



## **Designated Grants Q&A**

**Q: Can more than one person from the same agency work on a grant at the same time in eCivis? Or is it just one person per agency to submit?**

**A:** If you would like to have more than one person from your organization work on your Designated Grant it is advised that your entity creates a shared account for the Designated Grant portal. This way, multiple people from your organization will be able to log into the system and edit the application. Otherwise, it is just one person per account.

**Q: In our organization, the CEO writes some of the grant apps, the CPO writes some, and in all cases, the CFO does the financial piece of each application. If all three of these people create accounts, will we all see the same designated grants awarded to our organization**

**A:** No, each of these people can create an account, but the Designated Grant application will only be visible inside of the account which created the application. If you would like multiple people from your organization to help work on your Designated Grant, please refer to the answer to question #1.

**Q: Can an application be downloaded and printed?**

**A:** The Designated Grant application cannot be downloaded from the application portal. If you would like a downloaded copy of your grant submission, please reach out to the State Agency who issued you the award. The Agency is able to download a copy of your application from the Review Portal after it is submitted. Additionally, [marcus.galvin.ctr@omb.ri.gov](mailto:marcus.galvin.ctr@omb.ri.gov) will be able to send you a downloaded copy of your award, once it is submitted.

**Q: Can we use the GMS to request payments, track budgets, submit progress reports and initiate closeout?**

**A:** No, not for Designated Grants. While some subrecipients are being rolled on to other processes in the GMS, for Designated Grants ONLY the application will be submitted and then reviewed in the GMS. This is the same as in past years when Screendoor was used. Please work with the State Agency distributing your Designated Grant regarding payments, budgets and reports.

**Q: Can we see previous Screen Door applications?**

**A:** The ScreenDoor portal is now closed but if you would like to see a copy of a previous submission through Screendoor, reach out to [marcus.galvin.ctr@omb.ri.gov](mailto:marcus.galvin.ctr@omb.ri.gov).

**Q: Does the Duly Authorized person need to submit, or can the grant writer submit the application?**

**A:** The Duly Authorized person should be the one who submits the Designated Grant Application. Please work with your internal team to decide who is best suited to complete the application and sign it.

**Q: Do you have a date for August training session?**

**A:** We will be hosting the next training on Wednesday August 10th, at 10:00 am. Please forward contact information for anyone you wish to be included in the next training. An invite will be sent out as soon as a contact list is established and will again include State Agencies in the event they wish to join.

**Q:** Once someone creates a profile, can they submit grants for more than one State Agency?

**A:** Yes, someone can submit multiple Designated Grants under the same account, even if the Designated Grants are for separate State Agencies.

**Q:** If I am a subrecipient of other State awards, will all of my awards be seen in one place?

**A:** All State grants can be seen in the GMS that are associated with your account. As mentioned in a previous answer, this may mean you have more capabilities with some awards. As a reminder, Designated Grants applications are the only functionality currently active in the GMS.