State of Indiana Euna Grants Portal Subrecipient User Guide

Award Closeout
November 2025

Contents

Definitions

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

Application Workspace – An Application Workspace is created for authorized Agency Euna Grants 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 Euna Grants 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 Euna Grants Network. This includes an auto-generated award notice from Euna 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.

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

Euna Grants Project – Project is used in two ways within Euna 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 Euna Grants Network.

Grants Network (GN) – The Euna Grants name for the software. Euna Grants also refers to the system as "Euna," "Euna Grants Network," or "GN."

In-Kind Match (Third-Party In-Kind Contribution) – The value of a non-cash contribution (i.e., property or services) that—(1) benefit a Federally-assisted project or program; and (2) are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award (*2 CFR 200.1*).

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

Portal (Euna Grants Portal) – The public-facing portal for Applicants of all Indiana State Agency grant programs released in Euna 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.

Reimbursement Request – The process a Subrecipient undertakes in Euna Grants to be reimbursed for allowable program activity. This is completed through the financial reporting feature in Euna Grants Network, indicating that it is a reimbursement request.

Solicitation – The public-facing notification of available grant funding. The solicitation setup in Euna Grants Network creates either public-facing or internal 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 Euna Grants Network. Also, it can be referred to as a Grantee of the Indiana State Agency.

Subrecipient Award Owner – The initial Subrecipient representative awarded by the Grantor in Euna Grants Network is established as the Subrecipient Award Owner. If needed, the Grantor can transfer award ownership in Euna Grants Network.
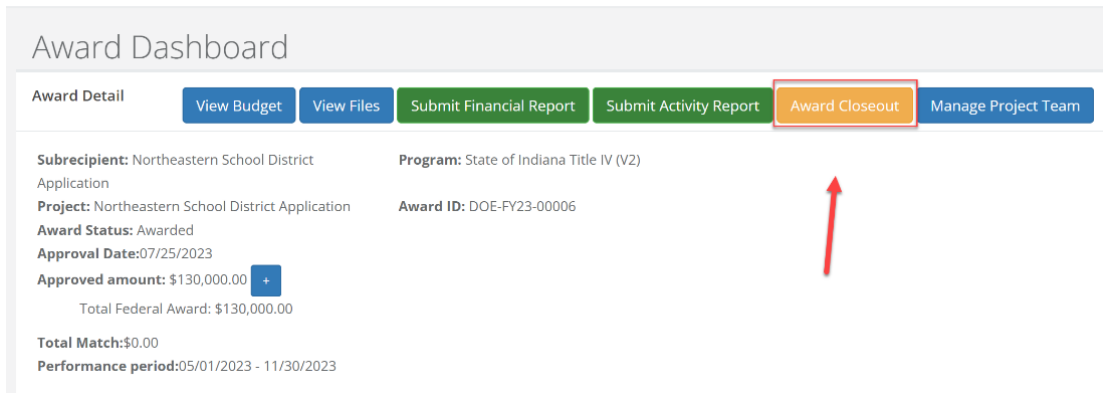
Zengine – The third-party tool used for the configuration of online applications, application review forms, assignment of reviewers to applications, and online review and scoring of submitted grant applications. This is also referred to as the Application Workspace.

Purpose

The purpose of this user guide is to provide instructions to Subrecipients administering their award(s) in the Euna Grants Portal. This guide will discuss how to close out the awarded grants.

Step 1: Award Closeout

1) From the **Award Dashboard,** click the *Award Closeout button* Award Closeout .

2) The following warning message will appear. Click the *OK button* OK to proceed.

Warning!

Are you sure you want to close this grant program? If you continue the following will occur:
- You cannot submit additional project tasks or financial reports
- You cannot complete pending tasks.
- Any reports that are "Pending Approval" will be automatically rejected when the grantor approves this final financial report.
- Any unspent funds will be deobligated and returned to the grantor

If you proceed, this next process will allow you to submit your final financial report.

Cancel   OK

3) The **Award Closeout** screen will display the following information:
   a. **Award Detail**: This section displays an overview of the award being closed out.

Financial Report

Award Detail

State of Indiana Title IV (V2) `Awarded`
Awarded by: WOB Demo
Project Title:
Approved amount: $130,000.00
Match type:
Performance period: 05/01/2023 -11/30/2023

b. **Award Financial Overview**: This section displays financial information about the award and will be updated as the final financial report is completed.

Award Financial Overview

This overview will update in real time as you complete your financial request. The data here reflects all submitted spending reports, even those still in the approval process.

Payments Received To Date	Advance	Reimbursement	Total Disbursed	Pending Disbursement
	$ 0.00	$ 0.00	$ 0.00	$ 25,000.00

	Spend	Match	Spend + Match
Award Total Spend to Date	$ 25,000.00	$ 0.00	$ 25,000.00
	100.00 %	0.00 %	
Award Remaining to Date	$ 105,000.00	$ 0.00	$ 105,000.00

Award Total Program Income	Received	Expended
	$ 0.00	$ 0.00

c. **Financial Report Details**: This section allows the final financial report to be filed. The process to file this report is identical to *Step 5: Submitting Financial Reports* including seeking final reimbursement for the final financial report by clicking the *Reimbursement Request* checkbox.

Reporting Period: *

Category	Spend	Match	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. Personnel	$ 0.00	$ 0.00	$ 90,000.00	$ 0.00	$ 70,000.00	$ 0.00	$ 70,000.00
2. Fringe Benefits	$ 0.00	$ 0.00	$ 30,000.00	$ 0.00	$ 25,000.00	$ 0.00	$ 25,000.00
3. Travel	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
4. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
5. Supplies	$ 0.00	$ 0.00	$ 10,000.00	$ 0.00	$ 10,000.00	$ 0.00	$ 10,000.00
6. Contractual	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
7. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
8. Other	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Report Total	Spend	Match	Total Award Approved	Total Match Approved	Total Award Remaining	Total Match Remaining	Total Remaining
	$ 0.00	$ 0.00	$ 130,000.00	$ 0.00	$ 105,000.00	$ 0.00	$ 105,000.00
	0.00 %	0.00 %		0.00 %	0.00 %	0.00 %	0.00 %

Program Income	Received	Expended					
	$ 0.00	$ 0.00					

☐ Reimbursement Request

d. **Financial Report Narrative***: This section allows for a narrative at closeout.

Financial Report Narrative *

Please develop your narrative below including key metrics, spending details, and other pertinent details.

| </> | H1 | H2 | H3 | **B** | *I* | U̲ | ☰ | ☰ | ☰ | ☰ | 🔗 |

8000 characters remaining

e. **Financial Report Files**: This section allows files to be uploaded for closeout. Final program files can be uploaded by clicking the *Upload File button* [Upload File ☁].

Financial Report Files

Please upload any files necessary For your financial report. This may include financial transactions, receipts, program income, etc...

[Upload File ☁]

Show 10 v entries

4) Once the above sections are completed. Click the *Submit Report button* [Submit Report].

File Name	File Size	Actions
	No files are available for download	

Showing 0 to 0 of 0 entries   Previous   Next

Save & Close   **Submit Report**   Cancel

5) A warning screen will appear. Depending on the details of the closeout, the warning screen will display unspent funds. Click the *Ok button* Ok to start the closeout process.

Warning!

Are you sure you want to submit your financial report? This will send the contents of this form to the grantor for approval.

You have marked this as your final report. This will begin the closeout process. Any reports that are "pending approval" will be automatically rejected when the grantor approves this final financial report. There is an award remaining of $90,000.00. Since this is your final closeout report, you will be unable to utilize the remaining funding.

Cancel   **Ok**

6) The **Award Dashboard** will now show that the award has begun the closeout process.

Award Dashboard

Award Detail   View Budget   View Files

Subrecipient: Northeastern School District Application   **Program:** State of Indiana Title IV (V2)

Project: Northeastern School District Application   **Award ID:** DOE-FY23-00006

Award Status: Closeout

Approval Date: 07/25/2023

Approved amount: $130,000.00   +

    Total Federal Award: $130,000.00

Total Match: $0.00

Performance period: 05/01/2023 - 11/30/2023

This award has begun closeout. During this time you may not complete further tasks or reporting. Your grantor is currently reviewing your final report. Please contact them directly if you have any questions during this process.

Important Note:

If you have already been fully reimbursed for your grant and have a zero balance, you still need to close your award via the "Award Closeout" option and leave the box next to Reimbursement Request unchecked.

Conclusion

This user guide detailed the process for Subrecipient award management and to submit required reports. For additional programmatic questions, please reach out to the Grantor Indiana State Agency.

Appendix A – Euna Grants Report and Award Descriptions

Grant awards, financial and activity reports, and grant amendments will have various status titles that explain their progression in the system. The table below explains each status title.

Function	Status Title	Description
Activity & Financial Reports	Pending Approval	The report has not been reviewed by the Grantor Indiana State Agency.
	Returned	The report has been returned by the Grantor Indiana State Agency for the Subrecipient to resubmit with modifications.
	Rejected	The report was rejected for reimbursement.
	Changes Requested	The report was returned to the Subrecipient for edits/changes.
	Draft	The report has been started by the Subrecipient but has not been submitted to the Grantor Indiana State Agency.
Activity Report	Approved	The activity apport has been approved.
Financial Reports	Approved/ Awaiting Payment	The financial report has been approved, and the payment information is pending.
	Approved/ Paid	The financial report has been approved, payment information has been entered, and the report is fully complete.
	Paid	The financial report has been approved. No payment is requested and therefore it is fully complete.
Grant Amendment	Pending Approval	The grant amendment has not been reviewed by the Grantor Indiana State Agency.
	Approved	The grant amendment has been fully approved and implemented in Euna Grants Network/Portal.
	Rejected	The grant amendment has been rejected by the Grantor Indiana State Agency.
Grant Award	Pending Direct Award	The Applicant has accepted the direct award invitation. The Grantor Indiana State Agency needs to create and send an award recommendation package.
	Pending Acceptance	The application has been chosen for award. The Applicant must accept or deny the award in Euna Grants Portal.
	Pending Final Approval	The Applicant has accepted the awarded and is waiting for the Grantor Indiana State Agency to finalize and approve it.
	Awarded	The Subrecipient has accepted the award. The award can now be managed in the Euna Grants Portal.
	Under Review	The Grantor Indiana State Agency has not completed their review of the grant application.
	Closed	The Subrecipient Project has been closed.