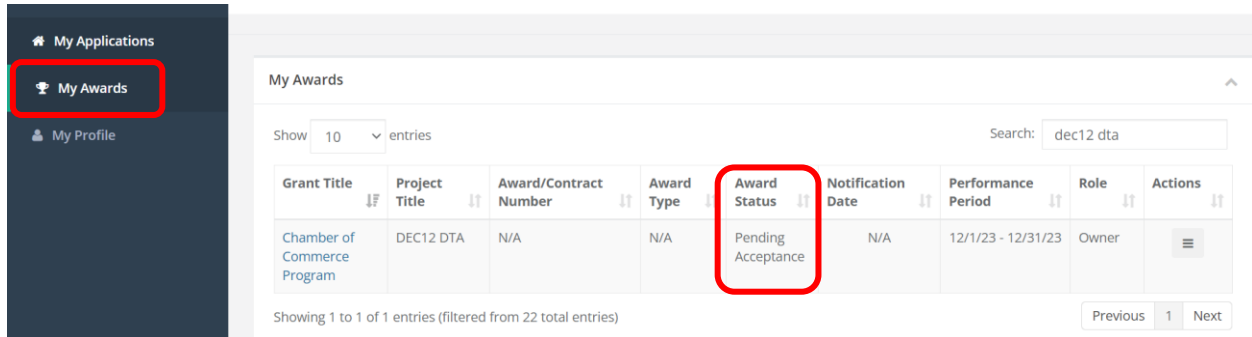


Declining an Award in eCivis Portal

If your application is approved and awarded, the user who submitted the application will be notified via email. An automatic email will be sent from support@ecivis.com with award details, a note from your grantor, and a link to the eCivis portal where you can review your award package and accept or decline the award.

You will also see the award status listed as *Pending Acceptance* in the *My Awards* tab of your eCivis Portal.

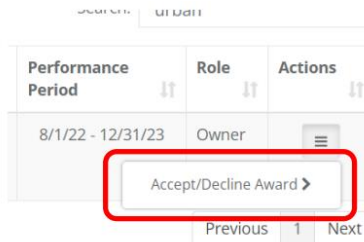


The screenshot shows the 'My Awards' section of the eCivis Portal. The left sidebar has 'My Awards' highlighted. The main content area shows a table with the following data:

| Grant Title | Project Title | Award/Contract Number | Award Type | Award Status | Notification Date | Performance Period | Role | Actions |
|-----------------------------|---------------|-----------------------|------------|--------------------|-------------------|--------------------|-------|-------------|
| Chamber of Commerce Program | DEC12 DTA | N/A | N/A | Pending Acceptance | N/A | 12/1/23 - 12/31/23 | Owner | [Menu Icon] |

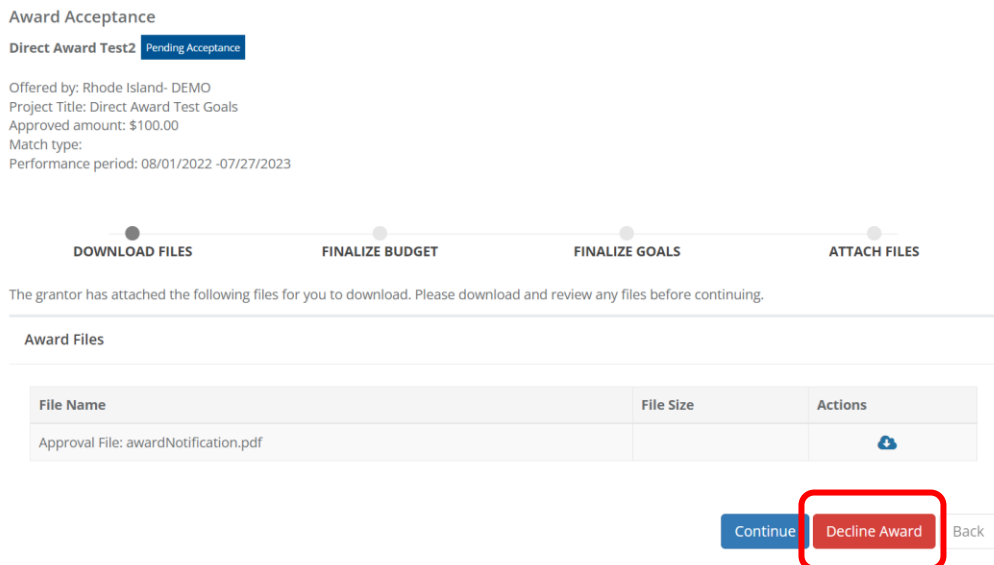
Showing 1 to 1 of 1 entries (filtered from 22 total entries)

To continue, click on the *Grant Title*, or from the *Actions* icon, select *Accept/Decline Award*



This is a close-up of the 'Actions' column from the table above. The button 'Accept/Decline Award >' is highlighted with a red box.

The first page will include data of your award including approved award amount, match requirements, performance period, and award files. If you do not wish to accept this award, click *Decline Award*.



Award Acceptance
Direct Award Test2 Pending Acceptance

Offered by: Rhode Island- DEMO
Project Title: Direct Award Test Goals
Approved amount: \$100.00
Match type:
Performance period: 08/01/2022 -07/27/2023

DOWNLOAD FILES FINALIZE BUDGET FINALIZE GOALS ATTACH FILES

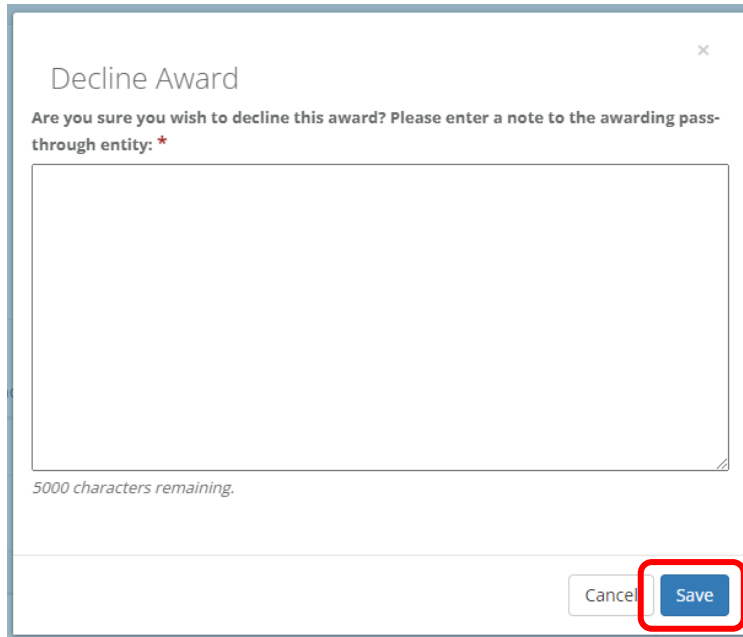
The grantor has attached the following files for you to download. Please download and review any files before continuing.

Award Files

| File Name | File Size | Actions |
|--------------------------------------|-----------|-----------------|
| Approval File: awardNotification.pdf | | [Download Icon] |

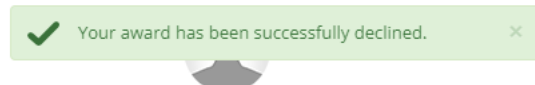
Continue **Decline Award** Back

A popup will appear asking for you to confirm that you wish to decline the award and enter a note that will be sent to the state agency. Once a note has been entered, click *Save*.

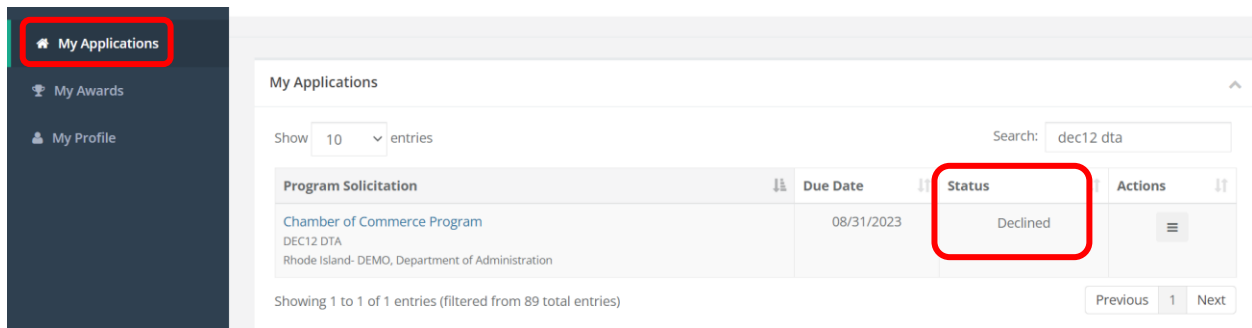


The image shows a 'Decline Award' popup window. At the top, it asks, 'Are you sure you wish to decline this award? Please enter a note to the awarding pass-through entity: *'. Below this is a large text input area with a '5000 characters remaining' indicator at the bottom left. At the bottom right of the popup, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red square.

You will receive a success notification letting you know the award has been declined.



The pending award will be removed from the *My Awards* table but can be viewed in the *My Applications* tab with the status of *Declined*.



The image shows a screenshot of the 'My Applications' section in a user interface. On the left is a dark sidebar with three menu items: 'My Applications' (highlighted with a red box), 'My Awards', and 'My Profile'. The main content area is titled 'My Applications' and contains a table with columns for 'Program Solicitation', 'Due Date', 'Status', and 'Actions'. The 'Status' column for the first entry is highlighted with a red box and contains the text 'Declined'. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 89 total entries)'. At the bottom right of the table area are 'Previous', '1', and 'Next' navigation buttons. A search bar at the top right of the table area contains the text 'dec12 dta'.

| Program Solicitation | Due Date | Status | Actions |
|--|------------|----------|---------|
| Chamber of Commerce Program DEC12 DTA Rhode Island- DEMO, Department of Administration | 08/31/2023 | Declined | |