

Beginning Grant Management
Grant Stage 2: Application Submitted
User Guide

This user guide will provide instructions for navigating through the grant stage: application submitted.

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Grant Stage – Application submitted

To move the grant into the Application Submitted stage, select “I am ready to submit my application” on the project dashboard page.

The screenshot shows a project dashboard for 'US11680 Byrne Criminal Justice Innovation (BCJI) Program - FY 2017'. The 'Stage' is 'App. Preparation', 'Projected' is '\$100,000.00', and 'Match' is '\$0.00'. The 'Project Team' includes 'A. Haney (Lead)' as 'Program Manager'. Under 'Available Actions', the option 'I am ready to submit my application' is selected and highlighted with a red box.

Complete all required fields, marked with a red asterisk:

The screenshot shows the 'Grant Status - Application Submitted' form for 'Demo Playground Project'. The form includes the following fields:

- Grant: FD3886 KaBOOM!: Creative Play Grants: Imagination Playground - FY 2018
- App Submitted: * (Required field, marked with a red asterisk)
- Completed By: Ryan Baird
- Projected Award \$: *
- Match Required: * NO
- Match Type: Cash
- Cash Match \$:
- In-Kind Value:
- Notes: (500 Characters Left)

At the bottom of the form, there is an 'Upload Files' section with an 'Attach Files' button and 'Save' and 'Cancel' buttons.

Attach all application documents and files submitted to the Grantor, such as: project narrative, budget detail, letters of support, etc. eCivis is the eFile of record for State of Arizona agencies grants management and should include all pertinent documentation submitted to the Grantor.