Objective: Applicants understand how to accept & manage an award within the <u>eCivis Grants Portal</u>.

Step 1: Responding to an Award Notification

If an application submitted to <u>eCivis Grants Portal</u> is approved, the applicant will receive notification by email. The "Application Award Notification" email will include a PDF version of the award notification as an attachment.

Award Notification Letter

Dear Chapin's Portal Account,

Congratulations! An award package has been created for the following program:

Project:	MSDofMartinsville | MSD of Martinsville
Program:	[DEMO] TitleCon Program FY25
Approved Amount:	$0.00

1. To respond to the award notification, click on the <u>eCivis Grants Portal</u> link at the bottom of the email.

    Please find your award letter attached. To see full award details and accept your award, please click here.

2. Log into Portal and click on the appropriate Award title, or from the Actions column, select *Accept/Decline Award*:

    My Awards

    Show [10 ▾] entries   Search: [_____]

Grant Title	Award Status	Notification Date	Performance Period	Open Tasks	Actions
Electric Bus Fleet Implementation	Awarded	01/27/2019	1/1/19 - 1/1/20	0	☰
HOPWA FY2019	Awarded	06/13/2019	6/30/19 - 6/30/20	0	☰
Workforce Development Program (WDP) Grant - FY 2019	Pending Acceptance		7/3/19 - 7/3/21	0	☰

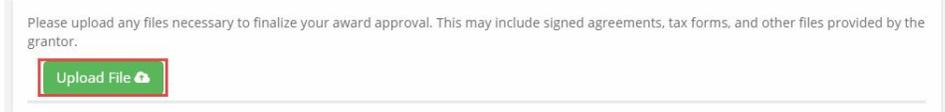   Showing 1 to 3 of 3 entries   Accept/Decline Award ❯

3. From the following page, download any files from the Actions column. Then, click *Continue.*

4. Review and finalize the award's budget. The granting agency may not have awarded the exact amount requested. Changes can be requested if the award recipient believes the budgeted items are justified. A narrative can be included in the budget to further explain and justify expenses. When ready to finalize, click *Save Changes*.

5. Applicants will select from the following choices to respond to the award notification:

    [Accept and Continue]   [Request Budget Change]   [Decline Award]   [Back]

    Accept and Continue: proceed to the next stage to accept the award, including file attachments & submission.
    Request Budget Change: sends a request to the grantor, followed by an updated Award Notification to accept.
    Decline Award: decline the award offer. A text box will be available to include a written response to the offer.
    Back: return to the finalize budget page.

6. If files need to be attached to accept the award, select *Upload Files*.

> Please upload any files necessary to finalize your award approval. This may include signed agreements, tax forms, and other files provided by the grantor.
>
> **Upload File ☁**

7. Select *Finalize and Submit* to send the Program Administrator notification the award's been accepted.

File Name	File Size	Actions
Award Notice Place Holder.docx	11.0 KB	☁ 🗑

Showing 1 to 1 of 1 entries   Previous 1 Next

Save **Finalize and Submit** Decline Award Back

Step 2: Accessing your Awards

Access to all your awards and their financial history is available from the My Awards option from the navigation bar.

eCivis

 ⌂ My Applications

 🏆 **My Awards**

 👤 My Profile

Chapin's Portal Account   ↦ Log out

My Awards

Show 10 ∨ entries   Search: [   ]

Grant Title	Project Title	Award/Contract Number	Award Type	Award Status	Notification Date	Performance Period	Role	Actions
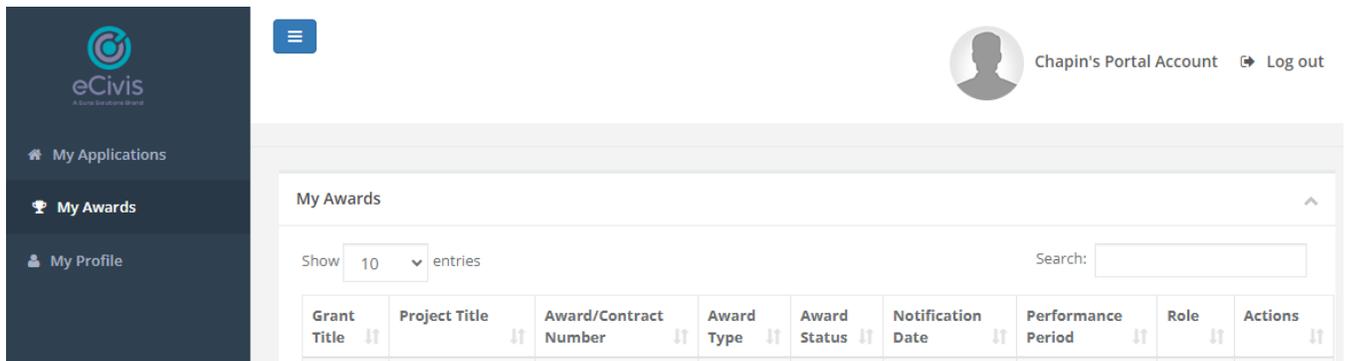
In the *My Awards* table, there are several column headers with information for each specific Award row.

Grant Title: Name of the program.

Award Status: Varies by each award row's status.
> *Awarded*: Award has been accepted.
> *Pending Acceptance*: The award is waiting for you to accept or decline it.

Notification Date: The date the program officer reviewed and approved your award.

Performance Period: The project period as specified by the Program Officer.

Role: The Portal Account's role for that specific award row.
> *Owner*: You submitted the application and are tracking and managing the award.
> *Team Member*: You are not the original applicant but were invited to help track the award & submit reports.

Actions: Varies by award status.
> *Awarded*: Manage Award
> *Pending Acceptance*: Accept/Decline Award

Clicking on an individual grant title accesses its Award Dashboard.

Step 3: Navigating your Award Management Tools

The Award Dashboard contains: Award Detail, Pending Tasks, Financial Activity, and Award Detail.

1. Award Detail Section

- Click + to view Funding Details.
- *View Budget:* View your budget.
- *View Goals:* View your applicants' goals
- *View Files:* The grantor has attached the following files for you to download and view.
- *Submit Financial Report:* Submit a new Financial Report.
- *Submit Activity Report:* Submit a new Activity Report.
- *Request Grant Amendment:* Request a grant amendment.
- *Manage Project Team:* View team members who also have access to the Award Dashboard & can submit reports. Team members can be added & removed using this button. <u>Note</u>: This button will only appear for *Owners* of the award.

2. Pending Tasks Section

- *Task Type:* Financial or Activity Reports
- *Due Date:* When your report is due.
- *Actions:* Submit the report or mark as complete.

3. Financial Activities Section

These columns can be reorganized by clicking on the column headers:

- *Financial Report:* Type of report
- *Reporting Period:* Date range of items in the report.
- *Created by:* Team member who submitted the report.

4. Date Created: Date on which the report was saved.

5. Current Status:

- *Approved/ Awaiting Payment:* the funding agency has approved the report but has not submitted payment.
- *Approved/ Paid:* the funding agency has approved the report and submitted the reimbursement.
- *Rejected:* The funding agency needs more information.
- *Pending Approval:* The report has been submitted, and there has been no action by the funding agency.

6. Actions:

- *Review/Resubmit:* If a report has been rejected, the applicant will have the opportunity to edit & resubmit it.