How to Accept an Award in eCivis Portal

Accepting an Award you Applied For

Once you have submitted an application through eCivis Portal, you will see the status move from *Draft* to *Under Review* status in the *My Applications* tab:

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 begin the acceptance process.

Note: Only the user who submitted the application will have access to accept the award package. Once the award has been accepted, additional team members can be added to help manage post award activities.

[EXTERNAL] : Application Award Notification

EP   eCivis Portal <support@ecivis.com>
      To   ○ |
      Cc   ✅ |

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

📄 awardNotification.pdf   ∨
PDF 22 KB

Award Notification Letter

Dear |

Congratulations! An award package has been created for the following program:

Project:	Test App 1
Program:	DEMO - Urban and Community Forestry Grant Program
Approved Amount:	$500.00
Federal Awards:	No federal funds were included in this award.
Other Awards:	• RI Demo Funding Source: $500.00
	Total Other: $500.00
Total Match:	$0.00
Period of Performance:	08/01/2022 - 12/31/2023
Award/Contract Number:	RI-2022-0001
Ein:	12-3456789

Note from grantor:

Congratulations! Please log in to eCivis Portal to review all documentation and accept your award.

Please find your award letter attached. To see full award details and accept your award, please click here [portal.ecivis.com].

For any questions pertaining to this award package, please contact your grantor at:

m.ri.gov

Please contact support@ecivis.com for technical issues or questions.

Sincerely,

You will also see your application status will change from *Under Review* to *Pending Acceptance* in the *My Awards* tab of your eCivis Portal

To continue, click on the appropriate award title, or from the Actions icon, select *Accept/Decline Award*

The first page will include data of your award including approved award amount, match requirements, performance period, and award files. Download and review all files, including the Subaward Agreement, the Terms & Conditions, and additional appendices provided by your grantor before clicking *Continue*. If necessary, you can also click *Decline Award* to end the process here and decline your 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		☁

[Continue] [Decline Award] [Back]

Note: Some grant programs may not have a budget and/or goals built into the system, therefore you may not see the *Finalize Budget* and/or *Finalize Goals* pages during your award acceptance.

The second page of the award package includes your approved budget. The top half of the page includes summary budget data and budget settings. You can also open each budget category by clicking the hyperlinked name to view line item details (if provided by the grantor agency). Review your approved budget as your grantor may have made some changes to your application budget. Review any notes/instructions from your grantor to know whether you can amend your budget before accepting your award.

Budget Stage:	Awarded
Actions	🖫 ⊘ 📊

Budget Summary

$100.00	**Total Direct Costs**	$0.00	**Match / Cost Share**
$0.00	**Total Indirect Costs**	$0.00	**Program Income**
$100.00	**Total Amount (Direct + Indirect)**		

Budget Settings ⌃

Indirect Costs	Not A| ∨	0.00		%
Match / Cost Share	Not A| ∨	0.00	% $	0.00

Budget Items ⌃

1. PERSONNEL

	Ext Cost	Direct Cost	Ind Cost	Cost Share
PERSONNEL Totals:	$20.00	$20.00	$0.00	$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
PERSONNEL	PERSONNEL	1.00	$20.00	$20.00	$20.00		Direct Cost

⊕ Add Row

If you make any changes to the budget, you will need to click *Request Budget Change.* This will send your amended budget back to your grantor agency to review/edit before approving. If no changes are made, click *Accept and Continue*.

| Accept and Continue | Request Budget Change | Decline Award | Back |

The third section (Goals) will show the target units approved by your grantor. Once reviewed (and edited if needed), select *Save and Continue*.

Goal / Objective	Target Units	Direct Cost Expenditure	Matching Expenditure	Program Income Expenditure
DOWNLOAD FILES	FINALIZE BUDGET	FINALIZE GOALS		ATTACH FILES

Please review your goals

Goal / Objective	Target Units	Direct Cost Expenditure	Matching Expenditure	Program Income Expenditure
Number of eligible small businesses that are served	60.00	$ 0.00	$ 0.00	$ 0.00
Subgoals				
Small Business Hair Salons	20.00	$ 0.00	$ 0.00	$ 0.00
Small Business Restaraunts	20.00	$ 0.00	$ 0.00	$ 0.00
Small Business Theaters	20.00	$ 0.00	$ 0.00	$ 0.00

Save and Continue   Decline Award   Back

The final section of your award package is to upload any files you wish to send your grantor. This includes a signed subaward agreement, any certifications/documentation they require, etc. Use the green *Upload File* button to load your files and select *Finalize and Submit*. If needed, you can also save and return to this page to accept/submit at a later time.

DOWNLOAD FILES	FINALIZE BUDGET	ATTACH FILES

Please upload any files necessary to finalize your award approval. This may include signed agreements, tax forms, and other files provided by the grantor.

Upload File ☁

Award Files

Show 10 entries   Search:

File Name	File Size	Actions
No files have been uploaded		

Showing 0 to 0 of 0 entries   Previous   Next

Save   Finalize and Submit   Decline Award   Back

Note: If you made any changes to your budget or goals, the green button will read *Return to Grantor* and your award status in your eCivis Portal will update to *Subrecipient Changes Requested.* Once the grantor reviews changes made, your award package will be sent back to you. This process will continue until no more changes to the budget or goals are made. The button will then change to *Finalize and Submit*.

Once finalized and submitted, your award status will update to *Pending Final Approval*.

Grant Title	Project Title	Award/Contract Number	Award Type	Award Status	Notification Date	Performance Period	Role	Actions
Direct Award Test	Direct Award Test	RI-2022-1234	N/A	Pending Final Approval	N/A	8/1/22 - 7/31/23	Owner	≡

The Grantor agency now reviews all files you submitted with your award package and will go through a final approval process. Once your award is final approved, you will receive and email from Support@eCivis.com notifying you of your award. Your award status will update to *Awarded*.

Grant Title	Project Title	Award/Contract Number	Award Type	Award Status	Notification Date	Performance Period	Role	Actions
Direct Award Test	Direct Award Test	RI-2022-1234	N/A	Awarded	08/08/2022	8/1/22 - 7/31/23	Owner	≡

Reference the *Subrecipient Post-Award Management user guide* for information on submitting reimbursement requests, activity reports, miscellaneous reports, grant amendments, adding team members, and grant close out.

Accepting a Direct (Non-Competitive) Award

Direct Awards do not require an application. Direct Awards may be determined by formula or restricted to a limited pool of qualified entities. An email will be sent from Support@eCivis.com. Open the email to read the note from your grantor agency and click on the hyperlink "Initiate Direct Award".

We are pleased to inform you that a direct award has been initiated for the following program:

Grantor: Rhode Island- DEMO
Program Name: Direct Award Test
Project Title: Direct Award Test

Note from grantor:

Congratulations! You have been awarded funds from the State of Rhode Island, Department of Administration.

To complete the award initiation please use the following link. If you already have an eCivis Portal account you may use that to sign in, or you will be able to create a free account to manage this award:

Initiate Direct Award [mandrillapp.com]

Please contact support@ecivis.com for technical issues or questions.

Sincerely,

Test

You will be prompted to sign in to eCivis Portal. Once your credentials are entered, use the Portal Login button. If this is your first time signing in, use the green *Create an Account* button to create a username and password.

Once logged in, you will be prompted to enter in some basic information. Once all fields are complete, click the green *Continue* button. You will **not** see any award details at this point. If necessary, you can decline the award now or later and end the process.

Once the previous step is completed successfully, you will see your award enter the status of "Pending Direct Award" in your *My Awards* tab. This means your award is back with your grantor agency.

Once your grantor agency has completed your award package and sent it to you, you will receive an automatic email from Support@eCivis.com. The email will contain summary data of your award, a note from your grantor, and a link for you to review further details and accept (or decline) the award.

Award Notification Letter

Dear

Congratulations! An award package has been created for the following program:

Project:	Direct Award Test
Program:	Direct Award Test
Approved Amount:	$100.00
Federal Awards:	No federal funds were included in this award.
Other Awards:	• Excise tax: $100.00
	Total Other: $100.00
Total Match:	$0.00
Period of Performance:	08/01/2022 - 07/31/2023
Award/Contract Number:	RI-2022-1234
Ein:	12-1234567

Note from grantor:
Congratulations on your award! Please review and accept/decline by Friday.

Please find your award letter attached. To see full award details and accept your award, please click here [portal.ecivis.com].

For any questions pertaining to this award package, please contact your grantor at: katie.benoit.ctr@omb.ri.gov

Please contact support@ecivis.com for technical issues or questions.

Sincerely,

Test

You can also access your award package by logging into your eCivis Portal account, navigating to *My Awards* and clicking on the project that will now have a status of *Pending Acceptance.*

Note: Only the user who accepted the Direct Award initiation will have access to accept the award package. Once the award has been accepted, additional team members can be added to help manage post award activities.

To review your award package, either click on the hyperlinked *Grant Title* or from the *Actions* menu, and select *Accept/Decline Award*

The first page will include data of your award including approved award amount, match requirements, performance period, and award files. Download and review all files, including the Subaward Agreement, the Terms & Conditions, and additional appendices provided by your grantor before clicking *Continue*. If necessary, you can also click *Decline Award* to end the process here and decline your award.

The second page of the award package includes your approved budget. The top half of the page includes summary budget data and budget settings. You can also open each budget category by clicking the hyperlinked name to view line item details (if provided by the grantor agency). Review any notes/instructions from your grantor to know whether you can amend your budget before accepting your award.

If you make any changes to the budget, you will need to click *Request Budget Change.* This will send your amended budget back to your grantor agency to review/edit before approving. If no changes are made, and just a budget narrative is added, click *Accept and Continue*.

The third section (Goals) will only appear if your grantor agency set up goals they want you to report on. Target units may be pre-loaded by your grantor and can be edited if needed. Subgoals will roll up to the parent goals total (greyed out field). Once reviewed (and edited if needed), select *Save and Continue*.

The final section of your award package is to upload any files you wish to send your grantor. This includes a signed subaward agreement, any certifications/documentation they require, etc. Use the green *Upload File* button to load your files and select *Finalize and Submit*. If needed, you can also save and return to this page to accept/submit at a later time.

Note: If you made any changes to your budget or goals, the green button will read *Return to Grantor.* Once the grantor reviews changes made, your award package will be sent back to you. This back-and-forth process will continue until no more changes to the budget or goals are made. The button will then change to *Finalize and Submit*.

[Save] [Return to Grantor] [Decline Award] [Back]

Once finalized and submitted, your award status will update to *Pending Final Approval*.

Grant Title	Project Title	Award/Contract Number	Award Type	Award Status	Notification Date	Performance Period	Role	Actions
Direct Award Test	Direct Award Test	RI-2022-1234	N/A	Pending Final Approval	N/A	8/1/22 - 7/31/23	Owner	≡

The Grantor agency now reviews all files you submitted with your award package and will go through a final approval process. Once your award is final approved, you will receive and email from Support@eCivis.com notifying you of your award. Your award status will update to *Awarded*.

Grant Title	Project Title	Award/Contract Number	Award Type	Award Status	Notification Date	Performance Period	Role	Actions
Direct Award Test	Direct Award Test	RI-2022-1234	N/A	Awarded	08/08/2022	8/1/22 - 7/31/23	Owner	≡

Reference the *Subrecipient Post-Award Management user guide* for information on submitting reimbursement requests, activity reports, miscellaneous reports, grant amendments, adding team members, and grant closeout.