

eCivis Grant Management System

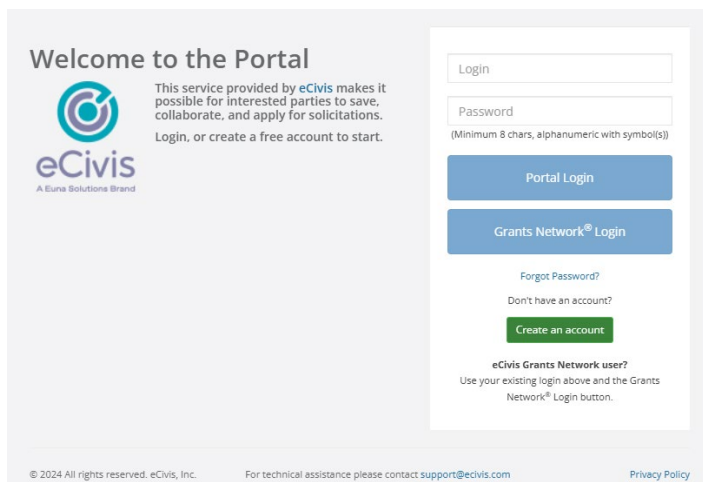
eCivis is the new grant management system used by the state that tracks grants from application to close-out. Starting in 2025, the Office of Judicial Administration will be moving to eCivis with:

- Court Alcohol and Drug Program grants and scholarships
- 2026 IOCS Pretrial grants
- 2026 IOCS Problem-Solving Court grants

Applications for these three Justice Services grants must be submitted electronically through the eCivis Grants Portal.

Creating an Account

First time eCivis users will need to set up a Grants Portal account. New account setup requires a name, email, and password. There is no cost to set up a Grants Portal account. Create an account from the main eCivis Portal page at <https://portal.ecivis.com/>.



The screenshot shows the eCivis Grants Portal interface. On the left, there is a 'Welcome to the Portal' message with the eCivis logo and a brief description of the service. On the right, there is a login and account creation form. The form includes fields for 'Login' and 'Password' (with a note that the password must be at least 8 characters, alphanumeric with symbol(s)). Below these fields are two buttons: 'Portal Login' and 'Grants Network® Login'. There are also links for 'Forgot Password?' and 'Don't have an account?'. A green button labeled 'Create an account' is positioned below the 'Don't have an account?' link. At the bottom of the form, there is a section for 'eCivis Grants Network user?' with instructions to use existing login information and the 'Grants Network® Login' button. The footer of the page contains copyright information for 2024, technical assistance contact information, and a link to the Privacy Policy.

Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

Login

Password
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

[Forgot Password?](#)

[Don't have an account?](#)

Create an account

eCivis Grants Network user?
Use your existing login above and the Grants Network® Login button.

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After creating an account and logging into the Grants Portal using “Portal Login,” users can add information to build-out their user profile, including organization-specific information like name, address, website, UEI number, etc.

Training Available

The *Training Materials* tab at <http://www.in.gov/sba/grants/resources-for-subrecipients> offers user guides for each step in the grant cycle as well as videos showing how to set up a portal account, submit an application, submit reports, and close out the grant at the end of the grant cycle.

Note that with eCivis, “subrecipients” and “state grant recipients” are considered the same.

Additionally, the State Budget Agency hosts office hours for applicants/subrecipients on the first and third Thursdays of each month for 1 hour starting at 1:00 p.m. (Eastern). See details on the prescheduled topics for demonstration, learn more about timing for the office hours, and find the link to join at <https://www.in.gov/sba/grants/grants-management-workshops/>.

Finding Grants

The *Grant Opportunities* tab at <http://www.in.gov/sba/grants/resources-for-subrecipients> lists all open grant applications. Look for “OJA – Indiana Office of Court Services” to find OJA’s Justice Services grants. Please review each specific grant’s eligibility guidelines that applicants must meet in order to apply.

Grant Awards

Upon final agency approval of an award, successful grant recipients will receive two emails.

1. “Application Award Notification” notifies grant recipients of the award decision and includes a link to the eCivis Portal where they will accept their award.
2. The second email contains a link to the eCivis Portal where grant recipients will manage their post-award activities. The grant agreement will be emailed separately through DocuSign after the award notice has been accepted.

After selecting the correct award from the My Awards list, grant recipients can view the details of a particular grant on the Award Dashboard. The *Award Dashboard* tab contains the tools grant recipients will use to manage their awards. From submission of financial reports (reimbursement requests) to submitting activity reports to requesting grant amendments, grant recipients can access the awarded funds they need.

Assistance

Within each application, there is information on who to contact for portal issues and grant specific questions. The State Budget Agency will handle any issues related to eCivis. An OJA contact will handle questions concerning eligibility, allowable expenses, grant reporting requirements, etc.

For general information regarding OJA grants in eCivis, contact IOCSgrants@courts.in.gov.