



State of Indiana Euna Grants Portal Subrecipient User Guide

Award & Management for Subrecipients November 2023

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Definitions

Agency Euna Grants User – A user of Euna Grants Network. This is a State of Indiana staff person using the system as a Grantee or Grantor. See Grantee and Grantor.

Application Workspace – An Application Workspace is created for authorized Agency Euna Grants users to view and create their application and evaluation forms outside of any State of Indiana required fields for competitive solicitations. It will also include the budget selected at solicitation, but it is not editable. The Application Workspace allows Agency Euna Grants users to identify application review team members, make application review assignments, and tabulate review results and scores. See also **Solicitation** and **Zengine**.

Award Approval Package – The collection of documents, within a task, which support the finalization of a grant award captured in Euna Grants Network. This includes an auto-generated award notice from Euna Grants Network, awarded budget, and goal setting (if enabled as part of the solicitation setup)—along with any specific documents uploaded and provided to the Subrecipient by the Grantor (agreement, further post-award guidance, reporting template, etc.).

Budget – The financial information Applicants are required to submit to the Funder or Grantor detailing how they will spend grant funds, if awarded. This budget is carried over to the awarded grant so that the Grantee or Subrecipient reports financial information at the level of detail required by each grant program.

Cash Match – A portion of project costs not paid by Federal funds as a direct project expense ([2 CFR 200.306](#)). This portion of the project costs are provided as cash from the Indiana State Agency or State of Indiana resources.

Euna Grants – The software vendor that created Euna Grants Network (Indiana State Agencies as Grantees/Grantors) and Euna Grants Portal (Applicants/Subrecipients to Indiana State Agencies' grant programs).

Euna Grants Project – Project is used in two ways within Euna Grants Network, Grantee project and Grantor project. See **Grantee Project** and **Grantor Project**.

Financial Report (Payment or Reimbursement Request) – The task assigned to a Grantee or Subrecipient to submit financial data. Financial reports can also include payment or reimbursement requests within them. These reports are usually recurring in nature through the grant term.

Grant Amendment – An amendment (either initiated by the Grantor or Grantee/Subrecipient) that will officially change the terms of the agreement. An amendment can edit the scope of work, grant term, or financial information.

Grantee – Persons or organizations who receive funding from another party. Indiana State Agencies operate in the role of a Grantee when they receive funding from external parties like the Federal government. A Grantee is also referred to as a Subrecipient.

Grantee Project – Indiana State Agencies can manage grants that they pursue from pre-award to post-award by creating a project.

Grantor – Persons or organizations that provide grant funding to another party. Indiana State Agencies operate as Grantors when they distribute grant funds to Subrecipients (Grantees). Also, referred to as a Funder.

Grantor Project – A project title is required for each application submitted by an Applicant and an award granted by an Indiana State Agency. The Subrecipient or the Grantor (Indiana State Agency) can edit the project title at any time. The project title is called Project or Project Name in Euna Grants Network.

Grants Network (GN) – The Euna Grants name for the software. Euna Grants also refers to the system as “Euna,” “Euna Grants Network,” or “GN.”

In-Kind Match (Third-Party In-Kind Contribution) – The value of a non-cash contribution (i.e., property or services) that—(1) benefit a Federally-assisted project or program; and (2) are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award ([2 CFR 200.1](#)).

Notice of Funding Opportunity (NOFO) – A formal announcement of the availability of funding through a financial assistance program from an awarding agency.

Portal (Euna Grants Portal) – The public-facing portal for Applicants of all Indiana State Agency grant programs released in Euna Grants Network. URL: <https://portal.ecivis.com/#/login>.

Program – The release of funds to Subrecipients. Programs are also referred to as “grant programs.” For example, The Office of Community and Rural Affairs releases a grant program to accept applications for the Community Development Block Grant (CDBG) application.

Reimbursement Request – The process a Subrecipient undertakes in Euna Grants to be reimbursed for allowable program activity. This is completed through the financial reporting feature in Euna Grants Network, indicating that it is a reimbursement request.

Solicitation – The public-facing notification of available grant funding. The solicitation setup in Euna Grants Network creates either public-facing or internal content, dependent upon program-specific settings. See Notice of Funding Opportunity (NOFO).

Subrecipient – An entity that receives a grant from an Indiana State Agency utilizing Euna Grants Network. Also, it can be referred to as a Grantee of the Indiana State Agency.

Subrecipient Award Owner – The initial Subrecipient representative awarded by the Grantor in Euna Grants Network is established as the Subrecipient Award Owner. If needed, the Grantor can transfer award ownership in Euna Grants Network.

Zengine – The third-party tool used for the configuration of online applications, application review forms, assignment of reviewers to applications, and online review and scoring of submitted grant applications. This is also referred to as the Application Workspace.

Purpose

The purpose of this user guide is to provide instructions to Subrecipients administering their award(s) in the Euna Grants Portal. This guide will discuss how to manage team members, submit activity and financial reports, and request grant amendments.

Step 1: Accepting or Declining the Award

Once the application has been approved, the Applicant will be notified by email. This email will also contain a PDF file of the award notification.

- 1) After receiving this email, the Applicant will click the email link to the award. This will prompt the Applicant to log into the [Euna Grants Portal](#).

Award Notification Letter

Dear Applicant,

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

Project: IDOE Award #1
Program: IDOE - TEST
Approved Amount: \$135,000.00
Federal Awards:

- US17341 Coronavirus State and Local Fiscal Recovery Fund (CSFRF/CLFRF) - FY 2021: \$135,000.00
 - Agency: U.S. Department of the Treasury
 - Fiscal Year: 2021
 - CFDA: 21.027

Total Federal: \$135,000.00

Other Awards: No non-federal funds were included in this award.

Total Match: \$0.00

Period of Performance: 07/01/2023 - 06/30/2024

Award/Contract Number: IDOE - 2023 - 0001

Note from grantor:

Congratulations on your award!

Please find your award letter attached. To see full award details and accept your award, please click [here](#).

For any questions pertaining to this award package, please contact your grantor at:

agencyecivisuser@sba.IN.gov

Please contact support@ecivis.com for technical issues or questions.

Sincerely,

Program Manager

Phone Number

Address



2) The Applicant will see that the **Award Status** has changed to *Pending Acceptance* within the corresponding Euna Grants Project Title. Click the *Horizontal Lines icon*  and then *Accept/Decline Award*.

My Awards									
Show 10 entries Search: <input type="text"/>									
Grant Title	Project Title	Award/Contract Number	Award Type	Award Status	Notification Date	Performance Period	Role	Actions	
State of Indiana Title IV (V2)	Northeastern School District Application	DOE-FY23-00006	N/A	Pending Acceptance	N/A	5/1/23 - 11/30/23	Owner		Accept/Decline Award >
		N/A	N/A	Awarded	03/15/2023	3/1/23 - 3/31/23			

3) The Applicant will land on a page with the opportunity to download files, such as an Award Letter. Please refer to any specific program guidance provided by the Grantor Indiana State Agency on whether these files must be downloaded or not. Click the *Continue button* .

Award Acceptance
 State of Indiana Title IV (V2) Pending Acceptance

Offered by: WOB Demo
 Project Title: Northeastern School District Application
 Approved amount: \$130,000.00
 Match type:
 Performance period: 05/01/2023 -11/30/2023

 DOWNLOAD FILES  FINALIZE BUDGET  ATTACH FILES

The grantor has attached the following files for you to download. Please download and review any files before continuing.

Award Files

File Name	File Size	Actions
Approval File: awardNotification.pdf		

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

4) The new page will prompt the Applicant to review and finalize the budget based on the Applicant's award amount. It will also contain communication from the Grantor Indiana State Agency regarding the Applicant's originally submitted budget.

The Applicant may make updates to their budget by the specific program's categories, as needed. Besides this budget action, there is a required narrative section to provide context to the stated budget categories and amounts entered.

Click the *Save Changes button* , followed by the *Accept and Continue button*  at the bottom of the page.

- a. There may be a difference between the award amount requested and the amount awarded. If the Applicant believes there is an error with their award, the Applicant can contact the **Grantor Indiana State Agency** by selecting the *Request Budget Change button* Request Budget Change, which will notify the Grantor Indiana State Agency that the Applicant would like a revision to their award. The Grantor Indiana State Agency will review and communicate its approval or rejection of that revision.

5) If the Applicant is required by the Grantor Indiana State Agency's specific program guidance to upload files, select the *Upload File button* Upload File , as shown below.

Award Acceptance

State of Indiana Title IV (V2) Pending Acceptance

Offered by: WOB Demo
 Project Title: Northeastern School District Application
 Approved amount: \$130,000.00
 Match type:
 Performance period: 05/01/2023 -11/30/2023

DOWNLOAD FILES
FINALIZE BUDGET
ATTACH 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

Please review the specific program guidance and any communications regarding the award to ensure all documents are submitted. If the Grantor Indiana State Agency established goals for this solicitation, the Applicant may see an additional step labeled **Finalize Goals**. In this screen, the Applicant may view, edit, or accept target units.

6) Click the *Finalize and Submit button* Finalize and Submit if the Applicant would like to accept the award.

a. If the Applicant changed any of the award details, the screen will no longer show the *Finalize and Submit button* Finalize and Submit, and will rather display a *Return to Grantor button* Return to Grantor. This action returns changes to the Grantor Indiana State Agency.



NOTE: Once the Applicant accepts the award, the Applicant becomes registered as a Subrecipient in Euna Grants Network.

b. If declining the Award Acceptance, click *Decline Award button* Decline Award. If the Applicant desires to change award details or the budget, **do not** click the *Decline Award button* Decline Award.

Award Acceptance
 State of Indiana Title IV (V2) Pending Acceptance
 Offered by: WOB Demo
 Project Title: Northeastern School District Application
 Approved amount: \$130,000.00
 Match type:
 Performance period: 05/01/2023 -11/30/2023

● DOWNLOAD FILES

● FINALIZE BUDGET

● ATTACH 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

Award Files

Show 10 ▼ entries

Search:

File Name	File Size	Actions
No files have been uploaded		

Showing 0 to 0 of 0 entries

Previous Next

Save Finalize and Submit Decline Award Back



NOTE: If Decline Award is selected, the award process ends, and the Applicant may not reverse this decision. If the award was declined erroneously, please contact the Grantor Indiana State Agency.

c. Upon clicking the *Decline Award button* Decline Award, an additional screen will appear. A note to the Grantor Indiana State Agency is required regarding the award decline. Click the *Save button* Save to finish the award denial.

Decline Award

Are you sure you wish to decline this award? Please enter a note to the awarding pass-through entity: *

5000 characters remaining.

Cancel Save

7) Once the award has been accepted and submitted, the Grantor Indiana State Agency will receive the award and begin their review. The Applicant will see the Award Status update to “*Pending Final Approval*.”

My Awards

Show 10 ▼ entries

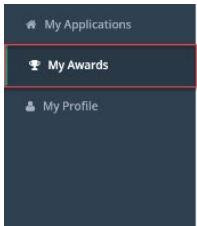
Search:

Grant Title	Project Title	Award/Contract Number	Award Type	Award Status	Notification Date	Performance Period	Role	Actions
Indiana Title IV	Southern School District	N/A	N/A	Pending Final Approval	N/A	8/1/23 - 3/30/24	Owner	≡

Step 2: Viewing Award Details

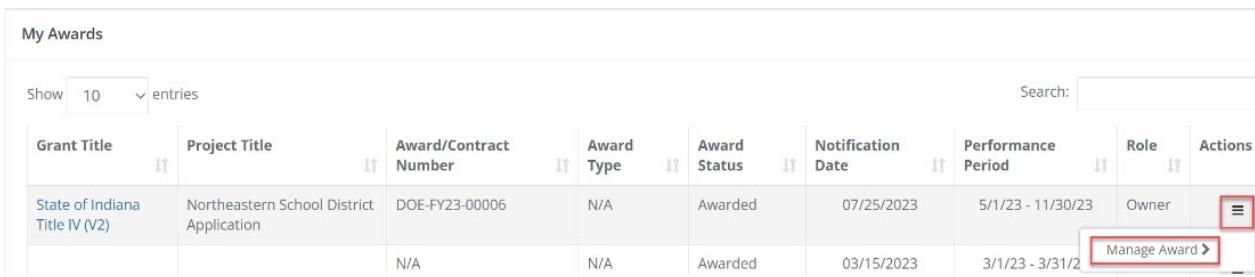
The Subrecipient can complete the following steps to locate their award:

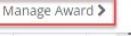
- 1) On the **Euna Grants Portal** homepage, the Subrecipient will now see that the **Award Status** of the corresponding **Grant Title/Project Title** will be **Awarded**.
 - a. The Applicant will navigate to their award using the *My Awards* tab located on the left of the page.



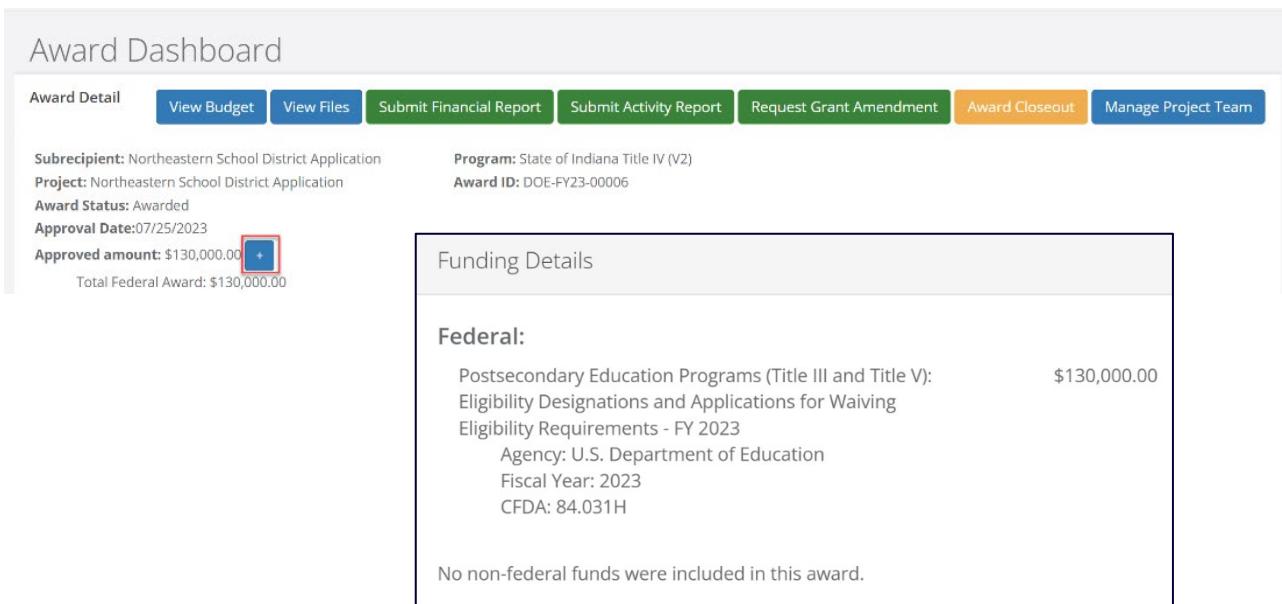
Grant Title	Project Title	Award/Contract Number	Award Type	Award Status	Notification Date	Performance Period	Role	Actions
State of Indiana Title IV (V2)	Northeastern School District Application	DOE-FY23-00006	N/A	Awarded	07/25/2023	5/1/23 - 11/30/23	Owner	

- 2) To view further details of the award, click the *My Awards* tab, select the **Horizontal Lines icon**  under the **Actions** column, and then click **Manage Award**.



Grant Title	Project Title	Award/Contract Number	Award Type	Award Status	Notification Date	Performance Period	Role	Actions
State of Indiana Title IV (V2)	Northeastern School District Application	DOE-FY23-00006	N/A	Awarded	07/25/2023	5/1/23 - 11/30/23	Owner	
		N/A	N/A	Awarded	03/15/2023	3/1/23 - 3/31/23		

- 3) This will bring the Subrecipient to the **Award Dashboard** which displays information regarding the Subrecipient's award. To view more information about the funding source, or "Funding Details", click the **Plus Sign icon**  next to the **Approved Amount**.



Award Dashboard	
Award Detail	View Budget View Files Submit Financial Report Submit Activity Report Request Grant Amendment Award Closeout Manage Project Team
Subrecipient:	Northeastern School District Application
Project:	Northeastern School District Application
Award Status:	Awarded
Approval Date:	07/25/2023
Approved amount:	\$130,000.00 
	Total Federal Award: \$130,000.00
Funding Details	
Federal:	
Postsecondary Education Programs (Title III and Title V): \$130,000.00	
Eligibility Designations and Applications for Waiving	
Eligibility Requirements - FY 2023	
Agency: U.S. Department of Education	
Fiscal Year: 2023	
CFDA: 84.031H	
No non-federal funds were included in this award.	

4) If there was a budget component with the application and award process, it can be viewed on the **Award Dashboard**. Click the *View Budget* button  to view the approved budget. This will bring the Subrecipient to the **Application Budget** screen.

Award Dashboard

Award Detail  View Files Submit Financial Report Submit Activity Report Request Grant Amendment Award Closeout Manage Project Team

Budget Stage: Post-Award

Actions 

Budget Summary

\$130,000.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$130,000.00	Total Amount (Direct + Indirect)		

a. This can also be exported to Excel by clicking the *Excel logo icon*  in the **Application Budget**.

Budget Stage: Post-Award

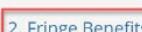
Actions 

5) In this screen, a more detailed budget can be viewed by clicking on *Budget Items*, followed by a specific budget category.

Budget Items 

1. Personnel 

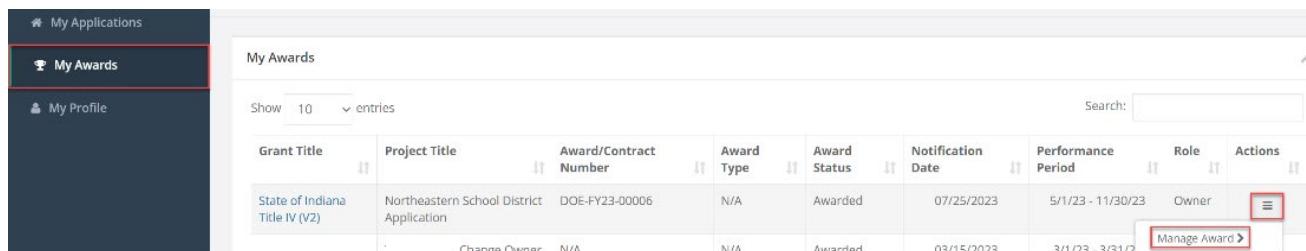
		Ext Cost	Direct Cost	Ind Cost	Cost Share		
Personnel Totals:		\$100,000.00	\$100,000.00	\$0.00	\$0.00		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Personnel	Personnel	1.00	\$100,000.00	\$100,000.00	\$100,000.00		Direct Cost

2. Fringe Benefits 

		Ext Cost	Direct Cost	Ind Cost	Cost Share		
Fringe Benefits Totals:		\$20,000.00	\$20,000.00	\$0.00	\$0.00		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Fringe Benefits	Fringe Benefits	1.00	\$20,000.00	\$20,000.00	\$20,000.00		Direct Cost

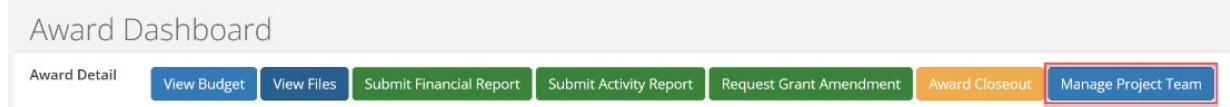
Step 3: Adding Additional Team Members to an Award

- 1) The Subrecipient Award Owner, or the individual who first submitted the awarded application, may add additional team members to assist with the award. In terms of viewing and submitting reports, all team members will have the same permissions and level of access to view and submit reports to the Grantor Indiana State Agency. If the notifications checkbox is selected, Subrecipient team members will receive notifications—via an Euna Grants Network email—when a task has been submitted, approved, rejected, or returned. This is further shown in the step 5 of this section.
 - a. If the Subrecipient Award Owner is no longer able to access Euna Grants Portal, the Grantor Indiana State Agency can change the Subrecipient Award Owner. If this is the case, please contact the Grantor Indiana State Agency.
- 2) In the Euna Grants Portal's **My Awards** tab, the Subrecipient Award Owner will click the corresponding Euna Grants **Project Title** to which it would like to add team members.



Grant Title	Project Title	Award/Contract Number	Award Type	Award Status	Notification Date	Performance Period	Role	Actions
State of Indiana Title IV (V2)	Northeastern School District Application	DOE-FY23-00006	N/A	Awarded	07/25/2023	5/1/23 - 11/30/23	Owner	Manage Award >

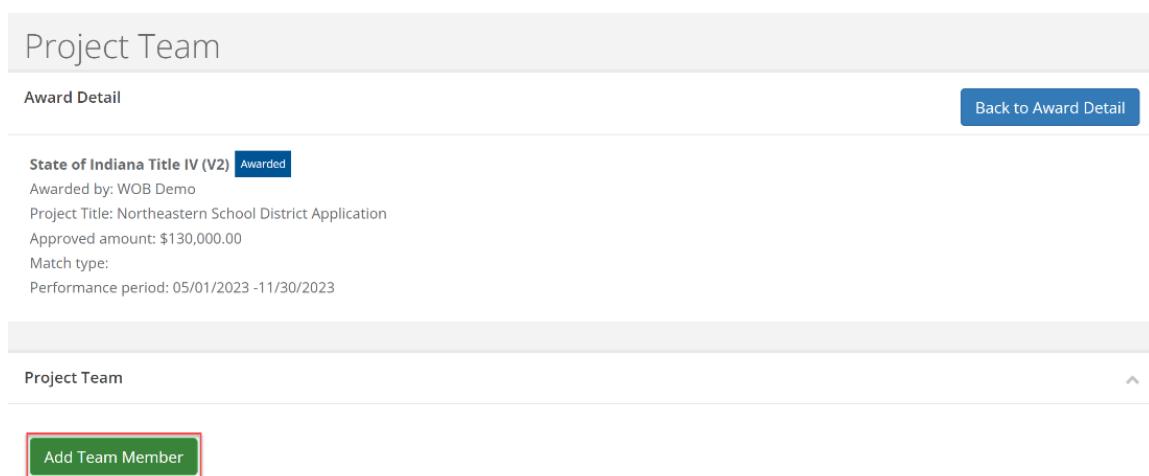
- 3) In the **Award Dashboard**, click the **Manage Project Team button** .



Award Dashboard

Award Detail [View Budget](#) [View Files](#) [Submit Financial Report](#) [Submit Activity Report](#) [Request Grant Amendment](#) [Award Closeout](#) **Manage Project Team**

- 4) Click the **Add Team Member button** .



Project Team

Award Detail [Back to Award Detail](#)

State of Indiana Title IV (V2) Awarded
Awarded by: WOB Demo
Project Title: Northeastern School District Application
Approved amount: \$130,000.00
Match type:
Performance period: 05/01/2023 - 11/30/2023

Project Team

Add Team Member

5) The system will prompt the Subrecipient to enter the email address of the additional team member. If the *Receive notifications for this award* checkbox is selected, the team member will receive notifications for the award such as due dates, Subrecipient monitoring, and reminders for tasks. Only one team member can be added at a time. Once the email address has been entered, click the **Add Member** button.

Add Project Team Member

The following person will be invited to your project to help collaborate.

Email address:

Receive notifications for this award.

Add Member

6) Euna Grants Network will then send an invitation email to the entered email address. The corresponding team member's row in the Euna Grants **Project Team** table will appear as *Pending*. This means the email was successfully sent. In this table, the Subrecipient Award Owner can resend or revoke the invitation or revoke access to team members.

Project Team					
Add Team Member					
Show 10 entries		Search: <input type="text"/>			
Invitation Email	Accepted By	Status	Actions		
agencycivicuser@SBA.IN.gov		Pending			

7) The prospective team member will need to accept the invitation by clicking on the link provided in the email invitation. Please see **Step 3a: Accepting the Invitation to Join the Grant Project Team** for more information about accepting the invitation.

has invited you to join their grant project team on the eCivis Portal.

Project Name: Northeastern School District Application

Please use the following link to respond. You may be required to create a free account if you do not already have an account on the eCivis Portal:

<https://portal.ecivis.com/#/loginTeam/7D970F63-A205-4119-B565-6E0924049FE9>

8) Once the prospective team member completes the appropriate steps to be added to the Euna Grants Project, the team member's row in the **Project Team** table will read *Accepted* under the **Status** column.

Project Team			
Add Team Member			
Show	10	entries	Search:
Invitation Email	Accepted By	Status	Actions
		Accepted	

Step 3a: Accepting the Invitation to Join the Grant Project Team

- 1) Once the Subrecipient Award Owner has entered the prospective team member's email into the Euna Grants project, the prospective team member will receive an email from Euna Grants Network.
- 2) The prospective team member will click on the link provided within the invitation email.
 - a. If an email is not received, please notify the Subrecipient Award Owner as they can resend an invitation and verify that the email address was entered correctly.

has invited you to join their grant project team on the eCivis Portal.

Project Name: Northeastern School District Application

Please use the following link to respond. You may be required to create a free account if you do not already have an account on the eCivis Portal:

<https://portal.ecivis.com/#/loginTeam/7D970F63-A205-4119-B565-6E0924049FE9>

Sincerely,

The eCivis Support Team

- 3) Once the link in the invitation email (shown above) has been clicked, log into the corresponding homepage. If the prospective team member does not have an account with the Euna Grants Portal, reference the *SOI User Guide - Grantor 1. Creating a Solicitation* to create one prior to clicking on the link in the invitation email.
- 4) The prospective team member will then see the **Project Team Invitation** screen. Click the **Accept Invitation** button .

Project Team Invitation

Invitation Detail

You have been invited to join the project team for **TEST Project: Change Owner (Direct)**

- 5) The next screen will prompt verification. Click the **OK** button  to verify.

Are you sure you want to accept this invitation? X

[Cancel](#)

[OK](#)

6) Once this verification step has been completed, the team member will be taken to the **My Awards** tab. The system will note the team member's Euna Grants Portal Account as a **Team Member** under the **Role** column.

My Awards							
Show 10 entries							
Grant Title	Project Title	Award/Contract Number	Award Type	Award Status	Notification Date	Performance Period	Role
State of Indiana Title IV/NCL	Northeastern School District Application	DOE-FY23-00006	N/A	Awarded	07/25/2023	5/1/23 - 11/30/23	Owner

7) Click the *Horizontal Lines icon*  under the **Actions** column, and then *Manage Award* to begin accessing the award.

Grant Title	Project Title	Award/Contract Number	Award Type	Award Status	Notification Date	Performance Period	Role	Actions
		N/A	N/A	Awarded	03/15/2023	3/1/23 - 3/31/23	Team Member	 Manage Award >

Step 4: Submitting Activity Reports

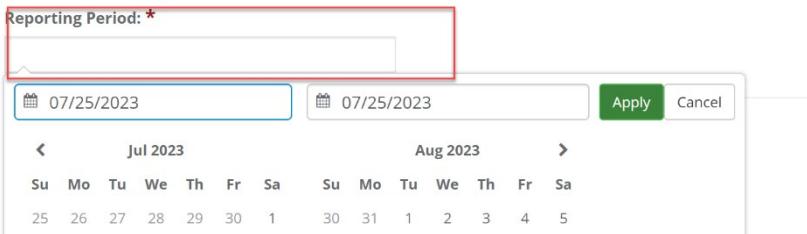
1) In the **Award Dashboard**, the Subrecipient Award Owner and team members can submit activity reports directly to the Grantor Indiana State Agency. The activity reports can be submitted in relation to reporting tasks automatically established by the Grantor Indiana State Agency as part of the award or submitted ad-hoc. Click the *Submit Activity Report button*  to begin.

Award Dashboard							
Award Detail	View Budget	View Files	Submit Financial Report	Submit Activity Report	Request Grant Amendment	Award Closeout	Manage Project Team

2) In the **Activity Report Details**, click the **Reporting Period*** text box to provide the dates of the activity report. This field is required. Click the *Apply button*  when finished.

Activity Report

Reporting Period: *



3) Under **Report Narrative***, enter a brief description of the activity report in the text box.

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

Report Narrative: *



8000 characters remaining

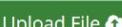
4) If applicable under **Activity Report Metrics**, Subrecipients may enter updates to the goals defined by the Grantor Indiana State Agency.

Goal / Objective	Completed Units	Award Spend	Match Spend	Program Income Spend
Number of Beneficiaries Assisted	10.00	\$ 0.00	\$ 0.00	\$ 0.00
Subgoals				
Number of Children Assisted	10.00	\$ 0.00	\$ 0.00	\$ 0.00

5) Files may also be uploaded under the **Activity Report Files** tab by clicking on the *Upload File button* 

Activity Report Files

Please upload any files necessary for your activity report.



6) When all information is entered, click the *Submit Report button* .

7) A warning page will appear notifying the Subrecipient that this report will be sent to the Grantor Indiana State Agency. Click the *OK* button .

Warning!

Are you sure you want to submit your activity report? This will send the contents of this form to the grantor for approval.

8) If the report is associated with an assigned **Activity Report Task** in the **Pending Tasks** table, click the *Horizontal Lines icon*  next to the corresponding task and click *Mark Task Complete*.

Pending Tasks					
Task Type		Date Created	Due Date	Actions	
Activity Report Request		07/25/2023	08/15/2023		
Closeout Approval		07/25/2023	01/31/2024		
Activity Report Request		07/25/2023	07/15/2023		

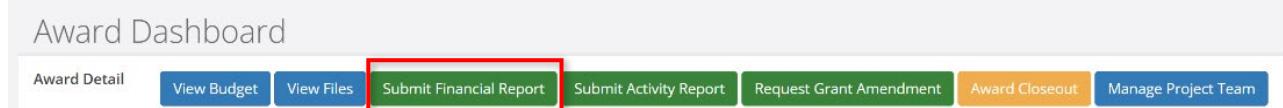
Showing 1 to 3 of 3 entries

Step 5: Submitting Financial Reports

1) In the **Award Dashboard**, the Subrecipient Award Owner and team members can submit financial reports directly to the Grantor Indiana State Agency. As with activity reports, financial reports can be submitted in relation to reporting tasks that are automatically established by the Grantor Indiana State Agency as part of the award or can be submitted on an ad-hoc basis.

Click the *Submit Financial Report* button  to begin.



2) The **Award Detail** on the page that follows provides a summary of award information.

Award Detail

State of Indiana Title IV (V2) 

Awarded by: Demo
Project Title:
Approved amount: \$130,000.00
Match type:
Performance period: 05/01/2023 -11/30/2023

3) The **Award Financial Overview** is not editable and automatically updates when new amounts are submitted in **Financial Report Details**. When completed, a summary of the Award Total Spend to Date and the Award Remaining to Date will appear.

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.				
Payments Received To Date	Advance	Reimbursement	Total Disbursed	Pending Disbursement
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<hr/>				
Spend Match Spend + Match				
Award Total Spend to Date	\$ 0.00	\$ 0.00	\$ 0.00	
	0.00 %	0.00 %		
Award Remaining to Date	\$ 130,000.00	\$ 0.00	\$ 130,000.00	
Award Total Program Income	Received	Expended		
	\$ 0.00	\$ 0.00		

4) In the **Financial Report Details**, click the **Reporting Period*** text box to provide the start and end dates of the relevant reporting period. This field is required, as denoted by the red asterisk (*). Click the *Apply button*  when finished.

Reporting Period: *

07/24/2023 - 07/31/2023
07/03/2023
07/31/2023
 Apply
Cancel

Jul 2023							Aug 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5
2	 3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31	1	2
30	 31	1	2	3	4	5	3	4	5	6	7	8	9

5) When the **Reporting Period** is entered, the following screen will prompt the Subrecipient to enter spend and match amounts. This field is required.

- Spend** is the amount of grant award funds spent.
- Match** is the amount of match funds spent.

Reporting Period: *

07/03/2023 - 07/31/2023

Category	a) Spend		b) Match		Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. Personnel	\$ 20,000.00		\$ 0.00		\$ 100,000.00	\$ 0.00	\$ 80,000.00	\$ 0.00	\$ 80,000.00
2. Fringe Benefits	\$ 5,000.00		\$ 0.00		\$ 20,000.00	\$ 0.00	\$ 15,000.00	\$ 0.00	\$ 15,000.00

Report Total	Spend		Match		Total Award Approved		Total Match Approved		Total Award Remaining		Total Match Remaining		Total Remaining	
	\$ 25,000.00		\$ 0.00		\$ 130,000.00		\$ 0.00		\$ 105,000.00		\$ 0.00		\$ 105,000.00	
	100.00	%	0.00	%	0.00	%	0.00	%	0.00	%	0.00	%	0.00	%

6) The Subrecipient may only report categories that have been awarded. If a category is grayed out, the category was not awarded (refer to 3. *Travel* and 4. *Equipment* below) and can only be edited through a budget modification (amendment) from the Grantor Indiana State Agency. Please contact the Grantor Indiana State Agency if a budget modification is necessary.

a. See **Step 6: Submitting a Grant Amendment** for more information.

Reporting Period: *

07/03/2023 - 07/31/2023

Category	Spend		Match		Award Approved		Match Approved		Award Remaining		Match Remaining		Total Remaining	
	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100,000.00	\$ 0.00	\$ 80,000.00	\$ 0.00	\$ 80,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1. Personnel	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100,000.00	\$ 0.00	\$ 80,000.00	\$ 0.00	\$ 80,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	\$ 0.00	\$ 15,000.00	\$ 0.00	\$ 15,000.00	\$ 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	\$ 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	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	\$ 0.00	\$ 10,000.00	\$ 0.00	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

7) The **Spend**, **Match**, and **Award Remaining** columns will automatically calculate the costs when the **Spend** and **Match** amounts are updated. Additionally, the **Report Totals** will automatically calculate the breakdown of the amounts and percentages of funds declared in the **Reporting Period***.

Reporting Period: *

07/03/2023 - 07/31/2023

Category	Spend		Match		Award Approved		Match Approved		Award Remaining		Match Remaining		Total Remaining	
	\$ 25,000.00		\$ 0.00		\$ 130,000.00		\$ 0.00		\$ 105,000.00		\$ 0.00		\$ 105,000.00	
	100.00	%	0.00	%	0.00	%	0.00	%	0.00	%	0.00	%	0.00	%
1. Personnel	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100,000.00	\$ 0.00	\$ 80,000.00	\$ 0.00	\$ 80,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	\$ 0.00	\$ 15,000.00	\$ 0.00	\$ 15,000.00	\$ 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	\$ 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	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	\$ 0.00	\$ 10,000.00	\$ 0.00	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 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	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Report Total	Spend		Match		Total Award Approved		Total Match Approved		Total Award Remaining		Total Match Remaining		Total Remaining	
	\$ 25,000.00		\$ 0.00		\$ 130,000.00		\$ 0.00		\$ 105,000.00		\$ 0.00		\$ 105,000.00	
	100.00	%	0.00	%	0.00	%	0.00	%	0.00	%	0.00	%	0.00	%

8) If seeking reimbursement as part of the financial report, click the *Reimbursement Request* checkbox. The text box will automatically populate with the amount from the **Spend** column. If this amount is different, please change it to the correct amount requested for reimbursement. Amounts can be different due to programmatic reasons, such as prior reimbursements or forward payments.

Report Total	Spend	Match	Total Award Approved	Total Match Approved
	\$ 25,000.00	\$ 0.00	\$ 130,000.00	\$ 0.00
	100.00	%	0.00	%
Program Income	Received	Expended		
	\$ 0.00	\$ 0.00		

Reimbursement Request*

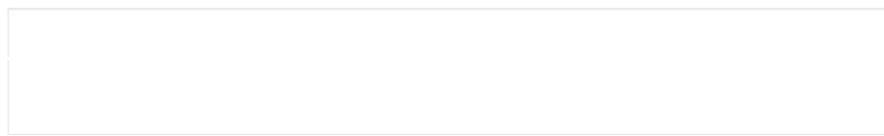
\$ 25,000.00



9) At the bottom of the page, include any spending details and a brief description of the financial report in the required **Financial Report Narrative** text box.

Financial Report Narrative *

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

8000 characters remaining

10) Files may also be uploaded under the **Financial Report Files** tab by clicking the **Upload File** button . This is where Subrecipients can upload invoices and other supporting documentation.

Financial Report Files

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



Show 10 entries

Search:

11) When all the information is entered, click **Submit Report**.

File Name	File Size	Actions
No files are available for download		
Showing 0 to 0 of 0 entries		
Previous Next		
Save & Close Submit Report Cancel		



12) A warning page will appear notifying the Subrecipient that this report will be sent to the Grantor Indiana State Agency. Click the *OK button* .

Warning!

Are you sure you want to submit your activity report? This will send the contents of this form to the grantor for approval.

13) Under the **Award Detail** page, the Financial Report will now be recorded under **Award Activities**. The **Current Status** column will change depending on the Grantor Indiana State Agency's actions.

- Pending Approval:** The financial report has not been reviewed.
- Rejected:** The financial report was rejected for reimbursement.
- Approved/Awaiting Payment:** The financial report has been reviewed and payment is pending.
- Approved/Paid:** The reimbursement is fully completed.
- Approved:** The financial report has been reviewed and fully processed. No reimbursement or payment was requested.
- Changes Requested:** The financial report has been reviewed and it has been returned to the Subrecipient for changes or edits.

Award Activities						
Report		Reporting Period	Created By	Date Submitted	Current Status	Actions
Financial Report		07/03/2023 -- 07/31/2023	Alec Eulano	07/25/2023	Pending Approval	View Report
Activity Report		06/02/2023 -- 06/09/2023	Alec Eulano	07/25/2023	Pending Approval	View Report

Showing 1 to 2 of 2 entries

Step 6: Submitting a Grant Amendment

The award's programmatic, and/or financial, details can be amended by submitting a request through the Euna Grants Portal. Only one amendment can be submitted at a time.

1) From the **Award Dashboard**, click the *Request Grant Amendment button*



Award Dashboard

Subrecipient: Northeastern School District Application

Project: Northeastern School District Application

Award Status: Awarded

Approval Date: 07/25/2023

Approved amount: \$130,000.00 

Total Federal Award: \$130,000.00

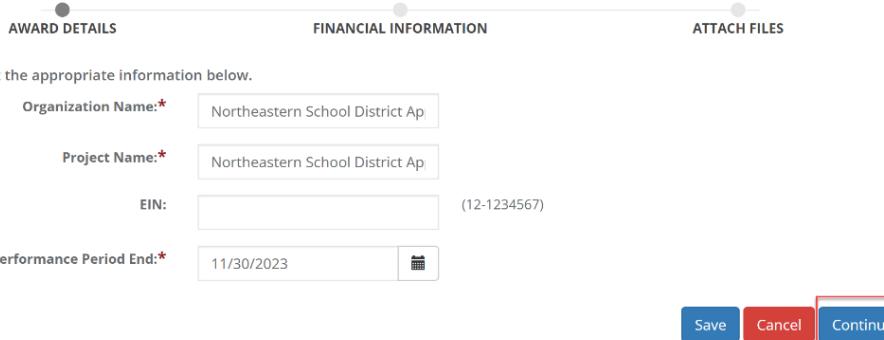
Total Match: \$0.00

Performance period: 05/01/2023 - 11/30/2023

2) The next screen will display the following pre-populated information under the **Award Details** page. In rare cases, these fields may need to be adjusted. **Do not edit these fields unless you are instructed to do so.** Click the *Continue button*  to move forward with the amendment request.

- Organization Name
- Project Name
- EIN (Employer Identification Number)
- Performance Period End

Grant Amendment



AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

Please edit the appropriate information below.

Organization Name:^{*} Northeastern School District Ap

Project Name:^{*} Northeastern School District Ap

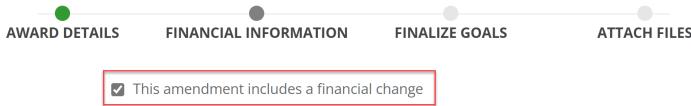
EIN: (12-1234567)

Performance Period End:^{*} 11/30/2023 

Save **Cancel** **Continue**

3) In the **Financial Information** page, if the amendment requires a financial change, click the *This amendment includes a financial change* checkbox.

Grant Amendment



AWARD DETAILS FINANCIAL INFORMATION FINALIZE GOALS ATTACH FILES

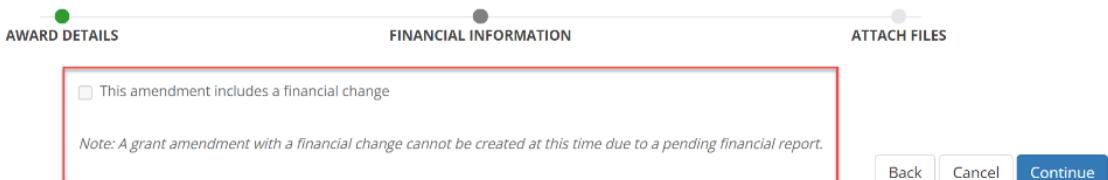
This amendment includes a financial change

4) When the box is checked, an additional screen will appear containing the grant award budget. The budget line items can be adjusted here. If the Grant Amendment does not include a financial change, the Subrecipient will click the *Continue button* .

Back **Save** **Cancel** **Continue**

a. If there is a financial report pending approval by the Grantor Indiana State Agency, a Subrecipient **cannot submit a Grant Amendment with a financial change**. As shown in the screenshot below, a Note will appear, and the Subrecipient will be unable to click the checkbox labeled “*This amendment includes a financial change*”.

Grant Amendment



AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

This amendment includes a financial change

Note: A grant amendment with a financial change cannot be created at this time due to a pending financial report.

Back **Cancel** **Continue**

b. The process for amending each budget item is the same process as creating a budget during application.

1. Personnel

		<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>		
Personnel Totals:		\$105,000.00	\$105,000.00	\$0.00	\$0.00		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Personnel	Personnel	1.00	\$100,000.00	\$100,000.00	\$100,000.00		Direct Cost
Personnel	Amendment	1.00	\$5,000.00	\$5,000.00	\$5,000.00		Direct Cost

[⊕ Add Row](#)

ONLY FOR GRANT AMENDMENTS WITH A FINANCIAL CHANGE

5) To move funds between any budget categories, click the appropriate **Budget Category** where the funds will be moved to/from, and add/delete rows from each budget category as needed. This same process is used for reallocating funds from one approved category to another. Click the **Save Changes button**  when finished.

		<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>		
Personnel Totals:		\$90,000.00	\$90,000.00	\$0.00	\$0.00		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Personnel	Personnel	1.00	\$90,000.00	\$90,000.00	\$90,000.00		Direct Cost

[⊕ Add Row](#)



2. Fringe Benefits

		<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>		
Fringe Benefits Totals:		\$30,000.00	\$30,000.00	\$0.00	\$0.00		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Fringe Benefits	Fringe Benefits	1.00	\$30,000.00	\$30,000.00	\$30,000.00		Direct Cost

[⊕ Add Row](#)



6) When the funds are finalized, a budget narrative of the amendment request is required and can be provided in the **Budget Narrative** text box. The Subrecipient will detail the changes to the budget in this text box. Click the **Save Changes**  and **Save Narrative** buttons  to save the text narrative.

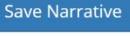
a. The narrative can be exported as a PDF by clicking the *Adobe document icon* .

Budget Narrative

Enter your budget narrative below.



New Budget Narrative.

  7979 characters remaining

7) Once the **Financial Information** is fully entered, click the *Continue button* .

  7979 characters remaining



FOR ALL GRANT AMENDMENTS

8) The last page is the **Attach Files** page. The Subrecipient can upload files regarding the Grant Amendment by clicking the *Upload File button* .

Grant Amendment



Please upload any files necessary to include with your grant amendment. These documents will be added to your original award package. It is highly recommended that you include a narrative explaining your grant amendment request.



Amendment Files

Show 10 entries Search:

File Name	File Size	Actions
No files have been uploaded		

Showing 0 to 0 of 0 entries  

9) The **Amendment Narrative*** is a required field for the Subrecipient to provide the Grant Amendment request's purpose along with details supporting their request. If a programmatic Grant Amendment is required, the Subrecipient may complete the relevant information and upload the appropriate files.

When all fields are completed, click the *Submit Amendment* button .

Amendment Narrative:*

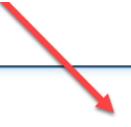
You can include a narrative below with any extra information about the amendment.



Explanation for Amendment.

7973 characters remaining



10) An additional window will appear. This text box is an opportunity to send an optional note to the approver. Click the *Save button*  to submit the amendment.

Submit Amendment

Are you sure you are ready to submit this amendment? Please ensure you have all necessary budget and documentation completed before sending this amendment for grantor approval. You may enter an optional note to the approver:



5000 characters remaining.

11) The Grant Amendment will now appear as “*Pending Approval*” on the **Award Dashboard** under the **Award Amendments** section.

Award Amendments				
Show	10	entries	Search:	
Created Date	Status	Amendment Type	Actions	
07/25/2023	Approved	Subrecipient Amendment	View Amendment	
07/25/2023	Pending Approval	Subrecipient Amendment	View Amendment	

Showing 1 to 2 of 2 entries



Step 7: Accepting a Grantor Amendment

- 1) – Click on the link in the Award Amendment Notification email you received.
- 2) – Log in to your Portal account, if you haven't already. Click on the ellipses under Actions and choose Manage Award

Grant Title	Project Title	Award/Contract Number	Award Type	Award Status	Notification Date	Performance Period	Role	Actions
Matt Test Grantor Pull	Grantor Pull Test	00110_00000073194	N/A	Awarded	09/25/2023	9/1/23 - 8/31/24	Owner	

[Manage Award >](#)

- 3) – Scroll down to the bottom of the page to the Award Amendments section. Click on the Review link in the Actions column.

02/10/2025	Pending Subrecipient Acceptance	Grantor Amendment	Review
------------	---------------------------------	-------------------	------------------------

- 4) – You will click through the Award Details, Financial Information, and Attached files, just like you did when accepting the original award.

Grant Amendment

AWARD DETAILS	FINANCIAL INFORMATION	ATTACH FILES
<p>Please edit the appropriate information below.</p> <p>Organization Name: <input type="text" value="Matt Test"/></p> <p>Project Name: <input type="text" value="Grantor Pull Test"/></p> <p>EIN: <input type="text" value=""/></p> <p>Performance Period End: <input type="text" value="08/31/2024"/></p>		
<p>Save Cancel Continue</p>		

- 4a) – You will click the blue Continue button. **If you make any changes on the screen then the system will assume you are requesting changes, even if you do that by mistake.**

Step 4b – Review the Financial Information screen clicking through the budget categories that were amended.

Grant Amendment

AWARD DETAILS	FINANCIAL INFORMATION	ATTACH FILES																											
<p><input checked="" type="checkbox"/> This amendment includes a financial change</p> <p>Budget Stage: Post-Award</p> <p>Actions   </p> <p>Budget Summary</p> <table border="1"> <tr> <td>\$15,015,000.00</td> <td>Total Direct Costs</td> <td>\$0.00</td> <td>Match / Cost Share</td> </tr> <tr> <td>\$0.00</td> <td>Total Indirect Costs</td> <td>\$0.00</td> <td>Program Income</td> </tr> <tr> <td>\$15,015,000.00</td> <td>Total Amount (Direct + Indirect)</td> <td></td> <td></td> </tr> </table> <p>Budget Settings</p> <p>Budget Items</p> <p>1. Personnel</p> <table border="1"> <thead> <tr> <th></th> <th>Ext Cost</th> <th>Direct Cost</th> <th>Ind Cost</th> <th>Cost Share</th> </tr> </thead> <tbody> <tr> <td>Personnel Totals:</td> <td>\$0.00</td> <td>\$15,000,000.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Personnel</td> <td>0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>Direct Cost</td> </tr> </tbody> </table>			\$15,015,000.00	Total Direct Costs	\$0.00	Match / Cost Share	\$0.00	Total Indirect Costs	\$0.00	Program Income	\$15,015,000.00	Total Amount (Direct + Indirect)				Ext Cost	Direct Cost	Ind Cost	Cost Share	Personnel Totals:	\$0.00	\$15,000,000.00	\$0.00	\$0.00	Personnel	0.00	\$0.00	\$0.00	Direct Cost
\$15,015,000.00	Total Direct Costs	\$0.00	Match / Cost Share																										
\$0.00	Total Indirect Costs	\$0.00	Program Income																										
\$15,015,000.00	Total Amount (Direct + Indirect)																												
	Ext Cost	Direct Cost	Ind Cost	Cost Share																									
Personnel Totals:	\$0.00	\$15,000,000.00	\$0.00	\$0.00																									
Personnel	0.00	\$0.00	\$0.00	Direct Cost																									

4c) – Once completed with reviewing the Financial Information section click on the blue Continue button.



4d) – Review any attachments that are in the Attach Files section as well as any Amendment notes placed in the Amendment Narrative dialogue box at the bottom of the page. You will then click the blue Accept button at the bottom of the page.



4e) – Place any notes you want in the Accept Amendment dialogue box that appears. Click the blue Save button when finished.

Accept Amendment

Are you sure you are ready to submit this amendment? Please ensure you have all necessary budget and documentation completed before sending this amendment back to the Grantor. You may enter an optional note to the approver:

5000 characters remaining.

Cancel Save

5) – You will now be redirected back to your Award Dashboard. Scroll down to the bottom of the page. The amendment will now be in the Pending Final Approval status. This is the final internal approval.

6) – Once the amendment has final approval, the status will change to Approved.

02/10/2025 Pending Final Approval Grantor Amendment View Amendment

Conclusion

This user guide detailed the process for Subrecipient award management and to submit required reports. For additional programmatic questions, please reach out to the Grantor Indiana State Agency.

Appendix A – Euna Grants Report and Award Descriptions

Grant awards, financial and activity reports, and grant amendments will have various status titles that explain their progression in the system. The table below explains each status title.

Function	Status Title	Description
Activity & Financial Reports	Pending Approval	The report has not been reviewed by the Grantor Indiana State Agency.
	Returned	The report has been returned by the Grantor Indiana State Agency for the Subrecipient to resubmit with modifications.
	Rejected	The report was rejected for reimbursement.
	Changes Requested	The report was returned to the Subrecipient for edits/changes.
	Draft	The report has been started by the Subrecipient but has not been submitted to the Grantor Indiana State Agency.
Activity Report	Approved	The activity report has been approved.
Financial Reports	Approved/Awaiting Payment	The financial report has been approved and the payment information is pending.
	Approved/Paid	The financial report has been approved, payment information has been entered, and the report is fully complete.
	Paid	The financial report has been approved. No payment is requested and therefore is fully complete.
Grant Amendment	Pending Approval	The grant amendment has not been reviewed by the Grantor Indiana State Agency.
	Approved	The grant amendment has been fully approved and implemented in Euna Grants Network/Portal.
	Rejected	The grant amendment has been rejected by the Grantor Indiana State Agency.
Grant Award	Pending Direct Award	The Applicant has accepted the direct award invitation. The Grantor Indiana State Agency needs to create and send an award recommendation package.

	Pending Acceptance	The application has been chosen for award. The Applicant must accept or deny the award in Euna Grants Portal.
	Pending Final Approval	The Applicant has accepted the awarded and is waiting for the Grantor Indiana State Agency to finalize and approve it.
	Awarded	The Subrecipient has accepted the award. The award can now be managed in the Euna Grants Portal.
	Under Review	The Grantor Indiana State Agency has not completed their review of the grant application.
	Closed	The Subrecipient Project has been closed.