

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 ACRC 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 ACRC Administrator during regular business hours.

1. Access the ACRC solicitation web page at:

<https://tinyurl.com/ACRC-2025>

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



Arizona

Arizona Citrus Research Council - FY25

Apply



ID:	N/A	Summary: ACRC Grant Program The Arizona Citrus Research Council ("ACRC") has established a Grant program to assist Arizona Citrus 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 Citrus producers through the ACRC. The ACRC is exempt from the provisions of Title 41, Chapter 24, Arizona Revised Statutes, relating to grants pursuant to A.R.S. § 41-2706(B)(5) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-506 (attached).
Title:	Arizona Citrus Research Council - FY25	
Application Start Date:	10/07/2024	
Application End Date:	11/29/2024	
CFDA/ALN:	N/A	
Reference URL:	https://agriculture.az.gov/grants	



Arizona

Arizona Citrus 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 Citrus Research Council - FY25

Apply

Overview	Eligibility	Financial	Contact	Files
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Funds Available: \$75,000.00

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 ACRC grants are available primarily from per carton and per carton equivalent assessments on citrus grown in Arizona, pursuant to A.R.S. §3-468 and §3-468.04, as well as other monies in the ACRC fund.

For this grant cycle, approximately \$75,000 is available for the ACRC grants. The ACRC may award grants for multiple year projects. ACRC may also award multiple grants from these funds contingent upon the availability of funds at the time of award. The ACRC expects to issue Grant awards in December of 2024.



Arizona

Arizona Citrus Research Council - FY25

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Overview	Eligibility	Financial	Contact	Files
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<p>Agency/Department: AHA - Agricultural Consultation and Training</p> <p>Contact/Help: ljames@azda.gov</p> <p>Office: N/A</p> <p>Program Contact: Lisa James ACRC Administrator Arizona Department of Agriculture 1110 W. Washington St., Suite 450 Phoenix, AZ 85007 Telephone: 602-542-3262 ljames@azda.gov</p> <p>Application Address: Applications must be submitted on-line.</p>	<p>Contact Notes:</p> <p>For questions, please contact the Council Administrator.</p>
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Arizona

Arizona Citrus Research Council - FY25

Apply


Overview	Eligibility	Financial	Contact	Files
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<p>Files:</p> <p>Grant Manual: Manual2024-final (155.8 Kb)</p> <p>Application Cover Sheet: Application Cover Sheet - fillable (58.5 Kb)</p> <p>Instructions: Instructions - revised 101024 (1.9 Mb)</p>	<p>File Notes:</p> <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 ACRC solicitation web page at:

<https://tinyurl.com/ACRC-2025>

b. Click on the “Apply” button.

Arizona
Arizona Citrus Research Council - FY25

✓ Apply

Overview Eligibility Financial Contact Files

ID:	N/A
Title:	Arizona Citrus Research Council - FY25
Application Start Date:	10/07/2024
Application End Date:	11/29/2024
CFDA/ALN:	N/A
Reference URL:	https://agriculture.az.gov/grants

Summary:

ACRC Grant Program

The Arizona Citrus Research Council (“ACRC”) has established a Grant program to assist Arizona Citrus 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 Citrus producers through the ACRC.

The ACRC is exempt from the provisions of Title 41, Chapter 24, Arizona Revised Statutes, relating to grants pursuant to A.R.S. § 41-2706(B)(5) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-506 (attached).

c. Either login to the eCivis “Portal Login” 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

Grants Network® Login

[Forgot Password?](#)

[Don't have an account?](#)

Create an account

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

- 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”.

New Account Signup

Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate

First Name

Last Name

Email Address

Passphrase

Weak

Sign Up

[Back to Login](#)

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

Welcome to the Portal

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

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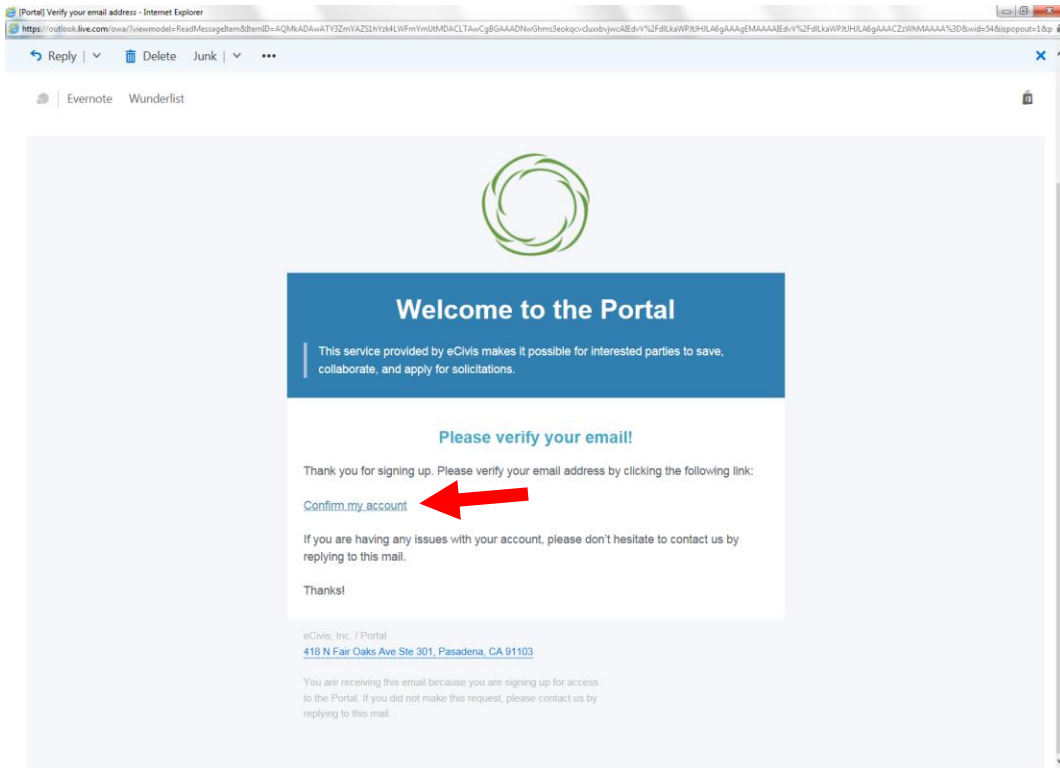
Privacy Policy and Terms of Service

Congratulations, you have successfully created your account!

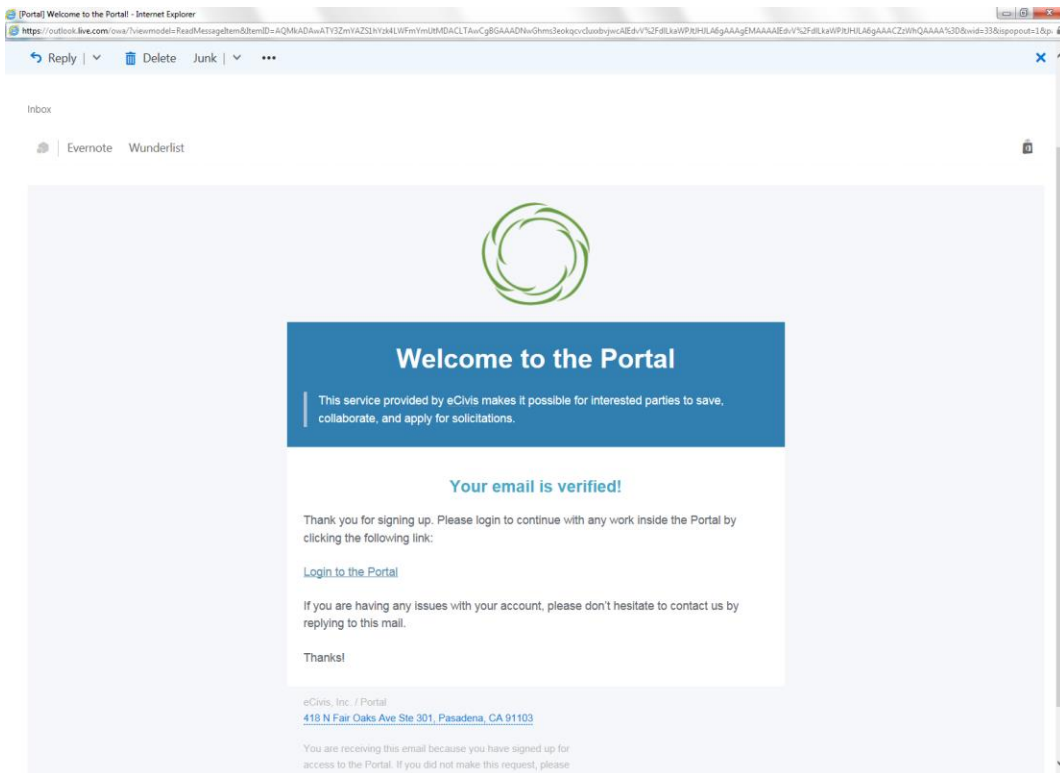
Check your email for a verification link to confirm your account and continue applying for the grant you were viewing. If you do not receive an email within an hour please contact support@ecivis.com.

[Back to Login](#)

- 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.

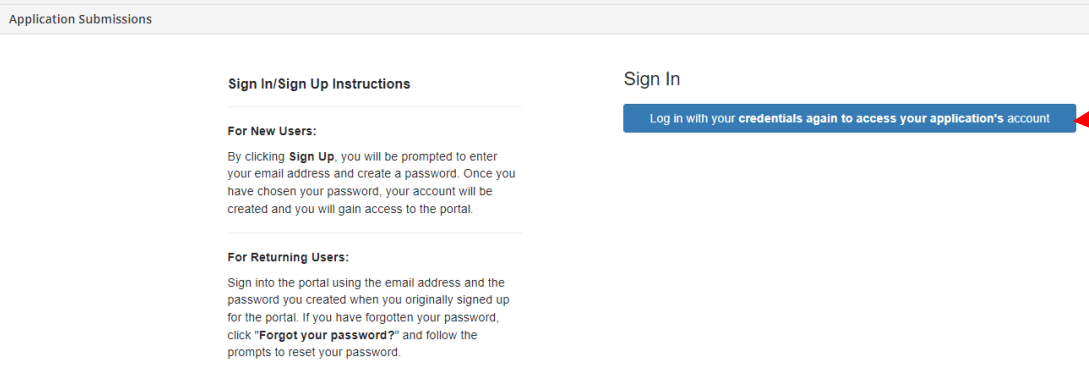


<http://agriculture.az.gov>

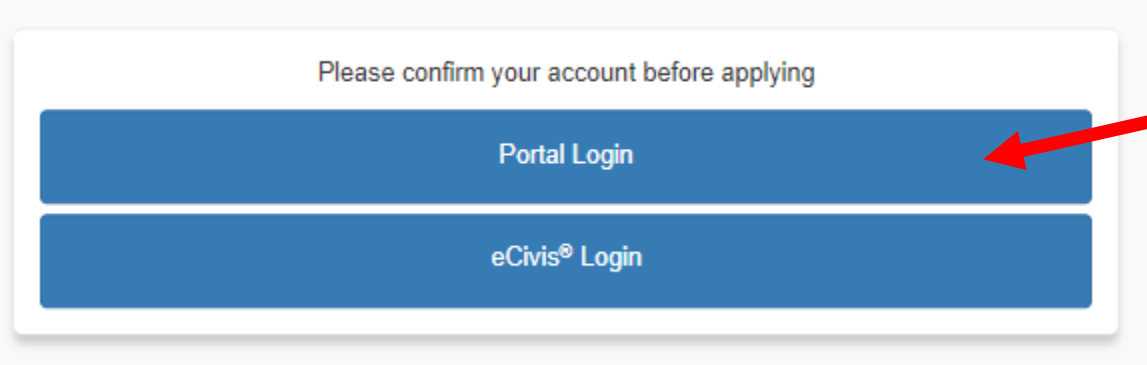
h. Login to the "Portal Login" with your login and password.

i. Click on the green "Create New Application" button.

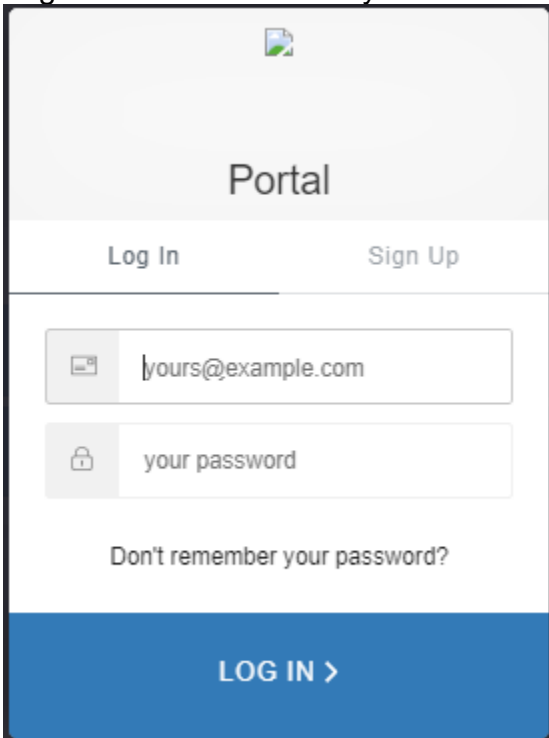
- j. It may be necessary to repeat the sign-in process by clicking on the blue button. **Otherwise skip to Step m.**



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



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



m. Click on "Open" to update your Profile.

Arizona
AHA - Agricultural Consultation and Training
Arizona Citrus 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
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n. Enter the appropriate information on the "Profile" page and click on "Create Profile" or "Save Draft" at the top or bottom 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 *

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, SCROLL DOWN and click in the "Application Process" blue bar of the "Untitled" box.

Arizona
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Arizona Citrus Research Council - FY25

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

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

Application Submissions

Now that you have created your profile, you can begin the submission process. Click the submission card below to get started. At any point in the process, you can return to the homepage to view the status of your submission and actions 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 10/10/2024

Application Process

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

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Arizona Citrus Research Council - FY25

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

Application Submissions

Application Process

There are 50 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

Action Required

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.

Open

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

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Arizona Citrus Research 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 “+ Select a file” to upload the completed and signed Application Cover Sheet.

Arizona
AHA - Agricultural Consultation and Training
Arizona Citrus Research Council - FY24

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. Click on “Save Draft” to return to the application at a later time.

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Arizona Citrus Research Council - FY25

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

Application Submissions

Please see page 8 of the Grant Manual for instructions.

Application Cover Sheet *

[+ Select a file](#)

Budget Status *

Please use the following link to view the Budget

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

- u. Scroll down and click on the “Actions” button of the line with the applicable Project Title to enter the project budget.

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

- v. Click on “Edit Budget”.

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

Showing 1 to 2 of 2 entries

- w. 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 Citrus Research Council - FY25
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	Ind Cost	Cost Share
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00

- x. 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

- y. 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 Citrus Research Council - FY25
Project name: Test

[Return to Application](#)

Budget Stage: Pre-Award

Actions:

Budget Summary

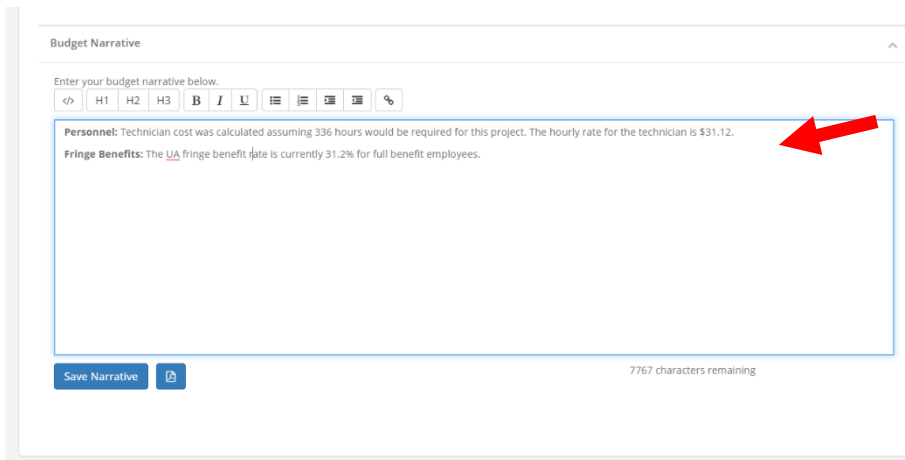
\$0.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$0.00	Total Amount (Direct + Indirect)		

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

Budget Narrative

Enter your budget narrative below.

aa. 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 [List Bulleted] [List Numbered] [List None] %

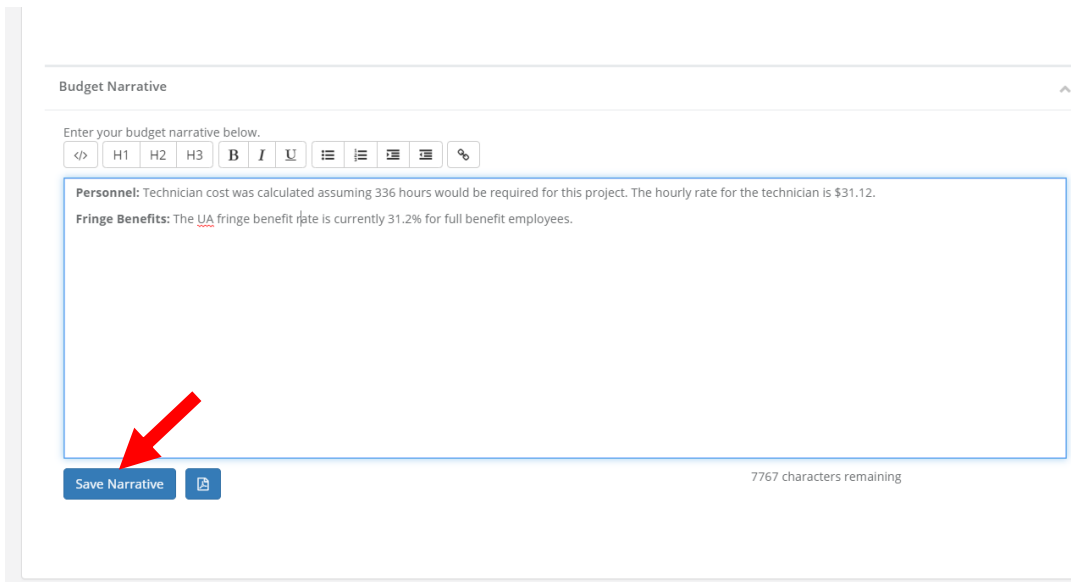
Personnel: Technician cost was calculated assuming 336 hours would be required for this project. The hourly rate for the technician is \$31.12.

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

Save Narrative [Icon]

7767 characters remaining

bb. 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 [List Bulleted] [List Numbered] [List None] %

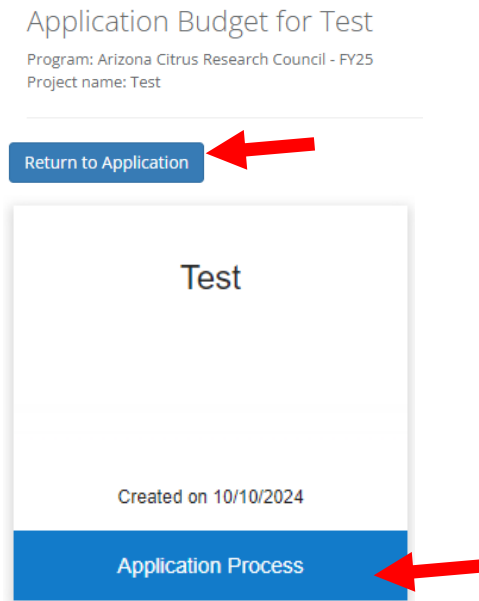
Personnel: Technician cost was calculated assuming 336 hours would be required for this project. The hourly rate for the technician is \$31.12.

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

Save Narrative [Icon]

7767 characters remaining

cc. When the Budget and Budget Narrative have been completed and saved, click on the "Return to Application" button to complete the remaining required field.



dd. Answer the "Budget Status" question by indicating that you have "completed the budget worksheet"

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

Application Submissions

Test

Please see page 8 of the Grant Manual for instructions.

Budget Status *

I have completed the Budget Worksheet

Save Draft **Mark Complete** Close

ff. Confirm that the Applications step is checked “Complete”.

Arizona
AHA - Agricultural Consultation and Training
Arizona Citrus Research Council - FY25

For any questions related to this program solicitation please contact lames@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 Process There are 50 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.

gg. Click on “Submit”. The Application must be submitted prior to 5:00 p.m. (MST) on November 29, 2024.

Arizona
AHA - Agricultural Consultation and Training
Arizona Citrus Research Council - FY25

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Create New Application Back to Solicitation

Application Submissions

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Application Process There are 50 days remaining to submit this. **Submit**

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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.

hh. 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 ACRC Administrator, see Grant Manual.

Arizona
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Arizona Citrus Research Council - FY25

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 Process ○ This has been submitted

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.

Applications [View](#)

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.

ii. Either return to the solicitation or "Create New Application" or scroll down to view the status of applications.

Arizona
AHA - Agricultural Consultation and Training
Arizona Citrus Research Council - FY25

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

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

jj. To start another application, SCROLL DOWN and click in the "Application Review" blue bar of the "Untitled" box and follow steps q. through hh.

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Arizona Citrus Research Council - FY25

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

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

Application Submissions

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- Status bar is red, there is an error. Please reach out to the Administrator of this program.
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<p><i>Untitled</i></p> <p>Created on 10/10/2024</p> <p style="background-color: #0070C0; color: white; padding: 5px;">Application Process</p>	<p>Test</p> <p>Created on 10/10/2024</p> <p style="background-color: #808080; color: white; padding: 5px;">Under Review</p>
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