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

Post Award Submissions

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

Fields marked with an asterisk(*) are requir

LOGIN

Already Registered?

*Username

*Password

Login

Forgot your password?

Need help? Get it here

Not Registered?

Create an Account   *Start here*

• Registration is needed only once
• Read the getting started guidelines for New Applicants and/or Existing Grantees

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

Click Link to Navigate to Section

Post Award Submissions

Submissions List

OTHER SUBMISSIONS

Input Parameters: (Show Para...

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

FY 2010 Final MAI Annual Rep...   **Schedule Status: In Progress**

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		

Submit Submission | Edit Submission | View Submission | View Related NGA | Request Extension

> **Request Extension**

ADAP RFI   **Schedule Status: Not Started**

Type	Other Submissions	Due Date	/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			

Start Submission | View Guidance | Request Extension

> **View Instructions**

FY 2009 ... e Report   **Schedule Status: Not Started**

Type	...ions	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			

Start Submission | View Related NGA | View Guidance | Request Extension

Submissions List - Begin Report/Submission

Post Award Submissions

Electronic Document Submissions Page

Summary information about the required submission

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 | User Action

Guidance

Description	Link
	View

Download Template

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

Attach Documents

Select	Purpose	Document Name	Size	Uploaded By	Description
		No attached document exists.			

[Attach]

[Go Back]   [Choose Action ▼] [Go]

Electronic Document Submissions Page

Example - Electronic Document Submission

Status: In Progress

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:** 03/0...
Online Submission: Yes (Required)	**Available Date:** 11/13/2...
Started by: on 11/13/2009	**Submitted by:** N/A

View: Guidance | User Action

Link to Report/Submission Instructions

Guidance

Description	Link
	View

Download Template

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

Attach Documents

Select	Purpose	Document Name	Size	Uploaded By	Description
		No attached document exists.			
		Attach			

Go Back

Choose Action [Go]

Electronic Document Submissions Page

Example - Electronic Document Submission

Status: In Progress

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 | User Action

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		Download	1	1

Attach Documents

Select	Purpose	Document Name	Size	Uploaded By	Description
		No attached document exists.			

Attach

Go Back

Choose Action Go

HRSA

Electronic Document Submissions Page

Attach File(s)

Post Award Submissions

Choose Action

Example - Electronic Document Submission

	Status: **In Progress**

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 | User Action

Guidance

Description	Link
	View

Download Template

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

Attach Documents

Select	Purpose	Document Name	Size	Uploaded By	Description
⦿	Temporary Attachment Files	EHBs Re-Design - Assignment Management.doc	27 KB	John Arafiena on 11/13/2009 2:59:14 PM	
		Update Description Delete			

[Go Back]

Submit to HRSA or Save and Continue →

Choose Action ▼ [Go]

Choose Action
Workflow
  Submit to HRSA
Other
  Save and Continue

Submit to HRSA

Submit to HRSA

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

☐ Edit Prior Approval Request	☐ Submit Prior Approval Request	☐ View Prior Approval Request
☑ Access Grant	☐ Administer Grant Users	☐ View Awards
☐ Edit Noncompeting Continuations	☐ Submit Noncompeting Continuations	☐ View Noncompeting Continuations
☐ Edit Progress Report	☐ Submit Progress Report	☐ View Progress Report
☐ Edit Performance Report	☐ Submit Performance Report	☐ View Performance Report
☐ Edit Other Submissions	☐ Submit Other Submissions	☐ View Other Submissions
☐ Create CIS Request	☐ View CIS Request	☐ Edit CIS Request
☐ Submit CIS Request		

What is a Prior Approval Request?

▸ A prior approval request is a request <u>initiated by the grantee</u> 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.)

Post Award Submissions

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

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

📞 **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

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

ℹ **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

Post Award Submissions

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

Post Award Submissions

Prior Approval Request – Status Table

STATUS OVERVIEW

Grantee Name:	
Grant Number:	
Prior Approval Request Type:	Project Director(PD) Change
View:	Last NGA

Users with Permissions on Prior Approval Request (1) (View De

Section	Status	Action
General Information	Not Started	Update
Details	Not Started	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

Post Award Submissions

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	Name	Phone	Email
○	Director	Jillian Robey		

[Change Authorizing Official] [Update I...]
[Delete Authorizing Official]

Click Save and Continue

[Go to Previous Page]   [Save] [Save and Continue]

Post Award Submissions

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**

Required Fields are marked with a red asterisk (*)

e:

r:

al Request Type: Project Director(PD) Change

: Last NGA

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

*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

Prior Approval Request – Details Section (PD Change Example)

*Attach Documents					
Select	Purpose	...me	Size	Uploaded By	Description

No attached document exists.

Attach

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 | ✂ 📋 📋 | ↶ ↷ |

Normal Preview

Go to Previous Page   Save   Save and Continue

Prior Approval Request – Details Section (PD Change Example)

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.

Select	Purpose	Document Name	Size	Uploaded By	Description
⊙	Resume/CV Documents	Jennifer McCloskey Resume 11 09.doc	29 KB	on 11/13/2009 4:17:40 PM	

*Attach Documents

[Attach] [Update Description] [Delete]

Prior Approval Request – Details Section (PD Change Example)

*Attach Documents					
Select	Purpose	Document Name	Size	Uploaded By	Description
○	Justification For Change Documents	AndiCook_Resume200907.doc	55 KB	on 11/13/2009 4:23:13 PM	
⊙	Resume/CV Documents	Jennifer McCloskey Resume 11_09.doc	29 KB	on 11/13/2009 4:17:40 PM	

Attach | Update Description | Delete

*Description

Please provide a detailed description for the above requests

You have 1991 characters remaining out of maximum limit of 2000

| Default Font | Size | Normal | **A** ⋅ | **B** *I* <u>U</u> |

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.

Normal Preview   \<div\>

Go to Previous Page

Click Save and Continue to Proceed

Save and Continue

Prior Approval Request – Submit to HRSA

Prior Approval Request – Electronic Signature

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

Grantee Name:	
Grant Number: H89HA00005	
Prior Approval Request Type: Project Director(PD) Change	
View: Last NGA	

*Electronic Signature

☑ 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.

Check the certification box →

Go Back

Click Submit Request → Submit 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

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 Request – Submission Confirmation

Post Award Submissions

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 ?