Health Resources and Services Administration (HRSA)

Electronic Handbooks (EHBs) Post Award Submission Overview

Presented To:

HAB Grantees



Agenda

- Purpose
- Grant Handbook Overview
 - Electronic Document Submissions
 - Prior Approval Requests
- Noncompeting Continuation Streamlining Overview
- Questions

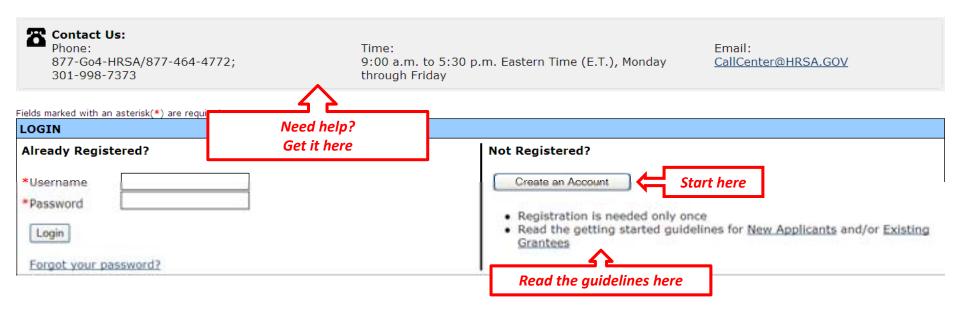


Purpose

- Provide an overview of the process for submitting grant-related documents and change requests electronically through the HRSA Electronic Handbooks (EHBs)
- Visually highlight key steps and procedures for using the HRSA EHBs to submit these documents
- Answer questions regarding the EHBs-based processes

Pre-requisites (All Users)

- All members of the grantee organization who are responsible for submitting prior approval requests or other post award submissions must register in the HRSA EHBs
- Go to https://grants.hrsa.gov/webexternal/login.asp
- If you have registered before, you do not have to register again.
- Contact the HRSA Call Center if you do not remember your username or password





Grant Handbook Overview

- Access to Post-Award Submissions
- Project Director
 - Access to Grant Handbook by "Adding Grant to Portfolio" using information from most recent Notice of Grant Award (NGA)
- Other Users (Non-Financial)
 - Access to Post-Award Submissions once Project Director approves privileges
- Financial Reporting Administrator (FRA)
 - Access to Financial Reports (FFR) using PMS PIN to validate account
- Other Users (Financial)
 - Access to Financial Reports once FRA approves privileges



Electronic Document Submission – Overview

- Reporting requirements or documents required as a condition of award on the NGA should be submitted via EHBs
 - In some cases, a template will be available for you to download, complete offline, and upload into the EHBs

- Available in the Grant Handbook under the appropriate section
 - Noncompeting Continuations
 - Progress Report
 - Performance Report
 - Other Submissions



Electronic Document Submissions – Process Overview

- Submission will be available in the Grant Handbook on the date specified by HRSA
- 2. An email notification will be sent reminding you to submit the requested information
- 3. Grantees will upload the required documents into the EHBs and submit to HRSA
- Business and validation rules will be enforced on the captured data to ensure completeness
- Once all documents have been uploaded into the EHBs, the grantee will submit the documents to HRSA
- HRSA Program and Grants Office personnel will review the documents and approve, disapprove, or request more information
- 7. If returned for changes, make the appropriate changes and resubmit the report/submission



Registration to Grant Handbook

- By default, the project director will have access to all reports and submissions
- All other users must be given privileges to view, edit, or submit by the Project Director or other user with the ability to Administer User Privileges in the Grant Handbook



Grant Handbook - Monitor Schedule

Grant Handbook

Grant Menu

··· Overview

View Awards

- ··· Last NGA
- ··· Award History

Approved Scope Administer

"New/Existing Users

Submissions

- Monitor Schedules
- Noncompeting Continuations
- Performance Reports
- ··· Progress Reports
- Other Submissions

Prior Approval Requests

" New/Existing

Return Home

- ··· View Portfolio
- ·· Home

Manitar Echadular

Monitor Schedules page displays a list of upcoming reports or submissions that are pending action by the grantee

/comments

a complete list of post

award submission requirements.

Displaying 1-9 of 9

Search

MONITOR SCHEDULES

Input Param Click Link to Navigate to Section

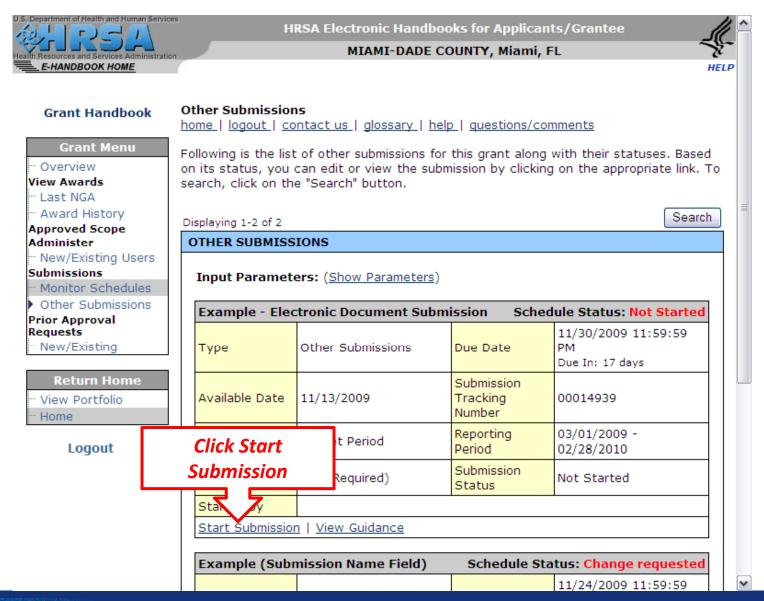
| Name | 7 | Due Date | Schedule Status | Reporting Cycle |
|--|----------------------|--------------------------|--------------------------------|--|
| FY 2010 Final MAI Annual Report | Other Submissions | 8/31/2010 11:59:00 PM | In Progress Due In: 27 days | Fixed Date (04/01/2010 - 03/31/2011) |
| ADAP RFI | Other Submissions | 7/26/2010 11:59:59 PM | Not Started Late by: 9 days | Budget Period (04/01/2010 - 03/31/2011) |
| FY09 Part B Final Annual Progress Report | Progress Report | 8/30/2010 11:59:00 PM | In Progress Due In: 26 days | One Time Submission (04/01/2009 - 03/31/2010) |

Submissions List

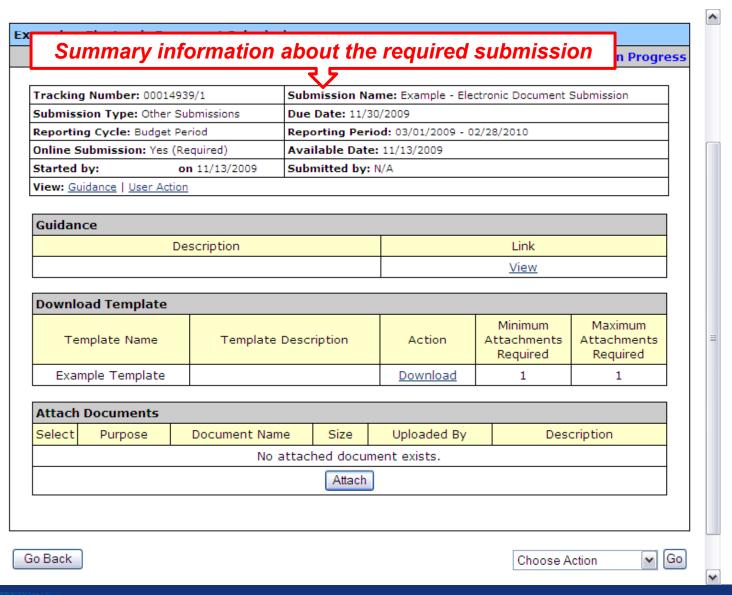
| HER SUBMISSIONS | The list pa | age will display all required | |
|--------------------------------------|---------------------------------------|------------------------------------|--|
| Input Parameters: (Sh | now Parai reports/submis | ssions that are in Not Starte | ed, In |
| | Progress, o | or Change Requested Statu | s |
| FY 2010 Final MAI Ani | nual Rep | <u> </u> | Schedule Status: In Progre |
| Туре | Other Submissions | Due Date | 8/31/2010 11:59:00 PM Due In: 27 days |
| Available Date | 8/1/2010 | Submission Tracking Number | 00084240 |
| Reporting Cycle | Fixed Date | Reporting Period | 04/01/2010 - 03/31/2011 |
| Online Submission | Yes (Required) | Submission Status | In Progress |
| Started by | Barbara Weisenthal on 8/2/201 | 0 11:34:45 AM | |
| Submit Submission Edi | it Submission View Submission Vie | ew Related NGA Request Extension | |
| | | Δ | |
| ADAP RFI | | Request Extension | Schedule Status: Not Start |
| Туре | Other Submissions | Request Extension | /26/2010 11:59:59 PM |
| Available Date | 7/16/2010 | Submission Tracking Number | Late by: 9 days 00087345 |
| Reporting Cycle | Budget Period | Reporting Period | 04/01/2010 - 03/31/2011 |
| Online Submission | Yes (Required) | Submission Status | Not Started |
| Started by | res (Required) | Submission Status | Not Started |
| • | / Guidance Request Extension | | |
| Start Submission View | A Guidance Request Extension | | |
| FY 2009 | e Report | | Schedule Status: Not Start |
| Type View In | structions | Due Date | 9/30/2010 11:59:00 PM Due In: 57 days |
| Available Date | 5/3/2010 | Submission Tracking Number | 00084236 |
| | Fixed Date | Reporting Period | 04/01/2010 - 03/31/2011 |
| Reporting Cycle | | | |
| Reporting Cycle Online Submission | Yes (Required) | Submission Status | Not Started |



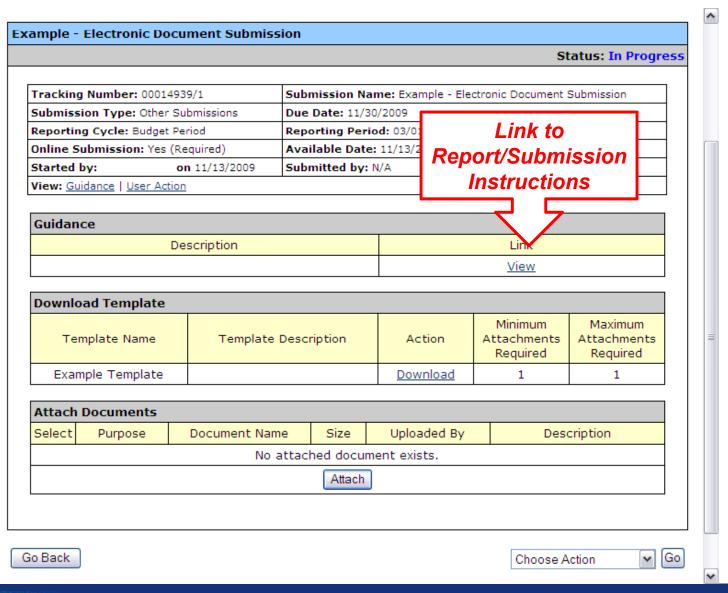
Submissions List - Begin Report/Submission



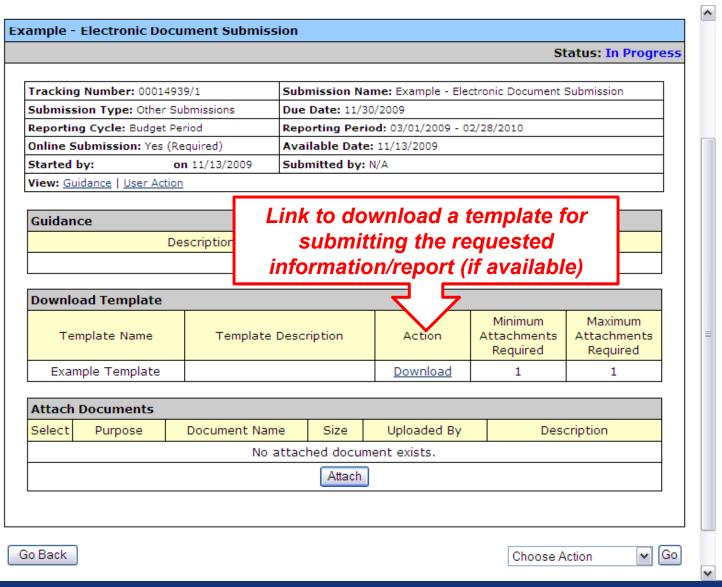




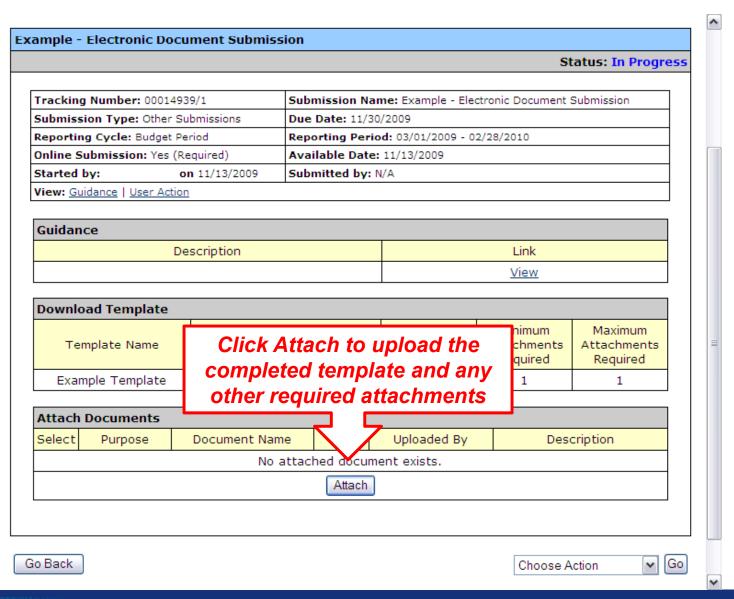






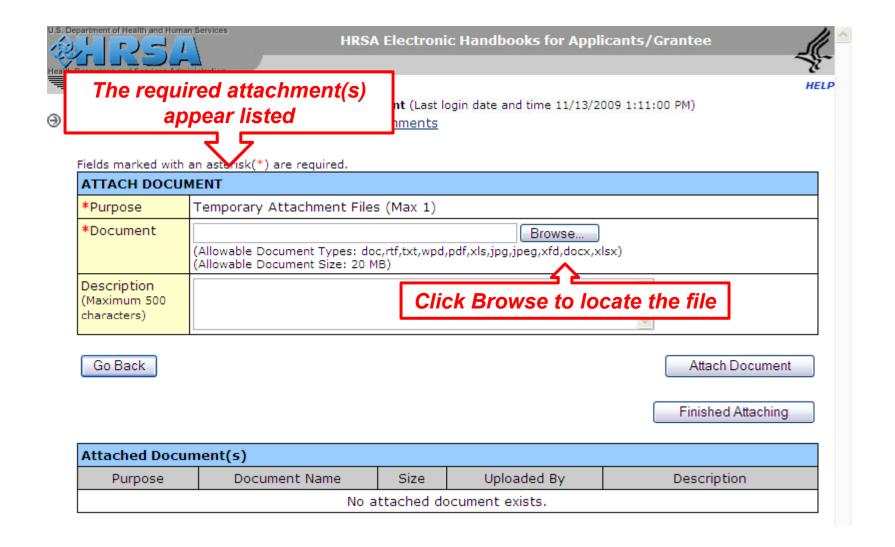






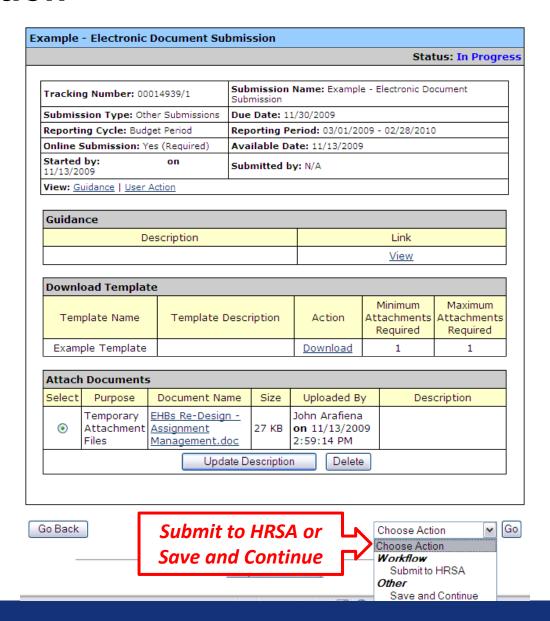


Attach File(s)





Choose Action





Submit to HRSA



HRSA Electronic Handbooks for Applicants/Grantee



Other Submissions

home | logout | glossary | help | questions/comments

To submit this submission, click the 'Confirm' button. To go back to the previous page, click the 'Cancel' button.

i

Note: This is a confirmation page! You must click the appropriate button to complete your action.

SUBMISSION CONFIRMATION

| Tracking Number: 00014939/1 | | Submission Name: Example - Electronic Document Submission | |
|------------------------------------|---------------|---|--|
| Submission Type: Other Submissions | | Due Date: 11/30/2009 | |
| Reporting Cycle: Budget Period | | Reporting Period: 03/01/2009 - 02/28/2010 | |
| Online Submission: Yes (Required) | | Available Date: 11/13/2009 | |
| Started by: | on 11/13/2009 | Submitted by: N/A | |
| View: Guidance Us | ser Action | | |

| Attach Documents | | | | |
|-------------------------------|--|-------|---|--|
| Purpose | Document Name | Size | Uploaded By | |
| Temporary Attachment Files | EHBs Re-Design - Assignment Management.doc | 27 KB | ı on 11/13/2009 2:59:14 PM | |

Click Submit to HRSA to Submit the Report/Submission for Review

Description

Cancel

Submit to HRSA



Submit to HRSA



HRSA Electronic Handbooks for Applicants/Grantee



Grant Handbook

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Followi

A Submission Confirmation will appear once report/submission has been submitted to HRSA

by clicking on the appropriate link. To search, click

Submission with tracking number 00014939 has been successfully submitted to HRSA.

Displaying 1-1 of 1

Search

OTHER SUBMISSIONS

on the "Search" button.

Input Parameters: (Show Parameters)

status, you can edit or view the sub

| Example (Submission Name Field) | | Schedule Status: Change requested | |
|---|-------------------|-----------------------------------|--|
| Туре | Other Submissions | Due Date | 11/24/2009 11:59:59 PM Extended till (11/26/2009 11:59:59 PM) Due In: 11 days |
| Available Date | 11/10/2009 | Submission Tracking Number | 00014927 |
| Reporting Cycle | Budget Period | Reporting Period | 03/01/2009 - 02/28/2010 |
| Online Submission | Yes (Required) | Submission Status | Change Requested |
| Started by | | | |
| Submit Submission Edit Submission View Submission | | | |

Page 1



Grant Handbook Security Model

All Other Users must be given privileges to the Grant Handbook by the Project Director or user with "Administer Grant Users" privilege for the Grant





What is a Prior Approval Request?

- A prior approval request is a request initiated by the grantee to change grant-related information
- In the past, these requests were submitted on paper or via email. Grantees will now be required to submit Requests through EHBs
- Prior Approval Requests include:
 - Project Director Change
 - Carry over of Unobligated Balances
 - Extension of Project Period (with or without funds)
 - Re-Budgeting
 - Administrative Supplements
 - ▶ Other Changes (Grantee Name, Deviation from Terms, etc.)



Registration to Grant Handbook

- By default, the Project Director and Financial Reporting Administrator will have privileges to view, edit, or submit prior approval requests
 - ▶ If Project Director changes, Financial Reporting Administrator can submit Project Director Change prior approval request
- All other users must be given privileges by the Project Director or other user with the ability to Administer Grant Users privileges in the Grant Handbook



Prior Approval Requests – Process Overview

- The Project Director or other user with "Administer Grant Users" privileges in the Grant Handbook will manage user privileges for Prior Approval Requests
- Grantee users with privileges to Edit or Submit Prior Approval requests in the Grant Handbook will login to the EHBs and begin the request
- In some cases, templates for the required documents will be available for download in the EHBs
- Grantee will complete required fields in the web-forms and upload completed required documents as attachments in the EHBs
- 5. Business and validation rules will be enforced on the captured data to ensure completeness



Prior Approval Requests – Process Overview Continued...

- Once all required fields have been completed and validated and all documents have been uploaded into the EHBs, the grantee will submit the request to HRSA
- HRSA Program and Grants Office personnel will review the request and approve, disapprove, or request more information
- 8. If returned for changes, make the appropriate changes and re-submit the request
- 9. Once the request is approved, HRSA will complete the process and deliver any related documentation, such as a revised Notice of Grant Award (NGA)



Navigate to Prior Approval Requests

home | logout | contact us | glossary | help | questions/comments

Grant Menu

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Logout

Contact Us:

301-998-7373

Phone: 877-Go4-HRSA/877-464-4772; Time:

9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday

Email:

CallCenter@HRSA.GOV

through Friday

Grant Electronic Handbook (EHB) provides authorized users of the grantee organization a means to conduct various activities electronically.

Note: You have multiple grants in your profile. Currently, you are working on Grant# H89HA00005. All data shown to you will be for this grant. To change to a different grant click <u>here</u>.

New/Existing link

DAY?

View Grant Information

- View Most Recent Notice of Grant Award
- View Prior Notices of Grant Awards
- → Change/Control Who Can View this Information

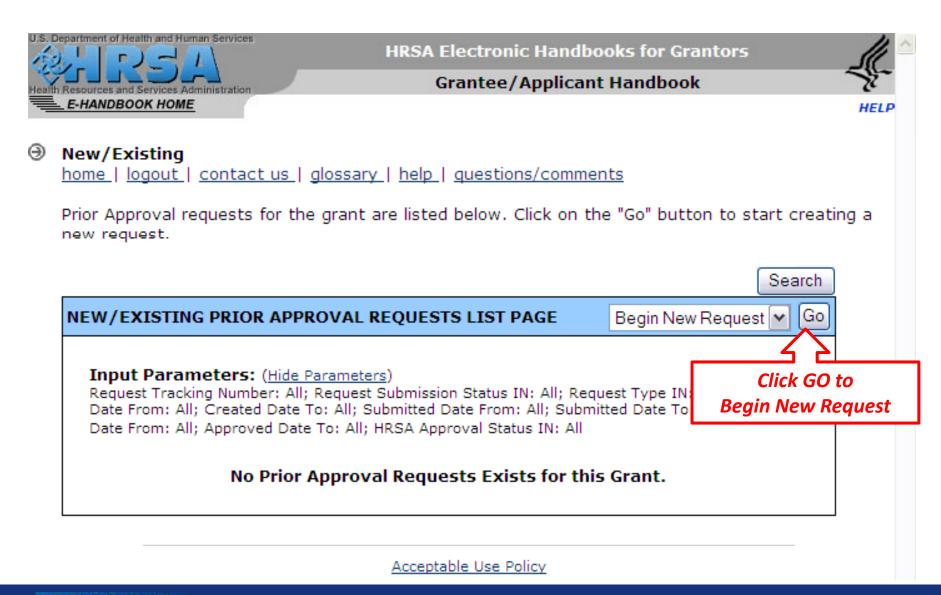
Manage Post Award Submissions

- ? Learn About Post Award Submissions
- → View Available Post Award Submission Schedule
- Work on Noncompeting Continuation Applications (Why is the link disabled?)
- → Work on Performance Report or Other Submissions
- Control How Others Can Work on Submissions

Administer Grant Handbook

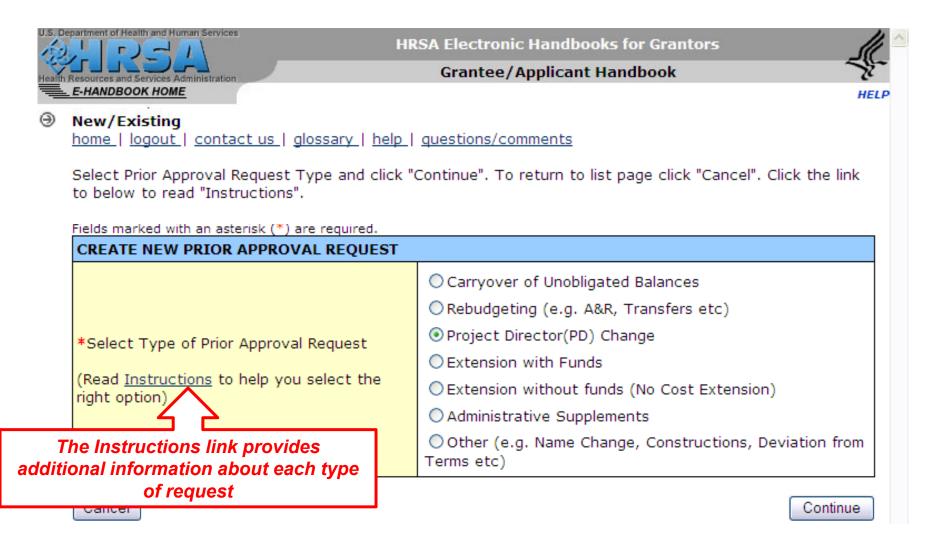
- Learn About Grant Access Privileges
- Allow Other Users from My Organization to Work on this Grant
- Change/Control How Others Can Work on this Grant

Prior Approval Requests – Begin New Request



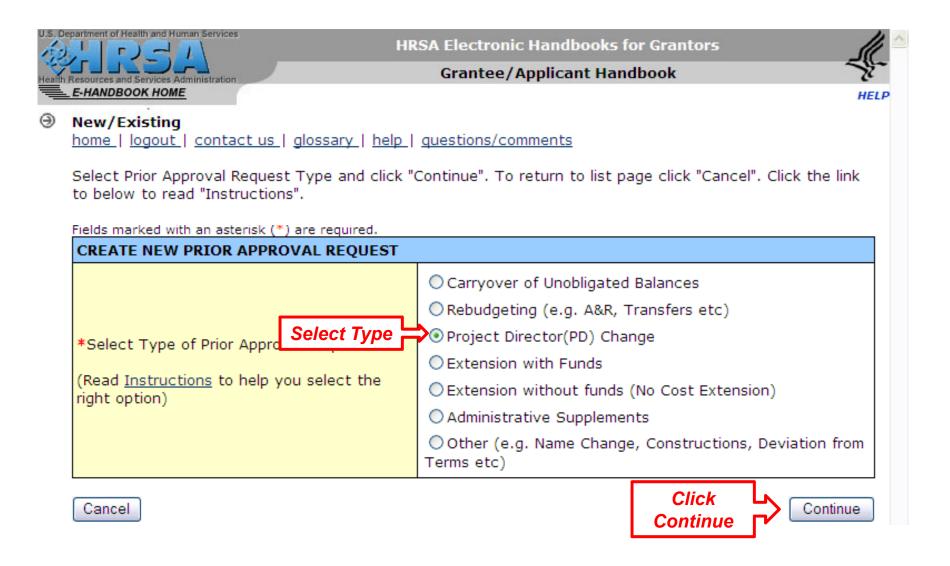


Prior Approval Requests – Select Type of Request



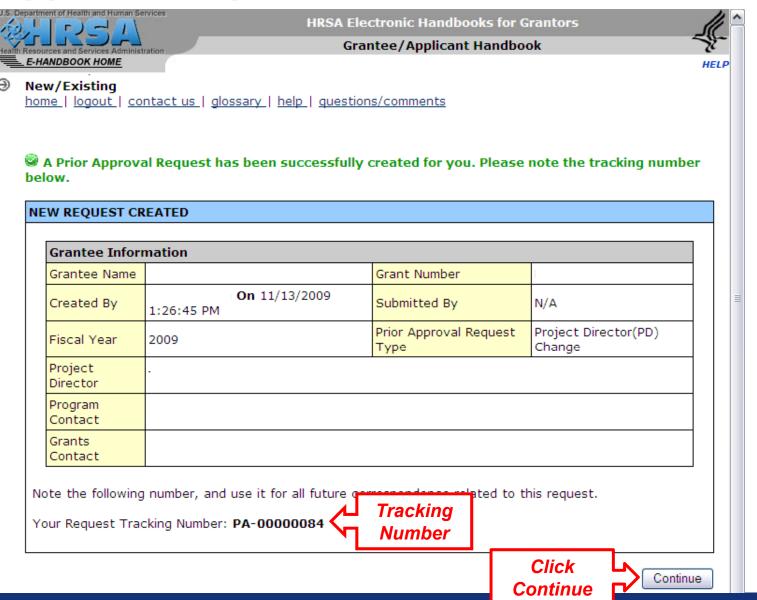


Prior Approval Requests – Select Type of Request



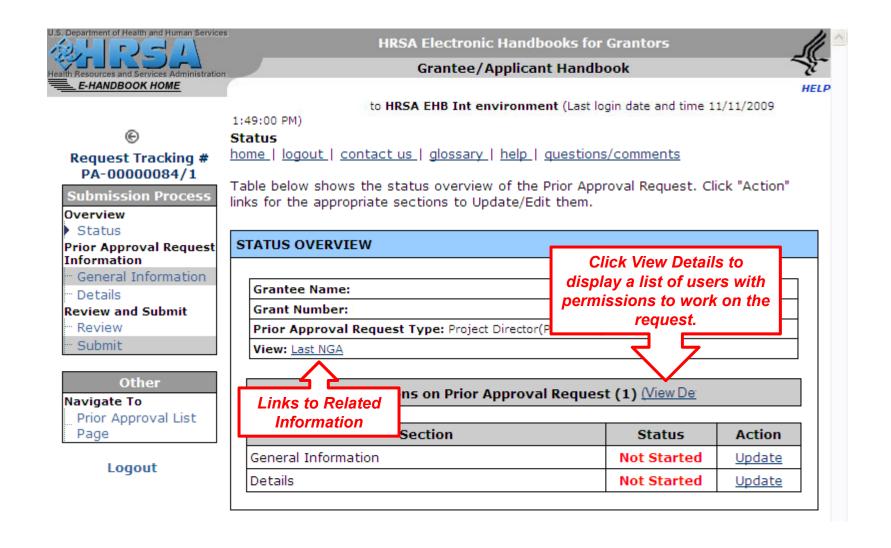


Prior Approval Request – Created Confirmation





Prior Approval Request – Status Overview





Prior Approval Request – Status Table

| Grantee Name: | | |
|--|--------------------------|------------------|
| Grant Number: | | |
| Prior Approval Request Type: Project Directo | r(PD) Change | |
| View: Last NGA | | |
| | | |
| Users with Permissions on Prior Approv | ral Request (1) (View De | |
| | ral Request (1) (View De | Action |
| Users with Permissions on Prior Approv | | Action Update |

| Status | Denotes |
|-------------|---|
| Not Started | All the sections are initially in the 'Not Started' status. Once any data is entered on a page and saved, the status will change to In Progress |
| In Progress | The page will remain in this status until all the data has been entered and has been saved. The data on the page will be saved as long as there are no errors on the page |
| Completed | Once you have entered all the data within each page and there are no errors on the page, the page status will be changed to 'Completed' |

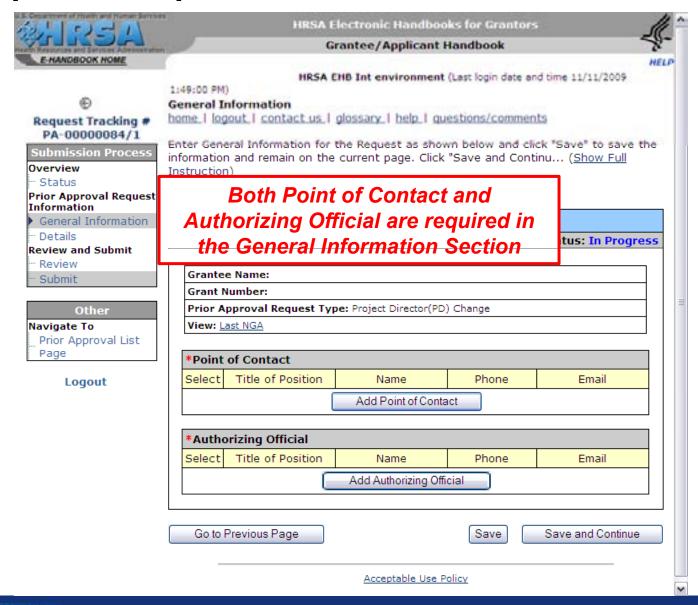


Prior Approval Request – Sections

- All prior approval requests consist of two sections
 - General Information Section Collects Point of Contact and Authorizing Official Information
 - Details Section Collects information needed based on the type of request
 - Web-based Forms
 - Uploaded Supporting Documents



Prior Approval Request – General Information Section





Prior Approval Request – General Information Section

General Information

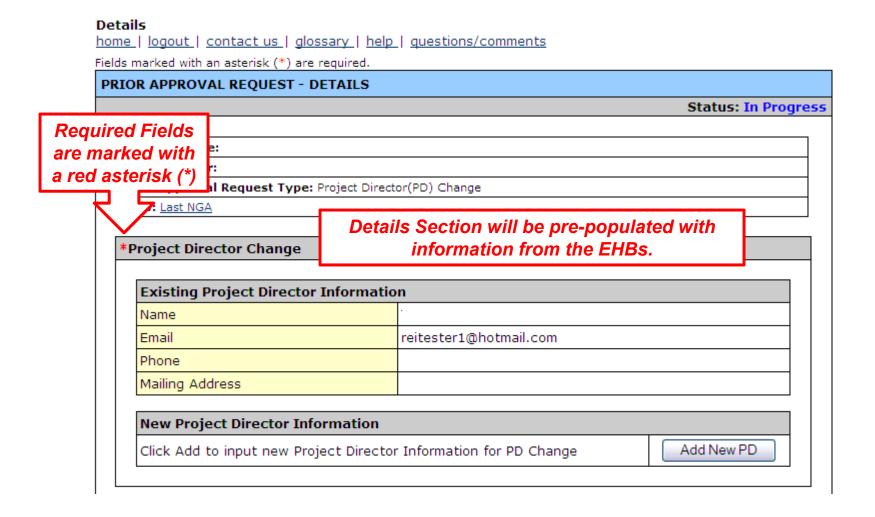
home | logout | contact us | glossary | help | questions/comments

Enter General Information for the Request as shown below and click "Save" to save the information and remain on the current page. Click "Save and Continu... (Show Full Instruction)

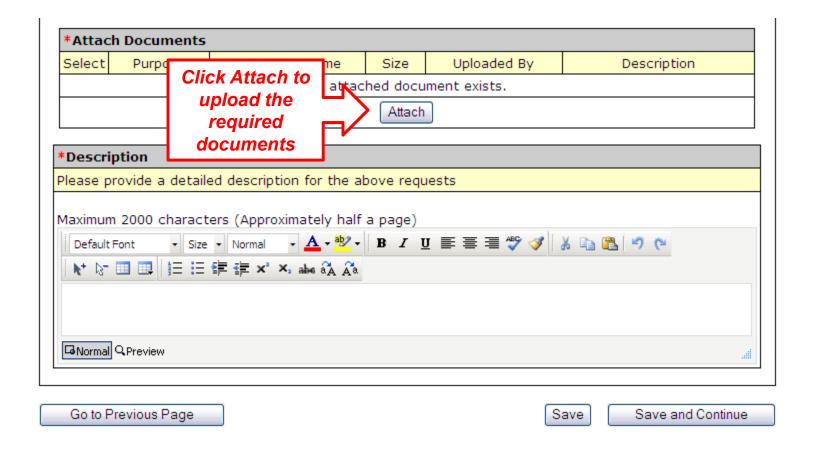
Fields marked with an asterisk (*) are required. PRIOR APPROVAL REQUEST - GENERAL INFORMATION Status: In Progress Grantee Name: MIAMI-DADE COUNTY Grant Number: H89HA00005 Prior Approval Request Type: Extension without Funds View: Last NGA Point of Contact Select Title of Position Name Phone **Email** Director Jillian Robey CallCenter@hrsa.gov Change Point of Contact Update Information Delete Point of Contact *Authorizing Official Select Title of Position Phone Name Email Director Jillian Robey Click Save and Change Authorizing Official Update Continue Delete Authorizing Official Go to Previous Page Save and Continue Save

Prior Approval Request – Details Section

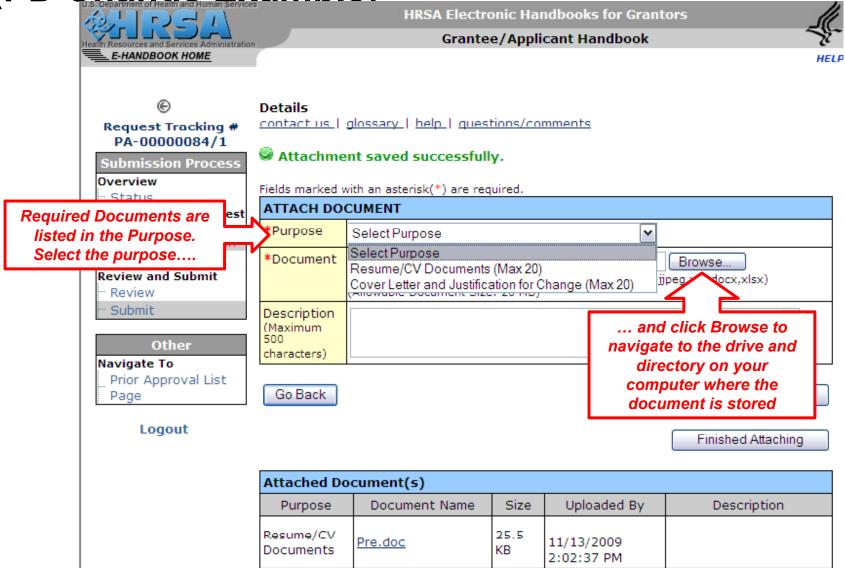
- Information requested in the details section varies depending on the type of prior approval request
- ▶ The details section will be pre-populated with information from the EHBs when possible
- Required fields are marked with a red asterisk (*)
- Document templates will be available for download
- All required documents for the type of request must be uploaded before the request can be submitted to HRSA





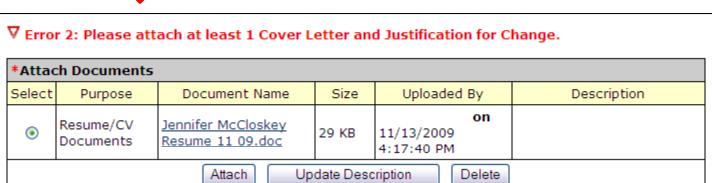




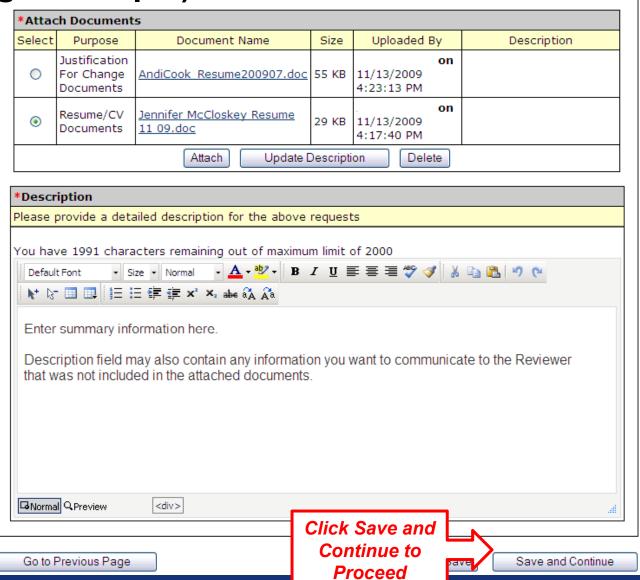




EHBs will display errors when requirements are not met

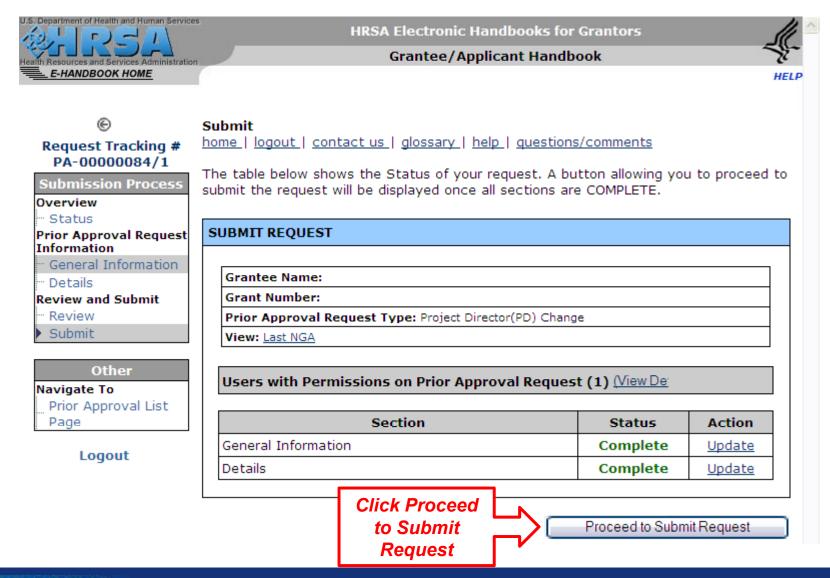




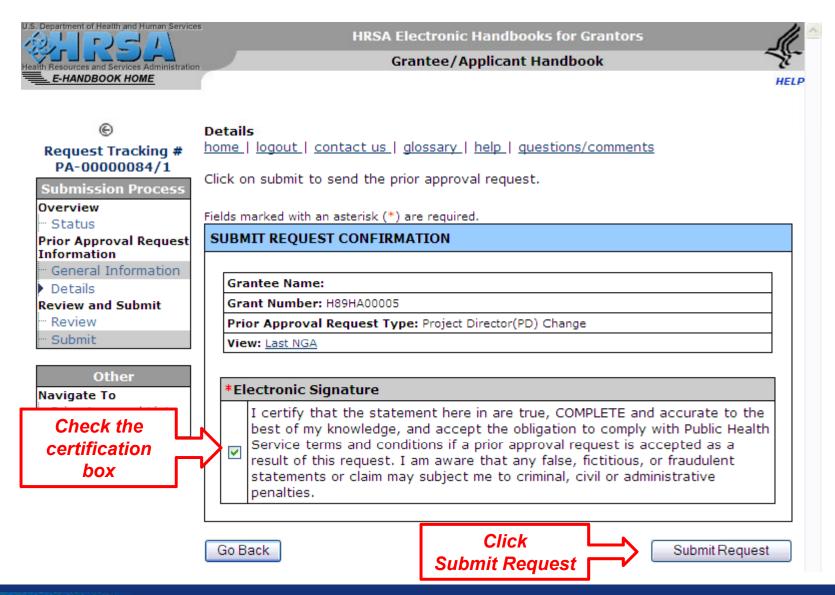




Prior Approval Request – Submit to HRSA

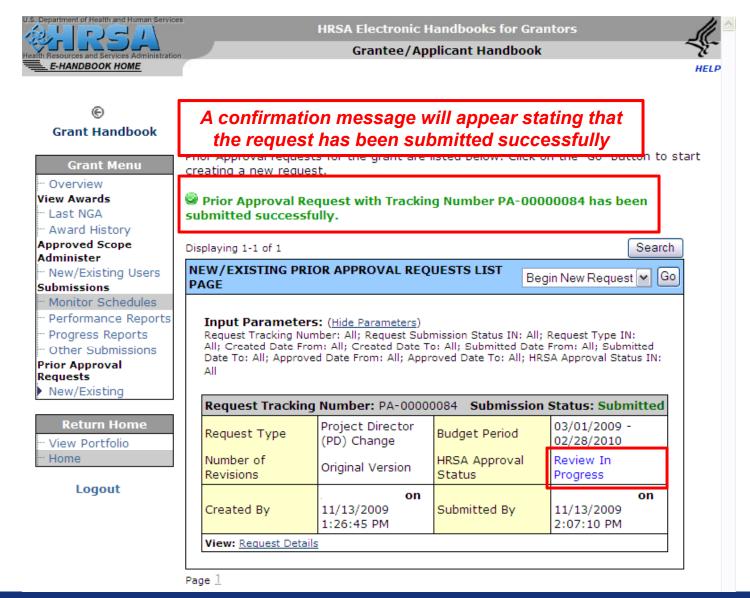


Prior Approval Request – Electronic Signature





Prior Approval Request – Submission Confirmation





Noncompeting Continuation (NCC) Streamlining

- Beginning with FY 2011, Grantees will submit a streamlined Noncompeting Continuation Progress Report instead of a full NCC Application
- Submission of Noncompeting Continuation Progress Report will be through the EHBs grant portfolio only – no submission through grants.gov
- NCC Progress Report will consist of:
 - Standard SF-PPR Forms
 - Progress Report Uploads
 - Appendices (vary depending on program requirements)



Questions?

