eCivis User Guide

# Application Workspace Manual

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- Administration
- Application content
- Review content
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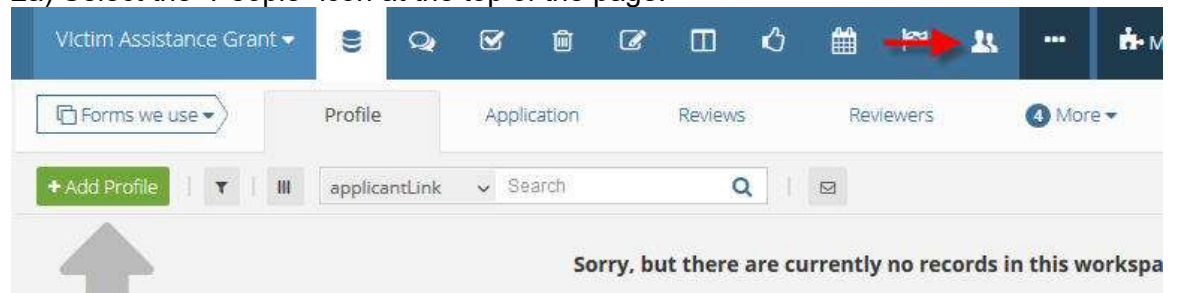
Administration

1) Overview

Once you have accepted your invitation to the application workspace, you can review and edit the application form, review form, and add additional users to the workspace.

1a) Application form
1b) Review form
1c) Reviews form
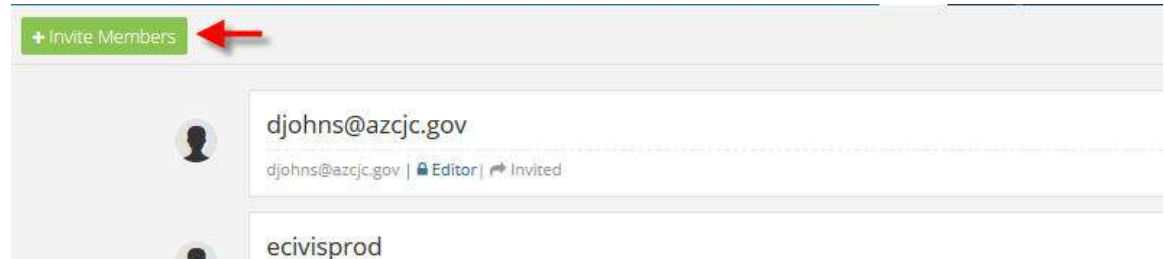1d) Budget form
1e) Workspace members
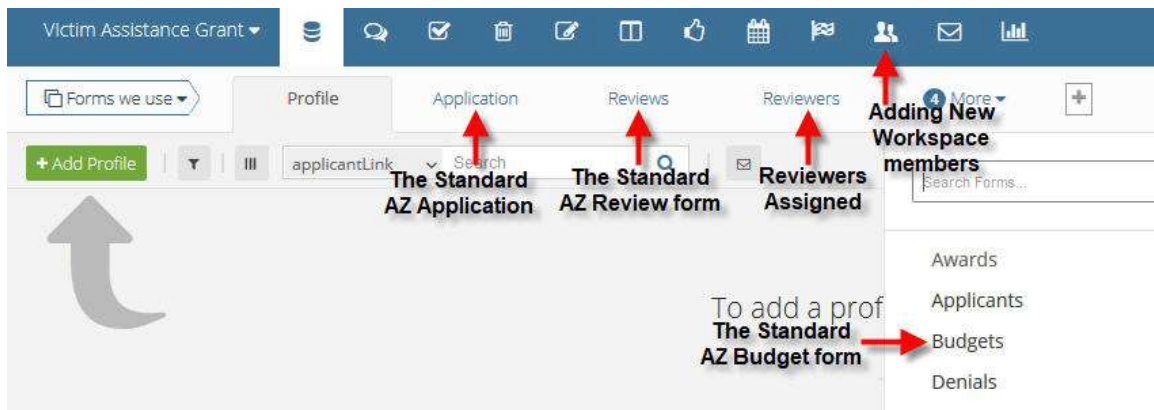
2) Adding new workspace members

    2a) Select the "People" icon at the top of the page.

2b) Select "Invite members", enter an email address, and select a user role.
Refer to the "Standard Roles" link for an explanation of the user levels.

Invite members

Add email address and user role

Application content

Prior to publishing your solicitation you can add custom help text and optional or mandatory file uploads. NOTE: Help text will appear to the applicant directly above the field and can be used to general describe the purpose of the field.

1) **Adding help text and/or character limitation to application fields**

1a) Select the "Applications" form and select "Form Tools""Edit form"

1b) Select the "Edit" button for the desired field

1c) Select "See advanced options" and enter desired text in the "Help text" box
Select See advanced options

Enter text in the "Help text" box

Use the "Validation Options" to set character or word count limitations
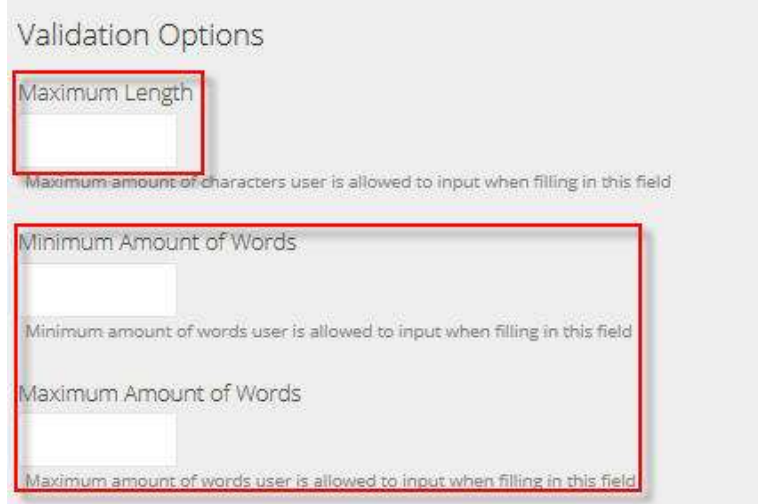
2) Adding a file upload

2a) On the right hand side of the screen, drag and drop the "File Upload" in the desired location on the application form and rename the field appropriately.

2b) To make the file upload required for applications, select the "Edit" button and check the "Required" box.

3) Adding help text, file uploads, and/or character limitations to the Budget form

3a) From the data tab, select "More" for additional forms, and select the "Budgets" from the drop down menu

3b) Select "Forms Tools" and "Edit Form" to edit the Budget form

3c) Help text, file uploads and/or character limitations can be added in the same way as described in the "Application Content" section of this manual. Refer to this section for instructions.
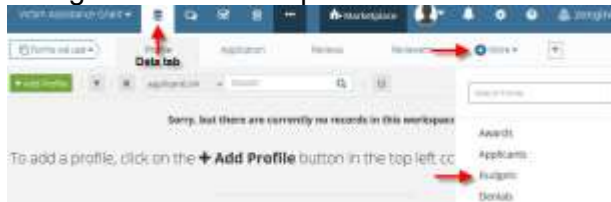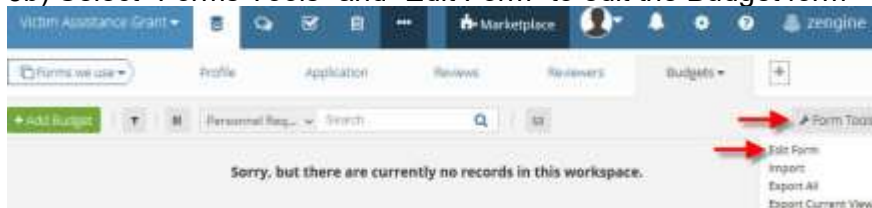
Review content

The standard Arizona review form contains essential conflict of interest qualifications and standard narrative fields and scoring. Additional file uploads and adjustments to the weighting of the questions can be made.

The default review fields and weighting (minimum and maximum values) are as follows:

1. Programmatic Narrative   = 0-10
2. Budget Alignment   = 0-10
3. Implementation Plan   = 0-10
4. Evaluation Plan   = 0-10
5. Sustainability Plan   = 0-10
6. Goals and Objectives   = 0-10
7. Collaborations and Partnerships   = 0-10
8. Program Specific Criteria #1   = 0-10
9. Program Specific Criteria #2   = 0-10
10. Program Specific Criteria #3   = 0-10

1) Accessing the review form

1a) From the "Data tab" select the "Reviews" form
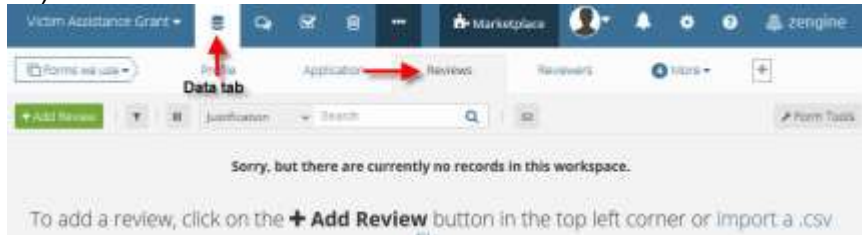
1b) Select "Forms Tools" and "Edit Form" to edit the Review form

2) Adding help text and adjusting weighting

2a) Select the "Edit" button for the field you want to edit and select "See Advanced Options"
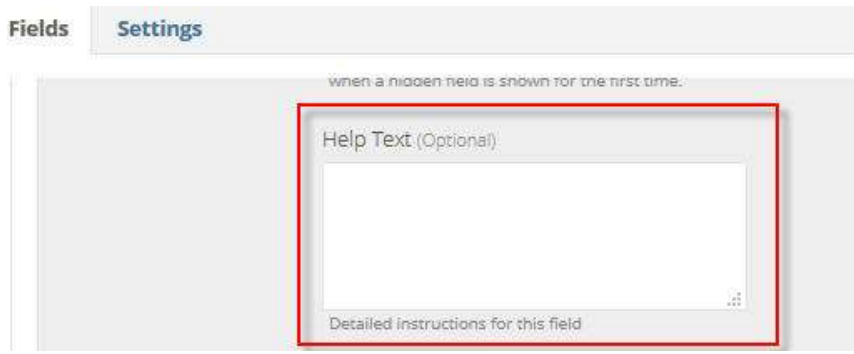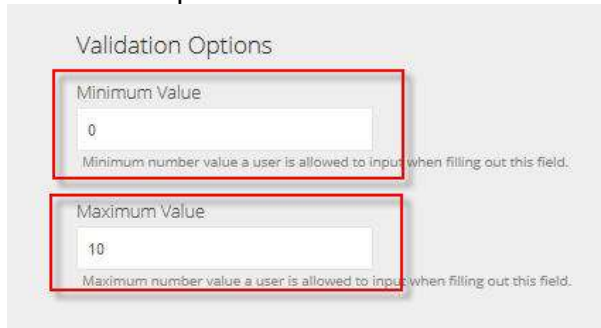
Select "Edit"

See Advance Options

2b) Enter desired text in the "Help Text" box

Fields   **Settings**

when a hidden field is shown for the first time.

Help Text (Optional)

Detailed instructions for this field

2c) Enter the weighting by adjusting the minimum and maximum values under "Validation Options".

Validation Options

Minimum Value

0

Minimum number value a user is allowed to input when filling out this field.

Maximum Value

10

Maximum number value a user is allowed to input when filling out this field.

3) Adding additional file uploads
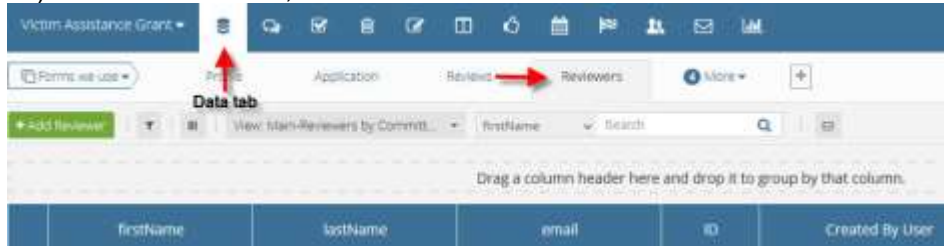
3a) Additional file uploads can be added in the same way as described in the "Application Content" section of this manual. Refer to this section for instructions.
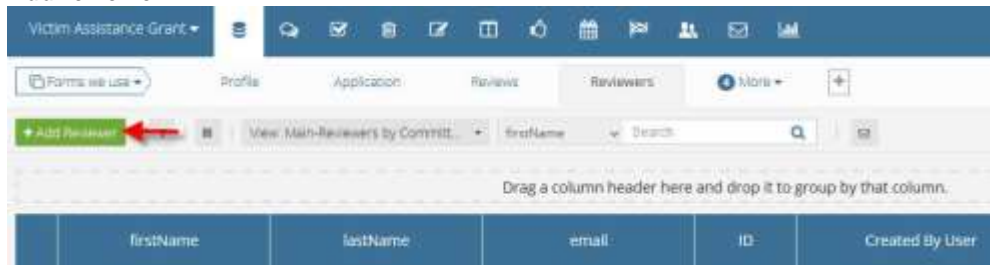
4) Adding/Editing application reviewers

4a) From the "Data tab", select the "Reviewers" tab

4b) To add a reviewer select the green "Add Reviewer" button. Enter their name and email address and save.

Add reviewer

Enter information

4c) To delete a reviewer, click on the reviewer and select the red trash icon in the top right corner of the screen

Publishing your solicitation

After you have finalized your Application and Review forms, email support@ecivis.com in the following format:

Subject: Solicitation Ready to Publish
Body:
- ***Program Name***
- ***Primary Workspace owner email***
- ***Agency/Department name***
- ***Desired publish date/time****
     ****by default programs will be published within 3 hours of the request.***
     Only include a desired published date if it in more than 3 hours.

The eCivis support team will notify you when the solicitation has been published and provide the solicitation link and reviewer portal link.

You can also check the status of your program on the "Organization Programs" page in eCivis. The solicitation will move to the "Published" section when it is available.

Showing 1 to 1 of 1 entries

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Published

☐ Minimize

Showing 1 to 1 of 1 entries

← Previous 1 Next →

#	Title	Project / Funding Source	Availability	Applications	Actions
1	Downtown Arts Program	Test US7123 – National Endowment for the Humanities (NEH): Media...	Public	0	

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Archived

⬆ Open