



## Grantor Approval Workflows

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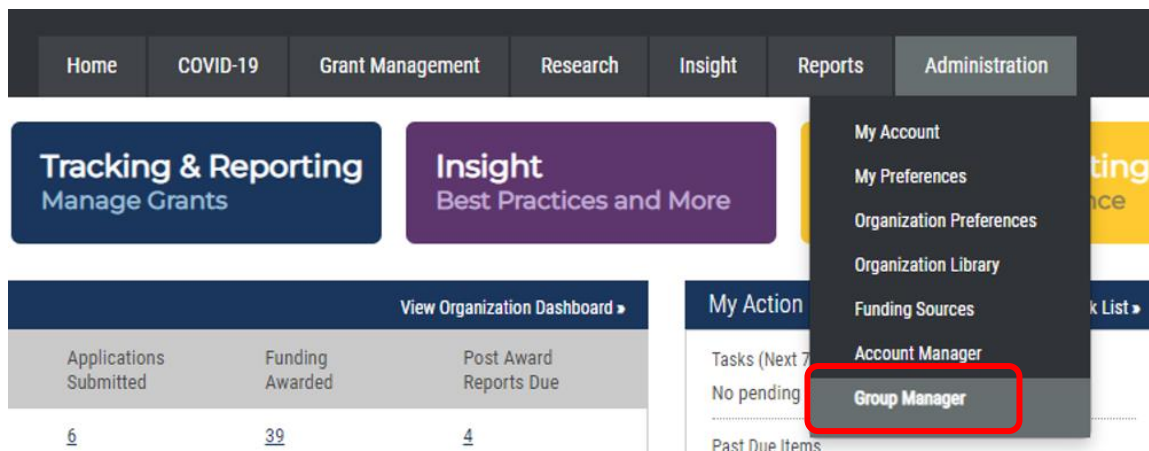
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## Setting up Approval User Groups

Workflows are set up in the Approval tab of a Solicitation. Workflows can be edited at any time throughout the duration of a grant program. Before adding user groups to approval workflows, they must be created. For complex workflows, multiple groups can be created and organized into a workflow.

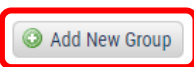
To create a user group (Note: user groups can only be set up by DMAH's) hover over the *Administration* tab and select *Group Manager*



Click on the *Add New Group* button.

### Group Manager

Groups can be created and managed so that tasks can be assigned to multiple people.



#### Active Groups

10 records per page

Showing 1 to 6 of 6 records



A new group form will appear allowing you to enter details, description, and create your group. Make sure the *Group Name* is easily distinguishable to you/your team. There are 2 types of groups that can be created:

1. **Standard Group** – an item is sent to all members of a Standard group at the same time. Any member from this group can review/approve the item. Only one approval is needed for the item to be approved.
2. **Sequential Group** – an item is sent to all members of a Sequential group in the order they are listed when creating the group. For example, if your sequential group is made up of Laura, Steve, and Brianna, the item is first sent to Laura, once Laura approves it the item is sent to Steve, once Steve approves it the item is sent to Brianna, and once Brianna approves it, the item is officially “approved”

**Add New Group**

**Group Name \***:

**Description**:   
*382 Characters Left*

**Type \***:  Standard  Sequential

Select from Department, Users, and Groups

Select one or more departments on the left to narrow the list of users on the right, or select from the list of user groups.

**Departments:**

- Department of Administration
- Department of Administration- Central Monitoring Prog
- Department of Children, Youth, and Families
- Department of eCivis Training
- Department of Health
- Department of Public Safety
- Environmental Management, Department of
- EOC - Office of Housing and Community Development

**Users:**

- Anna Haney (ahaney@ecivis.com)
- Anna- Dept Haney (ahaney@ecivis.com)
- Crystal Gaines (cgaines@ecivis.com)
- Cynthia Salazar (csalazar@ecivis.com)
- Daniel Harlan (Daniel.Harlan.CTR@omb.ri.gov)
- David Shea (dshea@ecivis.com)
- David Vince (david.vince.ctr@omb.ri.gov)

**Group Members:**

- Laura Sullivan (Laura.E.Sullivan@omb.ri.gov)
- Steve Thompson (Steve.Thompson@omb.ri.g
- Brianna Murphy (Brianna.L.Murphy@omb.ri.g

Buttons: Save, Cancel



If you select a Sequential workflow, you can also add a previously created group to another group workflow. For example, you need someone from the Programmatic Team group to approve something before someone from the Finance Team group approves. Once you select the “Sequential” radio button, a list of previously created groups will appear for you to choose from and put in the necessary order.

A screenshot of a web-based workflow configuration interface. It is divided into three main sections: "Departments:", "Users:", and "Group Members:". The "Departments:" section on the left contains a list of departments such as "Department of Administration" and "Department of Health", with "Save" and "Cancel" buttons below. The "Users:" section in the middle is currently empty. The "Group Members:" section on the right contains a list of groups, including "Programmatic Team Group (standard)" and "Finance Team Group (standard)", with a red arrow pointing to the list. Below the "Users:" section, there is a "Groups:" section with a list of groups like "Anna and Cynthia Group (standard)" and "GMO (standard)", and a red box highlighting the "Groups:" label.

Once you have created your group, click the *Save* button. This group can now be selected when setting up your Approval Workflows in your solicitations.



## Recommendation Approval

This approval workflow is triggered when an award recommendation has been created. It occurs before the applicant/subrecipient is notified of their award offer.

There are 2 Approval Types, Standard and Sequential. If you select Standard, you can either designate a single staff member that will be the approver, or you can select a Standard Group, which will send the Award Recommendation to all members of the group, and whoever is the first to approve the item can. If you select Sequential, you must select a user group that has been set up. Click *Save*.

A screenshot of a web application dialog box titled "Select Approval Workflow". The dialog has a dark blue header with a close button (X) on the right. The main content area is white and contains the following elements:

- Define a workflow for the Award Recommendation Approval Task**
- Approval Type:** Two radio buttons are present: "Standard" (selected) and "Sequential".
- Designated for Approval:** Two radio buttons are present: "User" and "User Group".
  - Under "User", there is a text prompt "Choose a user that will be designated as approver" followed by two dropdown menus: "Select Department" and "Select User".
  - Under "User Group", there is a text prompt "Choose a user group that will be designated for approval. The group is based off Approval Type selected above." followed by a dropdown menu: "Select User Group".
- At the bottom right, there are two buttons: "Save" with a right-pointing arrow and "Close" with a right-pointing arrow.

Click *Save*.

Once the Award Recommendation is approved, using whichever approval workflow chosen by your agency, the award package is sent to the subrecipient for them to review, make any changes, and accept or decline.



## Final Award Approval

This approval workflow is triggered when an award has been accepted by an applicant. This is the final approval before the award is considered Awarded.

There are 2 Approval Types, Standard and Sequential. If you select Standard, you can either designate a single staff member that will be the approver, or you can select a Standard Group, which will send the Final Award Approval to all members of the group, and whoever is the first to approve the item can. If you select Sequential, you must select a user group that has been set up. Click *Save*.

A screenshot of a web application window titled "Define a workflow for the Final Award Approval Task". The window has a dark blue header with a close button (X) in the top right corner. The main content area is white and contains the following elements:

- Approval Type:** A label with a red asterisk. Below it are two radio buttons: "Standard" (selected) and "Sequential".
- Designated for Approval:** A label with a red asterisk. Below it are two radio buttons: "User" and "User Group".
- User Selection:** Under the "User" radio button, there is a text label "Choose a user that will be designated as approver" followed by two dropdown menus: "Select Department" and "Select User".
- User Group Selection:** Under the "User Group" radio button, there is a text label "Choose a user group that will be designated for approval. The group is based off Approval Type selected above." followed by a dropdown menu: "Select User Group".
- Buttons:** At the bottom right of the form are two buttons: "Save" and "Close", both with right-pointing chevrons.

Click *Save*.

Once the Final Award Approval is approved, using whichever approval workflow chosen by your agency, the applicant officially becomes a subrecipient. Subrecipients can then request funds for reimbursement, submit activity reports, manage their project team, submit amendments, etc.



## Amendment Approval

This approval workflow is triggered when a subrecipient requests a grant amendment. If selected, this workflow can also be used for financial amendments without changes to the award amount.

There are 2 Approval Types, Standard and Sequential. If you select Standard, you can either designate a single staff member that will be the approver, or you can select a Standard Group, which will send the Amendment Approval to all members of the group, and whoever is the first to approve the item can. If you select Sequential, you must select a user group that has been set up.

If the award amount checkbox is checked, this workflow will also be used for financial amendments that just move funds between budget categories and no changes made to the total award amount.

Select Approval Workflow

Define a workflow for the Amendment Approval Task

Approval Type:<sup>\*</sup>

Standard ⚙  Sequential ⚙

Use this workflow for grant financial amendments that do not change the award amount?

Designated for Approval:<sup>\*</sup>

User  
Choose a user that will be designated as approver

Select Department ⌵

Select User ⌵

User Group  
Choose a user group that will be designated for approval. The group is based off Approval Type selected above.

Select User Group ⌵

Save ➤    Close ➤

Click *Save*.



## Amendment Approval with Finance

This approval workflow is triggered when a subrecipient requests a grant amendment with finance. Finance changes include moving money between budget categories, increasing or decreasing their award amount.

There are 2 Approval Types, Standard and Sequential. If you select Standard, you can either designate a single staff member that will be the approver, or you can select a Standard Group, which will send the Finance Amendment Approval to all members of the group, and whoever is the first to approve the item can. If you select Sequential, you must select a user group that has been set up. Click *Save*.

A screenshot of a web application window titled "Define a workflow for the Amendment Approval Task". The window has a dark blue header with a close button (X) in the top right corner. The main content area is white and contains the following elements:

- Approval Type:** A label with a red asterisk. Below it are two radio buttons: "Standard" (selected) and "Sequential".
- Designated for Approval:** A label with a red asterisk. Below it are two radio buttons: "User" and "User Group".
- User Selection:** Under the "User" radio button, there is a text label "Choose a user that will be designated as approver" and two dropdown menus: "Select Department" and "Select User".
- User Group Selection:** Under the "User Group" radio button, there is a text label "Choose a user group that will be designated for approval. The group is based off Approval Type selected above." and one dropdown menu: "Select User Group".
- Buttons:** At the bottom right of the form are two buttons: "Save" and "Close", both with right-pointing chevrons.

Click *Save*.

Once the Amendment Approval with Finance is approved, using whichever approval workflow chosen by your agency, the changes will appear in the subrecipients budget.





## Grantor Amendment Approval

This approval workflow is triggered when a grantor requests a grant amendment and needs internal approval.

There are 2 Approval Types, Standard and Sequential. If you select Standard, you can either designate a single staff member that will be the approver, or you can select a Standard Group, which will send the Grantor Amendment Approval to all members of the group, and whoever is the first to approve the item can. If you select Sequential, you must select a user group that has been set up.

A screenshot of a web-based configuration form titled "Define a workflow for the Grantor Amendment Approval Task". The form has a dark blue header bar. Below the title, there are two main sections. The first section is "Approval Type:" with a red asterisk, containing two radio buttons: "Standard" (unselected) and "Sequential" (selected). The second section is "Designated for Approval:" with a red asterisk. It has two radio buttons: "User" (unselected) and "User Group" (selected). Below the "User" option is the text "Choose a user that will be designated as approver" and two dropdown menus labeled "Select Department" and "Select User". Below the "User Group" option is the text "Choose a user group that will be designated for approval. The group is based off Approval Type selected above." and a dropdown menu labeled "KB Group". At the bottom right of the form are two buttons: "Save" and "Close", both with right-pointing chevrons.

Click *Save*.

Once the Grantor Amendment is approved internally, using whichever approval workflow chosen by your agency, the amendment is sent to the subrecipient for them to review, make any changes, and accept or decline.



## Grantor Amendment Approval with Finance

This approval workflow is triggered when a grantor requests a grant amendment with financial changes and need internal approval. Finance changes include moving money between budget categories, increasing or decreasing their award amount.

There are 2 Approval Types, Standard and Sequential. If you select Standard, you can either designate a single staff member that will be the approver, or you can select a Standard Group, which will send the Grantor Amendment Approval with Finance to all members of the group, and whoever is the first to approve the item can. If you select Sequential, you must select a user group that has been set up.

Define a workflow for the Grantor Amendment Approval With Finance Task

Approval Type:<sup>\*</sup>

Standard ⚙  Sequential ⚙

Designated for Approval:<sup>\*</sup>

User  
Choose a user that will be designated as approver

Select Department ⌵

Select User ⌵

User Group  
Choose a user group that will be designated for approval. The group is based off Approval Type selected above.

KB Group ⌵

Save ➤    Close ➤

Click *Save*.

Once the Grantor Amendment with Finance is approved internally, using whichever approval workflow chosen by your agency, the amendment is sent to the subrecipient for them to review, make any changes, and accept or decline.



## Grantor Amendment Final Approval



This approval workflow is triggered when final approval is needed by a subrecipient on a grantor-created grant amendment.

There are 2 Approval Types, Standard and Sequential. If you select Standard, you can either designate a single staff member that will be the approver, or you can select a Standard Group, which will send the Grantor Amendment Final Approval to all members of the group, and whoever is the first to approve the item can. If you select Sequential, you must select a user group that has been set up.

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Define a workflow for the Grantor Amendment Final Approval Task



Approval Type:<sup>\*</sup>

Standard   Sequential 

Designated for Approval:<sup>\*</sup>

User  
Choose a user that will be designated as approver

User Group  
Choose a user group that will be designated for approval. The group is based off Approval Type selected above.

Click *Save*.

Once a Grantor Amendment is final approved, using whichever approval workflow chosen by your agency, the amended changes will appear in the subrecipients award,





Acknowledgement statements should be added to all Financial Report tasks. Specific language that can be copy and pasted can be found in the [How to Add Subrecipient Certification Language](#) user guide. This requires subrecipients to mark an acknowledgement checkbox before submitting their Financial Report (Payment Request).

Display acknowledgement statement:\*

Yes  No

Acknowledgement Statement:\*

A rich text editor interface with a toolbar at the top containing icons for Source, Undo, Redo, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, and Unlink. The main area is a large, empty white box with a scroll bar on the right side.

The last section when setting up a Financial Report (Payment Request) Approval workflow is the option to define a cadence of when subrecipients will submit Financial Reports to you. You can choose from different frequencies and intervals, and this will apply to all subrecipients as you award them. Reporting cadence can later be changed at the subrecipient level, if needed.

Define an optional frequency for the Financial Report Task

Frequency:

Interval:\*

On:\*  A day of the month

The last day of the month

Starting:\*

Until:

Click *Save*.

**NOTE:** Once a payment request is approved in eCivis, using whichever workflow set up by your agency, it will be sent to RIFANS and enter your existing RIFANS approval workflow before funds are sent to the subrecipient.



## Activity Report Approval

This approval workflow is triggered when an activity report has been submitted by a subrecipient.

There are 2 Approval Types, Standard and Sequential. If you select Standard, you can either designate a single staff member that will be the approver, or you can select a Standard Group, which will send the Activity Report Approval to all members of the group, and whoever is the first to approve the item can. If you select Sequential, you must select a user group that has been set up. Instructions can also be added at this time. Instructions added here will appear for all subrecipients of this Program when they are submitting an Activity Report. The instructions box can be used to provide more detail on what a subrecipient needs to include in their Activity Report, such as back up documentation, etc. Subrecipients can also report on their goals in Activity Reports.

A screenshot of a web application window titled "Define a workflow for the Activity Report Task". The form contains the following elements:

- Approval Type:** Two radio buttons: "Standard" (selected) and "Sequential".
- Designated for Approval:** Two radio buttons: "User" and "User Group".
  - Under "User": "Choose a user that will be designated as approver". Below are two dropdown menus: "Select Department" and "Select User".
  - Under "User Group": "Choose a user group that will be designated for approval. The group is based off Approval Type selected above." Below is a dropdown menu: "Select User Group".
- Instructions:** A rich text editor with a toolbar containing icons for Source, Undo, Redo, Bold, Italic, Underline, Bulleted List, Numbered List, Decrease Indent, Increase Indent, and Link. Below the toolbar is a large empty text area for entering instructions.



The last section when setting up an Activity Report Approval workflow is the option to define a cadence of when subrecipients will submit Activity Reports to you. You can choose from different frequencies and intervals, and this will apply to all subrecipients as you award them. Reporting cadence can later be changed at the subrecipient level, if needed.

Define an optional frequency for the Activity Report Task ?

Frequency:


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Interval:\*


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On:\*  Mon  Tue  Wed  Thr  Fri  Sat  Sun

---

Starting:\*  

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Until:  

Click *Save*.

