

## Section 4.2: Grant Research

### PURPOSE AND POLICY

Now that the grant program manager has his or her agency's grant needs and priorities, where or how does he or she begin? The best starting point is eCivis, a web-based grants pursuance and management tool. The Arizona Office of Grants and Federal Resources (GFR), as authorized under [Executive Order 2013-09](#), procured a statewide enterprise license for implementation of this tool. The State of Arizona Accounting Manual ([SAAM](#)) [policy 70.05](#) states that "In order to effectively use eCivis in conjunction with AFIS and to maximize the efficiencies that may be realized from the interface between those systems, grants shall be established in eCivis." To obtain access, a grant program manager should either contact his or her direct supervisor to see if his or her agency is a user or check the list of Department Master Account Holders (DMAH) list on the [GFR website](#) for an agency contact.

### PROCEDURE

Below are the general steps that the grant program manager will take to undertake grant research in [eCivis](#); the technical [reference guide](#) provides step-by-step instructions.

- The grant program manager should establish an account and user profile in eCivis if he/she doesn't already have an existing account. Please note: if the grant program manager's agency doesn't already have an agency department listing, the grant program manager will need to work with GFR staff to establish a new agency department listing.
- Under the grants research menu, the grant program manager can create a Search Agent (using keywords and filters) for each type of grant based upon an agency's identified needs and priorities. He/she can set up email alerts for daily or weekly notification when notices of funding availability (NOFA) meeting the Search Agent criteria are posted.
- The grant program manager also has the option to create a project in eCivis, which will allow the grant program manager to assign multiple grants to fund a project. As he/she reviews funding opportunities, the grant program manager can assign the opportunity to a specific project or leave it unassigned as he/she further reviews it.
- The grant program manager, as the project lead, has the ability to add grant pursuance team members in eCivis; each team member must have an eCivis account to be assigned to a project. The grant program manager can assign tasks, such as Review Grant, to each member. Team members would receive email notifications; the grant program manager can also set up email reminders for task due dates. As tasks are completed, the status is updated in eCivis and visible on the project dashboard for each member of the team. This process would continue through the lifecycle of the grant.

If an expected funding opportunity is not visible in eCivis, grant program managers should email GFR staff at [GFR@azdoa.gov](mailto:GFR@azdoa.gov). GFR staff will work with eCivis to ensure the system is updated to include the funding opportunity.