

ANNUAL ORGANIZATION REGISTRATION: OVERVIEW AND SUBMISSION GUIDE

This guide will review what the Annual Organization Registration is, what is required of entities applying for State of Rhode Island grant programs, and how to complete the registration.

Grants Management
Office

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Introduction

The information in this guide will provide an understanding of what the Annual Organization Registration is and how to complete the registration as an entity applying for or accepting a State of Rhode Island grant opportunity.

Resources

All user guides and training videos for applicants and subrecipients can be found on the [Resources for Subrecipients webpage](#).

Additional information on the Annual Organization Registration can be found on the [Annual Organization Registration webpage](#).

Support

For questions regarding the Annual Organization Registration, submit a User Support Form: [Form found here](#)

Annual Organization Registration Overview

What is the AOR?

The Annual Organization Registration (AOR) is a required registration for all subrecipients receiving funds in the State of Rhode Island. Prior to receiving a grant (subaward) from a State of Rhode Island agency, an entity must complete an Annual Organization Registration. Applicants are encouraged (but not required) to complete an Annual Organization Registration before applying for assistance. Before you begin the registration process, check within your organization to see if someone else has already registered your entity.

The data you provide enables the Grants Management Office to target training, technical assistance, guidance, and monitoring to areas of most need. It assists us in meeting federal uniform grant requirements.

Timeline

The Annual Organization Registration must be completed every calendar year to stay active. At the start of every calendar year the entity will be asked to re-submit their registration to ensure all information is up to date and accurate. Entities who have previously submitted an AOR will receive an email with reminders and instructions.

If an entity does not have an active AOR, they will not be awarded a grant until it is complete. It is recommended that entities complete this process on a yearly basis, regardless of when they are expecting to apply for another grant program.

Check Registration Status

Entities can check the status of their Annual Organization Registration on the [Resources for Subrecipients – Annual Organization Registration webpage](#). The document entitled “Annual Organization Registration List” will be updated weekly with the status of all registrations.

The statuses of the registrations will be listed as follows:

- “Active” indicates the entity has completed the AOR and it has been processed.
- “In Progress” indicates the entity has started the AOR but has not submitted.
- “In Progress (Reopened)” indicates the AOR has been returned to the organization for changes.
- “Pending” indicates the entity has submitted, but the AOR is not yet active.
- “Rejected” indicates the AOR will not move forward. The applicant will be made aware of the specific reason for the rejection.

Submission Information

Only one Annual Organization Registration should be submitted per entity. The AOR’s are reviewed by their Employer Identification Number (EIN). Only one AOR should be submitted per EIN. If more than one AOR is submitted per EIN, only the first submission will be considered and any submissions following for the same calendar year will be rejected.

The only exception is public school districts, who may submit a separate registration from their city/town. Additionally, it is recommended that the entity’s Chief Financial Officer (CFO), or equivalent, take the lead on submitting this registration, but entities can add team members to the registration process to collaborate with colleagues.

Before Beginning Registration

Before beginning the Annual Organization Registration, your entity should complete the following steps.

1. Obtain a Unique Entity Identifier (UEI), available at SAM.gov for no cost. If your entity is registered in SAM.gov, you have likely already been assigned a UEI. This is a one-time requirement. You will need the UEI number to complete the AOR.
2. Register in Ocean State Procures (OSP) by [clicking here](#) for no cost. If your entity has done business with the state in the past, you are likely already registered. This is a one-time requirement.
3. Upload your most recent Single Audit to the Federal Audit Clearinghouse by [clicking here](#), only if your entity was required to complete a Single Audit.

Avoid SCAMS! There are **no** fees for any of these registrations or tasks. If a website, email, or letter is offering a “low” fee, it is a scam.

How to Submit the Annual Organization Registration

Part One: Find and Review the Solicitation

Solicitations are public-facing notifications of available grant funding from different Rhode Island State Agencies. All active solicitations can be found by visiting the [State of Rhode Island Funding Opportunities webpage](https://controller.admin.ri.gov/grants-management/state-rhode-island-grant-funding-opportunities).

- 1) Visit the [State of Rhode Island Funding Opportunities webpage](https://controller.admin.ri.gov/grants-management/state-rhode-island-grant-funding-opportunities) (https://controller.admin.ri.gov/grants-management/state-rhode-island-grant-funding-opportunities)



- 2) Scroll down to the “State of Rhode Island Current Funding Opportunities” section to view all available grant program. Programs are categorized by the state agency administering the program. Once the program is found, select the hyperlink name of the program.



- 3) This will open the details of the solicitation selected. Review the 5 tabs of the solicitation to learn more about the AOR. Read all available information in the 5 tabs before moving forward.



- 4) Once all information has been reviewed, the Annual Organization Registration can be initiated.

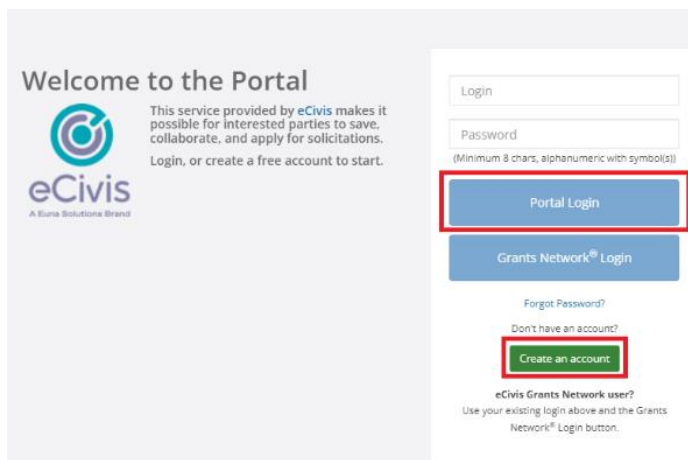
Part Two: Complete the Annual Organization Registration

Initiating the Registration Application in eCivis Portal

- 1) While still viewing the solicitation, select the Apply button located above the tabs bar.

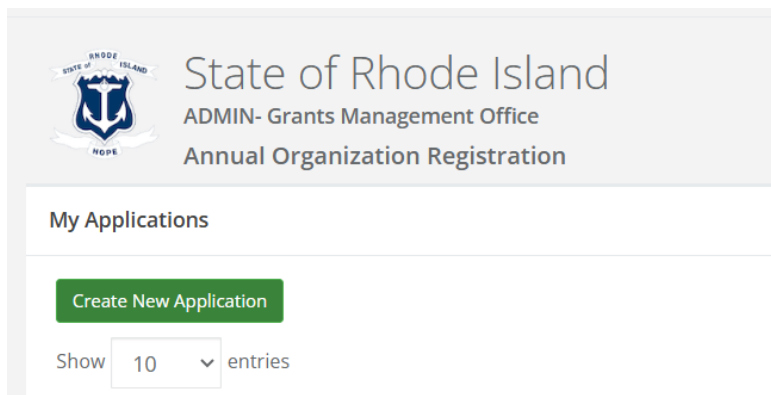


- 2) The eCivis Portal webpage will open. Login using the *Portal Login* button.

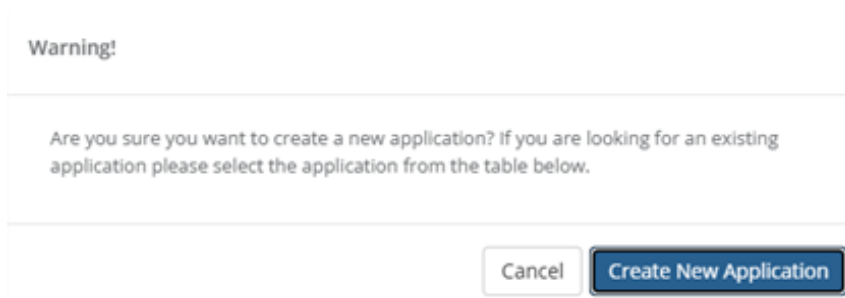


NOTE: To learn how to create an eCivis Portal account, see the [eCivis Portal Access and Login User Guide](#), or [Appendix A](#).

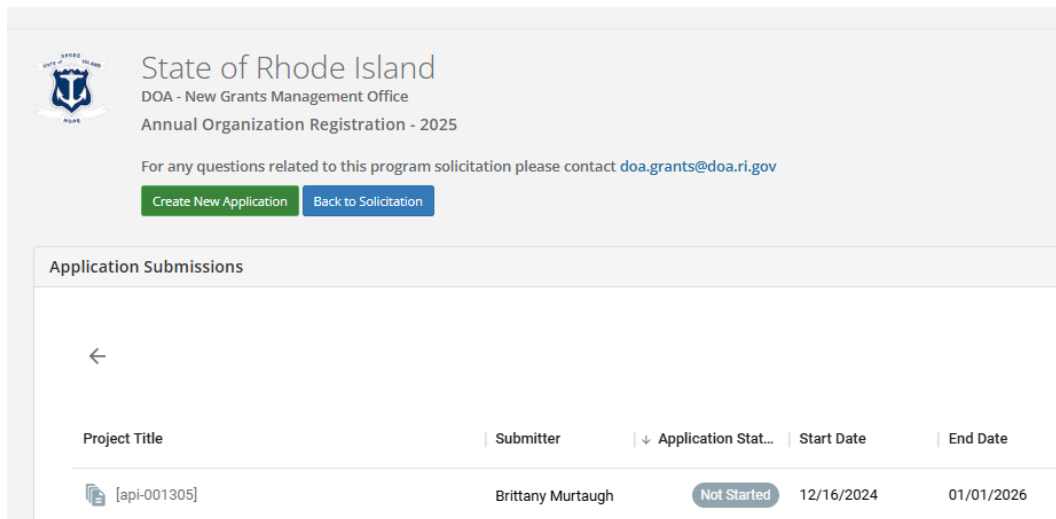
- 3) Once the *Apply* button has been selected, the main AOR page will open. Select the green *Create New Application* button to move forward.



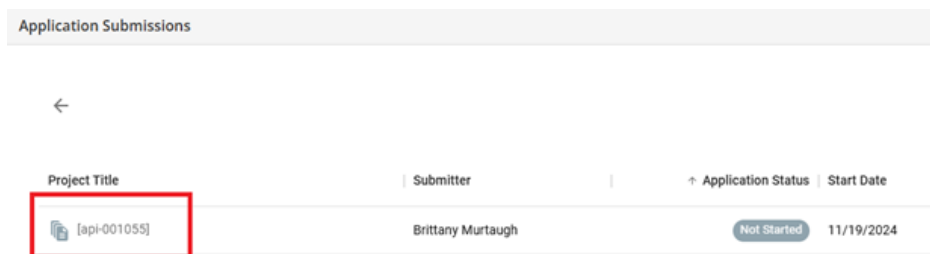
- 4) The system will display a warning confirming a new application will be created. To continue, select *Create New Application*.



- 5) The new AOR application will appear in the "Application Submission" table.



- 6) Select the newly added Annual Organization Registration in the "Project Title" column (labeled with a unique code beginning with "api-").



Creating a Project Team

- 1) A Project Team allows an entity to collaborate on submissions and prevents information or access being lost due to turnover or absence of individual users. It is highly recommended that the user submitting the AOR adds at least 1 other project team member from their entity.
- 2) Use the following components in the left-hand panel to manage and submit the application, starting with adding team members.

Application Submissions

- Team Members** ← Add team members to collaborate on application
- Not Started** Annual Organization ... ← Name of grant program submission stage
- Not Started** Core Information ← Core Information Form to be completed
- Not Started** Annual Organization ... ← Annual Organization Registration questions

3) Scroll down to the “Team Members” section and select *Add Team Member* to invite other individuals to collaborate on this application. This step is highly recommended to allow collaboration and prevent loss of access to materials for the entity.

Team Members

ⓘ Add as many team members as needed.
 After that, proceed with the first stage (read stage instructions) and fill out and submit the stage's forms.

ADD TEAM MEMBER

4) Enter the invitee’s email address and select *Send*.

Team Member Email	Status	Sent	Accepted	Action
<input type="text" value="doa.grants@doa.ri.gov"/>				<input type="button" value="SEND"/> <input type="button" value="CANCEL"/>

5) Once sent, Project Team Member invitations will be listed as “Invitation Sent” in the table below. If the invitation needs to be deleted, select the red envelope icon. If the invitation needs to be resent select the blue invitation icon.

Team Member Email	Status	Sent	Accepted	Action
doa.grants@doa.ri.gov	Invitation Sent	12/09/2024	-	<input type="button" value="Red Envelope"/> <input type="button" value="Blue Envelope"/>

6) The invitee will receive an email to access eCivis Portal and accept the invitation. Invitee should click the link to respond to the invitation.

NOTE: To respond to and accept the invite, the invitee must set up an eCivis Portal account if they have not done so already. See [Appendix A](#) for instructions.

This Message Is From an External Sender
This message came from outside your organization.

Report Suspicious

User Name has invited you to join their grant project team on the eCivis Portal.

Project Name: **None**

Please use the following link to respond. You may be required to create a free account if you do not already have an account on the eCivis Portal.

<https://portal.ecivis.com/#/index/myInvitations> [portal.ecivis.com]

Sincerely,

The eCivis Support Team

support@ecivis.com
(877) 232-4847

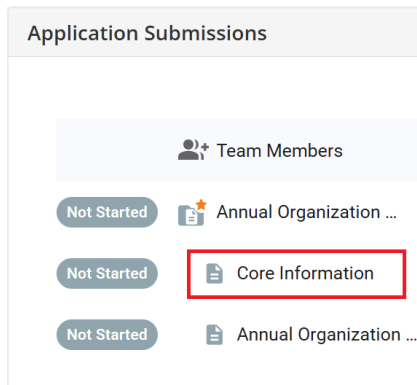
- 7) In eCivis Portal, the invitee will select the My Invitations tab from the navigation bar and select *Accept* or *Reject* for this invite.



- 8) If accepted, the invitee will then be a member of the Project Team and can access the AOR via the “My Applications” tab in their eCivis Portal account.

Completing Annual Organization Registration Questions

- 1) On the “Application Submissions” page, select the first form, “Core Information”.



- 2) Select the Edit button and enter the required information in the form. See below for how to answer the required questions.

- a. Project Title: Enter the full name of the organization + AOR 202_

Example: My Nonprofit AOR 2025

- b. Organization Name: Input full organization/entity name with no abbreviations/acronyms.

Core Information

! Instructions ^

Fill out Core Information.

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- 3) Once all required fields in the Core Information form are complete, select one of two save options:
 - a. Save as Draft: If you need to come back and make changes later.

NOTE: If you make changes, always select *Save as Draft*.

- b. Save as Complete: If you have fully completed the form and no other changes are needed.

NOTE: *Save as Complete* does not submit the registration and changes can still be made later.

NOTE: You will need to select *Save as Complete* on all forms before a registration can be submitted.

- 4) Once a form is complete, the status will update to “Completed” on the left-hand menu.

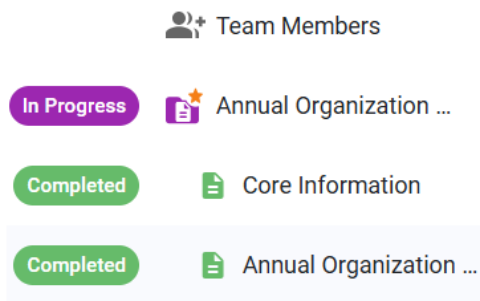
- 5) The next step is to complete the Annual Organization Registration form questions. Select the next form from the left-hand table.

- 6) Read the instructions at the top of the page and select *Edit* to begin filling out the form.

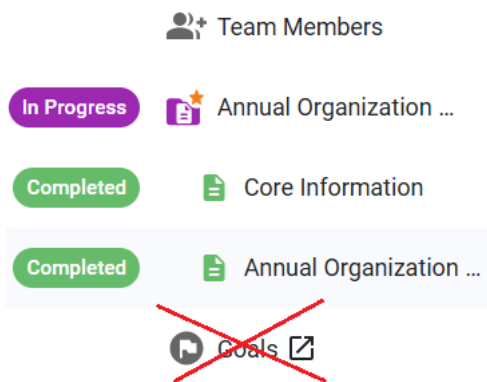
Annual Organization Registration - Entity Registration Questions

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- 7) Collaborate with other project team members to answer required questions. If there are questions about any of the content in this form, submit a [User Support Form](#).
- 8) Once all required fields in the Annual Organization Registration form are complete, either
 - a. Save as Draft: If you need to come back and make changes later.
NOTE: If you make changes, always select *Save as Draft*.
 - b. Save as Complete: If you have fully completed the form and no other changes are needed.
NOTE: *Save as Complete* does not submit the registration and changes can still be made later.
NOTE: You will need to select *Save as Complete* on all forms before an registration can be submitted.
- 9) Once *Save as Complete* as been selected, the left-hand table should now look like this:



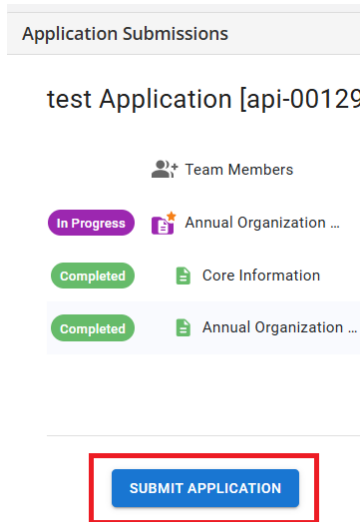
NOTE: Users may see a Goals section in the table, there are no goals to be reported for the Annual Organization Registration and this section can be skipped if viewable.



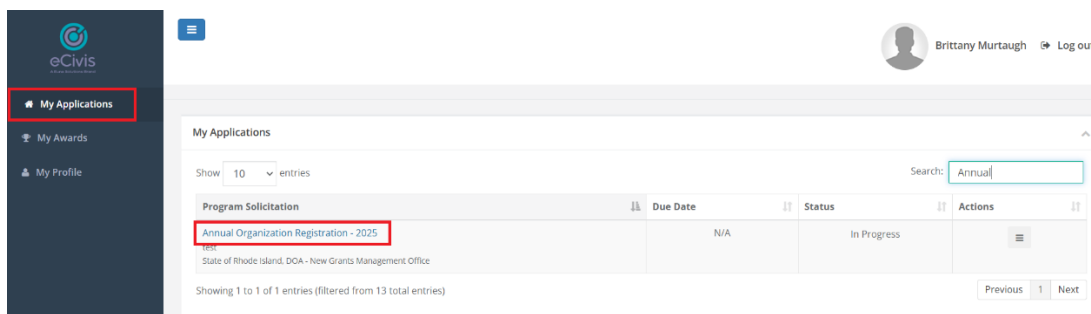
Part Six: Submitting an Application

Once the two application forms have been completed, the application is ready to be submitted. Please ensure all instructions have been reviewed before moving forward.

- 1) Once all application forms are labeled as “Complete” The *Submit Application* button will turn from grey to blue, indicating the application is ready to be submitted. Click the *Submit Application* button to submit all application materials.



- 2) To confirm the AOR has been submitted, navigate to the “My Applications” from the left-hand navigation bar. Then, use the top-right search bar or sort the headings of this table to find the application.



- 3) The “My Applications” table will show the status of each application initiated in the “Status” column. Submitted applications will have the status of “In Progress” until the application is reviewed.

Program Solicitation	Due Date	Status
Annual Organization Registration - 2025 test State of Rhode Island, DOA - New Grants Management Office	N/A	In Progress

- 1) Select the hyperlink name of the program to open view the applications submitted for this program and select the Project in question.

My Applications

Show 10 entries

Search:

Program Solicitation	Due Date	Status
Annual Organization Registration - 2025 test State of Rhode Island, DOA - New Grants Management Office	N/A	In Progress

Showing 1 to 1 of 1 entries (filtered from 13 total entries)

2) In the “Application Submissions” table, choose the name of the project.

Application Submissions

←

Project Title	Submitter	Application Status	Start Date	End Date
test [api-001294]	Brittany Murtaugh	In Progress	12/16/2024	01/01/2026

3) The lefthand toolbar should show a status as “Submitted”.

Team Members

Submitted Annual Organization ...

Completed Core Information

Completed Annual Organization ...

NOTE: See [Appendix B](#) for how to export application content.

Part Seven: Next Steps

Tracking Submission

Now that the Annual Organization Registration has been submitted, the submission will be processed.

Entities can track the status of their submission on the [Resources for Subrecipients – Annual Organization Registration webpage](#) in the posted list.

The status of the registration will be listed as one of the following:

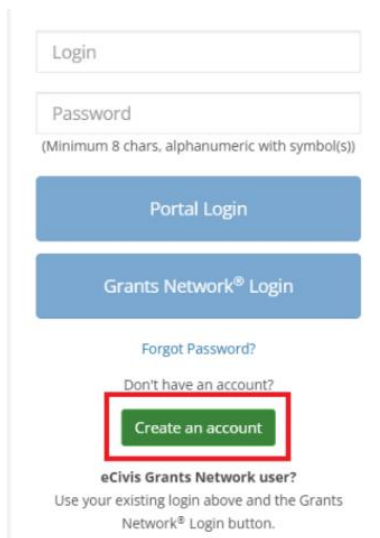
- “Active” indicates the entity has completed the AOR and it has been processed.
- “In Progress” indicates the entity has started the AOR but has not submitted.
- “Pending” indicates the entity has submitted, but the AOR is not yet active.
- “Rejected” indicates the AOR will not move forward. The applicant will be made aware of the specific reason for the rejection.

Ocean State Procures Registration

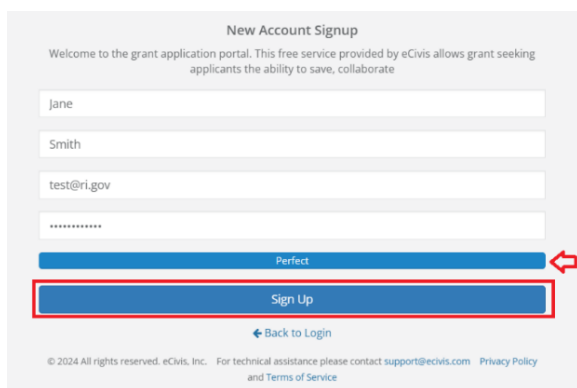
Ocean State Procures in the State of Rhode Island’s vendor management system that allows entities to receive payment. This is a one-time registration managed by the Division of Purchases. If previously completed, it would only need to be updated if the entity information changed (i.e. address etc.). Visit the [Ocean State Procures Vendor Registration webpage](#) for information on how to complete the registration, and access to a Help Desk for further questions.

Appendix A: How to Create an eCivis Portal Account

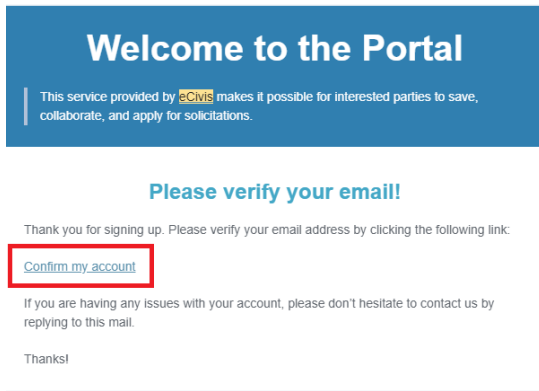
- 1) Navigate to <https://portal.ecivis.com/#/login>
- 2) Select the green “Create an Account” button



- 3) Enter required information and choose password. Ensure that the password success bar is blue to indicate a strong password has been chosen. Then, select Sign Up



- 4) A verification email will be sent to the email provided. Click the link provided in that email. If this link is not selected to verify the email, the user will not be able to gain access to the eCivis Portal account.



5) Once the email is verified, navigate back to eCivis Portal and login.

NOTE: For other eCivis Portal login issues, refer to the [eCivis Portal – Access and Login user guide](#).

Appendix B: Export Application Materials

1) Select *My Applications* from the left-hand navigation bar. Then, use the top-right search bar or sort the headings of this table to find the application.

Program Solicitation	Due Date	Status	Actions
Grantor Training Test Program 2025 Test Project State of Rhode Island, DOA - New Grants Management Office	N/A	In Progress	⋮
Grantor Training Test Program 2025 Test Project State of Rhode Island, DOA - New Grants Management Office	N/A	In Progress	⋮
Grantor Training Test Program 2025 State of Rhode Island, DOA - New Grants Management Office	N/A	Draft	⋮

2) The next page will open a table of all applications created for this Program (ability to submit multiple applications is only available at Grantor discretion and may be deactivated).

Grant Application	Create Date	Status	Actions
Grantor Training Test Program 2025 Test Project State of Rhode Island, DOA - New Grants Management Office	11/20/2024	In Progress	⋮
Grantor Training Test Program 2025 Test Project State of Rhode Island, DOA - New Grants Management Office	12/03/2024	In Progress	⋮
Grantor Training Test Program 2025 State of Rhode Island, DOA - New Grants Management Office	12/09/2024	Draft	⋮

3) Select any of the linked application titles in this table to access the “Application Submissions” window.

- 4) The “Applications Submissions” window contains a more detailed table of the applications. Select the applicable Project Title to review that application.

Project Title	Submitter	Application Status	Start Date	End Date	Budget
Test Project [api-001088]	Brittany Murtaugh	In Progress	11/19/2024	03/29/2025	\$100.00
Test Project [api-001055]	Brittany Murtaugh	In Progress	11/19/2024	03/29/2025	\$200.00
[api-001266]	Brittany Murtaugh	Not Started	11/19/2024	03/29/2025	\$0.00

- 5) To export a copy of the submitted application form to PDF format, open the form name and select *Export to PDF* from the top-right corner of the page.

Application Submissions

Team Members

- Submitted Grantor Training Pro...
- Completed Core Information**
- Completed State of Rhode Islan...
- Completed Grantor Test Progra...

Budget

Goals

Core Information

Instructions

The Core Information Form is a required system generated form that contains fundamental information about the applicant. For questions regarding the content of the Core Information Form, please submit a User Support Form: <https://controller.admin.ri.gov/grants-management/user-support>.

Last edited by: Brittany Murtaugh, 12/16/2024 08:15AM

Application: **In Progress** [api-001088]

Project Title: Test Project

EXPORT TO PDF