eCivis Grants Network

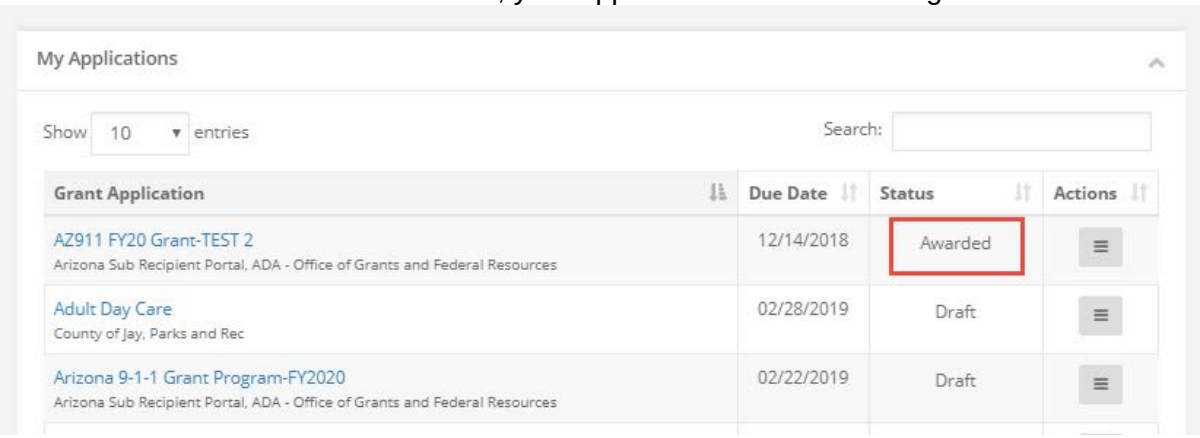
Subrecipient Manual

Contents

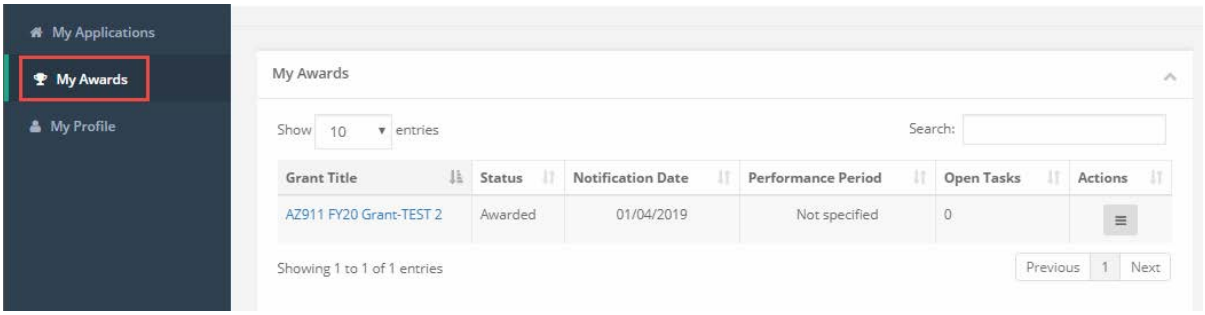
Locating your award 2
Viewing your award and the Award Dashboard 2
View your budget 3
Submitting financial reports 5

Locating your award

1. After an award has been made, your application status will change to *Awarded*:

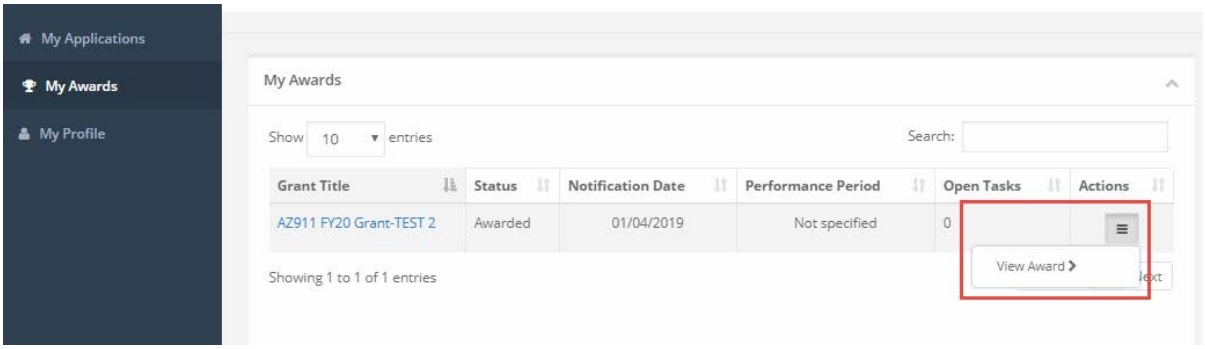


2. You can view your awards in the *My Awards* tab:

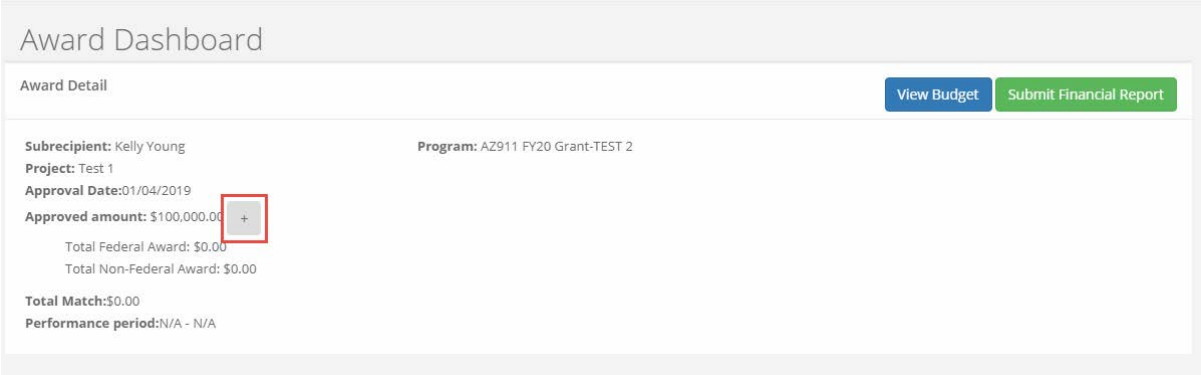


Viewing your award and the Award Dashboard

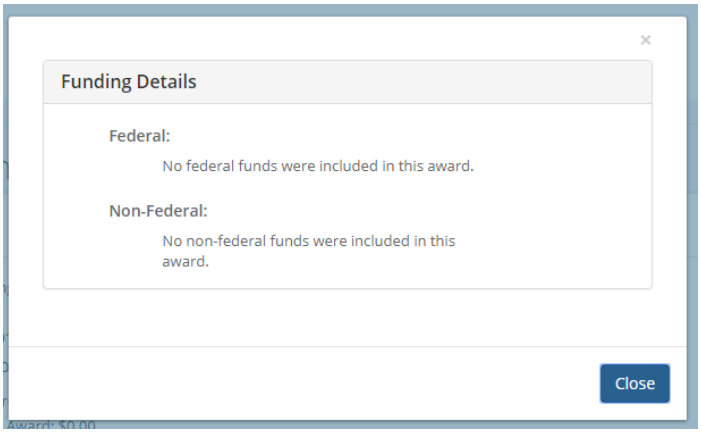
1. To view the award details, go to the My Awards tab and click on the button under the Actions column. Select *View Award*:



2. On the Award Dashboard, select the button next to the approved amount:

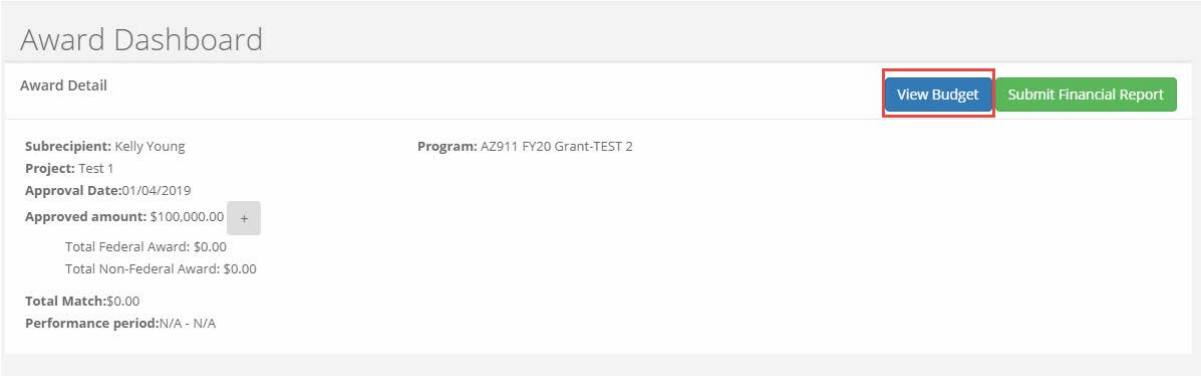


3. You can view information such as funding sources and how your project is being funded:

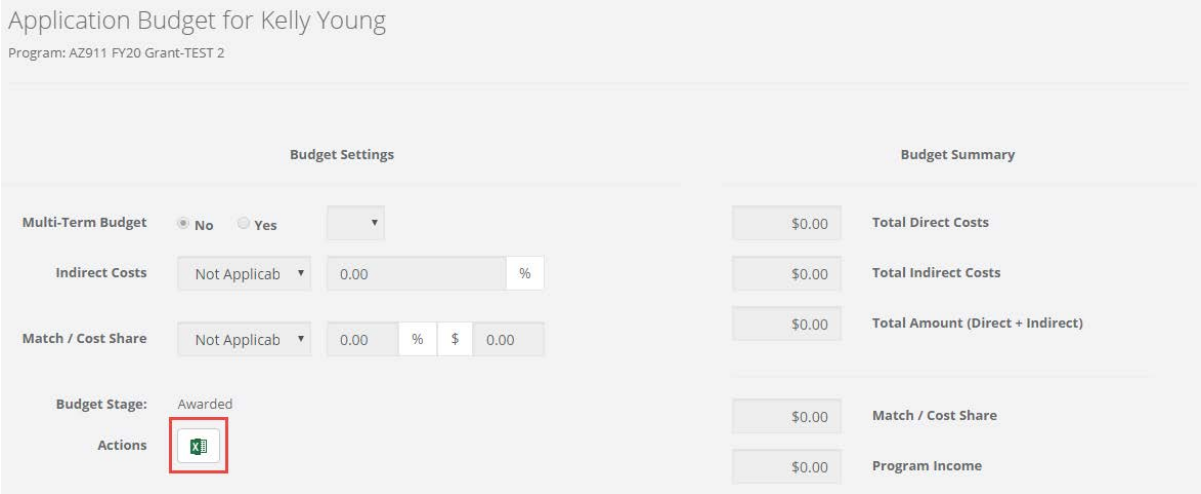


View your budget

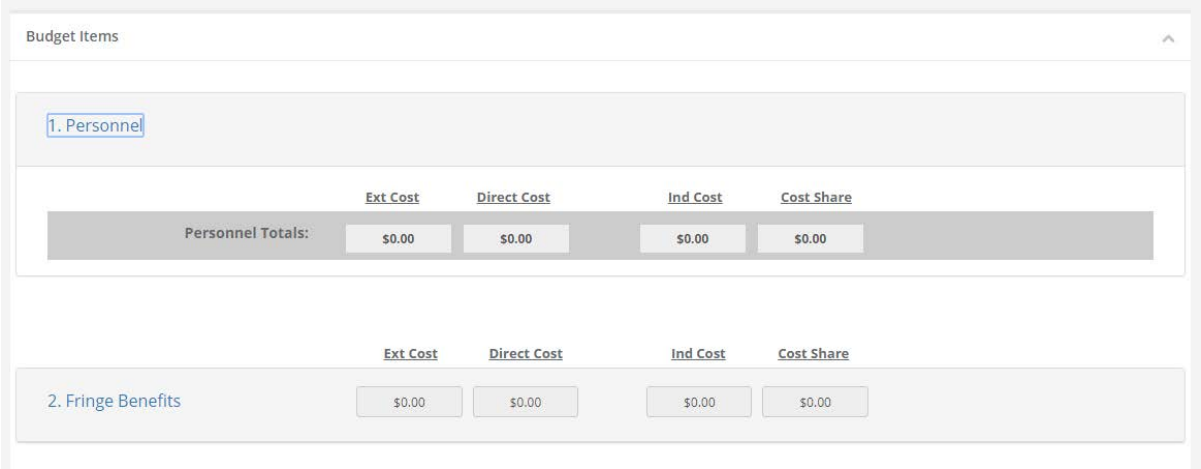
1. If you submitted a budget with your application, it will be attached to the award. Click on *View* button to view your submitted budget.



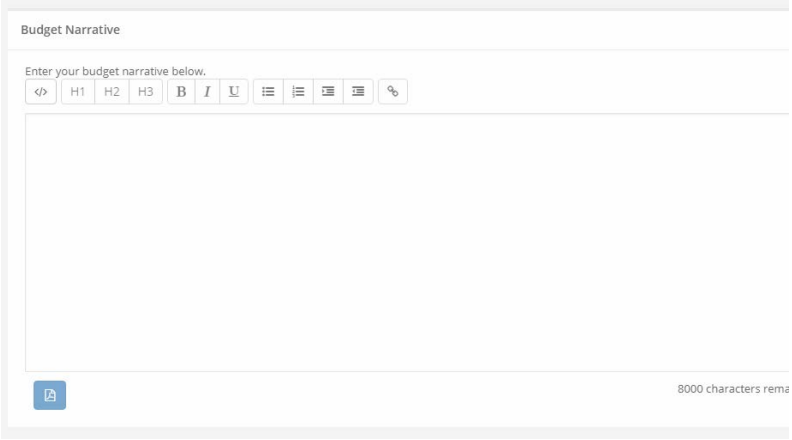
2. You can export the budget form to Excel:



3. Click on the Budget Items to view a more detailed budget and the total cost per category:

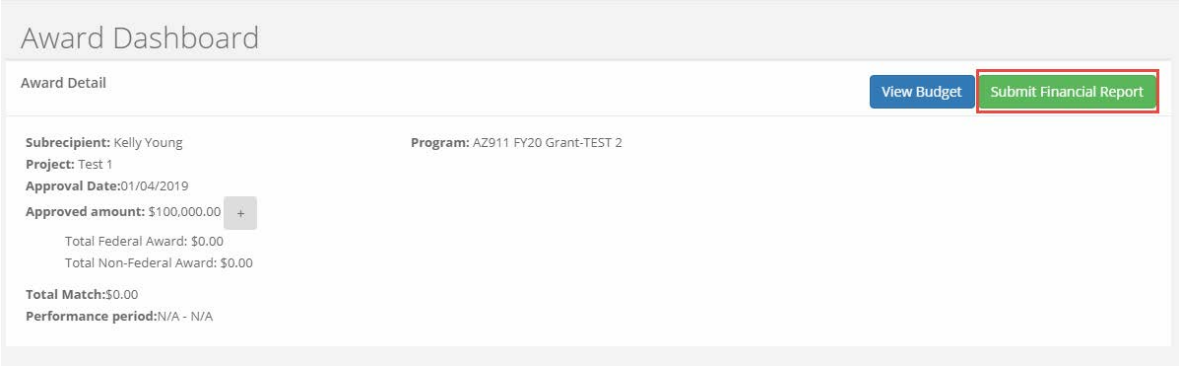


4. You can enter budget information and details at the bottom of the page, under Budget Narrative. Click *Save* when you have completed this information.

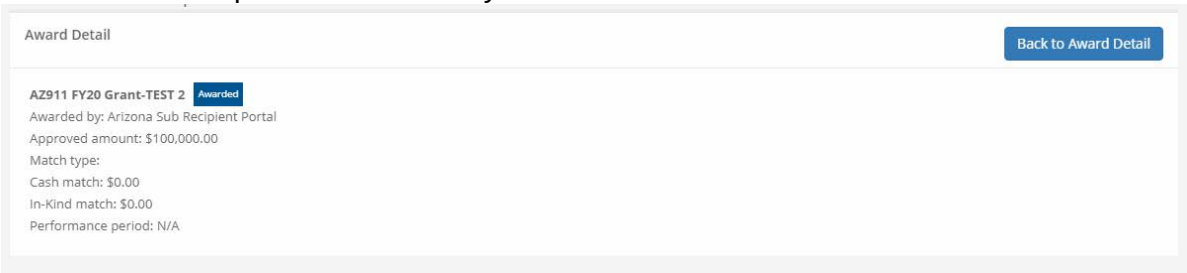


Submitting financial reports

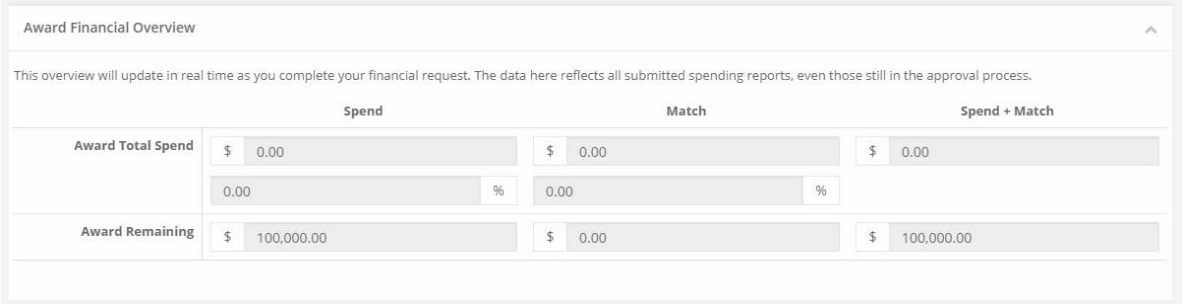
1. From the Award Dashboard, you can submit a Financial Report directly to the Program Officer. Click on *Submit Financial Report:*



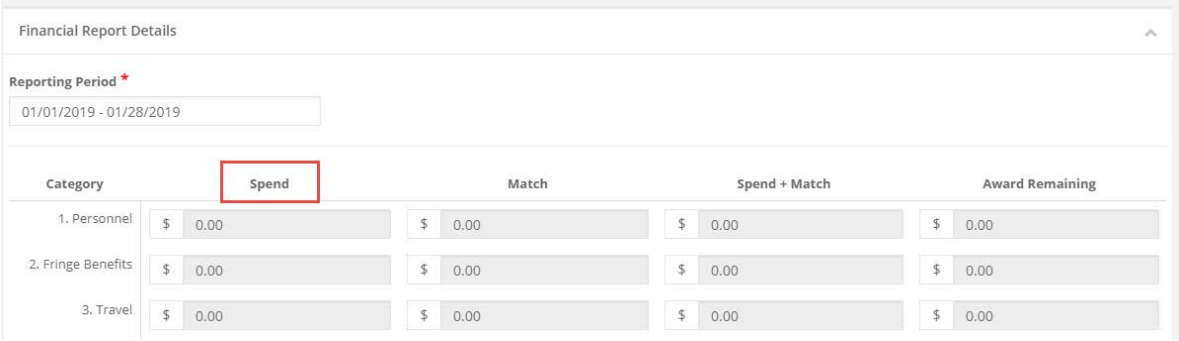
2. The Award Detail provides a summary of the award information:



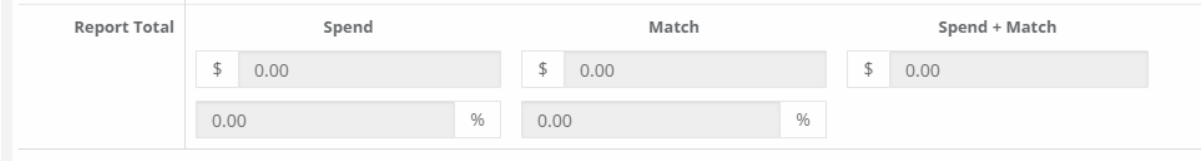
3. The Award Financial Overview is not editable, but will update itself depending on the amounts that are submitted in the Financial Report Details:

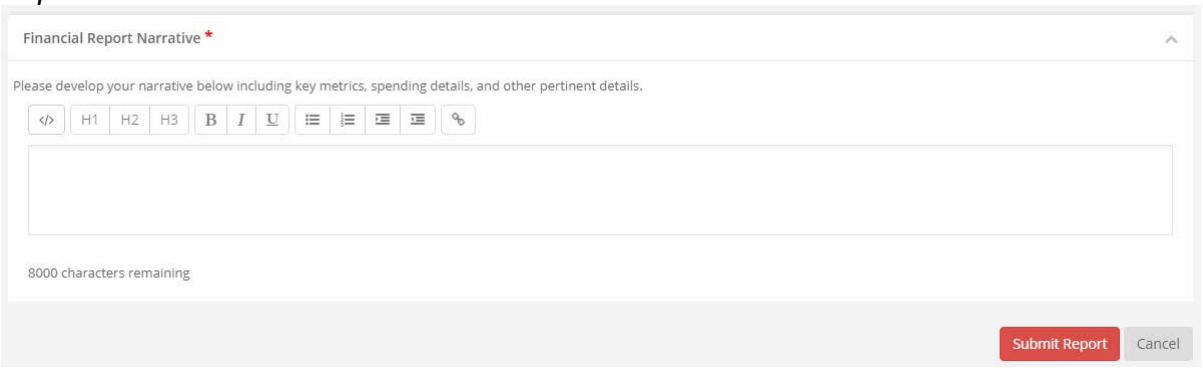


4. In the Financial Report Details, provide the dates of the reporting period and the amounts in the appropriate category under the *Spend* and *Match* columns.



5. The *Spend+Match* and *Award Remaining* columns will automatically calculate the costs when you update the Spend and Match amounts. Additionally, the Report Totals will automatically calculate to provide a breakdown of the amounts and percentages of funds used in the Reporting period:



6. Define the amount you are requesting for Reimbursement. If this is the final report and the final request for reimbursement, check the box:

7. Include any spending details and a brief description about the reporting period's expense in the Financial Report Narrative. When you are finished, click *Submit Report*: