

*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

**Contact Us:**  
Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373  
Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday  
Email: [CallCenter@HRSA.GOV](mailto:CallCenter@HRSA.GOV)

Fields marked with an asterisk(\*) are required

### LOGIN

**Already Registered?**

\*Username   
\*Password

[Forgot your password?](#)

**Not Registered?**

- Registration is needed only once
- Read the getting started guidelines for [New Applicants](#) and/or [Existing Grantees](#)

*Need help?  
Get it here*

*Start here*

*Read the guidelines here*

# 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

1. 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
4. Business and validation rules will be enforced on the captured data to ensure completeness
5. Once all documents have been uploaded into the EHBs, the grantee will submit the documents to HRSA
6. 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 re-submit 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

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

- 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

Monitor Schedules

[/comments](#)

a complete list of post

award submission requirements.

Displaying 1-9 of 9

Search

## MONITOR SCHEDULES

Input Param (s)

*Click Link to Navigate to Section*

Submission Name		Due Date	Schedule Status	Reporting Cycle
FY 2010 Final MAI Annual Report	<a href="#">Other Submissions</a>	8/31/2010 11:59:00 PM	In Progress Due In: 27 days	Fixed Date (04/01/2010 - 03/31/2011)
ADAP RFI	<a href="#">Other Submissions</a>	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	<a href="#">Progress Report</a>	8/30/2010 11:59:00 PM	In Progress Due In: 26 days	One Time Submission (04/01/2009 - 03/31/2010)

# Submissions List

**OTHER SUBMISSIONS**

**The list page will display all required reports/submissions that are in Not Started, In Progress, or Change Requested Status**

Input Parameters: [\(Show Parameters\)](#)

<b>FY 2010 Final MAI Annual Report</b>			<b>Schedule Status: In Progress</b>
Type	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 8/2/2010 11:34:45 AM		
<a href="#">Submit Submission</a>   <a href="#">Edit Submission</a>   <a href="#">View Submission</a>   <a href="#">View Related NGA</a>   <a href="#">Request Extension</a>			

<b>ADAP RFI</b>			<b>Schedule Status: Not Started</b>
Type	Other Submissions	Due Date	9/26/2010 11:59:59 PM Late by: 9 days
Available Date	7/16/2010	Submission Tracking Number	00087345
Reporting Cycle	Budget Period	Reporting Period	04/01/2010 - 03/31/2011
Online Submission	Yes (Required)	Submission Status	Not Started
Started by			
<a href="#">Start Submission</a>   <a href="#">View Guidance</a>   <a href="#">Request Extension</a>			

**Request Extension**

<b>FY 2009 ... Report</b>			<b>Schedule Status: Not Started</b>
Type	...	Due Date	9/30/2010 11:59:00 PM Due In: 57 days
Available Date	5/3/2010	Submission Tracking Number	00084236
Reporting Cycle	Fixed Date	Reporting Period	04/01/2010 - 03/31/2011
Online Submission	Yes (Required)	Submission Status	Not Started
Started by			
<a href="#">Start Submission</a>   <a href="#">View Related NGA</a>   <a href="#">View Guidance</a>   <a href="#">Request Extension</a>			

**View Instructions**

# Submissions List - Begin Report/Submission

**Grant Handbook**

**Grant Menu**

- ... Overview
- View Awards**
- ... Last NGA
- ... Award History
- Approved Scope**
- Administer**
- ... New/Existing Users
- Submissions**
- ... Monitor Schedules
- ▶ **Other Submissions**
- Prior Approval Requests**
- ... New/Existing

**Return Home**

- ... View Portfolio
- ... Home

[Logout](#)

**Other Submissions**

[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Following is the list of other submissions for this grant along with their statuses. Based on its status, you can edit or view the submission by clicking on the appropriate link. To search, click on the "Search" button.

Displaying 1-2 of 2

**OTHER SUBMISSIONS**

**Input Parameters:** ([Show Parameters](#))

**Example - Electronic Document Submission**      **Schedule Status: Not Started**

Type	Other Submissions	Due Date	11/30/2009 11:59:59 PM Due In: 17 days
Available Date	11/13/2009	Submission Tracking Number	00014939
Reporting Period		Reporting Period	03/01/2009 - 02/28/2010
(Required)		Submission Status	Not Started

**Click Start Submission**



[Start Submission](#) | [View Guidance](#)

**Example (Submission Name Field)**      **Schedule Status: Change requested**

			11/24/2009 11:59:59
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# Electronic Document Submissions Page

**Summary information about the required submission**

<b>Tracking Number:</b> 00014939/1	<b>Submission Name:</b> Example - Electronic Document Submission
<b>Submission Type:</b> Other Submissions	<b>Due Date:</b> 11/30/2009
<b>Reporting Cycle:</b> Budget Period	<b>Reporting Period:</b> 03/01/2009 - 02/28/2010
<b>Online Submission:</b> Yes (Required)	<b>Available Date:</b> 11/13/2009
<b>Started by:</b> on 11/13/2009	<b>Submitted by:</b> N/A
<b>View:</b> <a href="#">Guidance</a>   <a href="#">User Action</a>	

Guidance	
Description	Link
	<a href="#">View</a>

Download Template				
Template Name	Template Description	Action	Minimum Attachments Required	Maximum Attachments Required
Example Template		<a href="#">Download</a>	1	1

Attach Documents					
Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					
<input type="button" value="Attach"/>					

Choose Action

# Electronic Document Submissions Page

**Example - Electronic Document Submission** Status: **In Progress**

<b>Tracking Number:</b> 00014939/1	<b>Submission Name:</b> Example - Electronic Document Submission
<b>Submission Type:</b> Other Submissions	<b>Due Date:</b> 11/30/2009
<b>Reporting Cycle:</b> Budget Period	<b>Reporting Period:</b> 03/01/2009 - 03/31/2009
<b>Online Submission:</b> Yes (Required)	<b>Available Date:</b> 11/13/2009
<b>Started by:</b> on 11/13/2009	<b>Submitted by:</b> N/A
<b>View:</b> <a href="#">Guidance</a>   <a href="#">User Action</a>	

Link to Report/Submission Instructions

Guidance	
Description	Link
	<a href="#">View</a>

Download Template				
Template Name	Template Description	Action	Minimum Attachments Required	Maximum Attachments Required
Example Template		<a href="#">Download</a>	1	1

Attach Documents					
Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					
<input type="button" value="Attach"/>					

Choose Action

# Electronic Document Submissions Page

**Example - Electronic Document Submission**

Status: **In Progress**

<b>Tracking Number:</b> 00014939/1	<b>Submission Name:</b> Example - Electronic Document Submission
<b>Submission Type:</b> Other Submissions	<b>Due Date:</b> 11/30/2009
<b>Reporting Cycle:</b> Budget Period	<b>Reporting Period:</b> 03/01/2009 - 02/28/2010
<b>Online Submission:</b> Yes (Required)	<b>Available Date:</b> 11/13/2009
<b>Started by:</b> on 11/13/2009	<b>Submitted by:</b> N/A
<b>View:</b> <a href="#">Guidance</a>   <a href="#">User Action</a>	

Guidance	
	Description

**Link to download a template for submitting the requested information/report (if available)**

Download Template				
Template Name	Template Description	Action	Minimum Attachments Required	Maximum Attachments Required
Example Template		<a href="#">Download</a>	1	1

Attach Documents					
Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					
<input type="button" value="Attach"/>					

Choose Action

# Electronic Document Submissions Page

**Example - Electronic Document Submission**

Status: **In Progress**

<b>Tracking Number:</b> 00014939/1	<b>Submission Name:</b> Example - Electronic Document Submission
<b>Submission Type:</b> Other Submissions	<b>Due Date:</b> 11/30/2009
<b>Reporting Cycle:</b> Budget Period	<b>Reporting Period:</b> 03/01/2009 - 02/28/2010
<b>Online Submission:</b> Yes (Required)	<b>Available Date:</b> 11/13/2009
<b>Started by:</b> on 11/13/2009	<b>Submitted by:</b> N/A
<b>View:</b> <a href="#">Guidance</a>   <a href="#">User Action</a>	

Guidance	
Description	Link
	<a href="#">View</a>

Download Template			
Template Name	Minimum Attachments Required	Maximum Attachments Required	
Example Template	1	1	

**Click Attach to upload the completed template and any other required attachments**

Attach Documents				
Select	Purpose	Document Name	Uploaded By	Description
No attached document exists.				
<input type="button" value="Attach"/>				

Choose Action

# Attach File(s)

U.S. Department of Health and Human Services

**HRSA**

HRSA Electronic Handbooks for Applicants/Grantee

HELP

nt (Last login date and time 11/13/2009 1:11:00 PM)

Attachments

**The required attachment(s) appear listed**

Fields marked with an asterisk(\*) are required.

ATTACH DOCUMENT	
*Purpose	Temporary Attachment Files (Max 1)
*Document	<input type="text"/> <input type="button" value="Browse..."/> (Allowable Document Types: doc,rtf,txt,wpd,pdf,xls,jpg,jpeg,xfd,docx,xlsx) (Allowable Document Size: 20 MB)
Description (Maximum 500 characters)	<input type="text"/>

**Click Browse to locate the file**

Attached Document(s)				
Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.				



# Choose Action

**Example - Electronic Document Submission** Status: **In Progress**

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

View: [Guidance](#) | [User Action](#)

Guidance	
Description	Link
	<a href="#">View</a>

Download Template				
Template Name	Template Description	Action	Minimum Attachments Required	Maximum Attachments Required
Example Template		<a href="#">Download</a>	1	1

Attach Documents					
Select	Purpose	Document Name	Size	Uploaded By	Description
<input checked="" type="radio"/>	Temporary Attachment Files	<a href="#">EHBs Re-Design - Assignment Management.doc</a>	27 KB	John Arafiena on 11/13/2009 2:59:14 PM	

Submit to HRSA or Save and Continue

Choose Action

- Choose Action
- Workflow**
- Submit to HRSA
- Other**
- Save and Continue

# Submit to HRSA

⊖ **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.

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

**SUBMISSION CONFIRMATION**

<b>Tracking Number:</b> 00014939/1	<b>Submission Name:</b> Example - Electronic Document Submission
<b>Submission Type:</b> Other Submissions	<b>Due Date:</b> 11/30/2009
<b>Reporting Cycle:</b> Budget Period	<b>Reporting Period:</b> 03/01/2009 - 02/28/2010
<b>Online Submission:</b> Yes (Required)	<b>Available Date:</b> 11/13/2009
<b>Started by:</b> on 11/13/2009	<b>Submitted by:</b> N/A
<b>View:</b> <a href="#">Guidance</a>   <a href="#">User Action</a>	

**Attach Documents**

Purpose	Document Name	Size	Uploaded By	Description
Temporary Attachment Files	<a href="#">EHBs Re-Design - Assignment Management.doc</a>	27 KB	on 11/13/2009 2:59:14 PM	

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

Cancel

Submit to HRSA

# Submit to HRSA

Grant Handbook

- Grant Menu
- Overview
- View Awards
  - Last NGA
  - Award History
- Approved Scope
- Administer
  - New/Existing Users
- Submissions
  - Monitor Schedules
  - Other Submissions
- Prior Approval Requests
  - New/Existing

- Return Home
  - View Portfolio
  - Home

Logout

Other [home](#)

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

Following submission, you will receive an email notification. Based on its status, you can edit or view the submission by clicking on the appropriate link. To search, click on the "Search" button.

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

Displaying 1-1 of 1

Search

OTHER SUBMISSIONS			
Input Parameters: ( <a href="#">Show Parameters</a> )			
Example (Submission Name Field)		Schedule Status: <b>Change requested</b>	
Type	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			
<a href="#">Submit Submission</a>   <a href="#">Edit Submission</a>   <a href="#">View Submission</a>			

# 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

Others		
<input type="checkbox"/> <a href="#">Edit Prior Approval Request</a>	<input type="checkbox"/> <a href="#">Submit Prior Approval Request</a>	<input type="checkbox"/> <a href="#">View Prior Approval Request</a>
<input checked="" type="checkbox"/> <a href="#">Access Grant</a>	<input type="checkbox"/> <a href="#">Administer Grant Users</a>	<input type="checkbox"/> <a href="#">View Awards</a>
<input type="checkbox"/> <a href="#">Edit Noncompeting Continuations</a>	<input type="checkbox"/> <a href="#">Submit Noncompeting Continuations</a>	<input type="checkbox"/> <a href="#">View Noncompeting Continuations</a>
<input type="checkbox"/> <a href="#">Edit Progress Report</a>	<input type="checkbox"/> <a href="#">Submit Progress Report</a>	<input type="checkbox"/> <a href="#">View Progress Report</a>
<input type="checkbox"/> <a href="#">Edit Performance Report</a>	<input type="checkbox"/> <a href="#">Submit Performance Report</a>	<input type="checkbox"/> <a href="#">View Performance Report</a>
<input type="checkbox"/> <a href="#">Edit Other Submissions</a>	<input type="checkbox"/> <a href="#">Submit Other Submissions</a>	<input type="checkbox"/> <a href="#">View Other Submissions</a>
<input type="checkbox"/> <a href="#">Create CIS Request</a>	<input type="checkbox"/> <a href="#">View CIS Request</a>	<input type="checkbox"/> <a href="#">Edit CIS Request</a>
<input type="checkbox"/> <a href="#">Submit CIS Request</a>		

# 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

1. The Project Director or other user with “Administer Grant Users” privileges in the Grant Handbook will manage user privileges for Prior Approval Requests
2. Grantee users with privileges to Edit or Submit Prior Approval requests in the Grant Handbook will login to the EHBs and begin the request
3. In some cases, templates for the required documents will be available for download in the EHBs
4. 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...

6. 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
7. 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**

- Overview
- View Awards**
  - Last NGA
  - Award History
- Approved Scope Administer**
  - New/Existing Users
- Submissions**
  - Monitor Schedules
  - Other Submissions
- Prior Approval Requests**
  - New/Existing

**Return Home**

- View Portfolio
- Home

**Contact Us:**

Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373	Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday	Email: <a href="mailto:CallCenter@HRSA.GOV">CallCenter@HRSA.GOV</a>
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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 [here](#).

## **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
- 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
- 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

# Prior Approval Requests – Begin New Request

**New/Existing**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Prior Approval requests for the grant are listed below. Click on the "Go" button to start creating a new request.

**NEW/EXISTING PRIOR APPROVAL REQUESTS LIST PAGE**

**Input Parameters:** ([Hide Parameters](#))  
Request Tracking Number: All; Request Submission Status IN: All; Request Type IN:  
Date From: All; Created Date To: All; Submitted Date From: All; Submitted Date To:  
Date From: All; Approved Date To: All; HRSA Approval Status IN: All

**No Prior Approval Requests Exists for this Grant.**

*Click GO to  
Begin New Request*

# Prior Approval Requests – Select Type of Request

U.S. Department of Health and Human Services  
**HRSA**  
Health Resources and Services Administration  
E-HANDBOOK HOME

HRSA Electronic Handbooks for Grantors  
Grantee/Applicant Handbook

HELP

⊖ **New/Existing**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Select Prior Approval Request Type and click "Continue". To return to list page click "Cancel". Click the link to below to read "Instructions".

Fields marked with an asterisk (\*) are required.

**CREATE NEW PRIOR APPROVAL REQUEST**

<p>*Select Type of Prior Approval Request</p> <p>(Read <a href="#">Instructions</a> to help you select the right option)</p>	<ul style="list-style-type: none"><li><input type="radio"/> Carryover of Unobligated Balances</li><li><input type="radio"/> Rebudgeting (e.g. A&amp;R, Transfers etc)</li><li><input checked="" type="radio"/> Project Director(PD) Change</li><li><input type="radio"/> Extension with Funds</li><li><input type="radio"/> Extension without funds (No Cost Extension)</li><li><input type="radio"/> Administrative Supplements</li><li><input type="radio"/> Other (e.g. Name Change, Constructions, Deviation from Terms etc)</li></ul>
--	--

**The Instructions link provides additional information about each type of request**

# Prior Approval Requests – Select Type of Request

⊖ **New/Existing**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Select Prior Approval Request Type and click "Continue". To return to list page click "Cancel". Click the link to below to read "Instructions".

Fields marked with an asterisk (\*) are required.

CREATE NEW PRIOR APPROVAL REQUEST	
<p>*Select Type of Prior Approval Request</p> <p>(Read <a href="#">Instructions</a> to help you select the right option)</p>	<ul style="list-style-type: none"><li><input type="radio"/> Carryover of Unobligated Balances</li><li><input type="radio"/> Rebudgeting (e.g. A&amp;R, Transfers etc)</li><li><input checked="" type="radio"/> Project Director(PD) Change</li><li><input type="radio"/> Extension with Funds</li><li><input type="radio"/> Extension without funds (No Cost Extension)</li><li><input type="radio"/> Administrative Supplements</li><li><input type="radio"/> Other (e.g. Name Change, Constructions, Deviation from Terms etc)</li></ul>

**Select Type** →

Cancel

**Click Continue** →

Continue

# Prior Approval Request – Created Confirmation

☺ **New/Existing**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

✔ **A Prior Approval Request has been successfully created for you. Please note the tracking number below.**

**NEW REQUEST CREATED**

Grantee Information			
Grantee Name		Grant Number	
Created By	On 11/13/2009 1:26:45 PM	Submitted By	N/A
Fiscal Year	2009	Prior Approval Request Type	Project Director(PD) Change
Project Director			
Program Contact			
Grants Contact			

Note the following number, and use it for all future correspondence related to this request.  
Your Request Tracking Number: **PA-00000084**


**Tracking Number**

**Click Continue**

Continue

# Prior Approval Request – Status Overview

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

HRSA Electronic Handbooks for Grantors  
 Grantee/Applicant Handbook 

[HELP](#)

to HRSA EHB Int environment (Last login date and time 11/11/2009 1:49:00 PM)

**Status**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Table below shows the status overview of the Prior Approval Request. Click "Action" links for the appropriate sections to Update/Edit them.

**STATUS OVERVIEW**

Grantee Name: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Prior Approval Request Type: Project Director(P

View: [Last NGA](#)

\_\_\_\_\_s on Prior Approval Request (1) [View De](#)

Section	Status	Action
General Information	Not Started	<a href="#">Update</a>
Details	Not Started	<a href="#">Update</a>

*Click View Details to display a list of users with permissions to work on the request.*

*Links to Related Information*

- Request Tracking #**  
 PA-00000084/1
- Submission Process**
- Overview
  - ▶ Status
  - Prior Approval Request Information
    - General Information
    - Details
  - Review and Submit
    - Review
    - Submit

- Other**
- Navigate To
- Prior Approval List Page

[Logout](#)

# Prior Approval Request – Status Table

**STATUS OVERVIEW**

<b>Grantee Name:</b>
<b>Grant Number:</b>
<b>Prior Approval Request Type:</b> Project Director(PD) Change
<b>View:</b> <a href="#">Last NGA</a>

**Users with Permissions on Prior Approval Request (1)** [View De](#)

Section	Status	Action
General Information	<b>Not Started</b>	<a href="#">Update</a>
Details	<b>Not Started</b>	<a href="#">Update</a>

Status	Denotes
<b>Not Started</b>	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
<b>In Progress</b>	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
<b>Completed</b>	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

U.S. Department of Health and Human Services  
**HRSA**  
Health Resources and Services Administration  
E-HANDBOOK HOME

HRSA Electronic Handbooks for Grantors  
**Grantee/Applicant Handbook**

HRSA EHB Int environment (Last login date and time 11/11/2009 1:49:00 PM)

**Request Tracking # PA-0000084/1**

**Submission Process**  
Overview  
Status  
**Prior Approval Request Information**  
General Information  
Details  
Review and Submit  
Review  
Submit

**Other**  
Navigate To  
Prior Approval List Page  
Logout

**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)

**Both Point of Contact and Authorizing Official are required in the General Information Section**

Grantus: In Progress

**Grantee Name:**

**Grant Number:**

**Prior Approval Request Type:** Project Director(PD) Change

**View:** [Last NGA](#)

**\*Point of Contact**

Select	Title of Position	Name	Phone	Email
<input type="button" value="Add Point of Contact"/>				

**\*Authorizing Official**

Select	Title of Position	Name	Phone	Email
<input type="button" value="Add Authorizing Official"/>				

[Acceptable Use Policy](#)

# Prior Approval Request – General Information Section

### General Information

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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
<input type="radio"/>	Director	Jillian Robey		CallCenter@hrsa.gov

Change Point of Contact Update Information  
Delete Point of Contact

**\*Authorizing Official**

Select	Title of Position	Name	Phone	Email
<input type="radio"/>	Director	Jillian Robey		

Change Authorizing Official Update I  
Delete Authorizing Official

**Click Save and Continue**

Go to Previous Page Save Save and Continue

# 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

# Prior Approval Request – Details Section (PD Change Example)

## Details

[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Fields marked with an asterisk (\*) are required.

**PRIOR APPROVAL REQUEST - DETAILS**

**Status: In Progress**

Name: \_\_\_\_\_

Request Type: Project Director(PD) Change

Last NGA: [Last NGA](#)

**\*Project Director Change**

**Existing Project Director Information**

Name	_____
Email	reitester1@hotmail.com
Phone	_____
Mailing Address	_____

**New Project Director Information**

Click Add to input new Project Director Information for PD Change

Add New PD

*Required Fields are marked with a red asterisk (\*)*

*Details Section will be pre-populated with information from the EHBs.*

# Prior Approval Request – Details Section (PD Change Example)

**\* Attach Documents**

Select	Purpose	Name	Size	Uploaded By	Description
					attached document exists.

*Click Attach to upload the required documents* →

**\* Description**

Please provide a detailed description for the above requests

Maximum 2000 characters (Approximately half a page)

Default Font   Size   Normal   A   ab   B   I   U   ABC   [Icons]

[Icons]   x<sup>2</sup>   x<sub>2</sub>   a<sup>b</sup>   a<sub>b</sub>   A<sup>a</sup>   A<sub>a</sub>

# Prior Approval Request – Details Section (PD Change Example)

Request Tracking #  
**PA-0000084/1**

**Submission Process**

Overview  
 Status

**Review and Submit**

Review  
 Submit

**Other**

Navigate To  
 Prior Approval List Page

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**Details**  
[contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Attachment saved successfully.

Fields marked with an asterisk(\*) are required.

**ATTACH DOCUMENT**

\*Purpose: Select Purpose

\*Document:    
Resume/CV Documents (Max 20)  
 Cover Letter and Justification for Change (Max 20)  
 (Allowable Document Size: 20 MB)

Description (Maximum 500 characters):

*Required Documents are listed in the Purpose. Select the purpose....*

*... and click Browse to navigate to the drive and directory on your computer where the document is stored*

**Attached Document(s)**

Purpose	Document Name	Size	Uploaded By	Description
Resume/CV Documents	<a href="#">Pre.doc</a>	25.5 KB	11/13/2009 2:02:37 PM	

# Prior Approval Request – Details Section (PD Change Example)

*EHBs will display errors when requirements are not met*

**Error 2: Please attach at least 1 Cover Letter and Justification for Change.**

**\*Attach Documents**

Select	Purpose	Document Name	Size	Uploaded By	Description
<input checked="" type="radio"/>	Resume/CV Documents	<a href="#">Jennifer McCloskey Resume 11 09.doc</a>	29 KB	11/13/2009 4:17:40 PM <b>on</b>	

# Prior Approval Request – Details Section (PD Change Example)

**\* Attach Documents**

Select	Purpose	Document Name	Size	Uploaded By	Description
<input type="radio"/>	Justification For Change Documents	<a href="#">AndiCook Resume200907.doc</a>	55 KB	11/13/2009 4:23:13 PM	
<input checked="" type="radio"/>	Resume/CV Documents	<a href="#">Jennifer McCloskey Resume 11 09.doc</a>	29 KB	11/13/2009 4:17:40 PM	

**\*Description**

Please provide a detailed description for the above requests

You have 1991 characters remaining out of maximum limit of 2000

Enter summary information here.

Description field may also contain any information you want to communicate to the Reviewer that was not included in the attached documents.

**Click Save and Continue to Proceed**



# Prior Approval Request – Submit to HRSA

Request Tracking #  
 PA-0000084/1

- Submission Process**
- Overview
  - Status
  - Prior Approval Request Information**
  - General Information
  - Details
  - Review and Submit**
  - Review
  - Submit**

- Other**
- Navigate To
- Prior Approval List Page

Logout

**Submit**

[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the Status of your request. A button allowing you to proceed to submit the request will be displayed once all sections are COMPLETE.

SUBMIT REQUEST		
<b>Grantee Name:</b>		
<b>Grant Number:</b>		
<b>Prior Approval Request Type:</b>	Project Director(PD) Change	
<b>View:</b>	<a href="#">Last NGA</a>	
<b>Users with Permissions on Prior Approval Request (1)</b> <a href="#">View De</a>		
Section	Status	Action
General Information	Complete	<a href="#">Update</a>
Details	Complete	<a href="#">Update</a>

**Click Proceed to Submit Request**

Proceed to Submit Request

# Prior Approval Request – Electronic Signature

Request Tracking #  
**PA-0000084/1**

**Submission Process**

- Overview
  - Status
- Prior Approval Request Information**
  - General Information
  - Details**
- Review and Submit
  - Review
  - Submit

**Details**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Click on submit to send the prior approval request.

Fields marked with an asterisk (\*) are required.

**SUBMIT REQUEST CONFIRMATION**

<b>Grantee Name:</b>	
<b>Grant Number:</b>	H89HA00005
<b>Prior Approval Request Type:</b>	Project Director(PD) Change
<b>View:</b>	<a href="#">Last NGA</a>

**\*Electronic Signature**

<input checked="" type="checkbox"/>	I certify that the statement here in are true, COMPLETE and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Service terms and conditions if a prior approval request is accepted as a result of this request. I am aware that any false, fictitious, or fraudulent statements or claim may subject me to criminal, civil or administrative penalties.
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**Check the certification box**

Go Back

**Click Submit Request**

Submit Request

# Prior Approval Request – Submission Confirmation

- Grant Handbook
- Grant Menu
- Overview
  - View Awards**
    - Last NGA
    - Award History
  - Approved Scope Administrator**
    - New/Existing Users
  - Submissions**
    - Monitor Schedules
    - Performance Reports
    - Progress Reports
    - Other Submissions
  - Prior Approval Requests**
    - New/Existing
- Return Home
- View Portfolio
  - Home

**A confirmation message will appear stating that the request has been submitted successfully**

Prior Approval requests for the grant are listed below. Click on the "Go" button to start creating a new request.

**✔ Prior Approval Request with Tracking Number PA-0000084 has been submitted successfully.**

Displaying 1-1 of 1 Search

**NEW/EXISTING PRIOR APPROVAL REQUESTS LIST PAGE** Begin New Request

**Input Parameters:** [\(Hide Parameters\)](#)  
 Request Tracking Number: All; Request Submission Status IN: All; Request Type IN: All; Created Date From: All; Created Date To: All; Submitted Date From: All; Submitted Date To: All; Approved Date From: All; Approved Date To: All; HRSA Approval Status IN: All

<b>Request Tracking Number: PA-0000084</b>		<b>Submission Status: Submitted</b>	
Request Type	Project Director (PD) Change	Budget Period	03/01/2009 - 02/28/2010
Number of Revisions	Original Version	HRSA Approval Status	<a href="#">Review In Progress</a>
Created By	11/13/2009 1:26:45 PM	Submitted By	11/13/2009 2:07:10 PM

**on** **on**

**View:** [Request Details](#)

# 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 ?**