

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 AILRC 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:

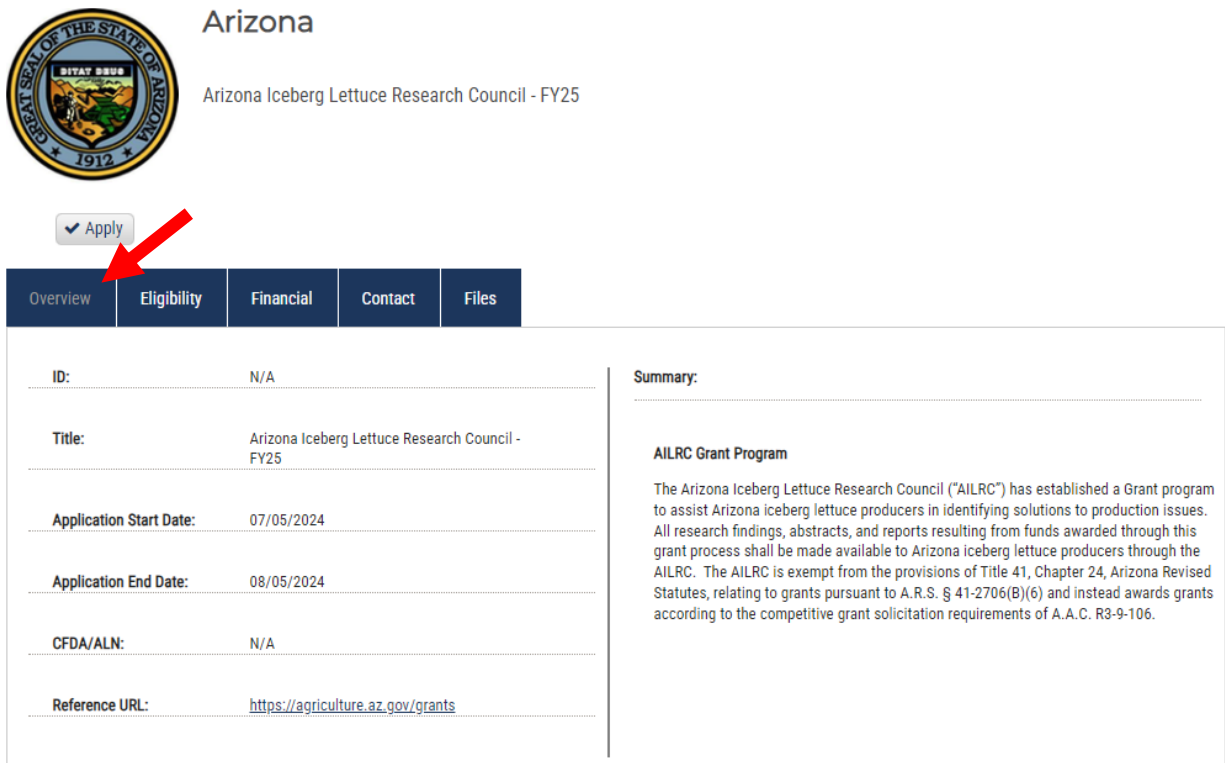
- Internet access
- Adobe Acrobat Reader

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

1. Access the AILRC solicitation web page at:

<https://tinyurl.com/AILRC-24>

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



The screenshot shows the AILRC website interface. At the top left is the Great Seal of the State of Arizona. To its right, the text reads "Arizona" and "Arizona Iceberg Lettuce Research Council - FY25". Below the seal is a dropdown menu with "Apply" selected, indicated by a red arrow. A navigation bar contains five tabs: "Overview", "Eligibility", "Financial", "Contact", and "Files". The "Eligibility" tab is active. The main content area is divided into two columns. The left column lists application details: ID (N/A), Title (Arizona Iceberg Lettuce Research Council - FY25), Application Start Date (07/05/2024), Application End Date (08/05/2024), CFDA/ALN (N/A), and Reference URL (<https://agriculture.az.gov/grants>). The right column is titled "Summary:" and contains the heading "AILRC Grant Program" followed by a paragraph describing the grant program's purpose and eligibility.

ID:	N/A
Title:	Arizona Iceberg Lettuce Research Council - FY25
Application Start Date:	07/05/2024
Application End Date:	08/05/2024
CFDA/ALN:	N/A
Reference URL:	https://agriculture.az.gov/grants

Summary:

AILRC Grant Program

The Arizona Iceberg Lettuce Research Council ("AILRC") has established a Grant program to assist Arizona iceberg lettuce 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 iceberg lettuce producers through the AILRC. The AILRC 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. R3-9-106.



Arizona

Arizona Iceberg Lettuce Research 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 Iceberg Lettuce Research Council - FY25

Apply

Overview	Eligibility	Financial	Contact	Files
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Funds Available: \$65,800.00

Award Amount:	N/A (min)	N/A (max)
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Number of Awards: N/A

Average Award Size: N/A

Matching Required: No

Financial Notes:

Funding Source

Funds for the AILRC grants are available primarily from assessments per carton of packed iceberg lettuce or bulk bins assessed according to forty-five pounds of equivalent weight of iceberg lettuce prepared for market or an equivalent basis pursuant to A.R.S. § 3-526.04.

For this grant cycle, approximately \$65,800 is available for the AILRC grants. The AILRC may award grants for multiple year projects. AILRC may also award multiple grants from these funds contingent upon the availability of funds at the time of award. The AILRC expects to issue Grant awards in August of 2024.



Arizona

Arizona Iceberg Lettuce Research Council - FY25

Apply

Overview	Eligibility	Financial	Contact	
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<p>Agency/Department: AHA - Agricultural Consultation and Training</p> <hr/> <p>Contact/Help: ljames@azda.gov</p> <hr/> <p>Office: N/A</p> <hr/> <p>Program Contact: Lisa A. James Grant Program Manager Arizona Department of Agriculture 1110 W. Washington Suite 450 Phoenix, AZ 85007 Mailing address: 1802 W. Jackson St. #78 Phoenix, AZ 85007 Phone: 602-542-3262 Cell: 602-361-8720 Fax: 602-364-0880 ljames@azda.gov</p> <hr/> <p>Application Address: Applications must be submitted online.</p>	<p>Contact Notes:</p> <hr/> <p>For questions, please contact the Council Administrator.</p>
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Arizona

Arizona Iceberg Lettuce Research Council - FY25

Apply


Overview	Eligibility	Financial	Contact	Files
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<p>Files:</p> <hr/> <p>Grant Manual: Manual2024final070124 (337.2 Kb)</p> <p>Instructions: Instructions - revised 070323 (2.1 Mb)</p> <p>Application Cover Sheet: Application Cover Sheet - fillable (36.4 Kb)</p> <p>Survey Results: AILRC Survey Results 2023 060723 (1.0 Mb)</p>	<p>File Notes:</p> <hr/> <p>For instructions on downloading the application files, please visit our website at: https://agriculture.az.gov/grants</p> <p>General Compliance</p> <p>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.</p>
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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 AILRC solicitation web page at:

<https://tinyurl.com/AILRC-24>

b. Click on the “Apply” button.

Arizona
Arizona Iceberg Lettuce Research Council - FY25

Apply

Overview Eligibility Financial Contact Files

ID:	N/A
Title:	Arizona Iceberg Lettuce Research Council - FY25
Application Start Date:	07/05/2024
Application End Date:	08/05/2024
CFDA/ALN:	N/A
Reference URL:	https://agriculture.az.gov/grants

Summary:

AILRC Grant Program

The Arizona Iceberg Lettuce Research Council ("AILRC") has established a Grant program to assist Arizona iceberg lettuce 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 iceberg lettuce producers through the AILRC. The AILRC 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. R3-9-106.

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 symbols)

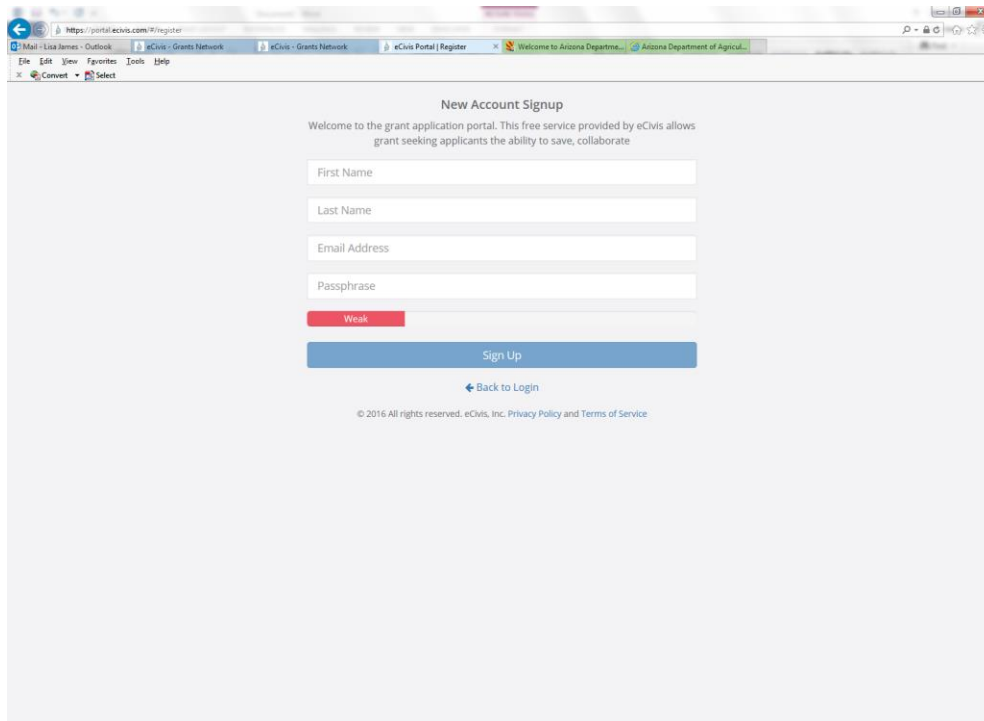
Portal Login or eCivis Login

Do not have an account?
Create an account

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

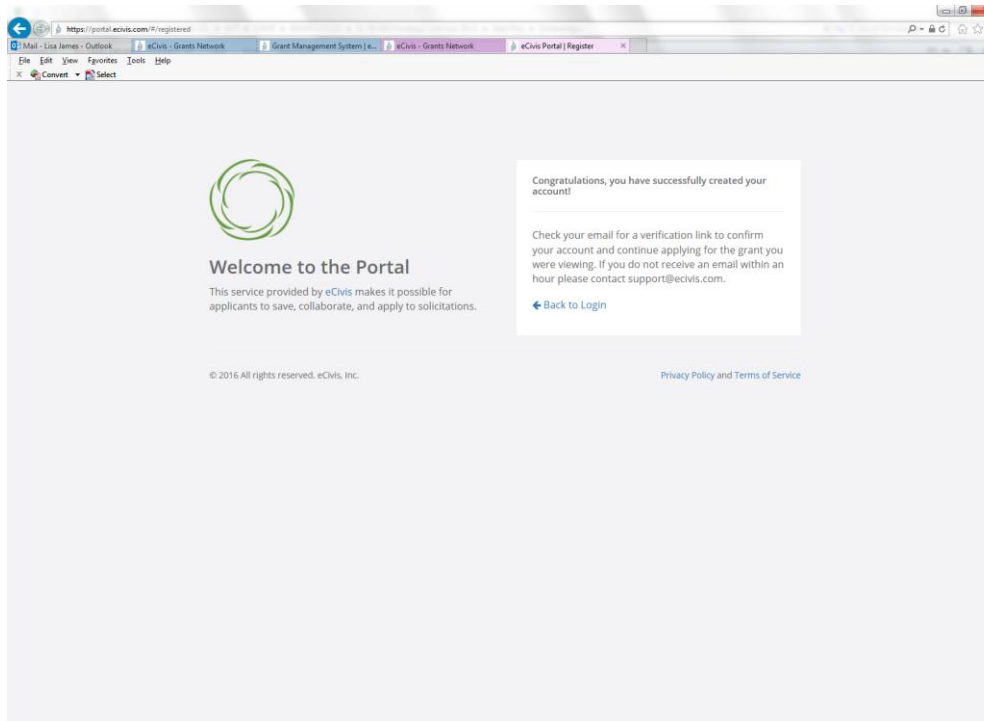
© 2016 All rights reserved. eCivis, Inc. Privacy Policy and Terms of Service

- 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”.

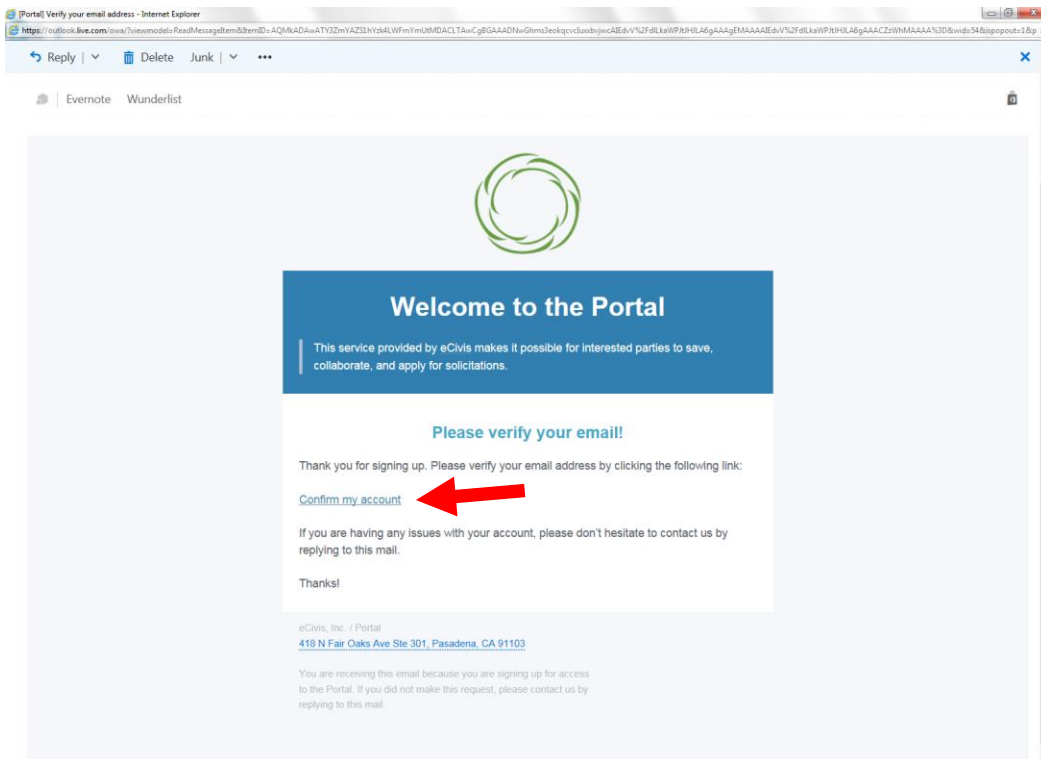


The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#register>. The page title is "New Account Signup". Below the title, there is a welcome message: "Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate". The registration form consists of four input fields: "First Name", "Last Name", "Email Address", and "Passphrase". Below the "Passphrase" field, there is a red bar with the word "Weak" in white text. At the bottom of the form is a blue "Sign Up" button. Below the button 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. Privacy Policy and Terms of Service".

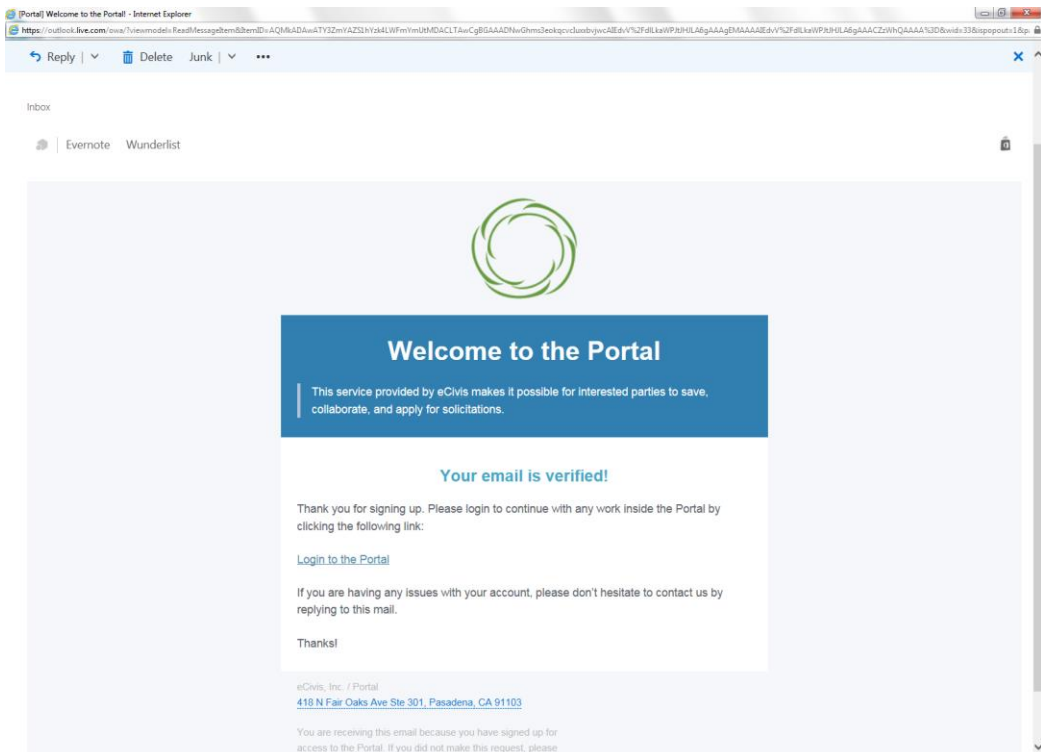
- e. You will receive a message to confirm your e-mail address via an e-mail message sent to you.



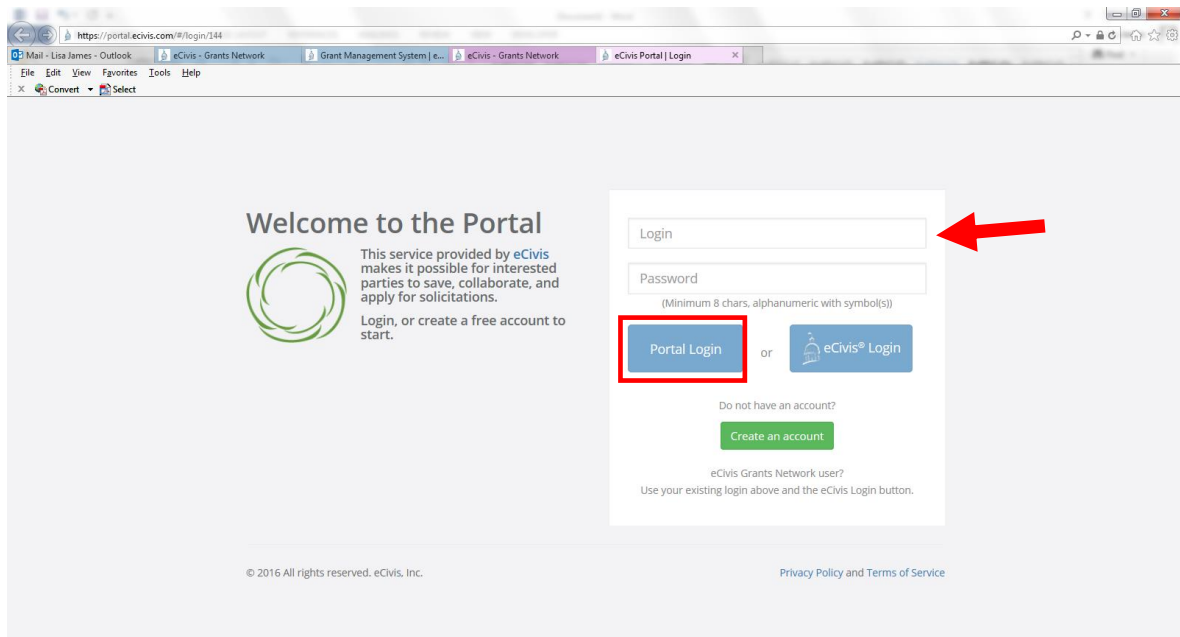
- f. Confirm your account by clicking on the link provided in your e-mail message.



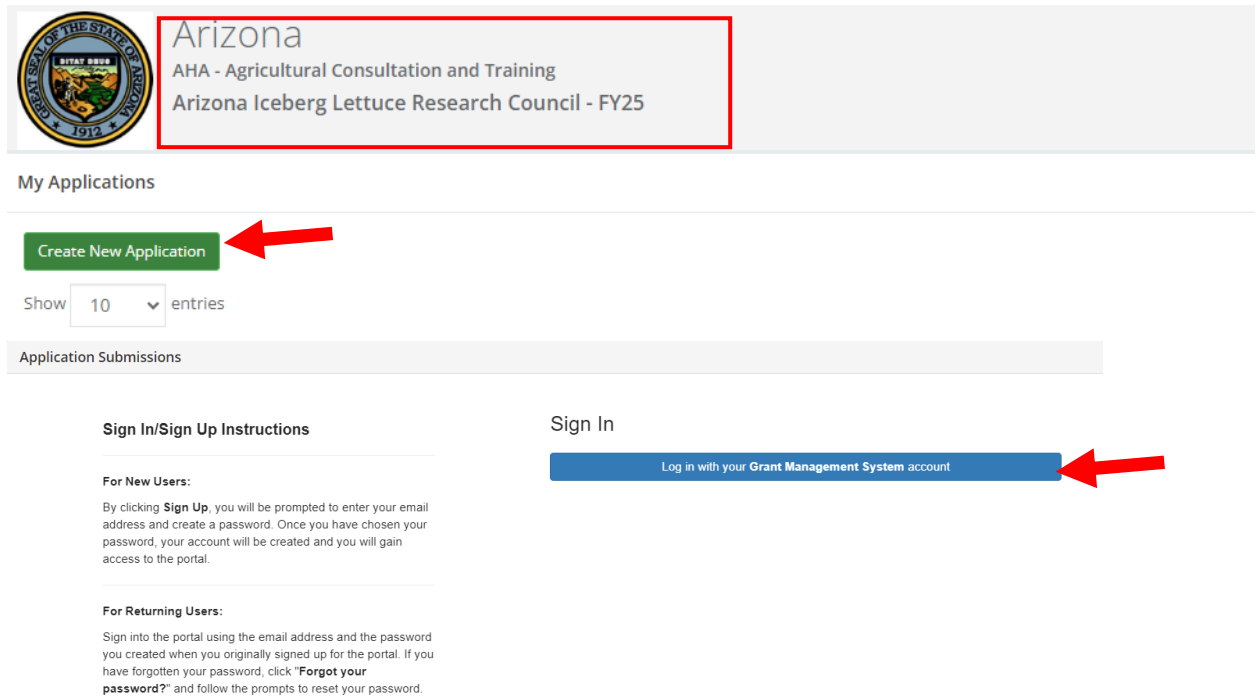
- g. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.



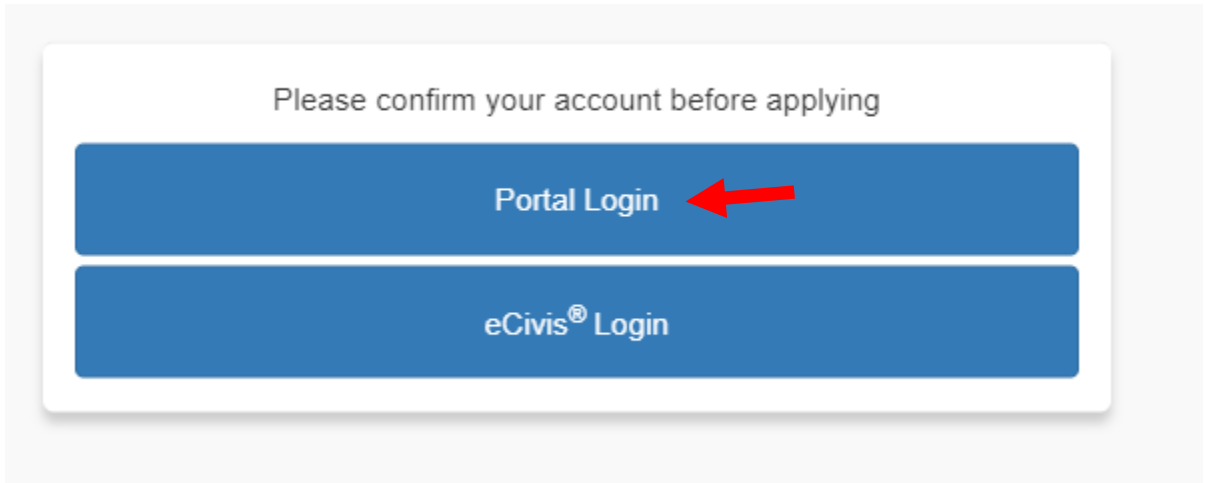
h. Login to the "Portal" with your login and password.



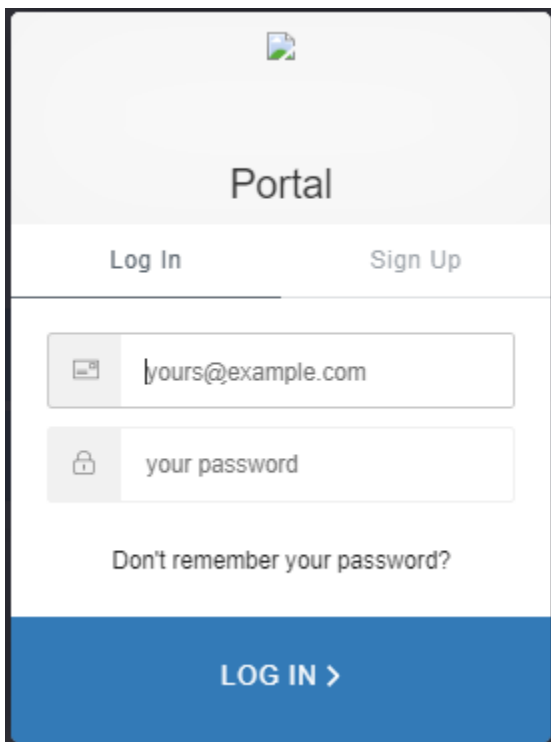
i. Click on Create New Application. It may be necessary to repeat the sign-in process by clicking on the blue button. **Otherwise skip to Step I.**



- j. Always log-in using the “Portal Login” button.



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

A screenshot of a login form titled "Portal". At the top, there are two links: "Log In" and "Sign Up". Below these are two input fields. The first field has an email icon and contains the text "yours@example.com". The second field has a lock icon and contains the text "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 >".

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

Arizona
AHA - Agricultural Consultation and Training
Arizona Iceberg Lettuce Research Council - FY25
For any questions related to this program solicitation please contact ljames@azda.gov
[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 Action Required [Open](#)

m. Enter the appropriate information on the "Profile" page and click on "Create Profile" at the top or bottom of the page.

Arizona
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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 *
Lisa
Last name *
James

n. Confirm that the "Profile" step is checked as "Complete".

Arizona
AHA - Agricultural Consultation and Training
Arizona Iceberg Lettuce Research Council - FY25
For any questions related to this program solicitation please contact ljames@azda.gov
[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](#)


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

The screenshot shows the top header of the application portal with the Arizona AHA logo and contact information. Below the header, there are two buttons: "Create New Application" and "Back to Solicitation". The main section is titled "Application Submissions" and contains a paragraph of instructions. Below the instructions is a card titled "Untitled" with a status bar at the bottom labeled "Application Process". A red arrow points to this button.

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

This screenshot shows the "Application Process" section of the application. It includes a "Submit" button and a countdown timer: "There are 31 days remaining to submit this." Below this, there is a section titled "Applications" with a status of "Action Required" and an "Open" button. A red arrow points to the "Open" button.

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



Arizona
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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 *

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



Arizona
AHA - Agricultural Consultation and Training
Arizona Iceberg Lettuce Research Council - FY25

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

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

Application Submissions

Please see page 8 of the Grant Manual for Instructions.


Signed Application Cover Sheet *

[+ Select a file](#)

Budget Status *

Please use the following link to view the Budget

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



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

Arizona
AHA - Agricultural Consultation and Training
Arizona Iceberg Lettuce Research Council - FY25

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 *

[+ Select a file](#)

Budget Status *

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

Arizona
AHA - Agricultural Consultation and Training
Arizona Iceberg Lettuce Research Council - FY25

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 *

[+ Select a file](#)

Budget Status *

Please use the following link to view the Budget

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

- u. 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
N/A	05/29/2020	Draft	\$0.00	
Test	05/29/2020	Draft	\$0.00	

- v. Click on “Edit Budget”.

Applications Budget

Show 10 entries

Project Title	Create Date	Status	Total Requested	Actions
N/A	05/29/2020	Draft	\$0.00	
Test	05/29/2020	Draft	\$0.00	

Showing 1 to 2 of 2 entries

[Edit Budget](#) [Previous](#)

w. Leave "Budget Settings" as indicated.

Application Budget for Test

Program: Arizona Iceberg Lettuce Research Council - FY24
Project name: Test

[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)		

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

Application Budget for Test

Program: Arizona Iceberg Lettuce Research Council - FY24
Project name: Test

[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

	Ext Cost	Direct Cost
1. Personnel	\$0.00	\$0.00

<http://agriculture.az.gov>

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


Budget Items

Personnel

		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



- z. 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.*

Application Budget for Test

Program: Arizona Iceberg Lettuce Research Council - FY24
Project name: Test

[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)		

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

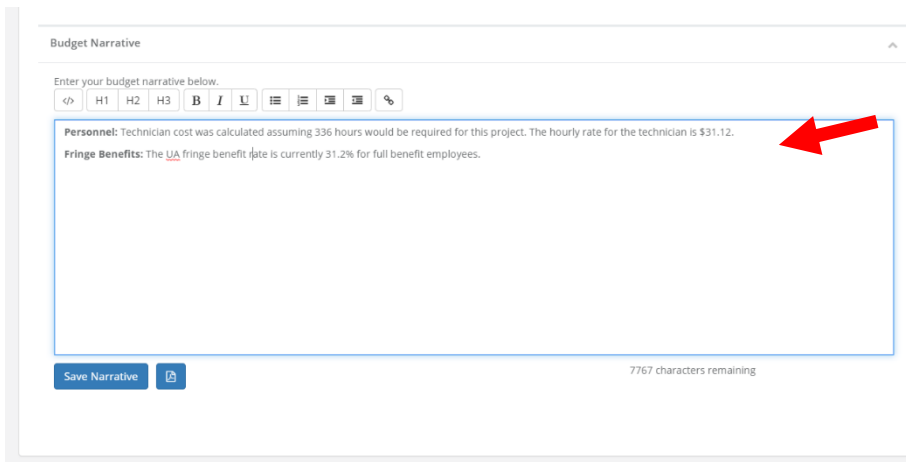
Budget Narrative



Enter your budget narrative below.



bb. 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 [bulleted list] [numbered list] [table] [link]

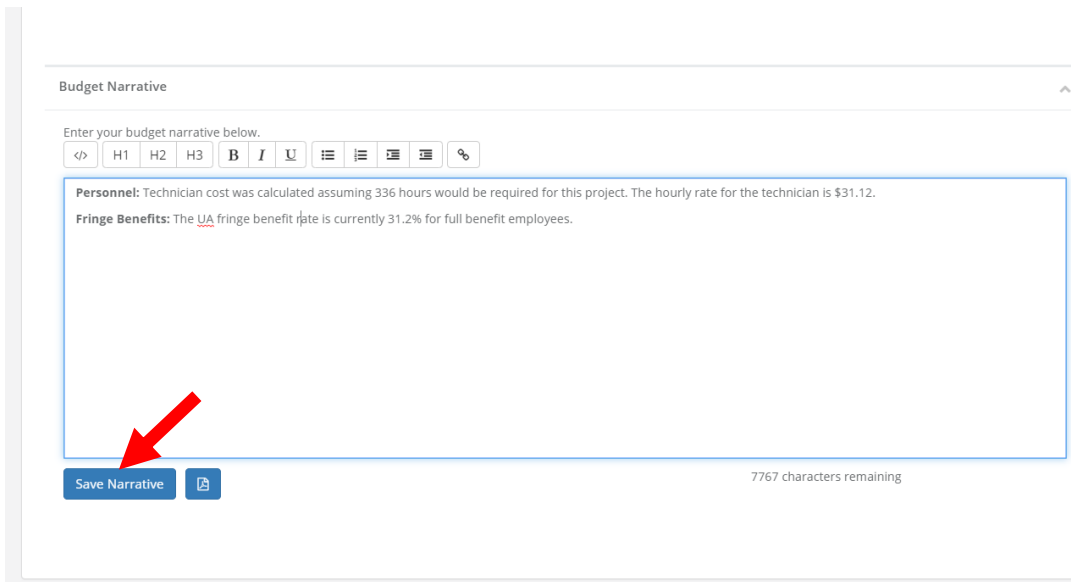
Personnel: Technician cost was calculated assuming 336 hours would be required for this project. The hourly rate for the technician is \$31.12.

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

Save Narrative [document icon]

7767 characters remaining

cc. 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 [bulleted list] [numbered list] [table] [link]

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.

Save Narrative [document icon]

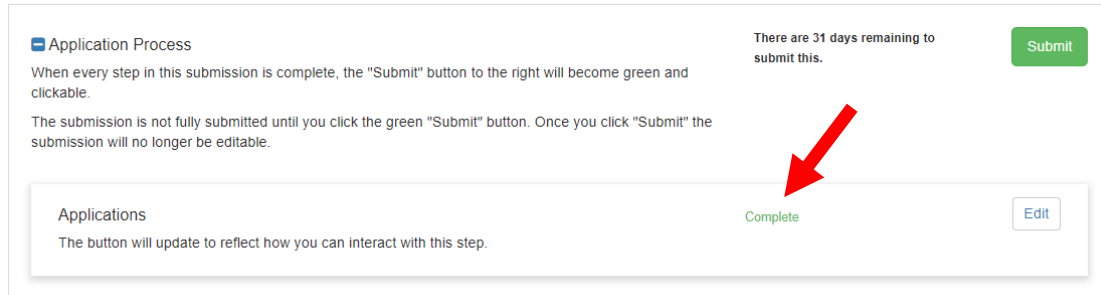
7767 characters remaining

dd. 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.



Application Process

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.

There are 31 days remaining to submit this.

Submit

Applications

Complete

Edit

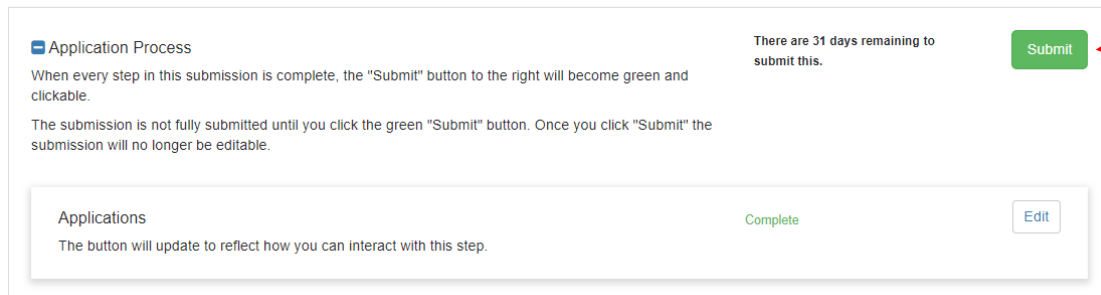
The button will update to reflect how you can interact with this step.

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



Application Process

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.

There are 31 days remaining to submit this.

Submit

Applications

Complete

Edit

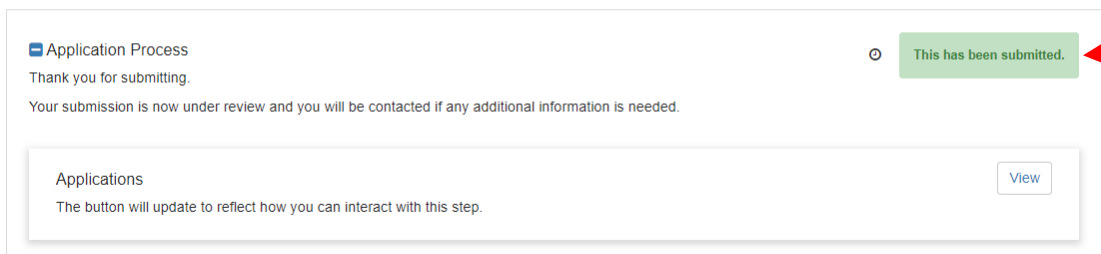
The button will update to reflect how you can interact with this step.

ff. 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 AILRC 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.



Application Process

Thank you for submitting.

Your submission is now under review and you will be contacted if any additional information is needed.

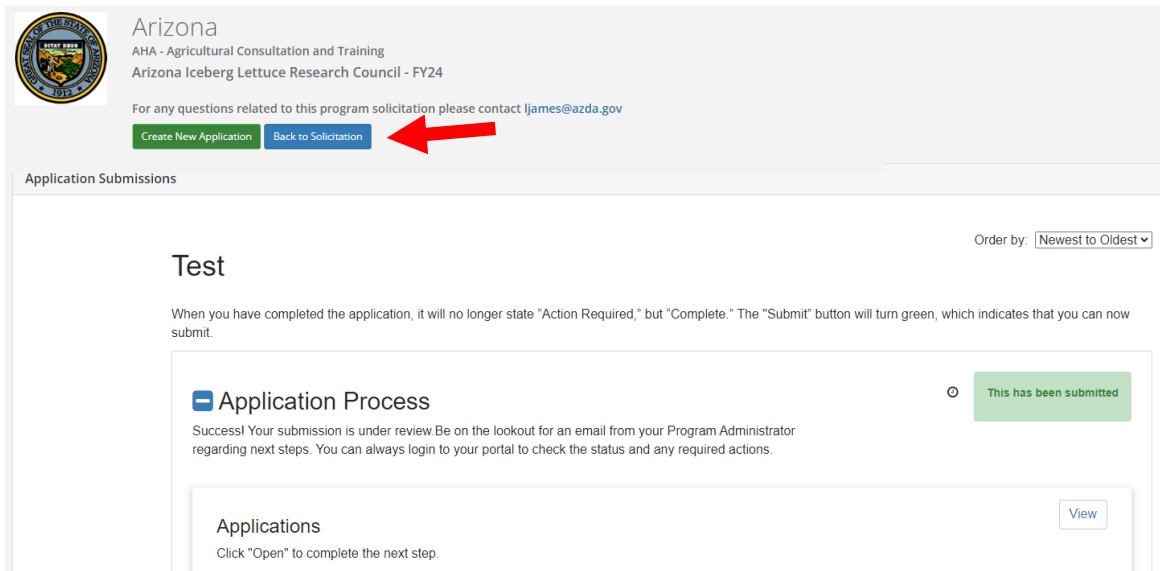
This has been submitted.

Applications

View

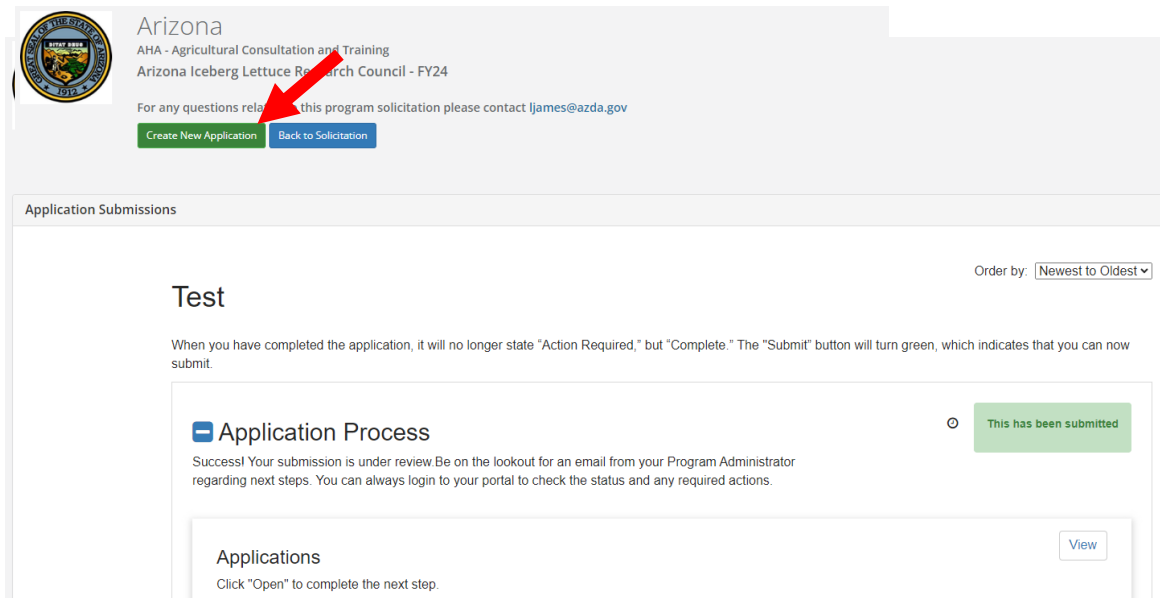
The button will update to reflect how you can interact with this step.

gg. Return “Back to the Solicitation” to view the status of applications.



The screenshot shows the top navigation bar of the Arizona AHA portal. On the left is the Arizona Department of Agriculture logo. To its right, the text reads: "Arizona", "AHA - Agricultural Consultation and Training", and "Arizona Iceberg Lettuce Research Council - FY24". Below this is the contact information: "For any questions related to this program solicitation please contact ljames@azda.gov". Two buttons are visible: a green "Create New Application" button and a blue "Back to Solicitation" button. A red arrow points to the "Back to Solicitation" button. Below the navigation bar is a section titled "Application Submissions" with a dropdown menu set to "Newest to Oldest". The main content area is titled "Test" and contains a message: "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." Below this is a card titled "Application Process" with a status indicator "This has been submitted" in a green box. The card contains the text: "Success! Your submission is under review. Be on the lookout for an email from your Program Administrator regarding next steps. You can always login to your portal to check the status and any required actions." At the bottom of the card is a "View" button. Below the card is a section titled "Applications" with the text: "Click 'Open' to complete the next step." and another "View" button.

hh. To complete another application click the “Create New Application” button and follow steps o. through hh.



This screenshot is identical to the one above, showing the same Arizona AHA portal interface. However, a red arrow now points to the green "Create New Application" button instead of the "Back to Solicitation" button. All other elements, including the "Application Process" card and the "Applications" section, remain the same.