

## Chapter 5: Application Development and Submission

This chapter details the steps necessary to plan, develop and submit a grant application or proposal.

[Section 5.1](#) is a guide to the various e-system registrations necessary for pursuing grants. [Section 5.2](#)

speaks to the importance of carefully reviewing application submission requirements. [Section 5.3](#)

instructs grant program managers how to identify and secure application development resources.

[Section 5.4](#) describes how to establish an application development team. [Section 5.5](#) provides guidance

in developing draft application documents. [Section 5.6](#) walks through the review and edit of final draft

application documents and [Section 5.7](#) discusses the application finalization and approval. [Section 5.8](#)

covers what is required for application submission. [Section 5.9](#) outlines the post-application submission

activities.

The Office of Grants and Federal Resources (GFR) requires the use of eCivis for researching and pursuing grants. Once a grant is awarded to a state agency, the grant program manager must establish the grant in eCivis per State of Arizona Accounting Manual ([SAAM](#)) [policy 70.05](#). This allows for managing post-award activities throughout the lifecycle of the grant.