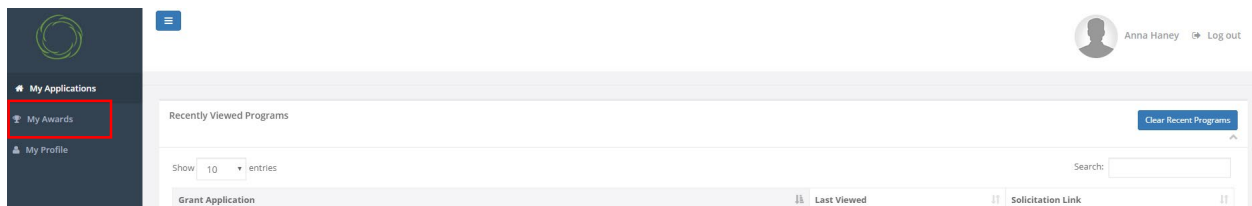


How to Add a Team Member to your Grant Award:

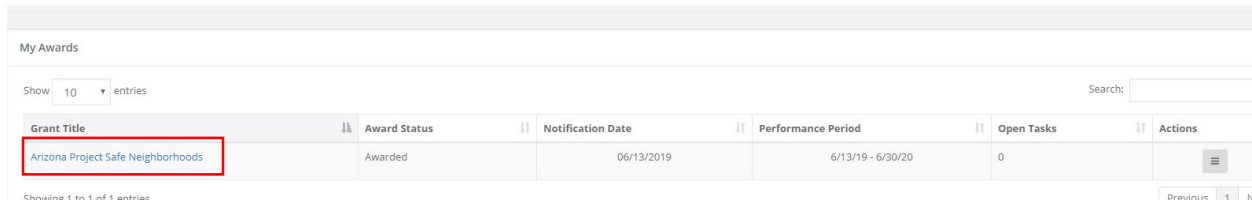
The project official (the individual who submitted the grant) may add team members to their awarded grant in eCivis. All team members will have the same level of access to view and submit reports to the Grantor.

To begin:

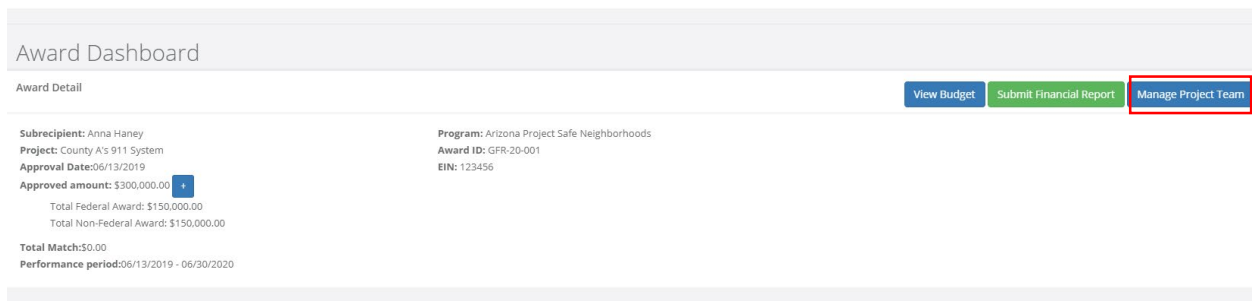
Sign into portal and click on “my awards”.



Click on the grant project you’d like to add a team member to:



Click on “manage project team”



Click on “add a team member”

Project Team

Award Detail Back to Award Detail

Arizona Project Safe Neighborhoods Awarded

Awarded by: Arizona Demo
Approved amount: \$300,000.00
Match type: Cash
Cash match: \$0.00
Performance period: 06/13/2019 -06/30/2020

Project Team ^

Add Team Member

Show 10 entries Search:

Invitation Email	Accepted By	Status	Actions
No project team members to display.			

Showing 0 to 0 of 0 entries Previous Next

A box will pop up to enter the team member’s email address. Then click “add member”

x

Add Project Team Member

The following person will be invited to your project to help collaborate.

Email address:

This will trigger the system to automatically send an invitation email to the individual added as a team member. Once the email is sent, the individual will appear under the “pending” status.

Project Team

Award Detail

Arizona Project Safe Neighborhoods **Awarded**
 Awarded by: Arizona Demo
 Approved amount: \$300,000.00
 Match type: Cash
 Cash match: \$0.00
 Performance period: 06/13/2019 -06/30/2020

Project Team

[Add Team Member](#)

Show 10 entries Search:

Invitation Email	Accepted By	Status	Actions
dean.johnson@azdoa.gov		Pending	

Showing 1 to 1 of 1 entries

There are two available actions for each team member invitation:

Project Team

Award Detail [Back](#)

Arizona Project Safe Neighborhoods **Awarded**
 Awarded by: Arizona Demo
 Approved amount: \$300,000.00
 Match type: Cash
 Cash match: \$0.00
 Performance period: 06/13/2019 -06/30/2020

Project Team

[Add Team Member](#)

how 10 entries Search:

Invitation Email	Accepted By	Status	Actions
dean.johnson@azdoa.gov		Pending	

howing 1 to 1 of 1 entries [Pre](#)

Resend Invitation

Delete Invitation

Once the individual accepts the invitation, the team members will display as below:

Project Team

Award Detail

Arizona Project Safe Neighborhoods AWARDED
 Awarded by: Arizona Demo
 Approved amount: \$300,000.00
 Match type: Cash
 Cash match: \$0.00
 Performance period: 06/13/2019 -06/30/2020

Project Team

[Add Team Member](#)

Show entries

Search:

Invitation Email	Accepted By	Status	Actions
dean.johnson@azdoa.gov	dean.johnson@azdoa.gov(Dean Johnson)	Accepted	

Showing 1 to 1 of 1 entries