



Euna Grants Subrecipient Portal
Reviewer User Guide



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About Euna Grants Subrecipient Portal

For Programs distributed through the Euna Grants Subrecipient Portal system, reviewers have a centralized location to manage their lists of submissions to review.

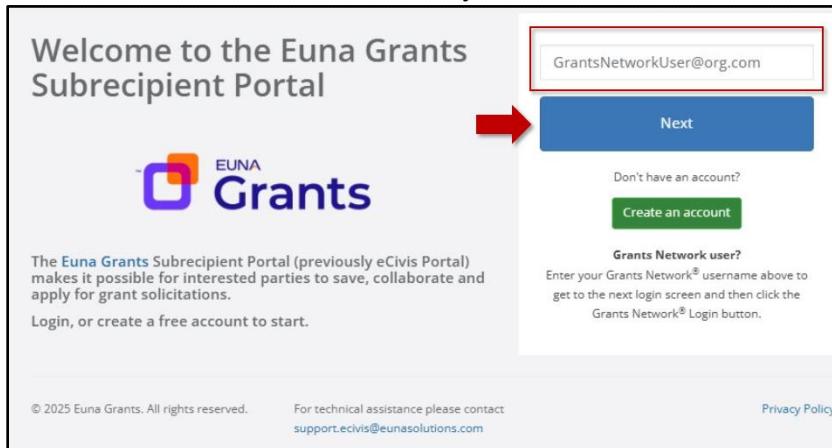
The chapters that follow will walk you through the review process.

If you have questions or experience issues, please reach out to your Program contact.

Logging Into the Portal Using Your Grants Network Credentials

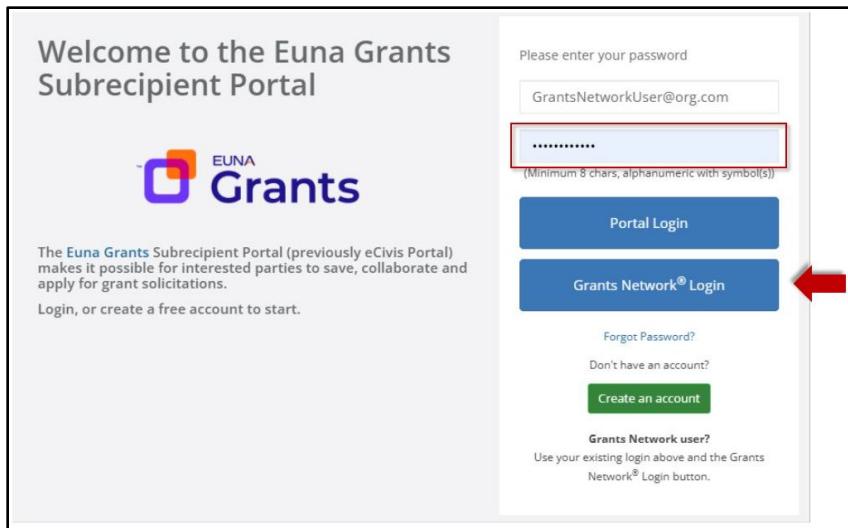
Grants Network users should use their Grants Network credentials to log into the Euna Grants Subrecipient Portal.

1. Navigate to the Euna Grants Subrecipient Portal login page: <https://portal.ecivis.com/#/login>
2. In the **Login field**, enter your **Grants Network Username** (this may be your email address or other username associated with your Grants Network account) and click on **Next**.



3. In the **Password field**, enter your **Grants Network password** and click on **Grants Network Login**.

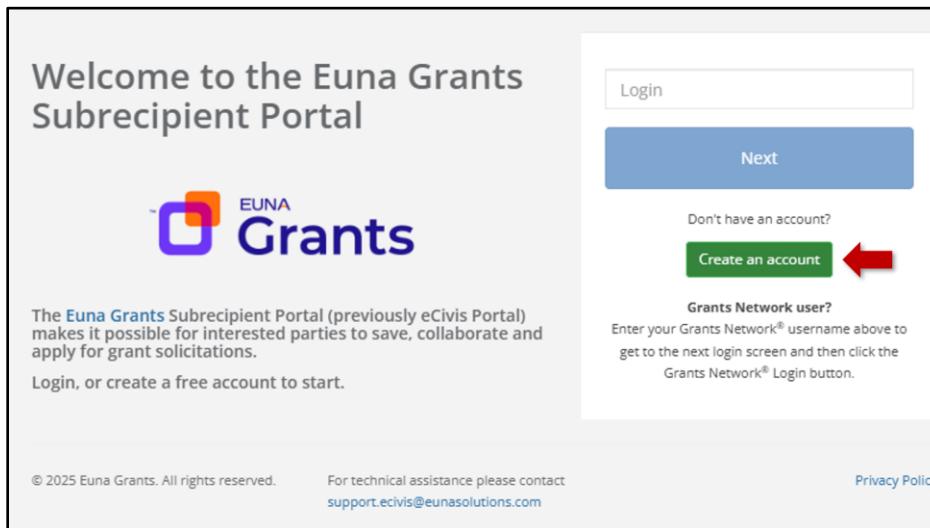
***Note:** the **Portal Login** button is used for Portal logins that are **NOT** used to log into Grants Network.



Creating a Portal Account and Logging In

Reviewers will need to set up a Euna Grants Subrecipient Portal account at <https://portal.ecivis.com/#/login>.

1. Click **Create an account**.



2. Enter your name, email address, create your password and click **Sign Up**.

New Account Signup

Welcome to the grant application portal.
This free service, provided by Euna Grants, allows grant seeking applicants the ability to save, collaborate, and apply to solicitations.

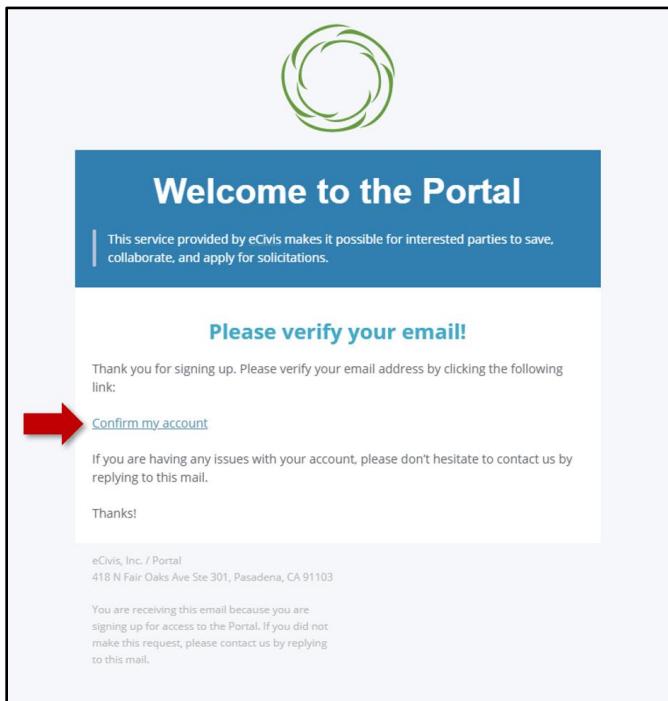
Sign Up

[← Back to Login](#)

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3. You will receive an automated confirmation email. Click on the **Confirm my account** link within the email.

*Note: If you do not see this email within a few minutes, check your spam/junk folder in your email inbox.



Euna Grants Subrecipient Portal Reviewer User Guide

4. You will be directed to the Euna Grants Subrecipient Portal login page. Enter your email address and click **Next**.

Welcome to the Euna Grants Subrecipient Portal

EUNA
Grants

Email verified. Please log in.

Next

Don't have an account?

Create an account

Grants Network user?

Enter your Grants Network® username above to get to the next login screen and then click the Grants Network® Login button.

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5. Click on **Portal Login**.

***Note:** the **Grants Network Login** button is used by users who have login credentials for Grants Network.

Welcome to the Euna Grants Subrecipient Portal

EUNA
Grants

Please enter your password

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

Portal Login

Grants Network® Login

Forgot Password?

Don't have an account?

Create an account

Grants Network user?

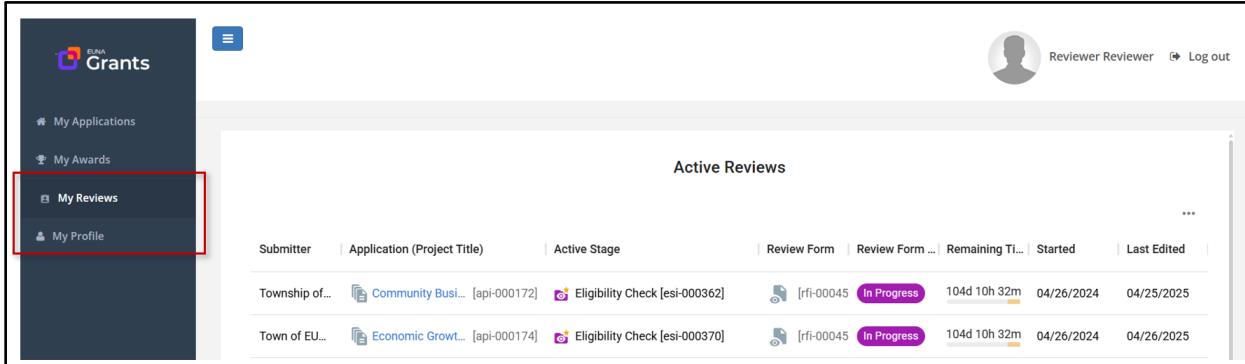
Use your existing login above and the Grants Network® Login button.

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Your Subrecipient Portal Dashboard

The Subrecipient Portal Dashboard provides four different views for Reviewers, which can be accessed using the navigation bar on the left side of the screen.

Most Reviewers will only utilize the two of these options: **My Reviews** and **My Profile**.



Switch views by clicking on the section name in the side navigation bar.

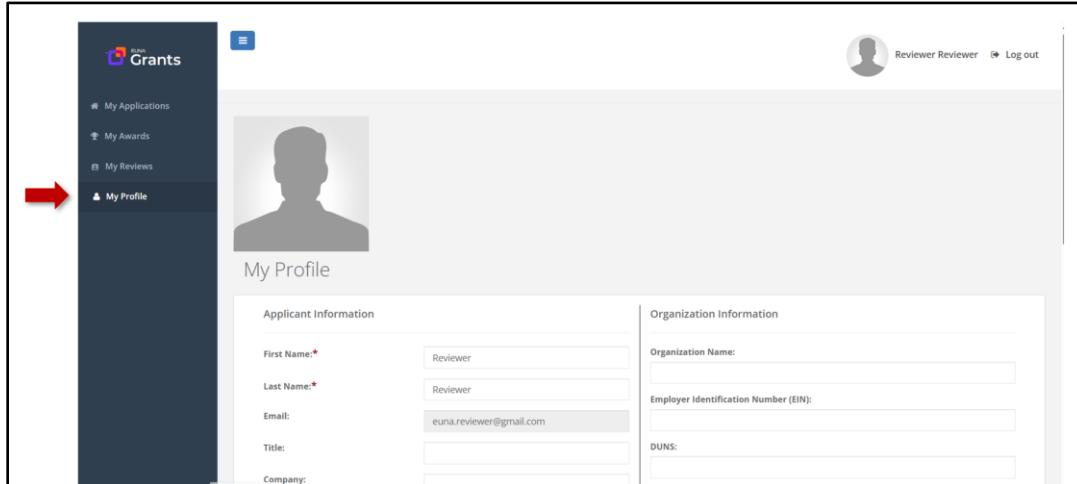
View Options:

- **My Applications:** Access to all applications and programs in your Portal account (used by Applicants only).
- **My Awards:** Access to all programs where you have been awarded (used by Applicants only).
- **My Reviews:** Access to all assigned reviews across multiple Programs.
- **My Profile:** Access to your profile information.

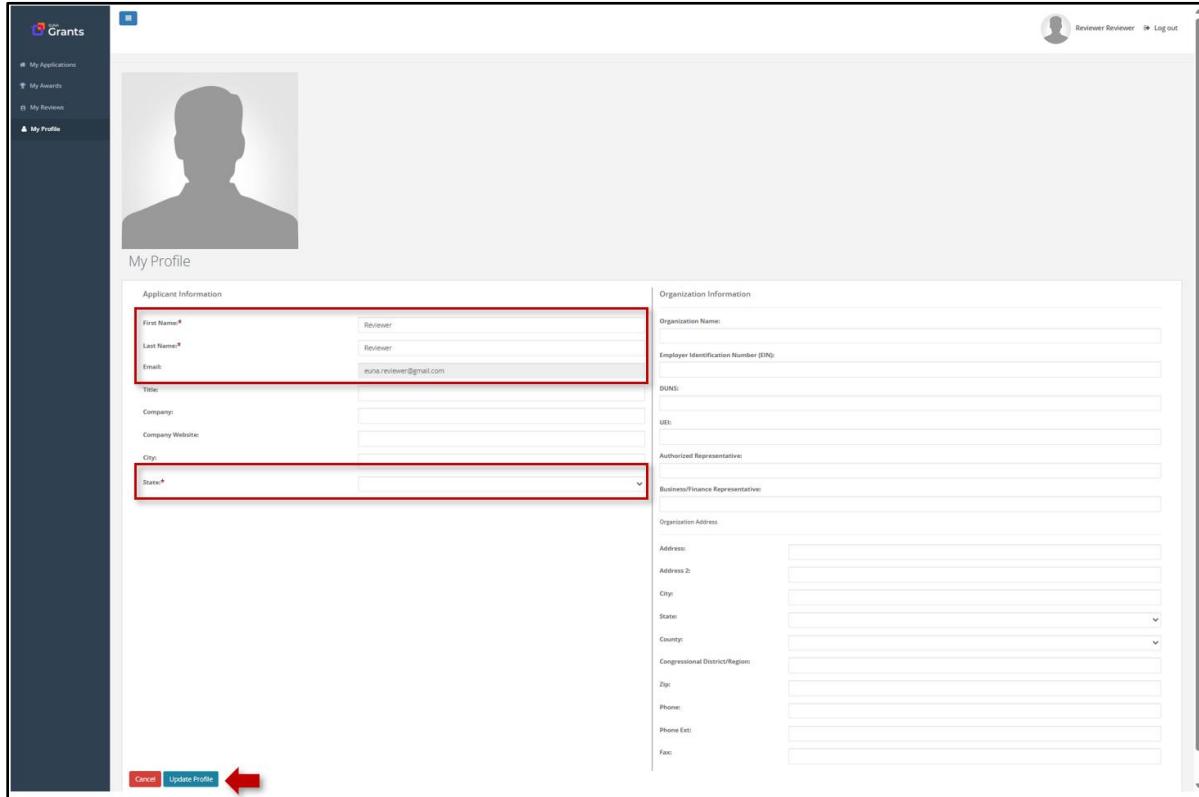
Setting Up Your Profile

IMPORTANT: All required fields in your **My Profile** section must be completed before reviewing submissions.

1. Click on **My Profile** in the navigation bar on the left side of the screen.



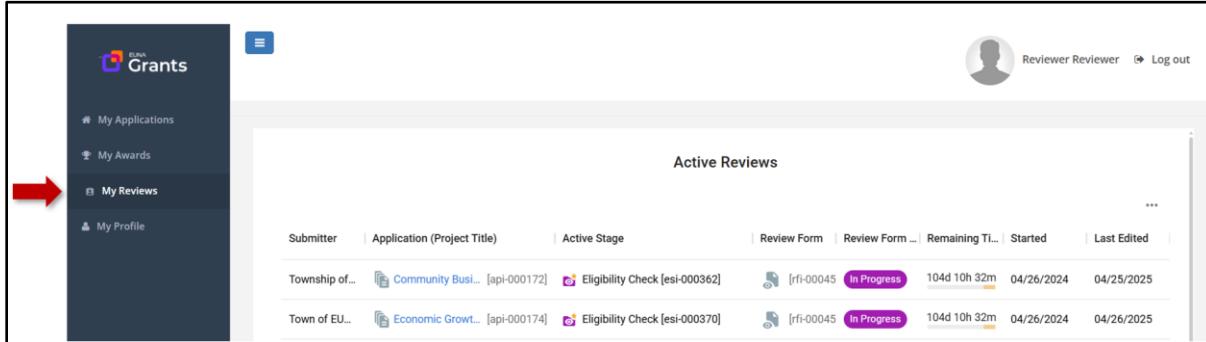
2. Complete all **required fields** marked with a red asterisk and provide information in the fields that are relevant to your situation.
3. Click on **Update Profile** at the bottom left side of the screen to save your changes.



The screenshot shows the 'My Profile' page of the Euna Grants Subrecipient Portal. The page has a dark sidebar on the left with navigation links: 'My Applications', 'My Awards', 'My Reviews', and 'My Profile'. The main content area is titled 'My Profile' and contains a placeholder profile picture. Below the picture, there are two sections: 'Applicant Information' and 'Organization Information'. The 'Applicant Information' section includes fields for First Name*, Last Name*, Email, Title, Company, Company Website, City*, and State*. The 'Organization Information' section includes fields for Organization Name, Employer Identification Number (EIN), DUNS, URL, Authorized Representative, Business/Finance Representative, Organization Address, Address, Address 2, City, State, County, Congressional Districts/Regions, Zip, Phone, Phone Ext, and Fax. At the bottom left of the page, there are 'Cancel' and 'Update Profile' buttons, with a red arrow pointing to the 'Update Profile' button.

Completing Your Assigned Reviews

1. Click on **My Reviews** in the navigation bar on the left side of the screen.

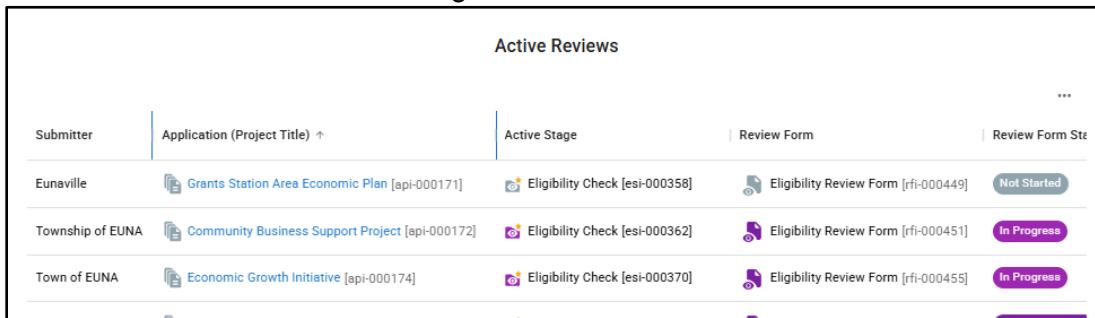


The screenshot shows the Euna Grants Subrecipient Portal interface. On the left, a dark sidebar menu includes links for 'My Applications', 'My Awards', 'My Reviews' (which is highlighted with a red arrow), and 'My Profile'. The main content area is titled 'Active Reviews' and displays a table of open evaluation stages. The table columns are: Submitter, Application (Project Title), Active Stage, Review Form, and Review Form Status. The data in the table is as follows:

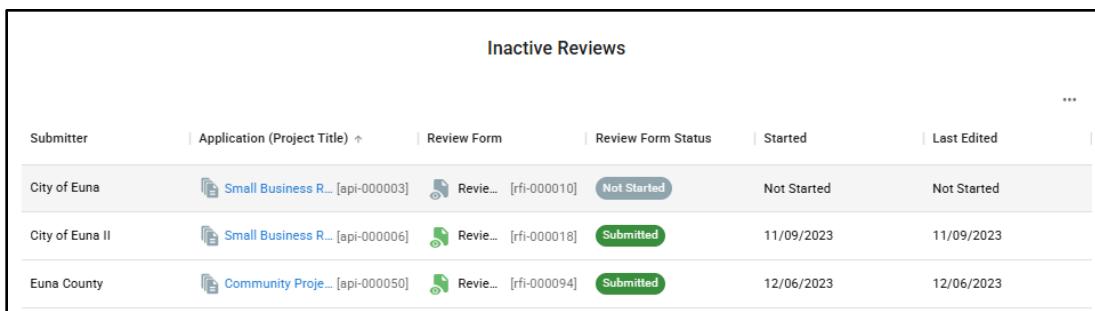
Submitter	Application (Project Title)	Active Stage	Review Form	Review Form Status
Township of...	Community Busi... [api-000172]	Eligibility Check [esi-000362]	[rfi-00045]	In Progress
Town of EU...	Economic Growt... [api-000174]	Eligibility Check [esi-000370]	[rfi-00045]	In Progress

The top of your screen includes an **Active Reviews** section that lists open Evaluation Stages needing your attention.

The bottom of your screen includes an **Inactive Reviews** section showing completed reviews and closed Evaluation Stages.



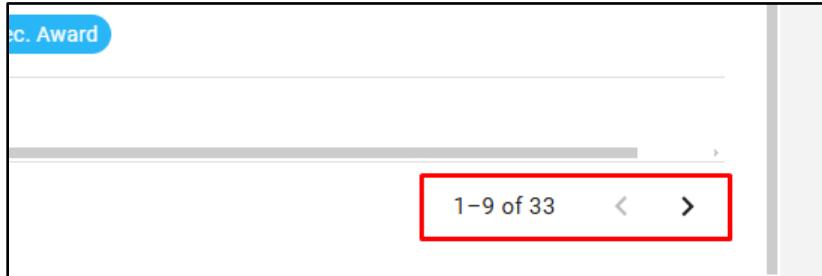
The screenshot shows the 'Active Reviews' section of the portal. The table data is identical to the one in the previous screenshot, listing two open evaluation stages for the Township of Euna and the Town of Euna.



The screenshot shows the 'Inactive Reviews' section of the portal. The table data is as follows:

Submitter	Application (Project Title)	Review Form	Review Form Status	Started	Last Edited
City of Euna	Small Business R... [api-000003]	[rfi-000010]	Not Started	Not Started	Not Started
City of Euna II	Small Business R... [api-000006]	[rfi-000018]	Submitted	11/09/2023	11/09/2023
Euna County	Community Proj... [api-000050]	[rfi-000094]	Submitted	12/06/2023	12/06/2023

You can sort your lists by clicking on a column heading and you can page over and back using the arrows at the bottom right of the page.



2. Click on the **Application ID** you wish to review. The stage status will show **Not Started** unless you have saved your review for later, triggering the **In Progress** status.

Submitter	Application (Project Title)	Active Stage	Review Form	Review Form Status	Remaining Time	Started	Last Edited
Eunaville	Grants Station Area Economic Plan [api-000171]	Eligibility Check [esi-000358]	Eligibility Review Form [rfi-000449]	Not Started	61d 12h 44m	Not Started	Not Started
Township of EUNA	Community Business Support Project [api-000172]	Eligibility Check [esi-000362]	Eligibility Review Form [rfi-000451]	In Progress	61d 12h 44m	04/26/2024	04/25/2025

3. Click **Edit** next to the Review Form you wish to fill.

Application [api-000165]

Application [api-000165]

Eligibility Check

Eligibility Review Form

Review by Jane Doe

Project Team

Budget

Goals

Entity	Type	Completion	Status	Actions
Application [api-000165]	Application Instance			
Eligibility Check [esi-000334]	Evaluation Stage			
Eligibility Review Form [rfm-000739]	Review Form(s)			
Review by Jane Doe [rfi-000495]	Review Content	0%	Not Started	EDIT

4. View the **Application Forms to Review** on the left-hand side of the screen (using the expand/collapse arrows, when necessary, to navigate multiple forms).

Provide feedback using the **Review Form** fields on the right.

The screenshot shows the 'Application Forms to Review' section on the left and a detailed review form on the right. The review form includes fields for conflict of interest, project narrative score (set to 9), and comments (stating 'The application effectively explained the project and this seems to be a great fit!'). A red box highlights the score and comments area.

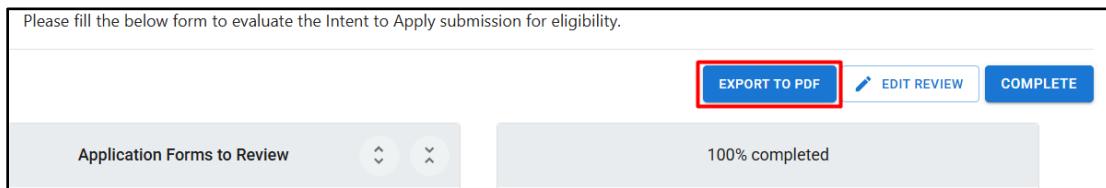
Note: If the Review Form is built with **scoring fields** that add up to a total score, you will see the **Total Score** value at the bottom of the form.

The screenshot shows a review form with a 'Total Score' field highlighted with a red box, showing a value of 17 / (out of 20).

5. Click **Save** once edits are complete.

The screenshot shows the 'Application Forms to Review' section on the left and a detailed review form on the right. The 'SAVE' button is highlighted with a red box.

To export a copy of the completed Review Form to PDF format, click **Export To PDF** from the top-right corner of the page.



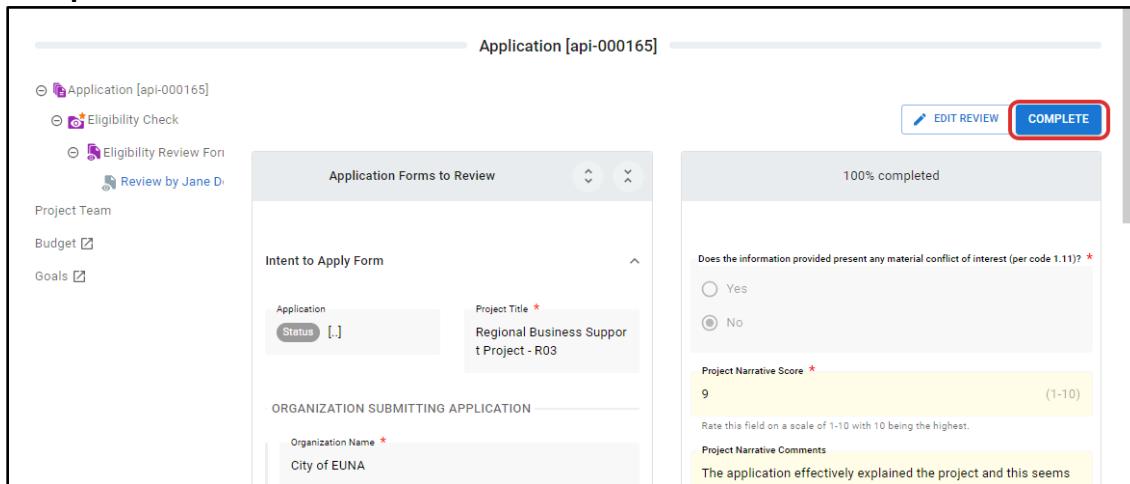
Please fill the below form to evaluate the Intent to Apply submission for eligibility.

Application Forms to Review

EXPORT TO PDF EDIT REVIEW COMPLETE

100% completed

6. If no further edits are needed and you are ready to submit the completed Review Form, click **Complete**.



Application [api-000165]

Application [api-000165] Eligibility Check Eligibility Review Form Review by Jane D.

Project Team Budget Goals

Intent to Apply Form

Application Status [..] Project Title * Regional Business Support Project - R03

ORGANIZATION SUBMITTING APPLICATION

Organization Name * City of EUNA

Does the information provided present any material conflict of interest (per code 1.11)? *

Yes No

Project Narrative Score * 9 (1-10)

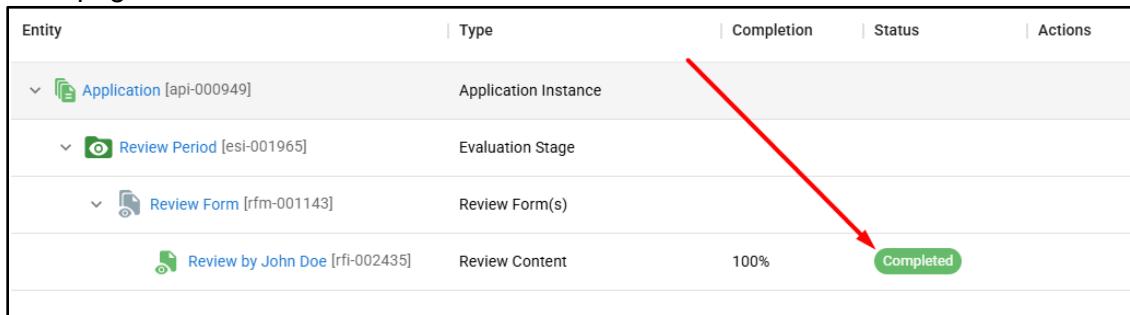
Rate this field on a scale of 1-10 with 10 being the highest.

Project Narrative Comments

The application effectively explained the project and this seems

EDIT REVIEW COMPLETE

7. The **Status** for the Review Form will now show as **Completed** in the Application Process table page.



Entity	Type	Completion	Status	Actions
Application [api-000949]	Application Instance			
Review Period [esi-001965]	Evaluation Stage			
Review Form [rfm-001143]	Review Form(s)			
Review by John Doe [rfi-002435]	Review Content	100%	Completed	

8. Completed Reviews will appear in your **My Reviews** list under the **Inactive Reviews** with a status of **Submitted**.



Eunaville	Grants Station Area... [api-000171]	Eligibility Review Fo... [rfi-000449]	Submitted
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9. Complete all assigned Reviews using this process. The Program Team will receive your submissions and may reach out as additional information is needed.