

The Required Data Elements within eCivis - State User Generated

Italic = new AFIS data field

Bold = eCivis data field

eCivis Account Set-Up

1. *Contact Email* – State user @ individual account set-up within eCivis
2. *Contact Phone* – State user @ individual account set-up within eCivis

eCivis' Stages of either Under Consideration, Application Preparation, or Application Submitted

1. *Grant ID Name* – State user @ either Create Project, Under Consideration, Application Preparation, or Application Submitted Stage within the **PROJECT** or **PROJECT NAME** field
2. *Program Description* – State user @ either Create Project, Under Consideration, Application Preparation, or Application Submitted Stage within the **PROJECT SUMMARY** field

eCivis' Application Preparation or Application Submitted Stage

1. *Application Due Date* – State user @ Application Preparation or Application Submitted Stage within the **APPLICATION DUE** or **APPLICATION SUBMITTED** field
2. *Required Matching Cost* – if “**Match Required**” then State user @ either Application Preparation or Application Submitted Stage will need to input:

Match Required:	YES <input type="text"/>
Match Type:	<input type="text"/> ▼
Cash Match \$:	<input type="text"/>
In-Kind Value:	<input type="text"/>

With “Match Type” being either “Cash,” “In-Kind,” or “Cash/In-Kind”

eCivis' Application Preparation, Application Submitted, or Grant Awarded Stage (notification)

1. *Funding Request* – State user @ either Application Preparation, Application Submitted, Grant Awarded Stage within the **PROJECTED AWARD \$** field

eCivis' Grant Awarded Stage (notification)

1. *Funding Type* – State user @ Grant Awarded Stage (notification) by **clicking either Competitive or Non-competitive circle**; however, there are more robust responses in new AFIS and each State user will have a default setting
2. *Award Notification Date* – State user @ Grant Awarded Stage (notification) within **AWARD NOTIFICATION** field
3. *Awarded Amount* – State user @ Grant Awarded Stage (notification) within **AWARD \$**
4. *Funding Period From** – State user @ Grant Awarded Stage (notification) within **CONTRACT START DATE** (per GAO guidance, please use Project Period From date)*
5. *Funding Period To** – State user @ Grant Awarded Stage (notification) within **CONTRACT CLOSE DATE** (per GAO guidance, please use Project Period Through date)*
6. *DUNS Number* – State user @ Grant Awarded Stage (notification) within **DUNS NUMBER** field

7. *Grant Award Number* – State user @ Grant Awarded Stage (notification), within the **GRANTOR CONTRACT NUMBER** field; State user should input initial FAIN (Federal Award Identification Number), Grant Award Number, Grant Number, Document Number, or other funder/grantor authorized unique identifier (please note, that the FAIN is the desired number in this field but not all awards have one and/or it is not listed as such or clearly); **alphanumeric input only i.e. remove spaces, dashes, slashes, etc.**

Miscellaneous

1. *Comments* – State user @ all four (4) **NOTES** data fields in eCivis [Under Consideration, Application Preparation, and Application Submitted Stages along with Grant Awarded Stage (notification)]

***With interface happening at Grant Awarded Stage (notification), the “Funding Period From/To” dates will be or are the same for new AFIS’ Grant Application or GTAP and the Grant Award or GTAW documents i.e. completing Contract Start/Close Dates within eCivis will populate both GTAP and GTAW fields.**