Euna Grants Subrecipient Portal

Applicant User Guide

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About Euna Grants Subrecipient Portal

For Programs distributed through the Euna Grants Subrecipient Portal system, applicants have a simple and effective way to manage the entire lifecycle of their grants. Key features include:

- Free and simple account creation.

- Detailed and organized program solicitation information.

- Invite other portal accounts to view/collaborate on applications and awards.

- Keep track of all your past submissions and export copies as needed.

- Accept awards, track performance, and submit reports—incorporating the same forms you completed when applying.

- Submit requests for reimbursement and track their progress.

- Request award amendments and track their progress.

- Close out grant projects in collaboration with your granting agency.

The sections that follow will walk you through the application process. If you have questions or experience issues, contact the **Program Administrator** that is listed on the **Contact** tab of the Program's solicitation:
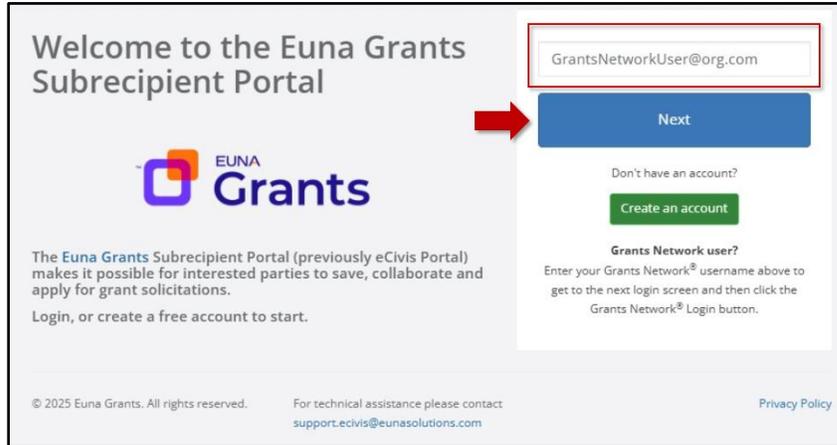
Logging Into the Portal Using Your Grants Network Credentials

Grants Network users should use their Grants Network credentials to log into the Euna Grants Subrecipient Portal.

1. Navigate to the Euna Grants Subrecipient Portal login page: https://portal.ecivis.com/#/login
2. In the **Login field**, enter your **Grants Network Username** (this may be your email address or other username associated with your Grants Network account) and click on **Next**.
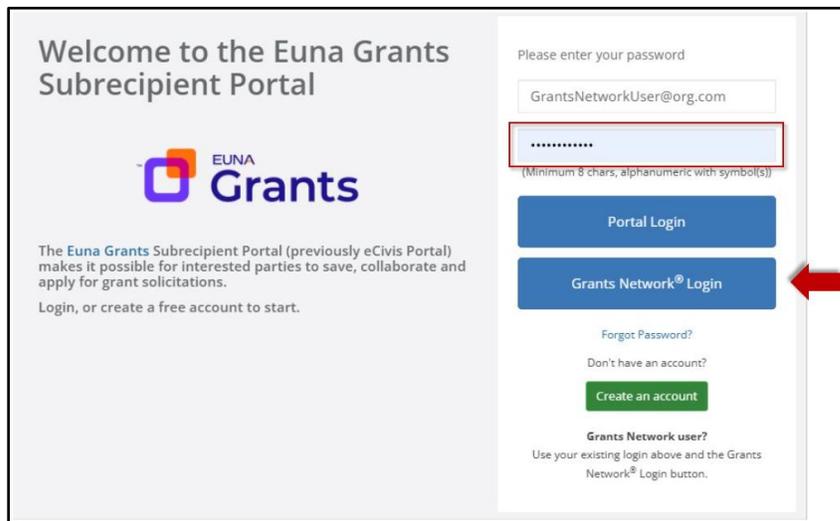

3. In the **Password field**, enter your **Grants Network password** and click on **Grants Network Login**.

   *Note: the **Portal Login** button is used for Portal logins that are **NOT** used to log into Grants Network.

Creating a Portal Account and Logging In

If you are applying to a Program Solicitation, you will need to set up a Euna Grants Subrecipient Portal account at https://portal.ecivis.com/#/login.

1. Click **Create an account**.

2. Enter your name, email address, create your password and click **Sign Up**.

3. You will receive an automated confirmation email. Click on the **Confirm my account** link within the email.

   *Note: If you do not see this email within a few minutes, check your spam/junk folder in your email inbox.
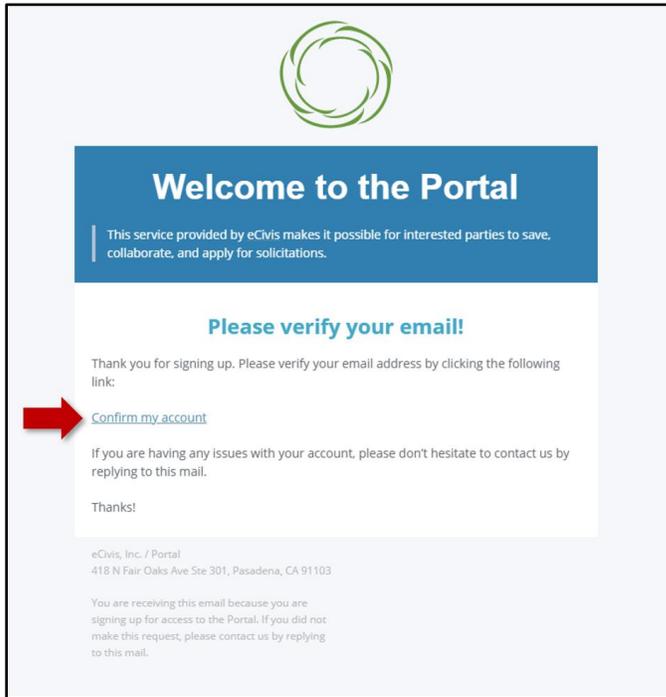
4. You will be directed to the Euna Grants Subrecipient Portal login page. Enter your email address and click **Next**.
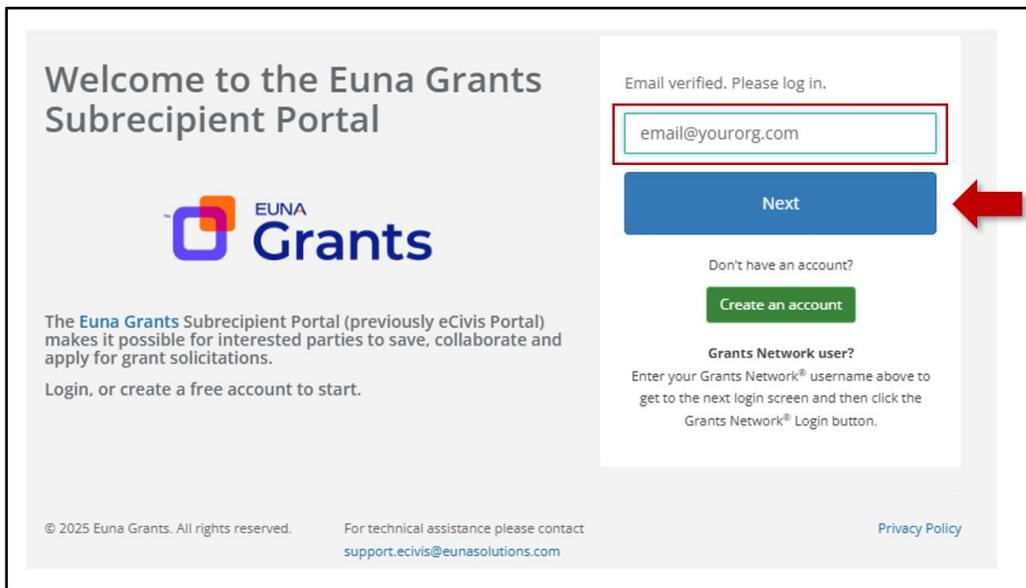
5. Click on **Portal Login**.

   *Note: the **Grants Network Login** button is used by users who have login credentials for Grants Network.

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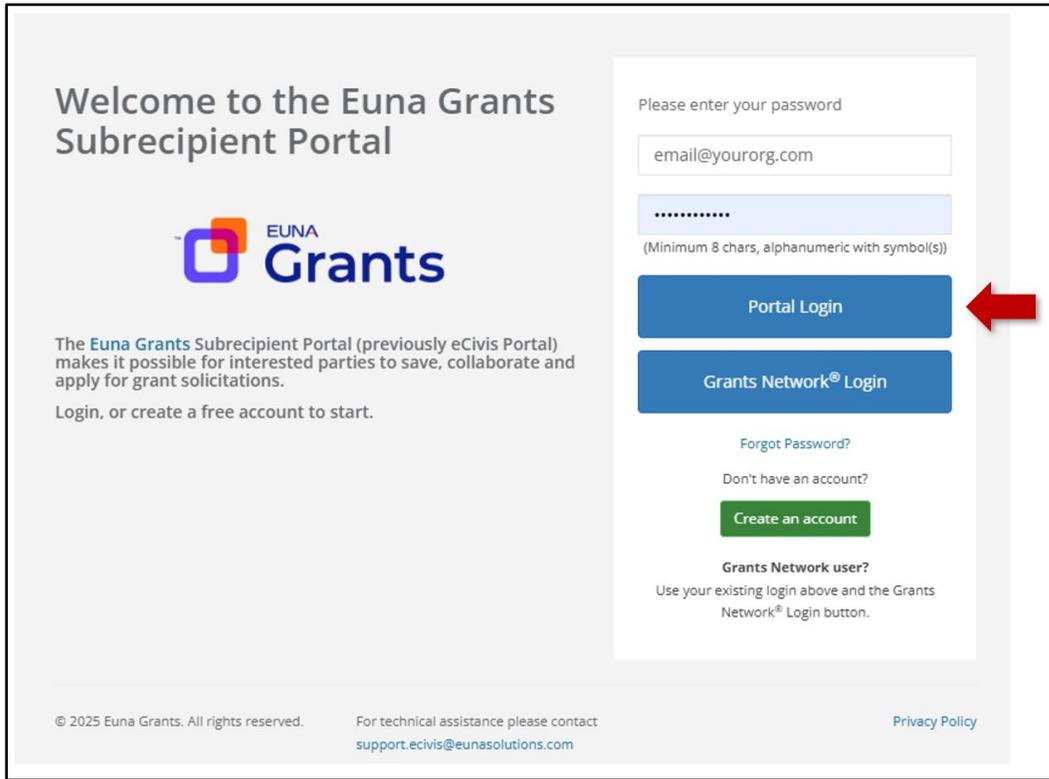
Your Subrecipient Portal Dashboard

The Subrecipient Portal Dashboard provides three different views for Applicants, which can be accessed using the navigation bar on the left side of the screen.
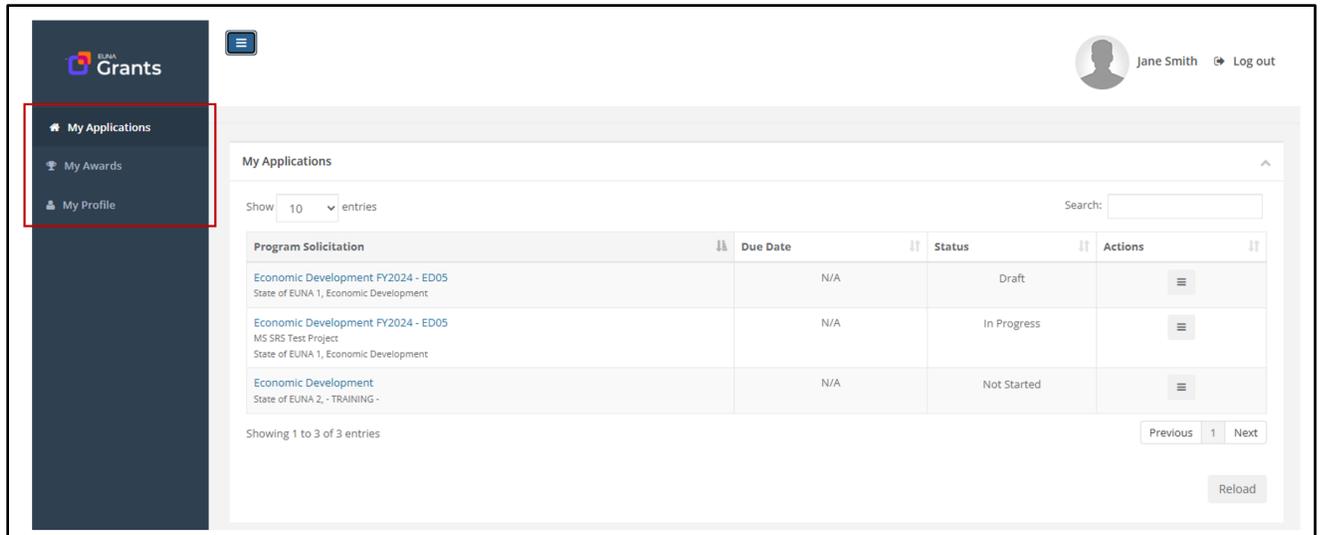
Switch views by clicking on the section name in the side navigation bar.

View Options:

- **My Applications**: Access to all applications and programs in your Portal account.
- **My Awards**: Access to all programs where you have been awarded.
- **My Profile**: Access to your profile information.

Setting Up Your Profile

IMPORTANT: All required fields in your **My Profile** section must be completed before working on applications.

1. Click on **My Profile** in the navigation bar on the left side of the screen.
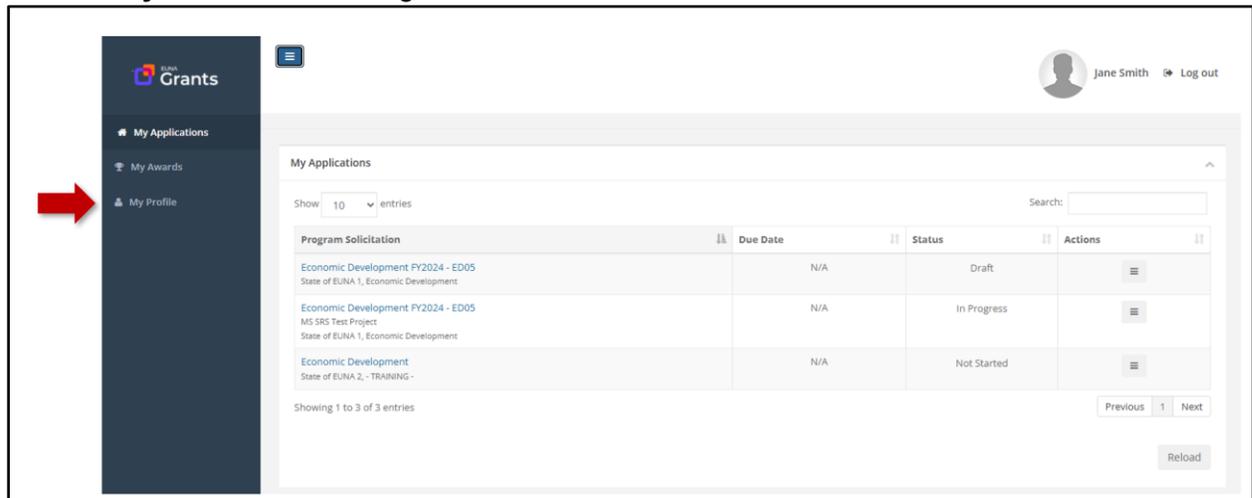
2. Complete all **required fields** marked with a red asterisk and provide information in the fields that are relevant to your situation.
3. Click on **Update Profile** at the bottom left side of the screen to save your changes.

Reviewing a Program Solicitation

A Program Solicitation provides key details about applying for and (if awarded) managing an award from this Program. These details are organized into sections, accessible through the tabs at the top of the Program Solicitation.

Details include:

- Summary of the Project and application period.
- Eligibility criteria information.
- Award financial and management information.
- Project contact details.
- Files to download for the application process.
- A link to apply for the award in the Euna Grants Subrecipient Portal.

Starting a New Application

The **Apply** link found at the top of a Program Solicitation links to the Euna Grants Subrecipient Portal, where you will complete the application.

1. Click the **Apply** button on the Program's Solicitation page.

2. Log into your Subrecipient Portal account using the instructions from the **Creating a Portal Account and Logging** section above.
3. Click **Create New Application**.

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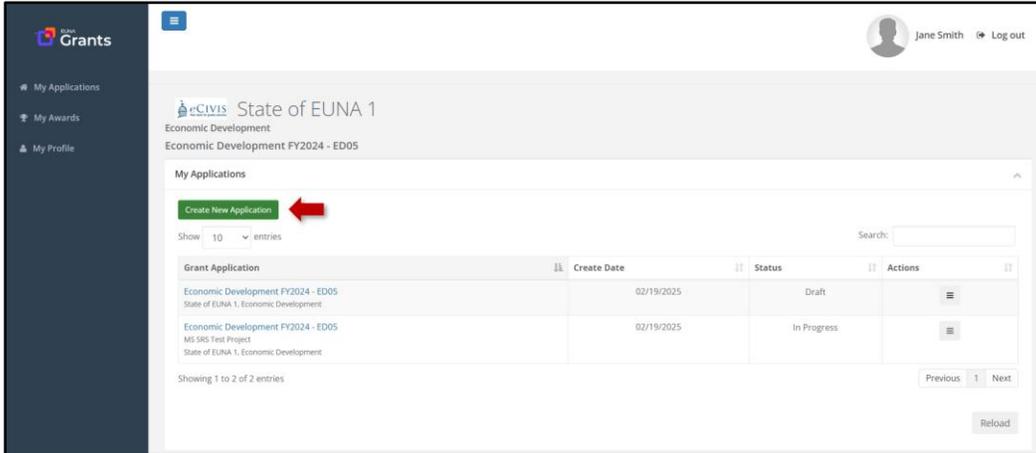
4. The new application will appear in the **Application Submissions** table.
*Note: If the Program allows multiple application submissions from the same applicant, this table will list any other application submissions you create **toward this Program**.
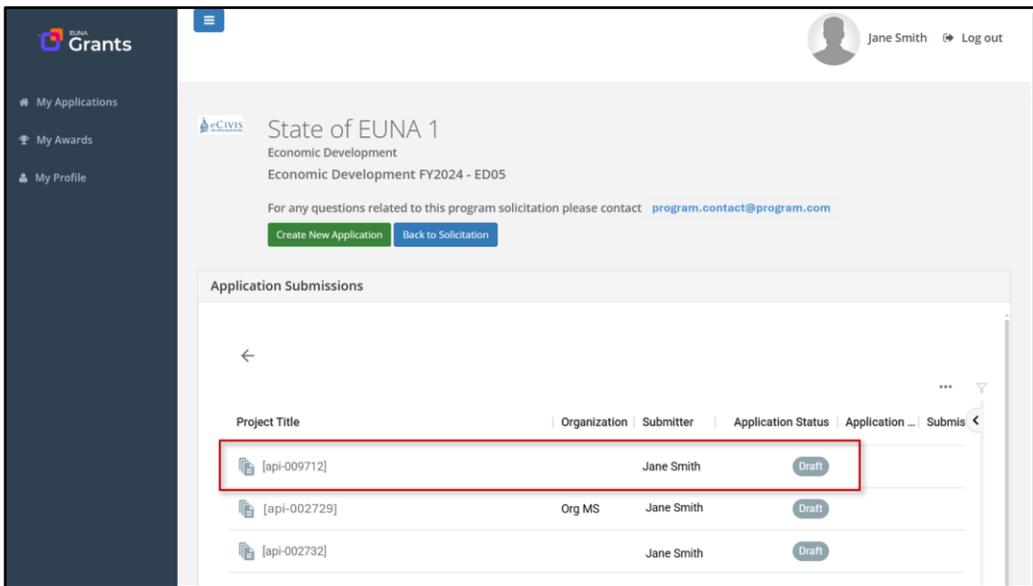
5. Open the application by clicking on the new Project Title (labeled with a unique code beginning with "api-").

Completing and Submitting an Application

Adding a Team Member

Invite people to join the application as Team Members. Team Members are granted access to the application in the Subrecipient Portal for collaboration.

1. Click on the blue **ADD TEAM MEMBER** button on the right side of the screen.
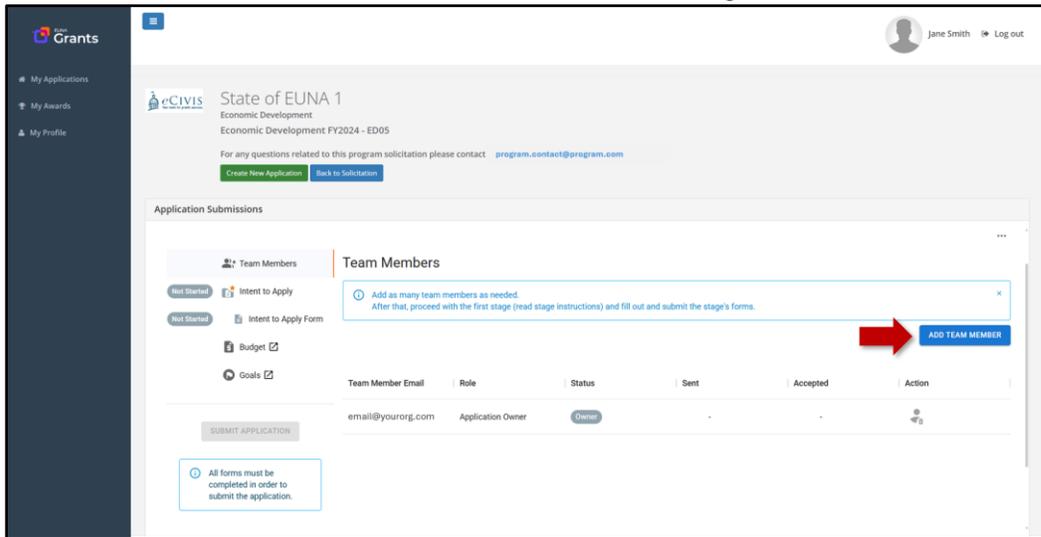
2. Enter the new team member's email address in the **Invitee's Email Address** field and click on the blue **SEND** button on the right side of the screen. This will send an email invitation to the new Team Member.
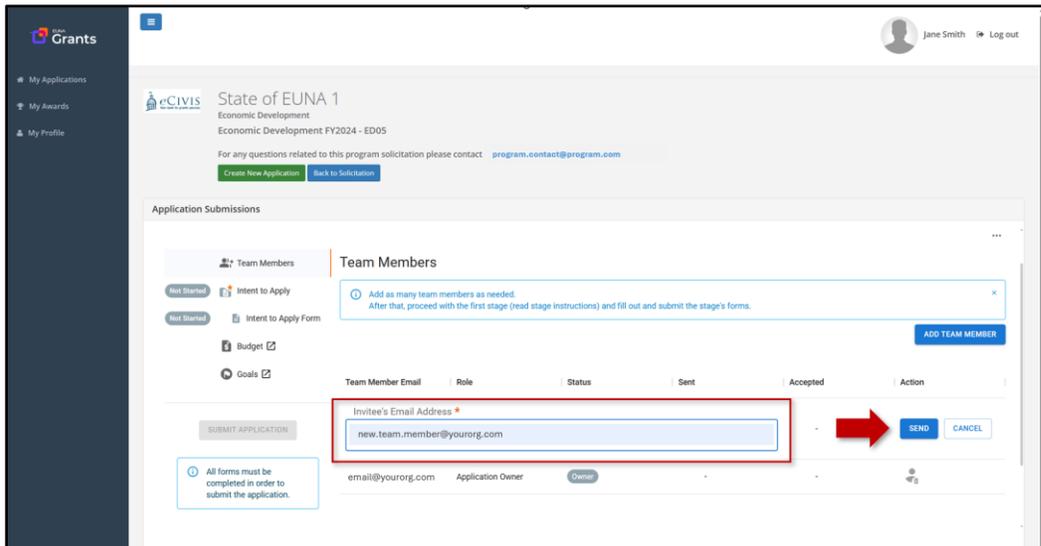
3. The new Team Member will be listed in the Team Members section. The listing will allow you to do the following:
   a. View the invitation status in the **Status** column.
   b. **Resend** the invitation by clicking on the **blue envelope icon**.

c. **Delete** the invitation and remove the Team Member by clicking on the **red envelope icon**.
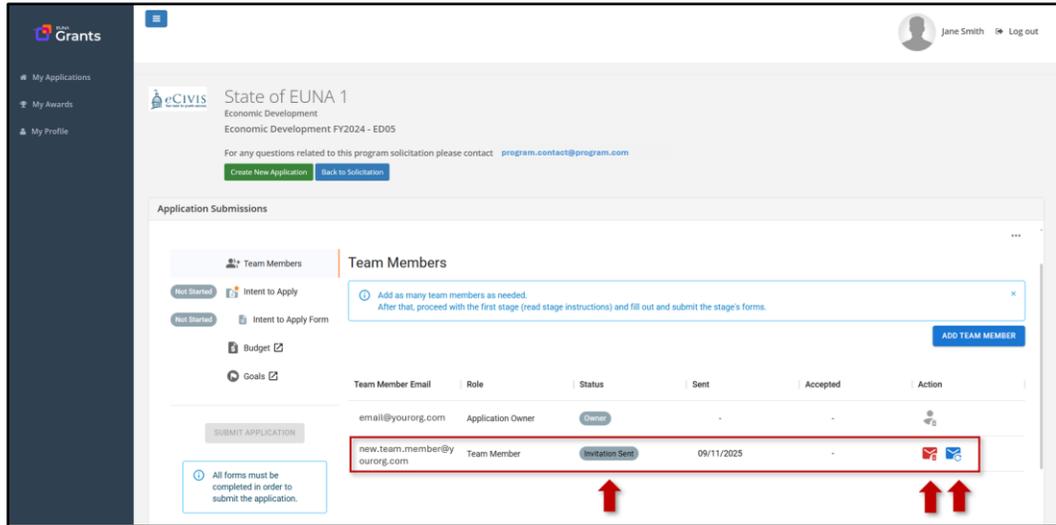
Accepting the New Team Member Invitation

1. The new Team Member must click the **invitation link** in the **Euna Grants – Application Project Team Invitation** email. This link opens the Euna Grants Subrecipient Portal login screen, where they will log in using the email address the invitation was sent to, or create a new Portal account if they do not have one.
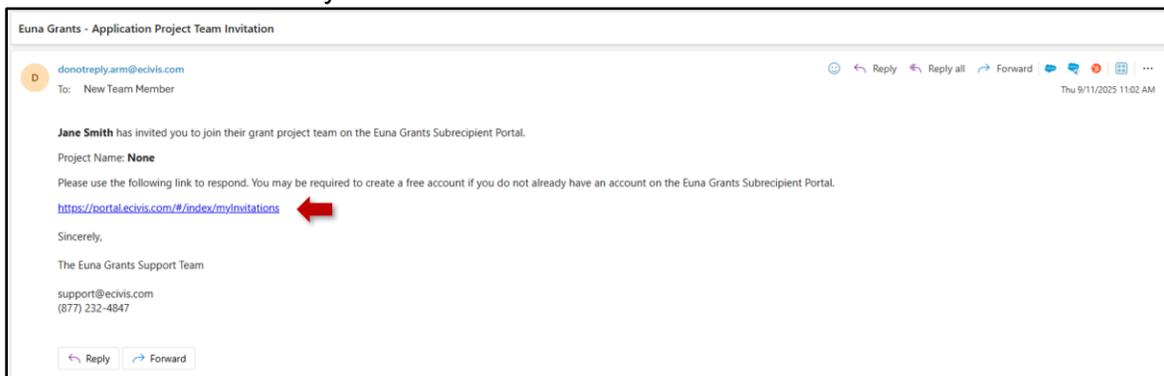
2. The options to **Accept** or **Reject** the invitation will be found in the **My Invitations** view in the Subrecipient Portal. The invitee will click on **My Invitations** and then the **Accept** option to proceed.

3. The new Team Member will navigate to the application by clicking on **My Applications** in the navigation bar on the left side of the screen and then on the name of the **Program Solicitation**.
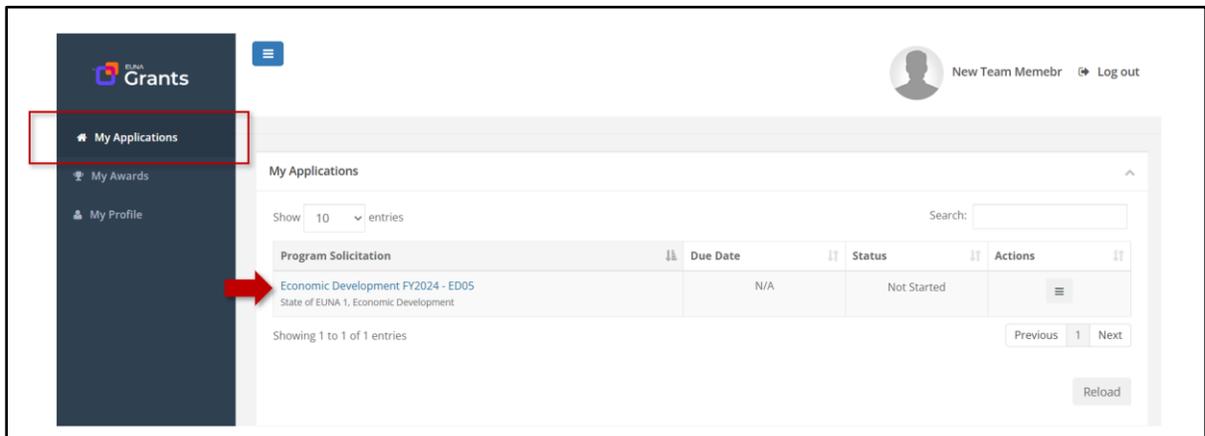
Completing the Application

Manage and submit your application using the options in the panel on the upper left side of the screen.
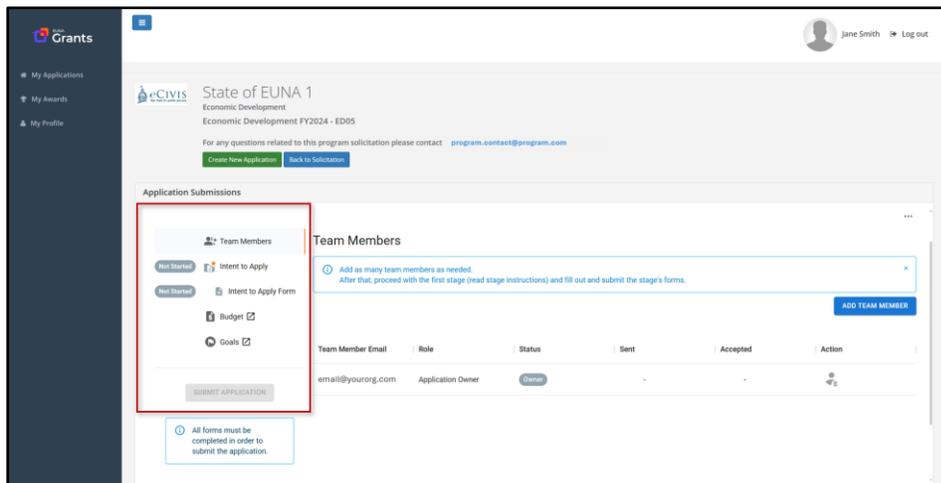
Stage and Form names are unique to the Program, so you might see titles that differ from one application to another.

Your **current application process Stage** will be indicated with an icon depicting a page and an **orange star**.

Steps to completing an application:

1. Click on the current application Stage Title (indicated with an icon depicting a page and an **orange star**). This will open a dialog box with instructions on completing the current application.
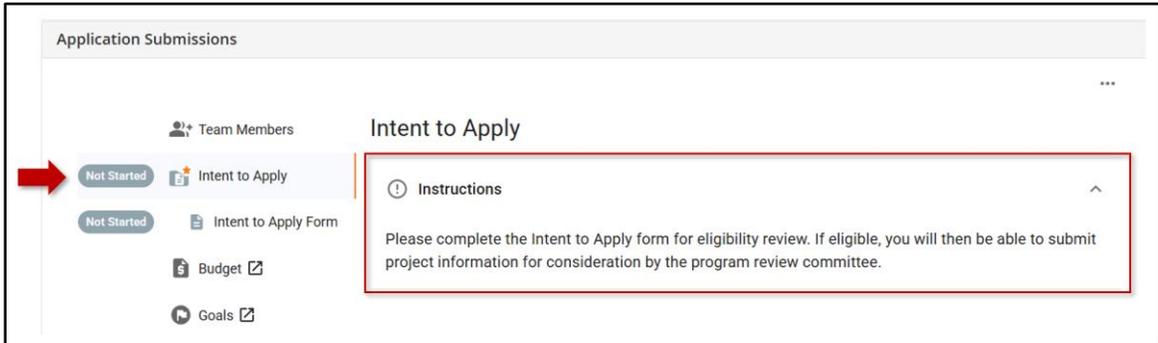
2. Open and complete each Form listed below the current application Stage Title:
   a. Click on the **Form Title**
   b. Click on **EDIT** button on the right side of the Form.
   c. Click on the **carrot** in the **Instructions** box to expand the section and review important details provided by the Grantor before continuing to fill out the form.
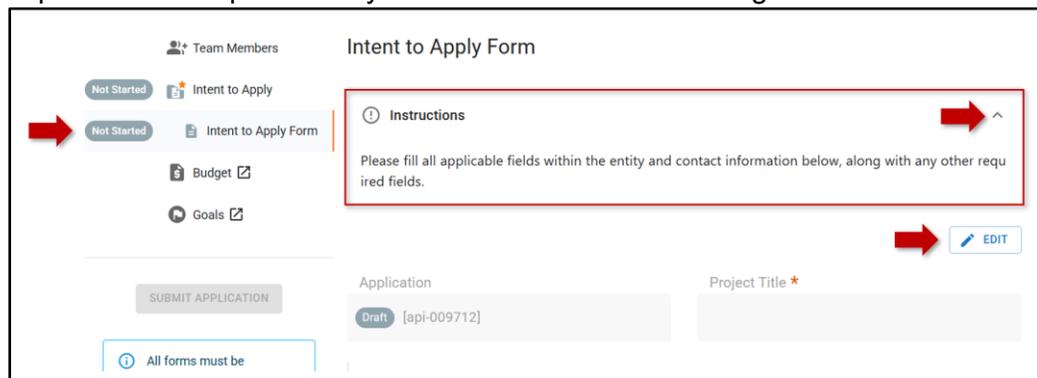
   d. Scroll through the Form and complete each section.
   e. Click **SAVE AS DRAFT** to save your progress and return later or before marking the form complete.
   f. When all required fields are complete and all edits are finalized, click **SAVE AS COMPLETE**.

g. Forms marked **SAVE AS COMPLETE** will update to the a green **Completed** status in the options panel on the upper left side of your screen.

*Note: All forms must be marked **Completed**, and the Budget Worksheet (if included) must have a total amount before you can click Submit Application.

h. To export a copy of the filled application to PDF format, click **EXPORT TO PDF**.

3. Complete the **Budget Worksheet** to propose an award amount and to itemize budgeted costs. If awarded, this same format will be incorporated into your award acceptance, financial reporting, and reimbursement requests.

a. Click **Budget** from options panel on the upper left side of your screen. The **Budget Worksheet** will open in a separate browser tab.

b. Click on applicable **Budget Items** to expand the category and enter costs.

Some budget worksheets are pre-configured with tables and line items. In this scenario, simply enter the costs into the **Cost** column.

For budget worksheets with no prescribed line items, click the **gear icon** and **Add Table** option to enter the title, description, and cost for each line item.
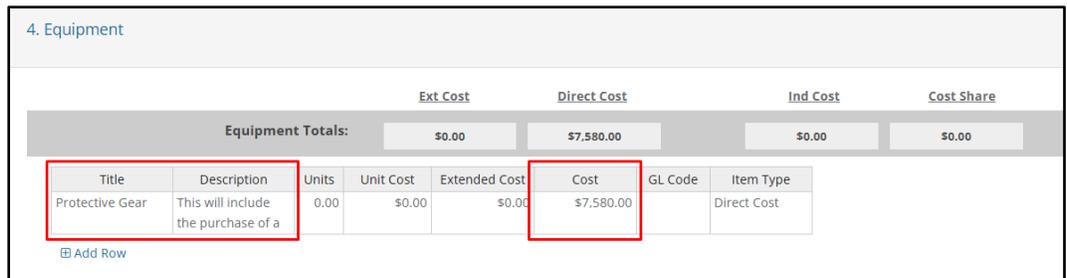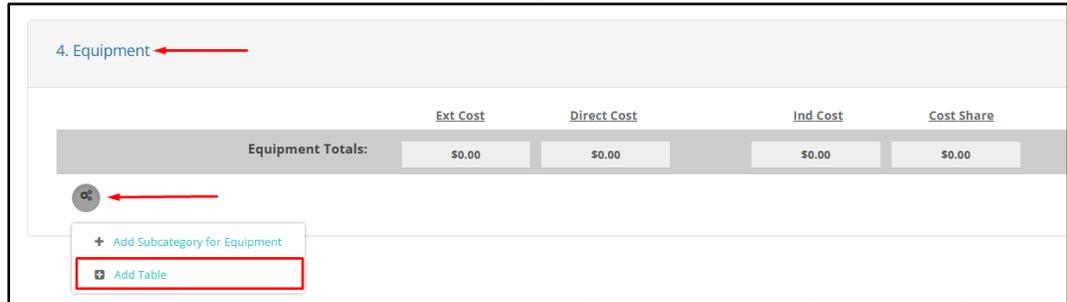
*Note: Use the **Units** and **Unit Cost** fields to multiply those values into the **Extended Cost** field, which will copy into the **Cost** field. Remember to clear all four of these fields if you need to re-enter the calculation.

c. **To add a row**, click the **+Add Row** button below that table.
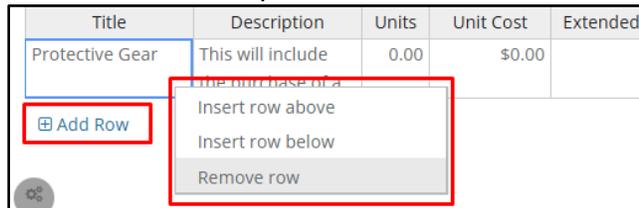d. **To remove or insert rows above/below**, right-click anywhere on the desired row and select an option: **Insert row above**, **Insert row below**, or **Remove row**.

e. Different methods of calculating **Indirect Costs** and **Match/Cost Share** can be set in the **Budget Settings** section at the top of the Budget worksheet. These cost types appear separately in the **Budget Summary** section at the top of the screen.

Application Budget for Euna Town
Program: Economic Development FY2024 - ED05
Project name: City of Euna Business Incubator

*Note: Because financial Reports will require you to combine Direct and Indirect Spending into a single amount per category titled "spend", some budget worksheets may include a separate category titled **Indirect Costs** to facilitate tracking these expenses separately.

i. **Indirect Cost** are specific and limited costs allotted within an award that indirectly relate to the awarded project or services. Methods for entering Indirect Cost include:

- **Not Applicable** (Default Setting): Use this to specify each indirect cost as a line item and toggle the **Item Type** for that line from **Direct Cost** to **Indirect Cost**.

- **Itemized**: Use this to add a Match/Cost Share value to the Direct Cost within a specific line item, marking the line item as partially indirect.

- **De Minimus Rate**: Applies the federal De Minimus indirect cost rate (15% per Uniform Guidance 2 CFR 200) to each budget line with the Indirect Cost checkbox selected. All selected lines are presumed to be direct, but with a 15% indirect allocation added on top. This setting is ideal when you prefer not to detail indirect costs as separate line items and instead award a default allocation for unspecified indirect expenses.

- **Negotiated Rate**: Functions the same as De Minimus, but with the ability to edit the rate (in accordance with an agreed upon indirect cost rate agreement [ICRA] negotiated with the cognizant funding agency).

ii. **Match/Cost Share** are funds you will contribute, or costs you will incur, from other resources to match against the award amount toward the grant project or services. Methods for entering Match/Cost Share include:

- **Not Applicable** (Default Setting): Use this to specify each Match/Cost Share item as a line item. Then, toggle the **Item Type** for that line from **Direct Cost** to **Cost Share**.

- **Total Amount**: Use this to enter a total Match/Cost Share amount at the top of the Budget Worksheet.

- **Itemized**: Use this to add a Match/Cost Share value to the Direct Cost within a specific line item, marking the line item as partially cost share.

Ext Cost		Direct Cost		Ind Cost		Cost Share
$0.00		$78,000.00		$0.00		$34,998.60

Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
$0.00	$0.00	$78,000.00		$34,998.60	Direct Cost

- **Percentage:** Enter a percentage value in the settings bar and select the **Cost Share** checkbox next to any budget line. This adds the specified percentage of cost share on top of the direct cost value of that line item.

Indirect Costs	Not Applicable	0.00		%
Match / Cost Share	Percentage	20.00	%	$ 0.00

	Direct Cost		Ind Cost		Cost Share
	$78,000.00		$0.00		$15,600.00

ost	Cost	GL Code	Cost Share	Item Type
0.00	$78,000.00		☑	Direct Cost

f. **Budget Narrative** (Optional): Unless directed to provide this information elsewhere, you may provide a detailed justification for the proposed budget here. This can also be exported to PDF for your internal records.
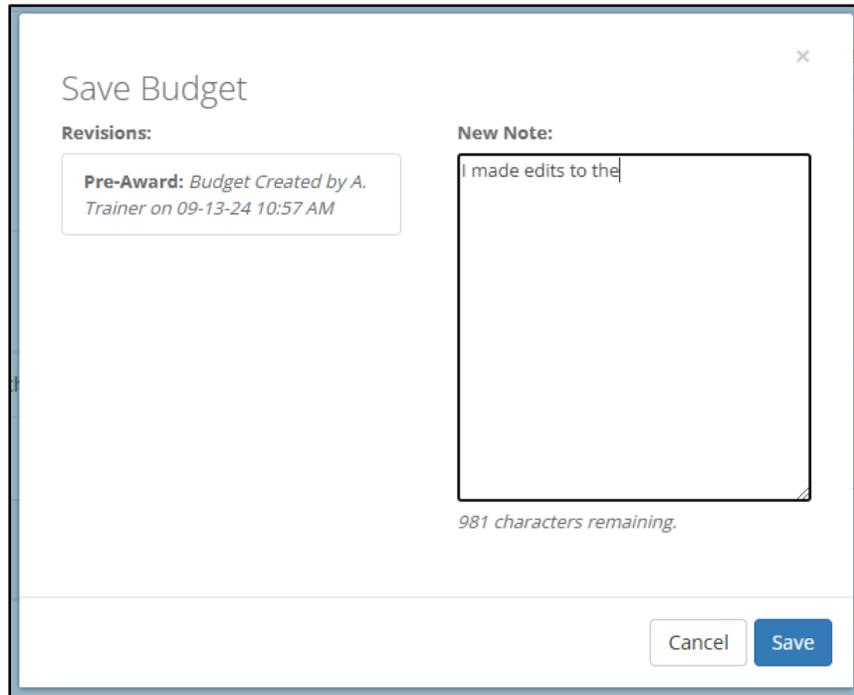
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g. When you have completed editing the budget worksheet, click the **Save Changes** button (bottom of the worksheet) or the floppy disk icon (top of the worksheet) and input any relevant notes.

h. Notes added in the **New Note** section will be timestamped and logged in the **Revisions** history to the left of the popup window. This history is visible to both your team, the Granting Agency, and reviewers evaluating this budget.

i. After saving your edits to the Budget Worksheet, close the browser tab and return to the application tab in the Euna Grants Subrecipient Portal.

4. **Goals**: When applicable, complete the **Goals Worksheet** to propose Project Goals. If awarded, this same form will be used later to document the final goal target amounts and to report progress against those goals.

a. Click **Goals** from the left-hand bar. The Goals Worksheet will open in a separate browser tab.
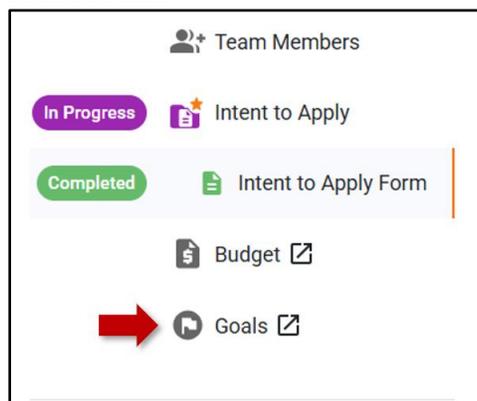
b. Enter the target amounts for any applicable goal areas that your Project will address.

*Note: The expenditure fields are not used during application but may be used when submitting Activity Reports if you are awarded.

c. When finished editing, click **Save Goals**.

d. Close the browser tab and return to the application tab in the Euna Grants Subrecipient Portal.

6. Once all forms and required worksheets have been completed, the application can be submitted. Click **Submit Application** from the left-hand panel.

7. If the submission is successful, the status label beside the starred Submission Stage name will change from **In Progress** to **Submitted**.
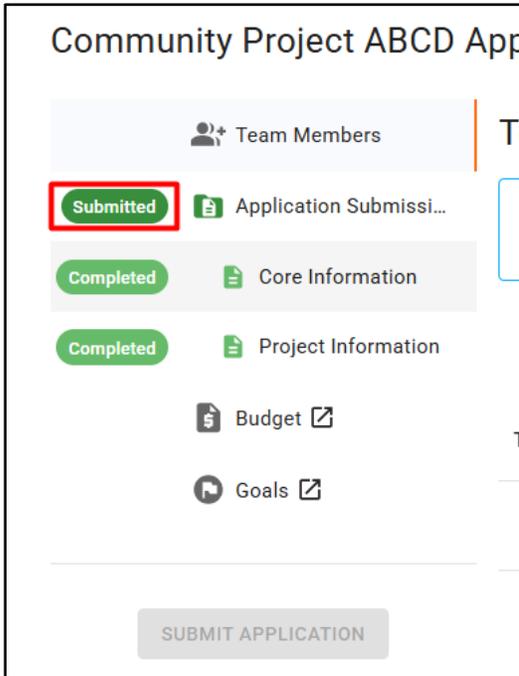
*Note: If the Program has multiple Submission Stages, pay attention to the Submission Stage titles (indicated by a folder icon).
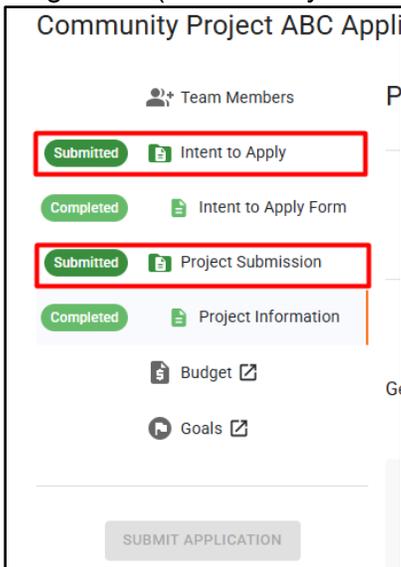
When all forms are completed, you should see NO stages with a yellow star over the folder icon and with a status of **In Progress**.
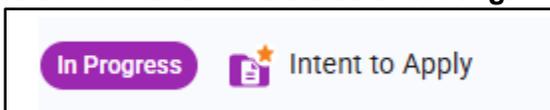
8. The Grantor will then assign Review Committee members to access and review select portions of the application content.

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Tracking Current & Submitted Applications

You can track your application review process from the **My Applications** view on your Euna Grants Subrecipient Portal dashboard.

1. Click on **My Applications** in the left navigation bar to change the view to show your applications.
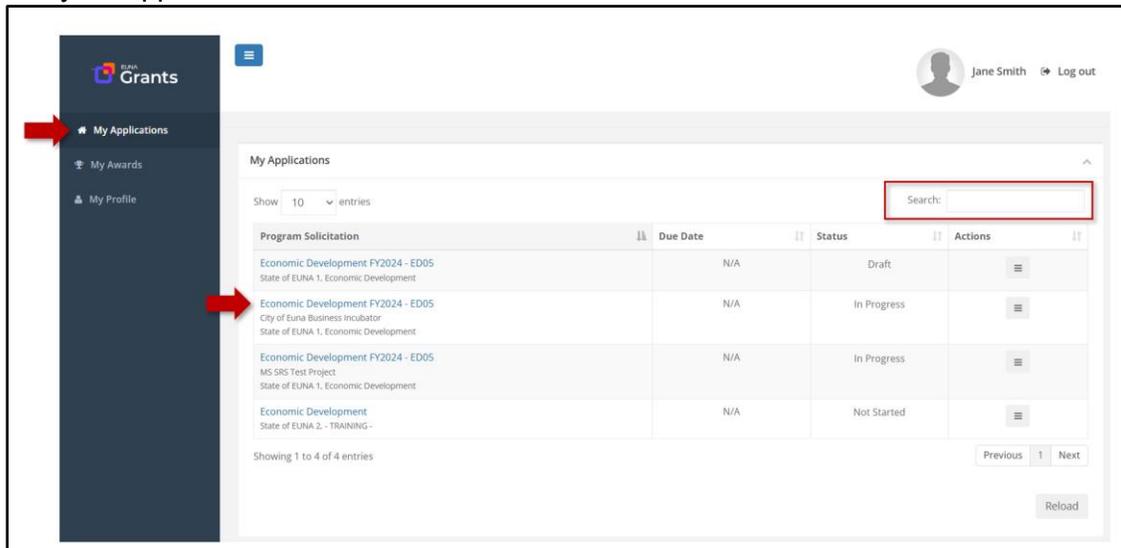2. Click in the **title** of the Program Solicitation that holds the application you want to view. You can use **Search** field in the upper right corner or sort the headings of this table to find your application.

3. You will be taken to a table of all applications you've created for this Program (ability to submit multiple applications is only available at Grantor discretion and may be deactivated).

4. Click on the **application title** in this table to access the **Application Submissions** screen.
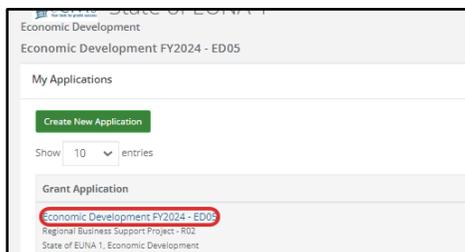
5. The Applications Submissions window contains a detailed table of your applications for the Project, along with information including the Submitter, Application Status, Application Stage, Submission Date, Recent Activity Date and Budget.

If your application is **Denied**, the status will appear in the **Application Status** section, and the grant program team may provide additional information to denied applicants.

If your application is **Recommended** for Award, you will receive an email titled **Application Award Notification** containing award details and instructions for accepting your award. Activity Date and Budget.
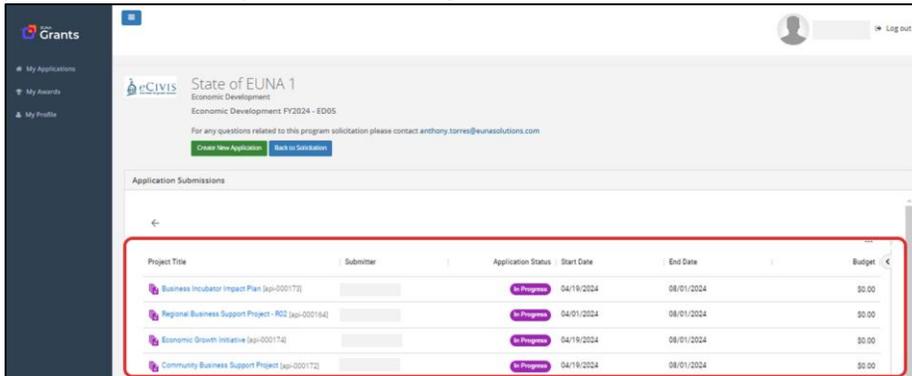

6. Click on the **Project Title** of the application you want to review.
7. You will land on the application details where you can manage the team, forms, and other elements of your application
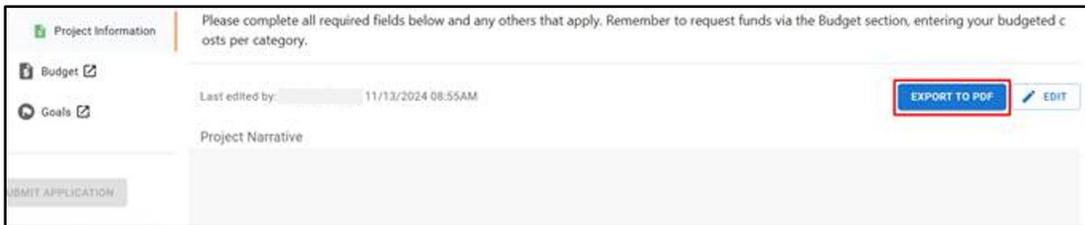
   *Note: Certain elements of your application will be locked if already submitted.
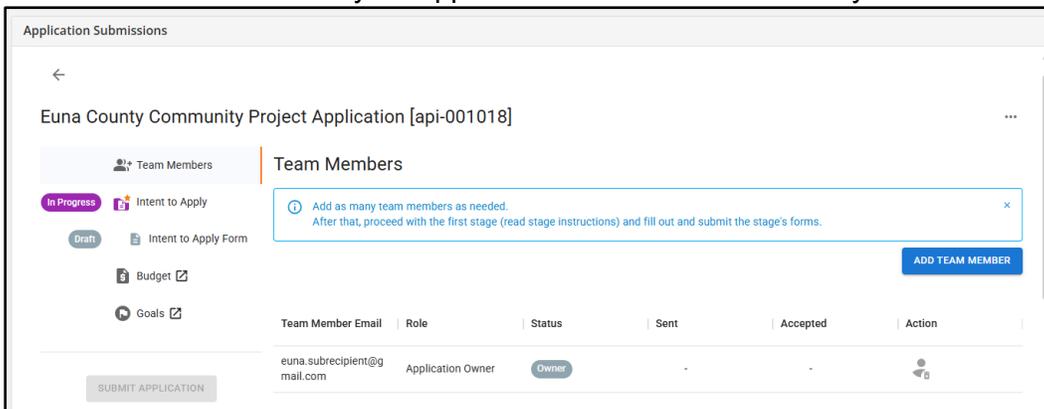
8. To delete an application draft that you no longer need, click the **three-dot menu** in the upper right corner and select **Delete Application**.
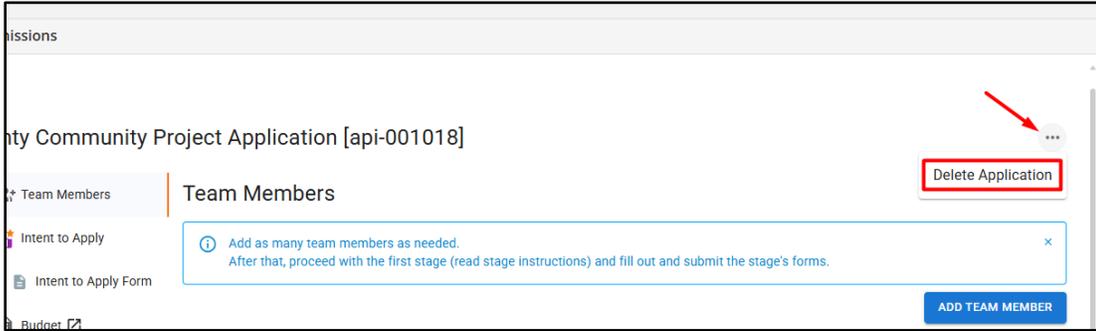
9. To export a copy of the filled application form to PDF format, open the form name and click **Export To PDF** from the top-right corner of the page.


10. To export a copy of the budget worksheet, open the **Budget** menu item and click the spreadsheet button at the top of the worksheet.
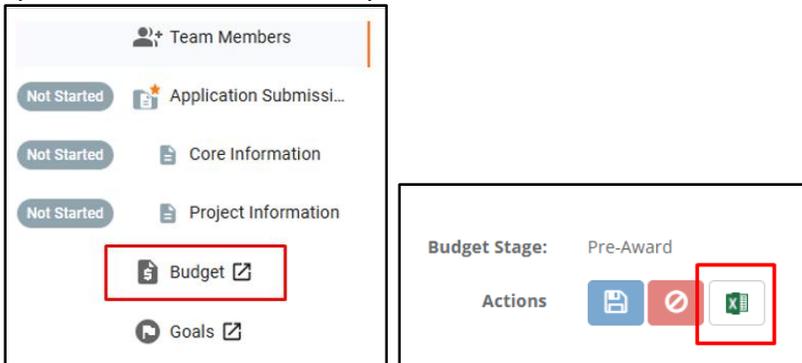
Reassigning Application Ownership

Applicant ownership can be reassigned by the current Applicant Owner in the Euna Grants Subrecipient Portal. Please note that the new owner must be an existing Team Member on the application.

1. Navigate to the application:
   a. Click on **My Applications** in the left navigation bar to change the view to show your applications.
   b. Click in the **title** of the Program Solicitation that holds the application you want to view. You can use **Search** field in the upper right corner or sort the headings of this table to find your application.
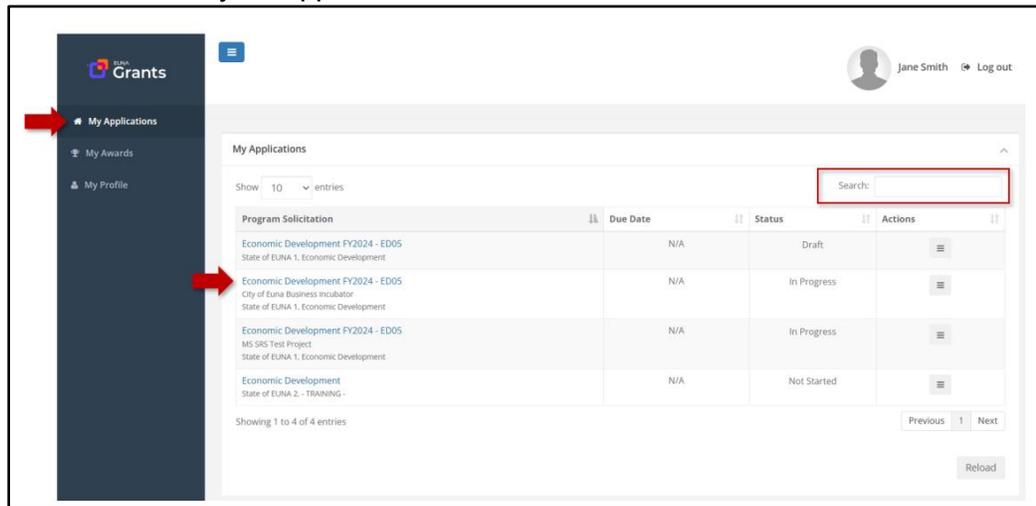

   c. You will be taken to a table of all applications you've created for this Program (ability to submit multiple applications is only available at Grantor discretion and may be deactivated).
   d. Click on the **application title** in this table to access the **Application Submissions** screen.

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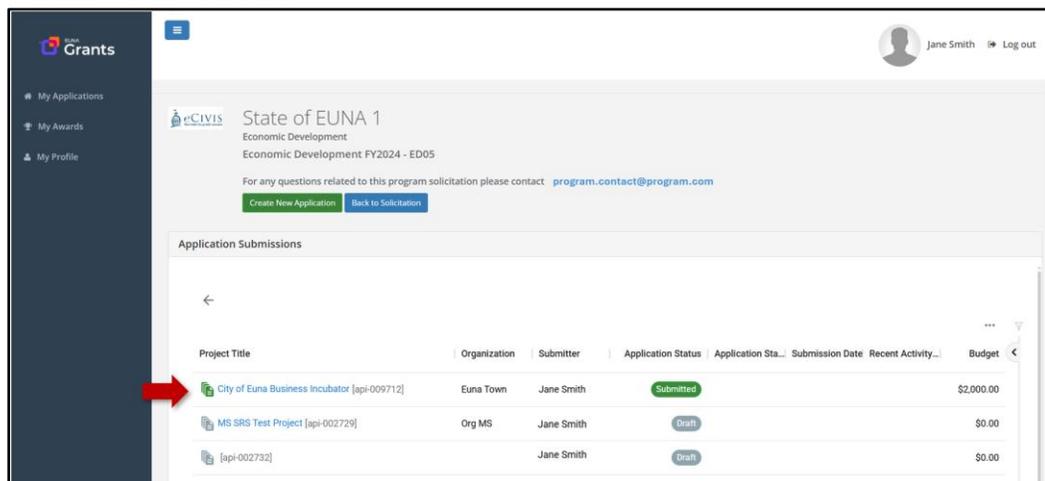
2. Click on the **three-dot menu** on the right side of the screen and then click on **Reassign Application**.
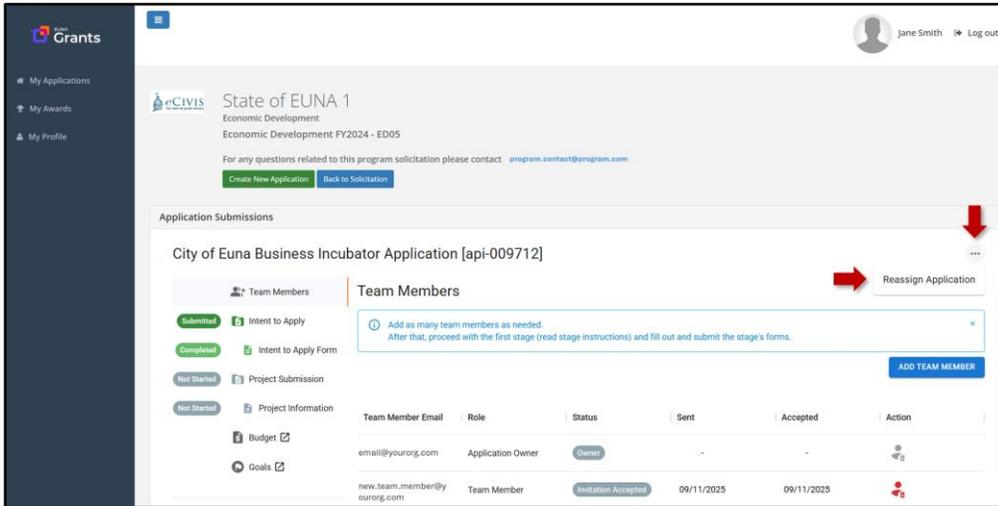
3. Select the **radio button** next to the Team Member you want to reassign the application to, then click the blue **REASSIGN** button at the bottom of the page.
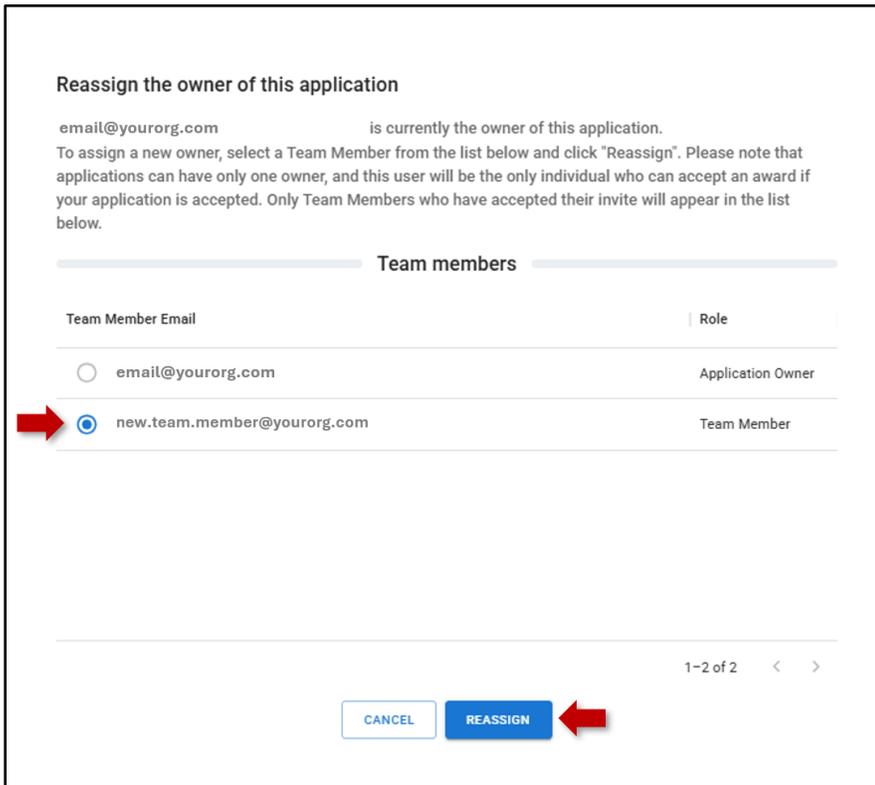
Resources for Managing Awards

If your application is awarded, the following resources will guide you through accepting and managing your awards in Portal:

[Accepting an Award](#)

[Accessing your Awards](#)

[Navigating your Award Management Tools](#)

[Submitting Reports to your Grantor](#)

[Submitting a Grant Amendment](#)

[Monitoring Tasks and Corrective Action Plans](#)

[Subprograms](#)

[Portal Transfer of Award Ownership](#)

[Grantor Initiated Amendments](#)