



Frequently Asked Questions Grantee Pre-Award

Updated: October 5, 2023

ACCESSING ECIVIS

1. When will I have access to eCivis?
 - a. All registered users were given access on September 1, 2023.
2. Who is a Registered User?
 - a. A registered user is an agency employee approved by the agency's point of contact to have eCivis access to participate in managing a federal award.
3. How will I access eCivis?
 - a. Registered users will go to gn.ecivis.com and login using their state email.
4. Will our eCivis account be associated with our state credentials or will it be a specific eCivis account?
 - a. Your login will be your state email address utilizing the state's single sign-on solution.
5. Should an agency's registered users be from finance or program staff?
 - a. An agency's registered users should have a mix of finance and program staff. Agencies that have a designated grants team should include staff from the grants team as well.

USING THE ECIVIS SEARCH DATABASE

1. What is in the eCivis search database?
 - a. The eCivis search database typically contains grants that are available for competitive award.
2. What about non-competitive awards, e.g., directed announcements, formula grants, and directed research? Are those in the search database?
 - a. Non-competitive awards like directed announcements, formula grants, and directed research would rarely be in the database. As a best practice, users should always attempt to find their desired grant in the eCivis search database. If the desired grant is not in the database, users will create "Organization Funding" in eCivis to take its place. Users can find guidance for creating Organization Funding [here](#) in the NextLevel Grants Management section of the State Budget Agency external website.
3. How often is the grant search database updated?
 - a. The eCivis Team updates the database every day.

REQUESTING STATE BUDGET AGENCY APPROVAL

1. What is an agency's deadline for submitting a grant approval request to State Budget Agency?
 - a. An Agency must submit its approval request to State Budget Agency no later than 10 days prior to the grant's due date.
2. What will be the turnaround/service-level times on the State Budget Agency approval?
 - a. State Budget Agency's goal for approval is 10 business days from the date of submission. Some grant approvals may require more time due to complexity or lack of familiarity.

MANAGING A GRANT IN AN ECIVIS PROJECT

1. Do project team members need an eCivis account to respond to a task?
 - a. Yes.
2. What if no grant tags are applicable?
 - a. Then you will select "1 - Not Applicable". No additional information is needed. (Note: Activity, Financial, & Monitoring grant tags cannot be used.)
3. Will the system be pre-populated with our current active grants?
 - a. Active grant awards (grants with a federal funding source and a project period that ends after October 1, 2023) will be uploaded to eCivis in cycles. Agencies will collect information about their active awards in an Excel spreadsheet, and that information will be uploaded to eCivis.
4. Will the system be pre-populated with our current division/section?
 - a. Yes. State Budget Agency has worked with your agency's point of contact to gather all divisions/sections that receive federal awards or state appropriations within your agency. Those divisions/sections were loaded into eCivis prior to September 1, 2023.
5. How are the tasks/approvals assigned?
 - a. An agency user will initiate the grant approval process. Mandatory tasks and approvals are automatically assigned by the eCivis system based on process stage. There will be user guides for both the pre-award and post-award processes. The user guides will be posted [here](#) in the NextLevel Grants Management section of the State Budget Agency external website.
6. Can departments set up a project without searching for a grant first?
 - a. Technically, yes. However, best practice is to search for your grant first. It will be more efficient to find your grant in eCivis because there will be more information about the grant pre-loaded into the database.
7. Is Fiscal Year FEDERAL fiscal year or STATE fiscal year?
 - a. Federal fiscal year.
8. Will there be a step-by-step guide to walk us through the different steps.
 - a. There will be a user guide for both the pre-award and post-award processes. The user guides will be posted [here](#) in the NextLevel Grants Management section of the State Budget Agency external website.

9. Will State Budget Agency provide instructions on attachments and other required notes that must be included under the new approval process?
 - a. Yes. The user guides and policy documents on the State Budget Agency Grants Management website will explain the required attachments and notes.

10. Is there a way to share saved reports with other users?
 - a. Yes. Each report contains a summary of elements in that report that will guide other users as they set up their own report.