**Quick Reference**
User Guide J

Organization Tags

This user guide will walk you through the steps to use the organization tag feature in eCivis. Utilizing organization tags will allow users to run reports on speical grant related topics, such as COVID-19 grant funding. Organization tags appear throughout the system and are related to all task functionality. Each time the organization tag appears, the user should select at minimum, their State agency. Reports are customizable and able to be modified to suit your needs.

If an Agency would like to create organization tags for their department, please email GFR staff at gfr@azdoa.gov.

To assign Organization Tags to new projects, the user will use the eCivis search functionality to find the desired funding opportunity. Once it has been identified, the user will:

1. Click on the "Save/Assign Grant" button.
2. Select whether to save the funding opportunity as one of the following:
   o "Assign grant to an existing project;"
   o "Assign grant to a new project;" or
   o "Save as unassigned."
3. Select the "Department" where the project is assigned, and select the "Project" to save this grant;
4. Select the appropriate answer, yes or no, to the following question:
   o "Is an application required for this grant?"
5. Select the "Grant Status:"
   o "Under Consideration;"
   o "Application Preparation;" or
   o "Application Submitted."
6. Select the appropriate Grant Tag(s) under "All Organization Tags" to apply to the funding opportunity and click the arrow to add each Grant Tag to the "Selected Organization Tags" field.
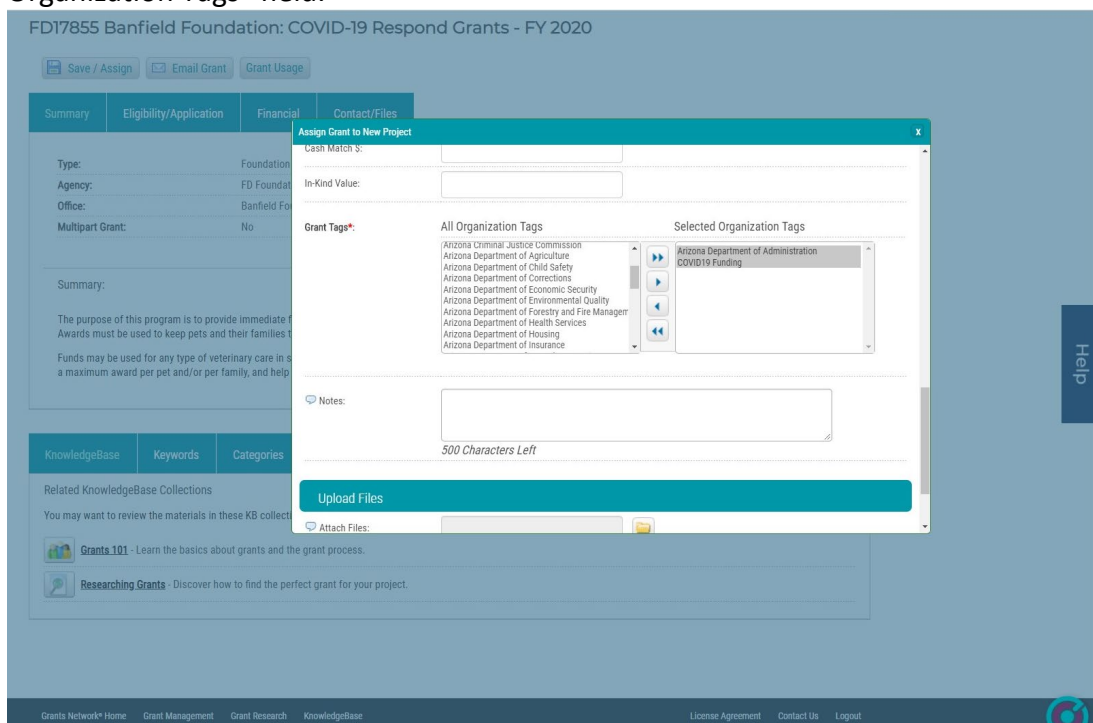
   o At a minimum, the user must select their **State Agency.** However, if appropriate, you will select one of the following Grant Tags as well:
      ▪ **COVID19 Funding** - all new grants pursued and/or awarded related to COVID19; or

- **COVID19 Reallocated Funding** - awarded funds reallocated away from their original projects and to new COVID19 related projects.

7. eCivis users should continue to upload all related documentation to the task they are completing in the system.
8. Click "Save."