



Adding an Award to eCivis

There are 2 potential pathways for adding a new award to eCivis. Please select one of the following to bring you to the appropriate instructions:

[Moving a grant from “Application Submitted” to “Grant Awarded”](#)

[Adding a new award to eCivis that was not previously set up in the application phase](#)



Moving a grant from “Application Submitted” to “Grant Awarded”

If you have been awarded grant funds, you will enter this in the Available Actions selection of your grant in your project workspace. From the radio button options, select “I have received my award notification and I have been awarded”

A screenshot of a grant management interface. The top navigation bar includes tabs for Overview, Documents, Grant Lifecycle, Goals & Metrics, Budgets, and Contracts & Accounts. Below the navigation bar, the 'Active Grants' section displays a grant titled 'US17044 Funding for State Apprenticeship Expansion - FY 2018'. The 'Stage' is 'App. Submitted', 'Projected' is '\$1,000,000.00', and 'Match' is '\$0.00'. Under the 'Available Actions' section, there are six radio button options. The second option, 'I have received my award notification and I have been awarded', is selected and highlighted with a red box.

A “Grant Status – Grant Awarded” form will open. Information entered in the previous stages will be pre-populated. Fill out the required and necessary information for your notice. You will need to enter the RIFANS line sequence into the **Internal Grant Name** field. If you have more than one line sequence assigned to this award, you can enter all of them separated by a dash with no space (Example: 1234567-2345678).

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.

Leave the **Internal Grant ID** field blank for the RIGID. The Rhode Island Grant Identifier (RIGID) is a unique identifier created and populated in eCivis. The RIGID will be populated in the Internal Grant ID field once an award is moved to the “Grant Awarded” or “Funding Allocated” stage. RIGIDs are generated each night and should be visible in eCivis and RIFANS the day after you move your grant to awarded stage.



Grant Status - Grant Awarded

Formula Example

Complete Status Form					
Grant:	US17044 Funding for State Apprenticeship Expansion - FY 2018				
Internal Grant ID:	<input type="text"/>				
Internal Grant Name:	<input type="text"/>				
Do you consider this a competitive grant? *:	<input type="radio"/> Yes <input type="radio"/> No				
Award Notification*:	<input type="text"/>				
Awarded \$*:	<input type="text" value="1,000,000.00"/>				
Match Required*:	Recommended				
Match Type:	<input type="text" value="v"/>				
Cash Match \$:	<input type="text"/>				
In-Kind Value:	<input type="text"/>				
Contract Start Date:	<input type="text"/>				
Contract Close Date:	<input type="text"/>				
Reminder:	<input type="text"/>				
Award Type:	<input type="radio"/> Advance Payment <input type="radio"/> Reimbursement				
DUNS Number:	<input type="text"/>				
Grantor Contract Number:	<input type="text"/>				
Grant Tags:	<table border="1"><thead><tr><th>All Organization Tags</th><th>Selected Organization Tags</th></tr></thead><tbody><tr><td>Department of Admin C Na</td><td></td></tr></tbody></table>	All Organization Tags	Selected Organization Tags	Department of Admin C Na	
All Organization Tags	Selected Organization Tags				
Department of Admin C Na					
Notes:	<input type="text"/>				

Please see below for field definitions and relevant information:

Grant – Name of grant funding source. This field cannot be edited.

Internal Grant ID – RIGID will be entered here. Do not enter any information in this field, it will be overwritten each night by the RIGID.



Internal Grant Name – Enter line sequence(s) here that are associated with this grant award.

Do you consider this a competitive grant? – Select Yes or No depending if this is a competitive grant or a formula award

Award Notification – Enter the date that you received your notice of award

Awarded \$ – Enter the total amount of funding you are receiving for your award

Match Required – Select from the drop-down menu if match is required or not for your award. If this grant was from the Funding Opportunity Tool, this selection will be chosen for you based on the funding details.

Match Type – Select from the drop-down menu the match requirements for your award. If this grant was from the Funding Opportunity Tool, this selection will be chosen for you based on the funding details.

Cash Match \$ – If applicable, enter the amount of cash match required for this award. If not applicable, leave blank.

In-Kind Value – If applicable, enter the amount of in-kind match required for this award. If not applicable, leave blank.

Contract Start Date – Enter the grant contract start date found on your award notice. This information is sent to RIFANS and helps with line sequence logic.

Contract Close Date – Enter the grant contract end date found on your award notice. When entered, a task is automatically created to notify you when it's time for contract close. This information is also sent to RIFANS and helps with line sequence logic.

Reminder – A reminder date can be entered here to notify you when your contract close date is approaching. For example, if your contract close date is June 30, you can set a reminder for April 1 to remind you that contract close is 2 months away.

Award Type – Select from the radio buttons if the award you are receiving is "Advance Payment" or "Reimbursement." If you don't know, leave this section blank.

DUNS Number – Enter your agency's DUNS number. If you don't know, leave this section blank.

Grantor Contract Number – Enter your Federal Award Identification Number (FAIN) from your notice of award.

Grant Tags – Select the applicable tags for your award. If none apply to your award, select the tag "NA – no tags applicable"

Notes – Enter any additional notes you want about this award notice. There is a 500 character limit



The Allocation Option section of the Grant Awarded form allows you to mark funds available for pass-through funding and/or sub-projects.

If you need to pass-through some or all your award funding to external subrecipients, select “Yes” for “Are awarded funds to be available for use as pass-through funding?” Once “Yes” is selected, you can enter the amount of funding that will be earmarked for pass-through. If funds are not going to be passed through to subrecipients, select “No.”

If you need to track sub-projects within your award (Example: Section A of SF-424A) select “Yes” for “Are awarded funds to be available for Allocation to sub-projects?” Once “Yes” is selected, you can enter the amount of funding that will be available for sub-project allocations. If sub-projects are not needed, select “No.”

Both pass-through funding and sub-project allocations can be edited/changed at a later date if you don't know at the time of award.

The final section is to upload your Notice of Award or any other applicable documentation. Once done, press “Save”



Your grant will now be in that stage "Grant Awarded"

Overview	Documents	Grant Lifecycle	Goals & Metrics	Budgets	Contracts & Accounts
Active Grants  					
<u>US17044 Funding for State Apprenticeship Expansion - FY 2018</u>					
Stage: Grant Awarded		Awarded: \$1,000,000.00	Match: \$0.00		
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 closeout					
<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					



Adding a new award to eCivis that was not previously set up

If you received a Notice of Award and you had not previously entered grant information (application under consideration, preparation, submission, etc.) you will need to take a slightly different path than listed above.

From the eCivis homepage, under the “Research” tab, select “Search for Grants.” Using this tool, find the funding source from which you were awarded funds. More details can be found in the *How to Search for a Grant in eCivis* user guide. If you cannot find the funding source, you will need to create Organization Code Funding. Instructions for Org Funding can be found in the *When and How to Create Organization Funding* user guide.

Once you find your funding source, or create the Org Funding, click the floppy disk icon to save and assign the grant.

View from the Funding Opportunity Tool:

Score	GN Code	Grant Title	Agency	Actual Funds	Due Date	
100.00	FD12334	Groundswell Fund: Catalyst Fund - FY 2021	FD Foundation	Unspecified	Rolling	

View from Organization Funding:

GN Code	Funding Title	Fiscal Year	Funding Type	Total Funds	App Due	Actions
ORG0015	Small Biz Adaptation Grants	2022	Non-Competitive	\$7,500,000	N/A	   

Then, you will need to choose assign the grant to either an existing project, or a new project. Do not save the grant as unassigned.

Save/Assign Grant

Grant: FD12334 Groundswell Fund: Catalyst Fund - FY 2021

Assign grant to an existing project

Assign grant to a new project

Save as unassigned

If you choose to assign the grant to an existing project, a list of existing projects within your department will pop up for you to choose from. If you choose to assign to a new project, you will need to enter the new project details. For either option, you will then need to select the funding status. The funding statuses will be different depending on if it is a competitive award or not. If you select “Yes” for “Is an application required for this grant?” you can then select “Application Submitted” from the drop-down list.



2. Select Funding Status

Is an application required for this grant? * Yes No

3. Select Grant Status

Grant Status *:

Select Grant Status

- Select Grant Status
- Under Consideration
- Application Preparation
- Application Submitted

Application Submission details will pop up for you to complete. Fill out the required and necessary information. Hit “Save”

Your grant will then be saved to the project workspace you either assigned or created in the “App. Submitted” stage. From the radio button options, select “I have received my award notification and I have been awarded”

Overview Documents Grant Lifecycle Goals & Metrics Budgets Contracts & Accounts

Active Grants

[US17044 Funding for State Apprenticeship Expansion - FY 2018](#)

Stage: App. Submitted **Projected:** \$1,000,000.00 **Match:** \$0.00

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
- I would like to create/manage a budget for this grant

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