



Completing the Annual Organization Registration

Prior to receiving a grant (subaward) from the State of Rhode Island, an entity must complete an Annual Organization Registration. Applicants are encouraged (but not required) to complete an Annual Organization Registration before applying for assistance. Before you begin the registration process, check to see if someone else has already registered your entity. To check, view the *List of GMS Registered Entities* on the [Annual Organization Registration Frequently Asked Questions page](#). This list is updated weekly. If your entity is listed, the GMS user that completed the registration should be able to download a copy. If that person is no longer with your organization, use the [GMS User Support Form](#) to request that access be transferred to another member of your organization. For frequently asked questions regarding the Annual Organization Registration, visit the [Rhode Island’s Grants Management website](#).

To begin, navigate to the Annual Organization Registration information page: [Linked here](#)

After reviewing the information on each tab, click the *Apply* button

State of Rhode Island
Annual Organization Registration

Overview	Eligibility	Financial	Contact	Files
ID:	N/A			
Title:	Annual Organization Registration			
Application Start Date:	05/03/2022			
Application End Date:	01/01/2122			
CFDA:	N/A			
Reference URL:	https://controller.admin.ri.gov/grants-management/grants-management-system-gms/subrecipients/annual-organization-registration			

Summary:

This is a workspace to provide and update applicant information once annually, rather than each time you apply for grant funds from the State of Rhode Island. This information must be submitted on an annual fiscal year basis to ensure applicants are eligible for funding. This application covers the period through June 30, 2023.

To prepare to complete this annual submission, gather your organization's information such as:

- Entity Identifiers (EIN, UEI)
- Authorized Representative Information
- Demographic Information
- General Documents (e.g., Single Audit)

Please see the "Files" tab of this solicitation to see if your entity has completed their annual submission for state FY23.



If this is your first time logging into eCivis Portal, you will first need to create an account. Reference [Appendix A](#) for detailed instructions on how to create an eCivis Portal account. Once you have successfully created your eCivis Portal account, or if you have applied for funding through eCivis before, enter your username and password and hit *Portal Login*.

A screenshot of the eCivis Portal login interface. On the left, the text "Welcome to the Portal" is displayed above the eCivis logo. To the right of the logo, a paragraph explains the service and provides instructions to login or create an account. On the right side of the page, there is a login form with two input fields: "Login" and "Password". Below the "Password" field, there is a note about password requirements: "(Minimum 8 chars, alphanumeric with symbol(s))". A blue button labeled "Portal Login" is highlighted with a red rectangular border. Below this button is another blue button labeled "Grants Network® Login". Further down, there are links for "Forgot Password?", "Don't have an account?", and a green button labeled "Create an account". At the bottom, there is a section for "eCivis Grants Network user?" with instructions to use existing login credentials and the Grants Network® Login button.



Once logged in, click the green *Create New Application* button

State of Rhode Island
ADMIN- Grants Management Office
Annual Organization Registration
For any questions related to this program solicitation please contact doa.grants@doa.ri.gov

My Applications

Create New Application

Show 10 entries

Grant Application	Create Date
No applications have been saved or submitted	

Showing 0 to 0 of 0 entries

You will need to first create a profile by clicking *Create a Profile to Get Started*

State of Rhode Island
ADMIN- Grants Management Office
Annual Organization Registration
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Application Submission

Homepage Welcome, katjebenot@gmail.com

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.

Create a Profile to Get Started

Open the Profile section

State of Rhode Island
ADMIN- Grants Management Office
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Application Submissions

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	Action Required	Open
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Enter the information requested. Fields marked with a red asterisk are required before moving forward. The 3 sections of the Profile include: Applicant Information, Entity Information, and Entity Address.

Based on your response to the question “Are you applying for a grant on behalf of an organization or other entity?”, questions relevant to your response will appear for you to complete.

Entity Information

In this section, tell us about the entity applying for grant funds.

Are you applying for a grant on behalf of an organization or other entity? *

This field is required

Yes.

No. I am a sole proprietor.

No. I am an individual requesting grant funds.


Enter entity's legal name.

Once you have completed all fields in the Profile form, click *Create Profile*. If needed, you can save this form as a draft and complete it at a later date.

Save Draft

Create Profile

Once your profile is created and complete, select the *Get Started* tile.




State of Rhode Island
ADMIN- Grants Management Office
Annual Organization Registration

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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.





The first section to complete is the "Organization Information and Documents." This section is required for all subrecipients of the State of Rhode Island. Before you begin this section, we recommend that you confirm the following have been completed:

1. Obtain a Unique Entity Identifier (UEI), available at SAM.gov for no cost. If your entity is registered in SAM.gov, you have likely already been assigned a UEI. This is a one-time requirement. **You will need the UEI number to complete this section.**
2. Register in Ocean State Procures (OSP) by clicking [here](#) for no cost. If your entity has done business with the state in the past, you are likely already registered. This is a one-time requirement.
3. Upload your most recent Single Audit to the Federal Audit Clearinghouse by clicking [here](#), only if your entity was required to complete a Single Audit.

To begin, click the *Open* button

The screenshot shows a web interface for submitting information. At the top, there is a section titled "Annual Organization Information" with a "Submit" button. Below this, there is a section titled "Organization Information and Documents" with an "Open" button highlighted by a red box. The "Open" button is labeled "Action Required".

Enter the information requested. Fields marked with a red asterisk are required before moving forward. The 3 sections of the Organization Information and Documents form include: General Entity Information, Federal Reporting, and Attachments. Complete each field and upload the relevant files. Below each field additional help text can be found in grey.

Entity Legal Name *

Enter entity's legal name here

Application/Project Title

Enter your Entity Name, followed by the word "Profile"

For example: State of Rhode Island Profile



Based on your response to the question “Entity Type”, questions relevant to your response will appear for you to complete.

Entity Type *

This field is required

Categories that designate the subrecipient entity type.

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 at a later time.

Save Draft

Mark Complete

Close

Once you have completed the “Organization Information and Documents” section, the form will be marked *Complete*. To submit this information and move on to the next section, **click the green *Submit* button in the upper right corner.**

Annual Organization Information

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 539 days remaining to submit this.

Submit

Organization Information and Documents

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

Complete Edit

The next 2 sections are only required for subrecipients receiving awards of \$30,000 or more.



Once you have submitted the “Organization Information and Documents”, you can begin working on the next section, “Org Risk Assessment.” **This section is required only for subrecipients receiving awards of \$30,000 or more.** This section is a self-risk assessment. Your responses to this will assist us in targeting resources to provide training, technical assistance, guidance, and monitoring in areas of most need. If you are not familiar with your entity’s financial safeguards (internal controls), and policies and procedures, you may want to consult with a colleague.

To complete, click the *Open* button

A screenshot of a web interface for "Org Risk Assessment Submission". At the top right is a grey "Submit" button. Below it is a card for "Org Risk Assessment" with the status "Action Required" and a blue "Open" button highlighted with a red box. A note below the card reads: "The button will update to reflect how you can interact with this step."

As you did in the “Organization Information and Documents” section, complete and answer all questions and hit *Mark Complete* at the bottom of the page when finished. When all mandatory fields have been entered, you can hit the green *Submit* button to access the last section.

A screenshot of the same web interface, but now the status is "Complete" and the "Submit" button is green and highlighted with a red box. The "Open" button is now grey and labeled "Edit". The note below the card remains the same.

The final section is for Federal Funding Accountability and Transparency Act (FFATA) Reporting. **The “FFATA Entity Data” section is only required for subrecipients receiving awards of \$30,000 or more.** This section is for reporting executive compensation, as required under federal law.

To complete, click the Open button.

A screenshot of a web interface for "FFATA Entity Data Submission". At the top right is a grey "Submit" button. Below it is a card for "FFATA Entity Data" with the status "Action Required" and a blue "Open" button highlighted with a red box. A note below the card reads: "The button will update to reflect how you can interact with this step."



As you did in the previous sections, complete and answer all questions and hit *Mark Complete* at the bottom of the page when finished. When all mandatory fields have been entered, you can hit the green *Submit* button.

FFATA Entity Data Submission Submit

FFATA Entity Data Complete Edit

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

After you have submitted information, you can hit the *View* button to view/PDF the information that has been submitted. If you need to change or update the information that has been submitted, use the [GMS User Support Form](#) to have your registration returned to draft status so you can make those updates.

FFATA Entity Data Submission This has been submitted.

Thank you! You will be contacted if any additional information is needed.

FFATA Entity Data View

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

Org Risk Assessment Submission This has been submitted.

Thank you! You will be contacted if any additional information is needed.

Org Risk Assessment View



Appendix A: Creating an eCivis Portal Account

If this is your first time using the eCivis Portal, you will need to click on the green *Create an account* button to create your account.

A screenshot of the eCivis Portal login page. On the left, there is a "Welcome to the Portal" section with the eCivis logo and a brief description of the service. On the right, there is a login form with fields for "Login" (username) and "Password", each with a red border and a red error message below it: "Please enter your username." and "Please enter your password." Below the password field, there is a note: "(Minimum 8 chars, alphanumeric with symbol(s))". There are two blue buttons: "Portal Login" and "Grants Network® Login". Below these are links for "Forgot Password?" and "Don't have an account?". A green button labeled "Create an account" is highlighted with a red arrow pointing to it from the left. At the bottom, there is a section for "eCivis Grants Network user?" with instructions to use existing login information.

On the *Create an account* page, enter the basic requested information and click *Sign Up*.

A screenshot of the "New Account Signup" page. The title is "New Account Signup". Below the title is a welcome message: "Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate". There are four input fields: "First Name", "Last Name", "Email Address (Portal username)", and "Password". Below the password field is a red bar indicating the password strength as "Weak". At the bottom of the form is a large blue button labeled "Sign Up".



After clicking *Sign Up*, you will be sent an email confirming your email address to complete the process. In the email verification, click on “Please verify your email”

This will bring you back to the eCivis Portal login. Enter your full email address and the password you created, then click on Portal Login.

A screenshot of the eCivis Portal login page. On the left, it says "Welcome to the Portal" with the eCivis logo and a brief description of the service. On the right, there is a login form with fields for "Login" (username) and "Password", each with a "Please enter your..." prompt. Below the password field is a note: "(Minimum 8 chars, alphanumeric with symbols)". There are two buttons: "Portal Login" (highlighted with a red box) and "Grants Network® Login". Below these are links for "Forgot Password?", "Don't have an account?", and a "Create an account" button. At the bottom, it asks if the user is an "eCivis Grants Network user?" and provides instructions to use the Grants Network Login button.

Your first time logging in to your eCivis Portal account, you will be prompted to fill out the “My Profile” page with information about both you and your entity. These fields are not required to move forward in the Annual Organization Registration or other application(s) process, but applicants are encouraged to fill out as much of the “My Profile” tab as possible. This information will auto-populate into your future applications, reducing the amount of times you need to re-enter it. Information in the “My Profile” tab can be edited at any time, if needed.

A screenshot of the eCivis "My Profile" page. On the left is a dark sidebar with navigation options: "My Applications", "My Awards", and "My Profile" (highlighted with a red box). The main content area shows a profile header with a silhouette placeholder and the title "My Profile". Below this is a section titled "Applicant Information" with several input fields: "First Name:" (filled with "Jane"), "Last Name:" (filled with "Doe"), "Email:", "Title:", "Company:", and "Company Website:". The "Email" field is currently disabled or greyed out.



When you are done filling out the “My Profile” tab, click *Update Profile*.

Cancel

Update Profile

Once you have created your eCivis Portal account, verified your email address, and completed the “My Profile” tab, you can begin working on the Annual Organization Registration.