# Summer Reading Mini-Grant Manual: Accepting an Award

After the library submits the request form and the proposed programs/purchases are approved, OLIS will issue your grant award package (agreement, assurances, and other grant documents) to the library director via DocuSign.

All other grant management will happen through the eCivis portal, so the award must also be accepted in eCivis.

Step 1: Invitation to the Program

Because **there is no application in eCivis**, before the official award agreement is issued to your library, **OLIS will invite the library to the grant program**.

- **OLIS will initiate the invitation in eCivis to the library director**, who will receive an email from the eCivis Portal (support@ecivis.com) called "**Direct to Award Notification**."
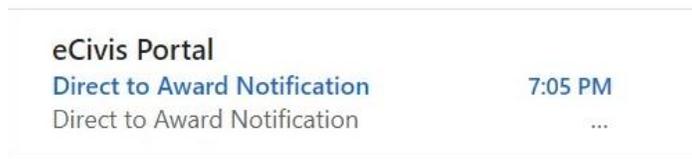
- **Click the link** in the body of that email **to accept the invitation**.
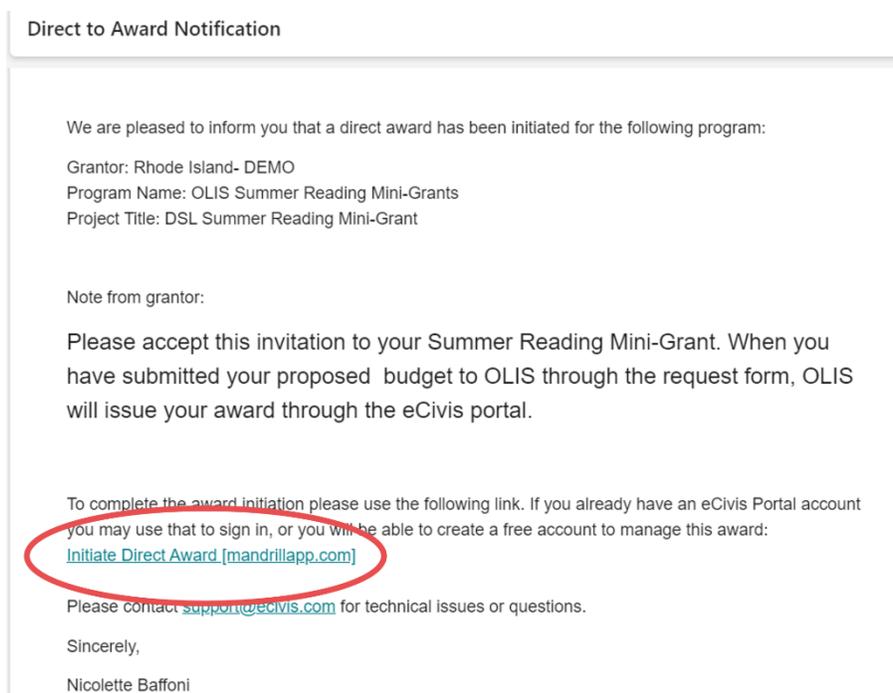
- Sign-in to eCivis, always selecting "**Portal Login**"

To begin the direct award process, please log in or create an account.

nicolette.baffoni@olis.ri.gov

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(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

Forgot Password?

Don't have an account?

Create an account

- **Create an account if necessary**. Please note: if you are creating a new account, you will need to go back to your email and re-click the link from the Direct to Award Notification

- Fill out the **Direct Award Initiation form** and **click Continue to finalize**. Put the library name in Organization Name field, even if you will be using a fiscal agent. **DO NOT change the Project Title.**

OLIS Summer Reading Mini-Grants

Before Rhode Island- DEMO can set up your award package, we need some basic information from you. If necessary, please contact the program coordinator directly for more information.

Direct Award Initiation

Organization Details

Organization Name: *

EIN:

Project Title: * DSL Summer Reading Mini-Grant

Authorized Representative

Full name: * Emily Goodman

Email Address: * emily.goodman@olis.ri.gov

Address: *

Address 2:

City: *

State: *

Zip: *

Phone: *

Phone Ext:

Continue   Decline Award

Once this is step is complete, **OLIS will initiate the next steps in eCivis**. You do not need to do anything in eCivis until you receive your award notification from OLIS.

Step 2: Receive Award Package in DocuSign

Once your Request form has been submitted and accepted by OLIS, **the library will receive an award package through DocuSign** containing:
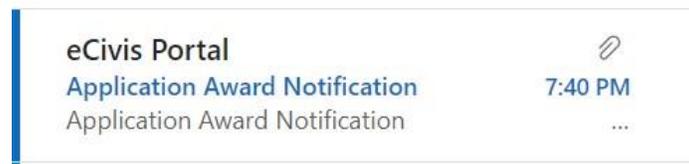
- Award Agreement
- Appendix 1: RI Grant Terms
- Appendix 2: LSTA Assurances
- Appendix 3: OLIS Terms (Summer Reading Mini-Grant details)

The library director will review and sign, and the OLIS Chief of Library Services will co-sign. **Grant activities (including purchasing) may begin on the date the agreement is co-signed by OLIS.**

Step 3: Accept the Award in eCivis

After the Award Package from DocuSign is signed by both the library and OLIS and the invitation to the award program is accepted in eCivis, **OLIS will issue your actual award in eCivis.**

- Library Director will receive an email from eCivis Portal (support@ecivis.com) titled "**Application Award Notification**." This might feel like the final step, and that you have your award in eCivis, **but you do not**!

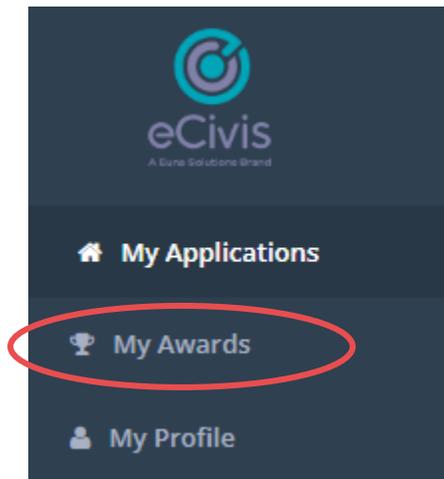- **Follow the link** in the email **to review and accept your award**.

- **Log in** to eCivis (as always, choose "Portal Log-in") and **click "My Awards"** from the menu.

- Either **click the Grant Title or select "Accept/Decline Award"** under the Actions column to accept your award.

- **Award acceptance requires you to move through four screens**: download files, finalize budget, finalize goals, and attach files. Your award package will be included under "Download Files" if you would like to download a copy; it is identical to the package you received through DocuSign. Instruction documents are also included in the award files. **Click Next to move on to the next screen.**

- Under finalize budget, **review the budget** that was created by OLIS based on your approved request form. Warning: budget will open in a new tab or window!

- Once you have reviewed the budget, **select "Accept and Continue" if it is correct**; if you notice any errors select "Request Budget Change" which will return to OLIS for changes and necessitate restarting the acceptance process once those changes are made.

- OLIS is not collecting any up-front "Target Units" for goals. **Do not enter anything in the goals fields**, scroll to the bottom of the screen and **click "Save and Continue."** Even clicking through the fields at this stage might trigger you to have to return your award to OLIS to start the approval process over at the beginning.

- There are no files you need to upload, so **at this stage click "Finalize and Submit"** to send the award back to OLIS for final approval!

Why does this feel repetitive? Didn't I already "accept" my award in DocuSign?

At this Award Acceptance stage of grant, the State of RI recommends that OLIS send the grant agrteement through eCivis for you to download, sign and upload. This process in eCivis does not allow for electronic signatures and would require either printing/scanning the agreement or the use of Adobe Signatures. Instead, OLIS uses DocuSign for that step to make the agreement signing smoother for everyone. For that reason, reviewing your award package in eCivis so that OLIS can approve it one last time might feel repetitive but it allows you and the OLIS Chief to e-sign your documents before grant management begins in eCivis.