



**Emergency Medical Services for Children (EMSC) Program
State Partnership Town Hall Conference Call
October 25, 2010
2:00PM to 3:45PM**

AGENDA

- 1) [2010-2011 Non-Competing Continuation \(NCC\) Progress Report – Instructions](#)
 - 2) [2011 State Partnership Meeting, May 2-4, 2011](#)
 - 3) [Submitting Official Correspondence and Prior Approval Requests Through EHB](#)
 - 4) [Technical Assistance Needs](#)
 - 5) [Announcements](#)
 - a. [EMSC National Resource Center \(NRC\)](#)
 - b. [NEDARC](#)
 - 6) [Grantee Updates](#)
 - 7) [Grantee Discussion Questions](#)
 - 8) [Any Other Items](#)
-

DETAILS

- 1) **2010-2011 Non-Competing Continuation Progress Report – Instructions – Jocelyn Hulbert**

Grantees were given written instructions and step-by-step guidance on how to navigate through the Electronic Handbook (EHB) in order to submit the Non-Competing Continuation (NCC) Progress Report for 2010 to 2011. The instructions are attached.
- 2) **2011 State Partnership Meeting – Tina Turgel**

Save the Date – May 2-4, 2011. In the spring of 2011, the EMSC Program will host an EMSC State Partnership (SP) program manager’s meeting; in lieu of the usual annual program meeting. This meeting will be primarily for the EMSC SP program managers. We are currently working to finalize the logistics for this 2 ½ day meeting that will be focused on sharing, learning and networking with your colleagues from across the country in the beautiful city of Annapolis, Maryland. Thanks to all who have shared suggestions for topics and please be sure to save the dates and join us! We anticipate that a full EMSC program meeting will resume in 2012.
- 3) **Submitting Official Correspondence and Prior Approval Requests through EHB – Tina Turgel**

Grantees were given detailed instructions and some guidance on how to navigate through the Electronic Handbook (EHB) to submit official requests and documents to the Program; instructions are attached. All formal requests requiring the Program’s review must be submitted through a “Prior Approval” request in the EHB. EMSC state program managers who have been granted rights within the EHB by their state’s Authorizing Official (AO) may be able to submit these requests through EHB. Some types of “Prior Approval” requests include: exemption from data collection, carryover funds, no-cost extension, modification of funds, etc. Grantee must also use the “Prior Approval” process to notify the Program when there is a change in key

personnel and any other type of programmatic change that may affect the grantees' ability to meet the proposed deliverables.

4) **Technical Assistance Needs – Tina Turgel**

If you are experiencing any challenges, you should contact your federal project officer directly to assure that your technical assistance needs are met. The Program welcomes your calls and emails. A contact sheet with the contact information for the HRSA EMSC federal project officers assigned by regions to the EMSC SP Program is attached for your reference.

5) **Announcements**



EMSC National Resource Center

Ensuring that all children receive appropriate care in a health care emergency

EMSC National Resource Center (NRC) Update – Ian Weston and Diana Fendya

The NRC is continuing with efforts to strengthen its partnership with the General Federation of Women's Clubs (GFWC). The partnership is going well thus far. A list of the GFWC state contacts will be shared with the EMSC program managers. More details will become available this week.

The NRC has two new employees that have joined their team; Roshni Bhimani and Jessica Necheles. Roshni Bhimani, received a master's degree in public health from Johns Hopkins University and an undergraduate in biomedical engineering from the Georgia Institute of Technology. Roshni will provide support as a program coordinator assigned to the Pediatric Emergency Care Applied Research Network (PECARN), in addition to other research-related special projects. Prior to joining the NRC, Roshni worked as an interventionist for Baltimore Healthy Eating Zones, a program designed to investigate food consumption behavior among the African American youth of Baltimore, MD. Jessica Necheles joins the NRC as a program associate. Jessica has been assigned to focus primarily on pediatric emergency preparedness initiatives. She has a degree in neuroscience and behavior from Wesleyan University and currently serves as a volunteer emergency medical technician in Arlington County, Virginia. Prior to joining the NRC, Jessica worked as a grants officer for the Charities Aid Foundation.

Check out the new look of the NRC's website at www.childrensnational.org/emsc. The webpage has a new design and many recommended changes have been incorporated into the site. The NRC has ventured into social networking to reach an even larger audience through the use of Facebook, Twitter and YouTube. Contact Ian Weston IWeston@cnmc.org for more details on how to subscribe and join these groups.

The NRC will continue to focus efforts on Disaster Preparedness. One of the charges of the NRC is to become a clearinghouse on pediatric disaster preparedness, management and recovery resources. Many resources are available on the NRC site plus multiple links that will direct you to other agencies and organizations that host resources on the topic as well. If you would like to share and promote your state's disaster preparedness resources through the website, please contact NRC. Sharing your resources with the NRC may help expand your readership and also assist with the Program's effort to increase resource-sharing among grantees and partners.

The NRC encourages all grantees to join the upcoming webcast (November 2nd at 12:00pm) “Using Performance Measures to Drive Improvement in Pediatric Emergency Care.” The webinar will address: the importance and relevance of performance measurement in pediatric emergency care; use of a consensus development process to define a balanced report card for pediatric emergency care; integration of performance measurement into the electronic medical record; and provide examples of how measures have been used to improve pediatric emergency care. The Children’s Hospital of Wisconsin will share information on pain assessment and management; the Children’s Hospital of Philadelphia will talk about the effective treatment of pediatric asthma exacerbation; and the Cincinnati Children’s Hospital Medical Center will speak about the timely antibiotic administration for children with fever, neutropenia and central lines. This will be a great opportunity to provide a resource and engage the hospitals in your state that you are working with. Extend the invitation to your hospital partners to join the webinar on November 2, 2010, at 12:00pm eastern time. More information may be found at www.mchcom.com.

The Indian Health Services in partnership with the EMSC Program has educational scholarships available. These scholarships are intended to support the attendance of EMS personnel at pediatric educational offerings at state EMS conferences, summits, symposiums, etc. Therefore, the EMSC Coordinator to the Indian Health Service, LCDP Betty Hastings, is gathering a list of EMS pediatric educational offerings available in the states. Therefore, please send the dates of your state’s upcoming EMS conferences to the NRC and contact Ms. Diana Fendya at DFendya@cnmc.org for more information.



National EMSC Data Analysis Resource Center (NEDARC) Update – Patty Schmuhl

Grantee states and territories that have not received an exemption from data collection for performance measures 71, 72, 73, 76 and 77 from the Program, must complete the survey process by or before February 28, 2011. If you have not started to survey, you must contact your NEDARC representative today. All grantees must launch their survey **by or before December 1, 2010**, in order to have the full 3 months of time to survey. There is a lot of up front work that must be done by NEDARC and by each EMSC program manager in preparation for the survey launch. In order to meet the launch deadline, sufficient time must be allowed for preparation.

The surveying process has been streamlined with better survey instruments and includes a 5-contact system/response rate plan to complete surveying within three months. At this time, 35 states have either completed or are currently surveying; another 7 states will be launching their surveys shortly. In addition, so far 16 states have reached an 80% response rate on the hospital survey, the EMS survey, or both; and another 3 states are only a few responses short of reaching an 80% response rate. All of these states reached an 80% response rate within the required 3 month period.

What is impressive about the high response rates thus far is that they include states that surveyed a large number of EMS services such as Nebraska (401 services with an 89% response rate) and Texas (427 services with an 81% response rate). Plus, they both met the response rate requirement in 3 months. *It can be done and it is being done! Good work everyone!*

Here are a couple of tips that states have shared with NEDARC that has helped each of them achieve the required response rate:

- Make multiple contacts including phone contact.
- Nebraska made flyers that they took to their EMS conference that was held during the survey process.
- South Dakota will be approaching the non-respondents at their EMS conference in the near future.
- Utah is currently having an EMS retreat and has a computer available at the retreat for non-respondents to answer the medical direction survey.
- Iowa and California have been working very closely with their regional coordinators and having enlisted their support.

Kansas shared that they had an abysmal response from the hospitals in the first month. The following month, the program manager began calling to direct folks to the survey and seek their support to complete the survey. Kansas' program manager basically called the hospitals and said, "Hi, I'm Sarah House with KDHE (Kansas department of health). I need to gather some information about your hospital and was hoping you could provide me with the answers..."

You may also visit the new performance measure page that has tons of information available right at your fingertips <http://www.nedarc.org/performanceMeasures/index.html>. In addition, as more and more EMSC grantees achieve the required response rate, NEDARC has been proudly updating their website with this information under NEDARC CAN HELP > NEWS.

NEDARC appreciates everyone's hard work and congratulates them on their success. For additional details, contact your NEDARC Representative or Mike Ely at michael.ely@hsc.utah.edu.

6) Grantee Updates

Kansas

Sarah House announced that the state will be having their 2nd Annual Symposium on March 3-4, 2011. They expect to have approximately 150 attendees in person and will be setting up to video conference four 4-hour block sessions in order to reach 800 additional people from all across the state.

Sarah also solicited for ideas from other grantees on the pros and cons when holding a stakeholders meeting or summit and what are some issues to be prepared for. Robin Shivley from Michigan offered to send some ideas to Sarah and the EMSC NRC will be posting this request for information on the EMSC NRC's Twitter. Please share your ideas and experiences with Sarah. She can be reached at shouse@kdheks.gov

7) Grantee Discussion Questions

Q - When can we expect to receive more detailed information related to the HRSA Maternal and Child Health Bureau's (MCHB) performance measures 7, 10, 24, 33 and 41; and how will grantees be expected to report on the measures?

A - The detailed sheets provided with the announcement related to the HRSA MCHB performance measures include the specific questions and type of information grantees will need

to report on. Please review the detailed sheets carefully and discuss with key stakeholders in your state that may be managing programs in concordance with the HRSC MCHB performance measures 7, 10, 24, 33, and 41. Grantees will be required to report data for the project period March 1, 2010 to February 28, 2011, in the HRSA EHB between March to June 2011.

Q – What is the deadline to submit the NCC progress report?

A – The NCC Progress Report Guidance is currently under review at HRSA. Once the instructions are released to grantees, a deadline for completion will become available. The Program anticipates that grantees will have at least 30 days to complete the NCC progress report; however, this is contingent upon the date the NCC progress report is released and when the reports must be completed and returned to the Program through EHB.

Q – Would grantees be required to secure all signatures of approval at the state level?

A – HRSA EMSC would not require the grantees to have the progress reports signed off and cleared by the state's clearinghouse or leadership in the state. If as the program manager you have been granted rights by your state's Authorizing Official to submit progress reports, then you can submit the report directly to the Program through the EHB. However, local protocol may require that only the Business Official or Authorizing Official submit the report. Please clear with your local institution.

Q – Does HRSA require the state lead EMS agency to include a letter authorizing my institution to apply for continued funding?

A – Not at this time since you will be submitting a NCC progress report.

Q – Do we need to submit a hard copy of the 424 Application Face Page?

A – No. However the Standard Form 424a non-construction will need to be completed; these forms are integrated into the EHB forms as part of the NCC progress report.

Q – Are we allowed to make any changes to project activities?

A – No changes may be made to the goals and objectives proposed and approved in the initial grant application submitted through the HRSA competing process for federal funding. However, you may discuss your ideas with your regional federal project officer if the strategies that were initially proposed need to be revised but are still within the proposed scope of work.

Q – Do we include the budget amounts for each budget category for 2011-2012?

A – Yes.

Q – If we have something more to add, can we include these documents as attachments?

A – Yes. There will be three types of attachments you will be able to submit in addition to the budget and project narratives; the biographical sketch/curricula vitae, key personnel form, and performance measures supporting documents. Additional documents that may support the details mentioned in your project narrative (related to your Program's progress) may be included as an attachment with the "performance measures supporting documents."

Q – Will family representatives be able to attend the EMSC program manager’s meeting in 2011?

A – In 2011, the EMSC Program meeting will be for state program managers only. Family representatives are always welcome to participate in EMSC program activities; however, next year the meeting planned will be specifically for the state EMSC program managers.

Q – If the program manager is unable to attend, can we send a replacement?

A – Yes. Since the meeting will be focused on the target audience, EMSC program managers, the Program would prefer and strongly encourages the attendance of all state EMSC program managers. However, you may send a replacement, preferably the principal investigator or another individual that is working in partnership with the program manager to achieve the goals and objectives.

Q – Since the meeting will be for 2 ½ days, will the half-day be at the beginning or end of the meeting?

A – The half-day will be on the last day from 9am to noon. When planning travel, please make arrangements to stay until the conclusion of the meeting. The meeting will begin on 5/2/2011 and end on 5/4/2011.

Q – Will the National Association of State EMS Officials, Pediatric Emergency Care Council (NASEMSO PECC) be meeting during the EMSC program manager’s meeting?

A – Yes. The Program will assure time is allowed for the NASEMSO PECC to meet.

Q - If the organization overseeing the grant has changed, how do we make this change?

A - Grantees will need to submit a Prior Approval Request for this change to be accepted by the federal Program. Please submit this request through the HRSA EHB.

Q - Do grantees submit data exemption requests through the HRSA EHB as well?

A – Yes.

8) Any other items

- EMS on the Hill is on 5/4/2011. Please keep this in mind when making travel arrangements.
- On occasion, grantees have had travel restrictions that have hampered their ability to attend the annual program meeting. If you anticipate that your state may restrict your travel to the EMSC program manager’s meeting, please direct them to the NCC progress report, budget section. This section explains the requirement to budget funds for travel to the EMSC program manager’s meeting. In addition, please contact your regional federal project officer at HRSA. The Program will need to be aware of the local travel restrictions and will need to communicate with your state officials that this is a requirement of the grant Program.

If you were unable to join the Town Hall conference call and need more information, please do not hesitate to contact your federal project officer at HRSA.

Health Resources and Services Administration (HRSA)

EHBs version 2.0 – Overview for Grantees

Presented To:

Grantees

Agenda

- ▶ Purpose and Goals
- ▶ Overview of New Features
- ▶ EHBs Notes
- ▶ Prior Approval Requests
- ▶ Electronic Document Submissions
- ▶ Resources
- ▶ Questions

Purpose and Goals

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
- ▶ Communicate the resources available to grantees
- ▶ Answer preliminary questions

Goals

- ▶ Provide technical assistance to grantees
- ▶ Help grantees transition to the new, EHBs-based process

What's New?

- ▶ Grantees now have the ability to electronically submit requests to change grant-related information (Prior Approval requests) and post award submissions (Conditions and Reporting Requirements) to HRSA through the EHBs
- ▶ HRSA will review and approve/disapprove requests through EHBs
- ▶ Automated notifications will facilitate review and approval processes

EHBs Notes

- ▶ HRSA EHBs is web-based and can be accessed over the internet using Internet Explorer v5.0 and later or Netscape v4.72 and later
- ▶ Internet Explorer v6.0 and above is recommended
- ▶ HRSA EHBs use pop-up windows to allow users to view or work in multiple screens. Ensure that your browser settings allow pop-ups
- ▶ In order to completely experience the usability features, ensure that Javascript is enabled on your browser

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 required

LOGIN

Already Registered?

*Username
*Password

Login

[Forgot your password?](#)

Not Registered?

Create an Account

- 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

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.)

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. Grantee user(s) will receive an electronic notification of HRSA's decision
9. If returned for changes, make the appropriate changes and re-submit the request
10. Once the request is approved, HRSA will complete the process and deliver any related documentation, such as a revised Notice of Grant Award (NGA)
11. NOTES:
 - ▶ Health Center Cluster Grantees will continue to submit Change In Scope Requests through the Change In Scope Module
 - ▶ If you submitted a Carryover request prior to EHBs version 2.0 (November 22, 2009) you do not have to re-submit the request

Registration to Grant Handbook

- ▶ By default, the Project Director and Financial Reporting Administrator will have privileges to view, edit, or submit prior approval requests
- ▶ 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 Request Security Model

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

Privilege	Capabilities
View Prior Approval Requests	<ul style="list-style-type: none"> ✓ Access the read-only version of any prior approval requests started by others ✓ Access read-only submitted versions of past prior approval requests
Edit Prior Approval Requests	<ul style="list-style-type: none"> ✓ Enter and save the data in the electronic forms ✓ View the reviewer change requests and comments
Submit Prior Approval Requests	<ul style="list-style-type: none"> ✓ Submit the request once the data has been entered

Logging In

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

HRSA Electronic Handbooks for Applicants/Grantee

HELP

Logon Menu

- Login
- Forgot Password
- Registration

Login

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 required.

LOGIN

Already Registered?	Not Registered?
*Username <input type="text"/>	<input type="button" value="Create an Account"/>
*Password <input type="password"/>	<ul style="list-style-type: none">Registration is needed only on the lead agency's state jurisdiction. For New Applicants and Existing Grantees
<input type="button" value="Login"/> Forgot your password?	

Warning!

This site is maintained by the U.S. Government. It is protected by various provisions of Title 18, U.S. Code of Federal Regulations. Violations of Title 18 are subject to criminal prosecution in federal court. For site security purposes and to ensure that this service remains available to all users, we employ software programs to monitor traffic, to identify unauthorized attempts to upload or change information, or otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual.

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<https://grants.hrsa.gov/webexternal/login.asp>

View Grants Portfolio

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

HRSA Electronic Handbooks for Applicants/Grantee

Welcome (Last login date and time 10/10/2008 3:13:00 PM) --Tools Menu-- Go

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

Home

Click View Portfolio

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

Applicant/Grantee Electronic Handbook (EHB) provides all potential and existing grantees a means to conduct various activities electronically.

WHAT WOULD YOU LIKE TO DO TODAY?

- Manage Competing Applications**
 - [Read Electronic Submission Guide](#)
 - [Verify Grants.gov Application \(if required per Guidance\)](#)
 - [Work on My Application](#)
 - [Allow Other Members of My Organization to Work on My Application](#)
 - [Search Funding Opportunities](#)
- Manage Grants Portfolio**
 - [Read About Grant Registration](#)
 - [Add a Grant to My Portfolio](#)
 - [View Grants in My Portfolio](#)
 - [Work on a Grant](#)
 - [Work on My Noncompeting Application](#)
 - [Work on Other Post Award Submissions](#)
- Manage My Profile**
 - [Update My Contact and Address Detail](#)
 - [Verify My Email Address](#)
 - [Change My Password/Security Question](#)
 - [Read About Multiple Organization Registrations](#)
 - [Associate My Account with Another Organization](#)
 - [Set My Default Organization](#)
- Manage Organization Profile**
 - [Read About Organization Profile Management](#)
 - [Update Organization Information on File](#)
 - [Change Communication Contact for Organization \(Why is the link disabled?\)](#)
 - [Manage Users of My Organization \(Why is the link disabled?\)](#)

Peer Ac
Grants Po
Add to Portfolio
View Portfolio
Manage Organization Profile
View/Update Profile
Manage Personal Profile
Update Profile
Change Password
My Registered Organizations

Logout

Open Grant Handbook

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

HRSA Electronic Handbooks for Applicants/Grantee

time 10/16/2008 11:49:00 AM) --Tools Menu-- Go

ary | help | questions/comments

you have been registered either as a project director or an employee. Click on the "Open Grant Handbook" link to manage a

grants

GRANTS LIST

D00HP00000:Geriatric Training Program for Physicians, Dentists, And Behavioral And Mental Health Professions

Project Period	9/1/2007-6/30/2010	Budget Period	9/1/2007-6/30/2008
CRS EIN	1956006143A1	Number of Support Years	1
Project Director	Email:	Phone:	
Grant Contact	Email:	Phone:	
Program Contact	Email:	Phone:	

[Open Grant Handbook](#)

Logout

[Acceptable Use Policy](#)

Navigate to Prior Approval Requests

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

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.

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](#).

- 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

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 – List Page

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.

Any pending prior approval requests will appear in the New/Existing Prior Approval Requests list page

Search button

Click the Search button to search for previously completed PA Requests

NEW/EXISTING PRIOR APPROVAL REQUESTS LIST PAGE

Input Parameters: ([Hide Parameters](#))
Request Tracking Number: All; Request Submission Status IN: All; Request Submission 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

No Prior Approval Requests Exists for this Grant.

Search [] [Go]

[Acceptable Use Policy](#)

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

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

The Instructions link provides additional information about each type of request

Cancel

Continue

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

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](#)

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](#)

Table links for the Prior Approval Request. Click "Action" links to view/Edit them.

STATUS

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

Use the side menu to jump to any section of the request

Prior Approval Request – Status Overview


U.S. Department of Health and Human Services



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.

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](#)

STATUS OVERVIEW

Grantee Name:	
Grant Number:	
Prior Approval Request Type:	Project Director(P
View:	Last NGA


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

Links to Related Information

Section	Status	Action
General Information	Not Started	Update
Details	Not Started	Update

Prior Approval Request – Status Overview


U.S. Department of Health and Human Services



Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Grantors

Grantee/Applicant Handbook



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

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](#)

Status
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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:	
View: Last NGA	

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

Section	Status	Action
General Information	Not Started	Update
Details	Not Started	Update

The Status page shows all the sections of the request and the completion status of each section.

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 – 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



Click Update to open a section for editing.

You can update any section, even those marked 'Completed.' Doing so may cause the status to revert to 'In Progress.'

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

Status: 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

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

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](#))

Fields marked with an asterisk (*) are required.

PRIOR APPROVAL REQUEST - GENERAL INFORMATION

Status: In Progress

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

***Point of Contact**

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](#)

Click Add Point of Contact

Prior Approval Request – Point of Contact



to HRSA EHB Int environment (Last login date and time 11/11/2009

1:49:00 PM)

General Information

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Choose Point of Contact from an existing list of contacts and click "Continue". To add a new Point of Contact, click "Add Point of Contact" button. Click... ([Show Full Instruction](#))

CHOOSE POINT OF CONTACT

Select	Contact Name	Email
<input type="radio"/>	Jan Doe	reitester1@hotmail.com
<input checked="" type="radio"/>	Tom Jones	reitester1@hotmail.com

Continue

Or Add Point of Contact

Select an Existing User

Add Point of Contact

Cancel

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

Prior Approval Request – Add Point of Contact

Request Tracking #
PA-0000087/1

Submission Process

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

Other

Navigate To

- Prior Approval List Page

Logout

Welcome John Walters to HRSA EHS and Environment (last login date and time 12/29/2009 2:03:11 PM)
General Information
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Edit information as shown below and click "Save and Continue". Click cancel to return to the previous screen.

Fields marked with an asterisk (*) are required.

ADD NEW POINT OF CONTACT

Contact Information	
Title of Position	<input type="text" value="Director"/>
*First Name	<input type="text" value="Jillian"/>
*Last Name	<input type="text" value="Robey"/>
Phone Number	(<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;" type="text" value=""/>) <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;" type="text" value=""/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;" type="text" value=""/>
*Email Address	<input type="text" value="CallCenter@hrsa.g"/>

Click Save and Continue

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
<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 Information
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**

Required Fields are marked with a red asterisk ()*

Name: _____
Email: _____
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

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

Attach

*** 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]

Normal Preview

Go to Previous Page | Save | Save and Continue

Prior Approval Request – Details Section (PD Change Example)

Request Tracking #
PA-0000084/1

Submission Process

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 Status

Review and Submit

Review
 Submit

Other

Navigate To
 Prior Approval List Page

Logout

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

Attachment saved successfully.

Fields marked with an asterisk(*) are required.

ATTACH DOCUMENT

*Purpose	Select Purpose	
*Document	Select Purpose Resume/CV Documents (Max 20) Cover Letter and Justification for Change (Max 20) <small>(Allowable Document Size: 20 MB)</small>	Browse...
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

Go Back

Finished Attaching

Attached Document(s)

Purpose	Document Name	Size	Uploaded By	Description
Resume/CV Documents	Pre.doc	25.5 KB	11/13/2009 2:02:37 PM	

Prior Approval Request – Details Section (PD Change Example)

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

Choose file

Look in: My Documents

Find the file and select it

Budget Justification

Click Open

File name: Budget Justification

Files of type: All Files (*.*)

Open

Attached Document(s)				
Purpose	Document Name	Size	Uploaded By	Description
Resume/CV Documents	Pre.doc	25.5 KB	11/13/2009 2:02:37 PM	

Prior Approval Request – Details Section (PD Change Example)

Request Tracking #
PA-0000084/1

Submission Process

Overview
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Prior Approval Request Information
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 Review
 Submit

Other

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 Prior Approval List Page

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Attachment saved successfully.

Fields marked with an asterisk(*) are required.

ATTACH DOCUMENT	
*Purpose	Select Purpose
*Document	Select Purpose Resume/CV Documents (Max 20) Cover Letter and Justification for Change (Max 20) <small>(Allowable Document Size: 20 MB)</small>
Description (Maximum 500 characters)	

Go Back

Attach Document

Finished Attaching

Click Finished Attaching to return to the Details section

Attached Document(s)			
Purpose	Document Name	Size	U
Resume/CV Documents	Pre.doc	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	Jennifer McCloskey Resume 11 09.doc	29 KB	11/13/2009 4:17:40 PM on	

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	AndiCook_Resume200907.doc	55 KB	11/13/2009 4:23:13 PM	on
<input checked="" type="radio"/>	Resume/CV Documents	Jennifer McCloskey Resume 11 09.doc	29 KB	11/13/2009 4:17:40 PM	on

***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.

Normal Preview <div>

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

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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

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	Complete	Update
Details	Complete	Update

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


Check the certification box

Go Back


Click Submit Request

Submit Request

Prior Approval Request – Submission Confirmation

U.S. Department of Health and Human Services

 Health Resources and Services Administration
[E-HANDBOOK HOME](#)

HRSA Electronic Handbooks for Grantors
Grantee/Applicant Handbook


[HELP](#)

Grant Handbook

Grant Menu

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Return Home

- View Portfolio
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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

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

View: [Request Details](#)

Page 1

Electronic Document Submission – Overview

- ▶ For awards starting 12/1/2009 and later, the EHBs will support electronic submission of reporting requirements or documents required as a condition of award on the NGA.
 - ▶ The NGA will specify that EHBs submission is required.
 - ▶ Conditions of award prior to 12/1/2009 will be submitted using the previously established method
- ▶ HRSA Program or Grants Office Personnel may also request other information through the EHBs
- ▶ Processes for existing Program Specific Systems will not change (examples: FSR, UDS, H80 CIS, RDR, HCOF reports)

What are Electronic Documents?

- ▶ Reporting Requirements or other documents requested/required by HRSA
- ▶ Available in the Grant Handbook under the appropriate section (Progress Report, Performance Report, or 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 to the grantee 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

Report/Submissions Request Security Model

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

Privilege	Capabilities
View	<ul style="list-style-type: none"> ✓ Access the read-only version of any reports/submissions started by others ✓ Access read-only submitted versions of past reports/submissions
Edit	<ul style="list-style-type: none"> ✓ Enter and save the data in the electronic forms ✓ View the reviewer change requests and comments
Submit	<ul style="list-style-type: none"> ✓ Submit the information once the data has been entered

Grant Handbook - Monitor Schedule

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

HRSA Electronic Handbooks for Applicants/Grantee

HELP

Grant Handbook

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

Following is the list of post award submission requirements for this grant. You can click on the submission type to edit/view/submit the submissions. Online submission is currently not supported for submissions whose name does not appear as a link. You should continue to mail those submissions.

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

post award

Displaying 1-2 of 2

MONITOR SCHEDULES

Input Parameters

Click Link to Navigate to Section

Submission Name			Schedule Status	Reporting Cycle
Example - Electronic Document Submission	Other Submissions	11/30/2009 11:59:59 PM	Not Started Due In: 17 days	BP (03/01/2009 - 02/28/2010)
Example (Submission Name Field)	Other Submissions	11/24/2009 11:59:59 PM Extended till (11/26/2009 11:59:59 PM)	Change requested Due In: 11 days	BP (03/01/2009 - 02/28/2010)

Page 1

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 - Award History
 - Approved Scope**
 - Administer**
 - New/Existing Users
 - Submissions**
 - Monitor Schedules**
 - Other Submissions
 - Prior Approval Requests**
 - New/Existing

- Return Home**
- View Portfolio
 - Home

[Logout](#)

Submissions List

Grant Handbook

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 - Approved Scope Administrator**
 - New/Existing Users
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 - New/Existing
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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.

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

Search

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 Cycle	Budget Period	Reporting Period	03/01/2009 - 02/28/2010
Online Submission	Yes (Required)	Submission Status	Not Started
Started by			
Start Submission View Guidance			

Example (Submission Name Field)		Schedule Status: Change requested	
			11/24/2009 11:59:59

Schedule Status

Schedule Status:
Describes the lifecycle
of the report

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 Cycle	Budget Period	Reporting Period	03/01/2009 - 02/28/2010
Online Submission	Yes (Required)	Submission Status	Not Started
Started by			
Start Submission View Guidance			

Schedule Status	Denotes	Who's Responsible?
Not Started	This indicates that the report has never been worked on. When the new report is available in the grants handbook it will be in the 'Not Started' status.	Grantee
In Progress	Clicking on the 'Start Report' link changes the status of the report to 'In Progress'.	Grantee
Submitted	This indicates that the report has been submitted.	HRSA
Change Requested	After the report has been submitted, it is reviewed by HRSA. If the reviewer determines that changes are needed, the report will be made available to the grantee again for changes. The schedule status will move to 'Change Requested.' The report will stay in this status while it is being corrected. When the changes are made and the report is re-submitted, the schedule status will revert to 'Submitted.'	Grantee

Submission Status

Example - Electronic Document Submission		Schedule Status: Not Started	
Type	Other	<i>Submission Status: Describes the status of the report while it is being prepared, reviewed, or revised, either originally or in response to a request for changes.</i>	
Available Date	11/1		
Reporting Cycle	Budget Period	Reporting Period	01/2009 - 2/28/2010
Online Submission	Yes (Required)	Submission Status	Not Started
Started by			
Start Submission View Guidance			

Submission Status	Denotes
Not Started	This indicates that the report for the current cycle has not been started. The report can be in 'Not Started' either during the first cycle when the Schedule Status is 'Not Started' or it in subsequent cycles when the Schedule Status is 'Change Requested'.
Data Entry in Progress	Clicking on 'Start Report' link changes the status of the report to 'Data Entry in Progress'.
Review in Progress	This indicates that the report has been submitted. This could denote either the first submission or any re-submissions.
Note: More submission statuses will be added in the future.	

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
--	--	--	---------------------

Electronic Document Submissions Page

Summary Information About the Report/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.					
<input type="button" value="Attach"/>					

Choose Action

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
Online Submission: Yes (Required)	Available Date: 11/13/2009
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.					
<input type="button" value="Attach"/>					

Choose Action

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	

Link to Download a Template for submitting the requested information/report

Guidance
Description

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.					
<input type="button" value="Attach"/>					

Choose Action

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
	View

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

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

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
<input checked="" type="radio"/>	Temporary Attachment Files	EHBs Re-Design - Assignment Management.doc	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

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	

Attach Documents

Purpose	Document Name	Size	Uploaded By	Description
Temporary Attachment Files	EHBs Re-Design - Assignment Management.doc	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 Administrator**
- 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... statuses. Based on its status, you can edit or view the sub... 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: ([Show Parameters](#))

Example (Submission Name Field)		Schedule Status: Change requested	
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			

[Submit Submission](#) | [Edit Submission](#) | [View Submission](#)

Resources

Resource	Type	Purpose
https://grants.hrsa.gov/webexternal/home.asp	Website	HRSA Electronic Handbooks URL.
Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373 (9:00 AM to 5:30 PM ET M-F) Email: callcenter@hrsa.gov	Phone and/or E-mail	<u>System</u> help by phone or via e-mail. Do not use this for programmatic questions.



DEPARTMENT OF HEALTH & HUMAN SERVICES
Health Resources and Services Administration
Maternal and Child Health Bureau
Emergency Medical Services for Children (EMSC) Program

HRSA REGIONAL CONTACTS

Jocelyn Hulbert

301-443-7436

jhulbert@hrsa.gov

Yolanda Baker

301-443-6601

ybaker@hrsa.gov

Theresa Morrison-Quinata

301-443-1527

tmorrison-quinata@hrsa.gov

Region I
Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont
Region II
New Jersey
New York
Puerto Rico
Virgin Islands
Region III
Delaware
District of Columbia
Maryland
Pennsylvania
Virginia
West Virginia
Region VI
Arkansas
Louisiana
New Mexico
Oklahoma
Texas
Region X
Alaska
Idaho
Oregon
Washington

Region VII
Iowa
Kansas
Missouri
Nebraska

All HRSA Regions
Tina Turgel
301-443-5599
cturgel@hrsa.gov

Region IV
Alabama
Florida
Georgia
Kentucky
Mississippi
North Carolina
South Carolina
Tennessee
Region V
Minnesota
Illinois
Indiana
Michigan
Ohio
Wisconsin
Region VIII
Colorado
Montana
North Dakota
South Dakota
Utah
Wyoming
Region IX
American Samoa
Arizona
California
CNMI
Guam
Hawaii
Nevada

5600 Fishers Lane, Parklawn Building Room 18A-38, Rockville, Maryland 20857

Fax: 301-443-1296

NCC Screens

Status Page – All Sections of the NCC Progress Report

Progress Report Tracking#

Progress Report Process

- Overview**
- ▶ Status
- Basic Information**
- ... SF-PPR
- ... SF-PPR-2
- ... Performance Narrative
- Budget Information**
- ... Budget Summary
- ... Budget Categories
- ... Budget Narrative
- Other Information**
- ... Appendices
- Review and Submit**
- ... Review
- ... Submit

- Return Home**
- ... View Portfolio
- ... Home

[Logout](#)

Status

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

The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in it's current state.

[NCC User Guide](#)

STATUS OVERVIEW

NCC PROGRESS REPORT PROCESS STATUS

Deadline	Oct 1 2010 5:00PM (You have 18 days to complete and submit the application.)
Created On	8/31/2010 6:55:25 PM
Last Updated By	Martin Furey on 9/1/2010 6:39:24 PM

View: [NCC Progress Report](#)

Users with Permissions on NCC Request [\(Show Details\)](#)

NCC PROGRESS REPORT FORM STATUS

Section	Action	Status
Basic Information		
SF-PPR	Update	COMPLETE
SF-PPR-2 (Cover Page Continuation)	Update	COMPLETE
Performance Narrative	Update	NOT COMPLETE
Budget Information		
Budget Summary	Update	NOT COMPLETE
Budget Categories	Update	NOT COMPLETE
Budget Narrative	Update	NOT COMPLETE
Other Information		
Appendices	Update	COMPLETE

SF-PPR 1

Fields marked with an asterisk (*) are required.

SF-PPR				
Status: Not Complete				
Grantee Organization Information				
Federal Grant or Other Identifying Number Assigned by Federal Agency	H76HA00138			
DUNS Number	829396076			
Employer Identification Number (EIN)	431421252			
Recipient Organization Name	AIDS PROJECT OF THE OZARKS			
Recipient Organization Address	EAST BENNETT, SPRINGFIELD Missouri 65804			
CRS Entity Identification Number	1431421252A1			
Recipient Identifying Number or Account Number	82166			
Reporting Period End Date	12/31/2011			
Final Report	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Authorizing Official(AO) Contact Information				
*Authorizing Official (AO)				
Select	Title of Position	Name	Phone	Email
<input checked="" type="radio"/>	Authorizing Official	Lynne L Meyerkord, MSW, LCSW	(417)881-1900	reitester1@hotmail.com
<input type="button" value="Add/Change AO"/>		<input type="button" value="Update Information"/>		<input type="button" value="Delete AO"/>

SF-PPR 2

SF-PPR-2 (COVER PAGE CONTINUATION)

Status: **Not Complete**

Supplemental Continuation of SF-PPR Cover Page

Department Name	<input type="text"/>	
Division Name	<input type="text"/>	
Name of Federal Agency	Health Resources and Service Administration	
Funding Opportunity Number	5-H76-11-001	
Funding Opportunity Title	Part C Early Intervention Services	
Areas Affected by Project (Cities, County, State, etc.)	List Areas Affected	
	Area Type	Affected Area(s)
	29 counties in Southwest Missouri; Barry, Barton,	Other Areas

Point of Contact (POC) Information

*Point of Contact (POC)				
Select	Title of Position	Name	Phone	Email
<input checked="" type="radio"/>	Point of Contact	Lynne Meyerkord	(417)881-1900	reitester1@hotmail.com
<input type="button" value="Add/Change POC"/> <input type="button" value="Update Information"/> <input type="button" value="Delete POC"/>				


Performance Narrative Section

Performance Narrative

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Upload the completed document using the 'Attach' button. After uploading, you can delete the attachment (if needed) by selecting it and clicking "Delete" button. Please... ([Show Full Instruction](#))

PERFORMANCE NARRATIVE					
					Status: Not Complete
*Attachment(s) (Maximum two (2) attachments)					
Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					
<input type="button" value="Attach"/>					



Performance Narrative Attach Documents Screen

Fields marked with an asterisk(*) are required.

ATTACH DOCUMENT	
*Purpose	Performance Narrative (Max 2)
*Document	<input type="text"/> <input type="button" value="Browse..."/> <small>(Allowable Document Types: doc,rtf,txt,wpd,pdf,xls,jpg,jpeg,xfd,docx,xlsx) (Allowable Document Size: 20 MB)</small>
Description (Maximum 500 characters)	<input type="text"/>

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

Budget Summary Page

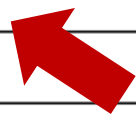
Budget Summary

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To update the information for a grant program or activity, first select it and then click on the "Update Budget Information" button. To add or remove a program or ac... ([Show Full Instruction](#))

Recommended Federal Budget ([from Last NGA](#)): **\$766,020.00**

BUDGET SUMMARY					
					Status: Not Complete
Select	Grant Program Function or Activity (a)	CFDA Number (b)	New or Revised Budget		
			Federal (c)	Non-Federal (d)	Total
<input checked="" type="radio"/>	Ryan White Part C Outpatient EIS Program	93.918	\$766,020.00	\$0.00	\$766,020.00
<input type="button" value="Update Budget Information"/>			Total:	\$766,020.00	\$0.00
				\$766,020.00	\$766,020.00



Budget Summary – Enter Amounts

Budget Summary

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Enter or update the budget summary information. Please refer to the Progress Report Instructions for more information on filling out this section. Use the "Save and Continue" button to go to the next section. To return to the previous section, click on the "Cancel" button. The form will be marked as **COMPLETE** only after all the required information is provided.

Fields marked with an asterisk(*) are required.

BUDGET SUMMARY	
Grant Program Function or Activity	Ryan White Part C Outpatient EIS Program
CFDA Number	93.918
New or Revised Budget	
*Federal	\$ <input type="text" value="766020.00"/>
Non-Federal Resources	
Applicant	\$ <input type="text" value="0.00"/>
State	\$ <input type="text" value="0.00"/>
Local	\$ <input type="text" value="0.00"/>
Other	\$ <input type="text" value="0.00"/>
Program Income	\$ <input type="text" value="0.00"/>
Non-Federal Sub Total	\$ \$0.00

Go Back

Save and Continue

Budget Categories Page

Budget Categories

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Current total new or revised budget amount = **\$766,020.00**

Fields marked with an asterisk (*) are required.

*BUDGET CATEGORIES

Status: **Not Complete**

Object Class Categories	Grant Program Function or Activity		Totals
	Ryan White Part C Outpatient EIS Program		
Personnel		\$0.00	\$0.00
Fringe Benefits		\$0.00	\$0.00
Travel		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
Supplies		\$0.00	\$0.00
Contractual		\$0.00	\$0.00
Construction		\$0.00	\$0.00
Other		\$0.00	\$0.00
Total Direct Charges		\$0.00	\$0.00
Indirect Charges		\$0.00	\$0.00
Totals		\$0.00	\$0.00
		<input type="button" value="Update"/>	



Budget Categories – Enter Amounts

Budget Categories

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Please update information for each Grant Function of Activity listed below. When you are done, click on the "Save and Continue" button. To save the information entered in this page, you are required to click on this button. To cancel the action, click on the "Go Back" button. The total of all budget categories for the program should be equal to the total budget specified in budget summary.

Fields marked with an asterisk(*) are required.

BUDGET CATEGORIES	
Object Class Categories	Grant Program Function or Activity (\$)
	Ryan White Part C Outpatient EIS Program
*Grant Program, Function or Activity	Ryan White Part C Outpatient EIS Program
*Personnel	\$ <input type="text" value="0.00"/>
*Fringe Benefits	\$ <input type="text" value="0.00"/>
*Travel	\$ <input type="text" value="0.00"/>
*Equipment	\$ <input type="text" value="0.00"/>
*Supplies	\$ <input type="text" value="0.00"/>
*Contractual	\$ <input type="text" value="0.00"/>
*Construction	\$ <input type="text" value="0.00"/>
*Other	\$ <input type="text" value="0.00"/>
*Indirect Charges	\$ <input type="text" value="0.00"/>
Total Budget specified in Budget Summary	\$766,020.00

Go Back

Save and Continue

Budget Narrative Page

Budget Narrative

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Upload the completed document using the 'Attach' button. After uploading, you can delete the attachment (if needed) by selecting it and clicking "Delete" button. Please... ([Show Full Instruction](#))

Fields marked with an asterisk (*) are required.

BUDGET NARRATIVE					
					Status: Not Complete
*Attachment(s) (Maximum two (2) attachments)					
Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					
<input type="button" value="Attach"/>					



Budget Narrative Attach Documents

Budget Narrative

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This page allows you to manage the document(s) for a specific purpose. The maximum number of documents allowed for this purpose is displayed below. To attach a document, locate the document on your local machine using the 'Browse' button. You may enter a description for the document. Click on the 'Attach Document' button to attach the document. Depending on the size of your document, the upload process may take several minutes. The attached document will appear in the 'Attached Document(s)' section along with all other documents that you have uploaded for this purpose.

After you are done, click on the 'Finished Attaching' button to return to the progress report page.

Fields marked with an asterisk(*) are required.

ATTACH DOCUMENT	
*Purpose	Narrative Budget Justification (Max 2)
*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"/>

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


Appendices Section

Appendices

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

Upload the completed document using the 'Attach' button. After uploading, you can delete the attachment (if needed) by selecting it and clicking "Delete" button. Ple... ([Show Full Instruction](#))

APPENDICES					
					Status: Not Complete
Attached Documents					
Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					
<input type="button" value="Attach"/>					



Appendices Attach Documents Screen

Fields marked with an asterisk(*) are required.

ATTACH DOCUMENT				
*Purpose	Select Purpose <input type="button" value="v"/>			
*Document	<div style="border: 1px solid black; padding: 2px;"> Select Purpose Staffing Plan (Required) (Max 1) MAI Information (As Applicable) (Max 1) Negotiated Indirect Cost Rate Agreement (As Applicable) (Max 1) Waiver of Core Medical Services Request (As Applicable) (Max 1) Line item Budget (As Applicable) (Max 1) Work Plan (As Applicable) (Max 1) Attachment 7 (Max 1) Attachment 8 (Max 1) Attachment 9 (Max 1) Attachment 10 (Max 1) Attachment 11 (Max 1) Attachment 12 (Max 1) Attachment 13 (Max 1) Attachment 14 (Max 1) Attachment 15 (Max 1) </div>			
Description (Maximum 500 characters)	<input type="text" value=""/> <input type="button" value="k(sx)"/>			
<input type="button" value="Go Back"/>				<input type="button" value="Attach Document"/>
				<input type="button" value="Finished Attaching"/>
Attached Document				
Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.				

Review Progress Report – Status Page

Review

The progress report has not been submitted to HRSA as yet.

Print

Print All HTML Forms

TABLE OF CONTENTS			Table of Contents	Go
Section	Type	Action		
Basic Information				
SF-PPR	HTML	View		
SF-PPR-2 (Cover Page Continuation)	HTML	View		
Performance Narrative	DOCUMENT	Not Available		
Budget Information				
Budget Summary	HTML	View		
Budget Categories	HTML	View		
Budget Narrative	DOCUMENT	Not Available		
Appendices				
Attachment 1 -Staffing Plan (Required)	DOCUMENT	Not Available		
Attachment 2 -MAI Information (As Applicable)	DOCUMENT	Not Available		
Attachment 3 -Negotiated Indirect Cost Rate Agreement (As Applicable)	DOCUMENT	Not Available		
Attachment 4 -Waiver of Core Medical Services Request (As Applicable)	DOCUMENT	Not Available		
Attachment 5 -Line item Budget (As Applicable)	DOCUMENT	Not Available		
Attachment 6 -Work Plan (As Applicable)	DOCUMENT	Not Available		
Attachment 7	DOCUMENT	Not Available		
Attachment 8	DOCUMENT	Not Available		
Attachment 9	DOCUMENT	Not Available		
Attachment 10	DOCUMENT	Not Available		
Attachment 11	DOCUMENT	Not Available		
Attachment 12	DOCUMENT	Not Available		
Attachment 13	DOCUMENT	Not Available		
Attachment 14	DOCUMENT	Not Available		
Attachment 15	DOCUMENT	Not Available		

Proceed To Submit