**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:**

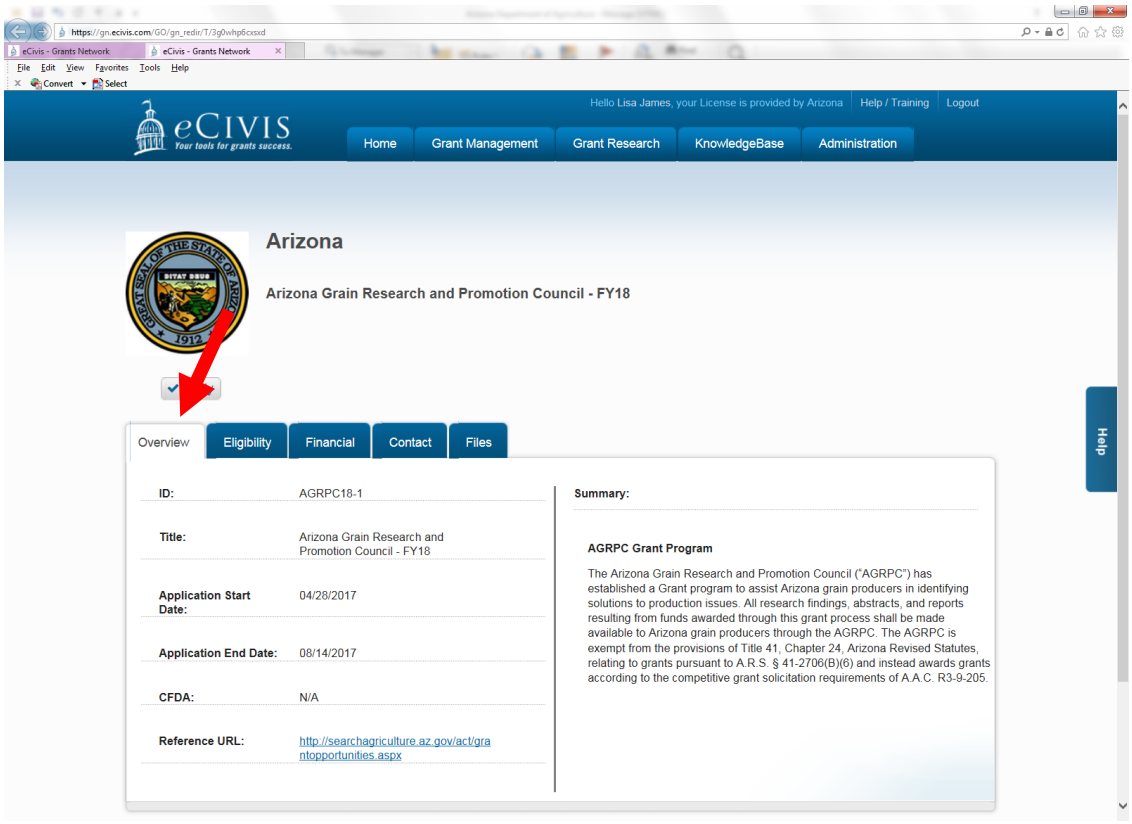
- **Internet access**
- **Microsoft Word**
- **Adobe Acrobat Reader**

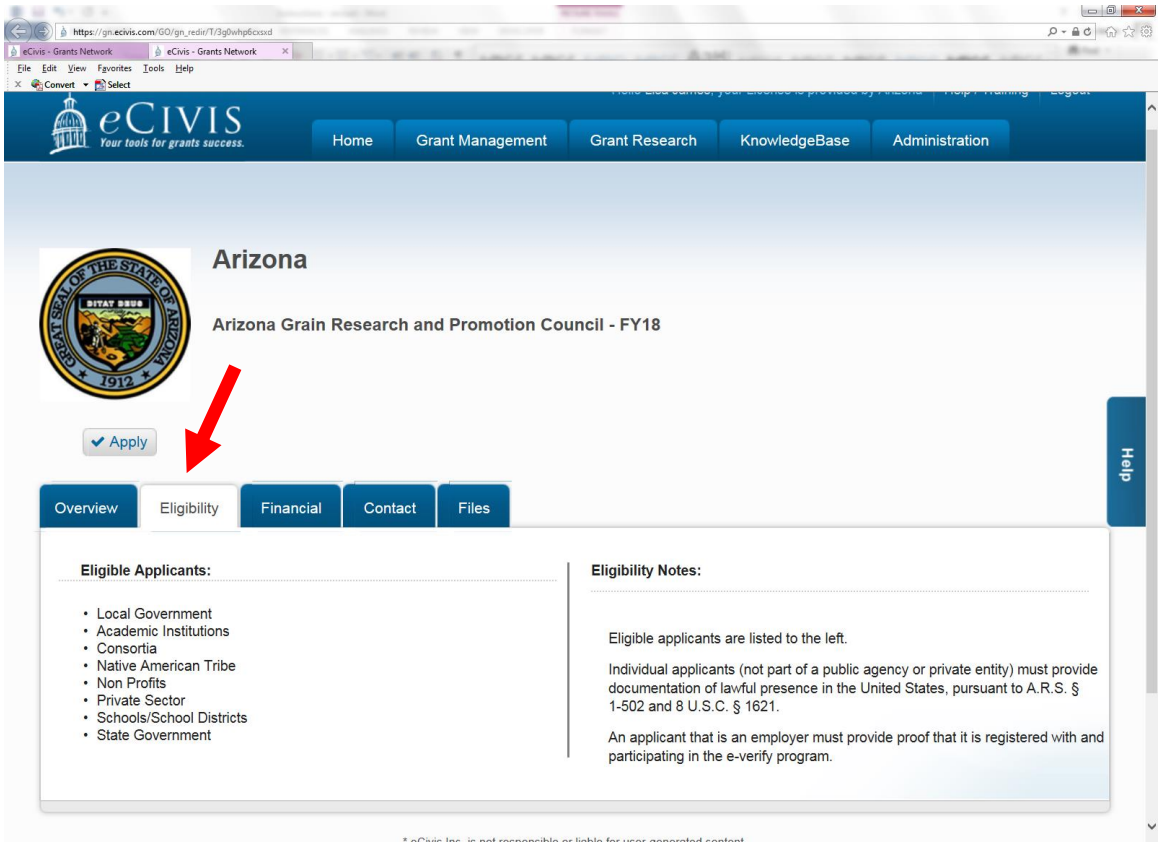
**If you have technical difficulties during this process, please contact the AGRPC Administrator during regular business hours.**

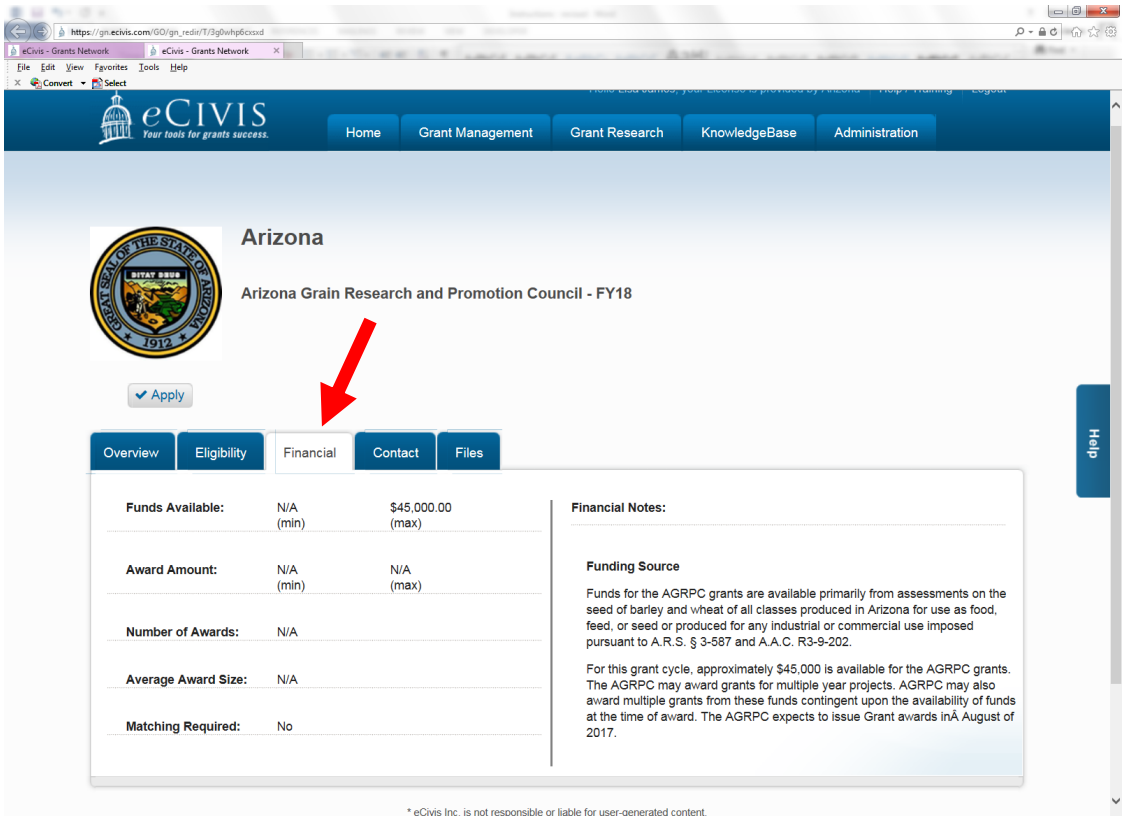
1. Access the AGRPC private solicitation web page at:

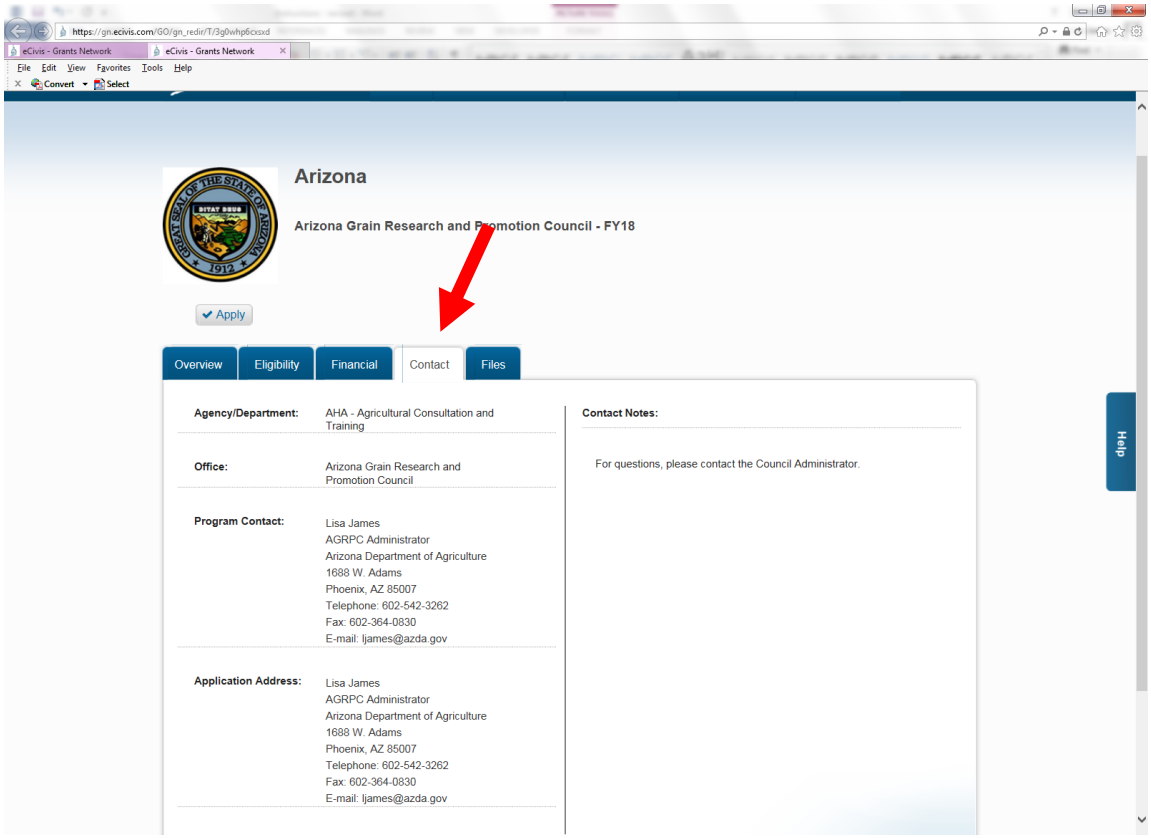
   https://gn.ecivis.com/GO/gn_redir/T/3g0whp6cxsxd

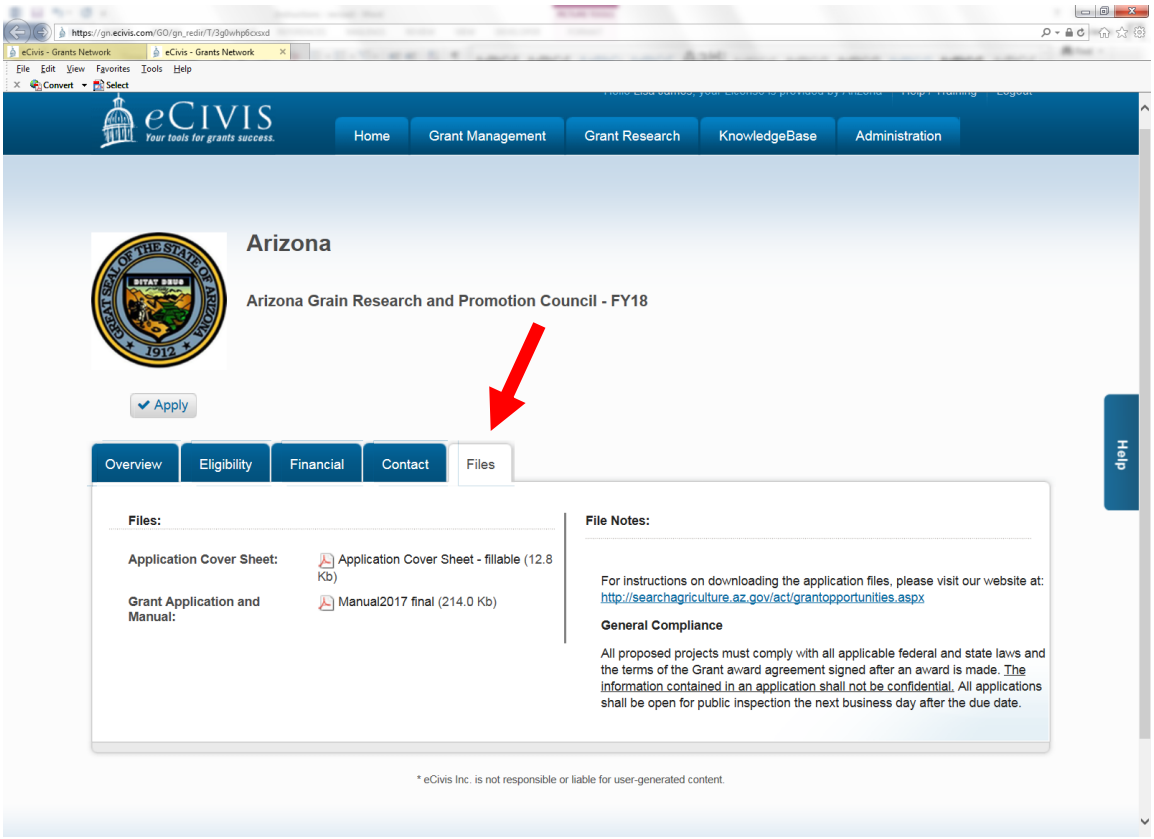
   Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:




eCIVIS
Your tools for grants success.
Home
Grant Management
Grant Research
KnowledgeBase
Administration
Arizona
Arizona Grain Research and Promotion Council - FY18
Apply
Overview
Eligibility
Financial
Contact
Files
Help
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.


eCIVIS
Your tools for grants success.
Home
Grant Management
Grant Research
KnowledgeBase
Administration
Arizona
Arizona Grain Research and Promotion Council - FY18
Apply
Overview
Eligibility
Financial
Contact
Files
Help
Funds Available: N/A (min) $45,000.00 (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 $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 inÂ August of 2017.
* eCivis Inc. is not responsible or liable for user-generated content.


Arizona
Arizona Grain Research and Promotion Council - FY18
Apply
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


eCIVIS
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Home
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Grant Research
KnowledgeBase
Administration
Arizona
Arizona Grain Research and Promotion Council - FY18
Apply
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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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).**

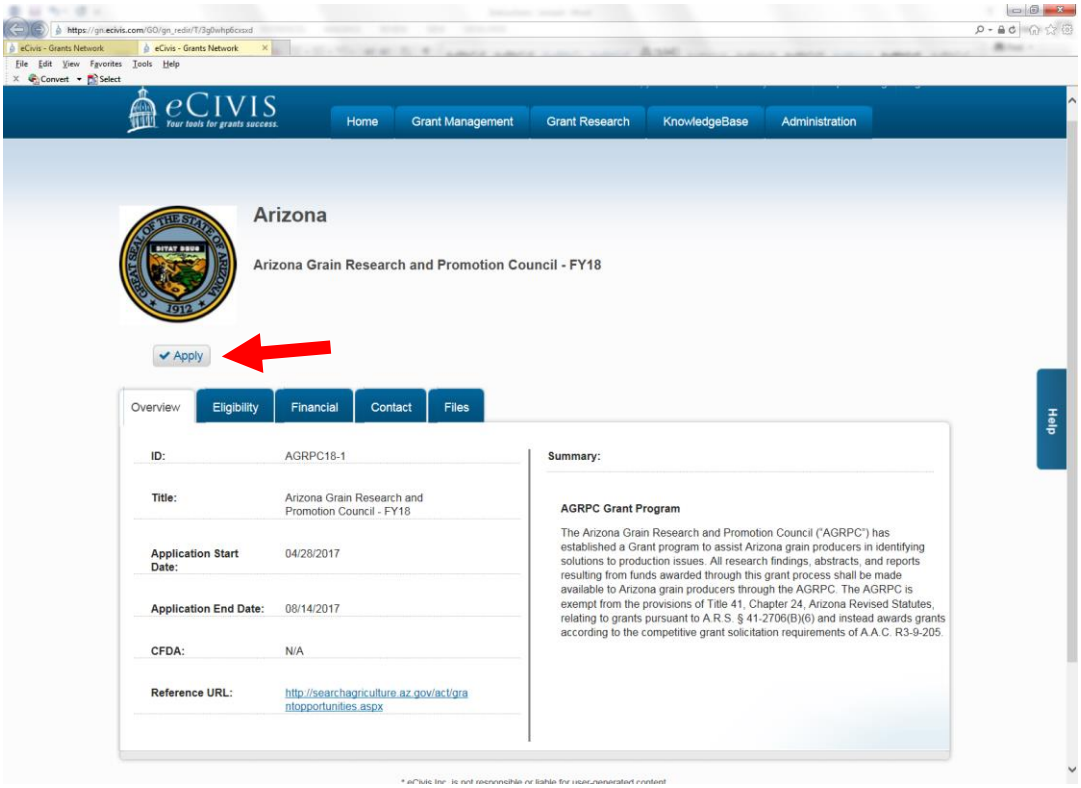
3. When the application files are complete, use the following steps to submit the application on-line:

**a. If you are submitting more than one application, follow the steps below for <u>each</u> application. Use the "Notes" field in Step s. to prioritize your applications.**

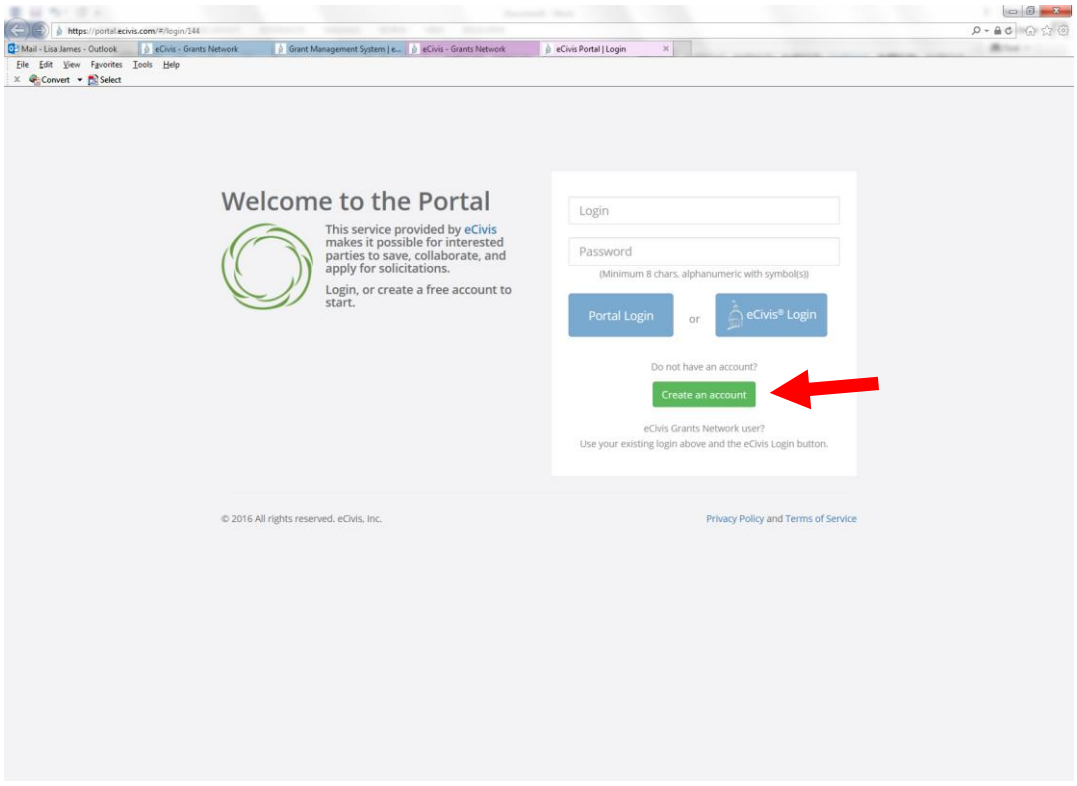
b. Return to the AGRPC private solicitation web page at:

https://gn.ecivis.com/GO/gn_redir/T/3g0whp6cxsxd

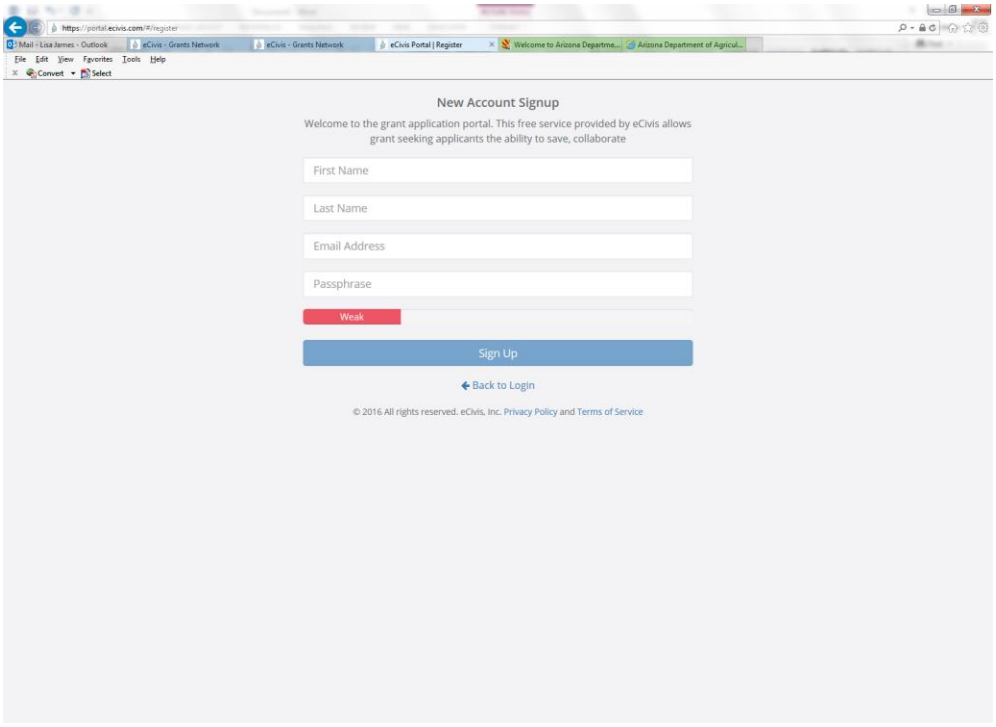
c. Click on the “Apply” button.



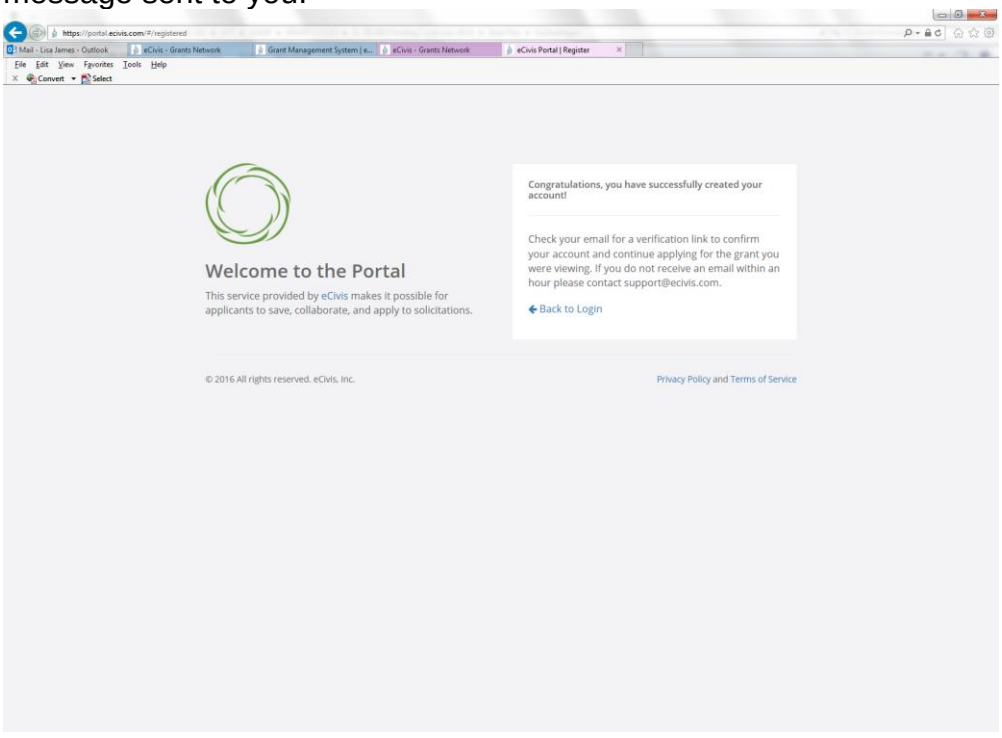

c. Either login to the eCivis Portal with an existing account and **skip to Step i.** or click on the “Create an account” button.



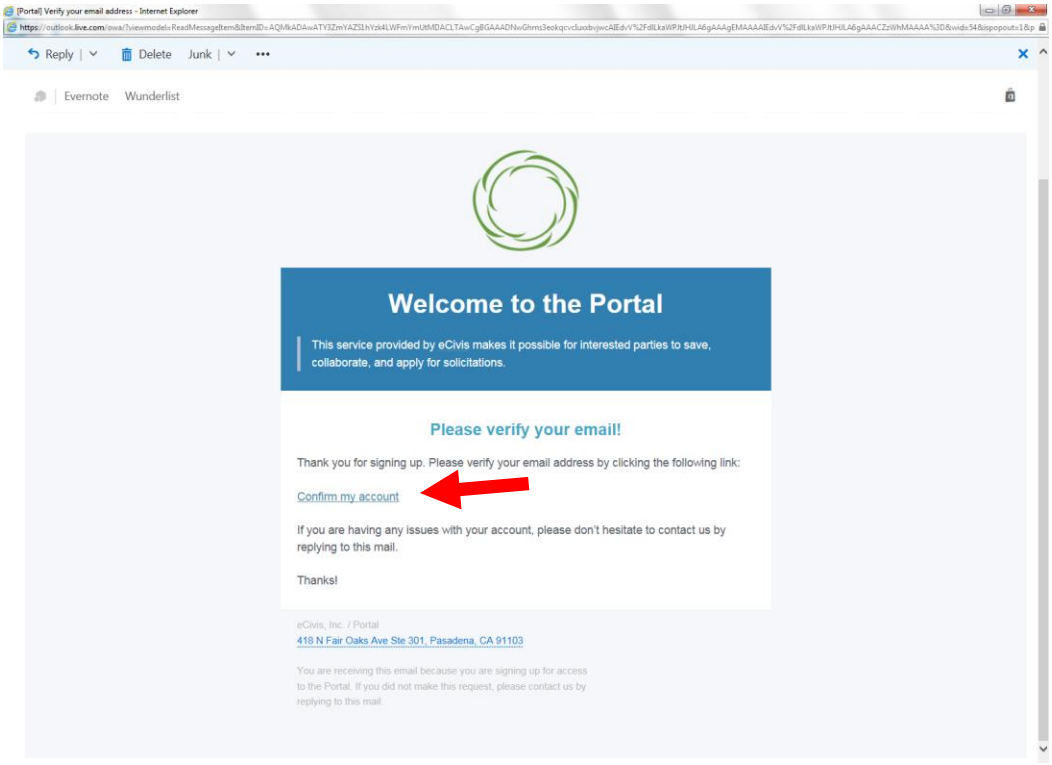
d. Enter the appropriate information for a new account signup. Note: The “Passphrase” (password) must rate as “strong” or “perfect” or the system will not allow a “Signup”.



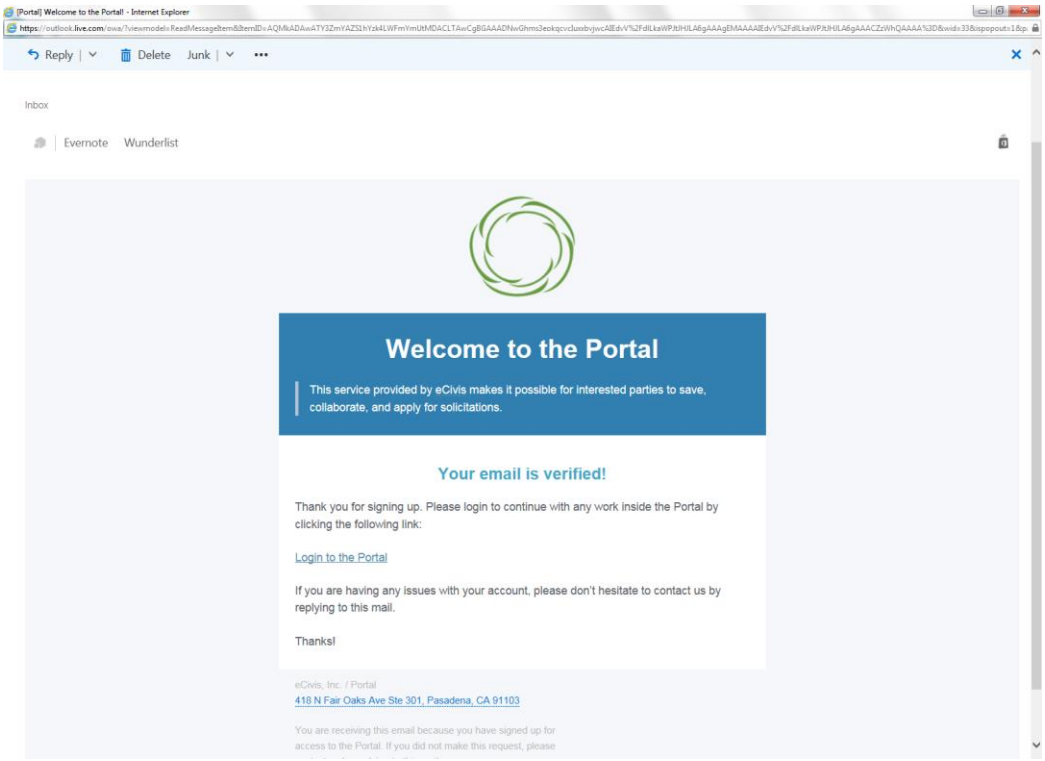

e. You will receive a message to confirm your e-mail address via an e-mail message sent to you.



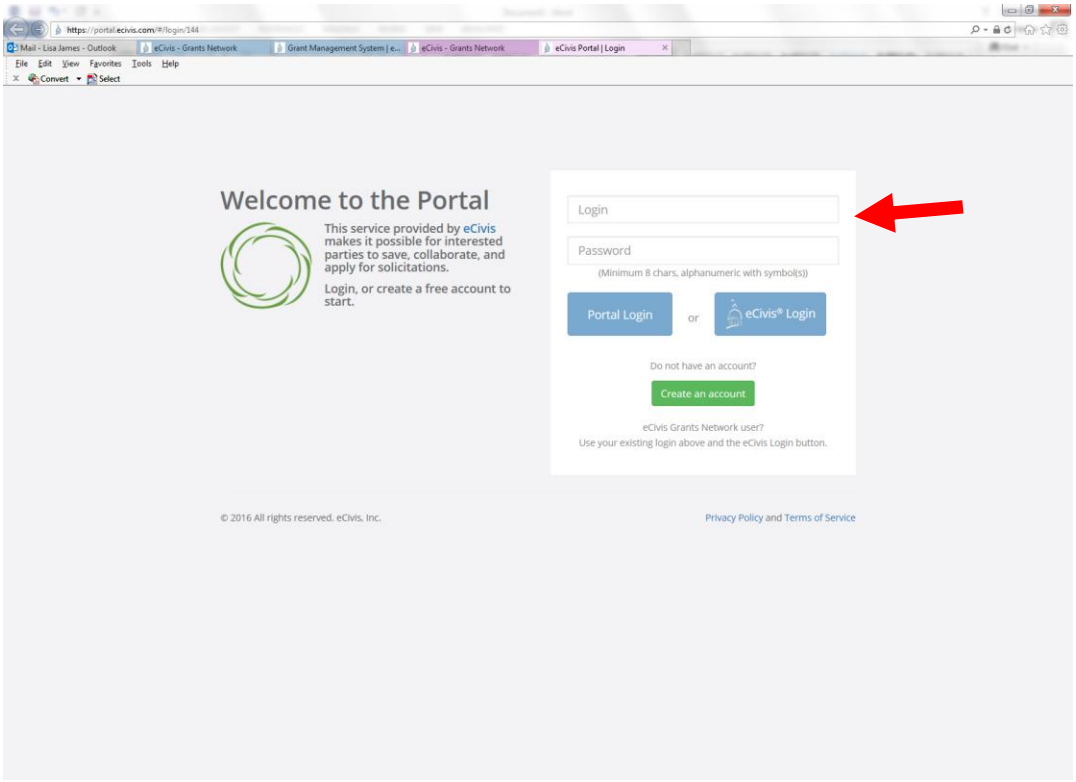
f. Confirm your account by clicking on the link provided in your e-mail message.



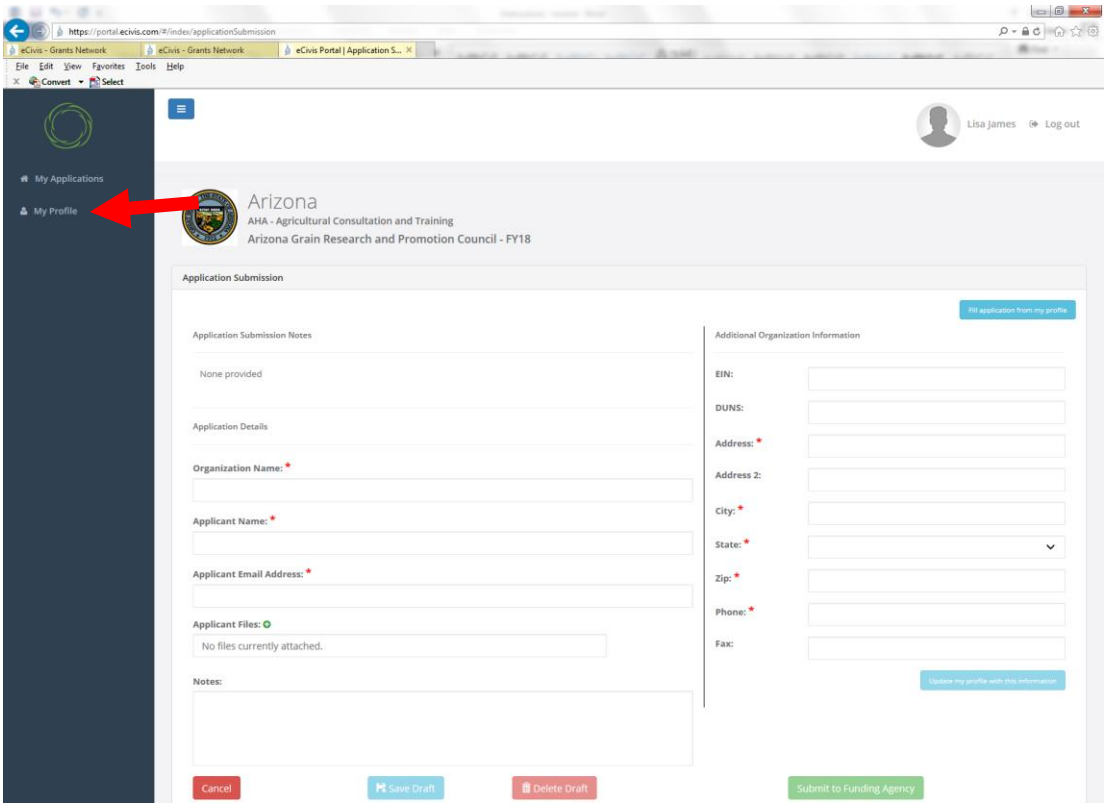

g. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.



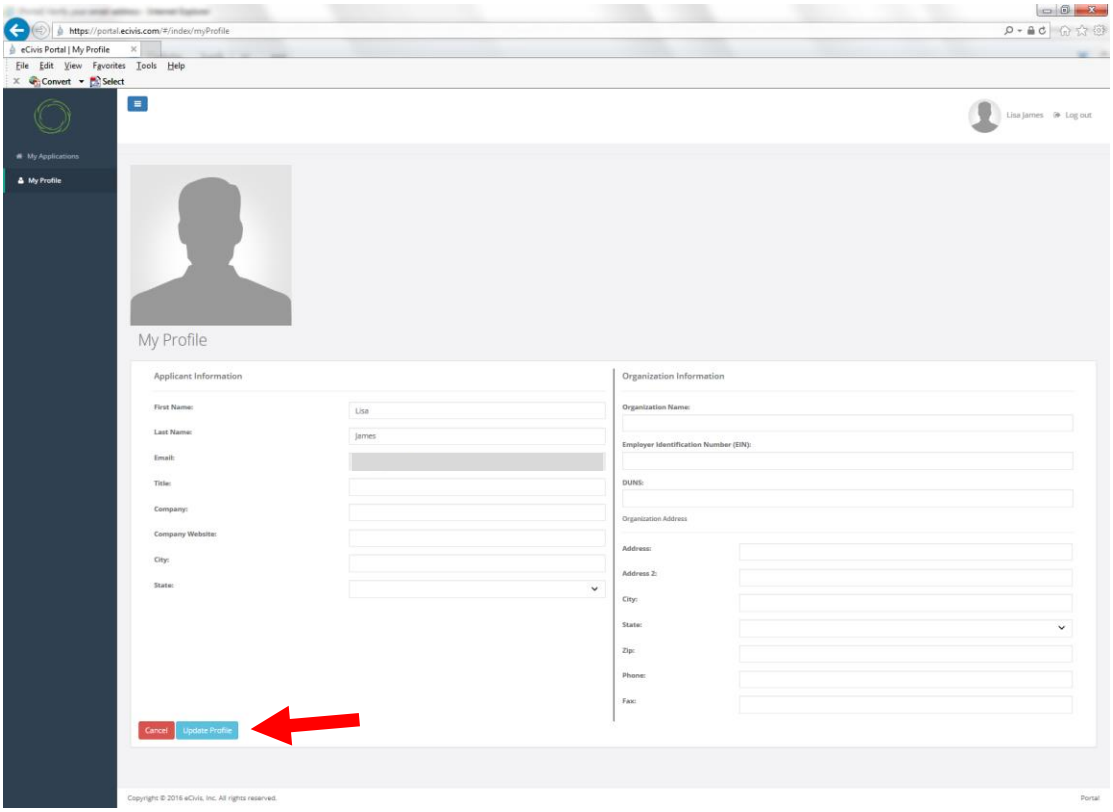
h. Login to the Portal with your login and password.



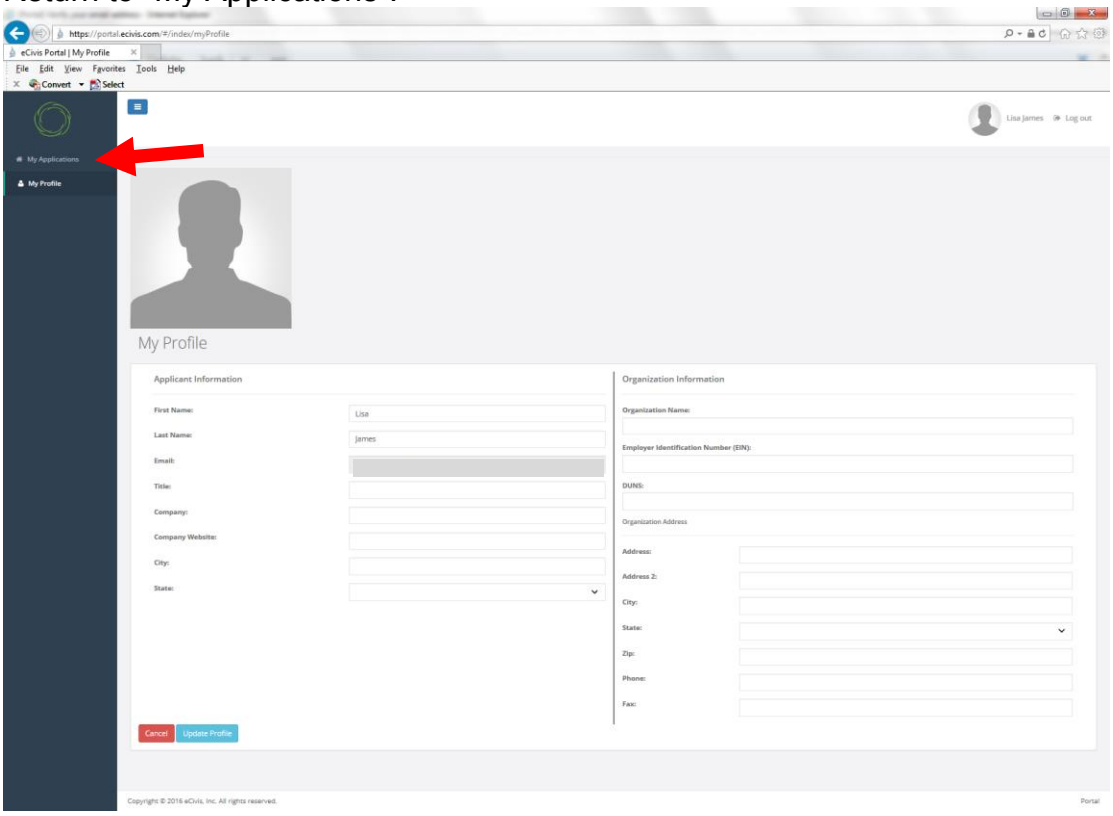

i. Click on “My Profile” to update your profile information if necessary.



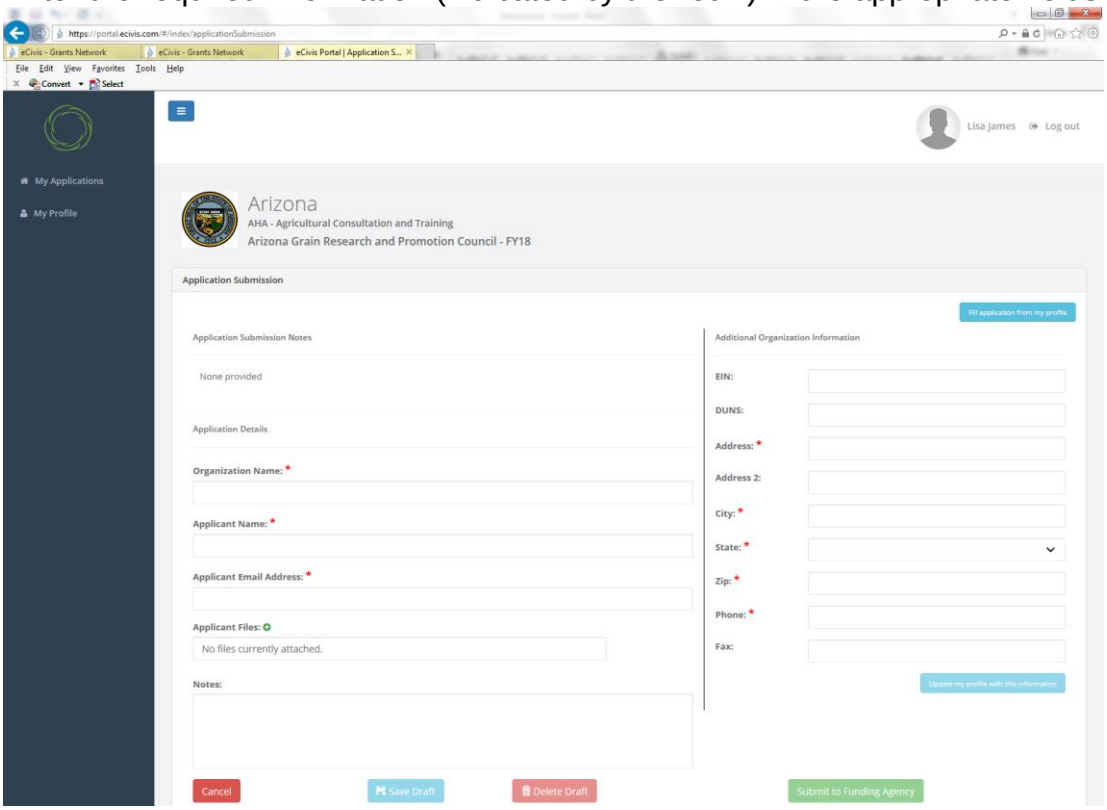
j. Enter the appropriate information on the “My Profile” page and click on “Update Profile”.



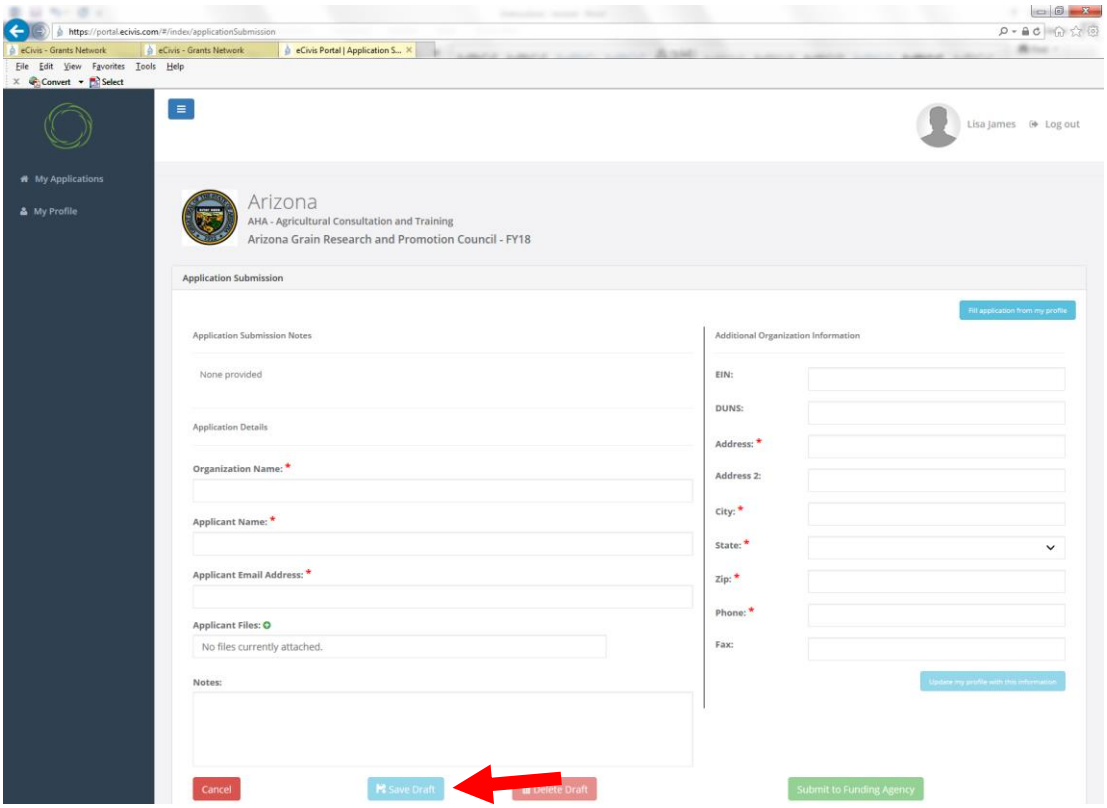

k. Return to “My Applications”.



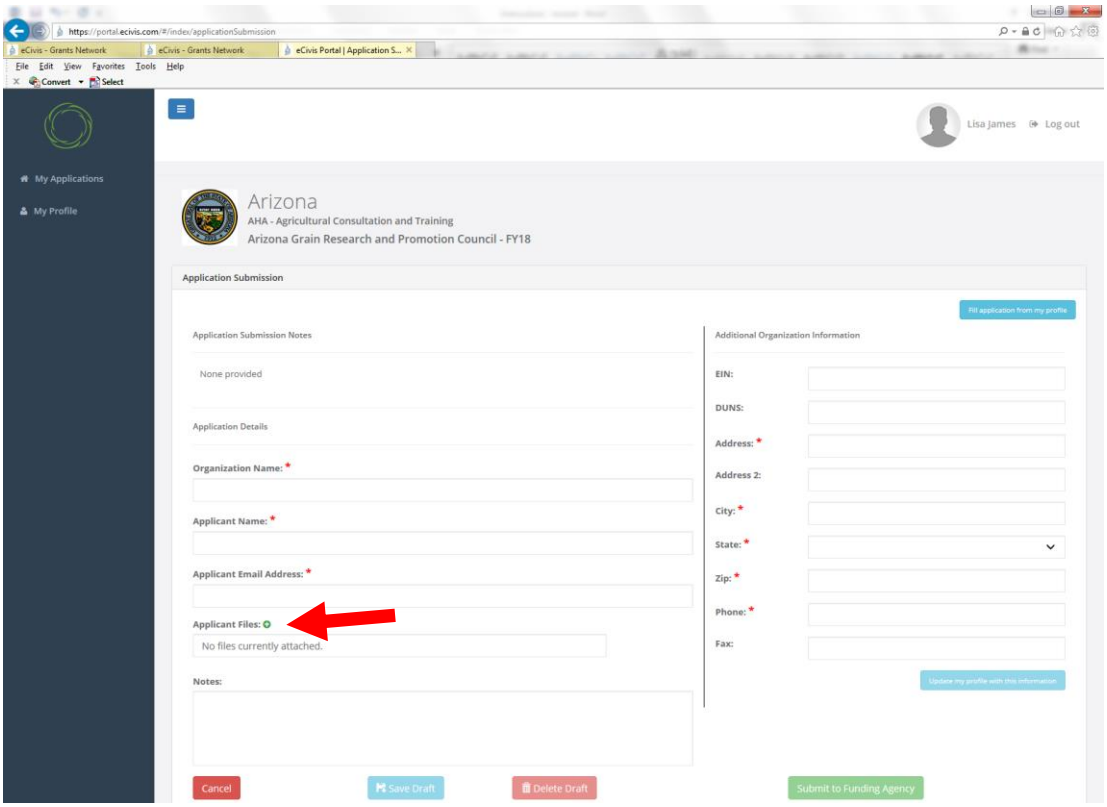
l. Enter the required information (indicated by the red *) in the appropriate fields.



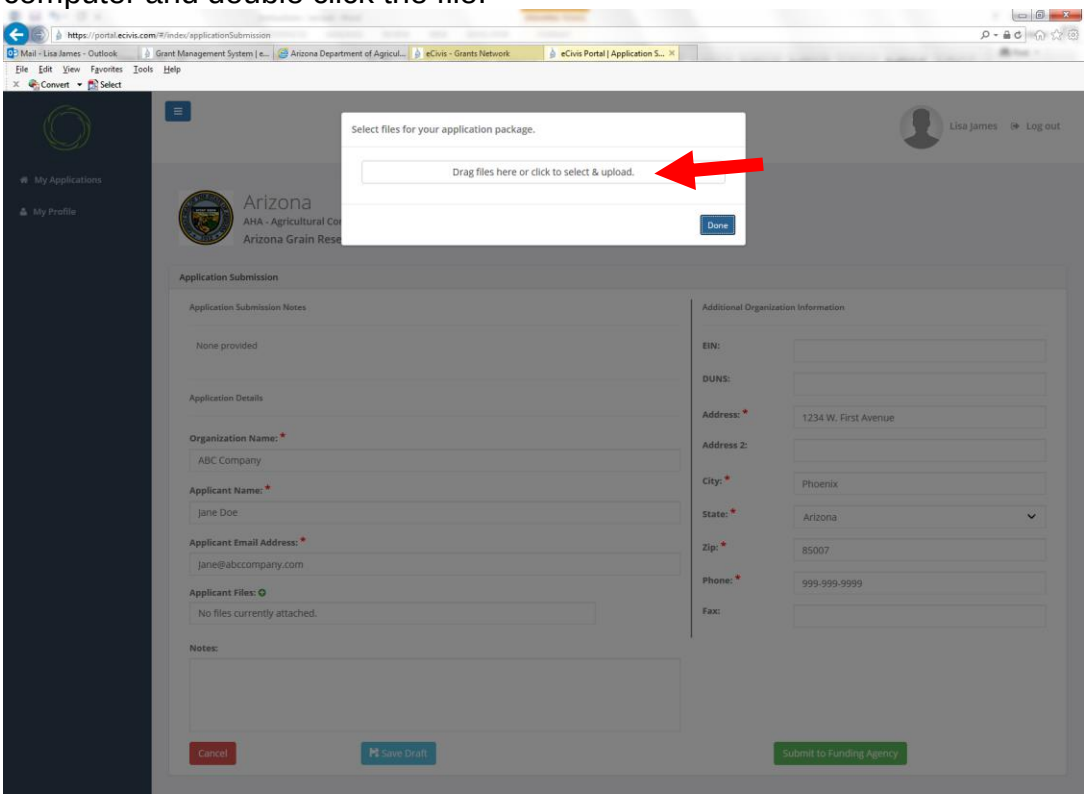

m. You can save the application and return later by clicking on the “Save Draft” button.



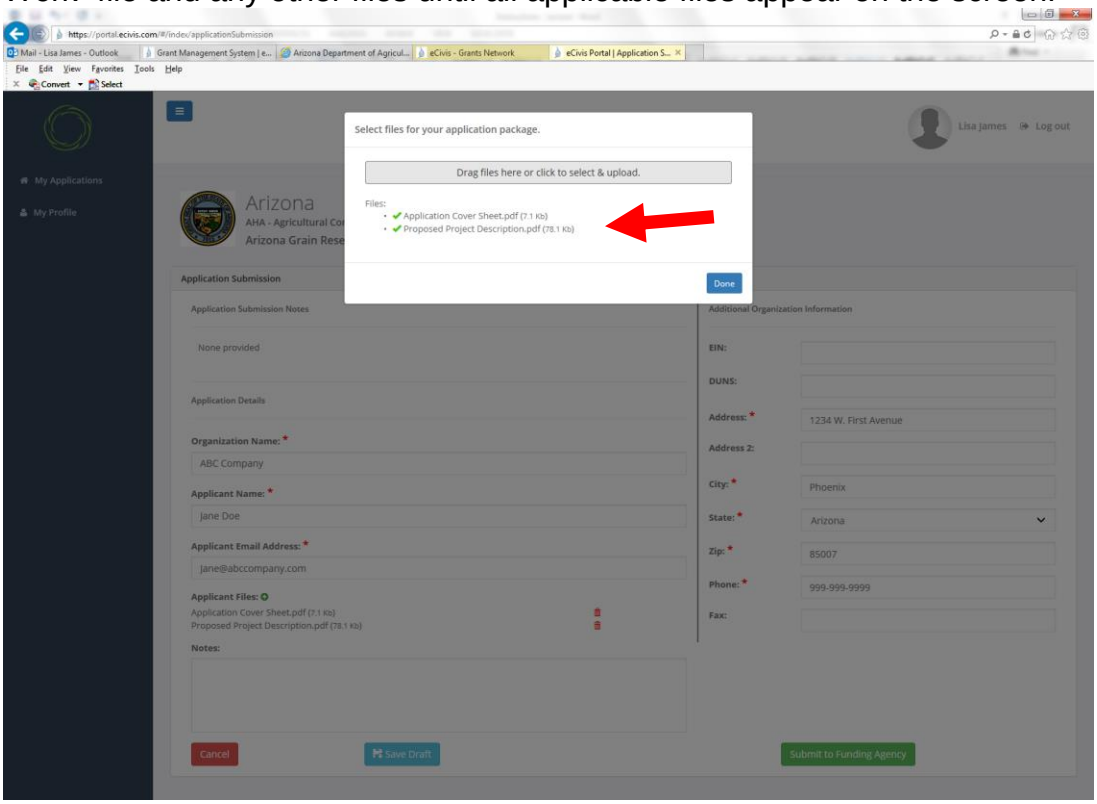
n. Click on the + green plus sign next to “Application Files”.



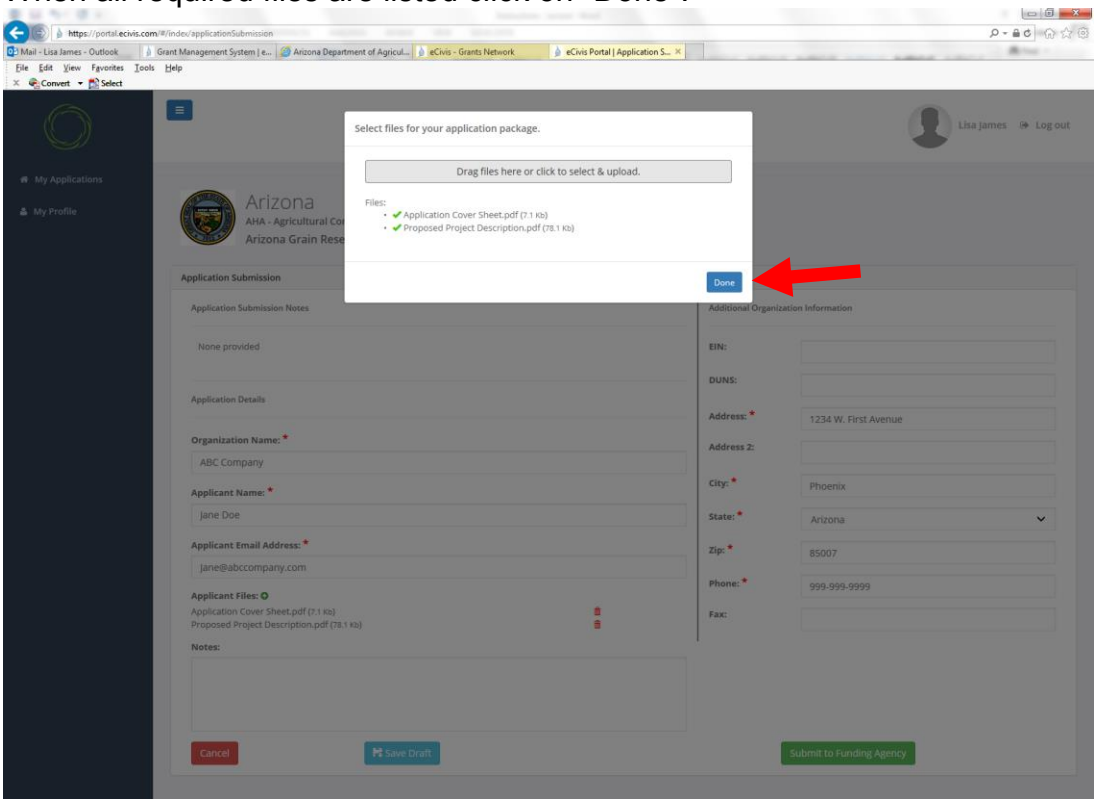

o. Click to find and select the completed “Application Cover Sheet” PDF file on your computer and double click the file.



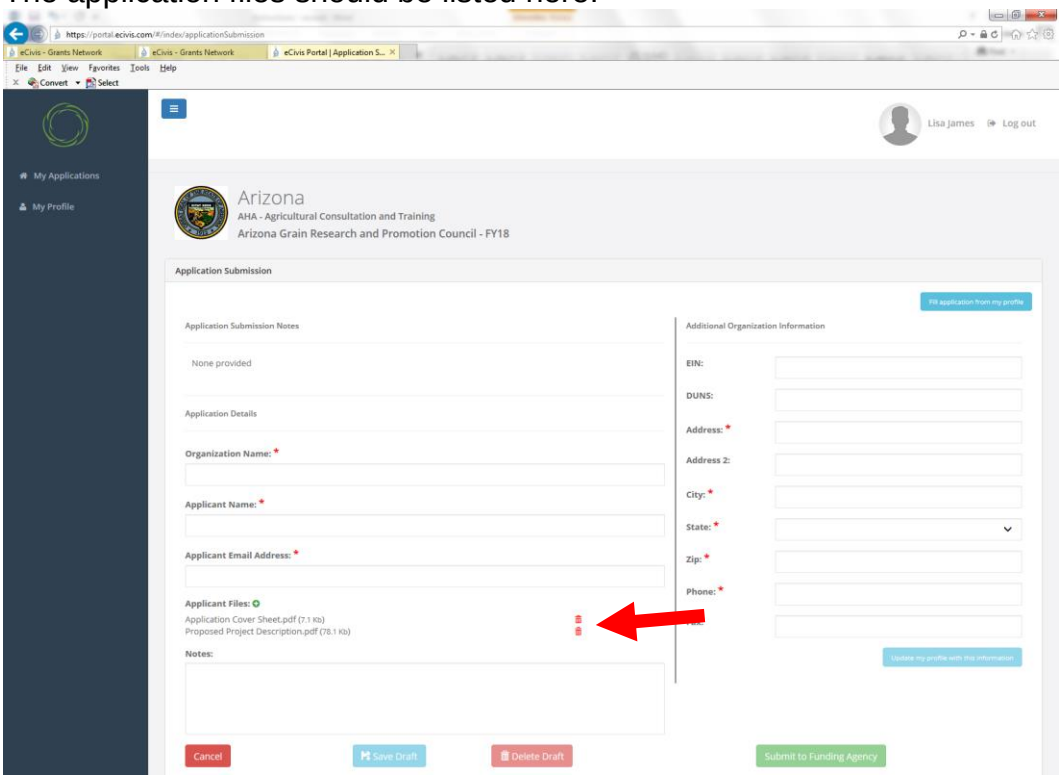
p. Repeat the previous step for the “Proposed Project Description and Scope of Work” file and any other files until all applicable files appear on the screen.



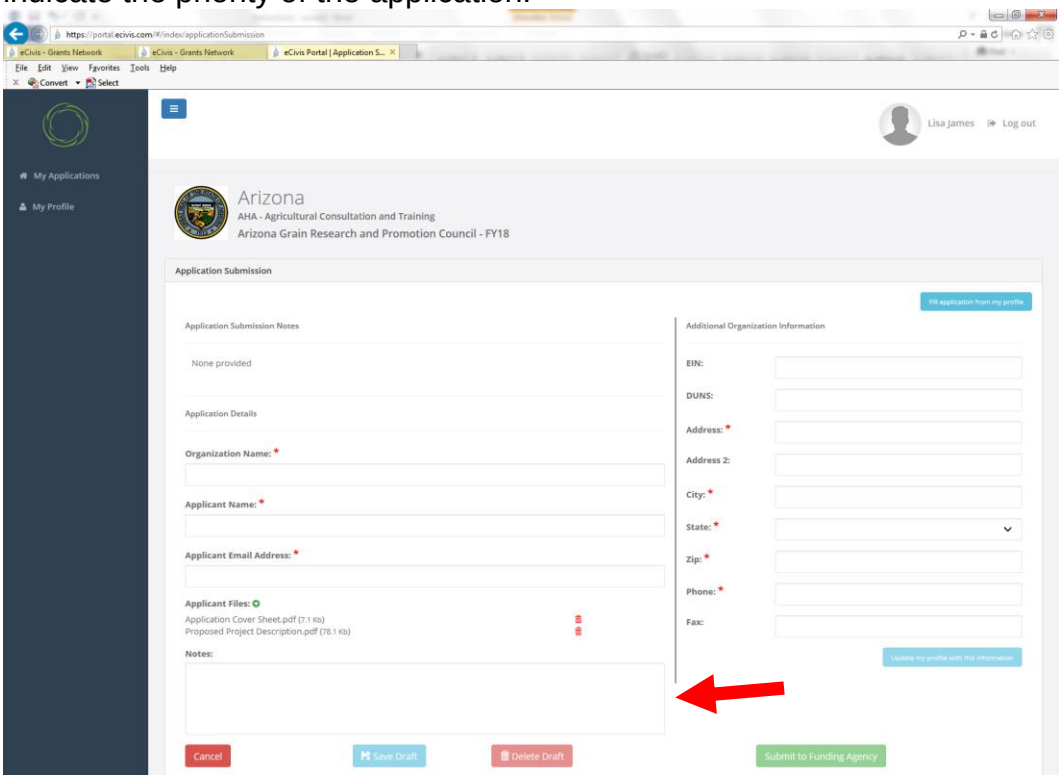

q. When all required files are listed click on “Done”.



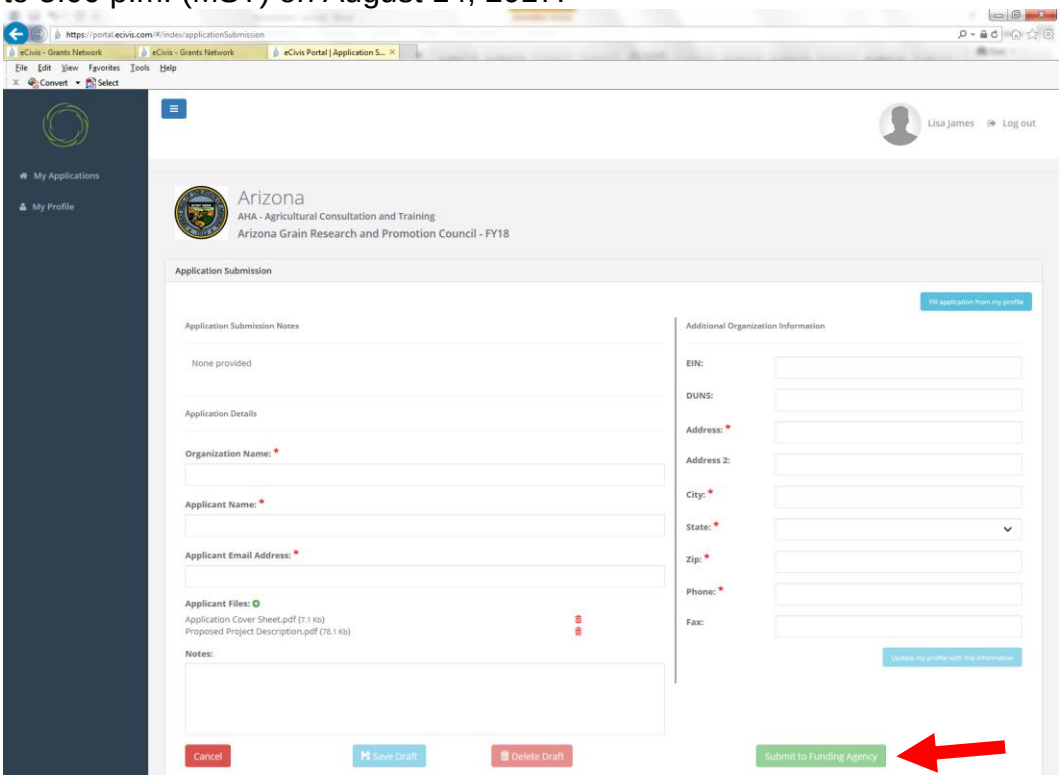
r. The application files should be listed here.




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.

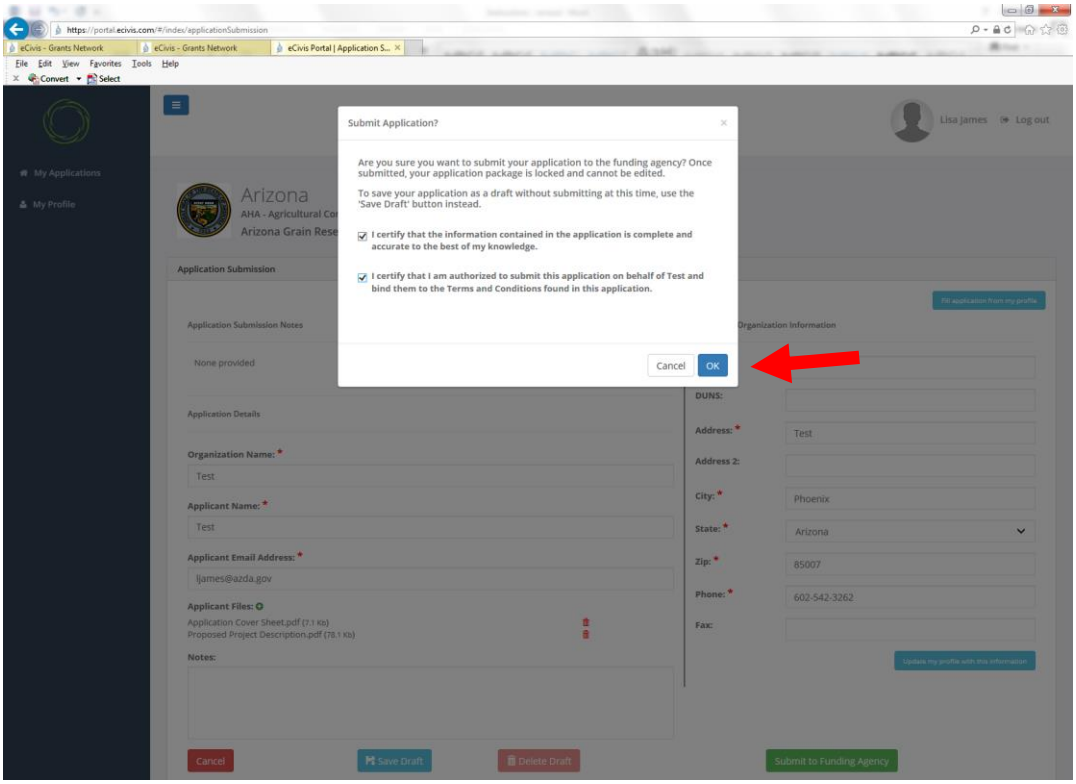


t. When you have confirmed that all required information is on the screen. Click on the “Submit to Funding Agency” button. The Application must be submitted prior to 5:00 p.m. (MST) on August 14, 2017.

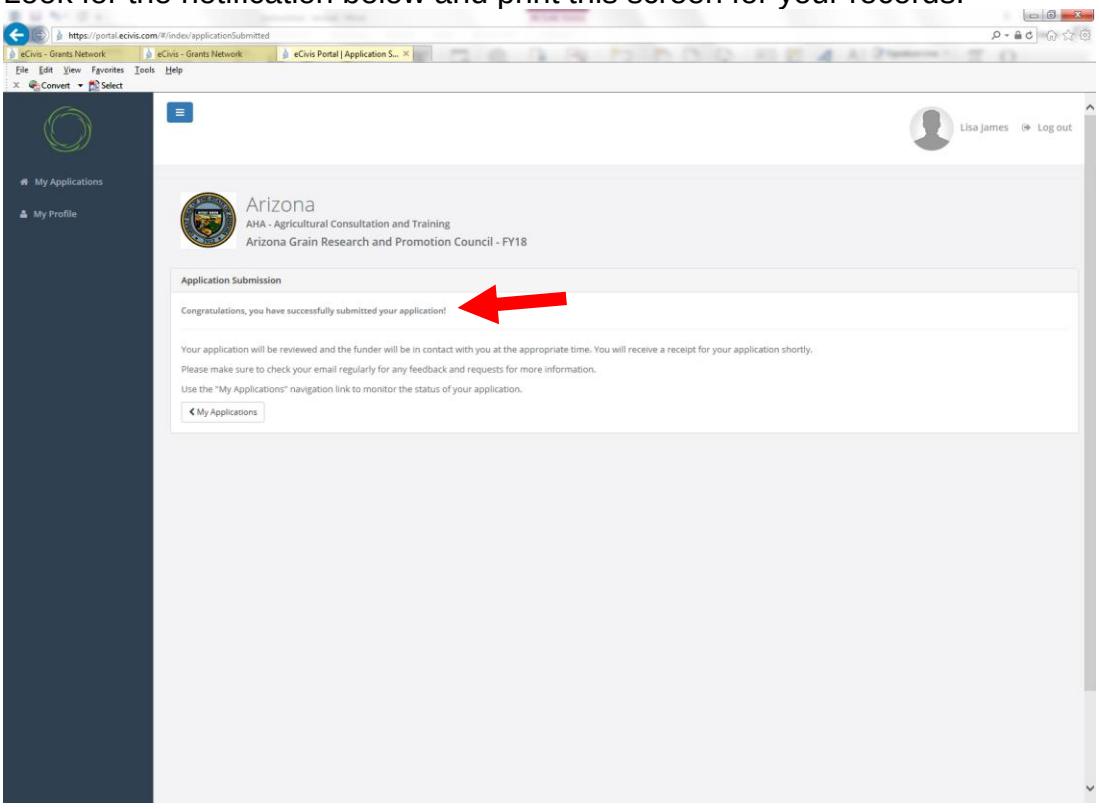



u. You can choose to submit your application or save it as a draft and submit at a later date and time. The Application must be submitted prior to 5:00 p.m. (MST) on August 14, 2017.

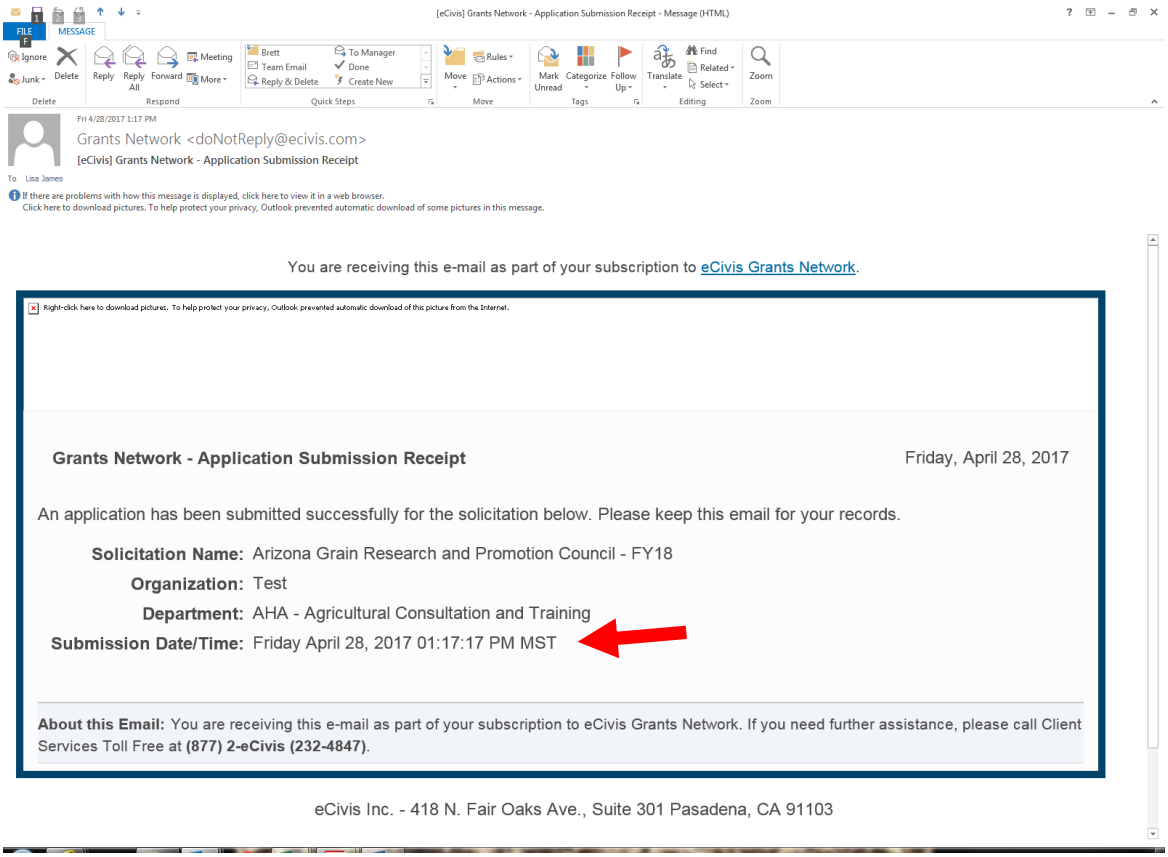
v. If you are sure that you want to submit your application check the boxes to certify and click on the “OK” button.




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.