

## EMSC State Partnership Noncompeting Continuation Application

The following is the process for submitting a Noncompeting Continuation application. Complete submission of an EMSC State Partnership non-competing continuation application involves a two-tiered process; submission through [www.Grants.gov](http://www.Grants.gov) and completion of all data fields, forms and attachments as required by the HRSA Electronic Handbook at <https://grants.hrsa.gov/webexternal/login.asp>.

### Grants.gov

1. HRSA will communicate the Noncompeting announcement number to the Project Director (PD) and authorizing official (AO) listed on the most recent Notice of Grant Award (NGA) via email.
2. Search for the announcement/funding opportunity in Grants.gov under '**Apply for Grants.**' Since eligibility is limited to current grantees, the announcement will not appear under Grants.gov 'Find Grant Opportunities.'
3. Enter CFDA No. 93.127
4. Download the application package and instructions from Grants.gov. The program guidance is part of the instructions that must be downloaded.
5. Save a copy of the application package on your computer.
6. Complete all the required forms based on the instructions provided in the program guidance; SF424a (with required attachments) and the HHS Checklist Form PHS 5161.
7. After completing the required forms and assuring the required documents are attached, save the application and forward electronically to your Authorized Representative for review and submission to Grants.gov; the Authorized Representative is required to submit the required forms to Grants.gov.
8. Track the status of your submitted application using *Track My Status* at Grants.gov until you receive email notifications that your application has been received and validated by Grants.gov and received by HRSA.

### HRSA EHB

1. The HRSA Electronic Handbooks (EHBs) software pulls the application information into EHBs and validates the data.
2. HRSA sends an email to the PD, AO, business official (BO), and application point of contact (POC) to now login to the HRSA EHB.
3. Complete all required data fields and forms, and assure that all required attachments as instructed in the grant guidance are included.
4. Print out a copy of your application.
5. Submit the grant application. Please do not forget to hit "submit". A confirmation email must be received acknowledging receipt of your application.

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