Grantee Active Award Uploads are Underway   
Special Edition # 3: October 11, 2023  
Grantee active awards will be uploaded to eCivis in cycles of about 200 active awards per cycle.

Cycle 2 September 11, 2023, to November 20, 2023.

Department of Education

Family and Social Services Administration

Cycle 3 November 21, 2023, to February 6, 2024.

Department of Homeland

Board of Animal Health

Department of Veterans Affairs

Department of Workforce Development

Criminal Justice Institute

Indiana State Police

State Department of Agriculture

Indiana Civil Rights Commission

Department of Revenue

Department of Child Services

Destination Development Corporation

Commission on Higher Education

Indiana Supreme Court (OJA)

Office of Energy Development

Governor’s Council for People with Disabilities

Indiana Economic Development Corporation

Indiana Arts Commission

Indiana Utility Regulatory Commission

Office of Community and Rural Affairs

Cycle 4 February 7, 2024, to April 9, 2024.

Department of Transportation

Department of Natural Resources

Department of Corrections

Department of Insurance

Indiana State Library

Adjutant General’s Office

Cycle 5 April 10, 2024, to June 11, 2024.

Department of Environmental Management

State Department of Health

Cycle 6 June 12, 2024, to August 13, 2024.

Secretary of State

Attorney General

Grantee active awards will upload to the eCivis Grant Awarded stage.  
Rationale for Cycles   
(Note: Cycle 1 is a planning cycle)  
Cycle 2 - 2 large agencies who are also implementing the eCivis grantor functions; will allow them to efficiently and fully implement all eCivis functions.  
Cycle 3 – generally a collection of 19 smaller agencies with a smaller number of grants; will allow a large number of agencies to onboard; less operational impact on these agencies during the upload cycle.  
Cycles 4 and 5 - 8 mid-to-large agencies; process will be more involved with larger agency size.  
Cycle 6 - 3 remaining agencies; only a handful of active awards among them.  
Did you miss any of the eCivis training demonstrations? If so, you can find the recordings [here](https://www.in.gov/sba/grants/ecivis-implementation-information/).  
 WE’VE BEEN LISTENING TO YOU!  
Since eCivis Pre-Award “went live” on September 1st, State Budget Agency has heard requests for changes to eCivis’ email notifications protocols.  
SBA’s Grants Management Team communicated these concerns to eCivis, and eCivis has agreed to roll-out revised protocols that will reduce and tailor email notification traffic before the end of 2023!  
All agencies will use eCivis to manage newly awarded grants starting October 1, 2023.  
Grants that received a federal grant approval number (FGAN) and a federal funding source from State Budget Agency prior to October 1, 2023, will continue to be managed outside of eCivis until uploaded.  
Key eCivis Definitions  
“Active Award” is a grant, state match, or substate transfer that has a federal funding source and a project period ending after October 1, 2023.  
“Grantee” refers to when Indiana agencies receive funding from the federal government.  
“Pre-Award” refers to the steps agencies must take to obtain approval from SBA to apply for federal funding. In other words, “Pre-Award” is the time before the federal funding is awarded.  
“Post-Award” refers to the management of federal funding after a state agency receives the notice of award.  
How will the active award upload proceed?  
Agencies will be asked to collect active award data in preparation for their active award upload.  
Agencies will receive an Excel worksheet laying out the data for collection.  
Following their active award upload, agencies will work with State Budget Agency to validate that the data was uploaded correctly into eCivis.  
Be sure to check-out the [eCivis Implementation Information](https://www.in.gov/sba/grants/ecivis-implementation-information/) page for the latest eCivis news.