

## 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:

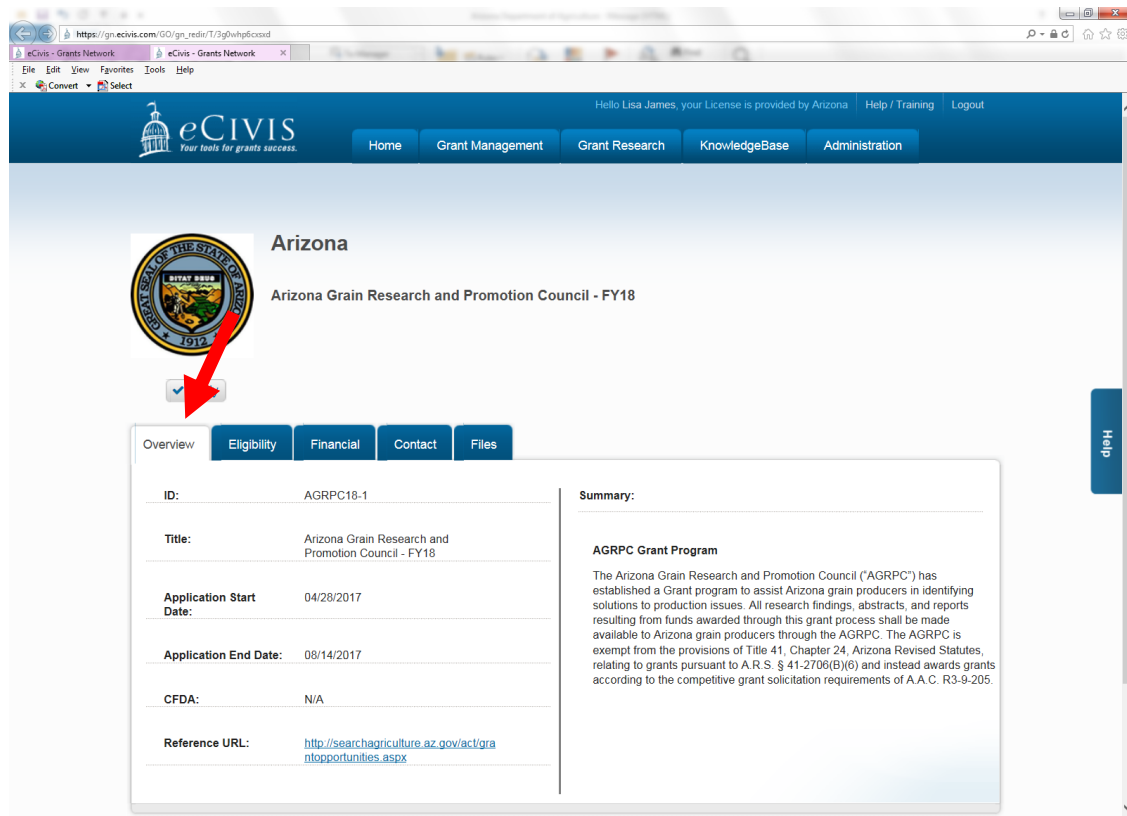
- Internet access
- Microsoft Word
- Adobe Acrobat Reader

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:

[https://gn.ecivis.com/GO/gn\\_redir/T/3g0whp6cxstd](https://gn.ecivis.com/GO/gn_redir/T/3g0whp6cxstd)

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



The screenshot shows the eCIVIS web application interface. The top navigation bar includes the eCIVIS logo and the tagline "Your tools for grants success." The main content area is titled "Arizona Grain Research and Promotion Council - FY18". Below the title, there are five tabs: Overview, Eligibility, Financial, Contact, and Files. A red arrow points to the "Eligibility" tab. The "Overview" tab is selected, displaying the following information:

ID:	AGRPC18-1
Title:	Arizona Grain Research and Promotion Council - FY18
Application Start Date:	04/28/2017
Application End Date:	08/14/2017
CFDA:	N/A
Reference URL:	<a href="http://searchagriculture.az.gov/act/grantopportunities.aspx">http://searchagriculture.az.gov/act/grantopportunities.aspx</a>

The "Summary" section is titled "AGRPC Grant Program" and contains the following text:


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>

https://gn.ecivis.com/G0/gn\_redir/T/3g0whp6ccsd

eCIVIS - Grants Network

Home Grant Management Grant Research KnowledgeBase Administration

 **Arizona**  
Arizona Grain Research and Promotion Council - FY18

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/G0/gn\_redir/T/3g0whp6ccsd

eCIVIS - Grants Network

Home Grant Management Grant Research KnowledgeBase Administration

 **Arizona**  
Arizona Grain Research and Promotion Council - FY18

Overview Eligibility Financial Contact Files

<b>Funds Available:</b>	N/A (min)	\$45,000.00 (max)
<b>Award Amount:</b>	N/A (min)	N/A (max)
<b>Number of Awards:</b>	N/A	
<b>Average Award Size:</b>	N/A	
<b>Matching Required:</b>	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 \$45,000 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 August of 2017.

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Arizona  
Arizona Grain Research and Promotion Council - FY18



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: 602-364-0830  
E-mail: ljames@azda.gov

**Application Address:** Lisa James  
AGRPC Administrator  
Arizona Department of Agriculture  
1688 W. Adams  
Phoenix, AZ 85007  
Telephone: 602-542-3262  
Fax: 602-364-0830  
E-mail: ljames@azda.gov

**Contact Notes:**  
For questions, please contact the Council Administrator.


[Help](#)


Arizona  
Arizona Grain Research and Promotion Council - FY18



Overview Eligibility Financial **Contact** Files

**Files:**

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

**Grant Application and Manual:**  Manual2017 final (214.0 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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[Home](#) [Grant Management](#) [Grant Research](#) [KnowledgeBase](#) [Administration](#)

[Help](#)

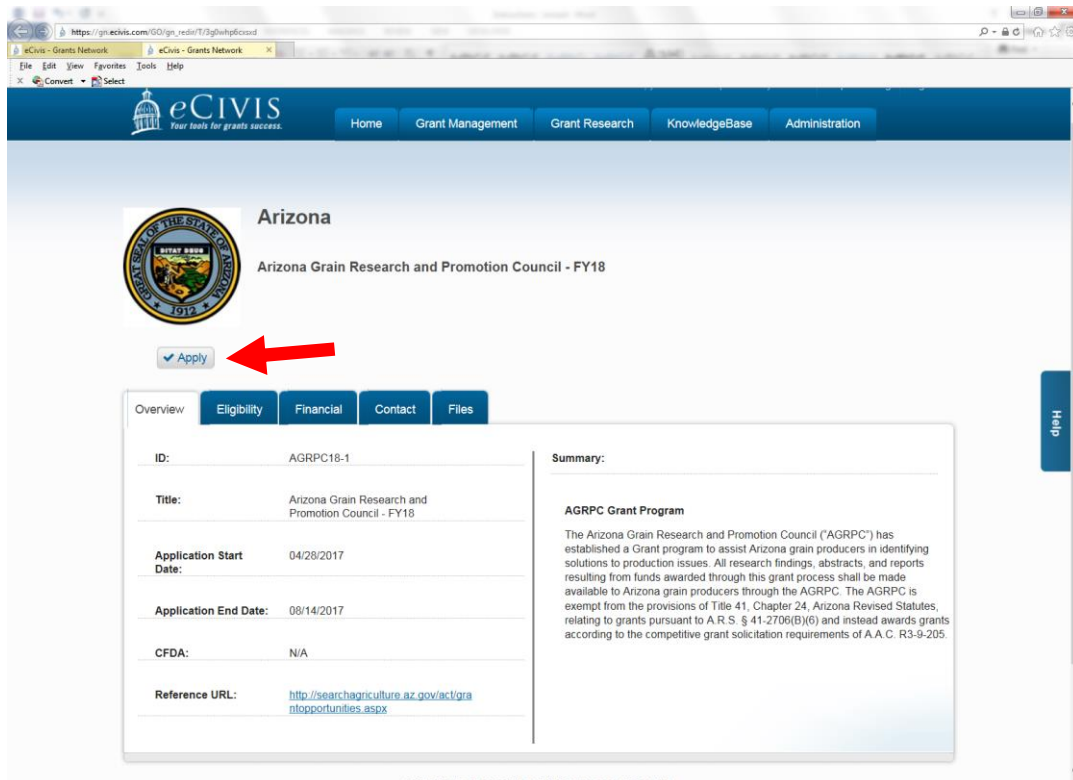
**Note: These are general instructions based on the use of Windows 7 Professional as the operating system and Internet Explorer as the browser. The use of a different operating system and/or a browser other than Internet Explorer, i.e. Google Chrome or Firefox may vary the process of saving or downloading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

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

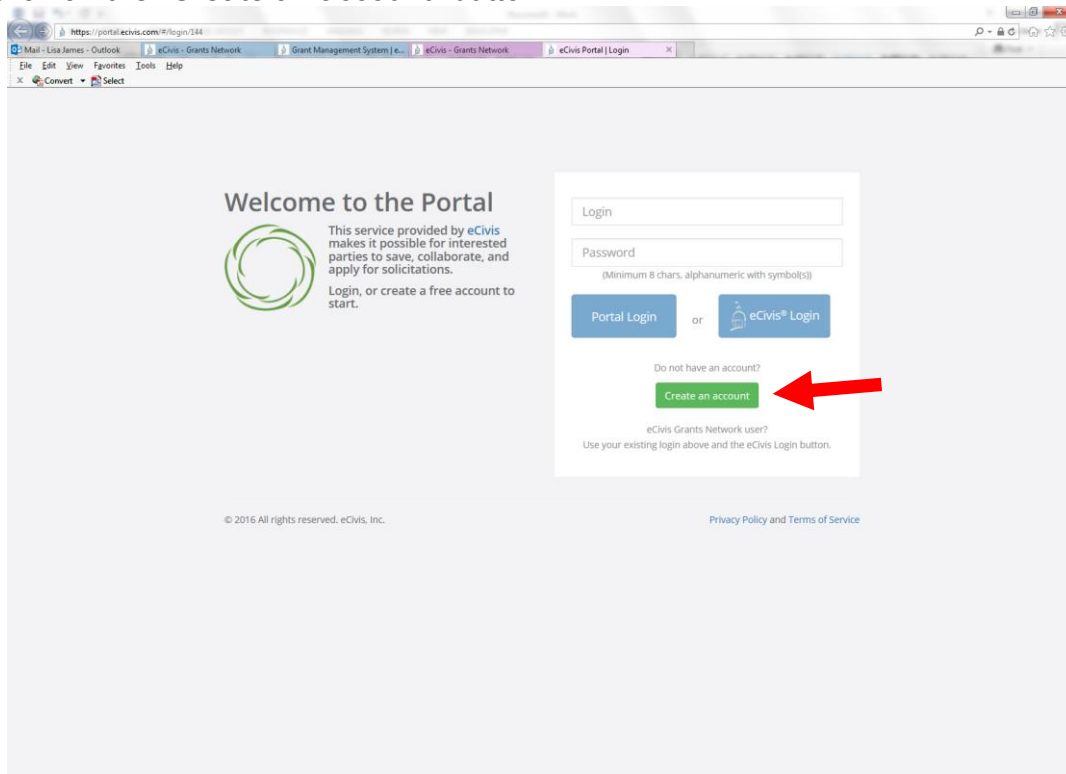
Download and save the  PDF files using the following steps:

- 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:  
[https://gn.ecivis.com/GO/gn\\_redir/T/3g0whp6cxsxd](https://gn.ecivis.com/GO/gn_redir/T/3g0whp6cxsxd)

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.

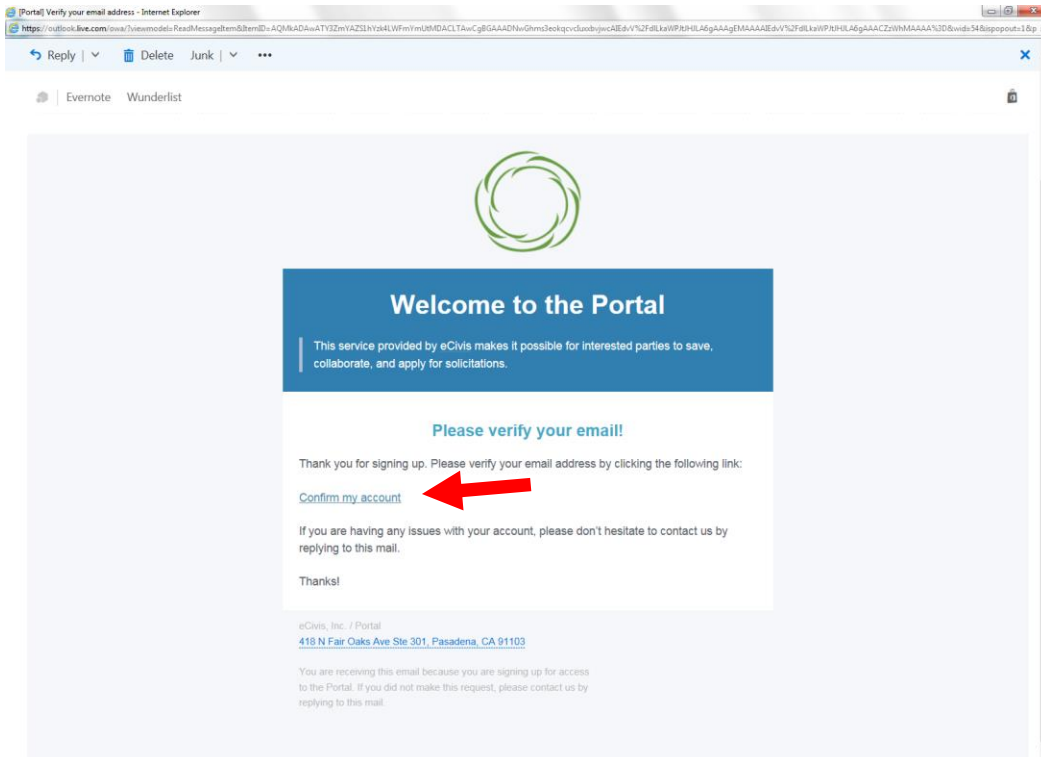
Congratulations, you have successfully created your account!

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.

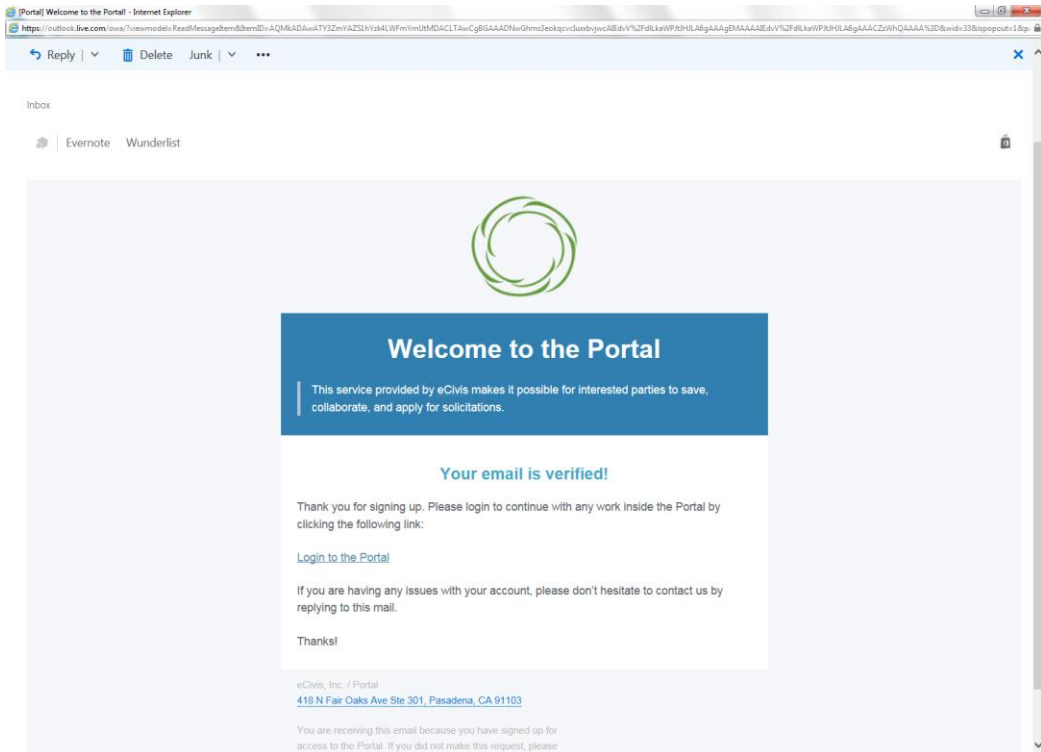
Back to Login

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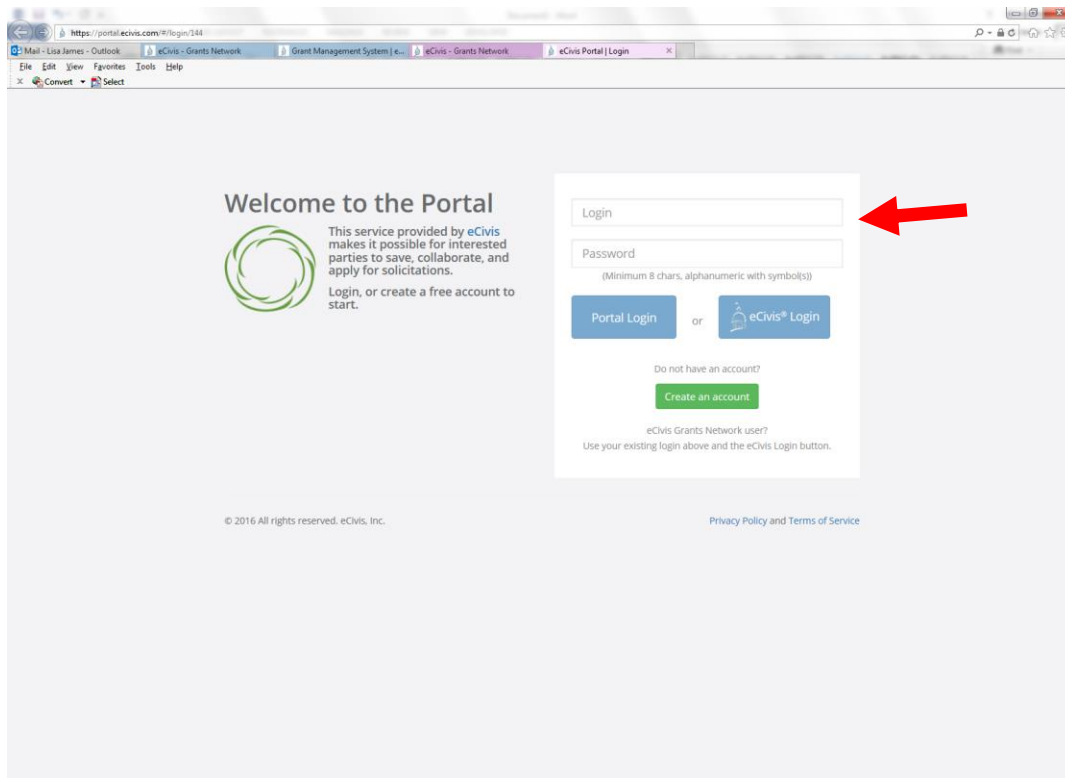
- f. Confirm your account by clicking on the link provided in your e-mail message.



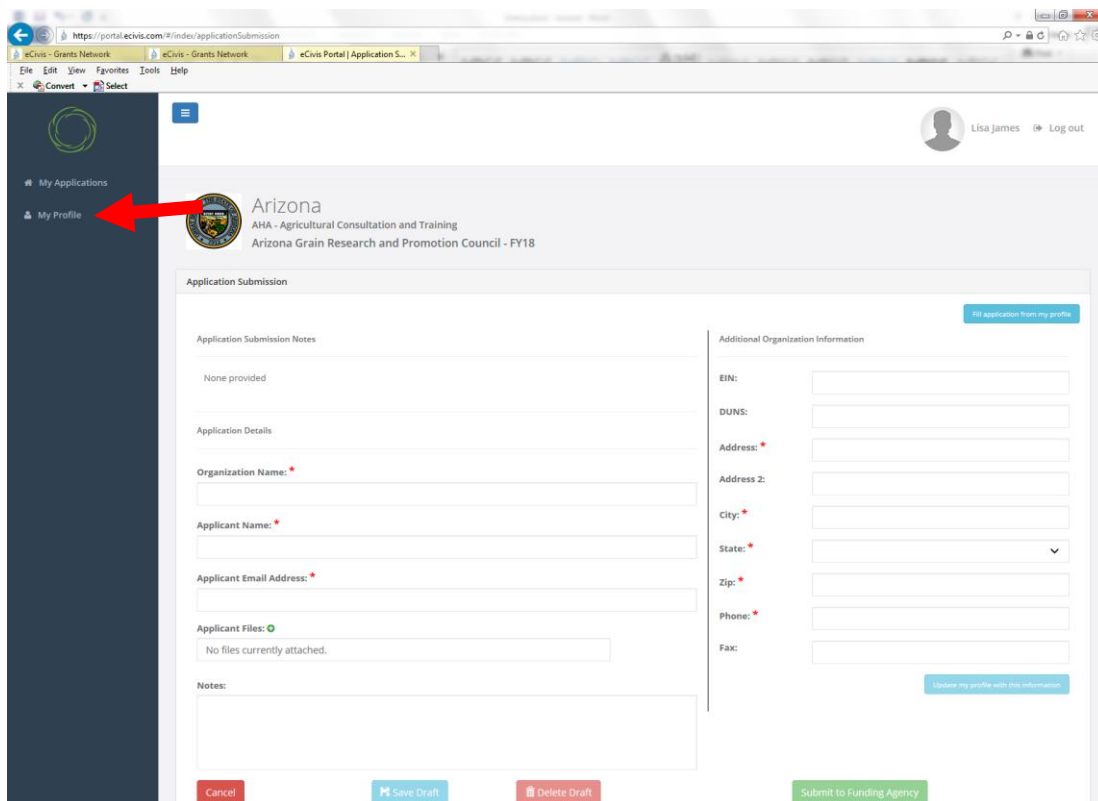
- g. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.



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”.

https://portal.ecris.com/#/index/myProfile

eCris Portal | My Profile

File Edit View Favorites Tools Help

Convert Select

My Applications

My Profile

My Profile

Applicant Information

First Name: Lisa

Last Name: James

Email:

Title:

Company:

Company Website:

City:

State:

Organization Information

Organization Name:

Employer Identification Number (EIN):

DUNS:

Organization Address

Address:

Address 2:

City:

State:

Zip:

Phone:

Fax:

Cancel Update Profile

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- k. Return to “My Applications”.

https://portal.ecris.com/#/index/myProfile

eCris Portal | My Profile

File Edit View Favorites Tools Help

Convert Select

My Applications

My Profile

My Profile

Applicant Information

First Name: Lisa

Last Name: James

Email:

Title:

Company:

Company Website:

City:

State:

Organization Information

Organization Name:

Employer Identification Number (EIN):

DUNS:

Organization Address

Address:

Address 2:

City:

State:

Zip:

Phone:

Fax:

Cancel Update Profile

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

Arizona  
AHA - Agricultural Consultation and Training  
Arizona Grain Research and Promotion Council - FY18

Application Submission

Application Submission Notes

None provided

Application Details

Organization Name: \*

Applicant Name: \*

Applicant Email Address: \*

Applicant Files: No files currently attached.

Notes:

Additional Organization Information

EIN:

DUNS:

Address: \*

Address 2:

City: \*

State: \*

Zip: \*

Phone: \*

Fax:

Buttons: Cancel, Save Draft, Delete Draft, Submit to Funding Agency, Update my profile with this information, Fill application from my profile

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

Arizona  
AHA - Agricultural Consultation and Training  
Arizona Grain Research and Promotion Council - FY18

Application Submission

Application Submission Notes

None provided

Application Details

Organization Name: \*

Applicant Name: \*

Applicant Email Address: \*

Applicant Files: No files currently attached.

Notes:

Additional Organization Information

EIN:

DUNS:

Address: \*

Address 2:

City: \*

State: \*


Zip: \*

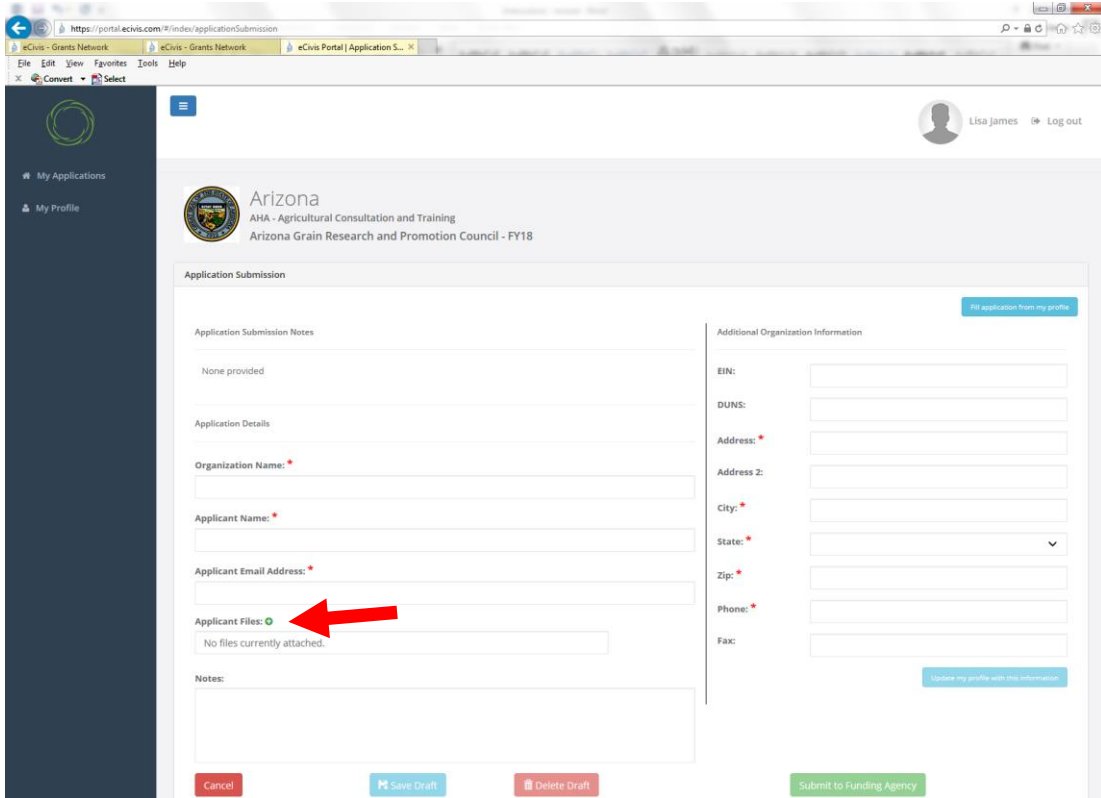
Phone: \*

Fax:

Buttons: Cancel, Save Draft, Delete Draft, Submit to Funding Agency, Update my profile with this information, Fill application from my profile

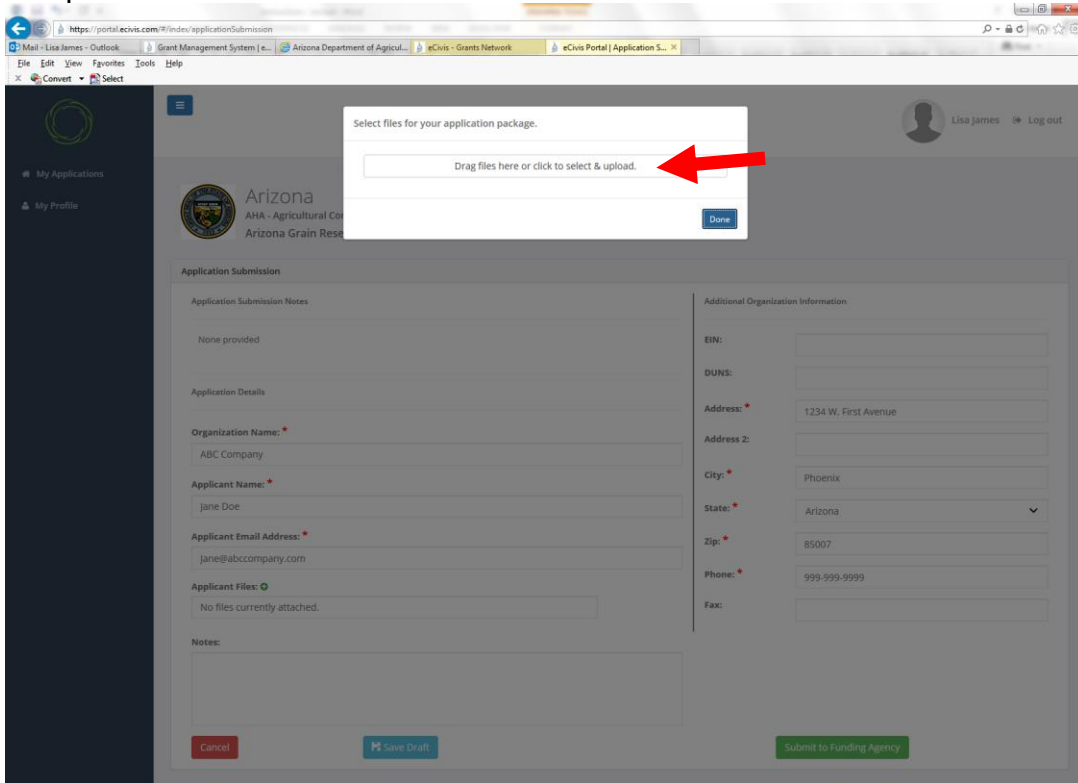
<http://agriculture.az.gov>

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



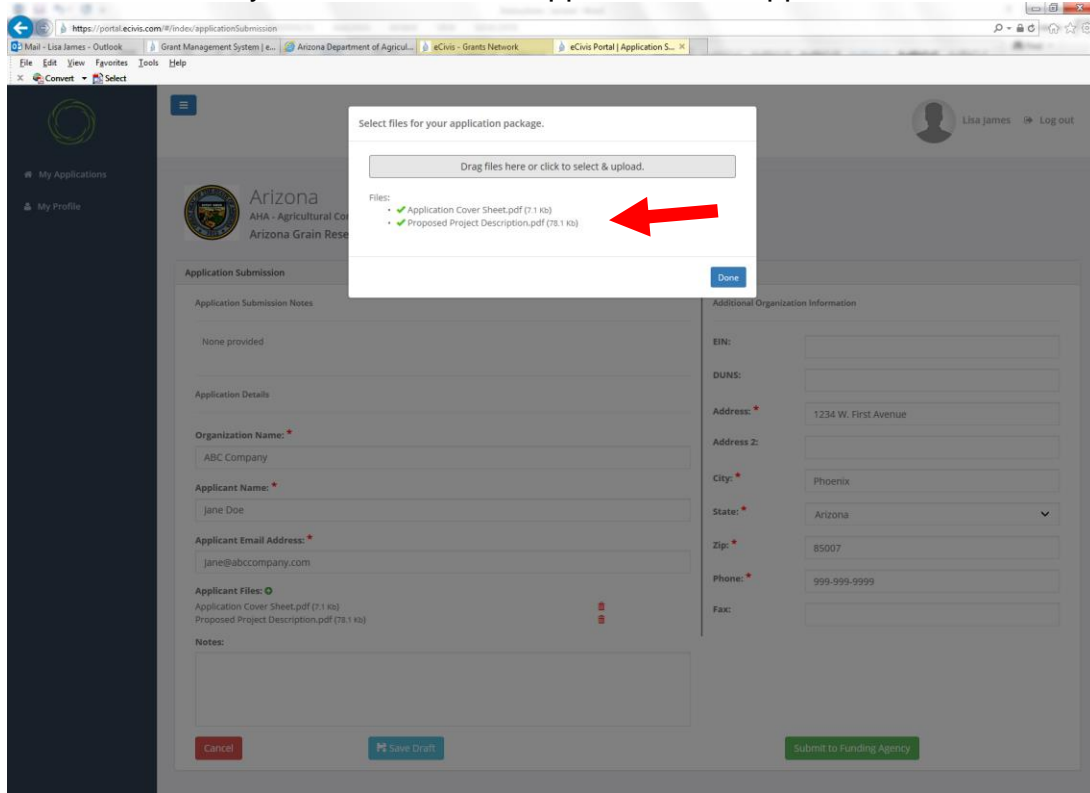
The screenshot shows the 'Application Submission' page in the eCivis portal. The page is for the 'Arizona AHA - Agricultural Consultation and Training' and 'Arizona Grain Research and Promotion Council - FY18'. The 'Applicant Files' section is highlighted with a red arrow, indicating where to click to add files. The page also includes fields for 'Organization Name', 'Applicant Name', 'Applicant Email Address', and 'Applicant Files'. There are buttons for 'Cancel', 'Save Draft', 'Delete Draft', and '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.

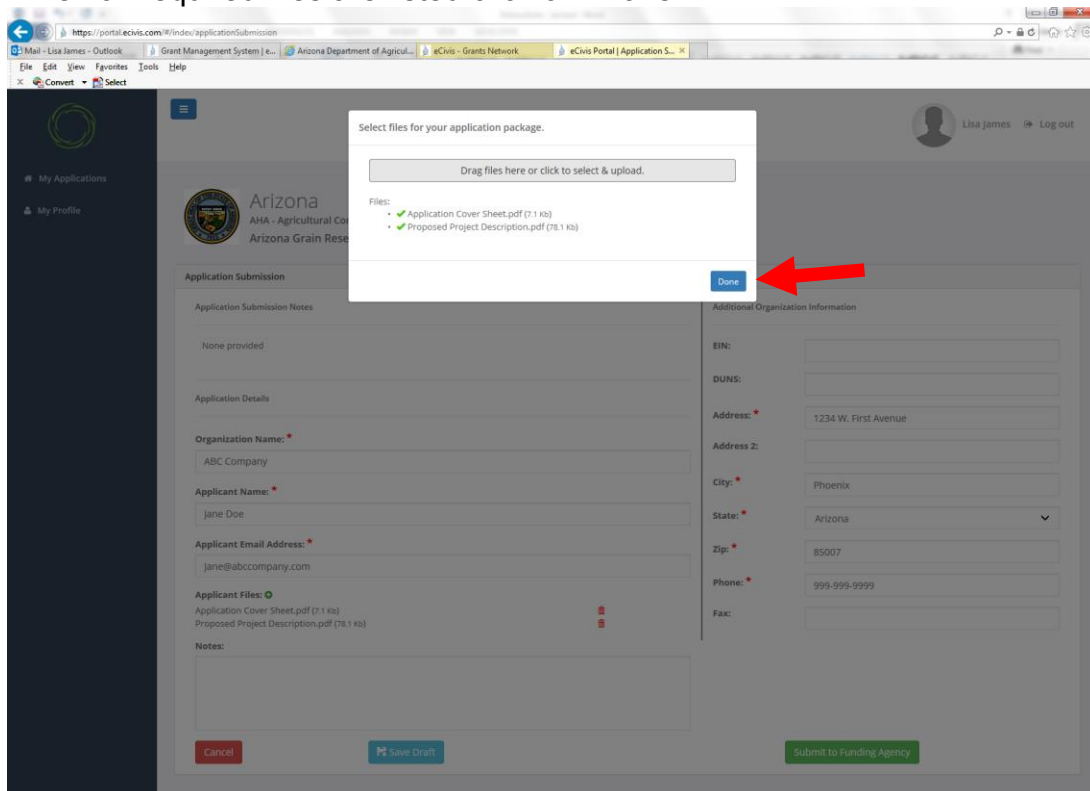


The screenshot shows the same 'Application Submission' page as in the previous screenshot, but with a file selection dialog box open. The dialog box contains the text 'Select files for your application package.' and 'Drag files here or click to select & upload.' A red arrow points to the 'Done' button in the dialog box. The background page shows the same application submission form as in the previous screenshot.

- 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 the 'Application Submission' form in the eCivis portal. The 'Applicant Files' section is highlighted with a red arrow, showing two uploaded files: 'Application Cover Sheet.pdf (7.1 kb)' and 'Proposed Project Description.pdf (78.1 kb)'. The form also includes sections for 'Application Submission Notes', 'Application Details', and 'Additional Organization Information'.

- 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.

The screenshot shows the 'Application Submission' form in the eCivis portal. The 'Notes' field is highlighted with a red arrow, indicating where to add additional information. The form also includes sections for 'Application Submission Notes', 'Application Details', and 'Additional Organization Information'.

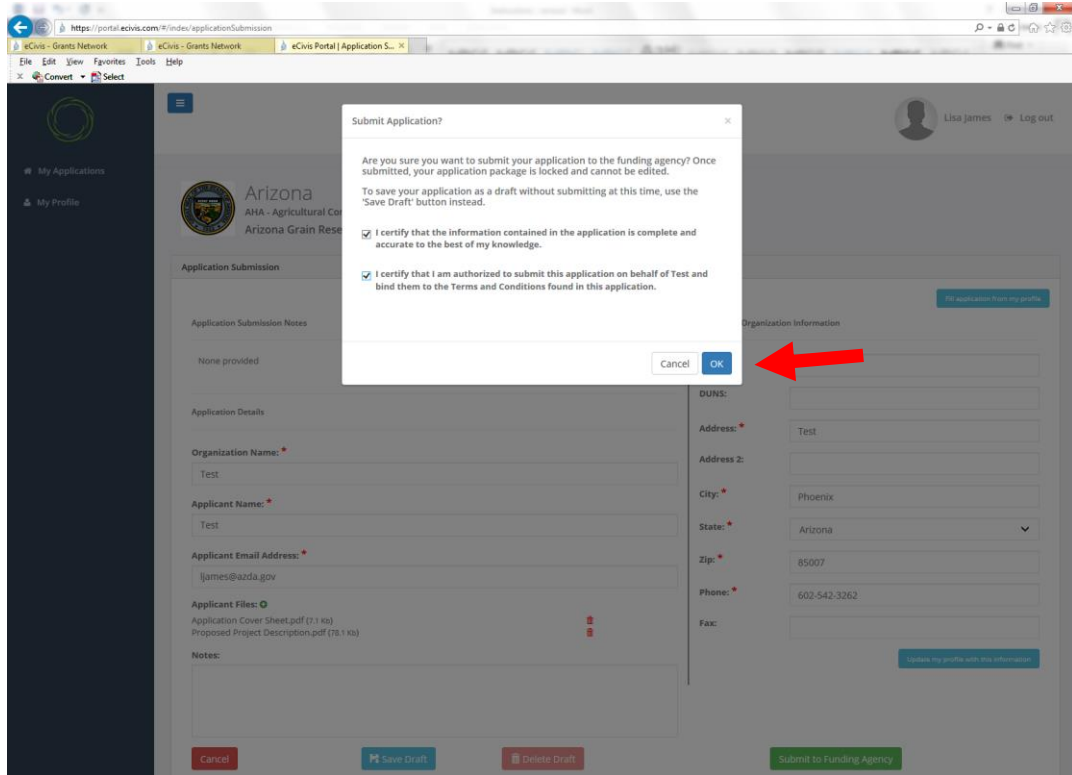
- t. When you have confirmed that all required information is on the screen. Click on the “Submit to Funding Agency” button. The Application must be submitted prior to 5:00 p.m. (MST) on August 14, 2017.

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#/index/applicationSubmission>. The page is for the Arizona Agricultural Consultation and Training (AHA) program, managed by the Arizona Grain Research and Promotion Council for FY18. The user is logged in as Lisa James. The form is titled "Application Submission" and includes the following sections:

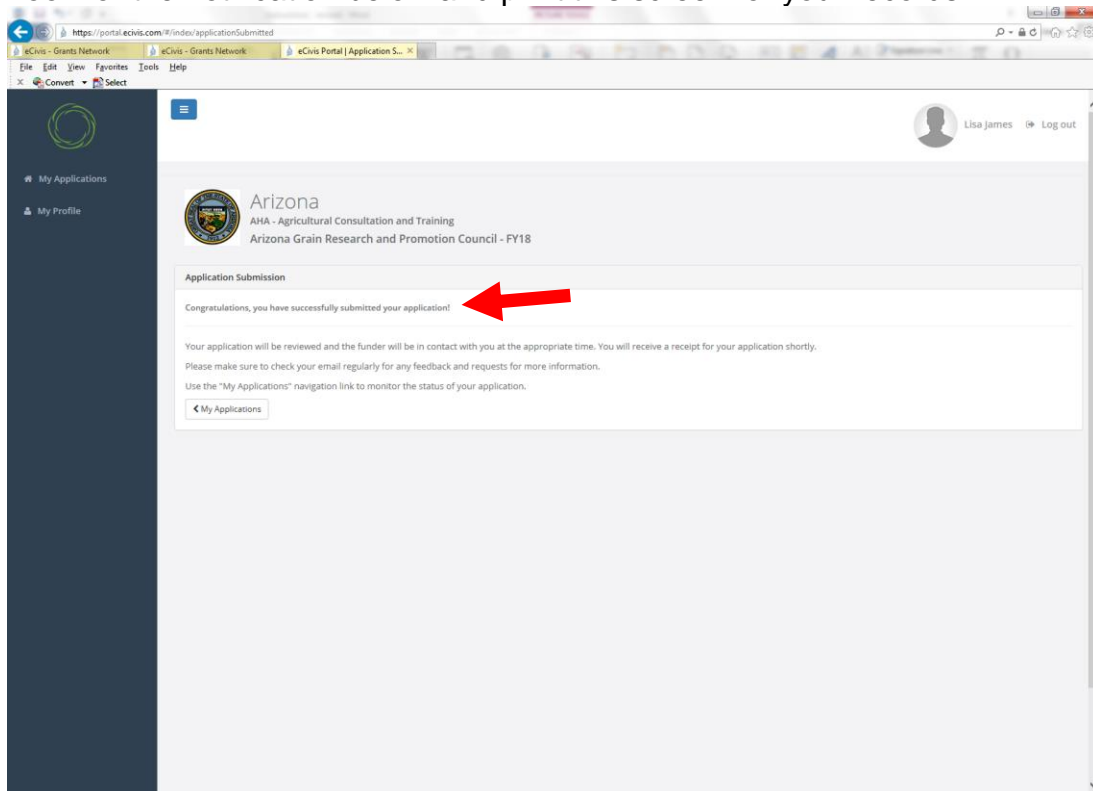
- Application Submission Notes:** A text area containing "None provided".
- Application Details:** Fields for Organization Name, Applicant Name, and Applicant Email Address, all marked as required with a red asterisk.
- Additional Organization Information:** Fields for EIN, DUNS, Address, Address 2, City, State (a dropdown menu), Zip, Phone, and Fax, all marked as required with a red asterisk.
- Application Files:** Two files are listed: "Application Cover Sheet.pdf (7.1 kb)" and "Proposed Project Description.pdf (78.1 kb)".
- Buttons:** At the bottom, there are buttons for "Cancel", "Save Draft", "Delete Draft", and "Submit to Funding Agency". A red arrow points to the "Submit to Funding Agency" button.

- 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 August 14, 2017.

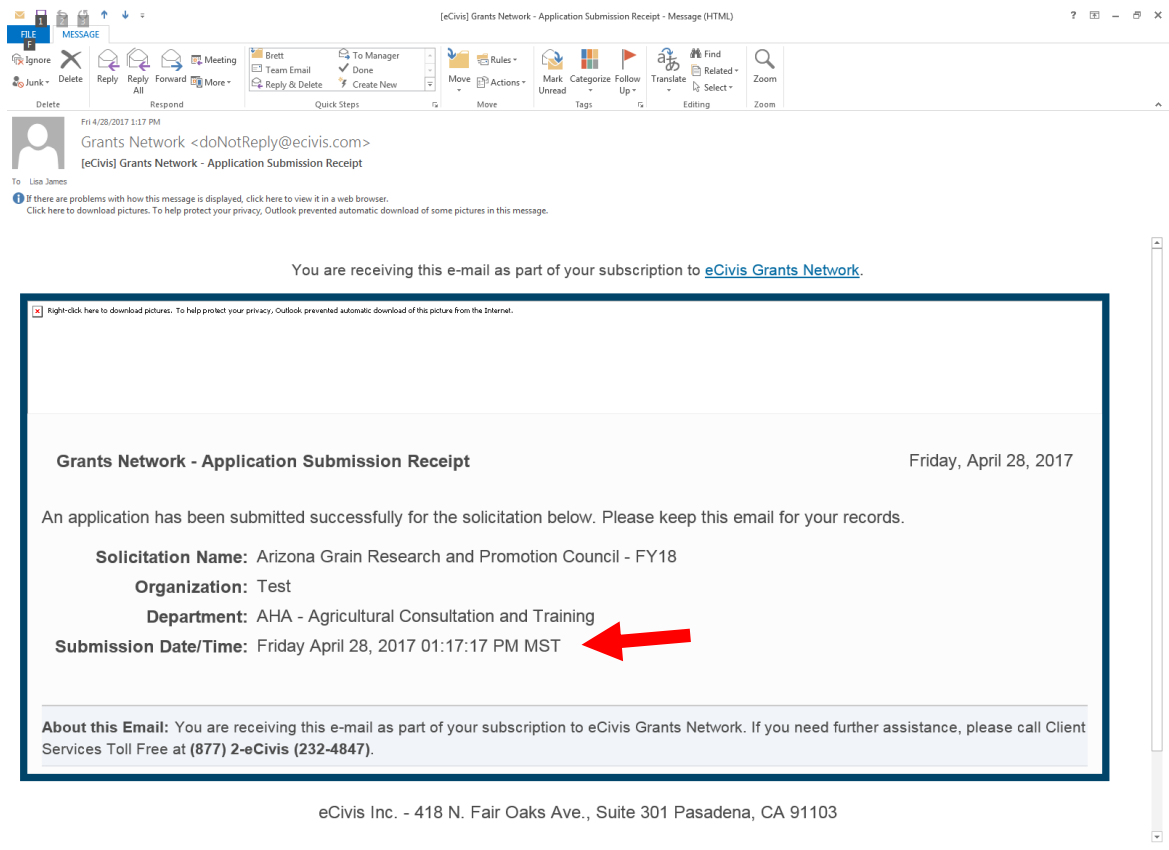
- v. If you are sure that you want to submit your application check the boxes to certify and click on the “OK” button.



- 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 Monday, August 14, 2017**.

Applications submitted by the August 14 deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on August 15 at 1688 West Adams Street, Phoenix, Arizona.