

eCivis Grants Portal CAL FIRE Applicant User Guide

FEBRUARY 2025 REVISION

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About eCivis Grants Portal

For grant solicitations distributed through the eCivis *Grants Portal* system, applicants and grantees have a simple and effective way to manage their applications and the entire lifecycle of their grants. Key features include:

- 1) Free and simple account creation
- 2) Detailed, yet organized program solicitation information
- 3) Invite other portal accounts to view/collaborate on applications and awards
- 4) Keep track of all your past submissions and export copies as needed
- 5) Accept awards, track performance, and submit reports—incorporating the same forms you filled when applying
- 6) Submit requests for reimbursement and track their progress
- 7) Request award amendments and track their progress
- 8) Close out grant projects in collaboration with your granting agency

The chapters that follow will walk through the application process step-by-step. If you have any questions or experience any issues along the way, it is recommended that you contact your grant program administrators (often listed on the *Contact* tab of the solicitation).

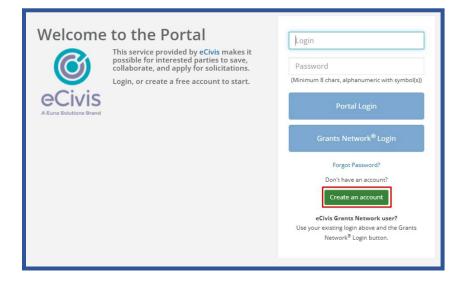
Economic I	Development S	Support (FY20)	23)	_
Overview	Eligibility	Financial	Contact	Files
Agency/D	epartment:	Administratio	n	_
Contact/H	ielp:	programconta	act@countyofeur	a.com
Office:		Office of SB		
Program 0	Contact:	123 Main St Nashville, TN	37211	

1. Creating an eCivis Portal Account

If you are applying for a CAL FIRE grant program solicitation, you will need to set up a *Portal* account at <u>https://portal.ecivis.com/#/login</u>. Use the **Forgot Password?** link if you have an existing account but need to reset your password).

NOTE: eCivis *Grants Network* users can use their *Grants Network* credentials instead of creating a new *Grants Portal* account. To do this, click on the **Grants Network Login** button and skip to the "Setting up your account profile information" step in the *My Profile* instructions below. If you need to reset that password, visit <u>https://gn.ecivis.com</u> and click the **Forgot Login Info** link on that page.

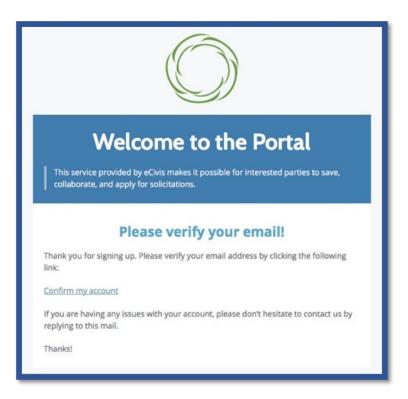
1) Click on the Create an account button.



2) Enter your name, email, and desired password. Then click on the Sign Up button.

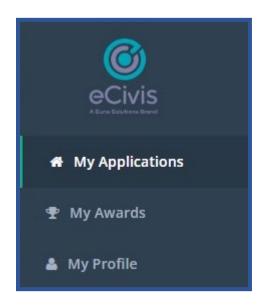
New Account Signup
Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate, and apply to solicitations.
Jane
Smith
email@eunacity.org
Perfect
Sign Up
🗲 Back to Login

3) This will send you a confirmation email. You will need to click on the link within that confirmation email to activate your account.



NOTE: If you do not see this email within a few minutes, check your spam/junk folder in your email inbox.

4) When you log into *Portal*, you will see a navigation bar on the left of your screen.



- a. **My Applications**: Gives you access to all applications and program solicitations in your Portal account.
- b. My Awards: Gives you access to all the program solicitations where you were awarded.
- c. My Profile: Gives you access to your profile information.
- 5) Setting up your account profile information in the *My Profile* section:
 - a. Ensure that the required fields within the *My Profile* section are complete before continuing onto any applications.

				Deres a real
4 11 mm				
	My Profile			
	Applicant information		Organization information	
	Total Ramon ⁴	144 B	Organization Norme	
	Los bana"	Terg	4Contractor Tall	
	test.	Non-angles into com.	Stylige Redifiatio Rober 201;	
	100		Rent	
	Longong	atten har	Adheted Remerizion	
	Conjuny Website			
	-		Business/Investa Representatives	
	and the			

- b. Then, click on the **Update Profile** button on the bottom of the screen.
- c. A green success message should appear in the top right corner of your screen.

City:	freixdene		Businest/Fouries Representation	This public internation has been send: The second
mane.*	Geforse	•	Coperanter Address	-
			Address	
			Address 2	
			City	
			Statu	
			Congressional	
			District/Regises	
	0		7a	
/			Fiere	
			fan	i
Cangal Lipidare Printle				

6) If you ever need to edit your profile, you can do so by clicking on **My Profile** on the left-side navigation bar within *Portal*.

NOTE: Information entered on this page will automatically be ported into each new application profile you create using *Portal*. The application profile information may be edited for individual applications during the application process.

1.1. What if I forgot my password?

Click on the **Forgot Password** link, enter your email address, and click on the **Reset** button. You can then re-enter your email to be sent a new password:

Welcome to the PortalSocial for interested parties to save, classible for in	Login Password (Minimum 8 chars, alphanumeric with symbol(s)) Portal Login Grants Network® Login Grants Network® Login Don't have an account? Create an account eCivis Grants Network user?
Forgot password? Enter your email address below and a link to reset your password will be emailed to you. Email Address Reset * Back to Login	

2. Reviewing the Program Solicitation

The program solicitation provides important information to anticipate the work required in applying for and (if awarded) managing an award from this solicitation. You will also find any necessary file downloads or helpful information to determine if your organization and project are eligible.

State of EUN	A1	
Economic Development F	Y2024 - 2004	
✓ Apply		
Overview Eligibility	Financial Contact Files	
ID:	ED-2345-6789	Summary:
Title:	Economic Development FY2024 - ED04	Economic Development FY2024 - ED04 will provide small businesses with funding to
Application Start Date:	04/01/2024	support economic growth in Euna City through business coaching, training programs, and informational resources.
Application End Date:	07/31/2024	
CFDA/ALN:	12.345	
Reference URL:	https://eunasolutions.com/	
ſ	* eQivis Inc. is not	responsible or liable for user-generated content.

3. Starting a New Application

1) Click the **Apply** button on the grant program's solicitation page to begin the application process in the eCivis *Portal*.

State	of EUN/	41			
Economic	Development F	Y2024 - ED05			
- Appi	y				
Overview	Eligibility	Financial	Contact	Files	

- 2) Log into your *Portal* account using the instructions from Chapter 1: Creating an Account.
- 3) Click on the **Create New Application** button.

© eCivis	=				1		🗢 Log out
 My Applications My Awards My Profile 	Economic Development FY2024 - ED05						
	My Applications Create New Application Show 10 • entries				Search:	X000	*
	Grant Application	11	Create Date		Status	Actions	11
		No applications h	ave been saved or subn	nitted			
	Showing 0 to 0 of 0 entries (filtered from 11 total en	ntries)				Previo	ous Next
							Reload

4) The new application will appear in the *Application Submissions* table.

NOTE: If the solicitation allows multiple application submissions from the same applicant, this table will list any other application submissions you create toward this solicitation.

© eCivis							Ant	hony Torres	🕪 Log out
₩ My Applications ♥ My Awards ▲ My Profile	State of EUNA 1 Economic Development Economic Development FY20 For any questions related to this Oract Deve Agoington	program solicitation please contac	t anthony.t	orres@eunasolutions.c	om				
	Application Submissions								. y İ
	Project Title	Submitter Anthony Torres	1	Application Status Not Started	Start Date 04/02/2024	End Date 08/01/2024	ł	Budg \$0.0	

5) Click on the newly added Project Title (labeled with a unique code beginning with "api-")

Create New Application Back to Solicitation				
Application Submissions				
÷				
Project Title	Submitter	App	lication Status Start Date	End Date
[api-000163]	Anthony Torres		Not Started 04/02/2024	08/01/2024

4. Completing and Submitting an Application

Use the following components in the left-hand panel to manage and submit your application:

	2: Team Members	Te
Not Started	Application Submissi	
Not Started	Core Information	
Not Started	Project Information	
	🛿 Budget 🗹	
	Goals 🗹	
SL	JOMIT APPLICATION	
0	forms must be mpleted in order to bmit the application.	

- 1) <u>**Team Members**</u>: Add team members if you would like to invite other individuals to collaborate on this application.
 - a. Click on the Add Team Member button.

$\underline{\mbox{\sc here}}$. There are no members added to this project			1 (C)
Team Member Email Status	Sect	Accepted	Action
subrecipient att@gmail.com			

- b. Enter the invitee's email address and click on the **Send** button.
- c. Project Team Member invitations will be sent and show a status of "Invitation Sent".

NOTE: If the invitation needs to be deleted, you can click on the red envelope icon and if it needs to be re-sent, you can click on the blue invitation icon.

				ADD TEAM MEMORY
Team Member Email	256st	Set.	Accepted	Action
salencipant algorial con	instantion Savet	05/05/2024	-	

d. The invitee will receive an email to allowing them to access eCivis *Portal* and accept the invitation.

NOTE: In order to respond and accept the invitation, the invitee must have a *Portal* account or set one up to move forward with acceptance.

	eCivis - Application Project Team Invitation	Indox x			٥	ß
1	donotreply.arm@ecivis.com to me +	5:00 AM (2 minutes ago)	Ŷ	٢	4	•
	Anthony Torres has invited you to join their grant project learn on the eC	vis Portal.				
	Project Name: Regional Business Support Project - R02					
	Please use the following link to respond. You may be required to create a on the eCivis Portal.	free account if you do not	aiready	have a	in acco	unt
	ettes //portal ecvis com/#index/mv/nvitations					
	Sincerely,					
	The eCivis Support Team					
	support/flectvis.com (877) 232-4647					
	(S Reply) (Forward)					

e. In *Portal*, they will click on **My Invitations** from the navigation bar and then click on the **Accept** or **Reject** button.

© eCons		Astronom in lagar
Voj houden Voj houden Voj houden Voj houden Voj houden Voj houden	Stow are inded by Nothony forces to part the Thegional Business Support Project - RC2*	

- 2) **Submission Stage**: The starred folder icon indicates the current Submission Stage to be completed.
 - a. Open this section to view the title and instructions for this Submission Stage.

at Team Members	Application Submission
Not Started provide Application Submissi	Instructions
Not Started Core Information	Please complete the Project Information form for consideration by the program review committee.
Not Started Project Information	
🛐 Budget 🗹	

- 3) **<u>Application Forms</u>**: Open and edit each form until complete.
 - a. Select each form from the left-hand panel and click on the **Edit** button.

	Team Members	Core Information		
Not Started	Application Submissi	 Instructions 		^
Not Started	Project Information	Fill out Core Information		
	🖸 Budget 🗹	Last edited by: Anthony Torres, 06/18/2024 11:19AM		/ EDIT
	Goals 🗹	Application	Project Title *	
		Not Started [api-000554]		

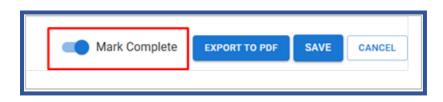
b. Expand the *Instructions* by clicking on the arrow at the top-right corner of that section to review important details provided by the CAL FIRE before continuing to fill the form.

Application Project Title * Regional Business Support Program ORGANIZATION SUBMITTING APPLICATION Organization Name *	① Instructions	^
Application Project Title * Not started [api-000554] ORGANIZATION SUBMITTING APPLICATION Organization Name *	Fill out Core Information	
Not started [api-000554] Regional Business Support Program ORGANIZATION SUBMITTING APPLICATION Organization Name *	Last edited by: Anthony Torres, 06/18/2024 11:19AM	Mark Complete SAVE CANCEL
ORGANIZATION SUBMITTING APPLICATION Organization Name *	Application	Project Title *
Organization Name *	Not Started [api-000554]	Regional Business Support Program
	ORGANIZATION SUBMITTING APPLICATION	
	Organization Name *	
City of Euna	City of Euna	

c. Click on the **Save** button to save all form details (either to return to it later or in preparation of marking the form complete).

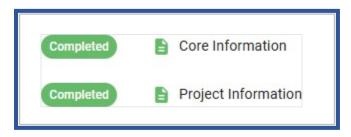
Mark Complete	SAVE	CANCEL
		J

d. Click on the **Mark Complete** toggle switch when you have finalized all edits. Toggle this switch back to the "off" position if you need to make further edits before submitting your application.



e. Any forms you mark as complete will update to the green "Completed" status.

NOTE: All included application forms <u>*must*</u> be marked complete and, if it is included, the *Budget Worksheet* must have a requested total amount before you can click on the **Submit Application** button. Continue to the next section for those instructions.



f. To export a copy of the completed application to PDF format, click on the **Export to PDF** button at the top-right corner of the page.

Project Information	Please complete all required fields below and any others that apply. Remember to request funds via the Budget section, entering your budgeted c osts per category.
🛱 Budget 🗹 😡 Goals 🗹	Last edited by: Anthony Tomes, 11/13/2024 08:55AM
USMITAPPLICATION	
Il forms must be ompleted in order to ubmit the application.	Do you have any audit findings from the last three years?

4) <u>Budget</u>: Fill out the *Budget Worksheet* to propose an award amount and to itemize budgeted costs as needed. If awarded, this same format will be incorporated into your award acceptance, financial reporting, and reimbursement requests.

a. Click on the **Budget** link on the left-hand navigation bar. The *Budget Worksheet* will open in a separate browser tab.

	Budget Stage: Try Actions	Annel Designer Banigari	Summary		
	10.00 Focal In	inen Gens alinex Cons meuen (Dinex Ict)	80.00 \$0.00	Match / Cost Share Program Incises	
🚉 Team Members	Budget Settings				
Not Started	Indirect Cores	Nochyptodia w	600		
Not started Core Information	Match / Cost Share	NocApploable 9	0.00	5 5 500	
Not Started Project Information	Budget heres				
Goals 2	1. Personnel		Det.Cont	Dicest Cost	Backs States

b. In the worksheet, click on any applicable budget category (hyperlinked in blue) to enter costs. For *Budget Worksheets* with pre-configured tables and line items, simply enter the costs into the "Cost" column.

			Đ	it Cost	Direct Cost		In	1 Cost	Cost Share
	Equipme	nt Totals:		\$0.00	\$5,000.00		5	0.00	\$0.00
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type		
quipment	Please enter equipment costs here	0.00	\$0.00	\$0.00	5000	18-CD- 1234	Direct Cost		

Alternatively, for *Budget Worksheet*s with no prescribed line items, click on the gear icon and select "Add Table" to enter the title, description, and cost for each line item.

		Ext.Cost	Direct Cost	Ind Cost	Cost Share
	Equipment Totals:	\$0.00	\$0.00	\$0.00	\$0.00
a) 🗕 🗕	_				

			D	t.Cost	Direct Cost		1	nd Cost	Cost Share
	Equipmen	t Totals:		\$0.00	\$7,580.00			\$0.00	\$0.00
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	item Type		
Protective Gear	This will include the purchase of a	0.00	\$0.00	\$0.00	\$7,580.00		Direct Cost		

NOTE: When needed, use the "Units" and "Unit Cost" fields to multiply those values into the "Extended Cost" field, which will copy into the "Cost" field. <u>*Remember*</u> to clear all four of these fields <u>if</u> you need to re-enter the calculation.

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

Title	Description	Units	Unit Cost	Extended
Protective Gear	This will include	0.00	\$0.00	-
Add Row	Insert row above			
0	Remove row			

d. <u>Budget Settings</u>: Expand the Budget Settings towards the top-right of the page to select a different method of calculating Indirect Costs and Match/Cost Share. You will see these amounts separated in the *Budget Summary* section at the top of the worksheet.

	udget for Anthony T onomic Development IY2024	orres			
Budget Stag Action		: Summery			
\$5,000.00	Total Direct Costs	\$0.00	Match / Cost Share		
\$0.00	Total Indirect Costs	\$0.00	Program Income		< No. 100
\$3,000.00	Total Amount (Direct + Indirect)				
Budget Settings					
Indirect	Ceesa Not Applicable 👻	0.00		16	
Match / Cost S	Share Not Applicable 👻	0.00	M \$ 0.00		

i. *Indirect Costs* – The available settings for entering indirect costs include the following:

pet Settings					
Indirect Costa	Not Applicable 💌	0.00			
Match / Cost Phare	De Minimus Rate Negotiated Rate	0.00	% S	0.00	
	Remited Not Applicable				

 Not Applicable (default setting) – You will list all indirect costs as line items <u>and</u> update the "Item Type" on those line items to "Indirect Cost".

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Equipment	Please enter equipment costs here	0.00	\$0.00	\$0.00	\$5,000.00	AB-CD- 1234	Direct Cost 🗸
Add Row							Direct Cost Cost Share
4)							Indirect Cost

2. **Itemized** – You will include an indirect cost value next to the Cost of any line item.

		Ext	t Cost	Direct Cost	Ind	Cost	<u>Cost Share</u>		
	Personnel Totals:	\$5	i,000.00	\$7,500.00	\$75	60.00	\$0.00		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Indirect Cost	Cost Share	
FTEs	Full Time Employees	1	\$5,000.00	\$5,000.00	\$5,000.00		\$500.00	\$0.00	
PTES	Part Time Employees	0	\$0.00	\$0.00	\$2,500.00		\$250.00	\$0.00	

3. **De Minimus Rate** – This will automatically calculate the federal De Minimus indirect cost rate against each budget line where you select the Indirect Cost checkbox.

ost	Cost	GL Code	Indirect Cost	Item Type
.00	\$78,000.00			Direct Cost

 Negotiated Rate – This will calculate the manually-entered indirect cost rate against each budget line where you select the "Indirect Cost" checkbox.

ndirect Costs	Negotiated Rate	• • 17.00		q
Direct Cost		Ind	Cost	Cost Share
\$78,000.00		\$13,3	260.00	\$0.00
Cost	GL Code	Indirect Cost	Item Type	
COSt				

NOTE: Some *Budget Worksheet*s may include a separate budget category dedicated to tracking Indirect Costs. Changing the rows' item types within this category to "Indirect Cost" will allow you to separate Direct Cost and Indirect Cost Totals at the top of the *Budget Worksheet*.

				E	ct Cost		Direct Cost
		Indire	ct Cost Total	ls:	\$0.00		\$0.00
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Typ
Indirect Cost	Indirect Cost	0.00	\$0.00	\$0.00	\$0.00		Direct Cost
							Direct Cost
E Add Row							Cost Share
							Indirect Co
(m)							Indirect Co
						_	Indirect Co
							Indirect Co
Budget Stay	ps; Pre-Award		1				Indirect Co
Budget Stay			1				Indirect Co
			1				Indirect Co
Budget Stay		Đ.	der				Indirect Co
Budget Stay		Đ	dg.				Indirect Co
Budget Stay		Đư					Indirect Co
Budget Stay Actie \$78,000.00	ns 😢 🖉 🗊	Do	dar.				Indirect Co
Budget Stay Actie	as 🖹 🖉 🗊	Đư	dge				Indirect Co

ii. *Match/Cost Share* – The available settings for entering Match/Cost Share include:

Budget Settings					
Indirect Cents	Not Applicable 👻	0.00			4
Match / Cost Share	Not Applicable 👻	0.00	n, 5	0.00	
	Percentage itemized Total Amount				
adget items	Not Applicable				_

1. Not Applicable (*default setting*) – You will list all match costs as line items and update the "Item Type" on those line items to "Cost Share".

nded Cost	Cost	GL Code	Item Type
\$0.00	\$78,000.00		Direct Cost 🗸
			Direct Cost
			Cost Share
			Indirect Cost

2. **Total Amount** – You will enter a total match/cost share amount at the top of the *Budget Worksheet*.

Budget Settings						
Indirect Costs	Not Applicable	v	0.00			%
Match / Cost Share	Total Amount	~	44.87	96 S	35,000.00	

3. **Itemized** – You will include a match/cost share value next to the Direct Cost of any line item.

Ex	tt Cost	Direct Cost		Ind	Ind Cost		
	\$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		

4. **Percentage** – This will calculate the manually entered percentage against each budget line where you select the "Cost Share" checkbox.

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	Indirect Costs	Not Applica	ble ~ 0.00		96
	Match / Cost Share	Percentage	✓20.00) %	\$ 0.00
	Direct Cost		In	d Cost	<u>Cost Share</u>
T	<u>Direct Cost</u> \$78,000.00			0.00	Cost Share \$15,600.00
ost		GL Code			`

e. <u>Budget Narrative</u> (*optional*): Unless directed to provide this information elsewhere, you may provide a detailed justification for your proposed budget here. This can also be exported to a PDF file for your records.

	DUF DU	dget n	arrativ	e belo	W.		-	1-	-	78		
45	HI	H2	M3	в	1	м	.=	12	-	3	٩	
This	budget	Includ	Ses									

f. When finished editing the *Budget Worksheet*, click on the **Save Changes** button (at the bottom of the worksheet) or the floppy disk icon (at the top of the worksheet) and input any relevant notes.

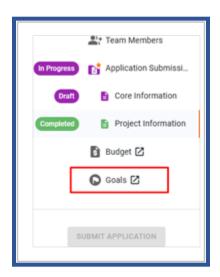
Save Changes	Discard Changes
Budget Narrativ	ve

Budget Stage:	Pre-Aw	ard		
Actions	8	0	X	
		Bu	dget Su	mmary
e70.00/	a de la de l			*0.00

g. Any notes you add will be timestamped and logged in the "Revisions" history to the left of this pop-up window. This history is visible to both your applicant team members and any CAL FIRE staff reviewing this budget.

Revisions:	New Note:
Pre-Award: <i>Budget Created by A.</i> <i>Trainer on 09-13-24 10:57 AM</i>	l made edits to the
	981 characters remaining.

- h. When finished editing and saving the *Budget Worksheet*, close the browser tab containing the budget and return to the previous tab containing the application.
- 5) **Goals**: If included in the application, fill out 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 on **Goals** from the left-hand navigation 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 the application process but may be used when submitting Activity Reports if you are awarded.

Project name: Regional Business Support Project							
Goal / Objective	Target Units		Direct Cost Expenditure		Matching Expenditure	Pro	gram income Expenditure
Provide SBDC Training	0.00	5	0.00	5	0.00	. 5	0.00
Subgoals							
SBDC Training Session #1	0.00	5	0.00	5	0.00	\$	0.00
58DC Training Session #2	0.00	5	0.00	5	0.00	\$	0.00

- c. When finished editing, click on the Save Goals button.
- d. Close the browser tab containing the *Goals Worksheet* and return to the previous tab containing the application.
- Submit Application: Once all forms and required worksheets have been completed, the application can be submitted. Click on Submit Application from the left-hand navigation bar.

Community Project ABCD	Application [api-000554]
* Team Members	Application Submission
In Progress Application Submissi	() Instructions
Completed E Core Information	Please complete the Project Infor
Completed Project Information	
🕏 Budget 🔀	
🕞 Goals 🗹	
SUBMIT APPLICATION	

7) Once submitted, CAL FIRE will typically allow assigned Review Committee members to access select portions of your application content.

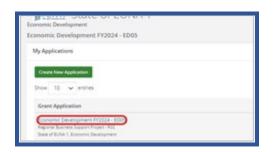
5. Tracking Current & Submitted Applications

To view and monitor your open or previously submitted applications, follow the steps below:

1) From your *Portal* dashboard, click on **My Applications** on the left-hand navigation bar. Then, use the top-right search bar or sort the headings of this table to find your application.

© eCivis				4	Anthony Torres 🔅 Log o
My Applications Thy Associate	My Applications				
▲ My Profile	Show 10 🛩 entries			5	tarth: Economic Development
	Program Solicitation	14	Due Date	11 Status	II Actions II
	Conomic Development (Y2004 - 800) Bullines Insulation Insula Pan Deax of BURA 1, Extransic Development		NO.	In Progress	
	· · · · · · · · · · · · · · · · · · ·				

- You will be taken to a table of all applications you have created for this solicitation (ability to submit multiple applications is only available at CAL FIRE's discretion and may be deactivated).
- 3) Click any of the linked application titles in this table to access the *Application Submissions* window.



4) The *Applications Submissions* window contains a more detailed table of your applications. Click on the applicable Project Title to review that application.

<u>e</u>						(1)	Anthony Torres 🛛 🗯 Gap
	State of EUNA 1 Isonitic Development Formatic Development P0204 - 1 Parary controls related to this agent	en solicitation plasse contact	arthay temphonesistan con				
	Application Submissions						
	4 Population	labolar	Application States	BartDate	EntOwn	6	hept (
		Submitter Anthony Tomes	Application States) De Des De Des	6	Rodget (4
	Project Tale	Arthony Toree		64/16/2024		6	
	Project Title	Arthony Toree		64/19/2024 64/01/2024	08/01/2024	61	80.00

5) To export a copy of the application form to PDF format, open the form name and click on the **Export to PDF** button at the top-right corner of the page.

Project Information	Please complete all required fields below and any others that apply. Remember to request funds via the Budget section, entering your budgeted c osts per category.
D Budget 🗹	Last edited by: Anthony Torres, 11/13/2024 08:55AM
UBMIT APPLICATION	

6) To export a copy of the *Budget Worksheet*, open the "Budget" menu item and click on the spreadsheet button at the top of the worksheet.

Budget Stage:	Pre-Award
Actions	