

## **KEY**

Dark Gray – Not applicable

Gray – eCivis responsible

Yellow – State user responsible

Blue – Office of Grants and Federal Resources responsible

## **Creation of New AFIS' Grant Application or GTAP**

1. Appeal Date – **only Awarded Stage grants will interface**
2. Appeal Outcome – **only Awarded Stage grants will interface**
3. Application Due Date – **State user @ Application Submitted Stage**
4. CFDA Number – **eCivis grant file set-up**
5. Comments – **State user @ TBD Stages**
6. Contact Phone – **State user @ individual account set-up**
7. Department – **eCivis/GFR set-up**
8. DUNS Number – **State user at Awarded Stage (notification) within DUNS Number field**
9. Contact Email – **State user @ individual account set-up**
10. Funding Agency – **eCivis grant file set-up**
11. Funding Instrument Type 1 – **eCivis grant file set-up**
12. Funding Period From – **State user @ Awarded Stage (notification) within CONTRACT START DATE (per GAO guidance, please use Project Period From date)\***
13. Funding Period To – **State user @ Awarded Stage (notification) within CONTRACT CLOSE DATE(per GAO guidance, please use Project Period Through date)\***
14. Funding Request – **State user @ either Application Preparation or Submitted Stage within the PROJECTED AWARD \$ field**
15. Grant Category – **eCivis grant file set-up**
16. Funding Type – **State user @ 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**
17. Grant ID – **State Application Identifier (SAI) letter generated by GFR at either Application Preparation or Submitted Stages and posted in Document tab of Project Dashboard; SAI input into Internal Grant ID by GFR at Awarded Stage**
18. Grant ID Name – **State user @ either Create Project, Under Consideration, Application Preparation, or Application Submitted within the PROJECT NAME field**
19. Grant Opportunity Description – **eCivis grant file set-up**
20. Grant Opportunity ID – **eCivis grant file set-up**
21. Opportunity Status – **only Awarded Stage grants will interface**
22. Grant Program Name – **eCivis grant file set-up**
23. Grant Type – **eCivis grant file set-up**
24. Maximum Grant Award – **eCivis grant file set-up**
25. Minimum Grant Award – **eCivis grant file set-up**

- 26. Opportunity URL – eCivis grant file set-up
- 27. Pre-application Required – only Awarded Stage grants will interface
- 28. Program Description – State user @ either Create Project, Under Consideration, Application Preparation, or Application Submitted within the PROJECT SUMMARY field
- 29. Required Matching Cost – eCivis grant file set-up; however, if “Match Required” then State user @ either Application Preparation or Submitted will need to input:

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

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

- 30. Required Match % - will default to “0.0000%”
- 31. Resolution Required – will default to “NO”
- 32. Total Available Funding – eCivis grant file set-up; however, if not available, will default to “PROJECTED AWARD \$”

### Creation of New AFIS’ Grant Award or GTAW

- 1. Awarded Amount – State user @ Awarded Stage (notification)
- 2. Award Notification Date – State user @ Awarded Stage (notification) within AWARD NOTIFICATION field
- 3. FAIN – State user @ Awarded Stage (notification) within AWARDED \$ field
- 4. Funding Period From – State user @ Awarded Stage (notification) within CONTRACT START DATE (per GAO guidance, please use Project Period From date)\*
- 5. Funding Period To – State user @ Awarded Stage (notification) within CONTRACT CLOSE DATE(per GAO guidance, please use Project Period Through date)\*
- 6. Grant Award Number – State user @ Contracts & Accounts tab, click Edit button and input initial Grant Award Number, Grant Number, FAIN, Document Number, or other funder/grantor authorized unique identifier within the Grantor Contract Number
- 7. Amendment Number – will not come from eCivis

## Who's Requirements?

### Not Applicable

1. Appeal Date
2. Appeal Outcome
3. Opportunity Status
4. Pre-application Required

### CGI Advantage Requirement

1. Contact Phone
2. Department
3. Contact email
4. Funding Agency
5. Funding Instrument Type 1
6. Funding Request
7. Funding Type
8. Grant ID
9. Grant ID Name
10. Grant Opportunity ID
11. Grant Program Name
12. Grant Type
13. Resolution Required
14. Total Available Funding
15. Awarded Amount
16. Grant Award Number
17. Amendment Number

### eCivis Automatically Created

1. CFDA Number
2. Grant Category
3. Grant Opportunity Description
4. Maximum Grant Award
5. Minimum Grant Award
6. Opportunity URL

### eCivis Requirement

1. Application Due Date
2. Program Description
3. Award Notification Date

**State Requirement (either BREAZ or GFR)**

1. Comments
2. DUNS Number
3. GTAP Funding Period From\*
4. GTAP Funding Period To\*
5. GTAW Funding Period From\*
6. GTAW Funding Period To\*
7. FAIN (Federal Award Identification Number)
8. Required Matching Cost
9. Required Match %

**\*With interface happening at Awarded Stage, the “Funding Period From/To” dates will be or are the same for the GTAP and GTAW i.e. completing Contract Start/Close Dates within eCivis will populate both GTAP and GTAW fields.**