

II.G. Instructions for Downloading Application Information and Submitting Completed Applications on-line.

Applications may be submitted to the ADA electronically on-line using the following process:

- Step 1 - Download the Application and Manual.
- Step 2 - Complete the Application files.
- Step 3 - Submit the Application files.

To complete the steps above, your computer system must have the following:

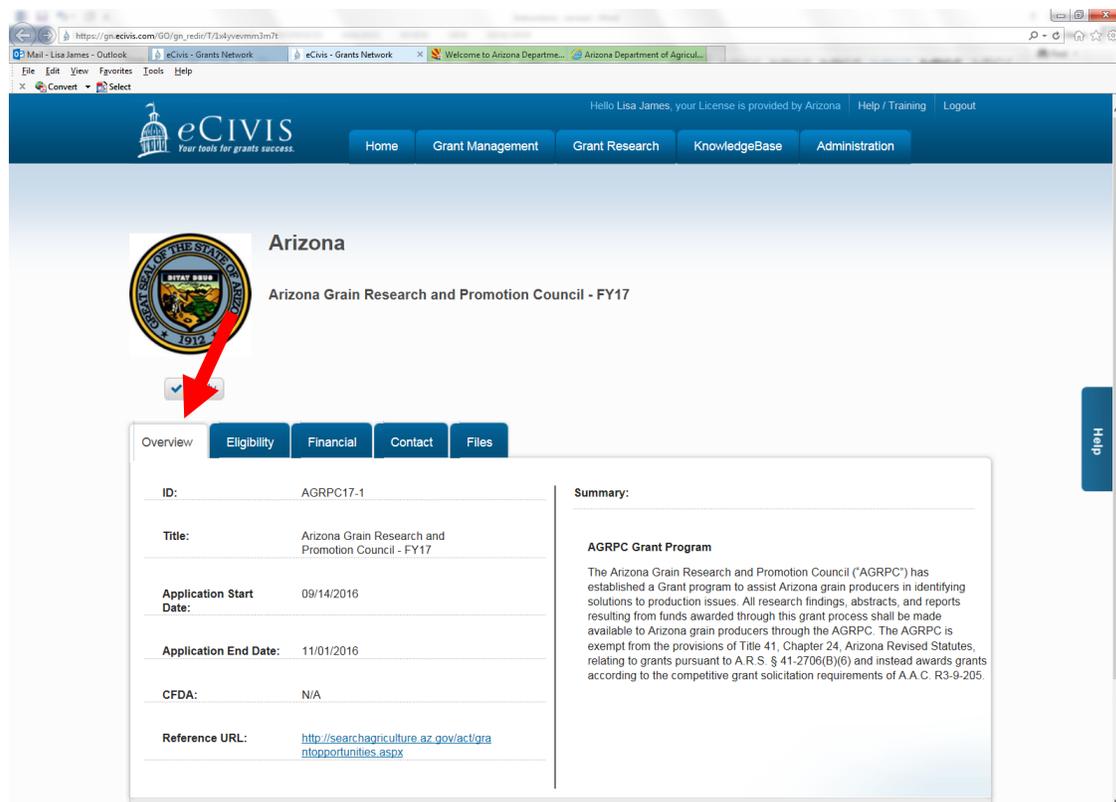
- Internet access
- Microsoft Word
- Adobe Acrobat Reader

If you have technical difficulties during this process, please contact the AGRPC Administrator during regular business hours.

1. Access the AGRPC private solicitation web page at:

http://gn.ecivis.com/GO/gn_redir/T/1x4yvevmm3m7t

Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:



The screenshot shows the eCIVIS web application interface. At the top, there is a navigation menu with links for Home, Grant Management, Grant Research, KnowledgeBase, and Administration. Below the menu, the page title is "Arizona Grain Research and Promotion Council - FY17". A red arrow points to the "Overview" tab in the navigation bar. The main content area displays a table with the following information:

ID:	AGRPC17-1
Title:	Arizona Grain Research and Promotion Council - FY17
Application Start Date:	09/14/2016
Application End Date:	11/01/2016
CFDA:	N/A
Reference URL:	http://searchagriculture.az.gov/act/grantopportunities.aspx

Summary:

AGRPC Grant Program

The Arizona Grain Research and Promotion Council (AGRPC) has established a Grant program to assist Arizona grain producers in identifying solutions to production issues. All research findings, abstracts, and reports resulting from funds awarded through this grant process shall be made available to Arizona grain producers through the AGRPC. The AGRPC is exempt from the provisions of Title 41, Chapter 24, Arizona Revised Statutes, relating to grants pursuant to A.R.S. § 41-2706(B)(6) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-205.

<http://agriculture.az.gov>

eCIVIS
Your tools for grants success.

Home Grant Management Grant Research KnowledgeBase Administration

Arizona
Arizona Grain Research and Promotion Council - FY17



Apply

Overview Eligibility **Financial** Contact Files

Eligible Applicants:

- Local Government
- Academic Institutions
- Consortia
- Native American Tribe
- Non Profits
- Private Sector
- Schools/School Districts
- State Government

Eligibility Notes:

Eligible applicants are listed to the left.

Individual applicants (not part of a public agency or private entity) must provide documentation of lawful presence in the United States, pursuant to A.R.S. § 1-502 and 8 U.S.C. § 1621.

An applicant that is an employer must provide proof that it is registered with and participating in the e-verify program.

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https://gn.ecivis.com/GO/gn_redir/T/1s4yevmm3m7t

Mail - Lisa James - Outlook eCivis - Grants Network eCivis - Grants Network Welcome to Arizona Department... Arizona Department of Agriculture

File Edit View Favorites Tools Help

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Home Grant Management Grant Research KnowledgeBase Administration

Arizona
Arizona Grain Research and Promotion Council - FY17

Apply

Overview Eligibility **Financial** Contact Files

Funds Available:	N/A (min)	\$13,000.00 (max)
Award Amount:	N/A (min)	N/A (max)
Number of Awards:	N/A	
Average Award Size:	N/A	
Matching Required:	No	

Financial Notes:

Funding Source

Funds for the AGRPC grants are available primarily from assessments on the seed of barley and wheat of all classes produced in Arizona for use as food, feed, or seed or produced for any industrial or commercial use imposed pursuant to A.R.S. § 3-587 and A.A.C. R3-9-202.

For this grant cycle, approximately \$13,000 is available for the AGRPC grants. The AGRPC may award grants for multiple year projects. AGRPC may also award multiple grants from these funds contingent upon the availability of funds at the time of award. The AGRPC expects to issue Grant awards in November of 2016.

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https://gn.ecivis.com/GO/gn_redir/T/1s4yevmm3m7t#tabbox=solicitation-financial

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Arizona

Arizona Grain Research and Promotion Council - FY17

Overview

Eligibility

Financial

Contact

Files

Agency/Department: AHA - Agricultural Consultation and Training

Office: Arizona Grain Research and Promotion Council

Program Contact: Lisa James
 AGRPC Administrator
 Arizona Department of Agriculture
 1688 W. Adams
 Phoenix, AZ 85007
 Telephone: 602-542-3262
 Fax: 602-364-0530
 E-mail: ljames@azdoa.gov

Application Address: Lisa James
 AGRPC Administrator
 Arizona Department of Agriculture
 1688 W. Adams
 Phoenix, AZ 85007
 Telephone: 602-542-3262
 Fax: 602-364-0530
 E-mail: ljames@azdoa.gov

Contact Notes:

For questions, please contact the Council Administrator.

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Arizona

Arizona Grain Research and Promotion Council - FY17

Overview

Eligibility

Financial

Contact

Files

Files:

Application Cover Sheet:  Application Cover Sheet - fillable (12.8 Kb)

Grant Application and Manual:  Manual2016final - Round 2 (196.1 Kb)

File Notes:

For instructions on downloading the application files, please visit our website at: <http://searchagriculture.az.gov/act/grantopportunities.aspx>

General Compliance

All proposed projects must comply with all applicable federal and state laws and the terms of the Grant award agreement signed after an award is made. The information contained in an application shall not be confidential. All applications shall be open for public inspection the next business day after the due date.

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[Grants Network Home](#) | [Grant Management](#) | [Grant Research](#) | [KnowledgeBase](#) | [License Agreement](#) | [Contact Us](#) | [Logout](#)

<http://agriculture.az.gov>

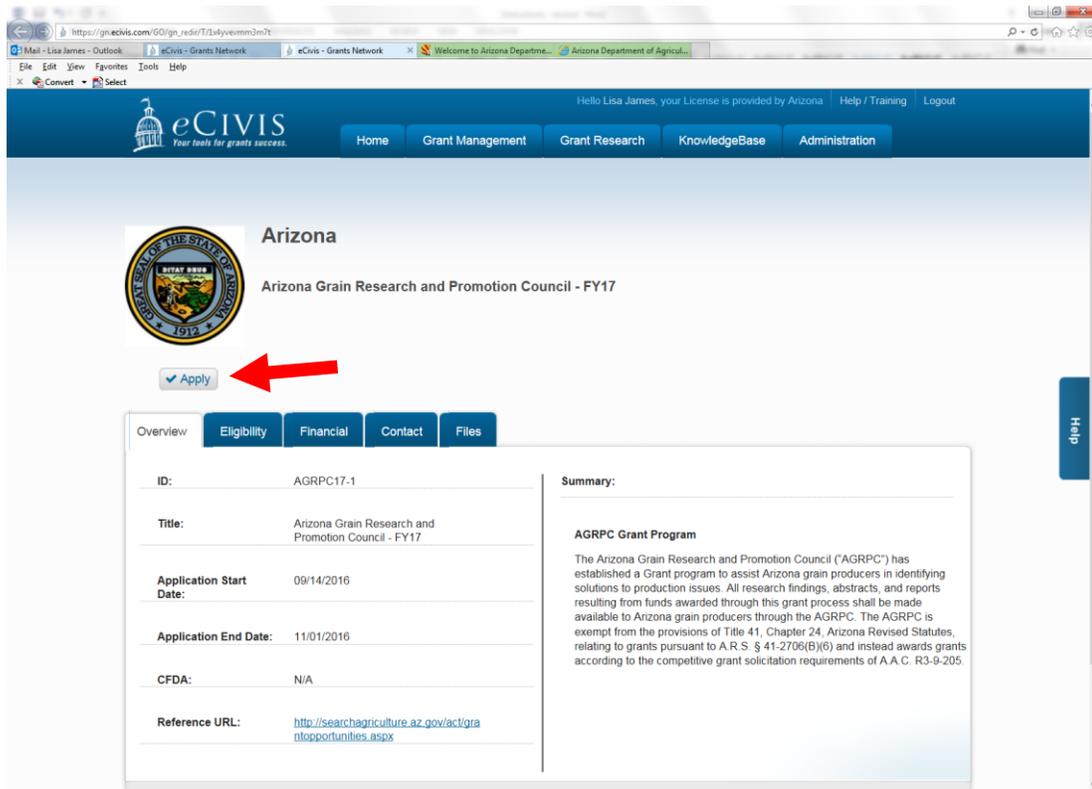
Note: These are general instructions based on the use of Windows 7 Professional as the operating system and Internet Explorer as the browser. The use of a different operating system and/or a browser other than Internet Explorer, i.e. Google Chrome or Firefox may vary the process of saving or downloading files to your computer.

At the Files tab, download and save the PDF files to your computer:

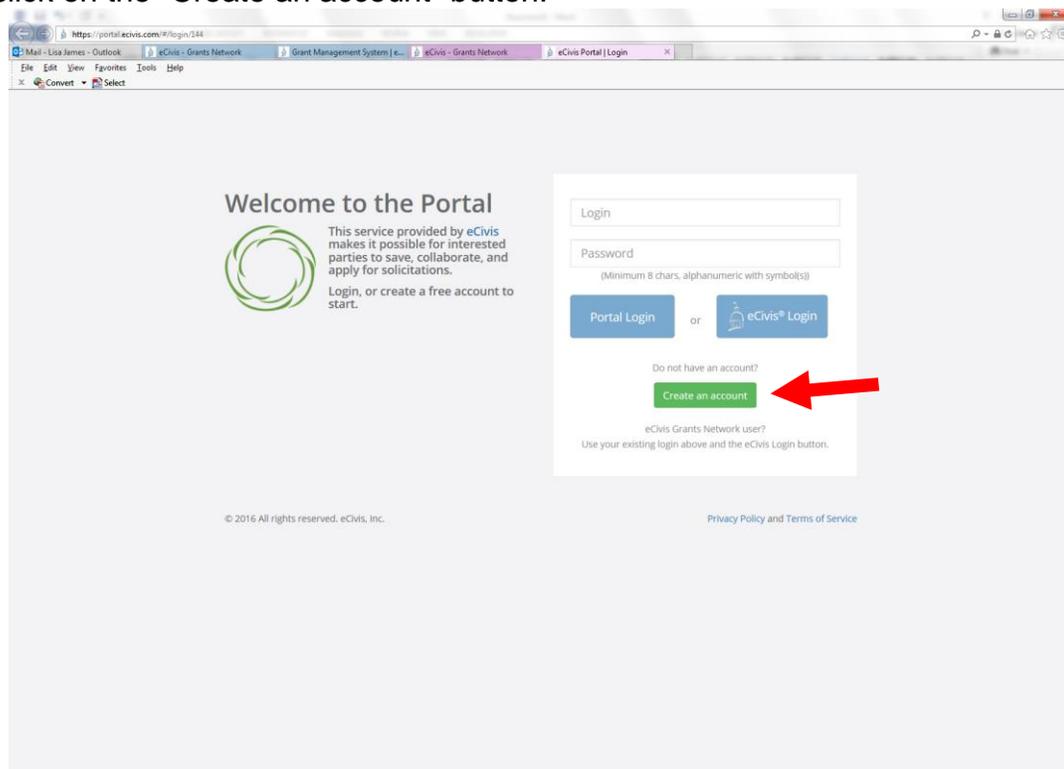
Download and save the  PDF files using the following steps:

- a. Click on the file link to open the file.
 - b. Click on “File” in the upper left menu bar.
 - c. Click on “Save As” in the drop down menu.
 - d. Name the file and save it to a location on your computer that you can access later.
 - e. Use the  back button to go back to the main page and then the Files tab. **DO NOT CLOSE THE FILE USING THE  OR YOU WILL CLOSE YOUR BROWSER.**
2. Prepare the application files off-line (see Application and Manual):
- a. **Application Cover Sheet in PDF format** – Completed, printed, signed and scanned into a new PDF document.
 - b. **Proposed Project Description and Scope of Work (Parts I-VI, Page 9 of the Application and Manual)** – Can be submitted in either PDF or Word format. **For Part VI, it is recommended that you use the “Suggested Budget Format” included in the Application and Manual (Page 10).**
3. When the application files are complete, use the following steps to submit the application on-line:
- a. **If you are submitting more than one application, follow the steps below for each application. Use the “Notes” field in Step s. to prioritize your applications.**
 - b. Return to the AGRPC private solicitation web page at:
http://gn.ecivis.com/GO/gn_redir/T/1x4yvevmm3m7t

c. Click on the “Apply” button.



c. Either login to the eCIVIS Portal with an existing account and **skip to Step i.** or click on the “Create an account” button.



- d. Enter the appropriate information for a new account signup. Note: The “Passphrase” (password) must rate as “strong” or “perfect” or the system will not allow a “Signup”.

New Account Signup

Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate

First Name

Last Name

Email Address

Passphrase

Weak

Sign Up

Back to Login

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- e. You will receive a message to confirm your e-mail address via an e-mail message sent to you.

Welcome to the Portal

This service provided by eCivis makes it possible for applicants to save, collaborate, and apply to solicitations.

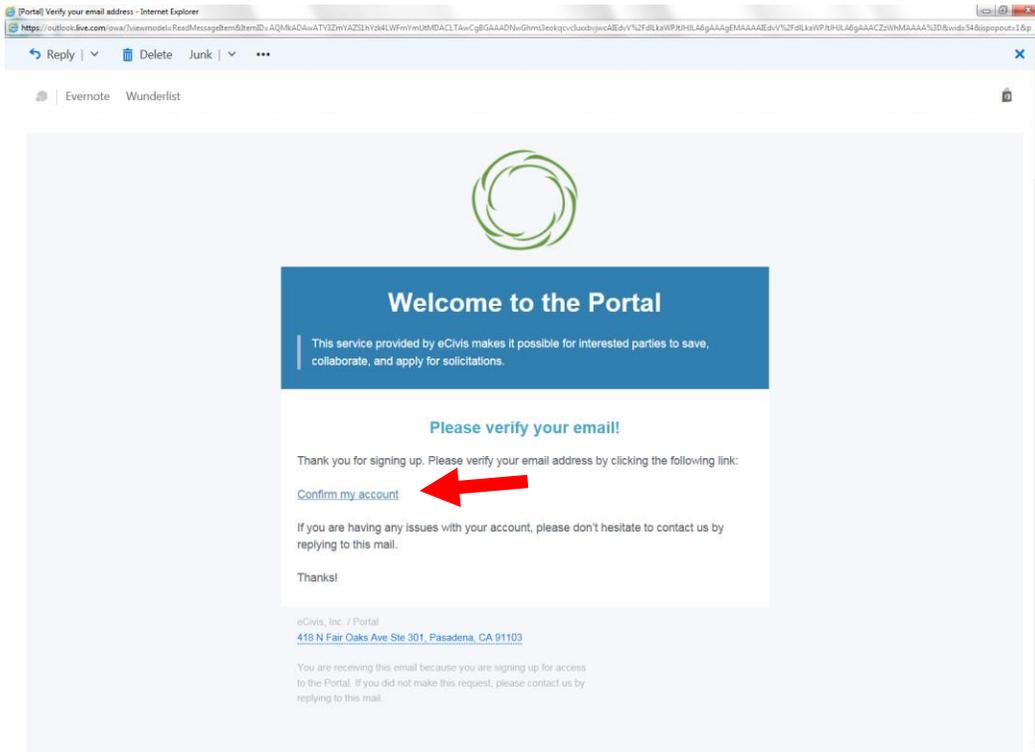
Congratulations, you have successfully created your account!

Check your email for a verification link to confirm your account and continue applying for the grant you were viewing. If you do not receive an email within an hour please contact support@ecivis.com.

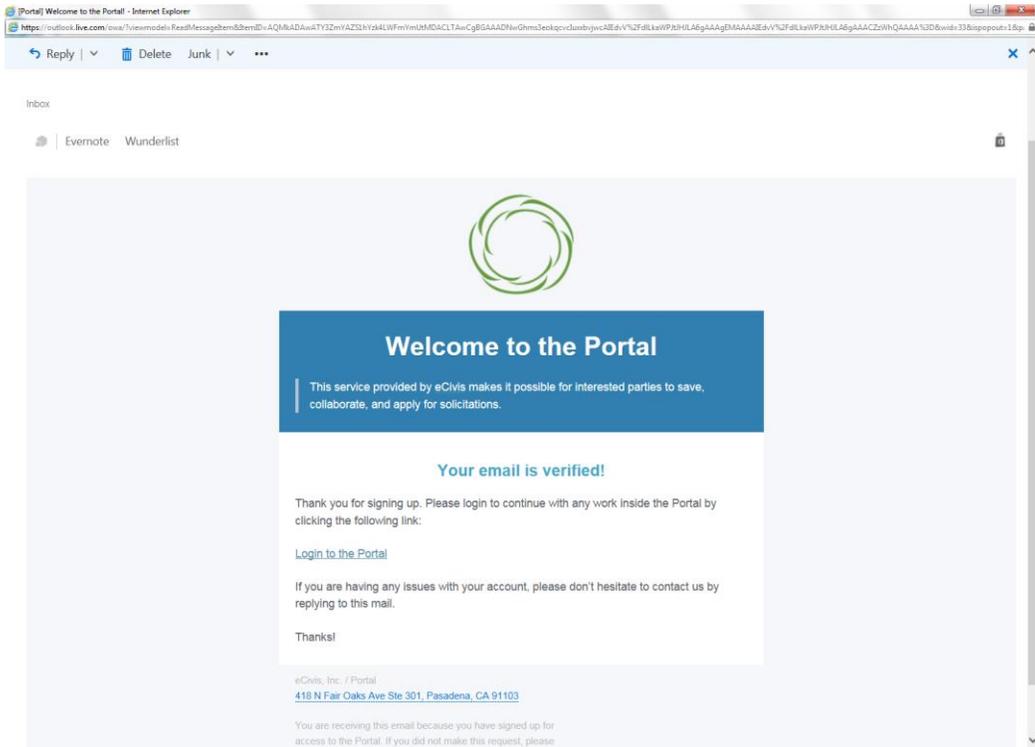
Back to Login

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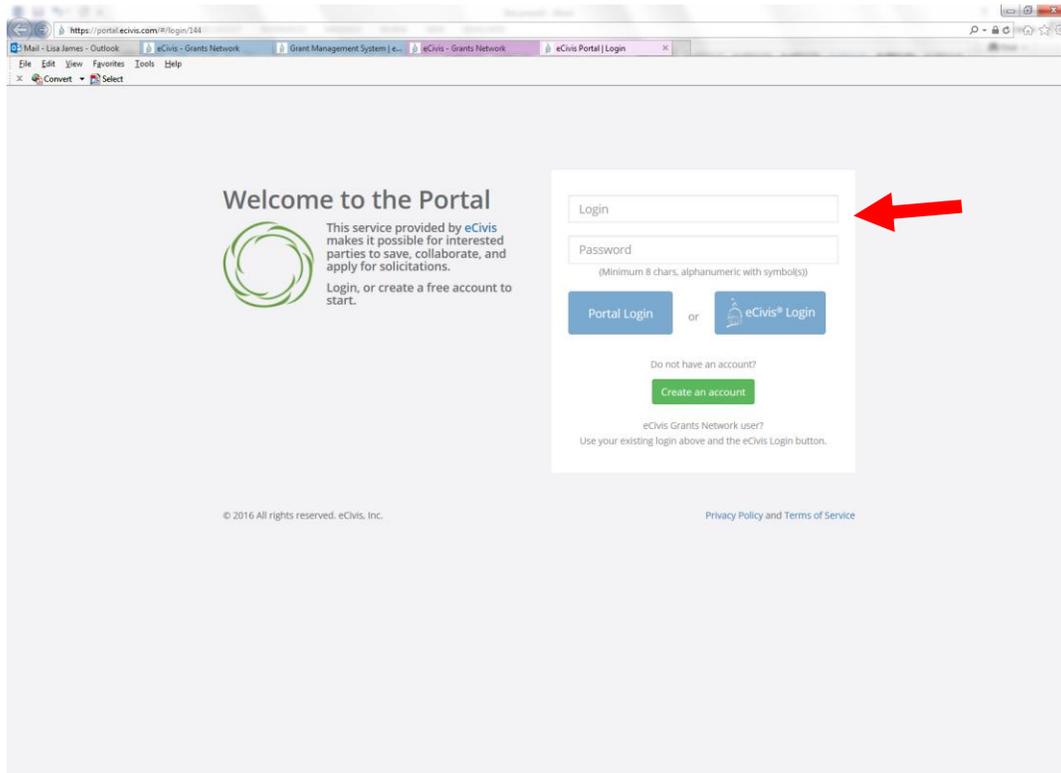
- f. Confirm your account by clicking on the link provided in your e-mail message.



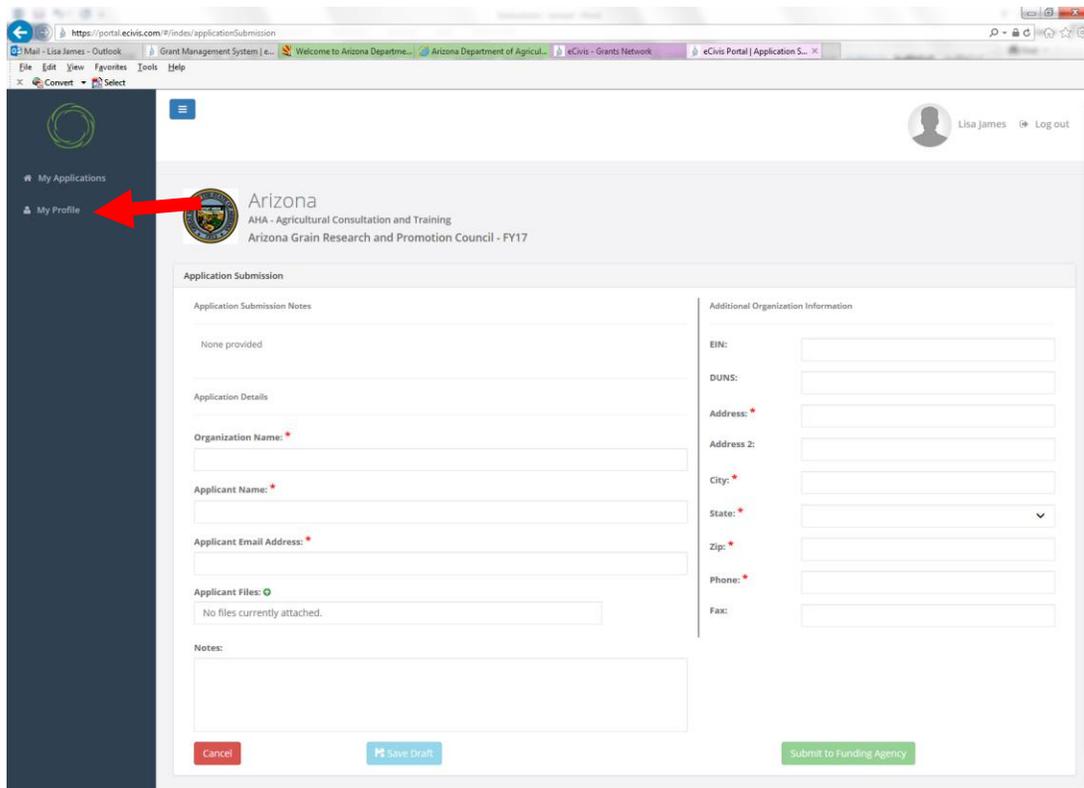
- g. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.



h. Login to the Portal with your login and password.



i. Click on “My Profile” to update your profile information if necessary.



- j. Enter the appropriate information on the “My Profile” page and click on “Update Profile”.

The screenshot shows a web browser window with the URL <https://portal.ecris.com/#/index/myProfile>. The page title is "eCris Portal | My Profile". The browser's address bar shows the URL. The page has a dark blue sidebar on the left with a menu containing "My Applications" and "My Profile". The main content area is titled "My Profile" and features a profile picture placeholder. Below the picture are two columns of form fields: "Applicant Information" and "Organization Information". The "Applicant Information" section includes fields for First Name (Lisa), Last Name (James), Email, Title, Company, Company Website, City, and State. The "Organization Information" section includes fields for Organization Name, Employer Identification Number (EIN), DUNS, Organization Address, Address, Address 2, City, State, Zip, Phone, and Fax. At the bottom of the form, there are two buttons: "Cancel" and "Update Profile". A red arrow points to the "Update Profile" button.

- k. Return to “My Applications”.

The screenshot shows the same web browser window as in the previous screenshot, but with a red arrow pointing to the "My Applications" link in the dark blue sidebar. The "My Profile" form is still visible in the background, but the focus is on the sidebar navigation.

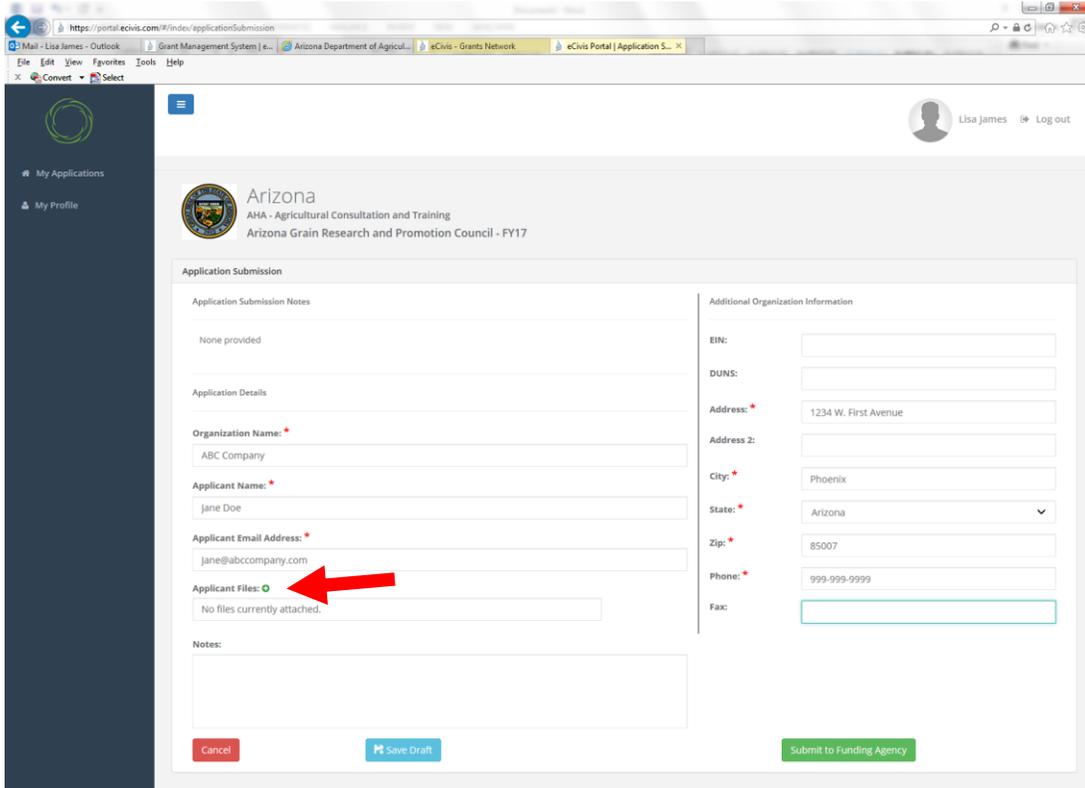
- I. Enter the required information (indicated by the red *) in the appropriate fields.

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#/index/applicationSubmission>. The page header includes the Arizona Department of Agriculture logo and the text "Arizona AHA - Agricultural Consultation and Training Arizona Grain Research and Promotion Council - FY17". The user is logged in as "Lisa James". The main content area is titled "Application Submission" and contains two columns of form fields. The left column, "Application Submission Notes", includes a text area for notes, "Application Details", and fields for "Organization Name", "Applicant Name", "Applicant Email Address", "Applicant Files", and "Notes". The right column, "Additional Organization Information", includes fields for "EIN", "DUNS", "Address", "Address 2", "City", "State", "Zip", "Phone", and "Fax". Red asterisks (*) are placed next to the Organization Name, Applicant Name, Applicant Email Address, Address, City, State, Zip, and Phone fields. At the bottom of the form are three buttons: "Cancel", "Save Draft", and "Submit to Funding Agency".

- m. You can save the application and return later by clicking on the "Save Draft" button.

This screenshot is identical to the one above, showing the "Application Submission" form. A red arrow points to the "Save Draft" button at the bottom center of the form.

- n. Click on the  green plus sign next to “Application Files”.



Application Submission

Application Submission Notes

None provided

Application Details

Organization Name: *
ABC Company

Applicant Name: *
Jane Doe

Applicant Email Address: *
Jane@abccompany.com

Application Files:  
No files currently attached.

Notes:

Additional Organization Information

EIN:

DUNS:

Address: *
1234 W. First Avenue

Address 2:

City: *
Phoenix

State: *
Arizona

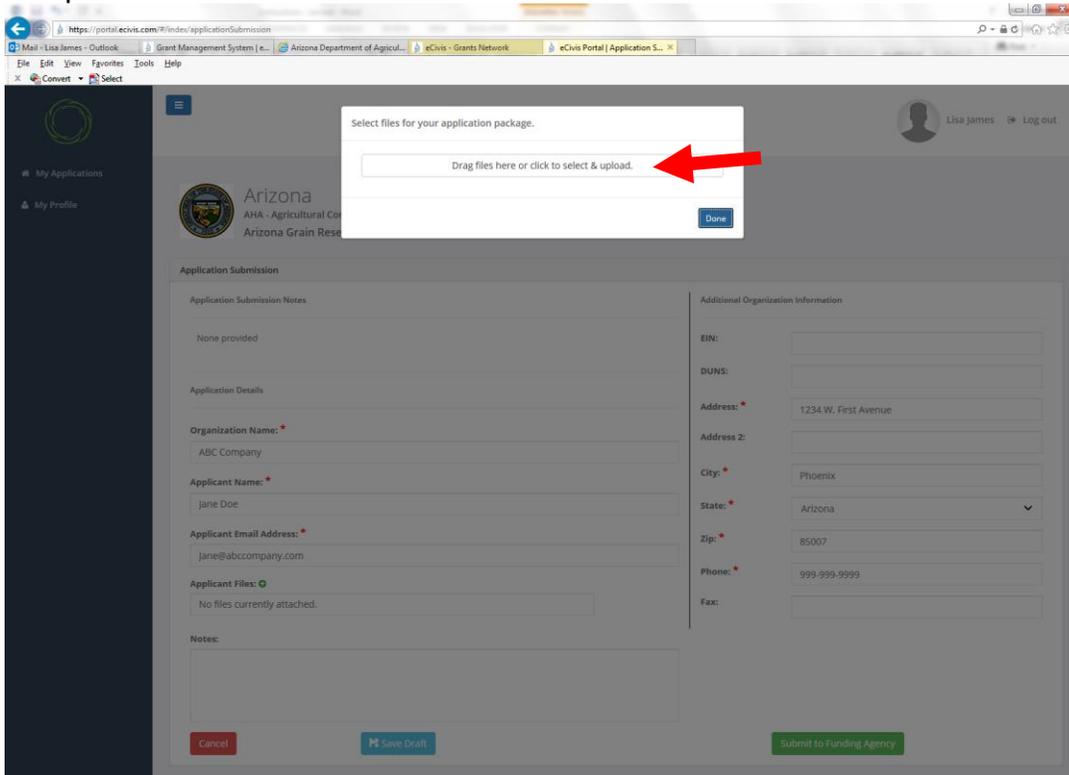
Zip: *
85007

Phone: *
999-999-9999

Fax:

Cancel Save Draft Submit to Funding Agency

- o. Click to find and select the completed “Application Cover Sheet” PDF file on your computer and double click the file.



Select files for your application package.

Drag files here or click to select & upload. 

Done

Application Submission

Application Submission Notes

None provided

Application Details

Organization Name: *
ABC Company

Applicant Name: *
Jane Doe

Applicant Email Address: *
Jane@abccompany.com

Application Files: 
No files currently attached.

Notes:

Additional Organization Information

EIN:

DUNS:

Address: *
1234 W. First Avenue

Address 2:

City: *
Phoenix

State: *
Arizona

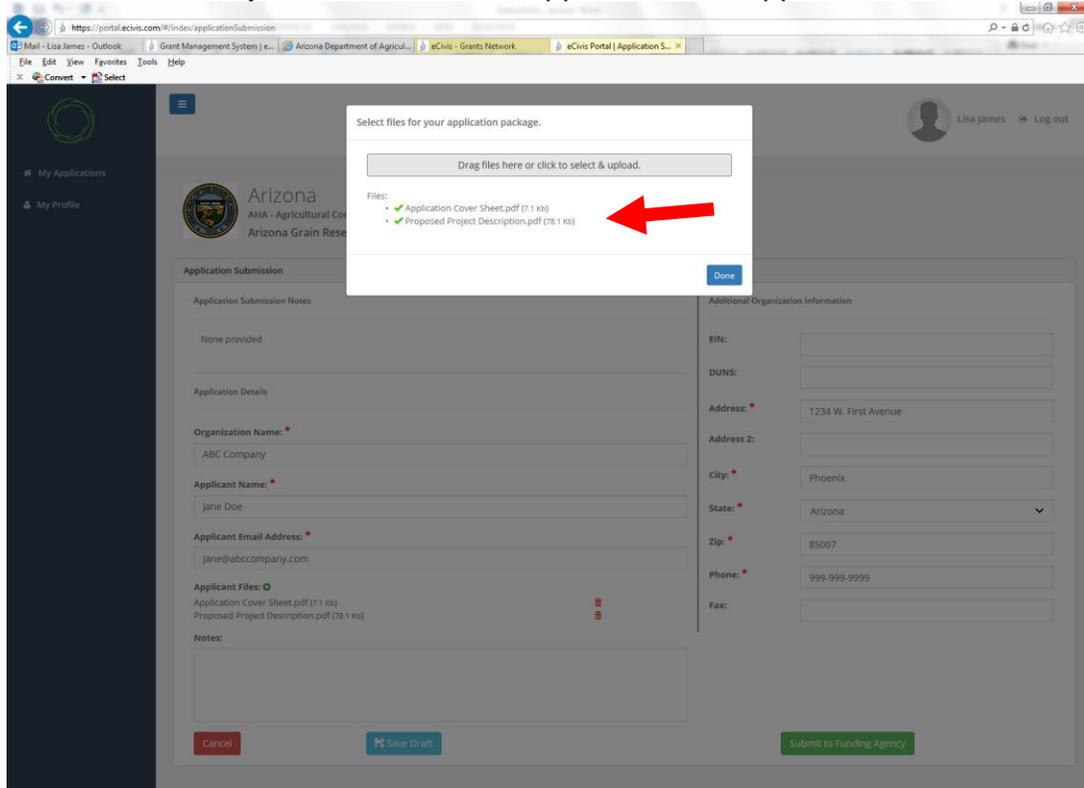
Zip: *
85007

Phone: *
999-999-9999

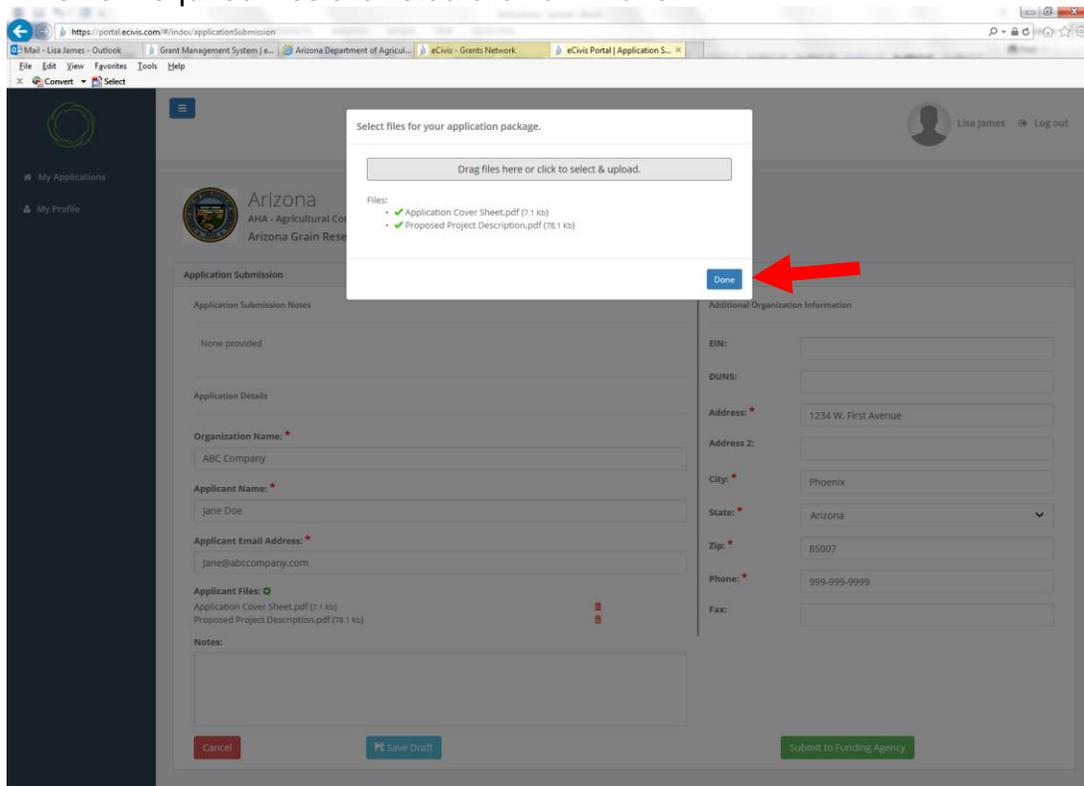
Fax:

Cancel Save Draft Submit to Funding Agency

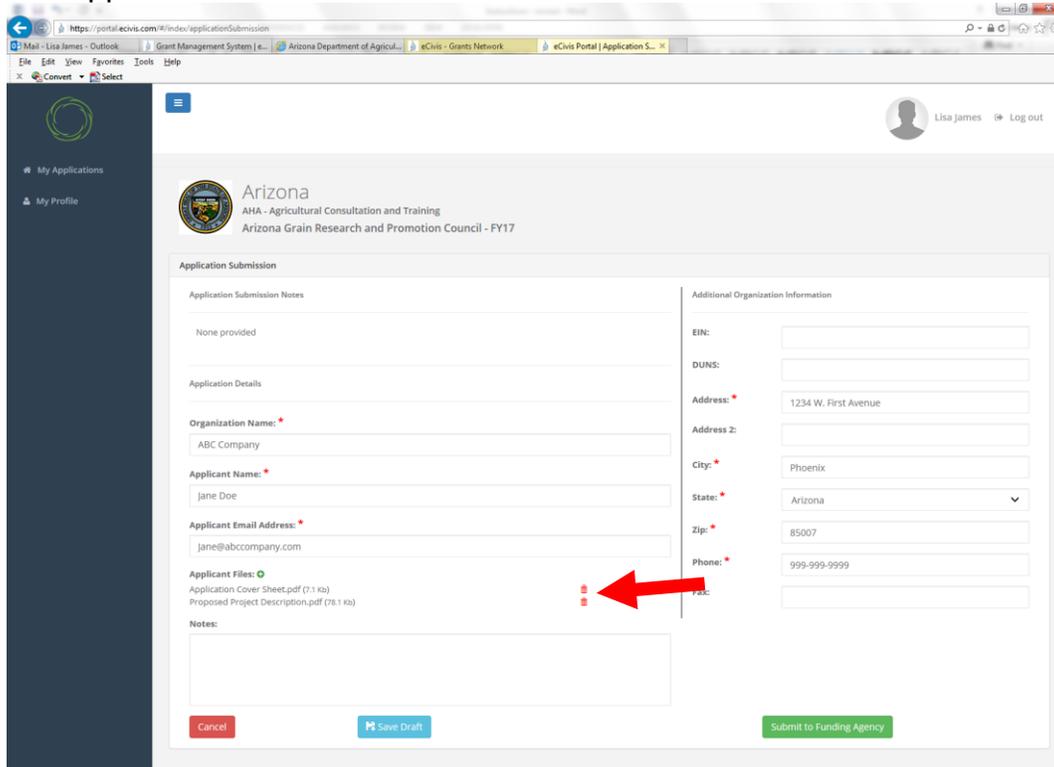
- p. Repeat the previous step for the “Proposed Project Description and Scope of Work” file and any other files until all applicable files appear on the screen.



- q. When all required files are listed click on “Done”.



- r. The application files should be listed here.

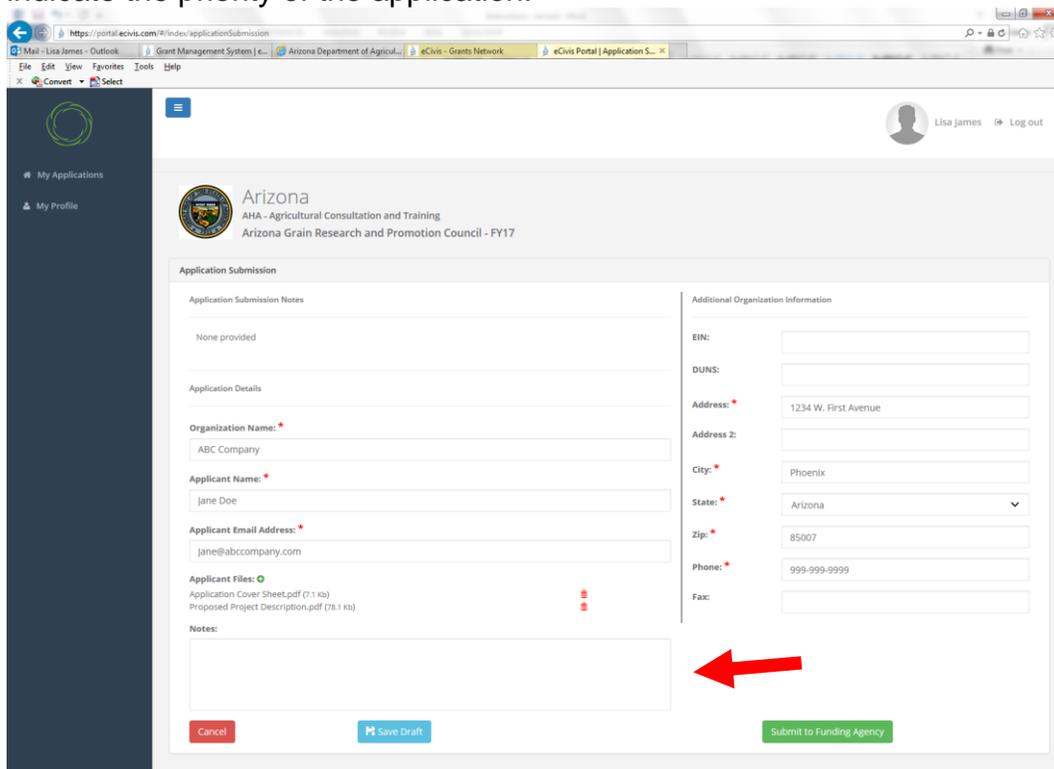


The screenshot shows a web browser window with the URL <https://portal.ecvis.com/#/index/applicationSubmission>. The page is for the Arizona Grain Research and Promotion Council - FY17. The form is titled "Application Submission" and contains several sections:

- Application Submission Notes:** A text area with "None provided" entered.
- Application Details:**
 - Organization Name:** ABC Company
 - Applicant Name:** Jane Doe
 - Applicant Email Address:** jane@abccompany.com
- Application Files:** A section with a plus icon and a list of files:
 - Application Cover Sheet.pdf (7.1 kb)
 - Proposed Project Description.pdf (78.1 kb)A red arrow points to this list.
- Notes:** A large empty text area.
- Additional Organization Information:** Fields for EIN, DUNS, Address (1234 W. First Avenue), Address 2, City (Phoenix), State (Arizona), Zip (85007), Phone (999-999-9999), and Fax.

At the bottom of the form are three buttons: "Cancel", "Save Draft", and "Submit to Funding Agency".

- s. Use the optional "Notes" field to add additional information if necessary. For example, if you are submitting more than one application you can use this field to indicate the priority of the application.



This screenshot is identical to the one above, showing the same application submission form. In this view, a red arrow points to the "Notes" text area, which is currently empty.

- t. When you have confirmed that all required information is on the screen. Click on the “Submit to Funding Agency” button. The Application must be submitted prior to 5:00 p.m. (MST) on November 1st.

Application Submission

Application Submission Notes

None provided

Application Details

Organization Name: *
ABC Company

Applicant Name: *
Jane Doe

Applicant Email Address: *
jane@abccompany.com

Applicant Files:
Application Cover Sheet.pdf (7.1 kb)
Proposed Project Description.pdf (78.1 kb)

Notes:

Additional Organization Information

EIN:

DUNS:

Address: *
1234 W. First Avenue

Address 2:

City: *
Phoenix

State: *
Arizona

Zip: *
85007

Phone: *
999-999-9999

Fax:

Cancel Save Draft Submit to Funding Agency

- u. You can choose to submit your application or save it as a draft and submit at a later date and time. The Application must be submitted prior to 5:00 p.m. (MST) on November 1st.

Are you sure you want to submit your application to the funding agency? Once submitted, your application package is locked and cannot be edited. To save your application as a draft without submitting at this time, use the "Save Draft" button instead.

Cancel OK

Application Submission

Application Submission Notes

None provided

Application Details

Organization Name: *
ABC Company

Applicant Name: *
Jane Doe

Applicant Email Address: *
jane@abccompany.com

Applicant Files:
Application Cover Sheet.pdf (7.1 kb)
Proposed Project Description.pdf (78.1 kb)

Notes:

Additional Organization Information

EIN:

DUNS:

Address: *
1234 W. First Avenue

Address 2:

City: *
Phoenix

State: *
Arizona

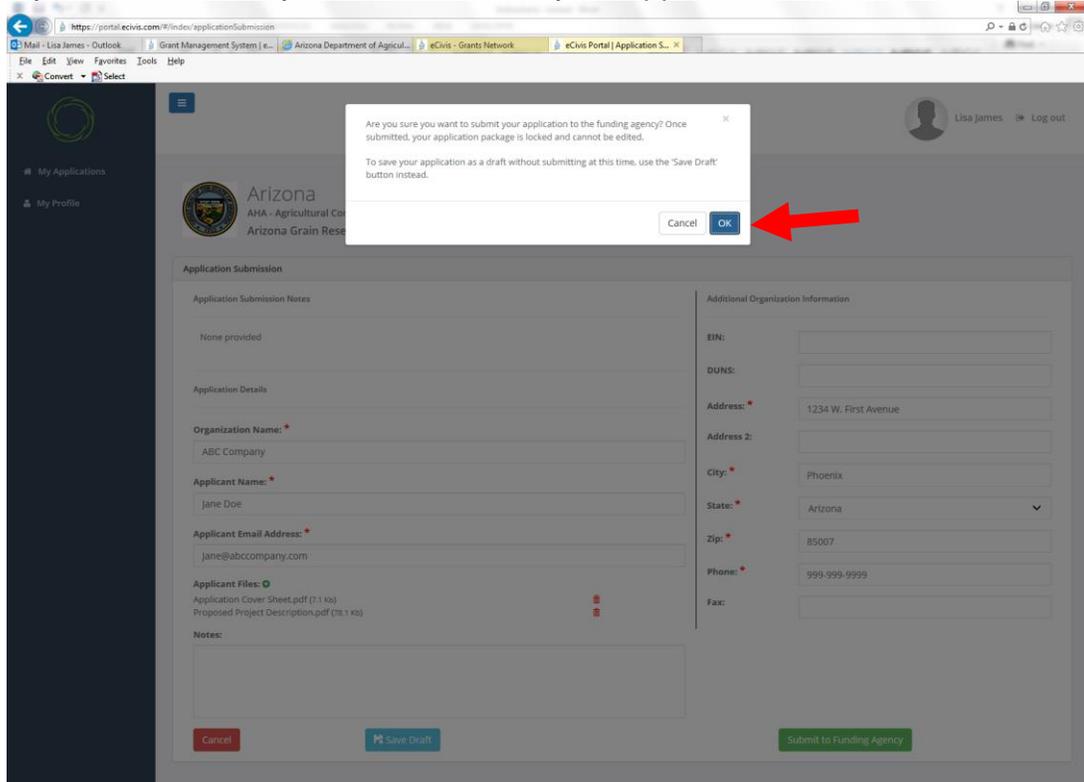
Zip: *
85007

Phone: *
999-999-9999

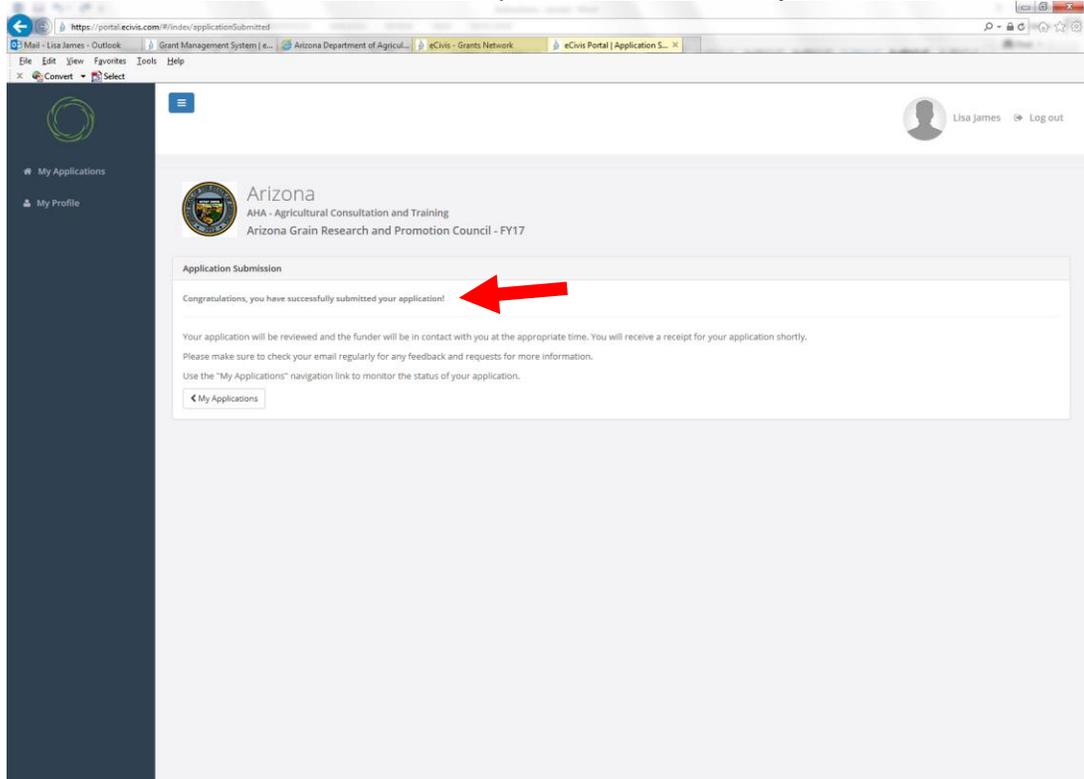
Fax:

Cancel Save Draft Submit to Funding Agency

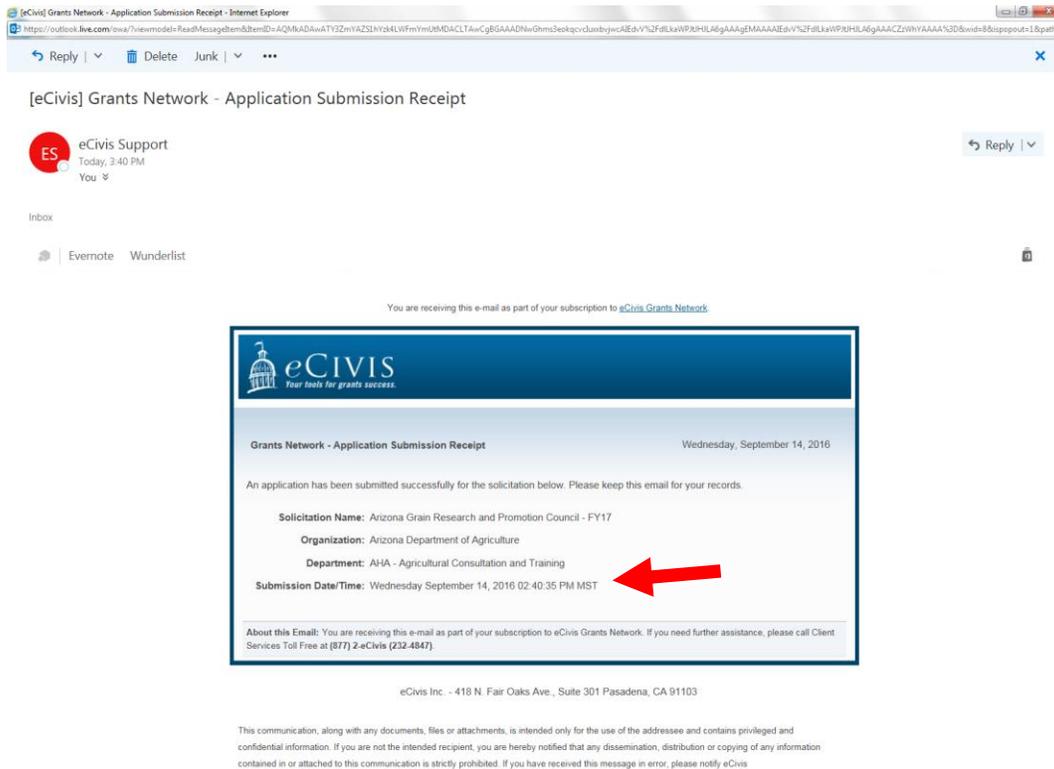
- v. If you are sure that you want to submit your application click on the “OK” button.



- w. Look for the notification below and print this screen for your records.



- x. You will also receive a submission receipt via e-mail that will include the submission date and time.



Remember, the Arizona Grain Research and Promotion Council (AGRPC) must receive completed applications no later than **5:00 p.m. (MST) on Tuesday, November 1st**.

Applications submitted by the November 1 deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on November 2 at 1688 West Adams Street, Phoenix, Arizona.