



Ensuring that Indiana's priorities are funded today and tomorrow.

## The eCivis Update: Getting Grants in eCivis

**eCivis is the State of Indiana's new state-wide grants management system**

State agencies will build grant solicitations in eCivis.

Grant applicants will access solicitations via the State Budget Agency website or a private link.

Applications will be submitted electronically through the eCivis Grants Portal.

Grant subrecipients will receive their award notice via eCivis.

Subrecipients will use eCivis to submit activity reports, request reimbursement, and conduct grant close-out activities.

Login page where subrecipients will access the Portal.

## Getting set up in the eCivis Grants Portal is easy!

First time eCivis users will setup a Grants Portal account and profile.

The Grants Portal login page can be found at:

<https://portal.ecivis.com/>

New Account setup requires a name, email, and password. There is no cost to set up a Grants Portal account.

After logging into the Grants Portal, users can add information to build-out their user profile, including organization-specific information like name, address, website, UEI number, etc.

New Account setup page in eCivis.

**Need Assistance?** Please [Contact Grants Management Team](#) by clicking [here](#).  
We will be pleased to assist you!

# Applications are simple to submit in eCivis

Application Submissions

Applications

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

- You can save this form as a draft at any time by clicking "Save Draft" at the bottom of the page
- When you have completed all required items, please click the "Mark Complete" button at the bottom of the page.

NOTE: When you have completed all required steps, be sure to click "Submit" on the next page.

Application/Project Title \*

Organization Name \*

START BUILDING YOUR APPLICATION BELOW THIS LINE.

Applications Budget

Show 10 entries

Project Title	Create Date	Status	Total Requested	Actions
David 2	07/24/2024	Closed	\$5,000.00	

Sample Application page in eCivis.

Applicants will use the eCivis Grants Portal to submit their applications. The online process is as simple as buying off Amazon. Applicants will enter text into fields, select from drop-down lists, click "all that apply" buttons, and upload documents. It is the same information applicants have always included in their applications, just a different way of submitting the information. The Grants Portal is also where successful applicants will manage their awards.

## Need help? Give an SBA Office Hour a try!

### What happens during a State Budget Agency Office Hour?

- Brief introduction of topic to be demonstrated and ask any burning questions - 5 minutes
- Demonstrations led by SBA Grants Team staff - 30 minutes
- Q & A, expand on demonstration learnings, and ask additional questions - 20 minutes
- Closing remarks, reminders of next training - 5 minutes

### When are the State Budget Agency Office Hours?

- State Budget Agency hosts Office Hours for applicants and subrecipients.
- Applicant/Subrecipient Office Hours are the 1st and 3rd Thursdays of each month from 1:00-2:00pm Eastern.
- Each Office Hours has a prescheduled topic for demonstration by State Budget Agency grants staff.
- Applicants and Subrecipients can learn more and find the link to access the virtual Office Hours sessions at [SBA: Grants Management Workshops \(in.gov\)](#).

For more information, check out the Grants Management section of the SBA Website at: [www.in.gov/sba/grants](http://www.in.gov/sba/grants).