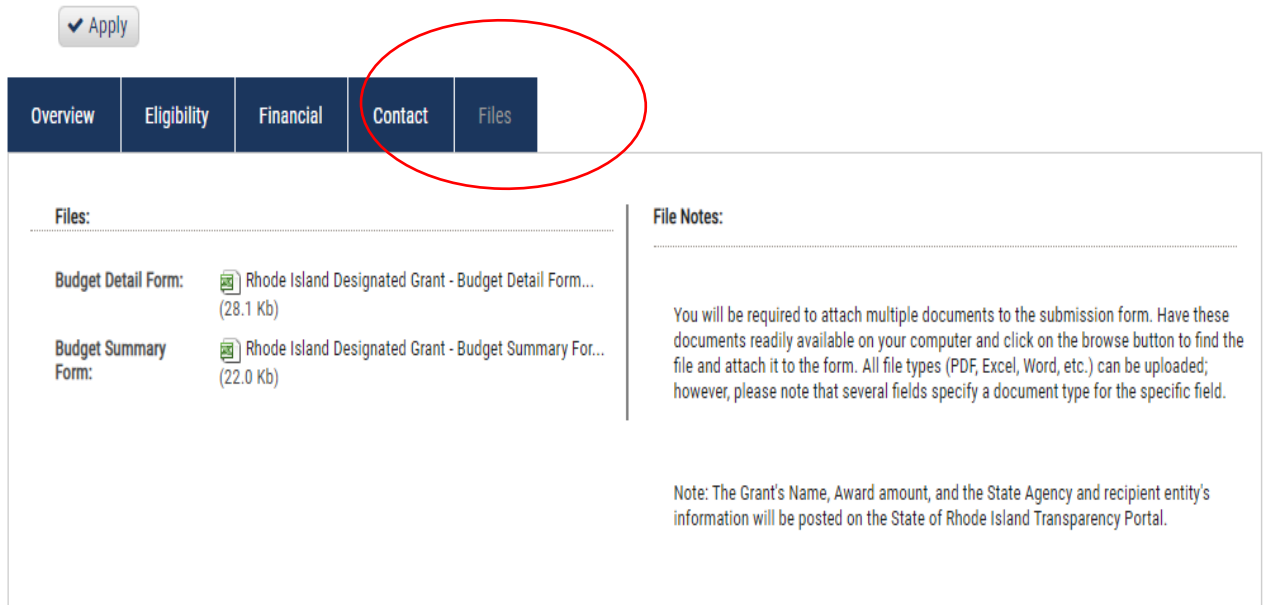



# Designated Grant Application User Guide – For Applicants


1. Navigate to the Designated Grant solicitation Webpage [eCivis - Grants Network](#)
2. There are 5 tabs to help describe the solicitation, please read through these items to learn more about designated grants and who to contact for user support.
3. Next, click on the 'Files' tab, and download both the Budget Summary & Budget Detail Forms if you do not have them already. You will need to complete and upload these files as part of your application.



The screenshot shows the eCivis Grants Network interface. At the top, there is a navigation bar with five tabs: Overview, Eligibility, Financial, Contact, and Files. The 'Files' tab is highlighted with a red circle. Above the tabs is a button labeled 'Apply' with a checkmark icon. Below the tabs, the 'Files' section displays two downloadable forms: 'Budget Detail Form' (28.1 Kb) and 'Budget Summary Form' (22.0 Kb), both titled 'Rhode Island Designated Grant'. To the right, the 'File Notes' section contains instructions on how to attach documents to the submission form and a note about the transparency portal.

Files:

Budget Detail Form:  Rhode Island Designated Grant - Budget Detail Form... (28.1 Kb)

Budget Summary Form:  Rhode Island Designated Grant - Budget Summary For... (22.0 Kb)

File Notes:

You will be required to attach multiple documents to the submission form. Have these documents readily available on your computer and click on the browse button to find the file and attach it to the form. All file types (PDF, Excel, Word, etc.) can be uploaded; however, please note that several fields specify a document type for the specific field.

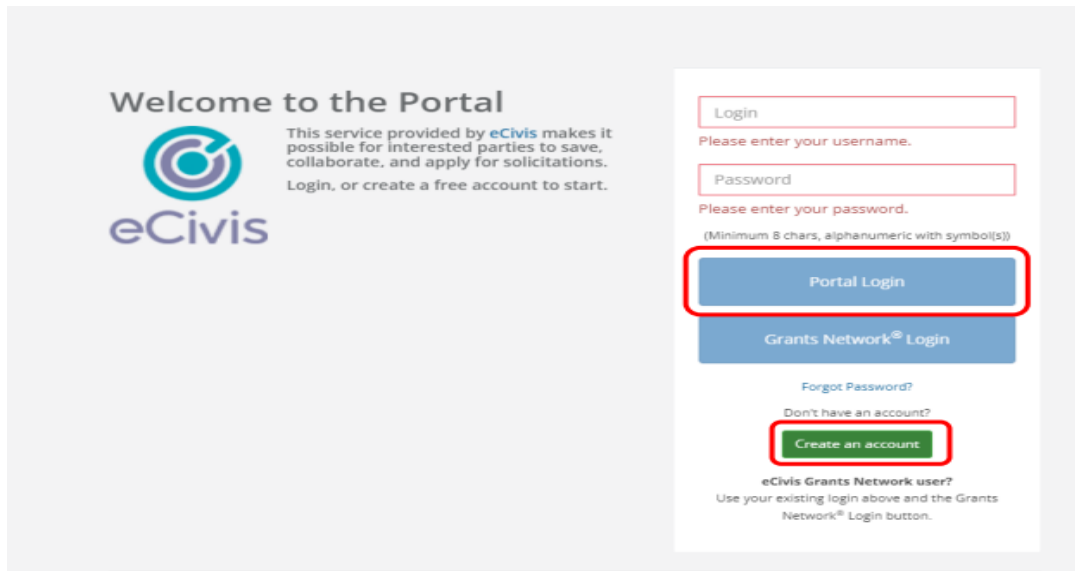
Note: The Grant's Name, Award amount, and the State Agency and recipient entity's information will be posted on the State of Rhode Island Transparency Portal.

\* eCivis Inc. is not responsible or liable for user-generated content.

4. Once you have downloaded the Budget Summary and Budget Detail Form – Click the ***“Apply”*** button above the solicitation



5. You will now be prompted to log in. If this is your first time logging into the eCivis Portal, you will need to click on the green ***Create an Account*** button and enter your first name, last name, email address, and create a password. If you have already have an account, enter your username and password and click ***Portal Login***.



Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

Login

Please enter your username.

Password

Please enter your password.  
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

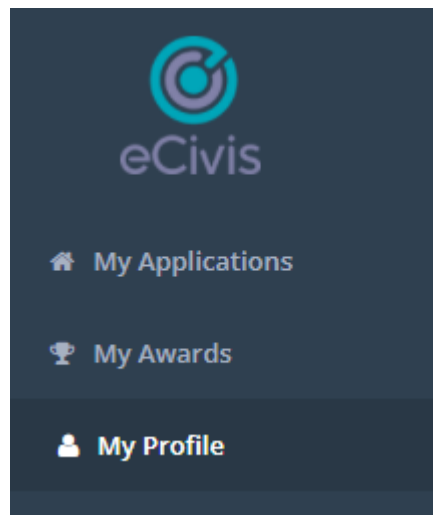
Forgot Password?

Don't have an account?

Create an account

eCivis Grants Network user?  
Use your existing login above and the Grants Network® Login button.

- Once you have created your account and logged in, click on the **My Profile** option in the top left corner of your screen.



- You will now be on the Profile Page. Every user in the Grants Management System (GMS) must have a profile attached to their account. Please fill out the information on this form and hit **Mark Complete** when you are finished.



## My Profile

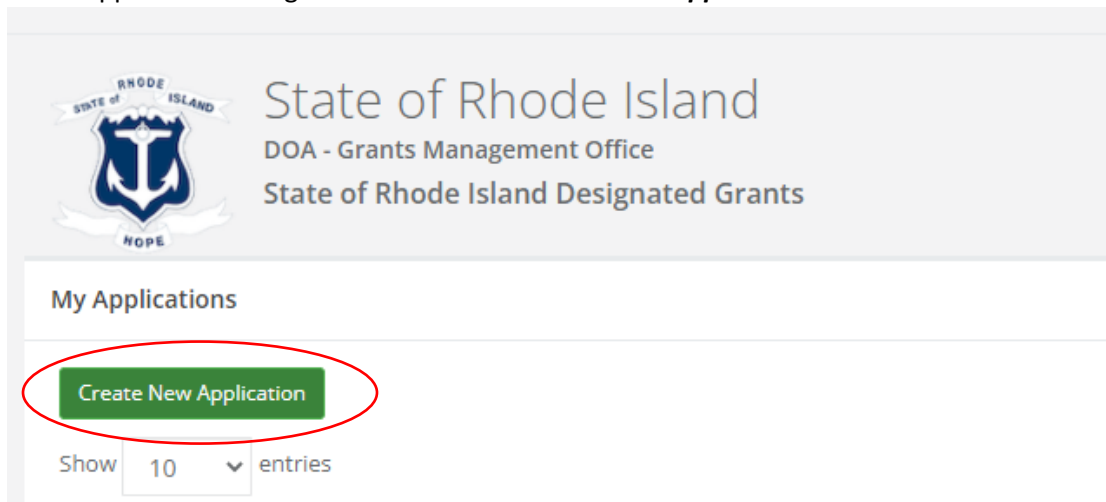
### Applicant Information

|                  |   |
|------------------|---|
| First Name:*     | <input type="text" value="Marcus"/>                       |
| Last Name:*      | <input type="text" value="Galvin"/>                       |
| Email:           | <input type="text" value="Marcus.Galvin.CTR@omb.ri.gov"/> |
| Title:           | <input type="text"/>                                      |
| Company:         | <input type="text"/>                                      |
| Company Website: | <input type="text"/>                                      |
| City:            | <input type="text"/>                                      |
| State:*          | <input type="text"/>                                      |

### Organization Information

|                                       |                      |
|---------------------------------------|----------------------|
| Organization Name:                    | <input type="text"/> |
| Employer Identification Number (EIN): | <input type="text"/> |
| DUNS:                                 | <input type="text"/> |
| UEI:                                  | <input type="text"/> |
| Authorized Representative:            | <input type="text"/> |
| Business/Finance Representative:      | <input type="text"/> |

- Once the Profile is filled out, navigate back to the home page to start filling out your Designated Grant Application: Navigate to and click on **Create New Application**



- On the next screen you will begin filling out the application. The first part of the application is called the **'Profile'**. Here you will insert general information about your entity. Navigate to the Profile section on the webpage and click **Open** in the Profile Box. Afterwards, complete the Profile Section by filling out all the required fields.

Please click the **"Open"** button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "Edit".  
You cannot move forward until you have completed your Profile.

Profile

Complete

Once you have completed all mandatory fields, you can scroll down and select **Mark Complete**. If needed, you can always hit **Save Draft** and your work will be saved and you can come back and finish it at a later time.

- 10.** Once you have saved your Profile form, it is now time to fill out the Designated Grant Information of the application & upload the forms. Underneath the Profile section, select the **Get Started** tile.

#### Application Submission

To begin, click the "Application Process" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is **blue**, there is an action required. Click on the Submission Card to complete.
- If the status bar is **red**, there is an error. Please reach out to the Administrator of this program.



- 11.** Next, click the **Open Button**, to open up the application

## Application Process

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

There are 71 days remaining to submit this.

Submit

### Applications

Action Required

Open

The button will update to reflect how you can interact with this step.

12. Follow the Application form, completing all the required fields and uploading the required documents and supplemental forms. When you are finished, click on the **Mark Complete** button at the end of the application form. You can also save your work as a draft, and return to it at a later time.

Save Draft

Mark Complete

Close

You application will save & you will be directed to a new screen, shown below. If you are ready to submit your application to be reviewed by your State Agency, Click on the **Green** Submit Option

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

## Application Process

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

There are 36 days remaining to submit this.

Submit

### Applications

Complete

Edit

The button will update to reflect how you can interact with this step.

13. Congratulations, you have submitted your Designated Grant Application!

- Please await an email from the State Agency who issued this award to your entity. They will either ask you to make necessary revisions to your application, or if The Agency is in full agreement with your submitted application – you will receive a Grant Agreement Document to sign from said State Agency.