



Hoosier Solutions... Today's Grants, Tomorrow's Results

eCivis User Lists - Getting the Right People on the Bus

Now that both grantee pre-award and grantee post-award are live in eCivis, it is a good time to think about whether your agency has the right mix and number of eCivis users.



An agency's eCivis user list needs an *optimal mix* of program, finance, and grants members.

- ⇒ Program Staff's perspective helps the entire team understand how the grant funds will be used. **Some program staff may not need eCivis access until the agency has implemented eCivis Grantor.**
- ⇒ Finance Team provides budgets and manages the accounting to ensure funding flows to support the project.
- ⇒ Not all agencies have a centralized Grants Office.

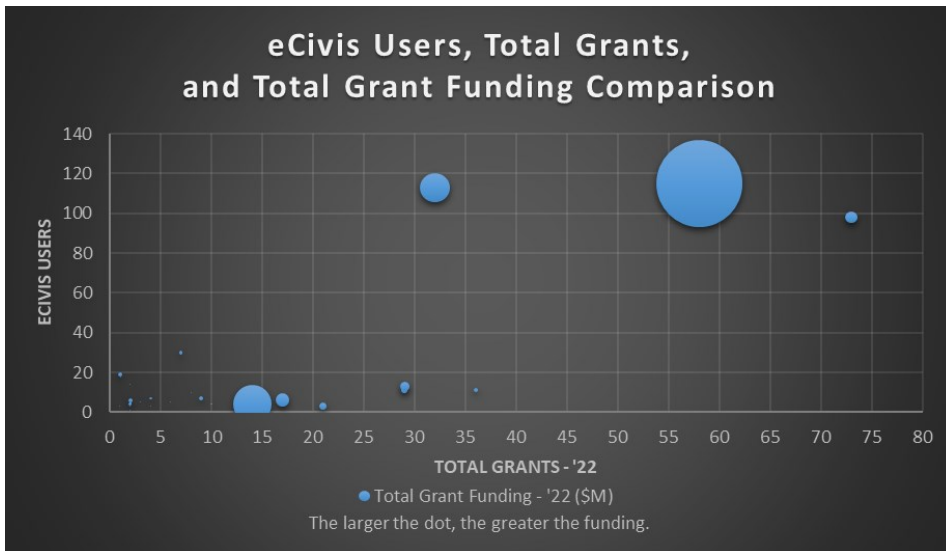
The optimal mix will vary from agency to agency.

NextLevel Grants Management is an OMB/SBA-driven initiative to improve federal grants management in Indiana.

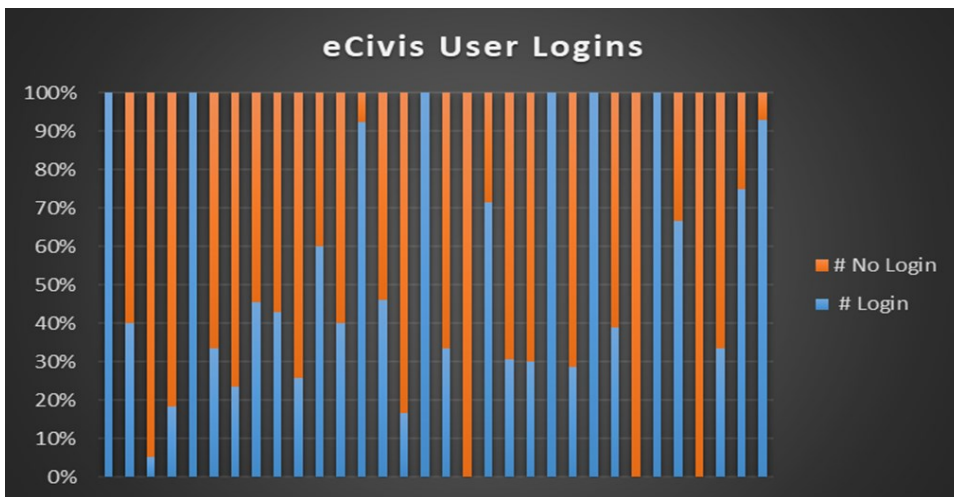
Does your agency have the optimal mix and number of eCivis users?

Indiana purchased a set number of eCivis user licenses based on state agency feedback regarding how many eCivis users each agency would need. To aid implementation of eCivis, agencies have been encouraged to add users to eCivis.

Currently, all eCivis user licenses have been assigned, and now agencies need to identify the optimal mix and number of users for their grants management process.



- ⇒ Some agencies may have too many eCivis users.
- ⇒ Some agencies may not have enough eCivis users.
- ⇒ Some agencies may not have the optimal mix of eCivis users.



- ⇒ A lack of activity in eCivis could suggest that user does not need an eCivis license or that user simply has not needed to be in eCivis yet.

It will take time to determine the optimal mix and number of eCivis users for each agency. All agencies are asked to conduct an initial evaluation of their list of eCivis users and adjust accordingly **by December 31, 2023**.

Need to add or remove an eCivis user from your agency's list?

[Contact Grants Management Team](#)