Arizona Application Submission User Guide

Application Submission Process

Contents

Reviewing the solicitation

The solicitation is broken up into five parts:
- Summary
- Eligibility
- Financial
- Contact
- Files

In the **Summary**, **Eligibility**, and **Financial** tabs, you can review the program requirements to determine the eligibility of your project/program. In the **Contact** tab, a program contact is listed for additional program related questions. For any technical questions on the submission portal, contact eCivis staff at support@ecivis.com. In the **Files** tab, you will find program and application submittal guidance files along with the documents you are required to complete and submit along with the application:

Downloading the required documents

Before beginning the application process it is critical that all required documents are downloaded and completed. Also, the guidance documents should be downloaded for reference during the application process.

1. Click on the title of the file to download the document:

Beginning the application process

1. When you are ready to begin the application process, click on the *Apply* button on the top left side of the screen. You will be taken to the online grant application portal where you can begin filling out your application and uploading all the required documents:

2. Log in to the Portal. If you are a current eCivis user, you can enter your eCivis username and password to log in; then, click on the eCivis Login button. If you created a Portal account, enter your information and then click on the Portal Login button. If this is your first time using the *Portal* you will need to click on the green *Create an account* button to create your account:

3. On the *Create an account page,* enter basic information:

    a. First name
    b. Last name
    c. Email address
    d. Password

4. After clicking *Sign up* you will be sent an email confirming your email address to complete the process:

    -   In the email verification, click on "Please verify your email":
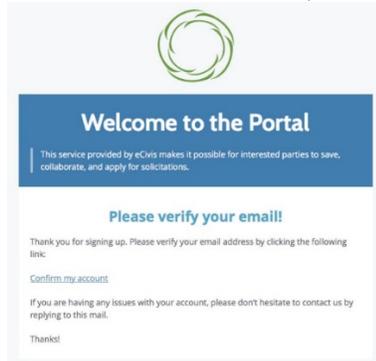
    -   This will bring you back to the Portal login. Enter your full email address and password, then click on *Portal Login*:
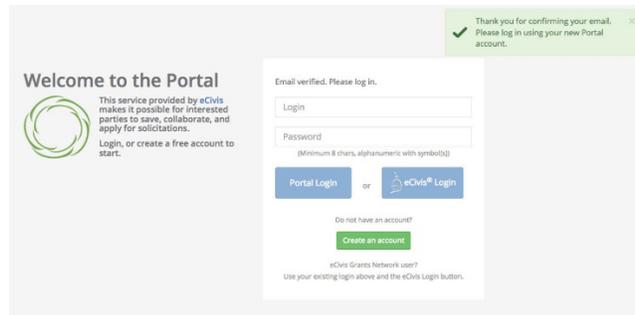
5. Once you have logged in and verified your email address, you will be brought back to the original application you desired to apply for. Prior to beginning the application, you will need to verify your account and log into the grant management system:
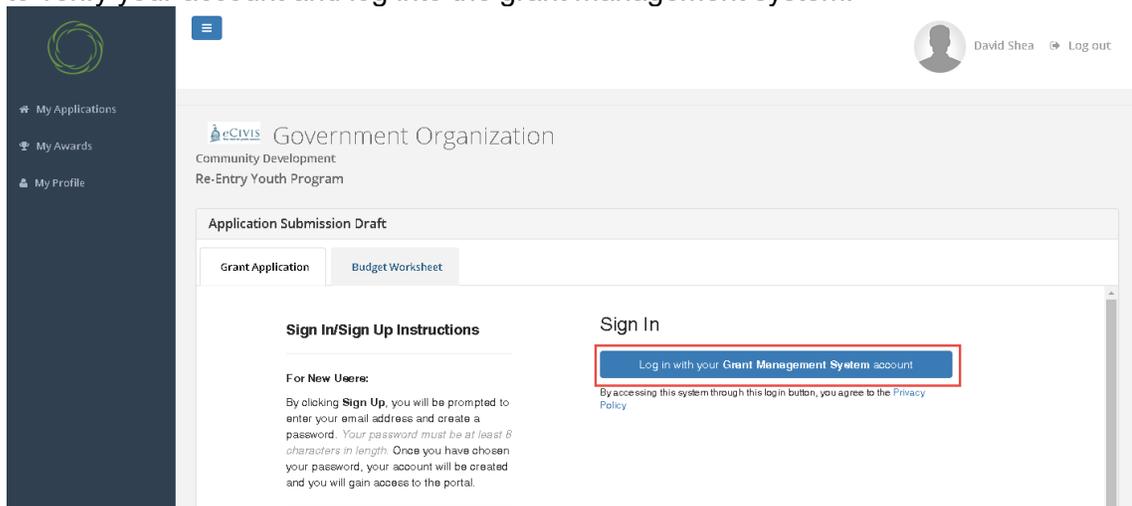
Application Components

Open any program guidance files and use this to reference how each section of the application should be completed.

There are three primary sections to the application:

1. **Profile**
2. **Application**
3. **Budget Worksheet**
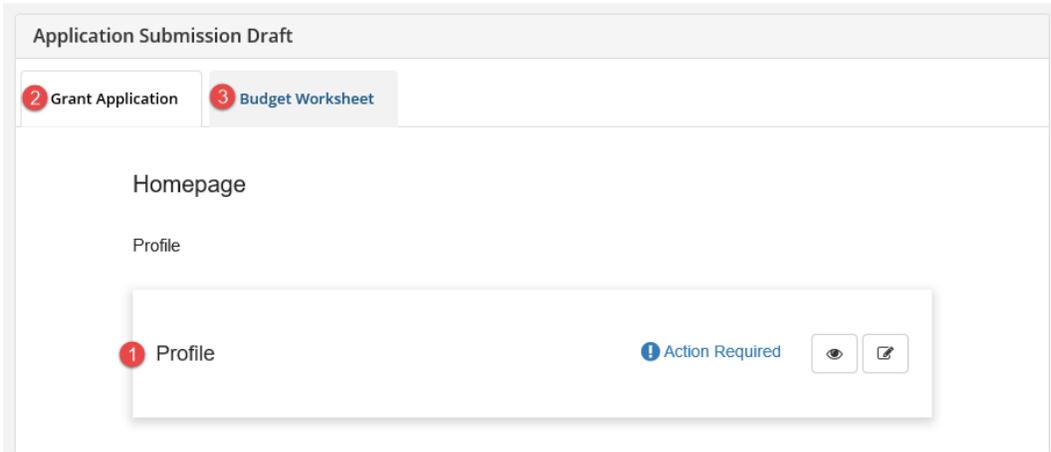
Completing your profile

1. To begin working on the profile, click on the pencil icon:
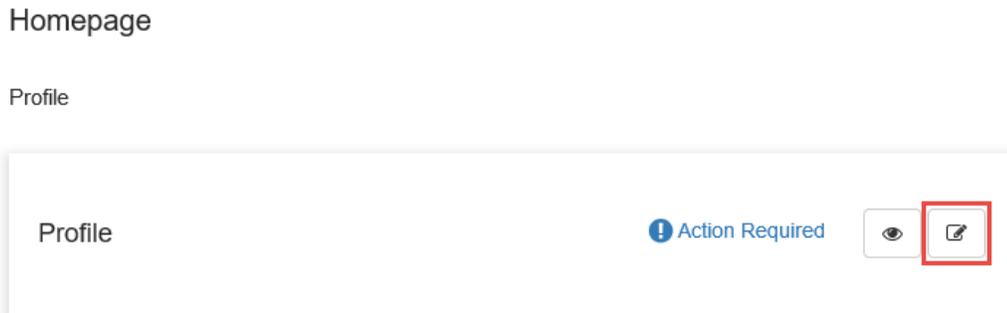
2. Complete all required fields, marked with a red asterisk. If you plan to complete your profile at a later time, select *Save Draft*. To complete your profile, select *Save*. Your profile will need to be completed prior to starting the application:
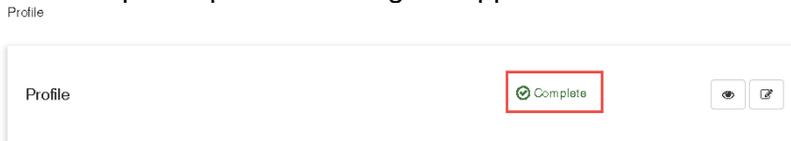
Starting the Application

After you have completed your profile, the application will be available. The two main sections of your submission is the Application Tab and the Budget Tab.

1. From the Grant Application Tab click on *Get Started* to access your application:

Profile

| Profile | ⊘ Complete | 👁 ✎ |

2. Your application can also appear as an Untitled application. Click on the yellow box titled *Application Process* to access your application:

| Profile | ⊘ Complete | 👁 ✎ |

Untitled

Created on 11/07/2018

Application Process
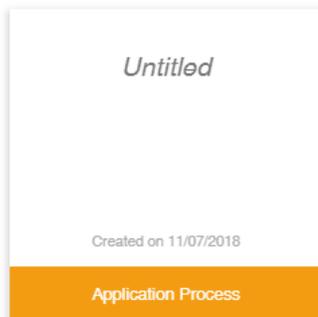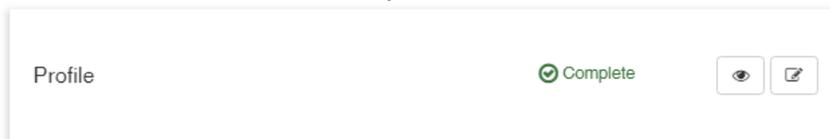
3. Some solicitations will allow you to submit more than one application. To start a new application, click on *Add Another.* To continue work on an application that was already started, click on the yellow box titled *Application Process*:

Profile

Profile   ⊘ Complete   👁   ✎

+
Add Another

Untitled

Created on 03/08/2019

Application Process
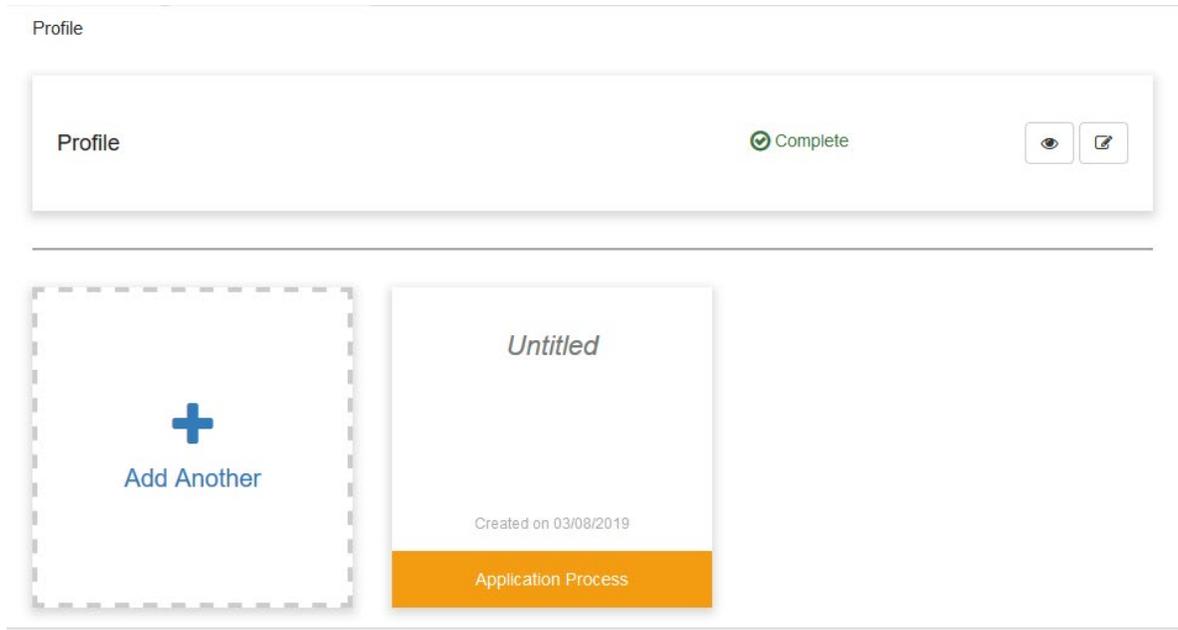
Completing the Application

The *Application* section contains 6 standard narrative fields, 3 program specific narrative fields, and additional required file uploads (if applicable). Refer to your program specific guidance on the appropriate content for each field.

1. Click on the Writing icon to begin completing your application:

Homepage > *Untitled*

Application Process

Applications   ◑ In Progress   👁   ✎

First Stage Submission   Submit
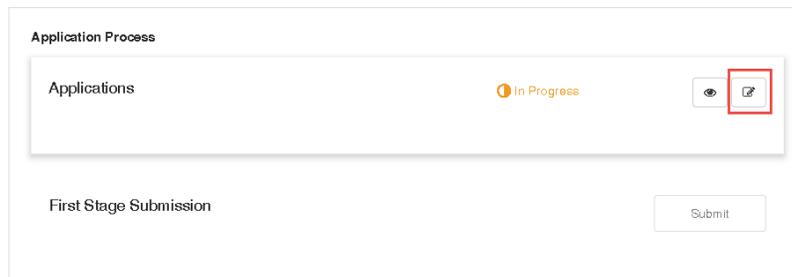
2. Complete all required fields. At the bottom of the page select *Save Draft* to save your work and complete at a later time. To complete your full application select *Save*:

Homepage > Government Organization Application

Application Process

Applications   ⊘ Complete   👁 ✎

First Stage Submission   Submit
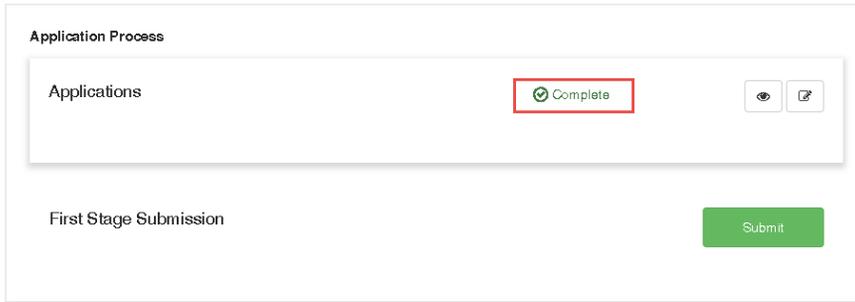
3. Now let's work on the Budget portion of your submission **BEFORE** clicking on Submit.

Completing the Budget

If featured, Click on the Budget Worksheet Tab in the Application Submission Draft Section:

Application Submission Draft

| Grant Application | **Budget Worksheet** |

Homepage

Profile

Profile   ⊘ Complete   👁 ✎
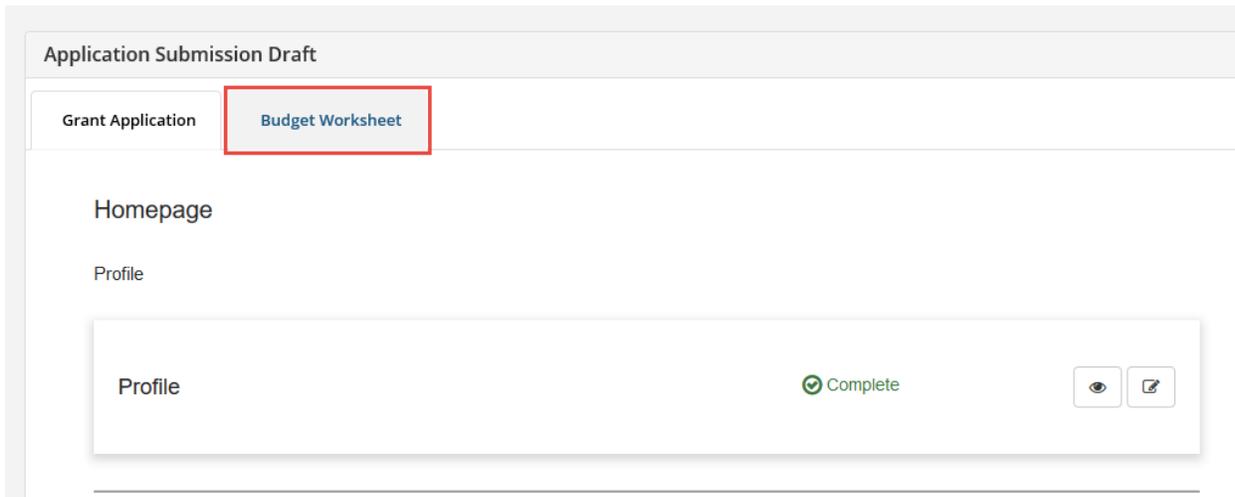
The *Budget* section contains 9 standard categories including an optional narrative justification for each category. Refer to your program specific guidance for additional instructions.

1. Grant Budget Settings

a. The Budget Settings allow you to change how your indirect cost rate and cost share is calculated and also view different stages of your budget:

b. From the Indirect Costs drop down menu, there are several different options to calculate your indirect costs:

- **De Minimus Rate**: this is the standard indirect cost rate that can be used for a Federal or Pass-through Grant if you do not have a negotiated rate.
- **Negotiated Rate**: this should be used if you have negotiated an indirect cost rate with your Federal or Pass-through agency you are applying to
- **Itemized**: this will change the indirect cost calculation from a percentage to a manual entry amount
- **Not Applicable**: this will remove indirect costs from overall calculation and allow you to enter it as a line item entry. If this is selected, an option will be made available in each line item to indicate the type of the item (Direct Cost, Indirect Cost, or Cost Share).

c. From the Match/Cost Share drop down menu, there are several different options to calculate your Match/Cost Share:

- **Percentage**: this will calculate your Match/Cost Share as a percentage of the budget items included
- **Itemized**: this will change the Match/Cost Share calculation from a percentage to a manual entry amount.
- **Total Amount**: this allows you to enter a single total amount for your Match/Cost Share
- **Not Applicable**: this will remove Match/Cost Share from overall calculation and allow you to enter it as a line item entry. If this is selected, an option will be made available in each line item to indicate the type of the item (Direct Cost, Indirect Cost, or Cost Share).

De Minimus Rate/Negotiated Rate/Percentage example:

Itemized budget example:

Not Applicable budget example:

Grant Budget Summary

1. As you enter your budget line items, the total Direct Cost, Indirect Cost, Total Proposed, Match/Cost Share, and Program Income are calculated in the Budget Summary:

   - **Total Direct Costs**: sum of all Direct Cost across all budget categories
   - **Total Indirect Costs**: sum of all Indirect Costs across all budget categories
   - **Total Proposed**: sum of all Direct Costs and Indirect Costs across all budget categories
   - **Match/Cost Share**: sum of all Match/Cost Share across all budget categories
   - **Program Income**: sum of program income line items listed in the *Program Income* section

Budget Items

1. In the Budget Items section you can add and/or adjust your budget item, add sub categories, and enter line item budget entries. Click on the Budget Item *1. Personnel* to begin adding budget entries:

2. Beneath each budget item you can add a table to begin entering specific line items. Using this table you can include specific budget line items:

   - **Title**: the name of the budgeted item
   - **Description**: explanation/detail on the budgeted item
   - **Unit**: if more than one, you can enter multiple units
   - **Unit Cost**: per unit cost (NOTE: if *Unit* and *Unit Cost* is used, the *Cost* field will automatically be populated with the *Unit* number multiplied by the *Unit Cost*)
   - **Extended Cost**: this is indented to represent the total item cost, which could differ from the budgeted amount
   - **Cost**: total amount budgeted for this item
   - **Indirect Cost**: this field can be calculated in different ways based on your budget settings. If included as a percentage, you can check or uncheck this field to include it in your total indirect costs. If included as *Itemized*, you can put any amount desired for this item in the *Indirect Costs* field. If included as *Not Applicable*, you can mark this budget item as *Indirect Cost* and the amount in the *Cost* field will be included in your total indirect costs.
   - **Cost Share**: this field can be calculated in different ways based on your budget settings. If included as a percentage, you can check or uncheck this field to include it in your total *Cost Share*. If included as *Itemized*, you can put any amount desired for this item in the *Cost Share* field. If included as *Not Applicable*, you can mark this budget item as *Cost Share* and the amount entered in the *Cost* field will be included in your total *Cost Share*.

3. Click on the gear icon and then on *Add Table*:

4. Add or remove rows by performing a **right click** on your mouse while in the table and selecting from the available options:
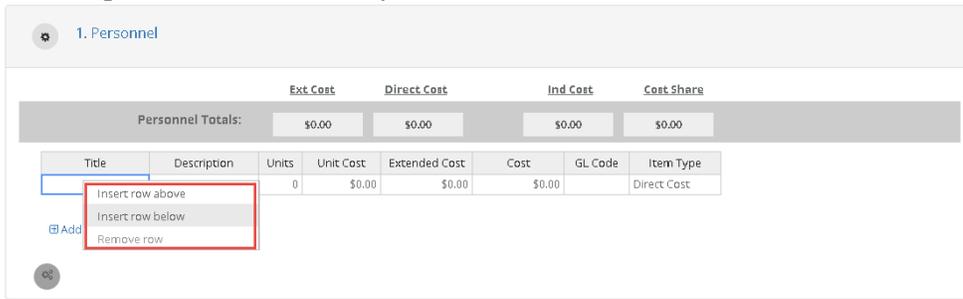
5. Add Title, Description, Units and Unit Costs or Title, Description and Cost if Units or Unit Cost is not known. Check Indirect Cost, Item Type and add Indirect and Cost Share amounts if not using "Not Applicable" budget settings:
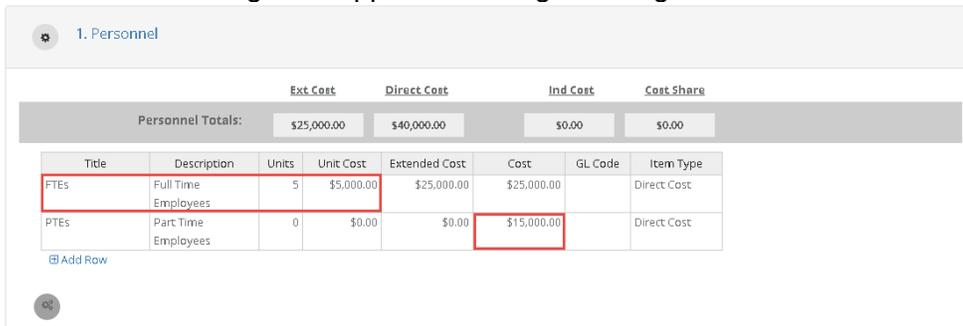
6. You can create up to two sub categories to organize your budget as detailed as needed. To edit a sub category name, select the pencil icon next to the title:
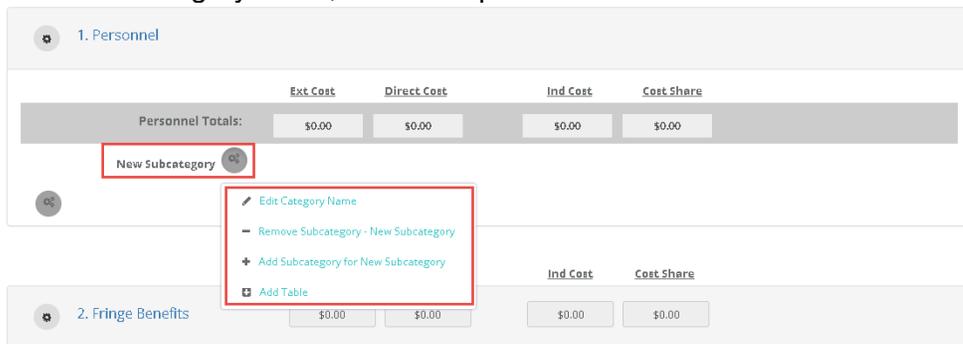
Narrative

1. The budget narrative is available to provide additional detail, explanation, and/or justification to specific budget line items. The budget narrative is also fully compatible with Microsoft Word. Already developed narratives can be cut and pasted into this section. Once completed click on the Save Narrative icon. You can export your budget narrative by clicking on the PDF icon:

Budget Narrative

Enter your budget narrative below.

`</>` `H1` `H2` `H3` `B` `I` `U` `≔` `≔` `≔` `≔` `%`

[text entry box]

[Save Narrative] [📄]   8000 characters remaining

Finalizing Grant Budget

1. Once you have finalized your *Pre-award* budget click on the Save icon. You can also export your budget to Excel by clicking on the Excel icon:

David Shea   Log out

⊞ My Applications
🏆 My Awards
👤 My Profile

eCIVIS **Government Organization**
Community Development
Re-Entry Youth Program

Application Submission Draft

| Grant Application | Budget Worksheet |

Budget Settings				Budget Summary	
Multi-Term Budget	⦿ No ○ Yes	▾		$40,000.00	Total Direct Costs
Indirect Costs	Not Applica ▾	0.00 %		$0.00	Total Indirect Costs
				$40,000.00	Total Amount (Direct + Indirect)
Match / Cost Share	Not Applica ▾	0.00 % $ 0.00			
Budget Stage:	Pre-Award			$0.00	Match / Cost Share
Actions	💾 ⊘ 🇽			$0.00	Program Income

Add another Application

For programs allowing multiple applications from the same organization, you will see the option to *Add Another* on the Homepage.

1. Select this option and complete the Application and Budget sections for the 2nd submission. Repeat this process untill desired submissions have been made. If returning to complete your application that was previously left in a draft status, click on the applicable Program Box
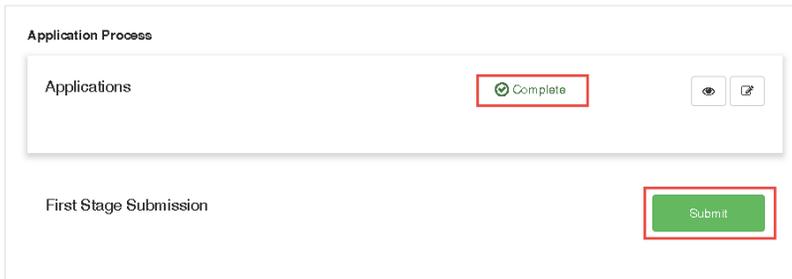
and then click on the Writing icon to complete your application:
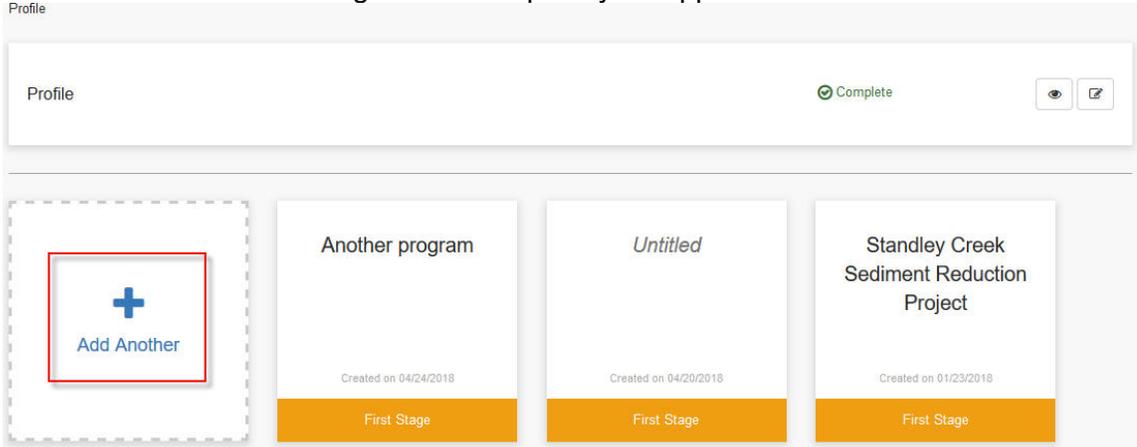
Submitting your application

1. Once you have completed your application and your budget, click on *Submit* to send your application to the funding agency:

2. Your application has been submitted and is now Under Review: