



Submitting a Designated Grant Application in the GMS

User Guide - For Recipient Organizations (FY25)

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The Designated Grant Solicitation

Navigate to the Designated Grant Solicitation Webpage – [eCivis - Grants Network](#)

- There are 5 tabs in this solicitation. Please navigate through each tab to find more information about the program, eligibility information, budget forms, and who to contact if you need assistance.
- When you are ready to begin your application, click on the **Apply** Button.

State of Rhode Island Designated Grants - FY25



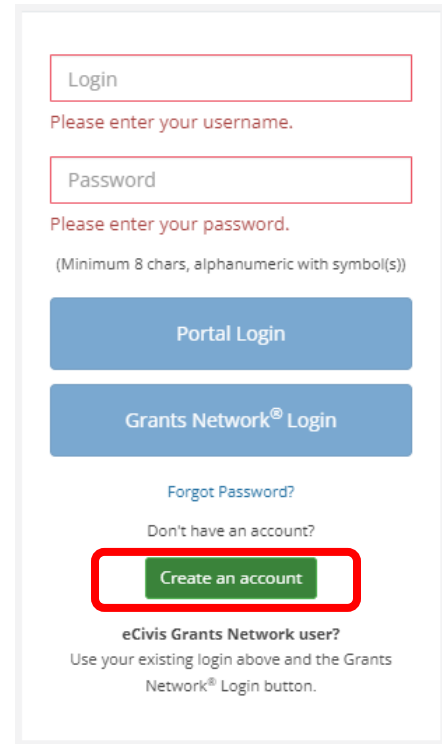
Overview	Eligibility	Financial	Contact	Files
ID:	N/A			
Title:	State of Rhode Island Designated Grants - FY25			
Application Start Date:	06/24/2024			
Application End Date:	06/30/2025			
CFDA/ALN:	N/A			
Reference URL:				

The GMS Portal

After clicking on the Apply Button on the Designated Grant Solicitation, you will be prompted to log into the GMS Portal.

For New Users

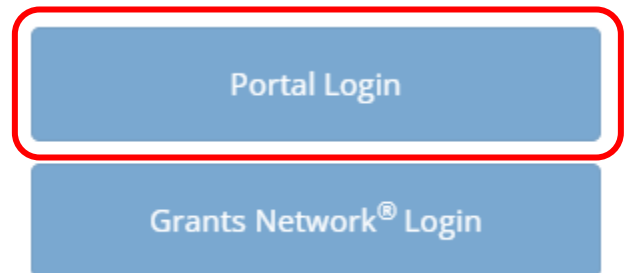
- Select the green **Create an Account** button.
- Enter your name, email address, and a password. Then click **Sign Up**.
- A confirmation email will be sent to your inbox. Open this email to finish verifying your login details.



The screenshot shows a login form with two input fields: 'Login' and 'Password'. Below the 'Login' field is the text 'Please enter your username.' Below the 'Password' field is the text 'Please enter your password.' and a note '(Minimum 8 chars, alphanumeric with symbol(s))'. There are two blue buttons: 'Portal Login' and 'Grants Network® Login'. Below these buttons are links for 'Forgot Password?' and 'Don't have an account?'. A green button labeled 'Create an account' is highlighted with a red border. At the bottom, there is a section for 'eCivis Grants Network user?' with the instruction 'Use your existing login above and the Grants Network® Login button.'

For Returning Users

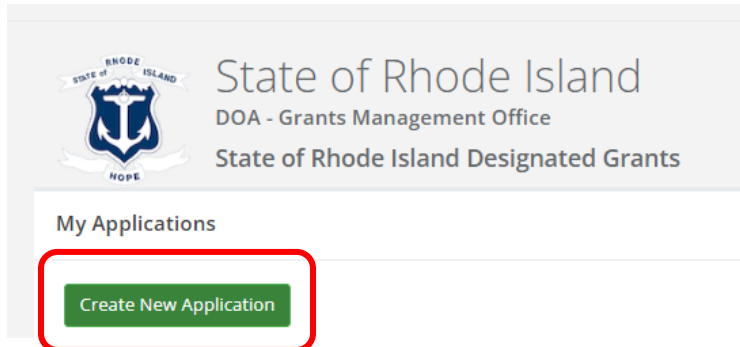
- Enter your username and password and select the option for **Portal Login**




The screenshot shows two blue buttons: 'Portal Login' and 'Grants Network® Login'. The 'Portal Login' button is highlighted with a red border.

Completing and Submitting a Designated Grant Application


On the home page, click on **Create New Application**.



The new blank application will appear in the Application Submissions table shown below. Click on the Project's Title to open it.

Application Submission				
Project Title	Submitter	Application Status	Start Date	End Date
 [api-000226]	Marcus Galvin	Not Started	06/24/2024	06/30/2025

This will open the application. You will see a row labeled **Designated Grant Application**, which contains the application fields that will need to be submitted. This page will also show the current status and completion percentage of your progress. Applicants can expand the Instructions section at the top of the page for more information.

Entity	Type	Completion	Status	Actions
Application [api-000226]	Application Instance			
Application Submission [ssi-000474]	Submission Stage			
 Designated Grant Application [afi-000633]	Application Form	0%	Not Started	EDIT

Click **Edit** next to the **Application Form** to open it.

Entity	Type	Completion	Status	Actions
Application [api-000226]	Application Instance			
Application Submission [ssi-000474]	Submission Stage			
Designated Grant Application [afi-000633]	Application Form	0%	Not Started	EDIT

On this screen, you can begin to fill out the fields in the Designated Grant Application. You can save your progress at anytime by clicking the **Save** button.

Application [api-000208]

- Application [api-000208]
- App Submission
- Core Information
- Project Team
- Budget
- Goals

Instructions

SAVE

CANCEL

Application

Not Started [api-000208]

Project Title *

ORGANIZATION SUBMITTING APPLICATION

Organization Name *

Once you have filled out all of the required fields in the application form and the **Save** button is clicked, a new button labeled **Complete** will appear.

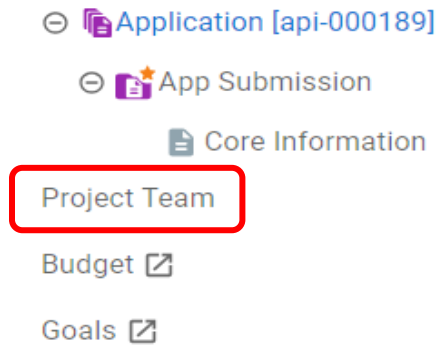
- **Warning:** Clicking the **Complete Button** will submit the application to the State Agency for review. Only click **Complete** when you are sure you are ready to submit your application.

Congratulations, you have completed submitting your Designated Grant Application!

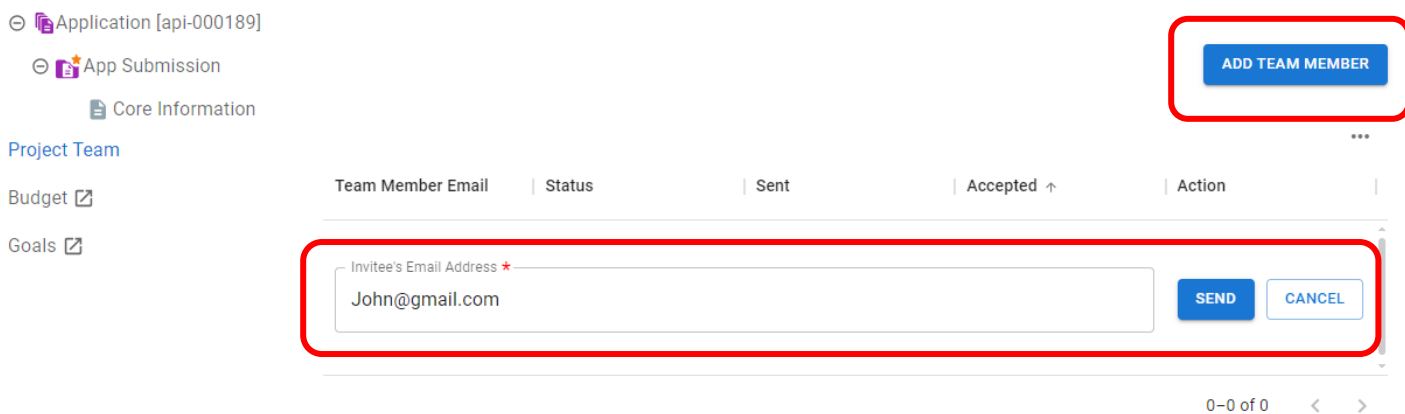
- Please await an email from the State Agency who issued this award to your entity. The Agency will review your submission and may reach out if it is in need of a revision. Once the Agency is in full agreement with your submission, you will receive a Grant Agreement Document to sign.

Sharing an application with other team members in your organization

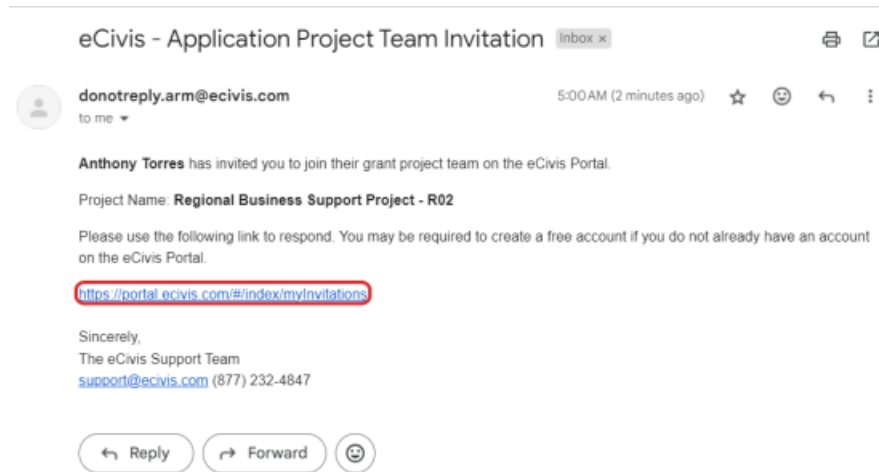
- If you wish share your Designated Grant Application with other members in your organization, you can do so with the “add team members” option.
- Navigate to your application & click on “Project Team”.



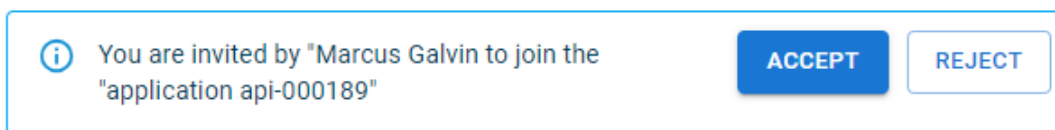
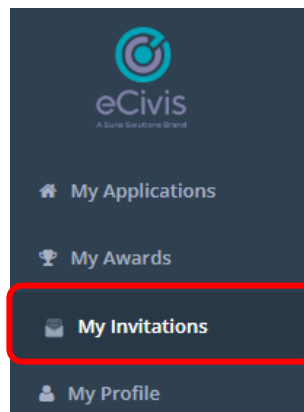
- A new screen will open, click on “Add Team Member” & enter the email address of the user who you wish to share the application with. Once you click the send button, an email invitation will be sent to the email address you specified in the text box.



- The user that was invited will receive an email titled: **eCIVIS – Application Project Team Invitation**. The email will specify the application’s name alongside a link to the application the user was invited to.



- Once the invitee clicks on the link contained in the email, they will be prompted to log into the eCivis Portal. If the user does not have an account, they can create one on that webpage using the “create new account” button. Once the user has logged into the portal, the invitation is located on the “invitations” tab in the upper left-hand navigation bar.



- Once the user clicks “Accept”, they will have access to the application and will be able to edit information simultaneously with you or others you invite.