State of Rhode Island Grants Management Office

Resources for Applicants and Subrecipients

The Grants Management Office offers a variety of support services for applicants and subrecipients. These resources (including all information below) can be found on our [website.](#) Please see below for a breakdown of resources specific to applicants and subrecipients.

All applicants and subrecipients can submit an [User Support Form](#) if they are experiencing a technical issue related to eCivis and need assistance. Program specific questions should be directed to the grantor agency.

Resources for Applicants

For those applying to State of Rhode Island Funding Opportunities

Pre-Award Materials

- [How to Submit an Application](#)
- [Authorized Representative General Certifications and Assurances Form](#)
    - Completed by the person that signs legal documents on behalf of the organization, such as the Executive Director, Board President, or Council Chair. Upload the completed form to your Annual Organization Registration.
- [GMS User Certification Form](#)
    - Completed by each staff person or consultant to use eCivis on behalf of an entity. Each GMS user must complete this form prior to taking action on an award. Upload the completed form to your Annual Organization Registration or program application.

eCivis Portal FAQ and Troubleshooting

- [Frequently Asked Questions for Applicants and Subrecipients](#)
- [eCivis Portal: Access and Login User Guide](#)
    - Demonstrates how to create and login to eCivis Portal account and how to troubleshoot login issues

Training

[Intro to eCivis for Applicants and Subrecipients (recorded training)](#)

Sign up for upcoming live trainings [here](#)

Resources for Subrecipients
For those who have been awarded

eCivis Portal FAQ and Troubleshooting
- [Frequently Asked Questions for Applicants and Subrecipients](#)
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Award Acceptance or Denial Process
- [How to accept an award in eCivis Portal (User Guide)](#)
- [Declining an Award in eCivis Portal (User Guide)](#)
- [Accessing Your Awards (User Guide)](#)

Pre-Award Requirements

Unique Entity Identifier

First, your entity must obtain a Unique Entity Identifier from SAM.gov. This is a one-time, no cost requirement. Find more [information here.](#)

Annual Organization Registration

Second, your entity must complete an Annual Organization Registration (AOR) prior to signing a grant (subaward) agreement with the State of Rhode Island. Your entity may complete the AOR earlier, such as when you apply for a grant.The Annual Organization Registration section of the [website](#) includes:
- [Quick Guide on Completing the Annual Organization Registration](#)
- [List of GMS Registered Entities](#) (updated weekly)
  - Shows the status of all Annual Organization Registrations. Use this to check the status of your organization's registration, or to check if another member of your organization has already completed it.
- [Frequently Asked Questions](#)

Ocean State Procures Registration

In order to receive subaward funds, your entity must be registered in Ocean State Procures (OSP). OSP is a one-time registration required to become a vendor with the State of Rhode Island. Information on registering for OSP can be found on the [Division of Purchases webpage](#).

Post-Award Materials
- [RI-Specific Post Award Management (User Guide)](#)
  - Demonstrates all subrecipient functionality in eCivis after an award has been accepted
- How to Submit a Financial Report (Video)and How to Submit an Advanced Payment Request (Video)
  - Both found on the [Resources for Subrecipients – Resources and User Guides](#) website

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