



State of Indiana eCivis Grants Network Grantor User Guide

Managing Application Denials & Approvals

January 2025

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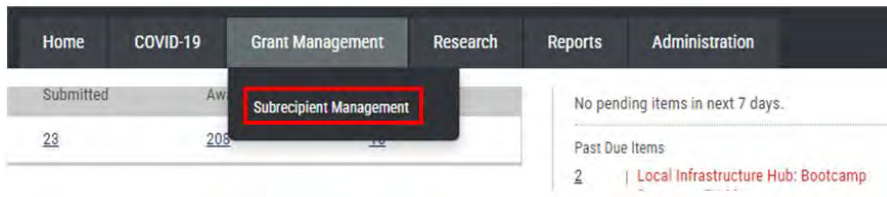
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Purpose

The purpose of this user guide is to provide specific instructions to grantors (Indiana State Agencies) finalizing award decisions by creating application awards or denials. Additional topics include sending bulk emails and viewing and managing these awards in eCivis.

Step 1: Creating an Application Denial

- 1) Once the review/scoring process is completed, and the Agency eCivis user has determined which program applications they intend to deny, the Agency eCivis user will navigate to the program's Application Workspace. This can be accessed via the eCivis Grants Network homepage, **Grant Management** tab, and clicking on *Subrecipient Management*.

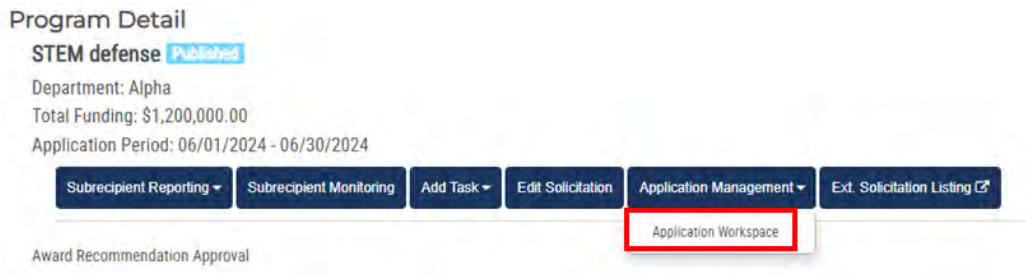


- 2) On the **Subrecipient Management** page, navigate to the **Program Solicitations** table at the bottom of the screen. Click the **Title** of the program where you have denials.

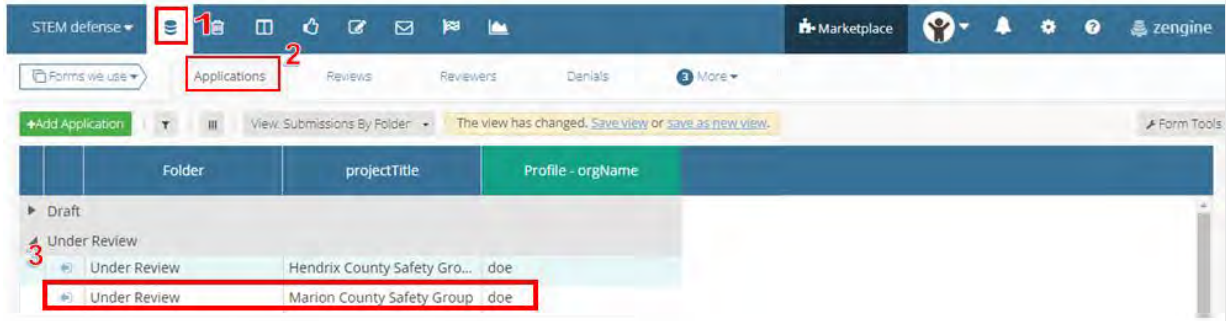
Program Solicitations 1 Hide Archived Programs

Department	Title	Program Type	Status	Total Funding	Actions
Department 1	Coronavirus State and Local Fiscal Recovery Fund (CSFRF/CLFRF)	N/A	Draft	\$20,000,000.00	Actions

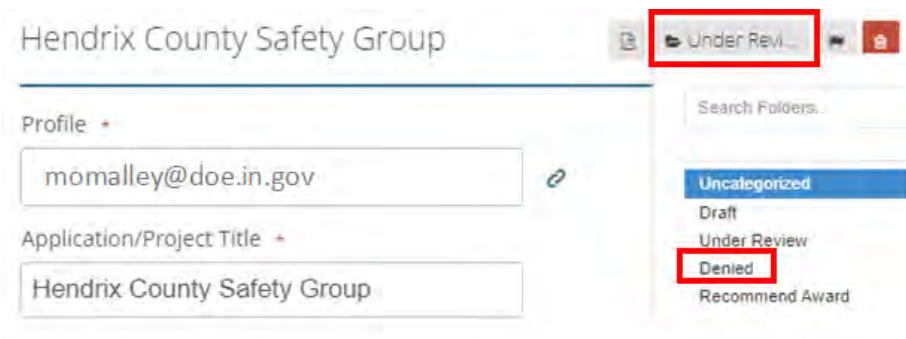
- 3) Click the *Application Workspace > button* .



- 4) The Zengine Workspace will open.
 1. At the top of the screen, click the *Data icon*.
 2. Click the **Applications** tab. Select the application to be denied.

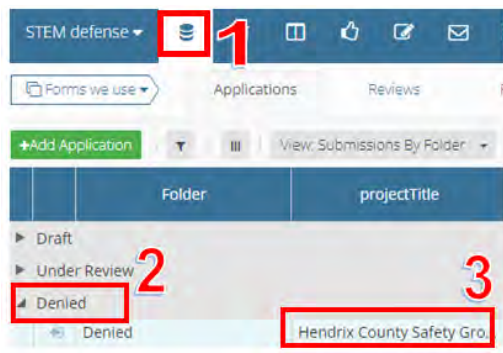


- 5) The Agency eCivis user will select the *Folder Icon* for the application and a dropdown menu will appear. Update the status from *Under Review* to *Denied* by clicking “*Denied*”.



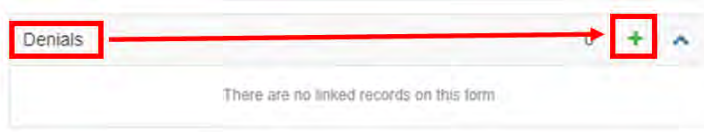
- 6) At the bottom left of the Application window, the Agency eCivis user will click on the *Save > button* to update the application record. Once the application record is updated, it will appear as **Denied** in the **Applications** section of the workspace in the Denied folder, and in the Applicant’s **eCivis Portal**. This step does *not* notify the applicant of the denial.

- 7) Follow the steps below to notify an applicant that their application was denied.
1. At the top of the screen, click the *Data* icon.
 2. Scroll down to the *Denied* folder.
 3. Click on the *Denied* application you wish to notify.



- 8) Once the **Denied Application** form appears, the Agency eCivis user will select the *Green Plus icon* in the Denial table on the far right to “Add New Denial”.

Linked Records



- 9) The title of the submission will auto-populate in the Submission field. The Agency eCivis user will enter the reason for denial in the **External Message**. This is what will appear in the **eCivis Portal**. Click the *Save and Return >* button. SBA encourages agencies to work with their Communications staff regarding all messages to applicants .

Award Denial

Submission ▾

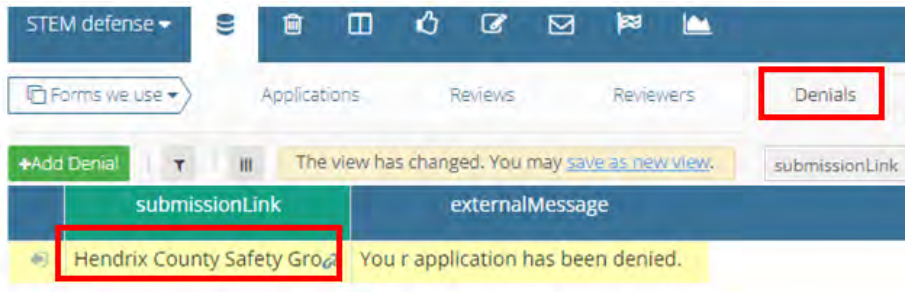
Hendrix County Safety Group

Select the application for denial.

The message you enter below will be sent directly to the applicant and appear in the eCivis Applicant Portal. If you need to update this message or retract a denial, please contact your eCivis Customer Service Representative, or support@ecivis.com.

External Message

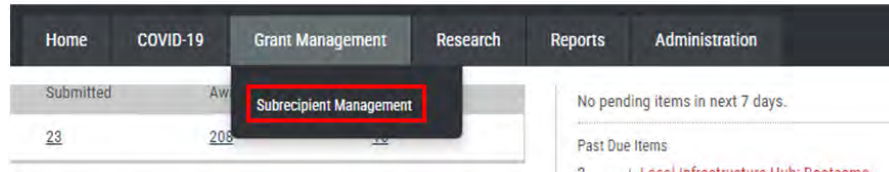
The application will now appear in the **Denials** tab in the Agency eCivis user's **Application Workspace**.



NOTE: An additional option for contacting applicants is available within Zengine, via the Bulk Email function. For more information, see Step 6: Bulk Emails of [Grantor User Guide 4 - Application Review Management](#).

Step 2: Creating an Application Award Recommendation

- 1) Once the review/scoring process is completed and the Agency eCivis user has determined the applicants that will be awarded for the program, the Agency eCivis user can go to the **Grant Management** tab in Grants Network and click on *Subrecipient Management*.



- 2) On the **Subrecipient Management** page, navigate to the **Program Solicitations** table at the bottom of the screen. Click the **Title** of the program where you are awarding applicants to create the award.

Program Solicitations Hide Archived Programs

Department	Title	Program Type	Status	Total Funding	Actions
Alpha	STEM defense	N/A	Published	\$1,200,000.00	Actions

- 3) On the appropriate program's page, click the *Application Management* button and select "Application Workspace".

Program Detail

STEM defense Published

Department: Alpha
 Total Funding: \$1,200,000.00
 Application Period: 06/01/2024 - 06/30/2024

[Subrecipient Reporting](#)
[Subrecipient Monitoring](#)
[Add Task](#)
[Edit Solicitation](#)
[Application Management](#)
[Ext. Solicitation Listing](#)

Application Workspace

Award Recommendation Approval

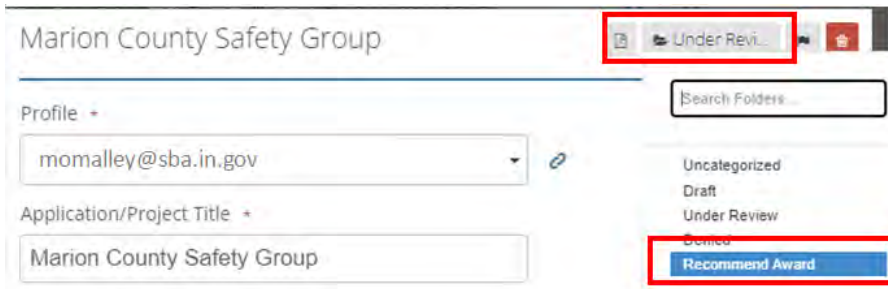
- 4) This brings the Agency eCivis user to the Zengine Workspace.
 - a. At the top of the screen, click the *Data icon*.
 - b. On the **Applications** tab,
 - c. The Agency eCivis user will select the application to be awarded.

Indiana Street Flood Program

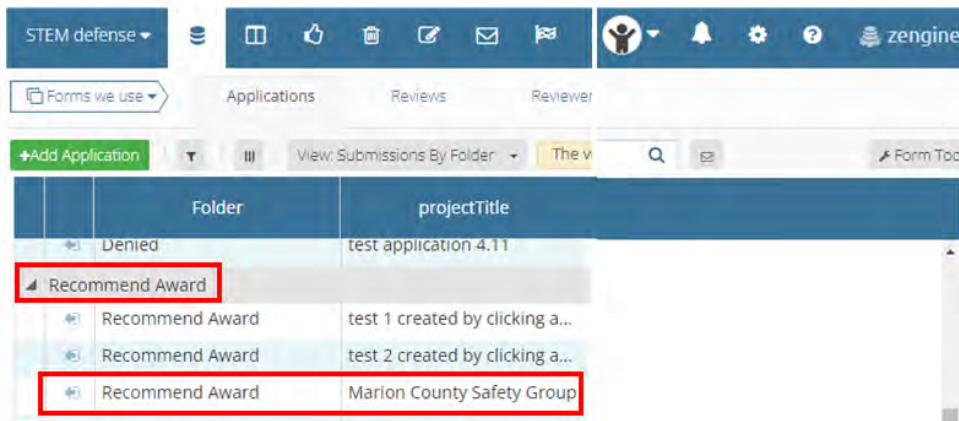
Forms we use **Applications** Reviews Reviewers Denials

Folder	profileLink	projectTitle
Draft		
Draft	momalley@sba.in.gov	
Under Review		
Under Review	momalley@sba.in.gov	Marion County Safety

- 5) The Agency eCivis user will select the *Folder* icon and a dropdown menu will appear. The Agency eCivis user will change the status to *Recommend Award*.

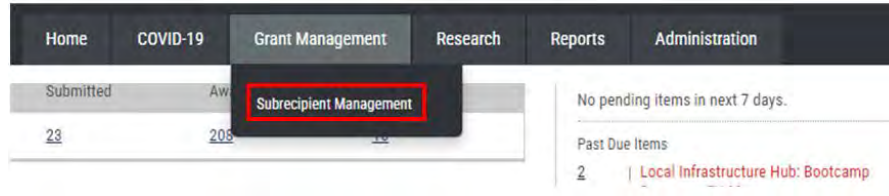


- 6) At the bottom left of the Application window, the Agency eCivis user will click on the *Save > button* to update the application record.
- 7) Once the application record is updated, it will appear as **Recommend Award** in the Agency eCivis user's **Application Workspace**, and "**Under Review**" in the Applicant's **eCivis Portal**. This step enables the Agency eCivis user to create an award recommendation in the eCivis Grants Network Program Detail page and begin the award recommendation approval process.

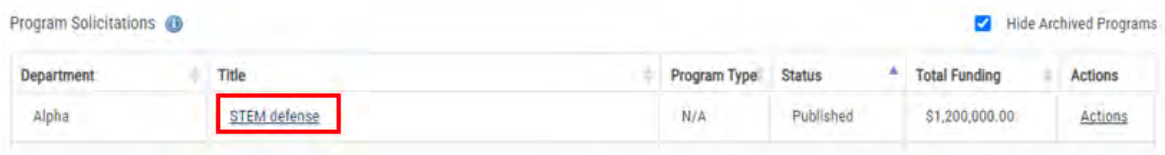


Step 3: Creating an Award Recommendation

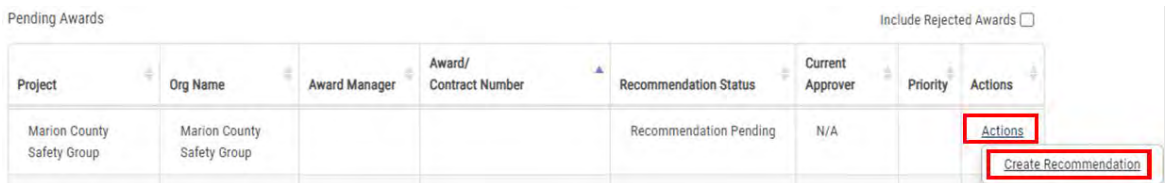
- 1) On the eCivis Grants Network homepage, the Agency eCivis user will select *Subrecipient Management* from the **Grant Management** tab.



- 2) On the **Program Dashboard** page, the Agency eCivis user will click the appropriate **Title** from the **Program Solicitations** table.



- 3) This opens the **Program Detail** page, and the awarded application will appear in the **Pending Awards** section. The Agency eCivis user will click *Actions* and then *Create Recommendation* in the right-most column of the relevant Project name row.



- 4) The **Award Recommendation Approval Task Creation** form will appear. Complete the form and ensure all required information indicated by an asterisk is provided:
- Recipient:** auto-populated based on the recipient's name pulled from the application.
 - Project:** auto-populated based on the eCivis project name pulled from the application.
 - Subrecipient:** Select the appropriate option from the dropdown menu. This list uses a type ahead feature. It is populated from a PeopleSoft data feed. If you are unsure of your subrecipient, please ask your fiscal contact at your agency. *Note:* This field is not required.
 - Payment Profile:** This is the remit address of the subrecipient. This is represented by a number. This is populated from a PeopleSoft data feed. If you are unsure of the correct remit number, please ask your fiscal contact at your agency. *Note:* This field is not required.
 - Subrecipient Risk:** If a risk assessment was conducted on the subrecipient select High, Medium, or Low from the dropdown list.
 - Priority:** Select the priority this task to ensure the appropriate progress of this task.
 - Award Manager:** From the dropdown list select the Award Manager.
 - External Note:** visible to the subrecipient and cannot exceed 1,000 characters.
 - Internal Note:** visible internally to the approver and cannot exceed 1,000 characters.

Award Recommendation Approval Task Creation

Recipient: zDOE **a**

Project: test application STEM 4.9 200 **b**

Subrecipient: **c**

Payment Profile: **d**

Subrecipient Risk: **e**

Priority: **f**

Award Manager: **g**



External Note:* **h**
1000 characters remaining.

Internal Note:* **i**

- j. **EIN:** Enter the Employer Identification Number (EIN) following the standard format.
- **Example:** 12-1234567
- k. **Award/Contract Number:** Enter the Award/Contract Number using the following SBA requirements:
- If the award/contract is based on a Purchase Order (PO), enter the *Purchase Order (PO) number* in the Award/Contract Number field.
 - If the award/contract is not Purchase Order (PO)-based, enter the *Allocating Business Unit_Supplier ID* following the standard format, 5-digit Business Unit_10-digit Supplier ID from PeopleSoft Financials (Example: 00700_0000121997) in the Award/Contract number field only.
- l. **PO Number:** This field is open for the agency to use however they see fit.
- Project Type:** Utilize the dropdown menu and indicate if the project is a Construction or Non-Construction project.

The image shows a screenshot of a web form with four input fields. The first field is labeled 'EIN:' and contains the text '12-1234567'. The second field is labeled 'Award/Contract Number:' and contains the text '00700_0000121997'. The third field is labeled 'PO Number:' and is empty. The fourth field is a dropdown menu labeled 'Project Type:' with 'Non-Construction' selected. Red vertical bars are present to the left of each input field.

- m. **Performance Period Start***: Utilize the calendar feature to enter the performance period start date.
- n. **Performance Period End***: Utilize the calendar feature to enter the performance period end date.
- o. **View/Edit Award Budget**: Click *Award Budget* to view the submitted budget. Review the Budget and make changes as needed to the individual budget categories and click *Save*. Then return to the **Program Detail** page and the **Total Budget Requested** should be updated.
- p. **Subrecipient Award**: Enter the subrecipient award for each funding source. This total amount should match the **Total Budget Requested**.
- q. **Match Type**: From the dropdown list select one of the appropriate options: *None*, *Cash*, *In-Kind*, *Cash/In-Kind*. Based on the selection the corresponding match total field(s) will be enabled. Enter the match amount for each corresponding field. They will be added together as the **Total Match**.

Performance Period Start* **m**  Performance Period End* **n** 


View/Edit Award Budget: [Award Budget](#) **o**

Total Budget Requested: \$0.00 [Refresh Award Total](#)
 Total Match Requested: \$0.00

Allocate Funding: **p**

	Total Funding	Funding Available	Subrecipient Award
US13918 Science, Technology, Engineering, and Mathematics (STEM) National Defense Education Program (NDEP) - FY 2023-2028	<input type="text" value="\$ 1,200,000.00"/>	<input type="text" value="\$ 192,900.00"/>	<input type="text" value="\$ 0.00"/>

Award Total **q**

Match Type: 

Cash Match Total: In-Kind Match Total: Total Match:

- r. **Frequency (Financial Report):** Define the frequency of the Financial Report task from the dropdown list: *N/A, Monthly, Weekly*.
- s. **Frequency (Activity Report):** Define the frequency of the Activity Report task from the dropdown menu: *N/A, Monthly, Weekly*.
- t. **Closeout Task Due Date*:** Utilize the calendar feature to enter the due date for the closeout task. Initially this date will auto populate to 90 days after the date entered for "Performance Period End Date". A new date can be entered in the field.
- u. **Closeout Task Reminder Date*:** Utilize the calendar feature to enter the due date for the closeout task reminder. Like the Closeout Task Due Date, this field will auto populate to the date entered for "Performance Period End Date". A new date can be entered in the field.

Define an optional frequency for the Financial Report task ⓘ

[Reset to program default](#)

Frequency: **r**


Define an optional frequency for the Activity Report task ⓘ


[Reset to program default](#)

Frequency: **s**

Define dates for the closeout task ⓘ

[Reset to program default](#)

Closeout Task Due Date: **t** 

Closeout Task Reminder date: **u** 


Award Notification Letter: You have the option to use the notification letter created by eCivis, see below, or choose your own file.

Award Notification Letter

Dear Mark Omalley,


Congratulations! This is to inform you that your application is now awarded.

Project: Marion County Safety Group
Program: STEM defense
Notification Date:
Approval Date: 06/26/2024
Approved Amount: \$100,000
Other Awards: No non-federal funds were included in this award.
Total Match: \$0.00
Period of Performance: 07/01/2024 - 07/01/2025
Award/Contract Number: 00700_0000161997_00700
Ein: 12-1234567


If you choose to insert your own file, click on the  *download button*. Locate your file on your computer and click Open. You will receive a warning message asking you to make sure the Award Notification letter is 2 CFR 200.331 compliant. If it is, click the green Ok button.



- v. **Award Files – External:** Attach any relevant files needed by the subrecipient to finalize the award recommendation. These files may include signed agreements, tax forms, financial forms, etc.
- w. **Award Files – Internal:** Attach any relevant files related to this subrecipient. NOTE: these files will NOT be seen by the subrecipient and can only be viewed internally.

Award Files - External: 
Please upload any files necessary to finalize your award recommendation approval. This may include signed agreements, tax forms, and other files provided by the grantor. These files will be provided to the subrecipient.

Attach Files

Award Files - Internal: 
Please upload any files necessary to communicate internally about your award recommendation. These files will NOT be provided to the subrecipient, but will become a part of their award for internal display only.

Attach Files

Once all required information is provided, click the *Send for Approval* button. This award will now follow the **Recommendation Approval** workflow defined in the program’s solicitation. If the Award Recommendation is missing information or is not ready for approval, click the *Save button* and edit the award recommendation later.

NOTE: Additional fields may appear when creating the **Award Recommendation** if **Goals** or **Detailed Financial Reporting** were utilized in the **Solicitation**.

Step 4: Recommendation Approval

1. On the **Program Detail** page, the newly created recommendation will appear in the **Award Recommendation Approval** section. The current **Approver** will now be assigned this task to complete.

Program Detail

STEM defense Published

Department: Alpha
 Total Funding: \$1,200,000.00
 Application Period: 06/01/2024 - 06/30/2024

[Subrecipient Reporting](#)
[Subrecipient Monitoring](#)
[Add Task](#)
[Edit Solicitation](#)
[Application Management](#)
[Ext. Solicitation Listing](#)

Award Recommendation Approval

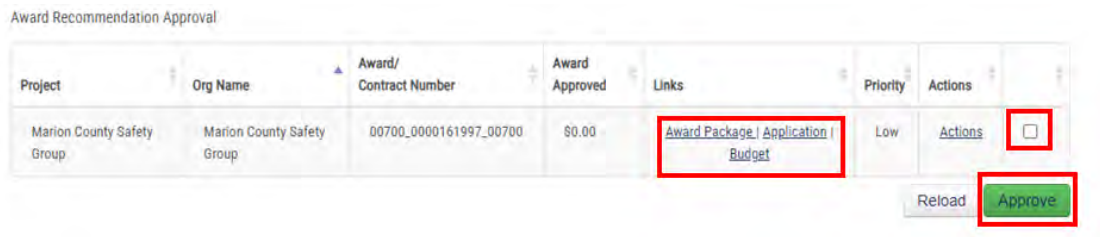
Project	Org Name	Award/ Contract Number	Award Approved	Links	Priority	Actions
test application april 1 1022		00700_0000121197_00700	\$0.00	Award Package Application Budget		Actions <input type="checkbox"/>
Marion County Safety Group	doe	00700_0000121887_00701	\$0.00	Award Package Application Budget		Actions <input type="checkbox"/>

Showing 1 to 2 of 2 entries

[Reload](#)
[Approve](#)

2. The approver can now review and verify the information in the award recommendation by opening each of the form links:
 - A. **Award Package** – This link is the award recommendation previously created. The Approver should carefully review this information to ensure all data was input correctly. Specifically verifying the **Award Details**, **Internal Note**, **Award Total**, and the **External/Internal Files** are correct.
 - B. **Application** – This link accesses the application submitted by the applicant in Zengine and can only be viewed by Zengine workspace members.
 - C. **Budget** – This link accesses the budget submitted by the applicant.
 - D. **Goals** – If the solicitation utilized Goals, click this link to view goals, subgoals, and target units.

3. After review, if all information is correct, select the checkbox and click the *Approve* button. Enter a comment in the text box and click *OK* to send the award notification to the applicant.



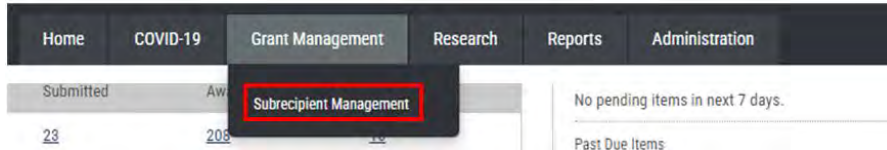
4. If the information is not correct, the approver can select the appropriate action from the **Actions** column options below.
 - Return for Changes:** Click this option if errors are found in the **Award Package**. Enter a comment clearly stating the reason why the award recommendation is being returned to the Agency eCivis user who created the award recommendation.
 - Decline Award:** Write a comment and send a denial notice to the applicant. This stops the process completely.



5. The award package, application, and budget will be sent to the applicant for review. Once the applicant reviews the award package, application, and budget, the applicant will send the award back to the Agency eCivis user for Final approval.

Step 5: Final Award Approval

- Following the applicant approval, the Agency eCivis user will click *Subrecipient Management* from the **Grant Management** tab on the eCivis Grants Network homepage.



- From the **Program Dashboard** page, the Agency eCivis user will select the appropriate program title.

Program Solicitations 🔍 Hide Archived Programs

Department	Title	Program Type	Status	Total Funding	Actions
Alpha	STEM defense	N/A	Published	\$1,200,000.00	Actions

- The Agency eCivis user will scroll down to the **Pending Awards** section to review any actions taken by applicants.

Pending Awards Include Rejected Awards

Project	Org Name	Award Manager	Award/ Contract Number	Recommendation Status	Current Approver	Actions
Central Unified School District - Title IV	Central Unified School District	A. User	DOE-FY23-00002	Pending Recommendation Approval	Agency eCivis User	Actions
Hull Middle School State of Indiana Title IV (V2)	Hull Middle School	A. User	DOE-FY23-00004	Pending Acceptance	Agency eCivis User	Actions
Northern School District - Title IV	Northern School District	A. User	DOE-FY23-00005	Pending Recommendation Approval	Agency eCivis User	Actions
Southwestern School District Application	Southern School District	A. User	DOE-FY23-00007	Pending Final Approval	Agency eCivis User	Actions

Showing 1 to 4 of 4 entries

[Previous](#) [Next](#) [Reload](#)

- If the subrecipient requested changes, their **Recommendation Status** will update to **Subrecipient Changes Requested**. Click **Actions** and *Edit Recommendation* to view the changes requested.

Pending Awards Include Rejected Awards

Project	Org Name	Award Manager	Award/ Contract Number	Recommendation Status	Current Approver	Priority	Actions
Marion County Safety Group	doe	M. OMalley2024	00700_0000121897_00700	Subrecipient Changes Requested	N/A	Low	Actions Edit Recommendation View Award Package View Application View Budget

- The **Award Recommendation Approval Task Creation** form will appear with **Changes Requested** noted at the top of the page.

Program Detail

STEM defense Published

Department: Alpha

Total Funding: \$1,200,000.00

Application Period: 06/01/2024 - 06/30/2024

Award Recommendation Approval Task Creation

Changes Requested: Changes requested will be listed here.

Recipient: doe

Project: Marion County Safety Program

Subrecipient: ? ▼

- b. If the applicant accepts their award, the agency user can scroll down to the Pending Task row where the **Recommendation Status** will update to **Final Award Approval**. This triggers the final approval workflow and creates a **Pending Task** for the **Final Award Approver**. From the **Actions** column click *Review*. If there is a standard approval group, only one individual needs to perform this action. If there is a sequential group, follow these steps for each individual in the group.

Pending Tasks

Project	Org Name	Award/ Contract Number	Task Type	Reporting Period	Award Type	Invoice Number	Current Status	Submitted Date	Priority	Actions
Marion County Safety Group	Marion County Safety Group	00700_0000161997_00700	Final Award Approval		N/A		Final Award Approval	06/26/2024	Low	Actions Review

- The **Award Details** page will appear allowing the approver to review the award details, notes from the applicant, budget, and award files to verify that all information is accurate and complete. Once the award is reviewed, one of the following actions may be taken by clicking one of three buttons at the bottom of the page:
 - **Approve**: If the award package is accurate and complete, click *Approve* and this task will be sent to the next approver in the workflow. Once the final approver clicks *Approve*, the award will be finalized and the applicant will be notified.
 - **Return to Applicant**: If any changes need to be made to the award package, taking this action will notify the subrecipient to log in to the eCivis Portal and make the requested changes.
 - **Decline**: If the Indiana State Agency wishes to no longer award this applicant, select *Decline* to notify the applicant of the final decision. *Note*: This stops the process completely.

Approve
Return to Applicant
Decline

4) Once the **Final Award Approval** is completed, the award will now appear in the **Subrecipient Awards** section at the bottom of the **Program Detail** page.

Subrecipient Awards

Project	Organization	Award Manager	Award/ Contract Number	Award Type	Status	Contract Start	Contract End	Total Award
Marion County Safety Group	Marion County Safety Group	M. OMalley2024	00700_0000161997_00700	N/A	Awarded	07/01/2024	07/01/2025	\$95,000

Conclusion

After the award has gone through the Awarded Process, the Agency eCivis user can manage those subrecipients awards through the *SOI User Guide - Grantor 6. grantor Managing Subrecipient Tasks and Reports.*

Definitions

Agency eCivis user – A user of eCivis Grants Network. This is a State of Indiana staff person using the system as a Grantee or Grantor. See Grantee and Grantor.

Agreement – May also be referred to as grant agreement. It is a legal instrument executed to provide financial assistance to a Grantee/Subrecipient. See Notice of Award (NOA).

Applicant – An individual or entity applying to a grant program.

Application – The specific set of forms, documents, and attachments that comprise an Applicant's submission to a solicitation. See Solicitation.

Application Workspace – An Application Workspace is created for authorized Agency eCivis users to view and create their application and evaluation forms outside of any State of Indiana required fields for competitive solicitations. It will also include the budget selected at solicitation, but it is not editable. The Application Workspace allows Agency eCivis users to identify application review team members, make application review assignments, and tabulate review results and scores. See also Solicitation and Zengine.

Award Approval Package – The collection of documents, within a task, which support the finalization of a grant award captured in eCivis Grants Network. This includes an auto-generated award notice from eCivis Grants Network, awarded budget, and goal setting (if enabled as part of the solicitation setup)—along with any specific documents uploaded and provided to the Subrecipient by the Grantor (agreement, further post-award guidance, reporting template, etc.).

Budget – The financial information Applicants are required to submit to the Funder or Grantor detailing how they will spend grant funds, if awarded. This budget is carried over to the awarded grant so that the Grantee or Subrecipient reports financial information at the level of detail required by each grant program.

Cash Match – A portion of project costs not paid by Federal funds as a direct project expense ([2 CFR 200.306](#)). This portion of the project costs are provided as cash from the Indiana State Agency or State of Indiana resources.

eCivis – The software vendor that created eCivis Grants Network (Indiana State Agencies as Grantees/Grantors) and eCivis Grants Portal (Applicants/Subrecipients to Indiana State Agencies' grant programs).

eCivis Project – Project is used in two ways within eCivis Grants Network, Grantee project and Grantor project. See Grantee Project and Grantor Project.

Financial Report (Payment or Reimbursement Request) – The task assigned to a Grantee or Subrecipient to submit financial data. Financial reports can also include payment or reimbursement requests within them. These reports are usually recurring in nature through the grant term.

Grant Amendment – An amendment (either initiated by the Grantor or Grantee/Subrecipient) that will officially change the terms of the agreement. An amendment can edit the scope of work, grant term, or financial information.

Grantee – Persons or organizations who receive funding from another party. Indiana State Agencies operate in the role of a Grantee when they receive funding from external parties like the Federal government. A Grantee is also referred to as a Subrecipient.

Grantee Project – Indiana State Agencies can manage grants that they pursue from pre-award to post-award by creating a project.

Grantor – Persons or organizations that provide grant funding to another party. Indiana State Agencies operate as Grantors when they distribute grant funds to Subrecipients (Grantees). Also, referred to as a Funder.

Grantor Project – A project title is required for each application submitted by an Applicant and an award granted by an Indiana State Agency. The Subrecipient or the Grantor (Indiana State Agency) can edit the project title at any time. The project title is called Project or Project Name in eCivis Grants Network.

Grants Network (GN) – The eCivis name for the software. eCivis also refers to the system as “eCivis,” “eCivis Grants Network,” or “GN.”

Notice of Award (NOA) – A legal document notifying the Recipient that an award has been made and funds may be requested from the awarding agency.

Notice of Funding Opportunity (NOFO) – A formal announcement of the availability of funding through a financial assistance program from an awarding agency.

Period of Performance (Performance Period) – Time interval between the start of an award and the end date. Referred to also as the Grant Term and Project Period.

Portal (eCivis Grants Portal) – The public-facing portal for Applicants of all Indiana State Agency grant programs released in eCivis Grants Network. URL: <https://portal.ecivis.com/#/login>.

Program – The release of funds to Subrecipients. Programs are also referred to as “grant programs.” For example, The Office of Community and Rural Affairs releases a grant program to accept applications for the Community Development Block Grant (CDBG) application.

Recipient – As part of the Grantor award recommendation process performed by an Agency eCivis user in eCivis Grants Network, the Recipient is the Applicant (person or organization) receiving the award directly from the Indiana State Agency. While the Federal definition of ‘Recipient’ does not include Subrecipients—as its definition is strictly being the direct recipient of the Federal funding from the Federal Grantor (i.e., not being a Subrecipient from an entity that received the Federal funding)—within eCivis Grants Network, the Recipient and Subrecipient have been used synonymously. Also, referred to as the Prime Recipient.

Solicitation – The public-facing notification of available grant funding. The solicitation setup in eCivis Grants Network creates either public-facing or internal application content, dependent upon program-specific settings. See Notice of Funding Opportunity (NOFO).

Subrecipient – An entity that receives a grant from an Indiana State Agency utilizing eCivis Grants Network. Also, it can be referred to as a Grantee of the Indiana State Agency.

Task – A system-generated “to do” that must be completed. Tasks can be manually created, or system-generated as part of a workflow. See Workflow.

Workflow – A series of review and approval activities or tasks that must be completed to accomplish specific parts of the grant process, e.g., State Budget Agency (SBA) pursuance approval or financial reports with/without payment/reimbursement requests from Subrecipients.

Workspace – See Application Workspace and Zengine.

Zengine – The third-party tool used for the configuration of online applications, application review forms, assignment of reviewers to applications, and online review and scoring of submitted grant applications. This is also referred to as the Application Workspace.