

# Subrecipients: Submitting Activity & Financial Reports

Grants Management Guide - State of Indiana

Version 2 (June 2024)

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**Objective:** Applicants understand how to submit activity & financial reports in the [eCivis Grants Portal](#).

## Submitting Financial Reports

From the Award Dashboard, you can submit a Financial Report directly to the Program Officer.

1. Select *My Awards* from the navigation bar.

The screenshot shows the eCivis Grants Portal interface. On the left is a dark navigation bar with the eCivis logo and three menu items: "My Applications", "My Awards" (highlighted), and "My Profile". To the right of the navigation bar is a user profile section for "Chapin's Portal Account" with a "Log out" link. Below the navigation bar is the "My Awards" section, which includes a "Show 10 entries" dropdown and a search box. A table with the following columns is visible: Grant Title, Project Title, Award/Contract Number, Award Type, Award Status, Notification Date, Performance Period, Role, and Actions.

2. Click on *Submit Financial Report*.

The screenshot shows the "Award Dashboard" for a specific award. The award details include: Subrecipient: Kelly Young, Program: AZ911 FY20 Grant-TEST 2, Project: Test 1, Approval Date: 01/04/2019, and Approved amount: \$100,000.00. Below these details are sub-amounts for Total Federal Award (\$0.00) and Total Non-Federal Award (\$0.00), resulting in a Total Match of \$0.00. The Performance period is listed as N/A - N/A. In the top right corner of the award detail box, there are two buttons: "View Budget" and "Submit Financial Report" (which is highlighted with a red border).

3. The Award Detail provides a summary of the award information.

The screenshot shows the "Award Detail" page for the award "AZ911 FY20 Grant-TEST 2", which is marked as "Awarded". The details include: Awarded by: Arizona Sub Recipient Portal, Approved amount: \$100,000.00, Match type: Cash match: \$0.00, In-Kind match: \$0.00, and Performance period: N/A. A "Back to Award Detail" button is located in the top right corner.

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The Award Financial Overview is not editable but will update itself depending on the amounts that are submitted in the Financial Report Details. This area is a summary of the total award spent and the total award amount remaining.

Award Financial Overview			
This overview will update in real time as you complete your financial request. The data here reflects all submitted spending reports, even those still in the approval process.			
	Spend	Match	Spend + Match
Award Total Spend	\$ 0.00	\$ 0.00	\$ 0.00
	0.00 %	0.00 %	
Award Remaining	\$ 100,000.00	\$ 0.00	\$ 100,000.00

4. In Financial Report Details, click inside the *Reporting Period* text box to provide the applicable dates. Click *Apply*.

Financial Report Details

Reporting Period: \*

07/01/2019 - 08/24/2019

07/01/2019 08/24/2019 Apply Cancel

Jul 2019							Aug 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	30	31

5. Enter the amounts in the appropriate category under the *Spend* and *Match* columns. Applicants can only report in categories they are awarded in. (Spend: the amount of grant funds spent. Match: the amount of match funds spent.)

Financial Report Details

Reporting Period: \*

07/01/2019 - 08/24/2019

Category	Spend	Match	Spend + Match	Award Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 275,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00
Program Income	Received	Expended		
	\$ 0.00	\$ 0.00		
Report Total	Spend	Match	Spend + Match	
	\$ 0.00	\$ 0.00	\$ 0.00	
	0.00 %	0.00 %		

NOTE: If you wish to submit a reimbursement request for a category that is grayed out, a budget modification is needed.

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6. The *Spend + Match* and *Award Remaining* columns will automatically calculate the costs when you update the Spend and Match amounts. Additionally, the Report Totals will automatically calculate to provide a breakdown of the amounts and percentages of funds used in the Reporting period.

Reporting Period: \*  
07/01/2019 - 08/24/2019

Category	Spend	Match	Spend + Match	Award Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 50,000.00	\$ 0.00	\$ 50,000.00	\$ 225,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00
<b>Program Income</b>	<b>Received</b>	<b>Expended</b>		
	\$ 0.00	\$ 0.00		
<b>Report Total</b>	<b>Spend</b>	<b>Match</b>	<b>Spend + Match</b>	
	\$ 55,000.00	\$ 0.00	\$ 55,000.00	
	100.00 %	0.00 %		

7. Once complete, check *Reimbursement Requests*. The box will auto populate with the amount from the spend column. If different, define the amount you are requesting for reimbursement.

Category	Spend	Match	Spend + Match	Award Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 50,000.00	\$ 0.00	\$ 50,000.00	\$ 225,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00
<b>Program Income</b>	<b>Received</b>	<b>Expended</b>		
	\$ 0.00	\$ 0.00		
<b>Report Total</b>	<b>Spend</b>	<b>Match</b>	<b>Spend + Match</b>	
	\$ 55,000.00	\$ 0.00	\$ 55,000.00	
	100.00 %	0.00 %		

Reimbursement Request\*  
\$ 55,000.00

This is my final report

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NOTE: If your grantor has selected *Collect Detailed Financial Reports* for your solicitation, then your report will look like the below. Click the *plus icon +* to add new line items.

Category	Spend	Match	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. Personnel	\$ 100.00	\$ 0.00	\$ 145,654.71	\$ 0.00	\$ 546,054.71	\$ 0.00	\$ 145,054.71
GL Code / Activity	Spend	Match	Description				
Test 1	\$ 100.00	\$ 0.00	TEST 1				
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 2,500.00	\$ 0.00	\$ 17,011.80	\$ 0.00	\$ 12,511.80	\$ 0.00	\$ 12,511.80
GL Code / Activity	Spend	Match	Description				
Test 2	\$ 2,500.00	\$ 0.00	TEST 2				
6. Contractual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 0.00	\$ 0.00	\$ 50,000.00	\$ 0.00	\$ 50,000.00	\$ 0.00	\$ 50,000.00

- When this is the final report and the final request for reimbursement, check the *This is my final report* box. The grant closeout process will automatically begin once this box is checked and submitted.

Include spending details & a brief description about the reporting period's expenses in the Financial Report Narrative.

**Financial Report Narrative \***

Please develop your narrative below including key metrics, spending details, and other pertinent details.

</> H1 H2 H3 B I U ☰ ☷ ☰ ☷ 🔗

**Reimbursement Request \***

\$ 55,000.00

**This is my final report**

- Documents can be uploaded to the report, including PDFs & scanned images, by clicking *Upload File*.

**Financial Report Files**

Please upload any files necessary for your financial report. This may include financial transactions, receipts, program income, etc...

Upload File

Show 10 entries Search:

File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries Previous Next

- When finished, click *Submit Report*.

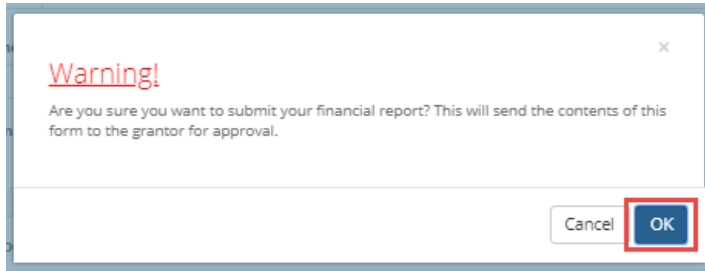
No files are available for download

Showing 0 to 0 of 0 entries Previous Next

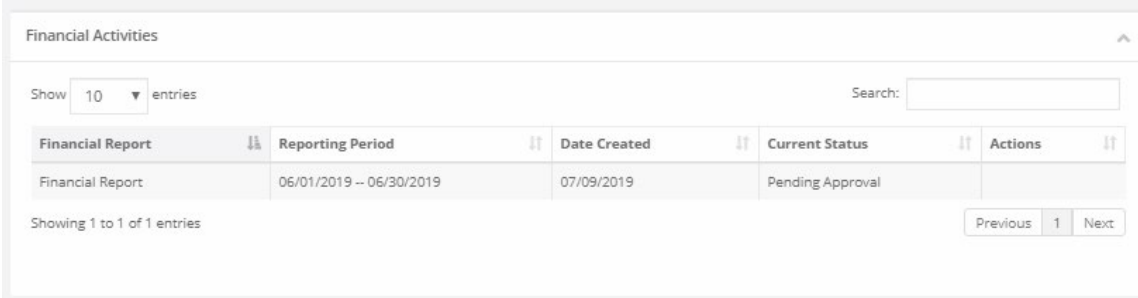
Submit Report
Cancel

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11. Click **OK** on the warning notification to send the report to the funding agency.



12. This will return you to the *Award Detail* page. The Financial Report will now be recorded under the *Financial Activities*.

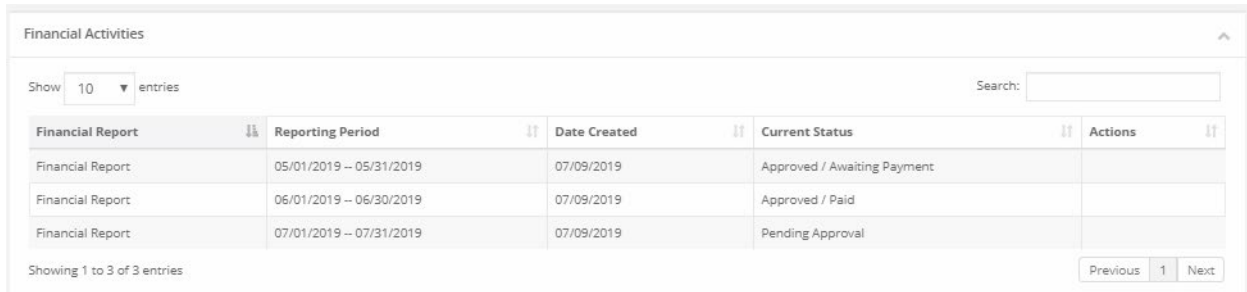


13. The Financial Report status will change, depending on the approver's actions.

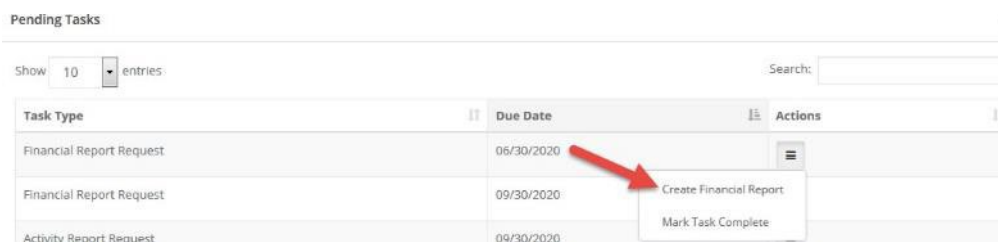
*Pending Approval:* The Financial Report has not been reviewed.

*Approved / Awaiting Payment:* The Financial Report has been reviewed and is waiting for payment.

*Approved / Paid:* The reimbursement is complete.



14. If this report fulfills an assigned Financial Report task in your Pending Tasks table, click on the *Actions icon* next to that task and click *Mark Task Complete*.



# Subrecipients: Submitting Activity & Financial Reports

## Submitting Activity Reports

1. From *My Awards*, select the Grant Title *hyperlink* of the award.

Grant Title	Award Status	Notification Date	Performance Period	Role	Actions
Workforce Development Program (WDP) Grant - FY 2019	Awarded	07/09/2019	7/3/19 - 7/3/21	Owner	[Menu]

2. At the top right, click *Submit Activity Report*.

**Award Dashboard**

**Award Detail**

Subrecipient: Ulysses Grant      Program: Workforce Development Program (WDP) Grant - FY 2019

Project: Job Incubator      Award ID: HXI-082019-001

Approval Date: 07/09/2019

Approved amount: \$40,000.00 +

Total Federal Award: \$0.00

Total Non-Federal Award: \$40,000.00

Buttons: View Budget, Submit Financial Report, **Submit Activity Report**, Manage Project

3. Complete the following form and attach any pertinent files.

**Activity Report**

Reporting Period: \*

Please develop your narrative below including key metrics, and other pertinent details.

Report Narrative: \*

Rich text editor toolbar: </>, H1, H2, H3, B, I, U, List, Link

4. Update any Goal/Activity Metrics.

**Activity Report Metrics**

Please enter metrics to describe progress on your goals.

Businesses Trained and Implemented :	<input type="text" value="0.00"/>	(5.00)
Total Served Target:	<input type="text" value="0.00"/>	(1000.00)

# Subrecipients: Submitting Activity & Financial Reports

5. Attach any Activity Report Files by clicking the green *Upload File* button.

Activity Report Files

Please upload any files necessary for your activity report.

[Upload File](#)

Show 10 entries



File Name	File Size	Actions
No files are available for download		

6. Click *Submit Report*.

Previous Next

[Submit Report](#) [Cancel](#)

7. If this report fulfills an assigned Activity Report task in your *Pending Tasks* table, click on the *Actions icon* next to that task and click *Mark Task Complete*.

Task Type	Due Date	Actions
Activity Report Request	09/30/2020	
Activity Report Request	12/31/2020	

Showing 1 to 2 of 2 entries

Create Activity Report

Mark Task Complete