





## Subrecipient FAQ

- **Is Euna Grants the new eCivis?**
  - Yes, eCivis has rebranded themselves as Euna Grants. Same company, but a different name
- **Where do I go to create a Euna Grants (formerly eCivis) Portal account?**
  - <https://portal.ecivis.com/#/login>
- **Is there a charge for creating a Euna Grants (formerly eCivis) Portal account?**
  - No, there is no charge. Portal accounts are free.
- **Can you create more than one Portal account for your organization?**
  - Yes, you can create as many accounts as necessary to help manage your grant.
- **When logging into the Euna Grants (formerly eCivis) Portal, should I choose “Portal Login” or “Grants Network Login”?**
  - The Portal Login is for non-state employees
  - The Grants Network Login is for state employees
- **I have a Euna Grants (formerly eCivis) Portal account, but when I login I don’t see the application for the grant I wish to apply for.**
  - You need to click on the Apply button  from the solicitation webpage to have access to application.
  - Once successfully logged into the Portal, click the Create New Application button to access the application. 
- **What if I can’t find the grant opportunity on the State Budget Agency website?**
  - The state budget agency website only lists the “public” solicitations. Private solicitations will be sent directly to approved candidates. Please contact the Granting Agency for further information.
- **Can you have more than one person working on the grant in the Euna Grants (formerly eCivis) portal?**
  - Yes, the owner of the workspace (whoever submitted the application) can invite other to join the workspace by clicking on the “Manage Project Team” button from the Award Dashboard.

- **Does each person with access to the Grant Awarded workspace have equal access and abilities?**
  - Yes, each person with access to the grant workspace can perform any functions necessary to manage the grant.
- **What if I submitted my application but need to make changes?**
  - Once your application has been submitted, you need to contact the State Granting Agency to see if they will allow changes to be made after submission.
- **Are financial reports and reimbursement requests the same thing?**
  - Yes, submitting financial reports in Euna Grants (formerly eCivis) is the same as submitting a reimbursement request. You will click on the reimbursement button on the request letting the granting agency know this is for financial reimbursement.
- **Can I track reimbursement requests in the Euna Grants (formerly eCivis) portal?**
  - Yes, you will be able to see all financial requests and their current status when submitting financial reports.
- **Will I be notified when activities are due or completed in the Euna Grants (formerly eCivis) portal?**
  - Yes, you and any added team members will receive automatic email messages from Euna Grants (formerly eCivis) s about upcoming requirements or completed actions.
- **Who should I contact if I am having problems?**
  - If you are having trouble with functions in the Euna Grants (formerly eCivis) portal, you can contact Euan Grants at: [support.ecivis@eunasolutions.com](mailto:support.ecivis@eunasolutions.com)
  - If you are having trouble finding or navigation through the portal, you can contact the State Budget Agency grants management team at: <https://www.in.gov/sba/grants/contact-grants-management-team/>
  - If you are having trouble with understanding how to manage your grant or specifics about grant requirements, please contact the granting state agency. You can find their contact information on the grant solicitation or award notification.
- **Are there additional resources or training available?**
  - Yes, there are user guides and helpful information on the SBA website for applicants/subrecipients at: <https://www.in.gov/sba/grants/resources-for-subrecipients/>
  - There are also Grants Management Office Hours that you can attend to participate in a forum discussing various topics concerning eCivis and grants management: <https://www.in.gov/sba/grants/grants-management-workshops/>