Objective: Agencies are familiar with reports recommended by SBA to aid Agency eCivis users with managing their grant/ eCivis Project within the eCivis Grants Network.

Additional guidance for each bolded report name below can be found in the Reports User Guide.

Research Activity Report: This report will provide data about Agency eCivis users and the actions performed in their eCivis Grants Network accounts. This report can be used to track User Management, including logins, views by Department, and a date range.

NOTE: Agency eCivis users are unable to see data for peers at the same Role level, as outlined in *State of Indiana eCivis Grants Network Policy: User Management*.

Grant Conflict Report: This report will provide grant conflicts when more than one eCivis project is assigned to the same grant opportunity or Organization Funding. All State Match eCivis Projects and Substate Transfer eCivis Projects will result in a conflict. That is an expected result; the intention of this result is to ensure agencies are not applying for the *same* grant opportunity.

NOTE: Moving an eCivis Department to the right will *Exclude* it from the search criteria.

Activity Reports: The four (4) available Activity Reports allow agencies to see the status of eCivis Projects through the Grants Lifecycle: Apps Submitted, Closed Projects, Grants Awarded, and Grants Closeout.

Tasks Report: This report allows Agency eCivis users to pull a report showing tasks in eCivis Grants Network projects. This is useful for viewing the status of all pending and/or completed tasks for projects.

Grants Report Builder: The Grants Report Builder gives users the ability to generate custom reports with the exact data needed to meet your reporting and auditing needs.