

# Glossary of Terms

## Purpose:

The eCivis software is utilized as Rhode Island’s Enterprise Grants Management System (GMS). eCivis Grants Network provides full lifecycle management to Rhode Island State Agencies to manage grants they receive (Grantee) and grant programs they are giving out (Grantor). Terms utilized in the system and by staff may differ from current Rhode Island systems and processes. It’s important to note terms span both Grantee and Grantor “modules” in eCivis Grants Network and should be evaluated within the context of the definition. Below is a list of terms to clarify their meaning in respect to the Rhode Island Enterprise Project.

## Terms:

**Account Setup** – The process of creating a user account in eCivis Grants Network. External applicants and subrecipients don’t need an eCivis license, but will need to have an account set up in Portal to use the system. See Portal.

**Award Approval Package** – The collection of documents, within a task, that support the finalization of a grant award captured in Grants Network. This includes an auto-generated award notice, along with whatever other documents are uploaded and provided to the subrecipient (subaward agreement, etc.)

**Application Workspace** – An Application Workspace is created where authorized RI agency user can set up how custom application forms and evaluation forms function. The Application Workspace also allows users to identify application review team members, make application review assignments, and tabulate review results and scores. See also Zengine.

**Approval Groups** – Groups of RI staff who are responsible for approving tasks (e.g., applications that have been submitted to the State Agency, reimbursement requests from subrecipients). Approval groups may be set up so that any one person in the group can approval the task or that all members of the group must approve the task in a specific sequence.

**Budget** – The financial information that grant applicants are required to submit to the agency detailing how they are going to spend grant funds if awarded. This budget is carried over to the active grant if an award is made so that financial information is reported by subrecipients at the level of detail required by each grant program.

**Configuration** – The process of connecting the grant solicitation to the application workspace. This occurs when the Grants Network user clicks the action “Create App Workspace”. This requires eCivis technical support to assist.

**Data Extract** – The process of pulling data out of a system. Data extracts can also be performed on the data captured in Application Workspaces. The user has the ability to extract data and save it in a spreadsheet for use in analysis performed outside the system by RI staff.

**Data Transfer** – The process of pulling data out of one system and sending it to another. For example, eCivis Grants Network is set up to transfer grant financial data back and forth with the RIFANS system.

**Department** – Departments built within Grants Network. A single State agency may have one or more Departments within Grants Network.

**DMAH** – Department Master Account Holder. A security role that allows the user to manage projects and configure programs within a specific Department.

**eCivis** – The software vendor that created eCivis Grants Network (state grantee/grantor) and eCivis Portal (applicants/subrecipient).

**End-User** – A user of Grants Network. This could be a RI staff person or an external applicant or sub-recipient.

**Evaluator (also referred to as Peer Reviewer)** – A person responsible for reviewing and evaluating a grant application submitted to the grant program. An evaluator may be a RI staff person or an external party. Reviewers do not need to have an eCivis license/account.

**External Stakeholder** – Persons outside of RI, who have a vested interest in the programs supported by DCA. Examples include applicants, subrecipients, legislators, community partners.

**Financial Reports (Payment Requests)** – Financial reports are the task assigned to a subrecipient to submit financial data. Financial reports can also include reimbursement requests (payment requests) and can be assigned on a cadence.

**Goals** – The outcomes to be achieved as a byproduct of the programs administered by RI. Goals can be captured and tracked in Grants Network, depending on the requirements of each grant program.

**Go-Live** – The point at which a specific program begins using Grants Network as their system of record for grant activities.

**Grantee** – Persons or organizations who receive funding from another party. RI State Agencies operate in the role of a Grantee when they receive funding from external parties like the Federal Government.

**Grantor** – Persons or organizations that provide grant funding to another party. RI State Agencies operate in the role of a Grantor when they distribute grant funds to subrecipients.

**Grants Network (GN)** – The eCivis name for the software. Often times you will hear eCivis staff refer to the system as “eCivis”, “eCivis Grants Network”, or “GN”.

**Intake Form** – The form used by RI State Agencies to make changes to the RI Standard Application for their specific grant program. Questions can be marked required/not required, additional help text added, program specific document uploads, and program specific reviewer questions can be added.

**Legacy Data** – Data that is stored in RI information systems that were in use before Grants Network

**Migration** – The process of moving data from a RI legacy system to Grants Network.

**OMAH** – Organization Master Account Holder. A Grants Network security role that allows the user access across all aspects of RI grant management. This role is currently only given to GMO members.

**Portal (eCivis Portal)**– The public facing portal for applicants of all RI State Agency Grantor Programs released in eCivis Grants Network. URL Link: <https://portal.ecivis.com/#/login>

**Post-Award** – Post-award can be utilized in two aspects of the Grant Lifecycle. Post-award Grantee and Post-award Grantor

**Post-Award Grantee:** A stage in the lifecycle of a grant after the award has been accepted by the RI State Agency. Components of the post-award process include financial reporting, activity reporting, subrecipient management and closeout.

**Post-Award Grantor:** A stage in the lifecycle of a grant after the award has been made to a subrecipient. Components of the post-award process include status reporting, financial report/payment request, payment processing, and closeout. See Pre-Award.

**Pre-Award** – The term pre-award can be utilized in two aspects of the Grant Lifecycle. Pre-award Grantee and Pre-award Grantor

**Pre-Award Grantee:** A stage in the lifecycle of a grant that precedes the awarding of the grant. Components of pre-award process include application, application review and evaluation, and submitting of the application to the Grantor (federal, foundation, etc.)

**Pre-Award Grantor:** A stage in the lifecycle of a grant that precedes the awarding of a grant. Components of the pre-award process include solicitation set up, application, application review and evaluation, approval, and award finalization. See Post-Award.

**Production** – The live version of Grants Network that is used manage the end to end grant lifecycle. The grants network URL is static for each environment. A user’s log in determines which environment of Grants Network they are accessing. The Production Environment Log In is your RI state email address.

**Program** – the release of funds for subrecipients. Programs also are referred to as “Grant Programs”. For Example: The Rhode Island Department of Housing releases a Grant Program to accept applications for the Community Development Block Grant (CDBG) application.

**Project** – Projects are utilized in two aspects of Grants Network. Grantee Projects and subrecipient Projects on the Grantor side

**Grantee Project:** Workspace on grantee side where state agencies can attach grants to manage team members, budgets, tasks, and documents.

**Grantor Project:** A Project Title can be given to each application submitted by an applicant. Project Title can be edited at any time by the subrecipient or the grantor (state agency)

**SaaS** – An acronym for Software as a Service. eCivis Grants Network software is cloud-hosted which improves its availability and reliability. The software is licensed by RI, using a subscription model (as a service) similar to the way people license Spotify or Pandora.

**Solicitation** – The public-facing notification of available grant funding. The setting up of a Solicitation in Grants Network creates the content that is public-facing and also the Program specific settings that are not public facing, but part of the Solicitation set up process.

**Sub-project** – On the grantee side of eCivis, a sub-project (also called a child project) is a portion of your grant allocated out so you can track it separately. This functionality is commonly used to track different categories on an SF-424, and for inter-agency transfers (internal subawards). Funds cannot be marked for pass-through to subrecipients from a sub-project.

**Subrecipient** – Also known as Subaward. Persons who receive grant funding from RI State Agencies utilizing Grants Network.

**Task** – A system-generated "to do" that must be completed. Tasks can be manually created, or they may be system-generated as part of a workflow.

**Test (Demo) Environment** – A version of Grants Network where RI staff can test business processes with system functionality. The grants network URL is static for each environment. A user’s log in determines which environment of Grants Network they are accessing. The Demo Environment Log In is “RIDemoXX”, where X = a number. For access to the test/demo environment, contact the Grants Management Office.

**Workflow** – A series of review and approval activities or tasks that must be completed to accomplish specific parts of the grant process. Example: Pre-Award workflow, Reimbursement Request workflow.

**Workspace** – See Application Workspace and Zengine.

**Zengine** – The third-party contractor tool used for the configuration of online applications, application review forms, assignment of reviewers to applications, and online review and scoring of submitted grant applications. This is also referred to as the Application Workspace