

Quick Reference User Guide I

Modifications to Organization Funding

User guide will walk you through the steps to make modifications such as adding the Catalog of Federal Domestic Assistance (CFDA) number for the Organization Funding (ORG) in eCivis. Please note if the grant begins with “US”, “AZ” or “FD”, then you must email eCivis support at support@ecivis.com with the name of the grant and with the CFDA number or modification request that needs to be made.

To locate the grant in need of modification select “Organizational Funding” under the “Grant Research” tab from eCivis main menu. Find your grant by using search bar

The screenshot shows the eCivis interface for 'Organization Funding'. At the top, there are navigation tabs: Home, Grant Management, Grant Research, KnowledgeBase, Reports, and Administration. Below the navigation, there are buttons for 'Add Org Funding' and 'Show Archived Org Funding'. A green bar indicates 'Public Organization Funding' with a 'List View' dropdown set to 'All Funding Sources'. A search bar is highlighted with a red box. Below the search bar, a table lists funding records. The first row is highlighted, and the 'Edit Grant' icon in the 'Actions' column is also highlighted with a red box.

GN Code	Funding Title	Fiscal Year	Funding Type	Total Funds	App Due	Actions
ORG1928	ETA 2019	2019	Non-Competitive	\$6,167,209	N/A	[Edit Grant]
ORG1927	Bureau of Indian Affairs Office of Justice Services	2019	Non-	\$85,454	N/A	[Actions]

Once the grant is found, select the “Edit Grant” under the action menu.

You will then be able to make modifications such as adding CFDA # to assigned field. Remember to select “Save” once completed

The screenshot shows the 'Edit Organization Funding' form. It has two main sections: 'Funding Identification' and 'Application/Financial'. The 'Funding Identification' section includes fields for GN Code (ORG1920), Funding Title (Child Support Services Coordinator), Fiscal Year (2019), Funding Type (Federal), Grantor (AZ Department of Economic Security), FAIN, Federal FON, and CFDA Number (93.563). The 'Application/Financial' section includes fields for Total Funds (0) and Matching Required (No). The CFDA Number field is highlighted with a red box.