

**Beginning Grant Management
Grant Stage 3: Grant Awarded
User Guide**

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

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[Grant Stage - Grant Awarded](#)

[Contracts and Accounts](#)

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Grant Stage – Grant Awarded

After you have submitted your application and if you receive notification that you are receiving an award, you can then move the grant into the Grant Awarded stage. To move the grant into the Grant Awarded stage, select “I have received my award notification and I have been awarded” in the available actions in the project dashboard,

The screenshot shows a dashboard with tabs: Overview, Documents, Grant Lifecycle, Goals & Metrics, Budgets, and Contracts & A. Under 'Active Grants', there is a search icon and a refresh icon. The grant details are: **FD3886: FY2018**, Stage: App. Submitted, Projected: \$12,000.00, Match: \$4,000.00. The grant title is **FD3886 KaBOOM!: Creative Play Grants: Imagination Playground - FY 2018**. Under 'Available Actions', the first option, 'I have received my award notification and I have been awarded', is highlighted with a red box.

Complete all required fields highlighted below. **These fields are necessary for the eCivis-AFIS interface to occur.**

The screenshot shows the 'Grant Status - Grant Awarded' form for the 'Demo Playground Project'. The form title is 'Complete Status Form'. The grant details are: Grant: FD3886 KaBOOM!: Creative Play Grants: Imagination Playground - FY 2018. The form contains several fields, some of which are highlighted with red boxes: 'Award Notification*', 'Awarded \$*', 'Match Required*', 'Cash Match \$*', 'Contract Start Date:', and 'Contract Close Date:'. Other fields include 'Internal Grant ID:', 'Internal Grant Name:', 'Do you consider this a competitive grant? *' (Yes/No radio buttons), 'Match Type:' (dropdown menu set to 'Cash'), 'In-Kind Value:', and 'Reminder:'. Each field has a calendar icon next to it.


Continued from above:

Award Type:	<input type="radio"/> Advance Payment	<input type="radio"/> Reimbursement
DUNS Number:	<input type="text"/>	
Grantor Contract Number:	<input type="text"/>	
Notes:	<input type="text"/>	
<i>500 Characters Left</i>		

Allocation Option

Are awarded funds to be available for use as pass-through funding?*	<input type="radio"/> No	<input checked="" type="radio"/> Yes
Amount to earmark for pass-through funding*:	<input type="text" value="100,000.00"/>	
Are awarded funds to be available for Allocation to sub-projects?*	<input checked="" type="radio"/> No	<input type="radio"/> Yes

Upload Files

Attach Files:	<input type="text"/>	
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[Save >](#)[Cancel >](#)

Attach the award notification documents and any other files associated with this stage, eCivis is the eFile of record for State of Arizona agencies grants management and should include all pertinent documentation submitted to the Grantor.

NOTE: At this stage, a task called Contract Close will automatically trigger.

Contracts & Accounts Tab

Once in the award stage, the “Contracts & Accounts” tab will become available and allow the user to enter information. This tab pulls the data entered in the above screenshot and must be complete for the eCivis-AFIS interface to occur. **The information entered in this tab is critical because it prompts the interface with AFIS; therefore, it must be entered correctly.**

Grant Contract & Account Details

Project Safe Neighborhoods (PSN)

Information pertains to grants "awarded" in this project.

US5688 Project Safe Neighborhoods (PSN) - FY 2018

Stage: Implementation	Awarded: \$691,064.00	Match: \$0.00
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Grant Contract Summary

Award Notification Date: 10/02/2018

Contract Start Date: 10/01/2018

Contract Close Date: 09/30/2021

Award Type: Advance Payment Reimbursement

Award Documents:

Grantor Contract Number: 2018gpbx0030

DUNS Number: 80-454-5986

Revenue & Expense Accounts

Search:

Account Name	Number	Type
No data available in table		

1 - 0 of 0 Accounts

← Previous Next →

Grant Identifiers

Internal Grant ID: ADA19001

Internal Grant Name: Project Safe Neighborhoods (PSN)

Notes

[Edit](#)

[Done >](#)

Even though it is not mandatory or marked by red asterisks during the input of your award information, the following information must be entered:

- Contract Start & Close Date / Funding Period From & To
- Grant Contract # / Grant Award #
- DUNS #
- Internal Grant ID / SAI #, **COMPLETED BY GFR**

Grant Not Awarded:

If you received notification from the grantor and were not awarded, select the action below:

Overview
Documents
Grant Lifecycle
Goals & Metrics
Budgets
Contracts & Accounts
Spending
History

Active Grants

US6994 High Intensity Drug Trafficking Areas (HIDTA) Program - FY 2019

Stage: Award Projected Projected: \$1,000.00 Match: \$0.00

Project Team

A. Haney (Lead) Program Mana

Available Actions

- I would like to access details of this grant
- I want to enter my award amount
- I have received my award notification and I have not been awarded
- I am ready to close this grant
- I would like to create/manage goals and metrics for this grant
- I would like to create/manage a budget for this grant

Fill out the required sections with a red asterisk. You may select one or more options in the “not awarded reason(s)” box.

Complete Status Form

Grant: US6994 High Intensity Drug Trafficking Areas (HIDTA) Program - FY 2019

Do you consider this a competitive grant?* Yes No

Notification:*

Not Awarded Reason(s):

General Weakness

- Poorly written and/or organized; hard to understand
- Did not follow instructions or respond to specific requests for information adequately
- Exceeded specific page limit(s)
- Lacks sufficient evidence of coordination with other individuals and organizations

Objective and Activity Weakness

- Objectives do not match the objectives of the funding organization

Note:

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Upload Files

Attach Files:

Save >

Cancel >