

Instructions for Downloading Application Information and Submitting Applications on-line.

Please review these instructions thoroughly as they have changed significantly from previous years.

Applications **must** be submitted to the AGRPC electronically on-line using the following process:

- Step 1 - Download the Application files.
- Step 2 - Complete the Application Cover Sheet.
- Step 3 - Submit the Application, Budget and signed Application Cover Sheet.

To complete the steps above, your computer system must have the following:

- Internet access
- Adobe Acrobat Reader

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

1. Access the AGRPC solicitation web page at:

<https://tinyurl.com/AGRPC-2024>

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



Arizona

Arizona Grain Research and Promotion Council - FY25

Apply



ID:	AGRPC25-1	Summary: The Arizona Grain Research and Promotion Council ("AGRPC") has established a Grant program to assist Arizona grain producers in identifying solutions to production issues. All research findings, abstracts, and reports resulting from funds awarded through this grant process shall be made available to Arizona grain producers through the AGRPC. The AGRPC is exempt from the provisions of Title 41, Chapter 24, Arizona Revised Statutes, relating to grants pursuant to A.R.S. § 41-2706(B)(6) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-205 (attached).
Title:	Arizona Grain Research and Promotion Council - FY25	
Application Start Date:	05/02/2024	
Application End Date:	08/09/2024	
CFDA/ALN:	N/A	
Reference URL:	https://agriculture.az.gov/grants	



Arizona

Arizona Grain Research and Promotion Council - FY25

Apply

Overview	Eligibility	Financial	Contact	Files
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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.



Arizona

Arizona Grain Research and Promotion Council - FY25

Apply

Overview	Eligibility	Financial	Contact	Files
----------	-------------	-----------	---------	-------

Award Amount:	N/A (min)	N/A (max)
----------------------	-----------	-----------

Number of Awards:	N/A
--------------------------	-----

Average Award Size:	N/A
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Matching Required:	No
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Financial Notes:

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.

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 in August of 2024.



Arizona

Arizona Grain Research and Promotion Council - FY25

Apply

Overview	Eligibility	Financial	Contact	Files
----------	-------------	-----------	---------	-------

Agency/Department:	AHA - Agricultural Consultation and Training	Contact Notes: For questions, please contact the Council Administrator.
Contact/Help:	ljames@azda.gov	
Office:	N/A	
Program Contact:	Lisa James AGRPC Administrator Arizona Department of Agriculture 1110 W. Washington Street, Suite 450 Phoenix, AZ 85007 Telephone: 602-542-3262 Fax: 602-364-0830 E-mail: ljames@azda.gov	
Application Address:	Applications must be submitted online.	



Arizona

Arizona Grain Research and Promotion Council - FY25

Apply


Overview	Eligibility	Financial	Contact	Files
----------	-------------	-----------	---------	-------

Files:		File Notes: For instructions on downloading the application files, please visit our website at: https://agriculture.az.gov/grants 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. <u>The information contained in an application shall not be confidential.</u> All applications shall be open for public inspection the next business day after the due date.
Grant Manual:	Manual2024final050224 (158.5 Kb)	
Application Cover Sheet:	Application Cover Sheet - fillable (12.8 Kb)	
Instructions:	Instructions - revised 050224 (1.8 Mb)	

Note: These are general instructions based on the use of Windows 10 Professional as the operating system and Google Chrome as the browser. The use of a different operating system and/or browser other than Google Chrome, i.e. Internet Explorer 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 the download arrow  in the upper right menu bar.
Hint: Hover towards the top of the screen to un-hide the menu bar.
- c. The “Save As” dialog box will open.
- d. Name the file and save it to a location on your computer that you can access later.

2. Prepare the following file off-line.

Application Cover Sheet in PDF format – Completed, printed, signed and scanned into a new PDF document or digitally signed and saved as a PDF document.

3. See pages 8 and 9 of the Grant Manual for Required Application Information.


Hint: Required Application Information can be prepared in a Word document and then copied and pasted into the on-line application.

4. When the Required Application Information, Budget and signed Application Cover Sheet are complete, use the following steps to submit the application on-line:

- a. Return to the AGRPC solicitation web page at:

<https://tinyurl.com/AGRPC-2024>

b. Click on the “Apply” button.



Arizona
Arizona Grain Research and Promotion Council - FY25

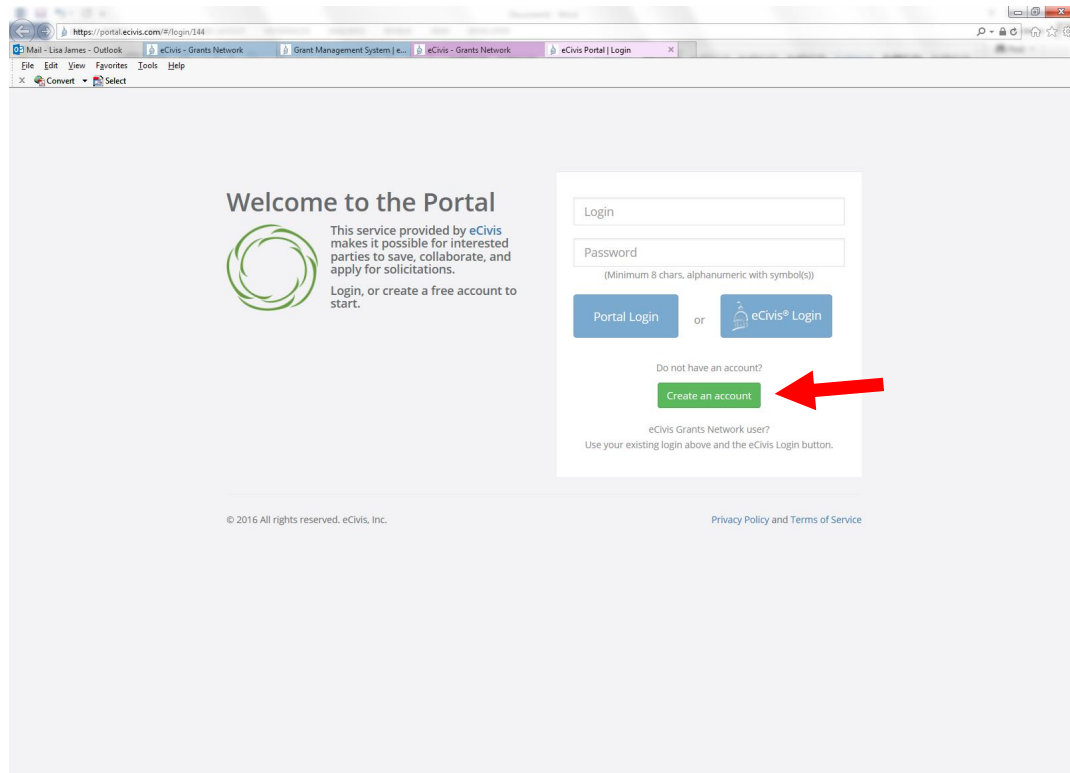
[Apply](#)

Overview	Eligibility	Financial	Contact	Files
ID:	AGRPC25-1			
Title:	Arizona Grain Research and Promotion Council - FY25			
Application Start Date:	05/02/2024			
Application End Date:	08/09/2024			
CFDA/ALN:	N/A			
Reference URL:	https://agriculture.az.gov/grants			

Summary:

The Arizona Grain Research and Promotion Council (“AGRPC”) has established a Grant program to assist Arizona grain producers in identifying solutions to production issues. All research findings, abstracts, and reports resulting from funds awarded through this grant process shall be made available to Arizona grain producers through the AGRPC. The AGRPC is exempt from the provisions of Title 41, Chapter 24, Arizona Revised Statutes, relating to grants pursuant to A.R.S. § 41-2706(B)(6) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-205 (attached).

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



Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

Login

Password

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

Portal Login or eCivis® Login

Do not have an account?

[Create an account](#)

eCivis Grants Network user?
Use your existing login above and the eCivis Login button.

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<http://agriculture.az.gov>

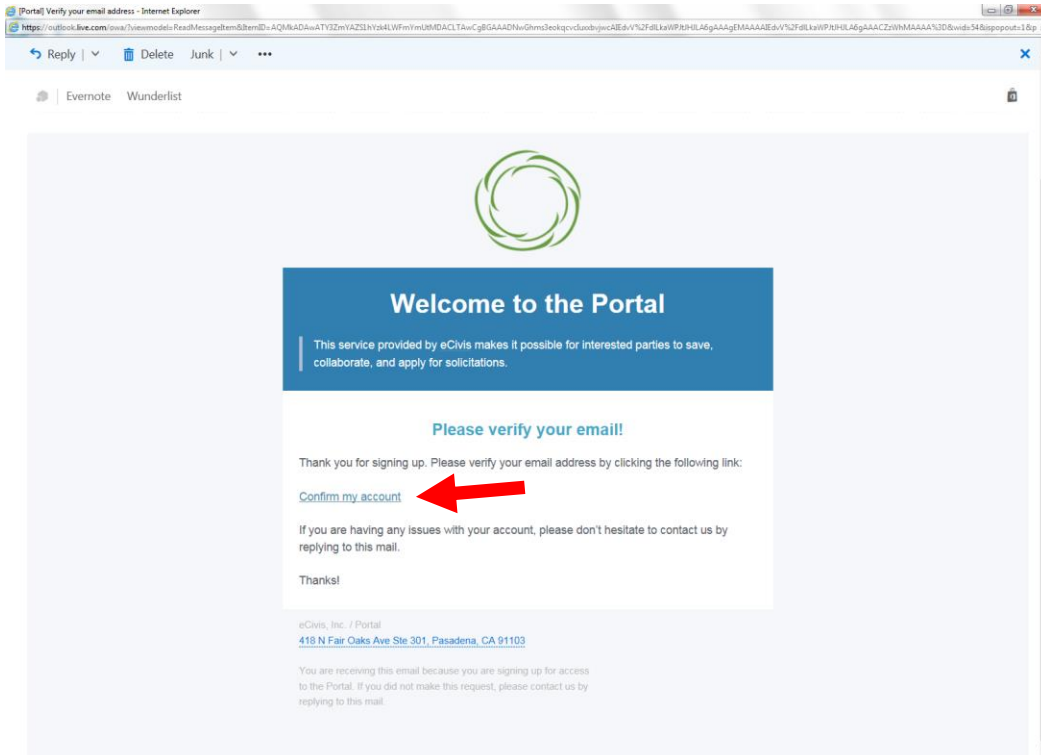
- d. Enter the appropriate information for a new account signup. Note: The “Passphrase” (password) must rate as “strong” or “perfect” or the system will not allow a “Signup”.

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#/register>. The page title is "New Account Signup". Below the title, there is a welcome message: "Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate". The form contains four input fields: "First Name", "Last Name", "Email Address", and "Passphrase". Below the "Passphrase" field, there is a red indicator that says "Weak". At the bottom of the form, there is a blue "Sign Up" button and a link that says "Back to Login". At the very bottom of the page, there is a copyright notice: "© 2016 All rights reserved. eCivis, Inc. Privacy Policy and Terms of Service".

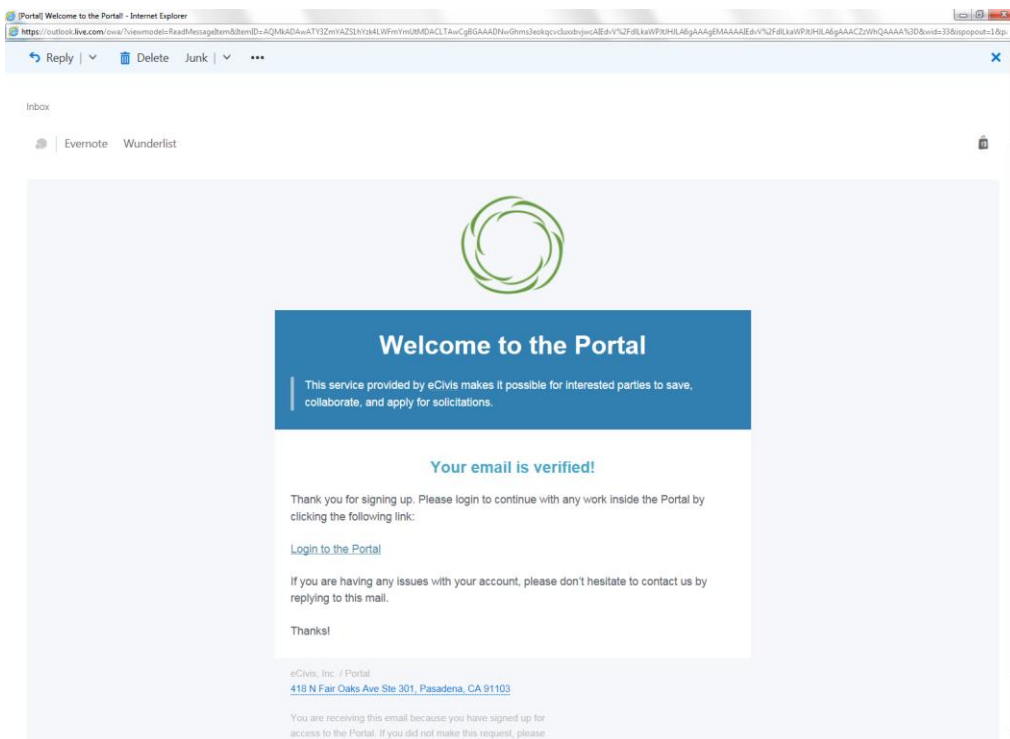
- e. You will receive a message to confirm your e-mail address via an e-mail message sent to you.

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#/registered>. The page features a green circular logo on the left. Below the logo, the text reads "Welcome to the Portal" and "This service provided by eCivis makes it possible for applicants to save, collaborate, and apply to solicitations." On the right side, there is a white box with a green border containing the message: "Congratulations, you have successfully created your account!". Below this message, it says: "Check your email for a verification link to confirm your account and continue applying for the grant you were viewing. If you do not receive an email within an hour please contact support@ecivis.com." At the bottom of this box is a link that says "Back to Login". At the very bottom of the page, there is a copyright notice: "© 2016 All rights reserved. eCivis, Inc." and a link for "Privacy Policy and Terms of Service".

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

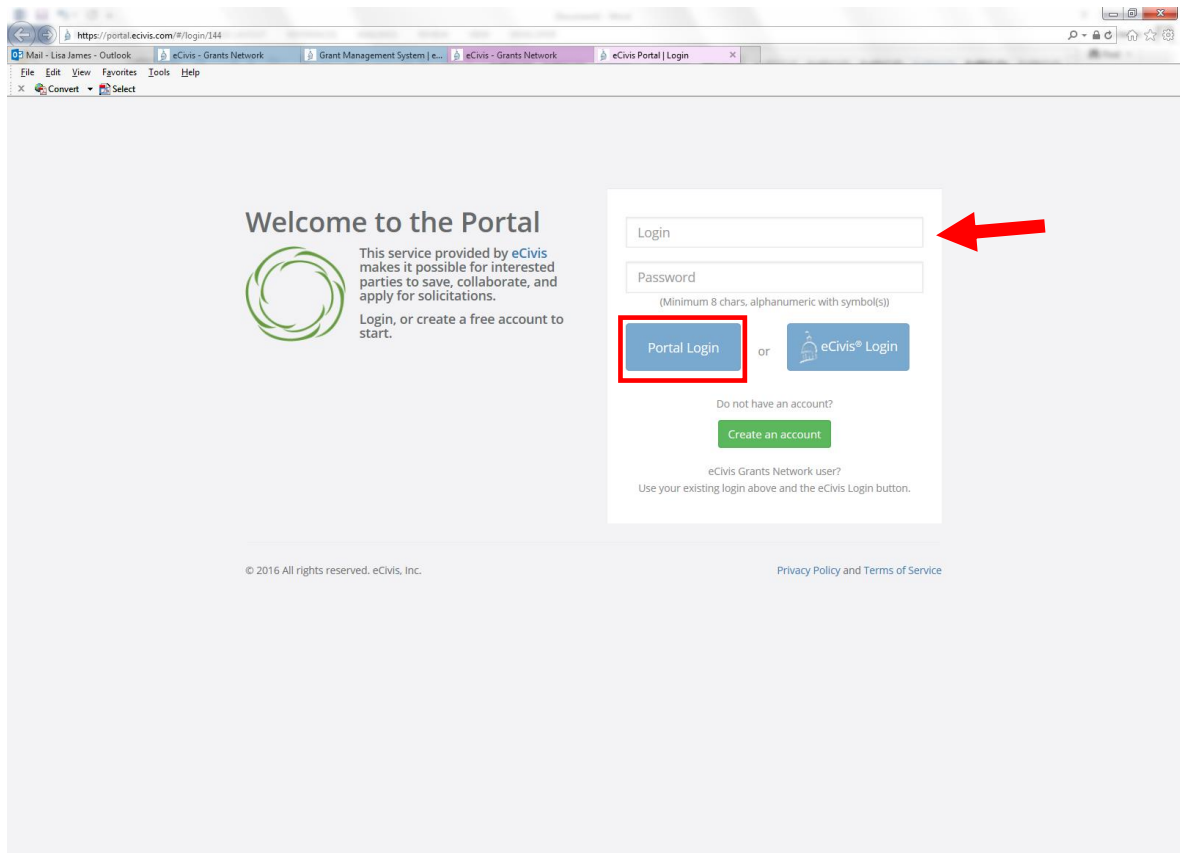


- g. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.

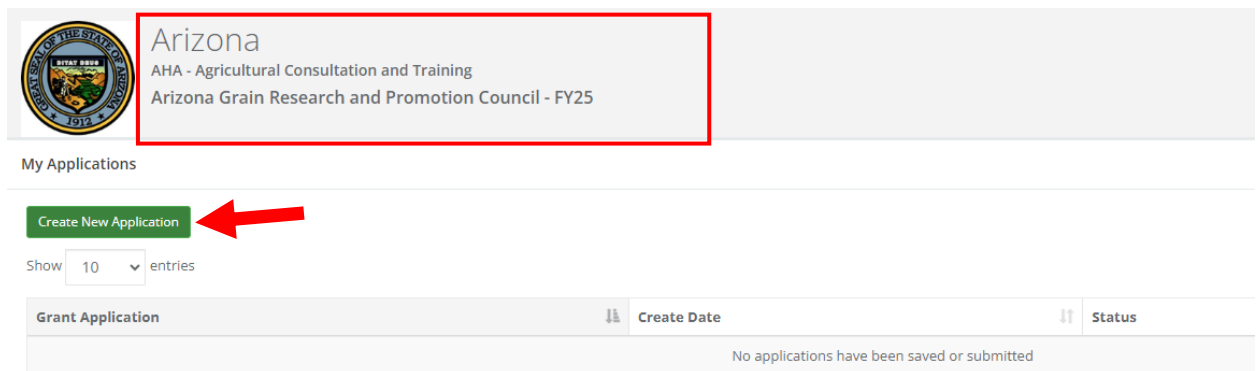


<http://agriculture.az.gov>

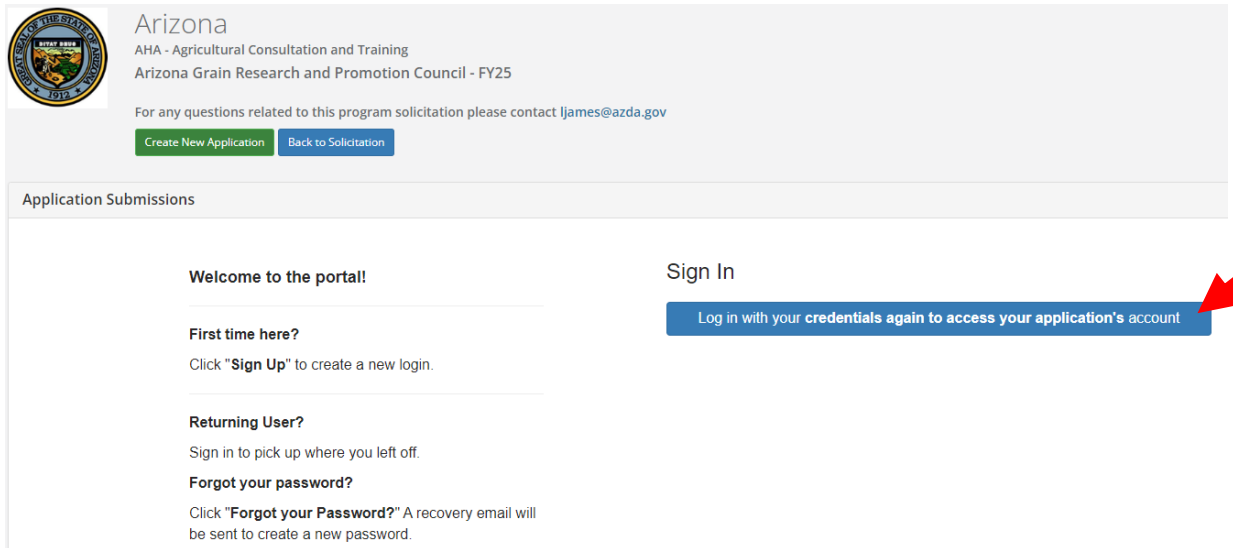
h. Login to the “Portal” with your login and password.



i. After logging in, verify that you are on in the correct portal then click on the green button “Create New Application”.



- j. It may be necessary to repeat the sign-in process by clicking on the blue button. **Otherwise skip to Step m.**



Arizona
AHA - Agricultural Consultation and Training
Arizona Grain Research and Promotion Council - FY25

For any questions related to this program solicitation please contact lames@azda.gov

[Create New Application](#) [Back to Solicitation](#)

Application Submissions

Welcome to the portal!

First time here?
Click "**Sign Up**" to create a new login.

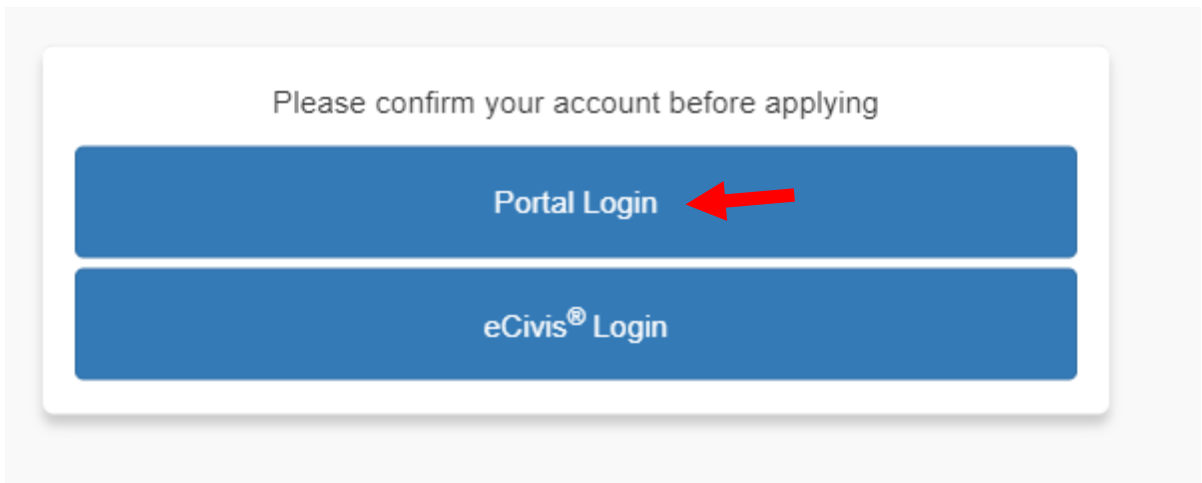
Returning User?
Sign in to pick up where you left off.

Forgot your password?
Click "**Forgot your Password?**" A recovery email will be sent to create a new password.

Sign In

[Log in with your credentials again to access your application's account](#)

- k. Always log-in using the "Portal Login" button.

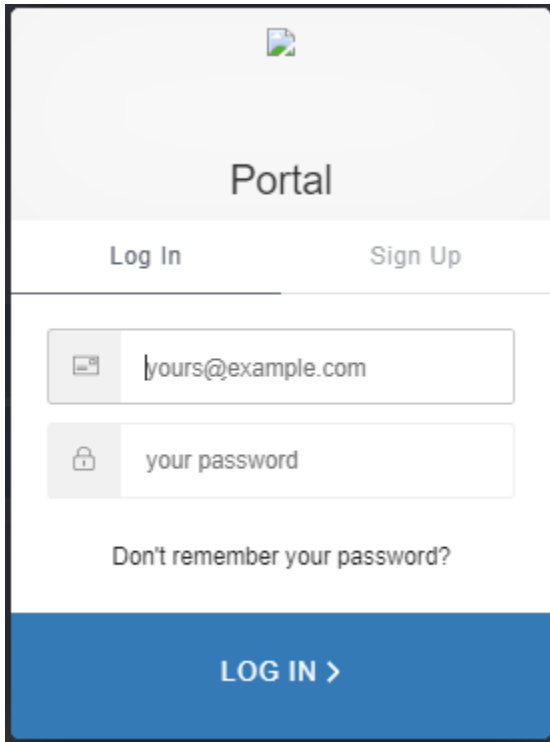


Please confirm your account before applying

[Portal Login](#)

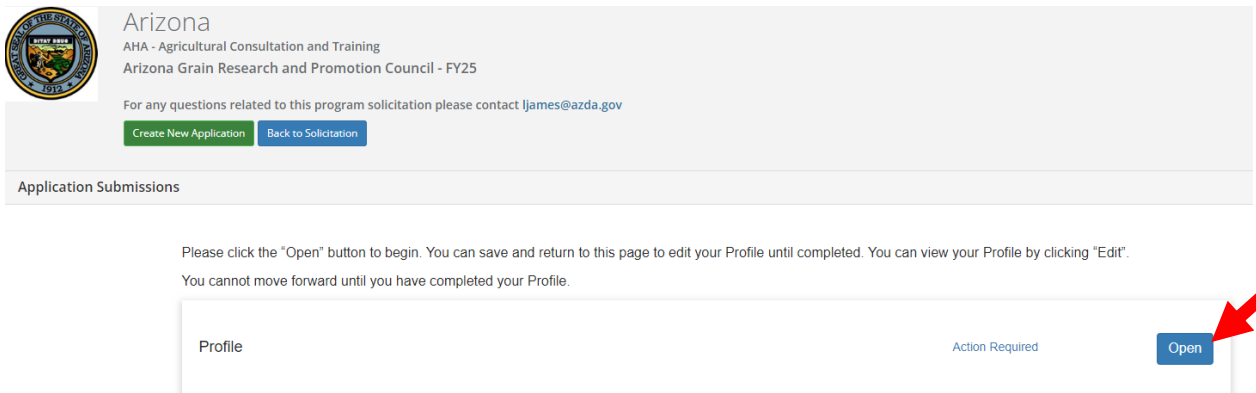
[eCivis® Login](#)

I. Login into the Portal with your e-mail and password.



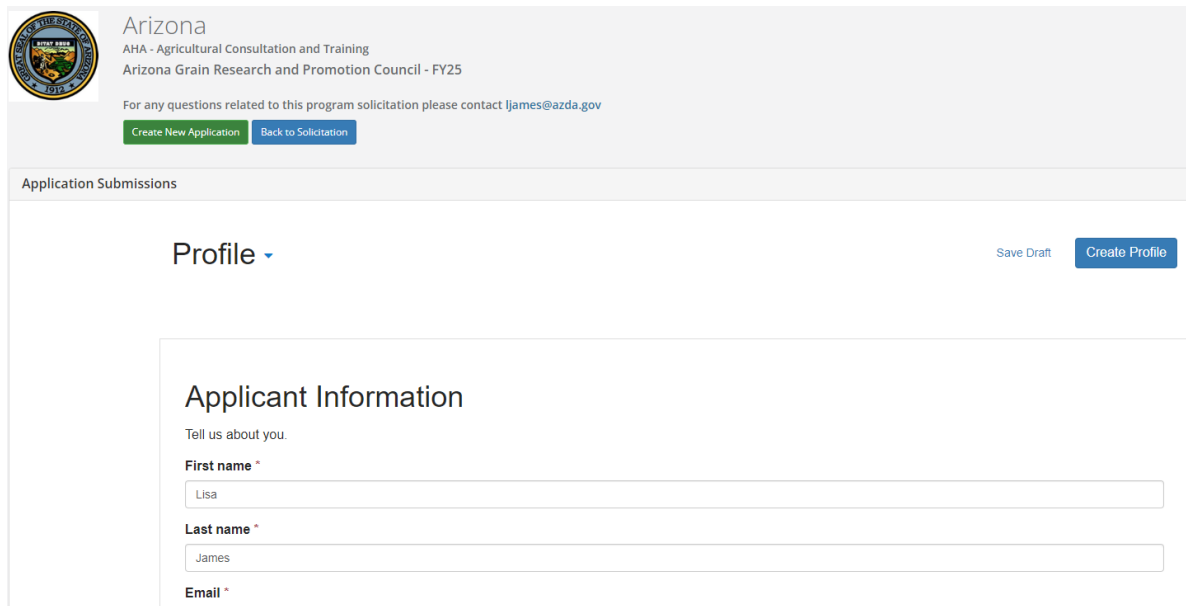
The screenshot shows a web portal with the title "Portal" at the top. Below the title are two buttons: "Log In" and "Sign Up". There are two input fields: the first is for an email address, containing "yours@example.com", and the second is for a password, containing "your password". Below the password field is a link that says "Don't remember your password?". At the bottom of the form is a large blue button with the text "LOG IN >".

m. Click on "Open" to update your profile information if necessary.



The screenshot shows a user profile page. At the top left is the Arizona state seal. To its right, the text reads "Arizona", "AHA - Agricultural Consultation and Training", and "Arizona Grain Research and Promotion Council - FY25". Below this is a contact email "lames@azda.gov" and two buttons: "Create New Application" and "Back to Solicitation". The main heading is "Application Submissions". Below this is a message: "Please click the 'Open' button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking 'Edit'. You cannot move forward until you have completed your Profile." At the bottom of the page is a table with one row. The row has a cell labeled "Profile", a cell labeled "Action Required", and a cell containing a blue button labeled "Open". A red arrow points to the "Open" button.

- n. Enter the appropriate information on the “Profile” page and click on “Create Profile” at the bottom or top of the page.



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[Create New Application](#) [Back to Solicitation](#)

Application Submissions

Profile Save Draft [Create Profile](#)

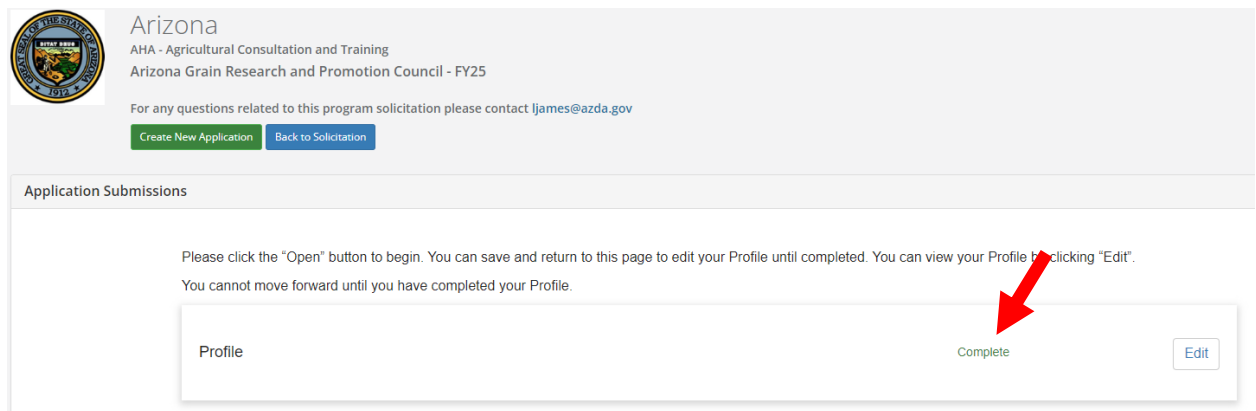
Applicant Information
Tell us about you.

First name *

Last name *

Email *

- o. Confirm that the “Profile” step is checked as “Complete”.



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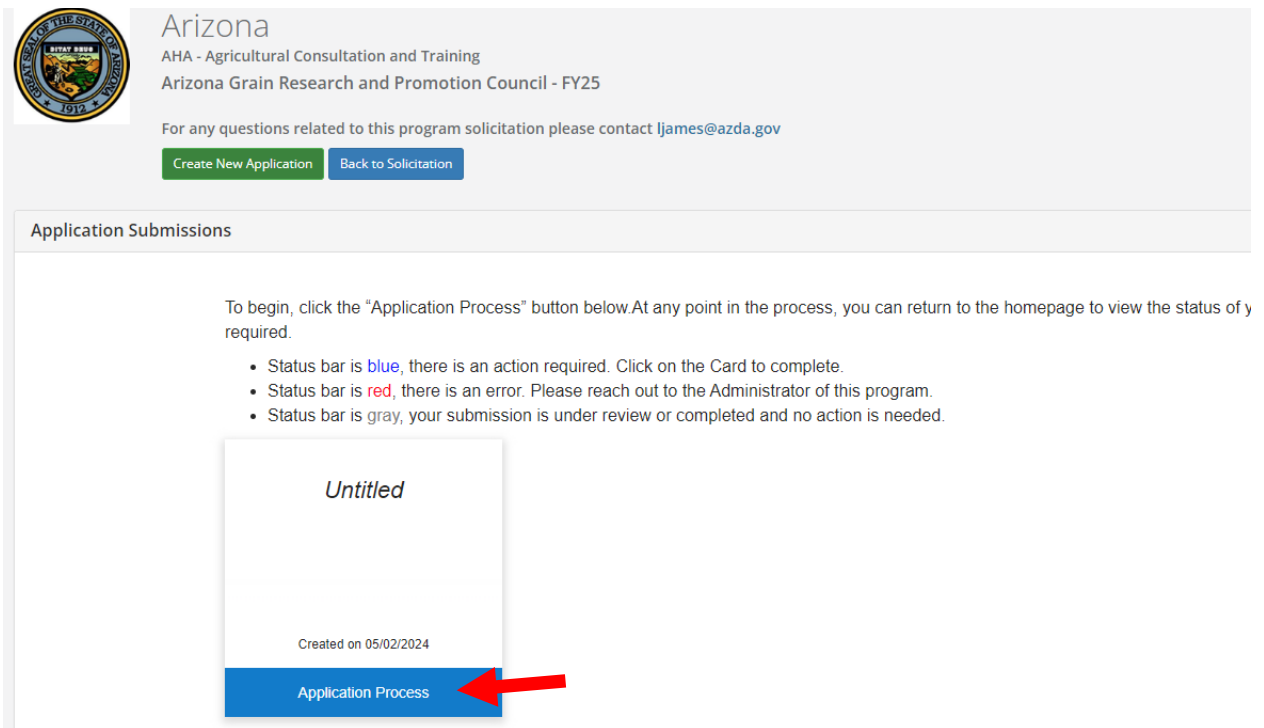
[Create New Application](#) [Back to Solicitation](#)

Application Submissions

Please click the “Open” button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking “Edit”.
You cannot move forward until you have completed your Profile.

Profile Complete [Edit](#)

- p. To start the application, click in the "Application Submission" section of the "Untitled" box. *Hint: You may have to scroll down within the area to reveal it.*



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[Create New Application](#) [Back to Solicitation](#)

Application Submissions

To begin, click the "Application Process" button below. At any point in the process, you can return to the homepage to view the status of y required.

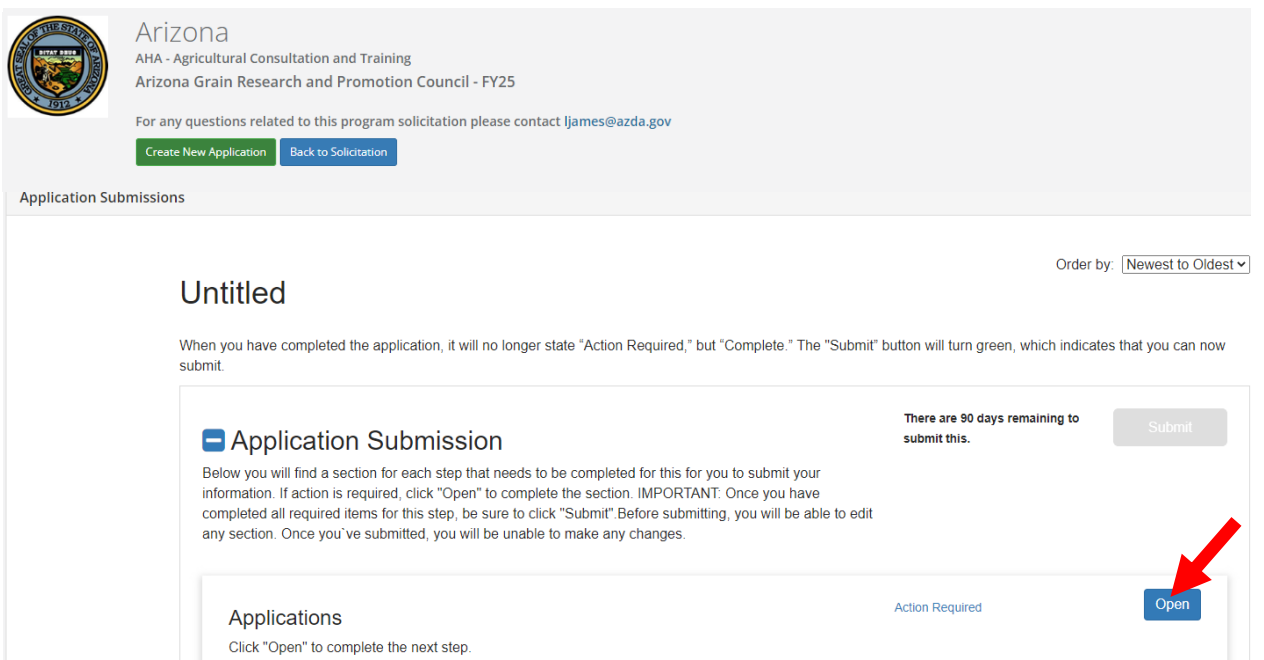
- Status bar is **blue**, there is an action required. Click on the Card to complete.
- Status bar is **red**, there is an error. Please reach out to the Administrator of this program.
- Status bar is **gray**, your submission is under review or completed and no action is needed.

Untitled

Created on 05/02/2024

[Application Process](#)

- q. Click on "Open" to enter the application information.



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AHA - Agricultural Consultation and Training
Arizona Grain Research and Promotion Council - FY25

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[Create New Application](#) [Back to Solicitation](#)

Application Submissions

Order by:

Untitled

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

Application Submission

Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click "Open" to complete the section. **IMPORTANT:** Once you have completed all required items for this step, be sure to click "Submit" Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes.

There are 90 days remaining to submit this. [Submit](#)

Applications	Action Required	Open
--------------	-----------------	----------------------

Click "Open" to complete the next step.

- r. Enter all “required” information indicated with an asterisk. **Please see page 8 of the Grant Manual.**

Arizona
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Arizona Grain Research and Promotion Council - FY25
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Create New Application Back to Solicitation

Application Submissions


Applications

Save Draft Mark Complete Close

When you are ready to submit this step, please click the blue “Save” button at the bottom of the page.

- You can save this form as a draft at any time by clicking “Save Draft” at the bottom of the page.
- When you have completed all required items, please click the “Mark Complete” button at the bottom of the page.

NOTE: When you have completed all required steps, be sure to click “Submit” on the next page.

1. Application/Project Title * 

2. Org Name *

3. Program/Project Congressional District (check all that apply) *

- s. Click on “Save Draft” at the bottom or top of the page to return to the application at a later time.

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Create New Application Back to Solicitation

Application Submissions

Please see page 8 of the Grant Manual for Instructions.

Signed Application Cover Sheet *
Please see page 8 of the Grant Manual for Instructions.

+ Select a file

Budget Status *

Save Draft Mark Complete Close

- t. Click “+ Select a file” to upload the completed and signed Application Cover Sheet.

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Arizona Grain Research and Promotion Council - FY25

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Create New Application Back to Solicitation

Application Submissions

Please see page 8 of the Grant Manual for Instructions.

Signed Application Cover Sheet *
Please see page 8 of the Grant Manual for Instructions.

+ Select a file

Budget Status *

Save Draft Mark Complete Close

- u. From the dropdown list in the Budget Status field, choose, “I have completed the Budget Worksheet”.

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Create New Application Back to Solicitation

Application Submissions

Please see page 8 of the Grant Manual for Instructions.

Signed Application Cover Sheet *
Please see page 8 of the Grant Manual for Instructions.

+ Select a file

Budget Status *
I have completed the Budget Worksheet

- v. When all required fields are completed, click on “Mark Complete”.

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For any questions related to this program solicitation please contact ljames@azda.gov

[Create New Application](#) [Back to Solicitation](#)

Application Submissions

Please see page 8 of the Grant Manual for Instructions.

Signed Application Cover Sheet *
Please see page 8 of the Grant Manual for Instructions.

+ Select a file

Budget Status *
I have completed the Budget Worksheet

[Save Draft](#) [Mark Complete](#) [Close](#)

- w. Confirm that the Applications step is checked “Complete”.

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For any questions related to this program solicitation please contact ljames@azda.gov

[Create New Application](#) [Back to Solicitation](#)

Application Submissions

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

Application Submission There are 90 days remaining to submit this. [Submit](#)

Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click "Open" to complete the section. **IMPORTANT:** Once you have completed all required items for this step, be sure to click "Submit". Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes.

Applications Complete [Edit](#)

Click "Open" to complete the next step.

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

- x. Scroll down to the Application Budget section. Click on the “Actions” button of the line with the applicable Project Title to enter the project budget.

Applications Budget

Show 10 entries

Project Title	Create Date	Status	Total Requested	Actions
Test	05/05/2023	Draft	50.00	Actions


Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

y. Click on "Edit Budget".

Applications Budget

Show 10 entries Search:

Project Title	Create Date	Status	Total Requested	Actions
Test	05/05/2023	Draft	\$0.00	 Edit Budget > Previous 1 Next

Showing 1 to 1 of 1 entries

Enter the project budget information for each applicable Budget Category by clicking on the category title. **Please see page 9 of the Grant Manual.**

[Return to Application](#)

Budget Stage: Pre-Award

Actions




Budget Summary

\$0.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$0.00	Total Amount (Direct + Indirect)		

Budget Settings

Budget Items

	<u>Ext Cost</u>	<u>Direct Cost</u>
1. Personnel 	\$0.00	\$0.00
2. Fringe Benefits	\$0.00	\$0.00

- z. Enter details for each category in the table. Add rows if necessary. Totals will calculate automatically.


Budget Items

Personne

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:		\$0.00	\$0.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
Personnel	Personnel	0.00	\$0.00	\$0.00	\$0.00		\$0.00	Direct Cost




⊞ Add Row




- aa. When all applicable categories are complete, return to the top of the page to confirm totals and “Save”. *Hint: Totals for Indirect Costs, Match/Cost Share and Program Income should always be zero.*

Return to Application

Budget Stage: Pre-Award

Actions   




Budget Summary


\$0.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$0.00	Total Amount (Direct + Indirect)		



- bb. Scroll to the bottom of the Budget Worksheet to enter the “Budget Narrative”.

Save Changes Discard Changes

Budget Narrative 

Enter your budget narrative below.



8000 characters remaining

cc. Include a narrative explanation for each applicable budget category. *Hint: Budget Narrative information can be prepared in a Word document and then copied and pasted into the on-line application.*

Budget Narrative

Enter your budget narrative below.

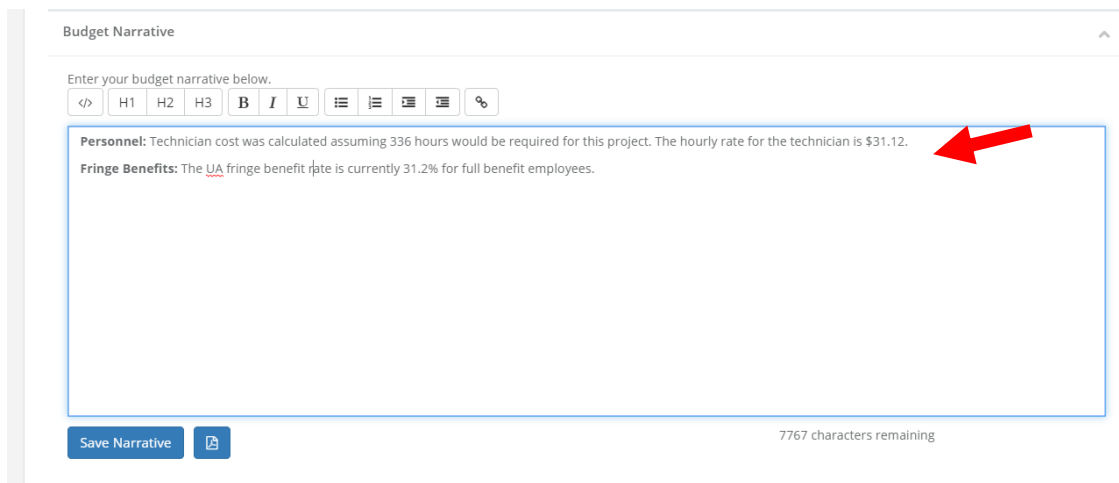
<> H1 H2 H3 B I U ☰ ☷ ☹ ☺ 🔗

Personnel: Technician cost was calculated assuming 336 hours would be required for this project. The hourly rate for the technician is \$31.12.

Fringe Benefits: The UA fringe benefit rate is currently 31.2% for full benefit employees.

7767 characters remaining

Save Narrative 📄

A screenshot of a web application interface for entering a budget narrative. At the top, it says "Budget Narrative" with an upward arrow. Below that is a text area with a rich text editor toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, decrease indent, increase indent, and link. The text area contains two lines of text: "Personnel: Technician cost was calculated assuming 336 hours would be required for this project. The hourly rate for the technician is \$31.12." and "Fringe Benefits: The UA fringe benefit rate is currently 31.2% for full benefit employees." A red arrow points to the right side of the text area. At the bottom right of the text area, it says "7767 characters remaining". At the bottom left, there are two buttons: "Save Narrative" and a document icon.

dd. Click on “Save Narrative”. *Hint: There are separate “Save” functions for the narrative (bottom of the page) and the budget (top of the page).*

Budget Narrative

Enter your budget narrative below.

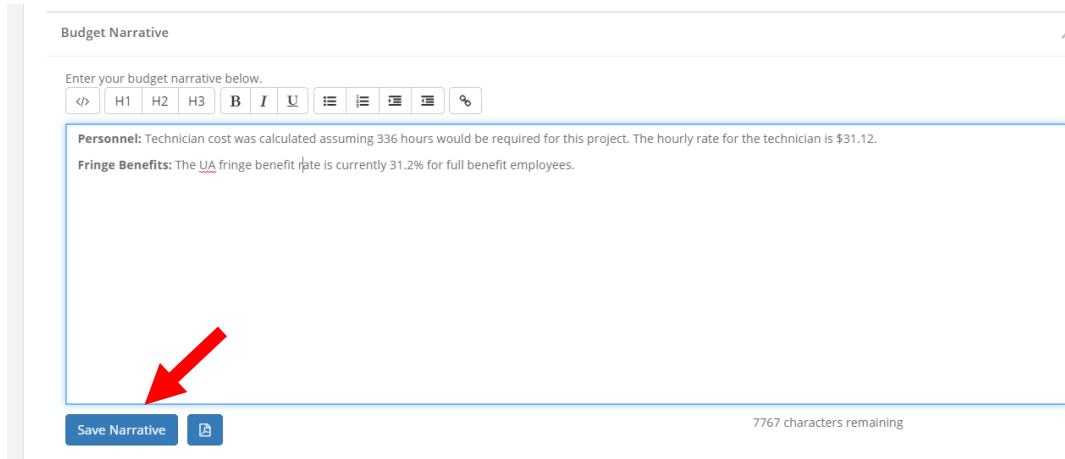
<> H1 H2 H3 B I U ☰ ☷ ☹ ☺ 🔗

Personnel: Technician cost was calculated assuming 336 hours would be required for this project. The hourly rate for the technician is \$31.12.

Fringe Benefits: The UA fringe benefit rate is currently 31.2% for full benefit employees.

7767 characters remaining

Save Narrative 📄

A screenshot of the same web application interface as above. The text area contains the same two lines of text. A red arrow points to the "Save Narrative" button at the bottom left of the form. The "7767 characters remaining" text is still present at the bottom right.

ee. Confirm that the Application is checked “Complete” and that the Budget Worksheet has been saved successfully. *Hint: You will receive warnings if changes have not been saved.*

Test

Order by: Newest to Oldest ▾

When you have completed the application, it will no longer state “Action Required,” but “Complete.” The “Submit” button will turn green, which indicates that you can now submit.

The screenshot shows a user interface for an application process. At the top, there is a section titled "Application Process" with instructions: "When every step in this submission is complete, the 'Submit' button to the right will become green and clickable. The submission is not fully submitted until you click the green 'Submit' button. Once you click 'Submit' the submission will no longer be editable." To the right of this text, it says "There are 79 days remaining to submit this." and there is a green "Submit" button. Below this is a summary card for "Applications" with the status "Complete" and an "Edit" button. A red arrow points to the "Complete" status.

ff. Click on “Submit”. **The Application must be submitted prior to 5:00 p.m. (MST) on August 9, 2024.**

Test

Order by: Newest to Oldest ▾

When you have completed the application, it will no longer state “Action Required,” but “Complete.” The “Submit” button will turn green, which indicates that you can now submit.

This screenshot is similar to the previous one, showing the "Application Process" section. The "Submit" button is now green and highlighted with a red arrow. The "Applications" summary card below still shows "Complete" and "Edit".

gg. Confirm that the application was successfully submitted. You will also receive an e-mail confirmation. If you DO NOT receive an e-mail confirmation please contact the AGRPC Administrator, see Grant Manual.

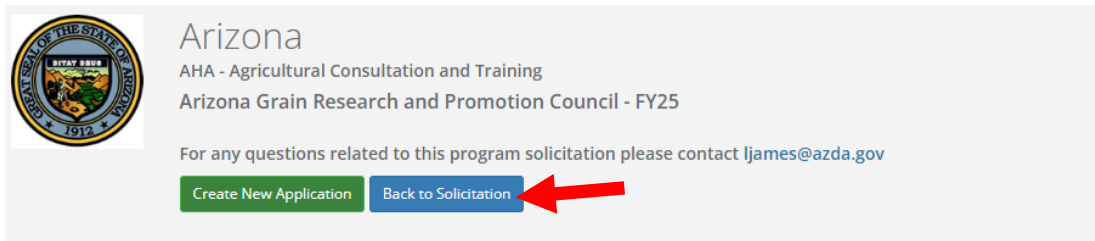
Test

Order by: Newest to Oldest ▾

When you have completed the application, it will no longer state “Action Required,” but “Complete.” The “Submit” button will turn green, which indicates that you can now submit.

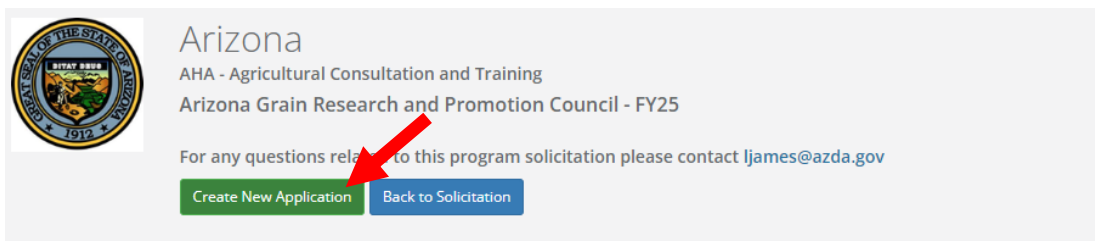
The screenshot shows the "Application Process" section with a confirmation message: "Thank you for submitting. Your submission is now under review and you will be contacted if any additional information is needed." To the right, there is a green box with the text "This has been submitted." and a red arrow pointing to it. Below this is a summary card for "Applications" with a "View" button.

hh. Return to the solicitation to view the status of applications by using the "Back to Solicitation" button.



The screenshot shows the header for the Arizona AHA application. On the left is the Great Seal of the State of Arizona. To the right, the text reads "Arizona", "AHA - Agricultural Consultation and Training", and "Arizona Grain Research and Promotion Council - FY25". Below this is the contact information: "For any questions related to this program solicitation please contact ljames@azda.gov". At the bottom are two buttons: a green "Create New Application" button and a blue "Back to Solicitation" button. A red arrow points to the "Back to Solicitation" button.

ii. To complete another application click the "Create New Application" button and follow steps p. through ii.



This screenshot is identical to the one above, showing the Arizona AHA application header. However, a red arrow points to the green "Create New Application" button.