settings

(This budget is locked)

Report Column: Custom Dates

From: 01/01/2024

To: 01/31/2024

Generate Report

Budget Stage: Post-Award

**Actions**

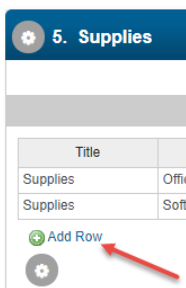
2. Locate the Uncategorized Transaction you wish to correct in your budget. There will be a list of Uncategorized Transactions below your Budget Summary:

Uncategorized Transactions						
GL Code	Name	Trans Id	Post Date	Amount	Trans Number	
5555-002	Payment to Satterfield, Lemke and Jaskolski	trans-000000346	04/05/2019	\$577.88		
9999-003	Project Director Worker's Comp	trans-000000245	04/05/2019	\$933.44		
4444-002	Payment to Gaylord, Konopelski and Bradtke	trans-000000356	04/07/2019	\$1,041.67		

3. Find the Budget Item where the Uncategorized Transaction belongs, and click "+Open" on the Budget Item:

	Total Cost	Current Month	ITD	Balance	Spent %	
<b>5. Supplies</b>	\$66,500.00	\$0.00	\$5,635.47	\$60,864.53	8.47%	+ Open

4. Click "Add Row":



5. Enter the data from your Uncategorized Transaction into the new row:

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
Supplies	Software	1.00	\$37,500.00	\$37,500.00	\$37,500.00	4444-02	\$3,750.00	Direct Cost
Supplies	Office Materials	0.00	\$577.88	\$577.88	\$577.88	5555-002	\$0.00	Direct Cost

6. Click "Save":



7. This will prompt a "New Note" pop-up to appear. Enter any notes you wish to add, and click "Save".

**Budget Notes**

Revisions:

- Budget Created by K. Wolterstorff on 11-15-19 07:34 AM
- Pre-award budget entered  
Budget Saved by K. Wolterstorff on 11-15-19 07:54 AM
- Grant Awarded by K. Wolterstorff on 11-15-19 08:30 AM
- Updated GL #'s  
Budget Saved by K. Wolterstorff on 11-21-19 12:29 PM
- Budget Locked by K. Wolterstorff on 12-04-19 06:54 AM
- Updated GLs for Personnel  
Budget Saved by K. Wolterstorff on 12-04-19 06:54 AM

New Note:

Added line item to resolve Uncategorized Transaction for Satterfield, Lemke and Jaskolski. |

910 characters remaining.

Cancel Save

8. Finish by locking your budget by clicking the padlock button:



**NOTE:** Now, any Uncategorized Transactions that you added to Budget Items will no longer be in the Uncategorized Transactions list.

# Appendix A: RI SF-424A All Components

OMB Approval No. 4240-0068  
Expiration Date: 02/28/2022

BUDGET INFORMATION - Non-Construction Programs						
SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. NBCCEDP	93.898			\$1,512,970.00	\$504,323.00	\$2,017,293.00
2. NCCCP	93.898			\$439,781.00		\$439,781.00
3. NPCR-1 (Core)	93.898			\$315,294.00	\$228,888.00	\$544,182.00
4. NPCR-2 (Screening)	93.898			\$140,738.00	\$46,913.00	\$187,651.00
5. Totals				\$2,408,783.00	\$780,124.00	\$3,188,907.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) NBCCEDP	(2) NCCCP	(3) NPCR-1 (Core)	(4) NPCR-2 (Screening)	
a. Personnel	\$432,553.00	\$112,005.00	\$53,074.00	\$28,776.00	\$626,408.00
b. Fringe Benefits	\$282,921.00	\$62,114.00	\$28,632.00	\$15,678.00	\$389,345.00
c. Travel	\$4,448.00	\$5,340.00	\$2,970.00		\$12,758.00
d. Equipment					
e. Supplies	\$6,360.00	\$9,016.00	\$600.00		\$15,976.00
f. Contractual	\$715,655.00	\$129,438.00	\$287,447.00	\$69,607.00	\$1,202,147.00
g. Construction					
h. Other	\$575,356.00	\$71,661.00	\$154,414.00	\$62,083.00	\$863,514.00
i. Total Direct Charges (sum of 6a-6h)	\$2,017,293.00	\$389,574.00	\$527,137.00	\$176,144.00	\$3,110,148.00
j. Indirect Charges		\$50,207.00	\$17,045.00	\$11,507.00	\$78,759.00
k. TOTALS (sum of 6i and 6j)	\$2,017,293.00	\$439,781.00	\$544,182.00	\$187,651.00	\$3,188,907.00

7. Program Income

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Prescribed by OMB Circular A-102

Your grant budget in eCivis must tie to the values in the budget categories in Section B. 6, at either the parent or child level, as applicable.

Your match values, denoted as Cost Share in eCivis, must tie to the values in Section C, non-federal resources, at either the parent or child level, as applicable.

Column A in Section A outlined above indicates the RI user MUST use the allocation method for Parent-Child relationships, described on page 26

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. NBCCEDP		\$70,836.00	\$433,487.00	\$504,323.00
9. NCCCP				
10. NPCR-1 (Core) - Matching and MOE		\$86,212.00	\$142,676.00	\$228,888.00
11. NPCR-2 (Screening)			\$46,913.00	\$46,913.00
12. TOTAL (sum of lines 8-11)		\$157,048.00	\$623,076.00	\$780,124.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	13. Federal	\$2,408,783.00	\$602,195.75	\$602,195.75	\$602,195.75
14. Non-Federal	\$780,124.00	\$195,031.00	\$195,031.00	\$195,031.00	\$195,031.00
15. TOTAL (sum of lines 13 and 14)	\$3,188,907.00	\$797,226.75	\$797,226.75	\$797,226.75	\$797,226.75

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. NBCCEDP	\$1,512,970.00			
17. NCCCP	\$439,781.00			
18. NPCR-1 (Core)	\$315,294.00			
19. NPCR-2 (Screening)	\$140,738.00			
20. TOTAL (sum of lines 16-19)	\$2,408,783.00			

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: \$2,330,024.00	22. Indirect Charges: \$78,759.00
23. Remarks: For NBCCEDP indirect costs are not permitted. For NCCCP, NPCR-1, & NPCR-2, the federally approved indirect cost rate is 19.3% of direct costs less equipment and contracts (inwards).	

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Standard Form 424A (Rev. 7-97) Page 2

## Appendix B: Data Dictionary

**GL Code:** The value that you enter as a user into the GL Code field is essential to the overall integration and functioning of your GMS in tracking grants in the specific way that Rhode Island requires. For Federal Expenditure line items:

- For Federal Expenditure line items:
  - Account Source-Natural Account (02-#####) - Example: 02-611000
  - Account Source Identifier for Federal Expenditures is "02"
- For Match line items: Natural Account only – Example: 611000

See [Budget Setup](#) section for more information.

**Internal Grant ID:** This value is referred to as the **RIGID**, or Rhode Island Grant Identifier. This value is system generated and populated as part of a nightly maintenance process after the grant enters one of the following statuses: Application Submitted, Award Projected, or Grant Awarded. This value ties together the Rhode Island Financial Management system and eCivis GMS. Please DO NOT enter a value into this field. If you do, it will be overwritten with the correct RIGID each night.

**Internal Project ID:** This field is not utilized today but may be in the future. Leave this field blank.

**Internal Project Name:** This field is not utilized today but may be in the future. Leave this field blank.

**Internal Grant Name:** Users should enter their 7-digit line sequence into this field. **If you have more than one line sequence number and no subawards, you may add them to this field dash separated. Example: 1234567-5678912-1245789.** If your grant has multiple line sequences and funds subawards, [contact GMO](#) for setup assistance.

**NOTE:** Please follow applicable RI OMB policies and procedures to obtain the line sequence if you do not have it when saving/assigning the grant. You will need to come back and update the grant with this information. Your agency may not initiate any grant-funded transactions until the line sequence assigned by OMB is entered into the **Internal Grant Name** field.

**RIGID:** Rhode Island Grant Identifier. This is a unique code auto generated by the eCivis system for each grant and child/subproject that is used to identify grants within eCivis and RIFANs. It is stored in the **Internal Grant ID** field.