

Grantee Pre-Award: Create an eCivis Project

Grants Management Guide - State of Indiana

Version 1 (July 2023)

Page 1

Objective: Agencies understand how to create an eCivis Project & which Grant Tag/s to select.

Completed Project creation is essentially what was formerly the FARF, or Federal Assistance Request Form.

Create Your Project

- 1) From the Grants Network homepage, select Research, Find Grants.
- 2) Using the tools learned in 1. Finding & Saving Grant Opportunities, navigate to the grant you're interested in.
- 3) Click Save/ Assign.
- 4) Assign to a new project.
- 5) Select the project department (represents your State agency/ division) from the drop-down menu:
- 6) Complete the "Project Name" field: copied from Grant name, minus the digits at the beginning.
- 7) Select a Project Lead from the drop-down menu:
- 8) Determine if the project is a Construction or Non-Construction project, and select the corresponding radio button.
- 9) Add an Internal Project ID if you have one for the project (eg: You have an acronym you use internally for the project, a shortened alternative name, or maybe the Project Costing ID you'll use in Peoplesoft Financials).
- 10) Add a brief Project Summary. This field is required, but can be modified later if need be.
- 11) Click "Save."
- 12) You will be taken back to the grant opportunity you built your project from.
- 13) To navigate to your newly-created Project Dashboard, visit Grants Management -> My Projects.

Add Project Start & End Date: Project Options -> Edit Project -> Project Start & End Date -> Save
Can also edit Project Summary, here

Application Preparation: move project/grant forward to this stage *10+ business days prior* to the application due date.
Enter the required fields by eCivis and the State Budget Agency.
Agency entry of these fields will replace the State Budget Agency's Federal Assistance Request Form.

Grant Tags: SBA will require its new form, SBA Federal Assistance Request Appendix, for projects and grants that have one or more of the following:

- Maintenance of Effort (MOE);
- Non-Cash/In-Kind Match/Third Party; and/or
- New FTE and/or Contractor Staff Needed.
- **Select "Activity" if none of the above pertain to your grant project**

By moving to the Application Preparation Stage, automatic approval tasks will be triggered for the State Budget Agency to respond. Its representatives will have the ability to either approve the submission, deny the submission, or return it for further information.

Agency eCivis users will be informed by email from the eCivis system in all three cases, approval, denial, or returned for more information. If returned for more information, the SBA representative will provide the Agency user more details within that same email.

Project Notes: information for your agency; maybe that you wish to apply again, or if you have more relevant information.

Is an application required for this grant? The answer is always yes. There's an application for everything.
(SBA will work with agencies on what that means for you, if don't think you have an application for something. It could be just a form we fill out at the end of the year or contact information put in. But requiring a consistent form be submitted from everyone.)

Just flagging this/ wish to save it/ don't know if you're going to pursue it? Start out with "Under Consideration".
I will apply for this grant -> dials are the steps of the entire lifecycle of the grant, including post-award & through closeout.