



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.

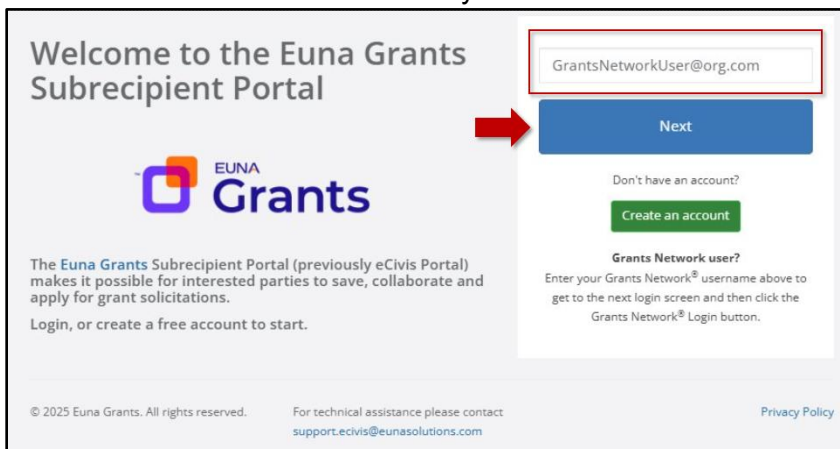
The chapters that follow will walk you through the review process.

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**.



Welcome to the Euna Grants Subrecipient Portal

EUNA Grants

The Euna Grants Subrecipient Portal (previously eCivis Portal) makes it possible for interested parties to save, collaborate and apply for grant solicitations. Login, or create a free account to start.

GrantsNetworkUser@org.com

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

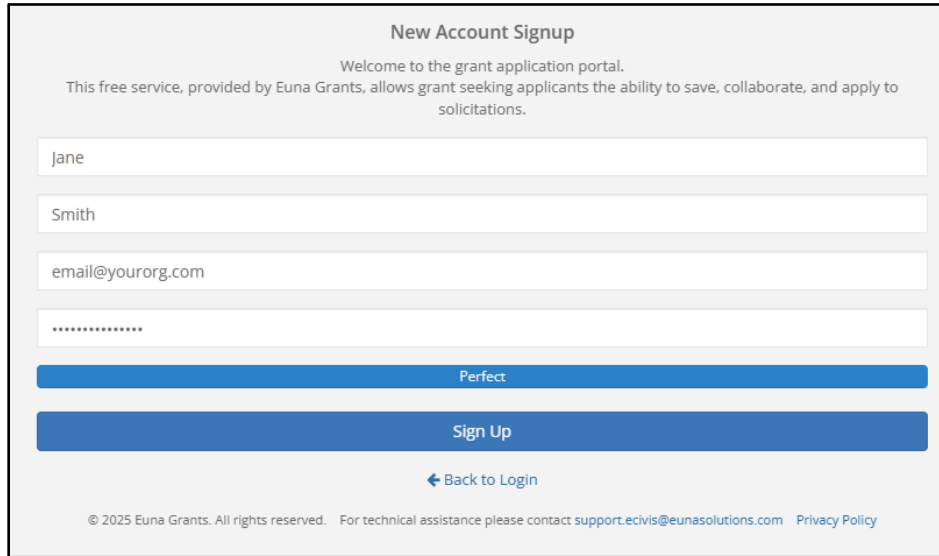
***Note:** the **Portal Login** button is used for Portal logins that are **NOT** used to log into Grants Network.

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**.

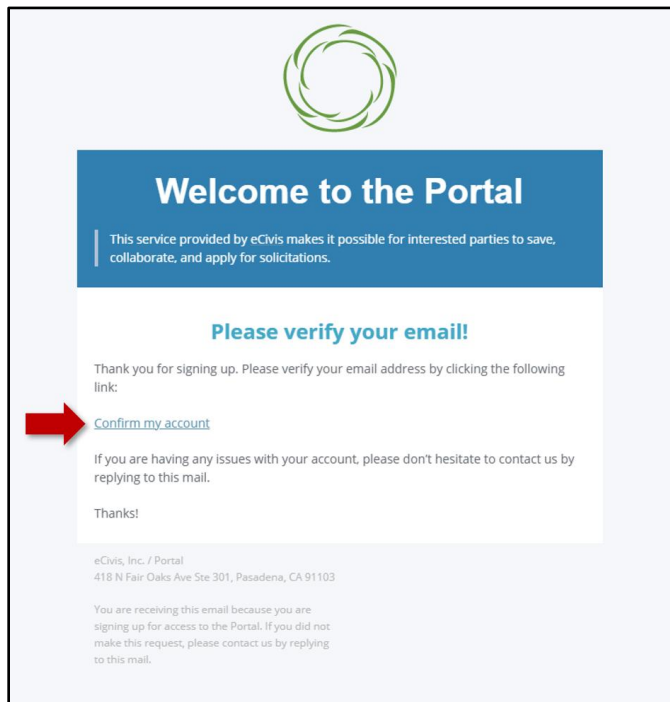
2. Enter your name, email address, create your password and click **Sign Up**.



The image shows a 'New Account Signup' form. At the top, it says 'New Account Signup' and 'Welcome to the grant application portal.' Below this, it states: 'This free service, provided by Euna Grants, allows grant seeking applicants the ability to save, collaborate, and apply to solicitations.' The form has four input fields: a first name field with 'Jane', a last name field with 'Smith', an email field with 'email@yourorg.com', and a password field with eight dots. Below the password field is a blue button labeled 'Perfect'. Below that is a larger blue button labeled 'Sign Up'. At the bottom of the form is a link that says '← Back to Login'. At the very bottom, there is a footer: '© 2025 Euna Grants. All rights reserved. For technical assistance please contact support.ecivis@eunasolutions.com [Privacy Policy](#)'.


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.



- 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



The Euna Grants Subrecipient Portal (previously eCivis Portal) makes it possible for interested parties to save, collaborate and apply for grant solicitations.

Login, or create a free account to start.

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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- 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



The Euna Grants Subrecipient Portal (previously eCivis Portal) makes it possible for interested parties to save, collaborate and apply for grant solicitations.

Login, or create a free account to start.

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?

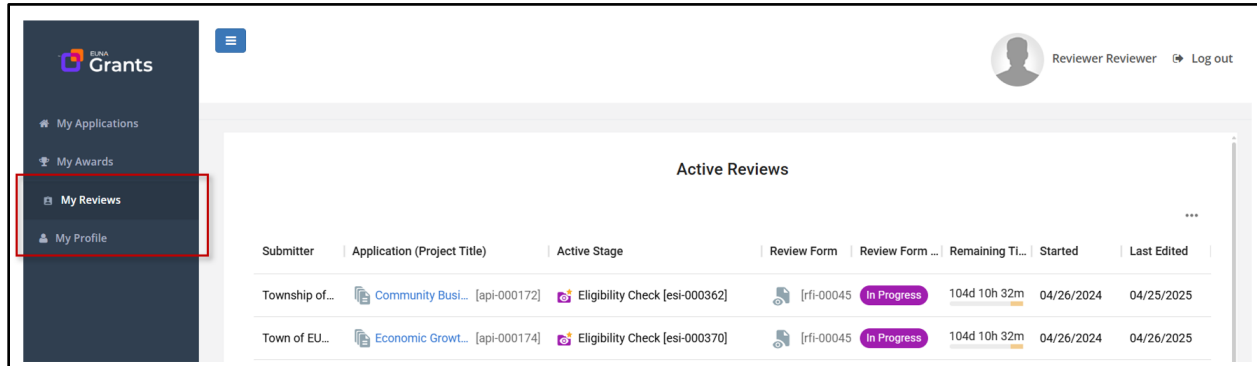
Use your existing login above and the Grants Network® Login button.

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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.

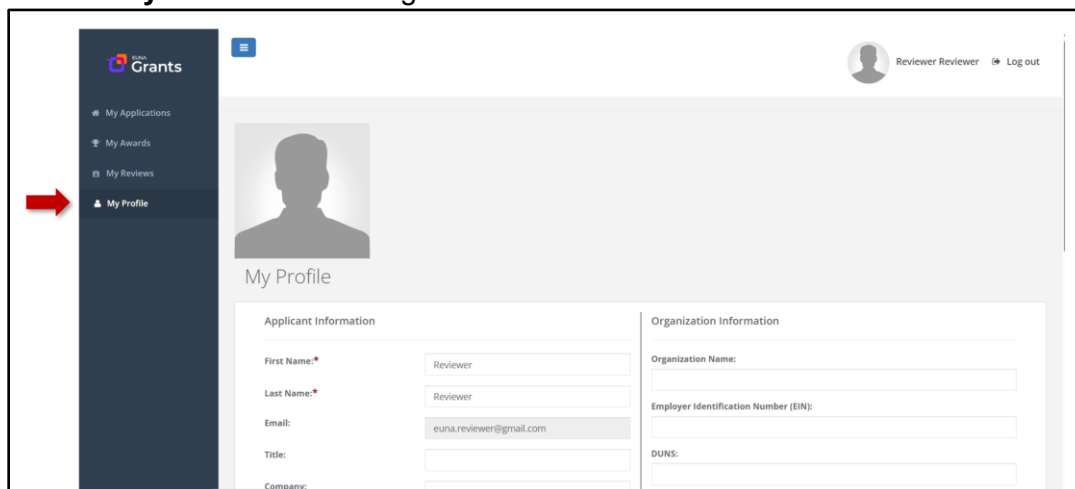
View Options:

- **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.

My Profile

Applicant Information

First Name* Reviewer

Last Name* Reviewer

Email euna.reviewer@gmail.com

Title

Company

Company Website

City

State*

Organization Information

Organization Name

Employer Identification Number (EIN)

DUNS

URL

Authorized Representative

Business/Finance Representative

Organization Address

Address

Address 2

City

State

Country

Congressional District/Region

Zip

Phone

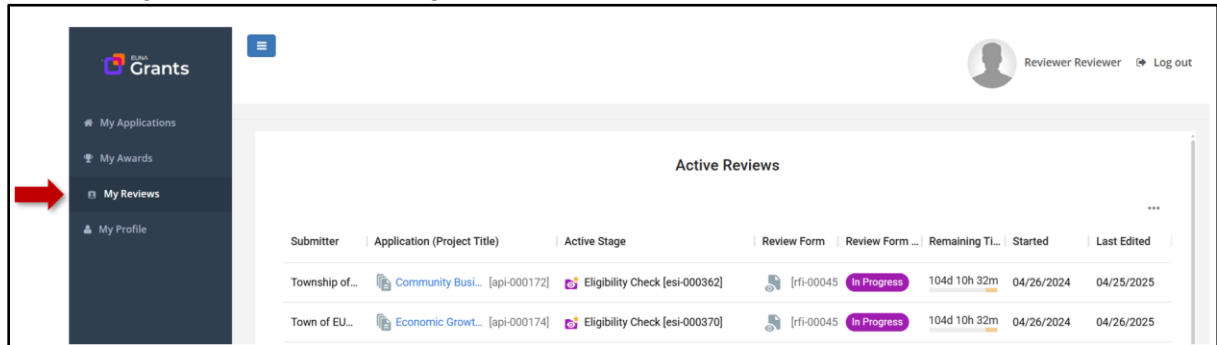
Phone Ext

Fax

Cancel Update Profile

Completing Your Assigned Reviews

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



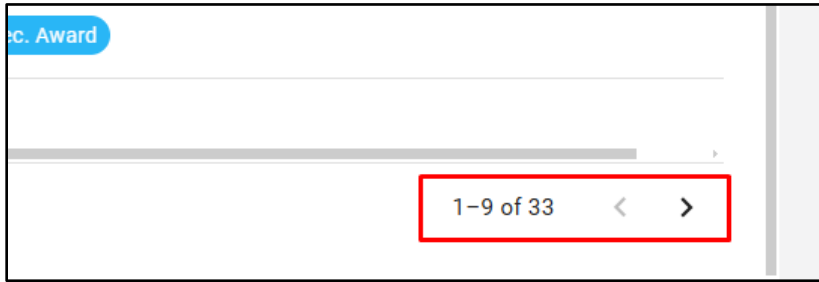
The top of your screen includes an **Active Reviews** section that lists open Evaluation Stages needing your attention.

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

Active Reviews						
Submitter	Application (Project Title) ↑	Active Stage	Review Form	Review Form Sta		
Eunaville	Grants Station Area Economic Plan [api-000171]	Eligibility Check [esi-000358]	Eligibility Review Form [rfi-000449]	Not Started		
Township of EUNA	Community Business Support Project [api-000172]	Eligibility Check [esi-000362]	Eligibility Review Form [rfi-000451]	In Progress		
Town of EUNA	Economic Growth Initiative [api-000174]	Eligibility Check [esi-000370]	Eligibility Review Form [rfi-000455]	In Progress		

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



- 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

- 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 D.

Project Team
Budget
Goals

Instructions

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 displays the 'Application Forms to Review' interface. On the left, a sidebar contains links for 'Eligibility Review Form', 'Project Team', 'Budget', and 'Goals'. The main panel shows the 'Intent to Apply Form' for 'Regional Business Support Project - R03'. It includes fields for 'Organization Name' (City of EUNA), 'Employer Ident', 'Unique Entity ID', 'DUNS Number', and 'Organization Address'. The right sidebar shows the 'Review Form' with a '0% completed' status. It includes a question about conflict of interest, a 'Project Narrative Score' of 9, and 'Project Narrative Comments'.

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 'Total Score' field at the bottom of the form, displaying the value '17 / (out of 20)'.

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

The screenshot displays the 'Application [api-000165]' interface. On the left, a sidebar contains links for 'Application [api-000165]', 'Eligibility Check', 'Eligibility Review Form', 'Project Team', 'Budget', and 'Goals'. The main panel shows the 'Intent to Apply Form' for 'Regional Business Support Project - R03'. It includes fields for 'Organization Name' (City of EUNA), 'Employer Ident', 'Unique Entity ID', 'DUNS Number', and 'Organization Address'. The right sidebar shows the 'Review Form' with a '0% completed' status. It includes a question about conflict of interest, a 'Project Narrative Score' of 9, and 'Project Narrative Comments'. A red box highlights the 'SAVE' button in the top right corner.

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.

EXPORT TO PDF

EDIT REVIEW

COMPLETE

Application Forms to Review

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.

Application Forms to Review

100% completed

Intent to Apply Form

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

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

9. Complete all assigned Reviews using this process. The Program Team will receive your submissions and may reach out as additional information is needed.