HRSA EHB USER GUIDE

Noncompeting Continuation (NCC) Progress Report User Guide (for Generic Grants)

User Guide for Grantees

Last updated on: 09/24/2012

Table of Contents

Table of Figures

1. Introduction

1.1. Document Purpose and Scope

The purpose of this document is to provide detailed instructions to help grantees complete NCC Progress Reports for their grant within HRSA Electronic Handbook (EHB). Progress Reports in EHBs consist of:

- Standard Information, (i.e., the SF-PPR forms and the budget related forms)
- Program-Specific Information

Note: This user guide can be used to complete NCC Progress Report for any grant program, except Health Center Cluster Program (H80) grants supported by Bureau of Primary Health Care (BPHC). A separate user guide is available which instructs grantees to complete NCC Progress Report for H80 grants.

Depending on your program, your Progress Report may require you to fill out the following combinations of forms:

- SF-PPR forms, Budget Information forms, and Program-Specific Information forms
- SF-PPR forms, Performance Narrative, and Budget Information forms
- SF-PPR forms, and Program-Specific Information forms
- SF-PPR forms, and Performance Narrative

NOTE: None of the screens displayed in this user guide are for real grants.

1.2. Document Organization and Version Control

This document contains 4 sections apart from the Introduction. Following is the summary:

Section	Description
Before You Access a Progress Report	Provides information that grantees need to know before they initiate Progress Reports.
Completing the Progress Report in HRSA Electronic Handbooks	Describes the steps necessary to complete and submit the Progress Report in the Electronic Handbooks.
Customer Support Information	Provides contact information to address technical and programmatic questions.
FAQs	Provides answers to frequently asked questions by various categories.

Revision History

Date	Reason for change(s)	Author(s)
06/01/2010	Original document	REI - Ed Molin
06/10/2010	• Restructured document to 'work with' BPHC Progress Report User Guide • Included Budget Information section for H80 Progress Reports • Addressed initial HRSA comments	REI - Ed Molin
06/17/2010	Reformatted document for consistency purposes.	REI - Ed Molin
06/30/2010	• Changed date on cover page to reflect Revision History date • Added Change Request section • Changed budget related screen shots for non-H80 programs	REI - Ed Molin
07/12/2010	• Copied appropriate sections of this document into 2 new documents (for H80 Grants and for non H80 Grants)	REI - Ed Molin
03/08/2011	• Changed Budget Info sections to reflect new Budget Details forms displaying remaining Budget Periods	REI - Ed Molin
09/27/2012	• Inserted new screen shots and modified text to describe using the module in the new UI,	REI – Barbara Gould
6/3/2013	• Updated Support Contact information.	REI – Jillian Gregory

2. Before You Access a Progress Report

In order to initiate your Progress Report, you will have to access the HRSA Electronic Handbooks (EHBs). To do this, you must register within the EHBs. The purpose of the registration process is to collect consistent information from all users, avoid collection of redundant information, and allow for the unique identification of each system user. Note that **registration within HRSA EHBs is required only once for each user regardless of the organizations they represent.**

If you already have a user account, you do not need to create another account. **Do not create duplicate user accounts.** If you are a new grantee organization user, you need to complete the following two steps to get appropriate access:

1. Individual users from an organization who participate in the grants process must create individual accounts in the system. To get registration guidance, go to https://grants.hrsa.gov/webexternal/home.asp and click Registration in the left navigation panel.
2. The user must then associate their account with the specific grantee organization. While searching for your organization, use your 10 digit grant number from box 4b of the NoA. If you recently received a grant from HRSA and have not registered before, this step will be applicable to you. Note that EHBs offers these roles – Project Director, Authorizing Official, Business Official and an Other Employee role. To work on and submit the progress report within the EHBs, please request the Project Director for the grant to assign you appropriate access (i.e. Edit Noncompeting Continuation, Submit Noncompeting Continuation).

For detailed steps on registration information, see *HRSA's Electronic Submission User Guide* (http://www.hrsa.gov/grants/userguide.htm).

For assistance in registering with HRSA EHBs, call 877-GO4-HRSA (877-464-4772) between 9:00 am to 5:30 pm ET or email callcenter@hrsa.gov.

3. Completing the Progress Report in HRSA Electronic Handbooks

The next step is to complete your Progress Report in the HRSA Electronic Handbook (HRSA EHB).

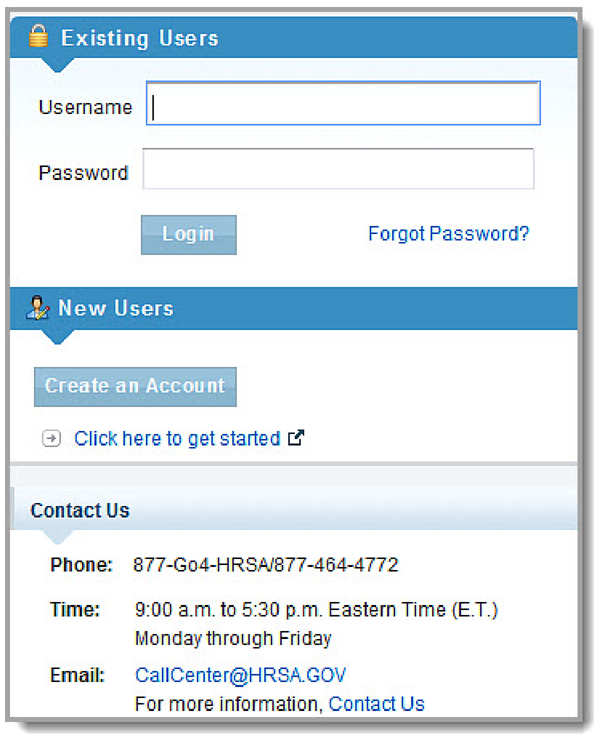
Users new to the EHBs should be mindful that the system times-out after 30 minutes of inactivity. Some forms may take a long time to complete. Users should ensure that they save their work at frequent intervals.

3.1. Login and Access the Progress Report

3.1.1. Logging Into the HRSA Electronic Handbooks

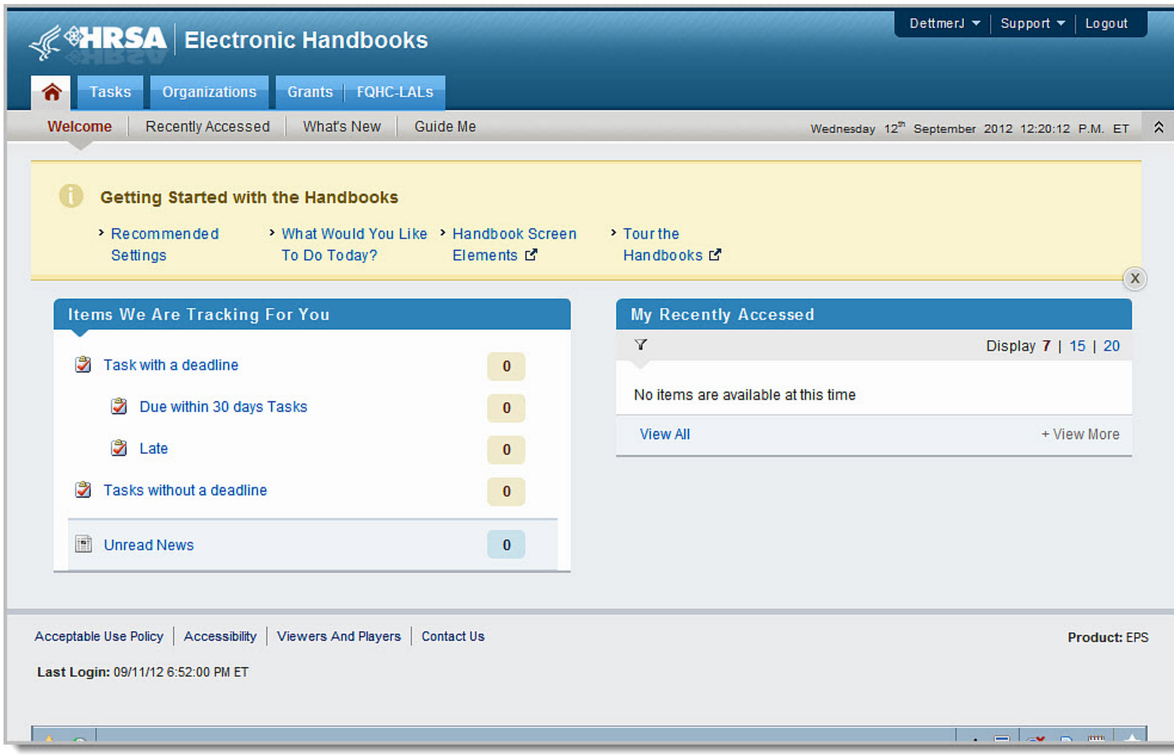
1. Point your browser to https://grants.hrsa.gov/webexternal/login.asp.
2. Enter your username and password.

Figure 1: EHB Login



3. Click the Login button.
4. The **'HRSA EHB Home (Welcome)'** page (Figure 2) opens.

Figure 2: HRSA EHB Home (Welcome) Page



Note: Depending on your program, your 'HRSA EHB Home (Welcome)' Page may appear differently, and may not contain all the items listed in this figure.

3.1.2. Accessing the Progress Report

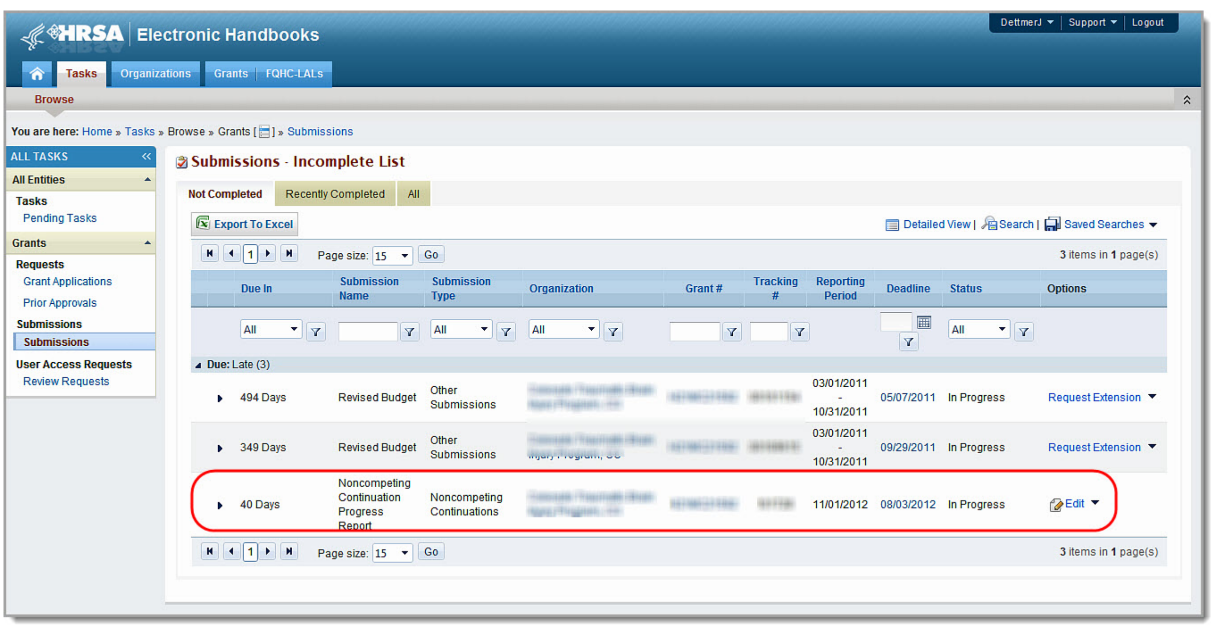
Users who are accessing a progress report should follow these steps:

1. On the **HRSA EHB Home (Welcome)** page (Figure 2), click the Tasks tab. The **Tasks** page opens with the **All Tasks** list in the left navigation panel (Figure 3).

Figure 3: All Tasks List – Left Navigation Panel

1. Click the Submissions link. The **Tasks** page refreshes with the **Submissions – Incomplete List** page (Figure 4).

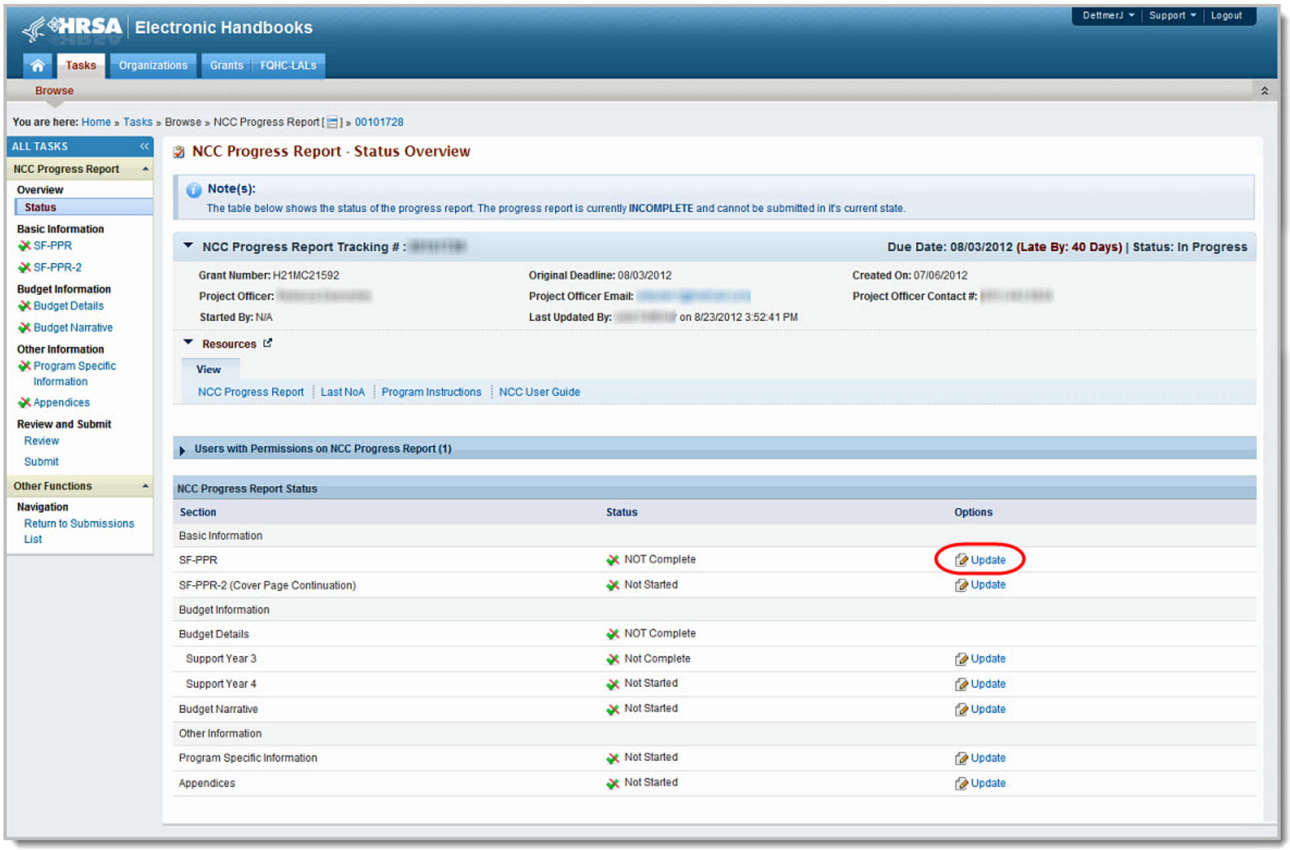
Figure 4: Submissions – Incomplete List Page



2. Choose the appropriate **Noncompeting Continuation Progress Report** and click the Edit link. The **NCC Progress Report – Status Overview** page opens (Figure 5).

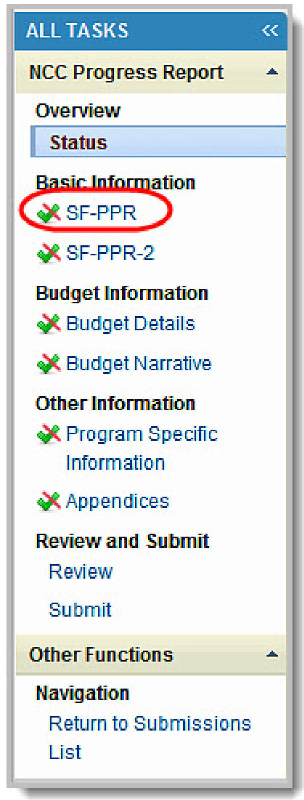
Note: The screen contains a different left navigation panel than it did before.

Figure 5: NCC Progress Report – Status Overview Page



Note: Depending on your program, your **NCC Progress Report – Status Overview** page may appear differently, and may not contain all the left navigation panel items listed in Figure 6.

Figure 6: NCC Progress Report – Status Overview Page Left Navigation Panel

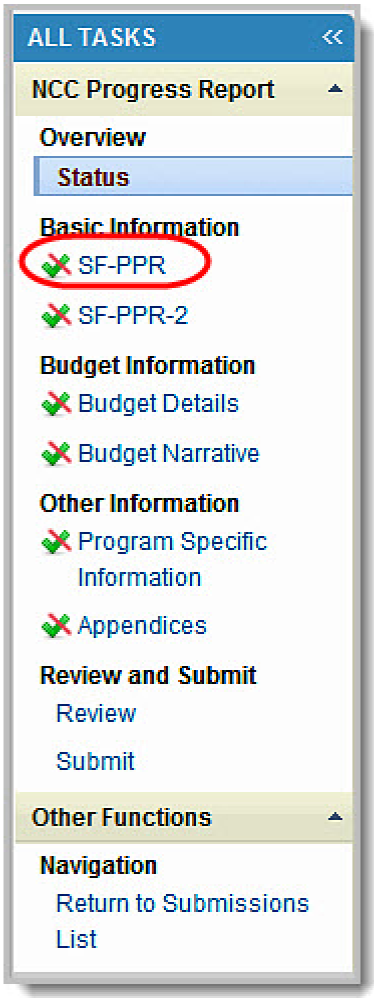


The **NCC Progress Report – Status Overview** page lists each section of the progress report and its status: Not Started, Not Complete, or Complete.

Note: Depending on the type of grant program, there may NOT be a section for Program Specific Information. In this case, instead of completing the Program Specific Information, a Performance Narrative must be uploaded as part of the progress report.

3.1.3. Navigating within the Progress Report

Figure 7: Side Menu in Grantee Handbook



A navigation panel (Figure 7) appears on the left side of every screen in the Electronic Handbook. Use this panel to access the various pages of your Progress Report.

- To access the program specific information forms (if the progress report contains them), click the Program Specific Information link.

Note: When you are on Program Specific Forms, there is a different navigation menu.)

You can always click Status under **Overview** go to the **NCC Progress Report – Status Overview** page to check your progress toward completing your *entire* submission.

The **NCC Progress Report – Status Overview** page shows the status of each Basic Information form (i.e., the SF-PPR forms), Budget Information forms, and Other Information forms.

Note: You cannot submit your Progress Report until all forms in all sections are complete.

Your session will remain active for 30 minutes since your last activity. Please save your work every 5 minutes to avoid unexpected behavior.

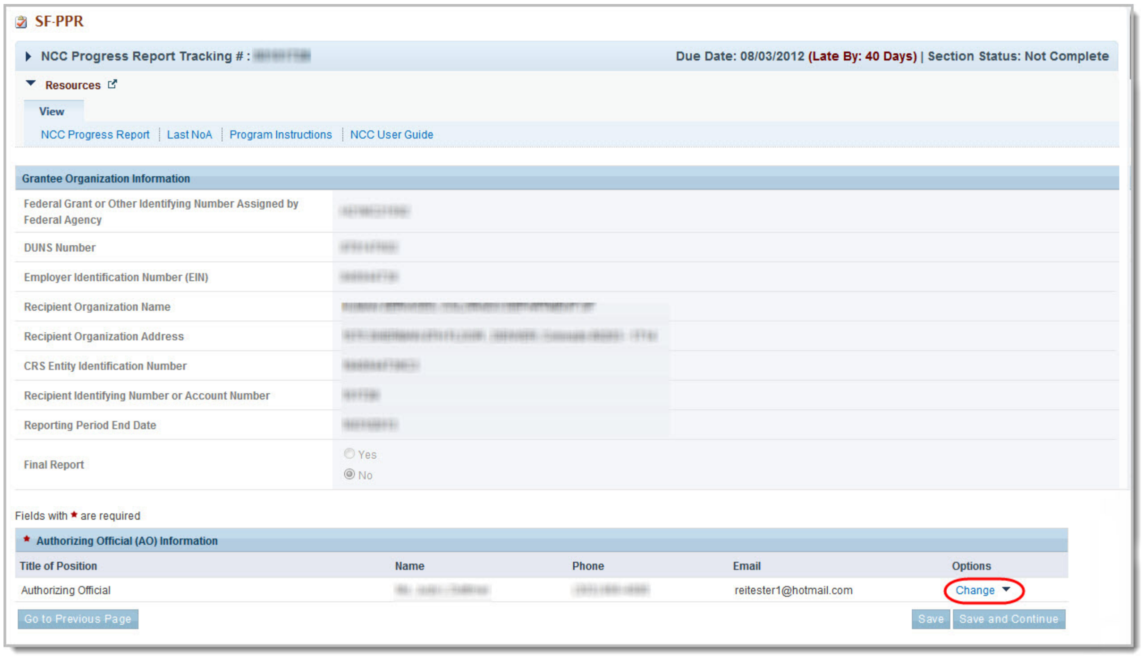
Within the **NCC PROGRESS REPORT FORM STATUS** Table, click the Update link to open the corresponding form.

Note: For the purpose of this document, the left navigation panel will be used to access each form.

3.2. Standard Forms (SF-PPR)

To get to the **SF-PPR** page (Figure 8), click the SF-PPR link in the left navigation panel, or click the Update link for the SF-PPR on the **NCC Progress Report – Status Overview** page.

Figure 8: SF-PPR Page



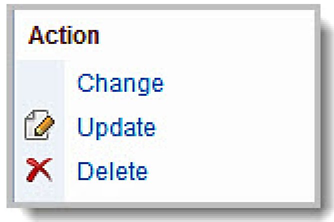
3.2.1. Basic Information: SF-PPR

The **SF-PPR Form** page contains basic information about your grantee organization and is the cover page for the progress report. By default, the information will be pre-populated from the information in the application which started the last budget period, including the Authorizing Officials designated for the grant.

Figure 9: SF-PPR Page – Authorizing Official Information

You can perform the following functions on the screen:

Figure 10: Authorizing Official Information – Change Action Options



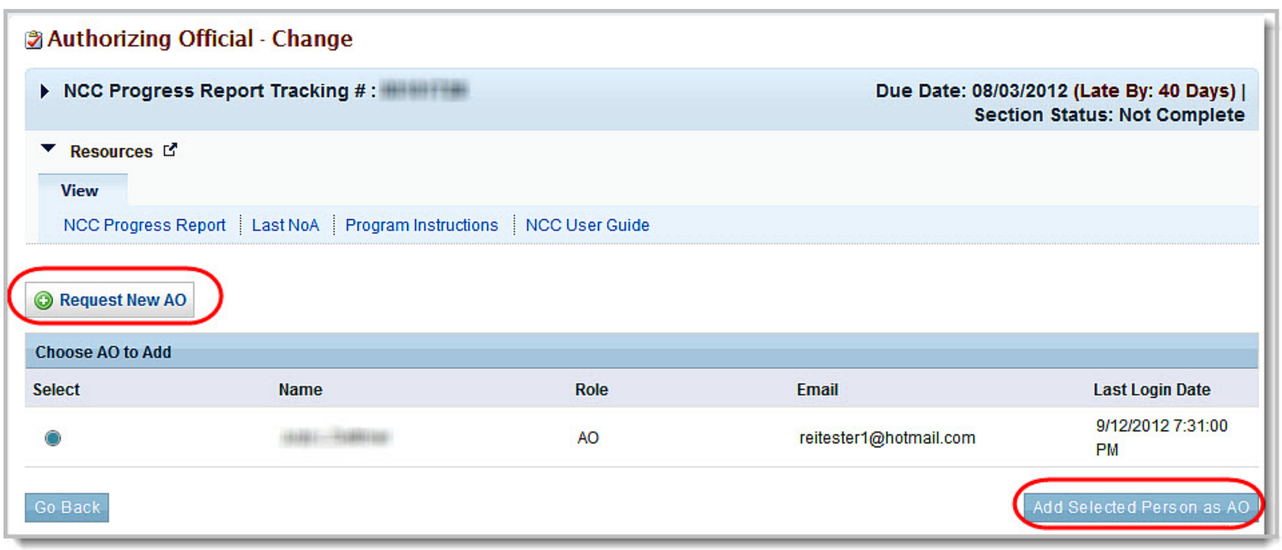
Options:

- ❖ [CHANGE selected Authorizing Official (AO)] (below). This Option includes [adding a new AO].
- ❖ [UPDATE the AO information]
- ❖ [DELETE an AO] (on page 20)`

3.2.1.1. To Change the Selected AO

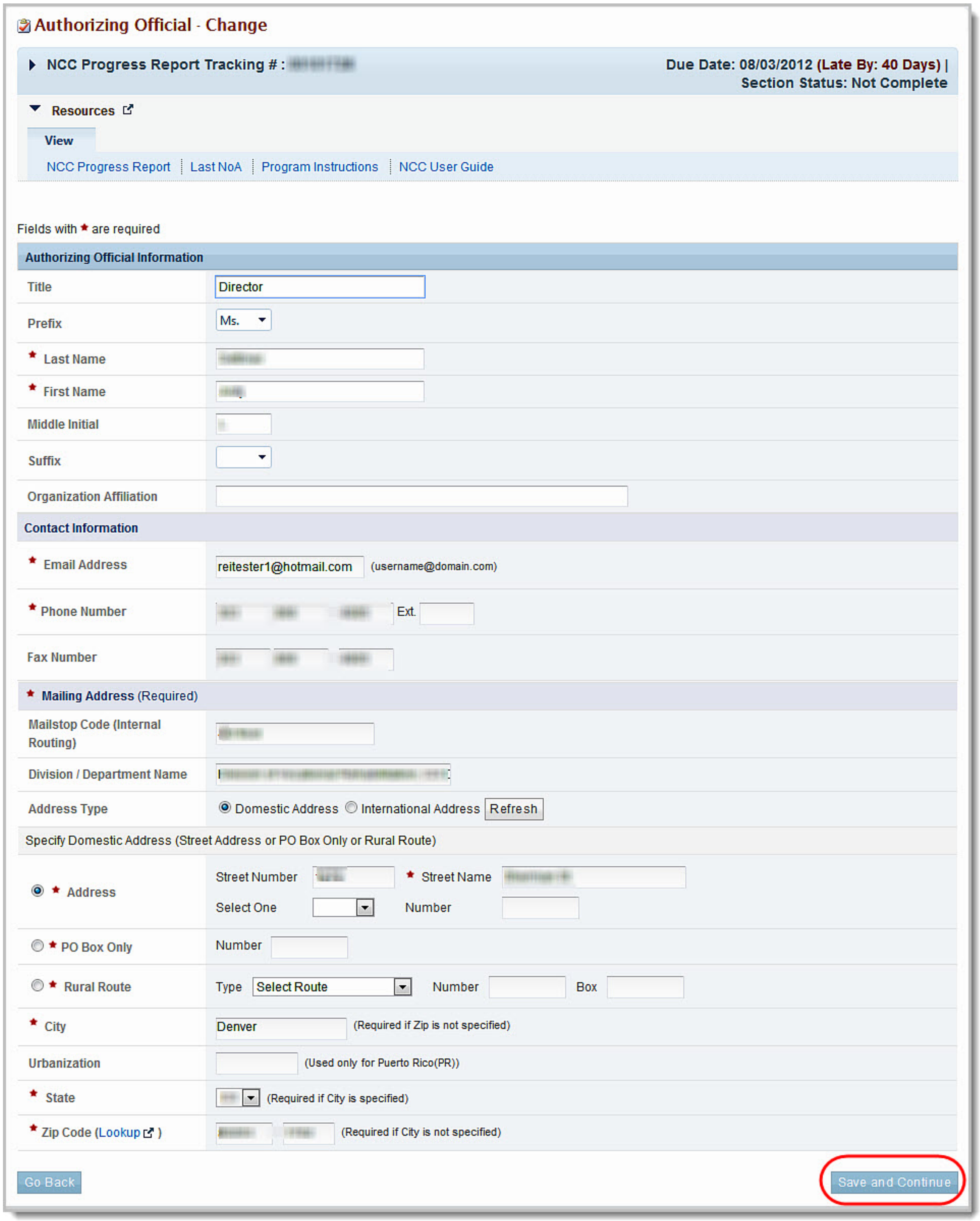
1. Click the Change link for an AO and then select Change from the drop-down. The **Authorizing Official – Change** page opens (Figure 11), and is populated with all the AOs registered for the grant.

Figure 11: SF-PPR Add Authorizing Official Form



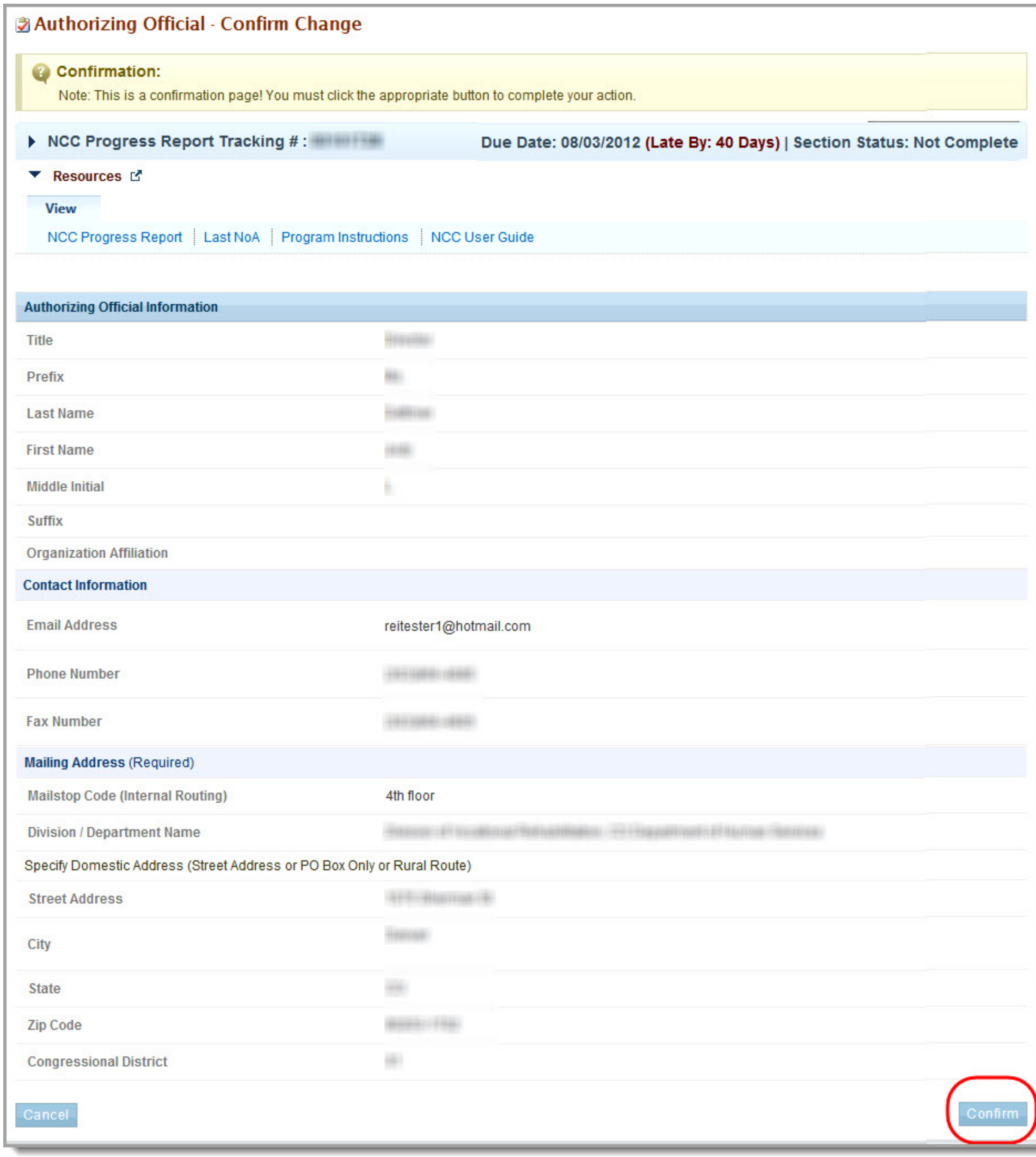
2. Select the user to be designated as the AO, if more than one user is listed.
3. Click Add Selected Person as AO. The second **Authorizing Official – Change** page (Figure 12) opens, listing the current contact information for the user selected.

Figure 12: Authorizing Official – Change Page (2)



3. Verify and revise the contact information, as necessary. Fields marked with an asterisk (*) are required.
4. Click Save and Continue to save your information. The **Authorizing Official – Confirm Change** page opens (Figure 13).

Figure 13: Authorizing Official – Confirm Change Page



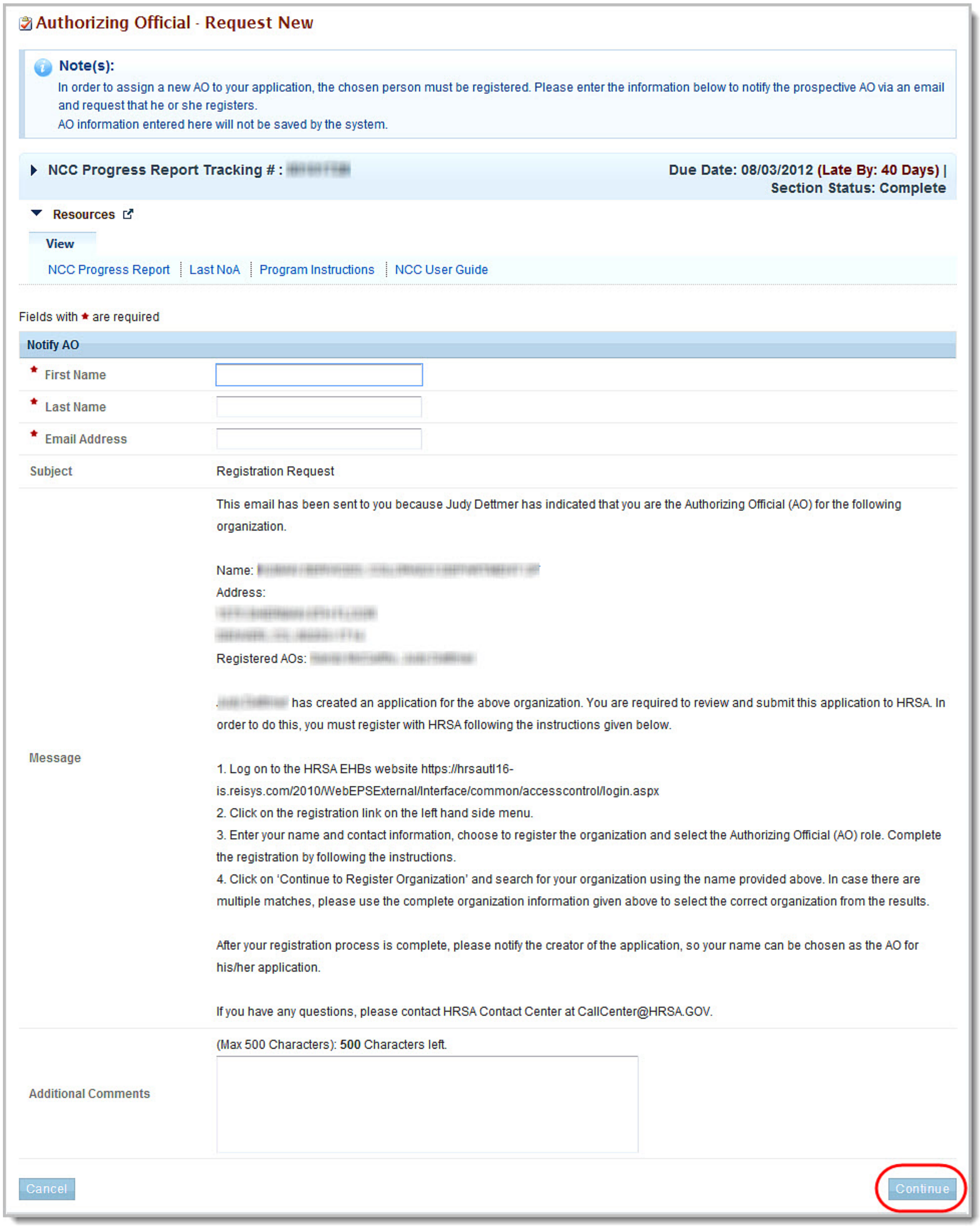
5. Click the Confirm button to save your changes. The **SF-PPR** page re-opens (Figure 8) with a green Success banner at the top of the page. The user that you added will be listed as the Authorizing Official.

3.2.1.2. To Add an AO

1. Click the Change link for an AO and then select Change from the drop-down. The **Authorizing Official – Change** page opens (Figure 11), and is populated with all the AOs registered for the grant.

6. Click the **Request New AO** button. The **Authorizing Official – Request New** page opens (Figure 14).

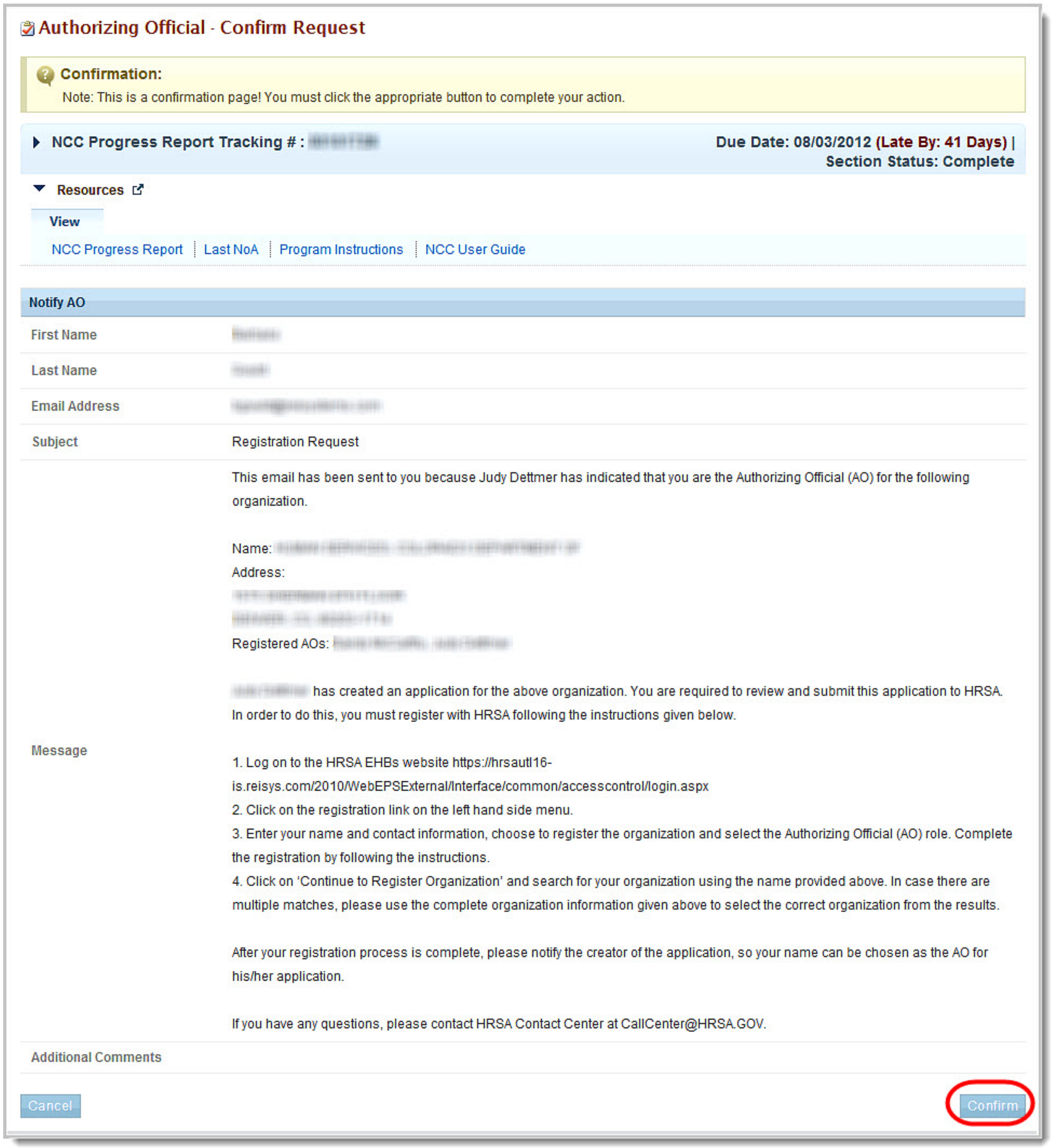
Figure 14: Authorizing Official – Request New Page



7. Enter the First Name, Last Name, and Email Address of the person you are requesting as a new Authorizing Official.
8. Enter any Additional Comments you may have.

9. Click the Continue button. The **Authorizing Official – Confirm Request** page opens.

Figure 15: Notify AO Page



Authorizing Official - Confirm Request

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

NCC Progress Report Tracking # : [illegible]   Due Date: 08/03/2012 (Late By: 41 Days) | Section Status: Complete

Resources
View
NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Notify AO

First Name	[illegible]
Last Name	[illegible]
Email Address	[illegible]
Subject	Registration Request
Message	This email has been sent to you because Judy Dettmer has indicated that you are the Authorizing Official (AO) for the following organization. Name: [illegible] Address: [illegible] [illegible] Registered AOs: [illegible] [illegible] has created an application for the above organization. You are required to review and submit this application to HRSA. In order to do this, you must register with HRSA following the instructions given below. 1. Log on to the HRSA EHBs website https://hrsautl16-is.reisys.com/2010/WebEPSExternal/Interface/common/accesscontrol/login.aspx 2. Click on the registration link on the left hand side menu. 3. Enter your name and contact information, choose to register the organization and select the Authorizing Official (AO) role. Complete the registration by following the instructions. 4. Click on 'Continue to Register Organization' and search for your organization using the name provided above. In case there are multiple matches, please use the complete organization information given above to select the correct organization from the results. After your registration process is complete, please notify the creator of the application, so your name can be chosen as the AO for his/her application. If you have any questions, please contact HRSA Contact Center at CallCenter@HRSA.GOV.
Additional Comments	

Cancel   Confirm

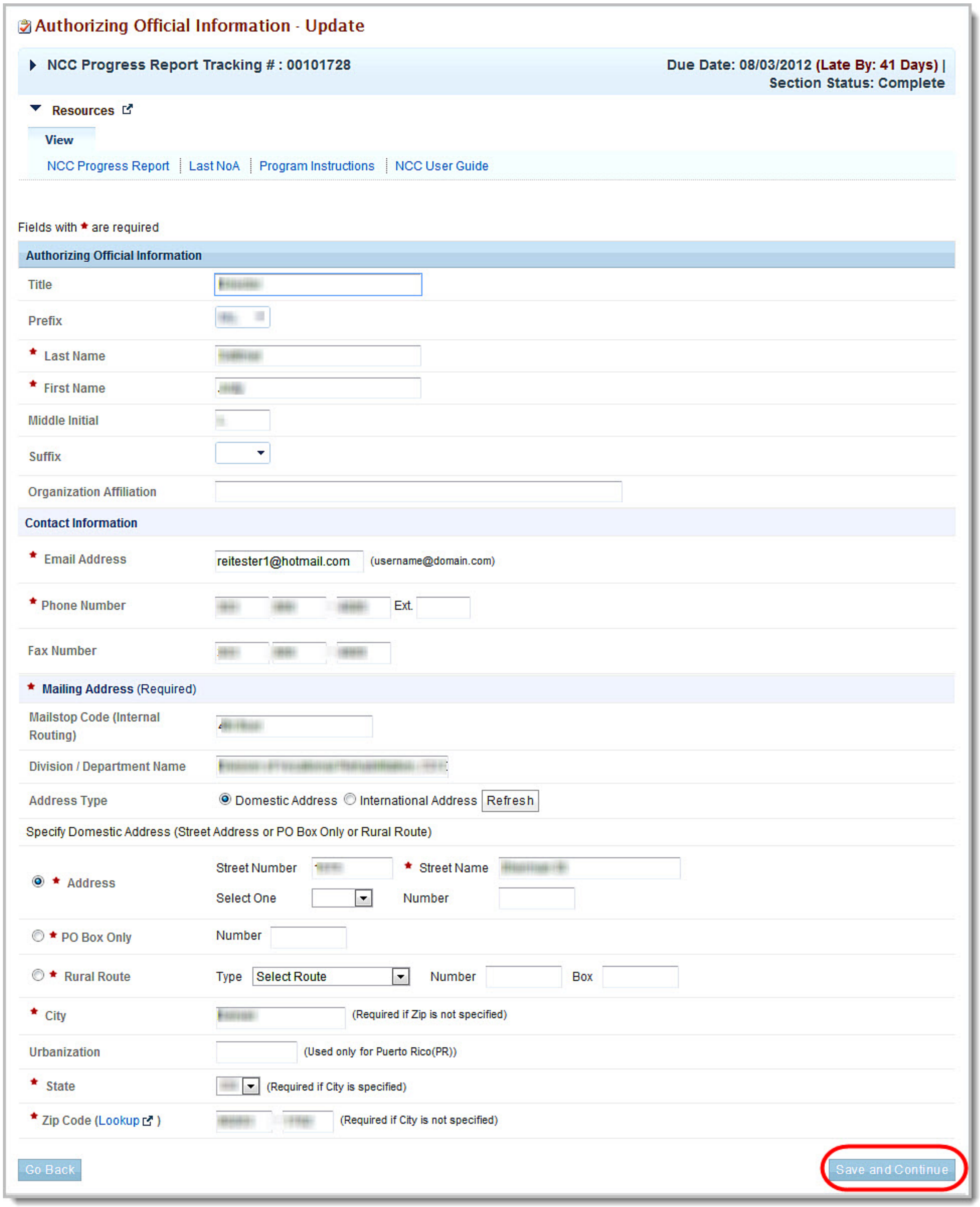
10. Click the Confirm button. The **SF-PPR** page re-opens (Figure 8) with a green Success banner at the top of the page. An email will be sent to ask the requested HRSA employee to register in the HRSA EHB.

Note: After the HRSA employee registers within the EHB, you must return to the **SF-PPR** page (**Error! Reference source not found.**). The HRSA employee will be listed on the screen and may be selected as an AO.

3.2.1.3. To Update the AO information

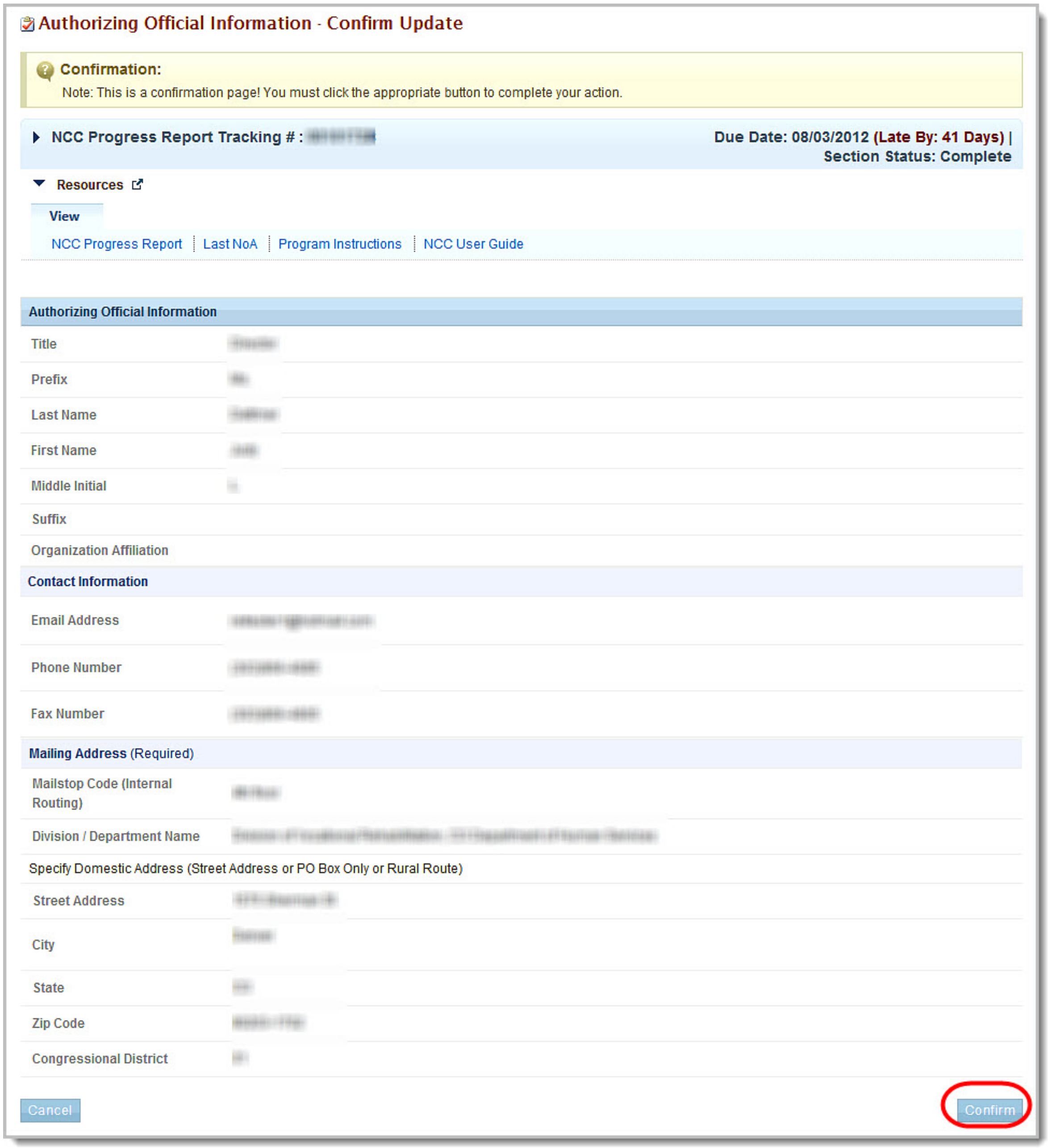
1. On the **SF-PPR** page (Figure 8), click the Change link for an AO and then select Update from the drop-down. The **Authorizing Official Information – Update** page opens (Figure 16), and is populated with the information for the selected AO.

Figure 16: Authorizing Official Update Page



11. Verify and revise the contact information, as necessary.
12. Click the Save and Continue button to save your information and open the **Authorizing Official Information – Confirm Update** page.

Figure 17: Authorizing Official Information – Confirm Update Page



13. Click the Confirm button. The **SF-PPR** page re-opens (Figure 8) with a green Success banner at the top of the page.

3.2.1.4. To Delete an AO

1. On the **SF-PPR** page (Figure 8), click the Change link for an AO and then select Delete from the drop-down. The **Authorizing Official – Confirm Delete** page opens.

   14. Click the confirm button. The **SF-PPR** page (Figure 8) re-opens and AO that you deleted is not listed under the **Name** column in the **Authorizing Official (AO) Information** section. (However it will still be listed in the **SF-PPR Add Authorizing Official Form** (Figure 11)**.**

If you are satisfied with the information on the **SF-PPR** page (Figure 8), click the Save and Continue button to save your work and proceed to the next form.

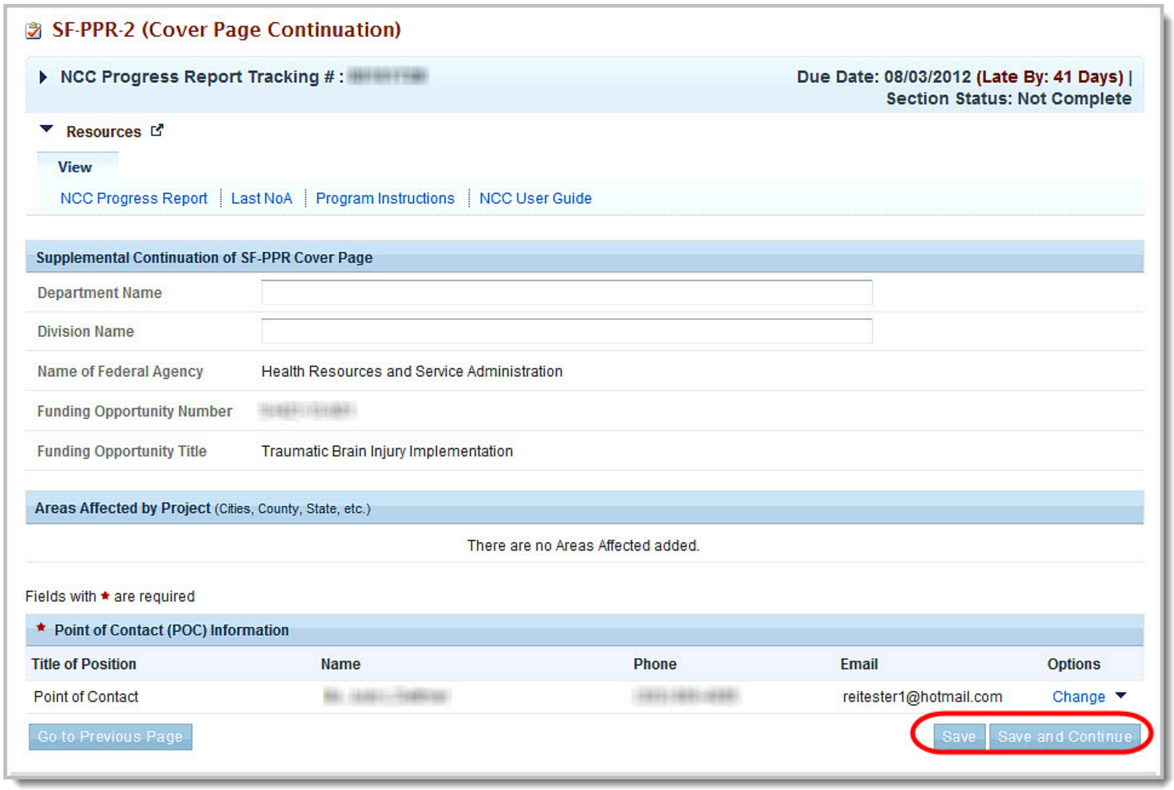
3.2.2. Basic Information: SF-PPR-2

The **SF-PPR-2 Form** contains information about the grant for which you are creating or updating the progress report, and is a continuation of SF-PPR form.

1. Click the SF-PPR-2 link on the **NCC Progress Report – Status Overview** page left navigation panel to access the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 19), if it is not already displayed.

Figure 18: Status Overview – Left Navigation Panel (SF PPR 2)

Figure 19: SF-PPR-2 (Cover Page Continuation)



By default, the information will be pre-populated from the information in the application which started the last budget period. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the grant.

If a POC was not added in the application that initiated the last budget period, the system will list the Project Director (PD) , Business Official (BO), and Authorizing Official (AO) from the application, so that one of them can be selected as a POC (see Add/Change POC , below).

In addition, the system will pre-populate the list of areas affected from all the awarded applications in the last budget period.

You can perform the following functions on the screen:

Options:

- MODIFY Department Name and/or Division Name (below)
- ADD or CHANGE Point of Contact (below)
- UPDATE POC information (on page 26)
- DELETE Point of Contact (on page 27)

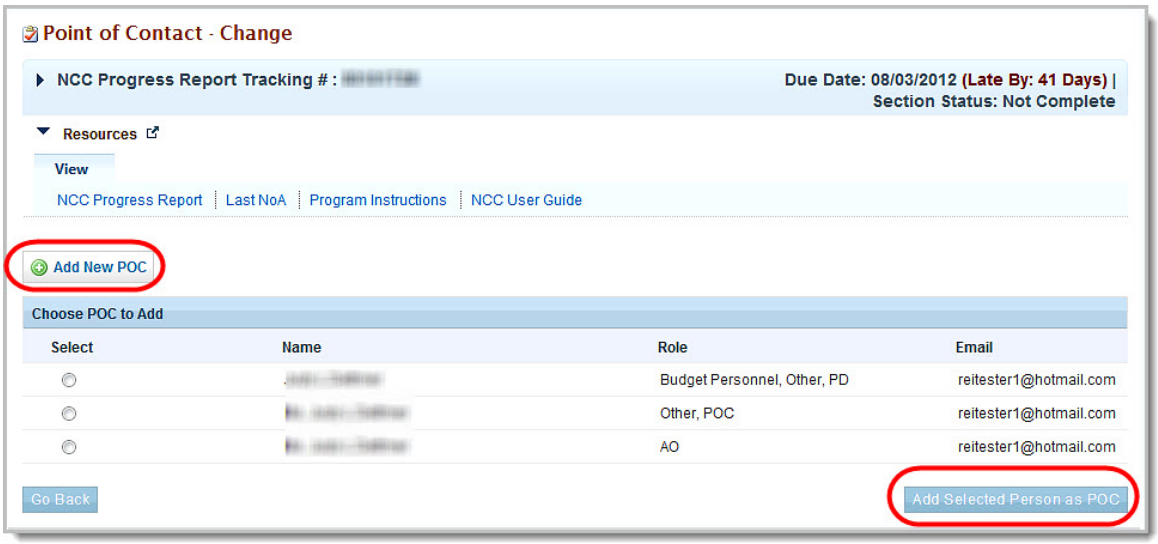
3.2.2.1. To Modify the Department Name or Division Name

1. Replace the text in the text boxes.
2. Click the Save and Continue button.

3.2.2.2. To Change the Point Of Contact

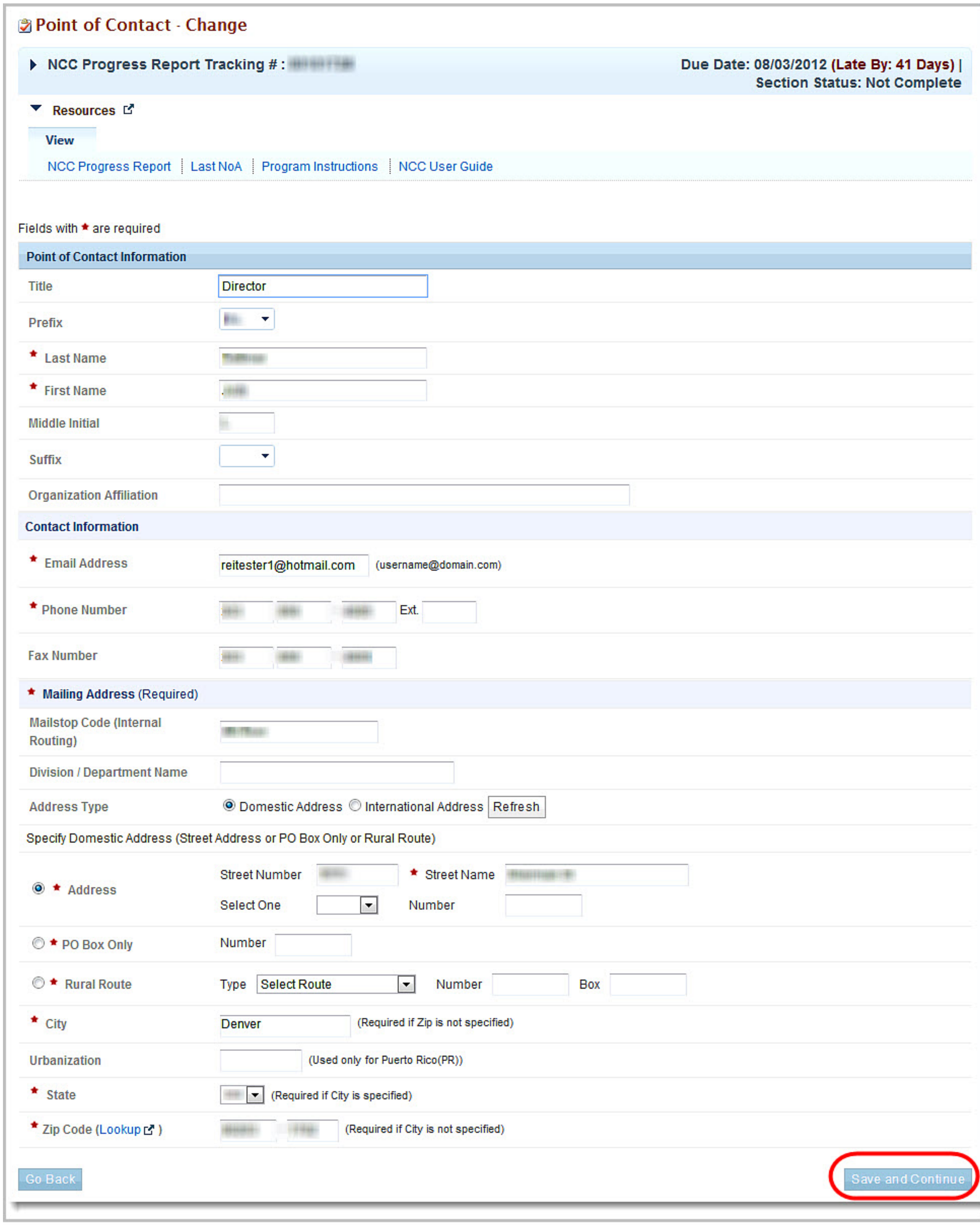
1. On the **SF-PPR-2 (Cover Page Continuation)** page click the Change link for a POC and then select Change from the drop-down. The **Point of Contact – Change** page (Figure 20) will be displayed, and will be populated from the list of contacts proposed in the awarded application which started the last budget period.

Figure 20: Point of Contact – Change Page



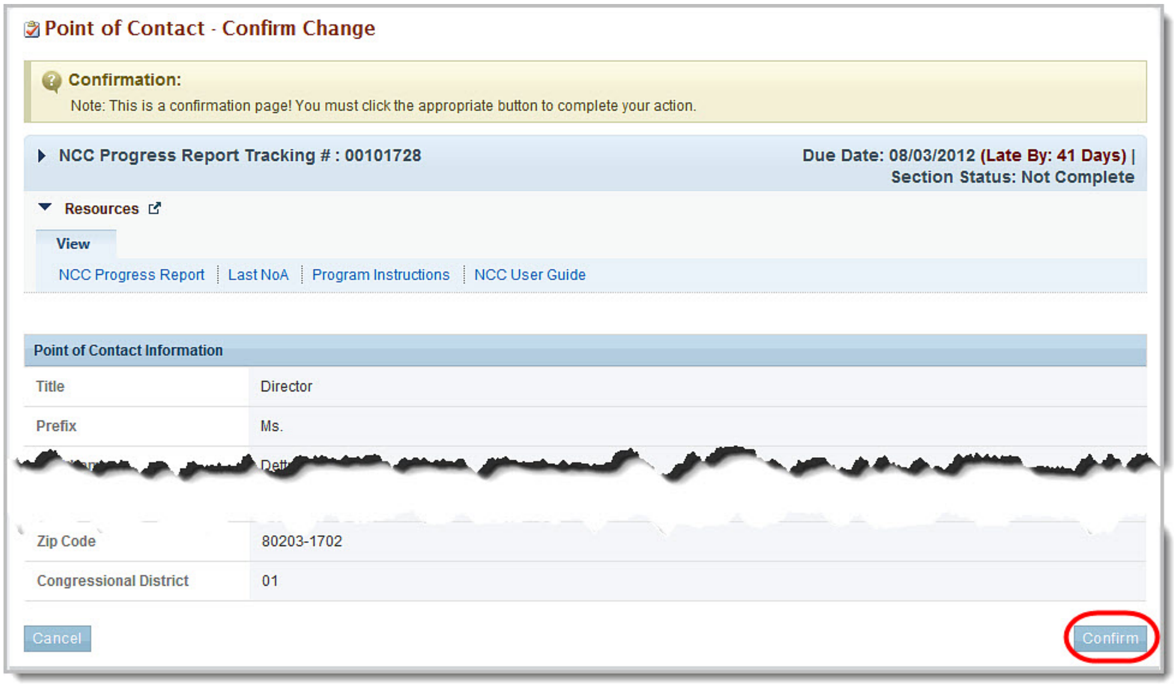
   1. Select the person to be designated as the POC, if more than one user is listed.
   2. Click the Add Selected Person as POC button. The second **Point of Contact – Change** page opens (Figure 21) opens, listing the current contact information for the newly selected contact.

Figure 21: Point of Contact – Change Page (2)



3. Verify and revise the contact information, as necessary.
4. Click the Save and Continue button to save your information. The **Point of Contact – Confirm Change** page opens.

Figure 22: Point of Contact – Confirm Change Page

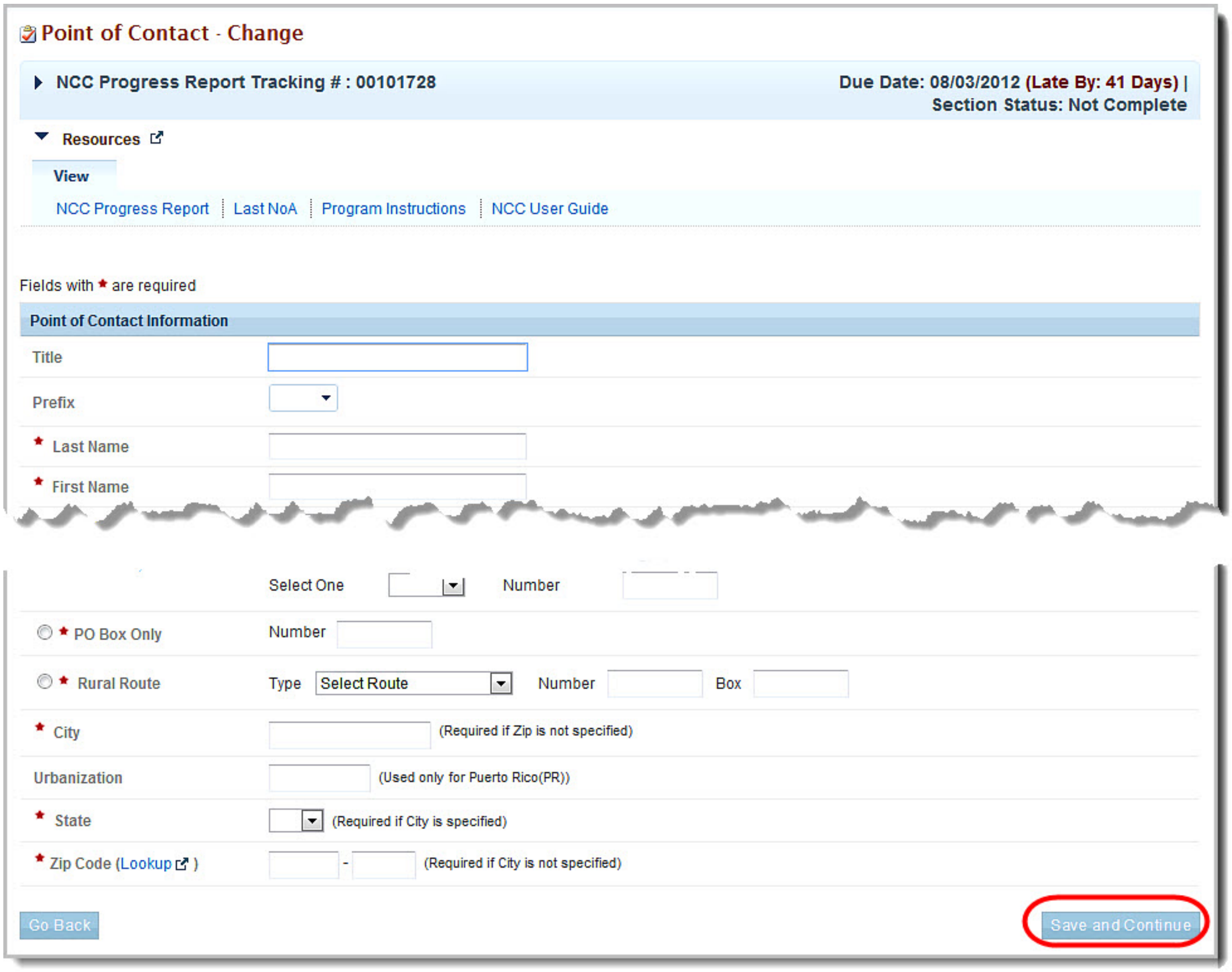


5. Click the Confirm button. The **SF-PPR-2** page opens with a Success banner at the top of the page.

3.2.2.3. To Add a Point Of Contact

1. On the **SF-PPR-2 (Cover Page Continuation)** page click the Change link for a POC and then select Change from the drop-down. The first **Point of Contact – Change** page (Figure 20) will open.
2. Click the Add New POC button. The second **Point of Contact – Change** page opens (Figure 21) opens, with all contact information fields blank (Figure 23).

Figure 23: Point of Contact – Change Page (Blank)

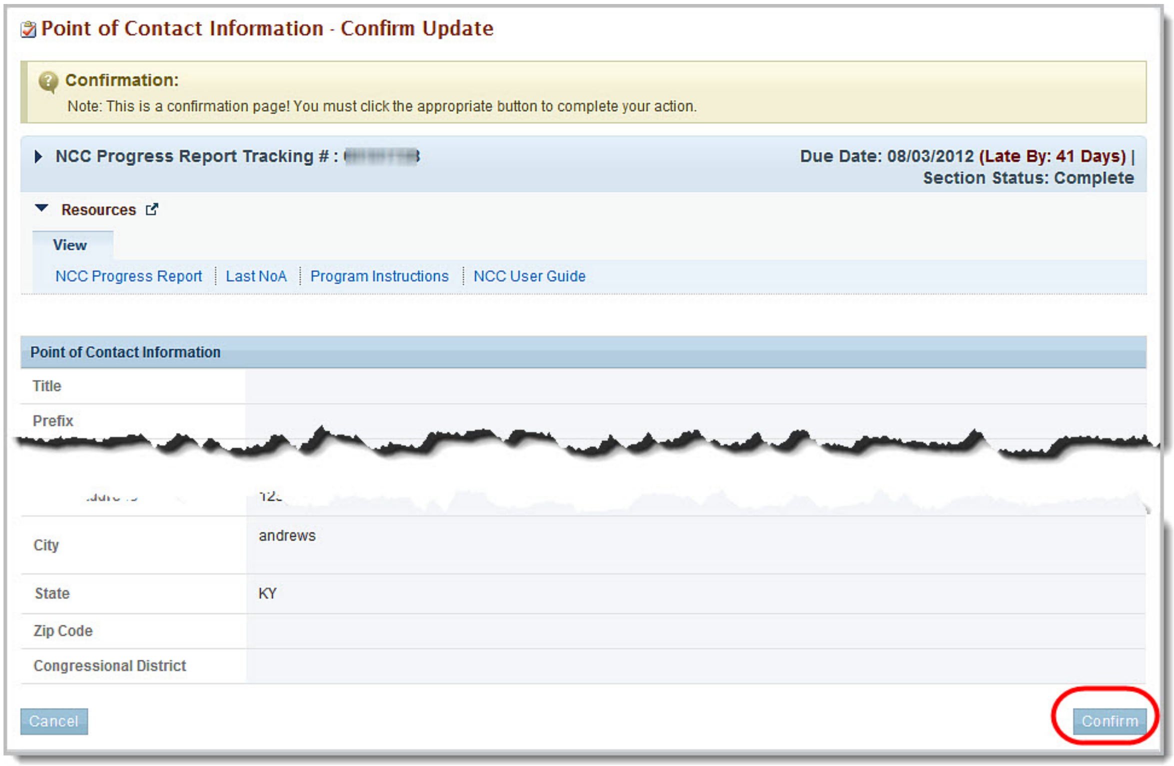


3. Enter all required information and the optional information of your choosing.
4. Click the Save and Continue button.
5. The **Point of Contact – Confirm Change** page opens (Figure 22).
6. Click the Confirm button
7. The **SF-PPR-2 (Cover Page Continuation)** page opens with a green Success banner at the top of the page.

3.2.2.4. To Update the POC information

1. On the **SF-PPR-2 (Cover Page Continuation)** page click the Change link for a POC and then select Update from the drop-down. The first **Point of Contact – Change** page (Figure 20) will open.
2. Verify or revise the contact information, as necessary.
3. Click the Save and Continue button to save your information. The Point of Contact Information – Confirm Update page opens.

Figure 24: Point of Contact – Confirm Update Page

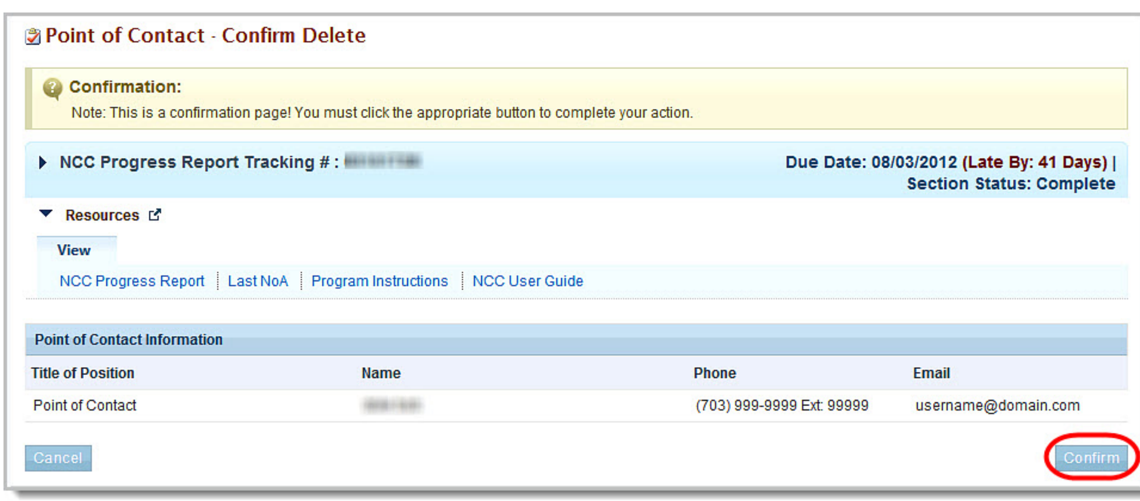


4. Click the Confirm button
5. The SF-PPR-2 (Cover Page Continuation) page opens with a green Success banner at the top of the page.

3.2.2.5. To Delete the Point of Contact

1. On the **SF-PPR-2 (Cover Page Continuation)** page click the Change link for a POC and then select Delete from the drop-down. The first **Point of Contact – Confirm Delete** page (Figure 25) will open.

Figure 25: Point of Contact – Confirm Delete Page



2. Click the Confirm button

3. The **SF-PPR-2 (Cover Page Continuation)** page opens with a green Success banner at the top of the page.

> **Note:** The POC that you deleted will not be listed under the **Name** column

4. If you are satisfied with the information on the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 19), click the Save and Continue button to save your work and proceed to the next form.

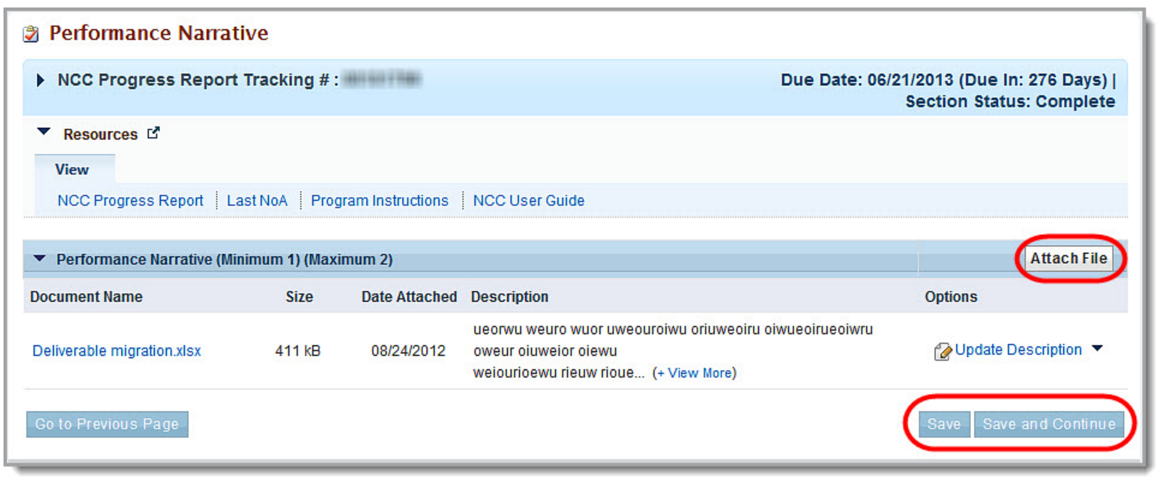
3.2.3. Performance Narrative

> **Note:** Depending on the type of grant program, there may not be a Performance Narrative section. (If the Progress Report has a Program Specific Information section, it will not contain a Performance Narrative section.)

The **Performance Narrative** page allows you to attach up to two documents describing your grant's performance for the period covered by the Progress Report.

1. Click the Performance Narrative link on the Progress Report left navigation panel to access the **Performance Narrative** page (figure 26), if it is not already displayed.

Figure 26: Performance Narrative Page



2. You can perform the following functions on this screen related to Performance Narrative documents:

Options:

- ATTACH document (above)
- UPDATE document description (above)
- DELETE document (above)

3.2.3.1. Attaching A Performance Narrative Document

1. Click **Attach File** on the **Performance Narrative** page (Figure 26) and follow the usual file browsing procedures to locate the document to be attached. The **Performance Narrative** section will expand to accept the document name, path, and optional description.

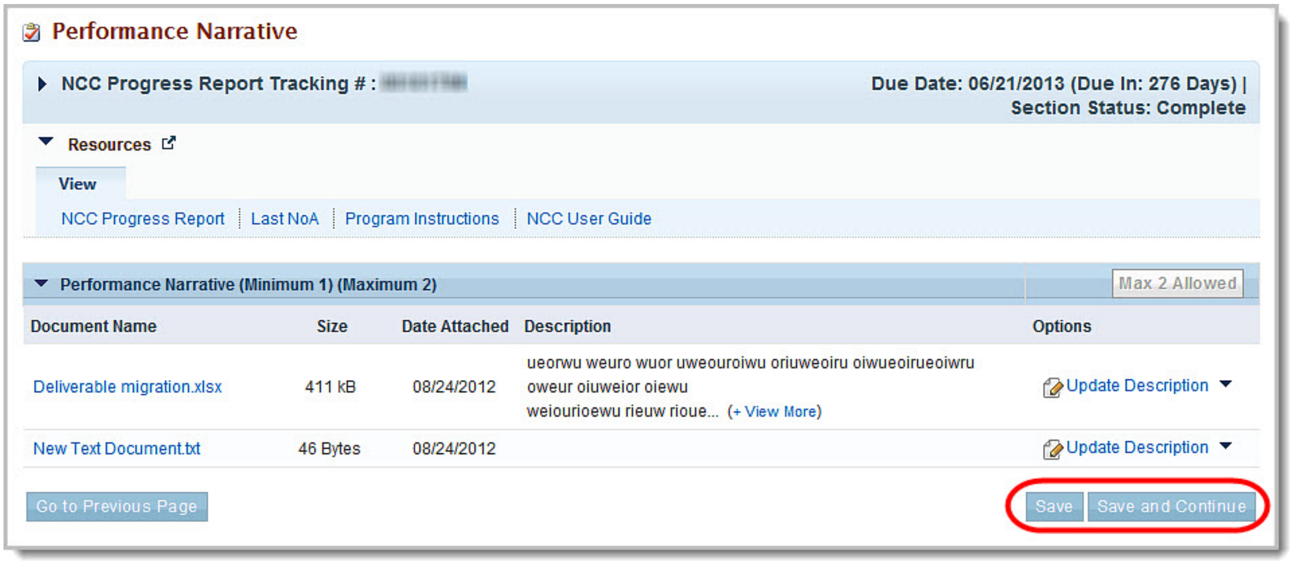
2. Enter a file name and path or click the **Browse** button to select a file from an existing folder and enter a description, if appropriate.

3. Click the **Attach** button. The **Performance Narrative** page refreshes showing the file you just added.

4. Click the Save and Continue button. The next form opens with a green Success banner at the top of the page.

Note: You must attach at least one and no more than two files. If you attach two files, the **Attach File** button becomes disabled and the label will read **Max 2 Allowed** (Figure 27).

Figure 27: Performance Narrative Page with Max Files Added



3.2.3.2. Updating the Description of the Document

Click the Performance Narrative link on the left navigation panel. The **Performance Narrative** page opens (**Note:** You must attach at least one and no more than two files. If you attach two files, the **Attach File** button becomes disabled and the label will read **Max 2 Allowed** (Figure 27).

1. Figure 27).

2. Click the Update Description drop-down for the attached file you wish to modify.

3. Click the Update Description link.

4. Enter your description change in the Description text box and click the **Save** button.

5. The **Performance Narrative** page refreshes showing your modified description.

6. Click the Save and Continue button. The next form opens with a green Success banner at the top of the page.

3.2.3.3. Deleting a Document,

Click the Performance Narrative link on the left navigation panel. The **Performance Narrative** page opens (**Note:** You must attach at least one and no more than two files. If you attach two files, the **Attach File** button becomes disabled and the label will read **Max 2 Allowed** (Figure 27).

1. Figure 27).

2. Click the Update Description drop-down for the attached file you wish to modify.

3. Click the Delete link.

4. The **Performance Narrative** page refreshes without the file you just deleted..
5. Click the Save and Continue button. The next form opens with a green Success banner at the top of the page.

3.2.4. Budget Information

3.2.4.1. Budget Information: Budget Details

The **Budget Details Page** allow users to specify the budget information for the remaining (i.e., future) Support Years of the grant. The **Budget Details Form** for each year consists of the following sections:

Section A - Budget Summary

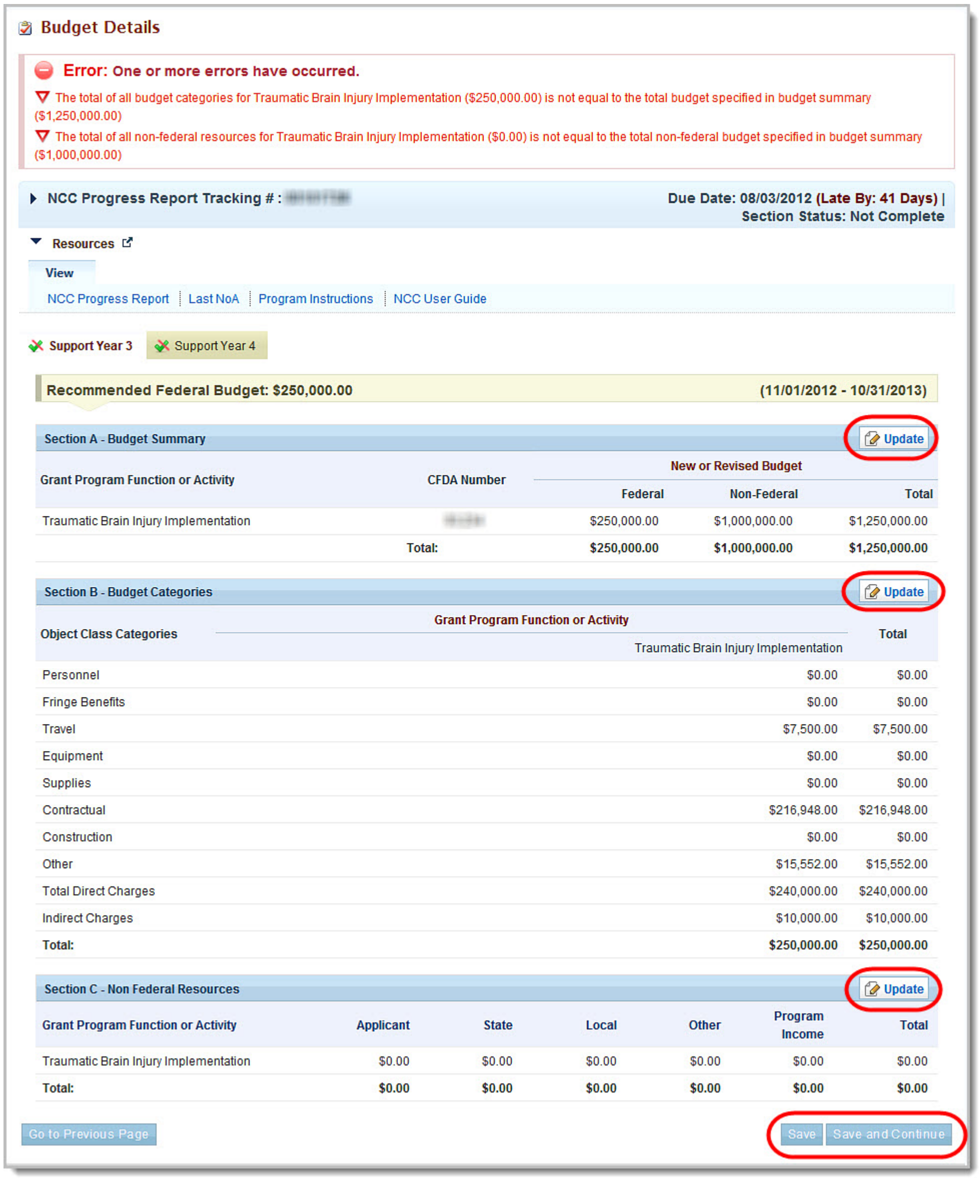
Section B - Budget Categories

Section C - Non Federal Resources

The **Recommended Federal Budget** portion of the total budget for each Support Year of the grant is pre-populated from Section 13 of the last Notice of Award (NoA), which lists the recommended future federal funding support amounts. The federal portion of the budget for each Support Year cannot be updated to an amount that is different from the recommended amount in the last NoA.

Click the Budget Details link on the **NCC Progress Report – Status Overview** page left navigation panel to access the **Budget Details** page (Figure 26), if it is not already displayed.

Figure 28: Budget Details Page



Note: Depending on the type of grant program, there may not be any sections for Budget Information.

Rules for Completing the Form for each Support Year:

The total of the individual Budget Object Class Categories in **Section B (Budget Categories)** must match the Total Budget specified in Section A (Budget Summary)

The Federal Budget in **Section A (Budget Summary)** must match the Total in Section B (Budget Categories)

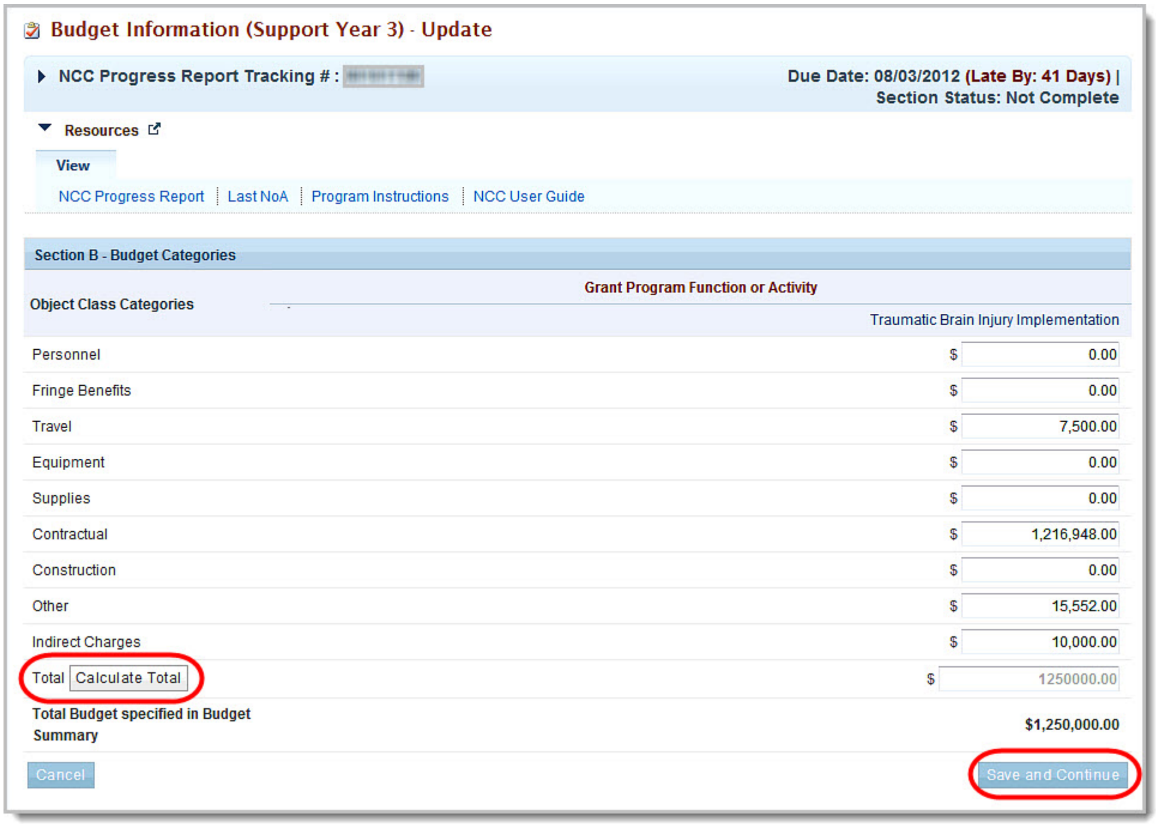
The Non-Federal Budget in **Section A (Budget Summary)** must match the (Grand) Total in **Section C (Non Federal Resources)** for the FIRST Support Year

You do not have to update Section C for any Support Year other than Support Year 1. However, If you enter any information in the Non Federal Resources fields, then the total of the fields must equal the Non-Federal Budget in Section A (Budget Summary)

Note: You must first update Section B - Budget Categories for the first Support Year. You must also do this for each additional Support Year.

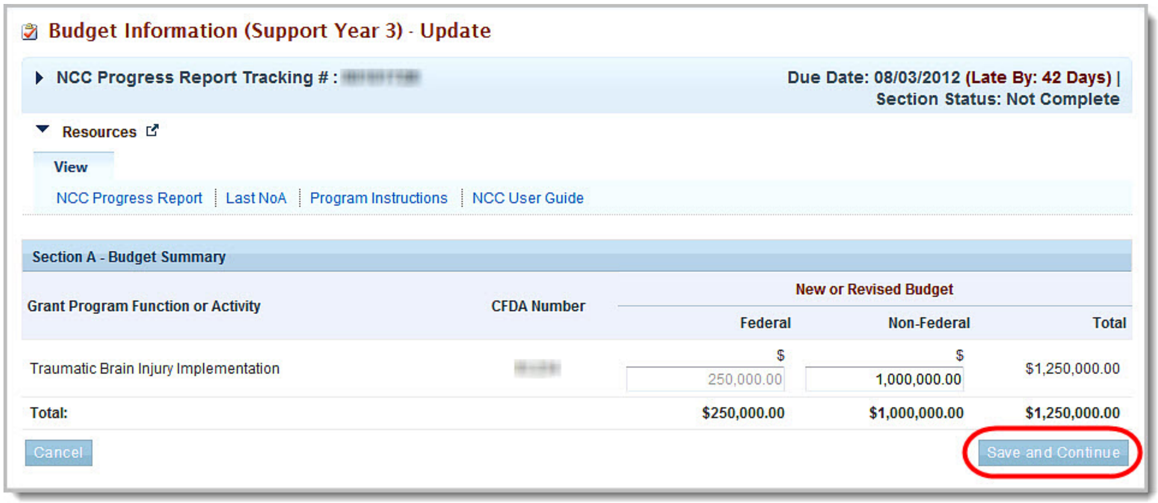
1. On the **Budget Details** page, click the Update button at the top of **Section B**. The **Budget Information (Support Year X) – Update** page for Section B of the currently set Support Year opens (Figure 29).

Figure 29: Budget Information (Support Year X) – Update Page for Section B



5. You ***MUST*** enter information in the Budget Object Class Categories, so that the total of all the categories equals the amount in the Total Budget specified in the Budget Summary.
6. Click the Save and Continue button. You will be returned to the **Budget Details** page for the currently set Support Year with a green Success banner at the top of the page. The Budget Categories information will reflect your changes.
7. Click the Update button for Section A. The **Budget Information (Support Year X) – Update** page for Section A of the currently set Support Year opens (Figure 30)

Figure 30: Budget Information (Support Year X) – Update Page for Section A

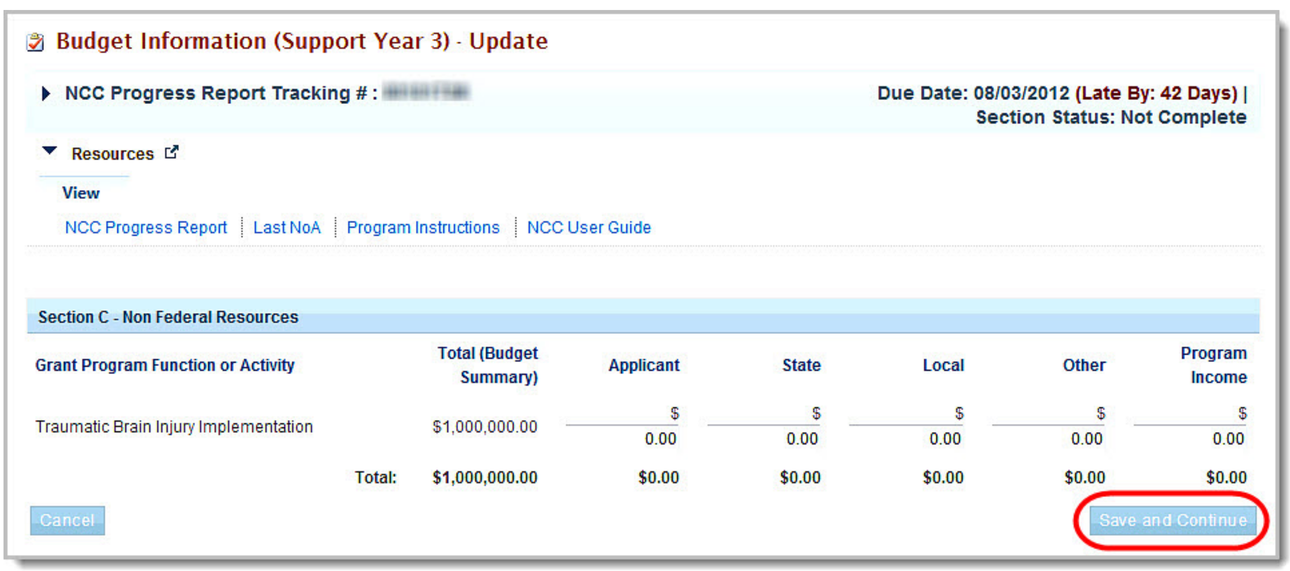


2. Ensure that the Federal Budget in **Section A (Budget Summary)** matches the Total in Section B (Budget Categories).

8. Click the Save and Continue button. You will be returned to the **Budget Details** page for the currently set Support Year with a green Success banner at the top of the page. The Budget Categories information will reflect your changes.

9. Click the Update button for Section C. The **Budget Information (Support Year X) – Update** page for Section A of the currently set Support Year opens (Figure 31)

Figure 31: Budget Information (Support Year X) – Update Page for Section C



10. Ensure that the Non-Federal Budget in **Section A (Budget Summary)** matches the (Grand) Total in **Section C (Non Federal Resources)** for the FIRST Support Year

> **Note:** You do not have to update Section C for any future Support Year other than Support Year 1. However, If you enter any information in the Non Federal Resources fields, then the total of the fields must equal the Non-Federal Budget in Section A (Budget Summary)

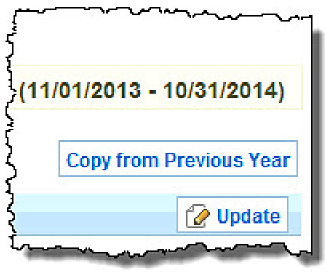
3. If you enter any information in the Non Federal Resources fields, ensure that the total of the fields equals the Non-Federal Budget in Section A (Budget Summary) (Figure 30)
4. Click the Save and Continue button. You will be returned to the **Budget Details** page for the currently set Support Year with a green Success banner at the top of the page. The Budget Categories information will reflect your changes.
5. Click the Save and Continue button. If there is another Support Year to consider, the **Budget Details** page for the next Support Year will open. Otherwise, the **Budget Narrative** page will open.

3.2.4.2. Additional Functions of the Budget Details Page

To display the Budget Details for a different Support Year (if it exists), click the tab for the Support Year.

To copy the information from the previous Support Year, click the Copy from Previous Year button (Figure 32). **(**This button will not be displayed for the earliest Support Year displayed.)

Figure 32: Copy from Previous Year Button

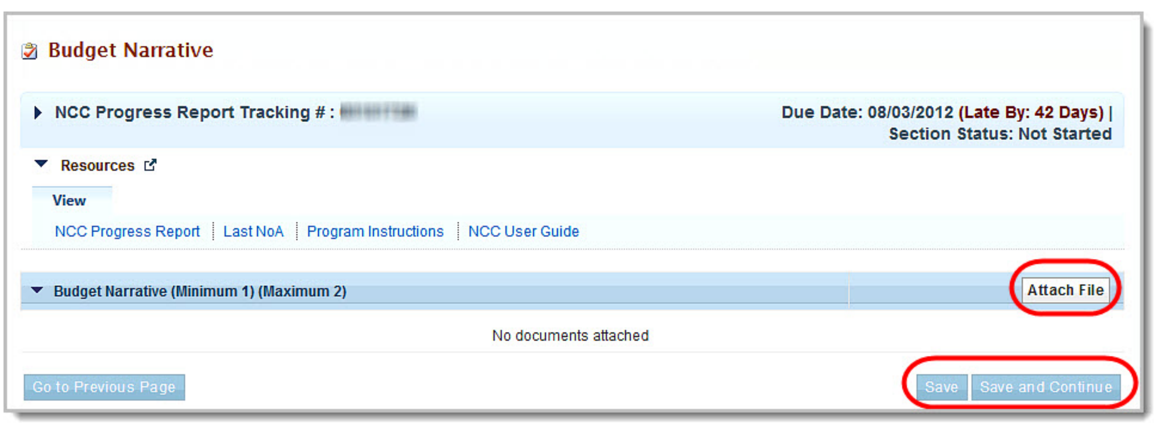


3.2.4.3. Budget Information: Budget Narrative

The **Budget Narrative** page provides a means for you to upload up to two attachments that provide a budget narrative/justification.

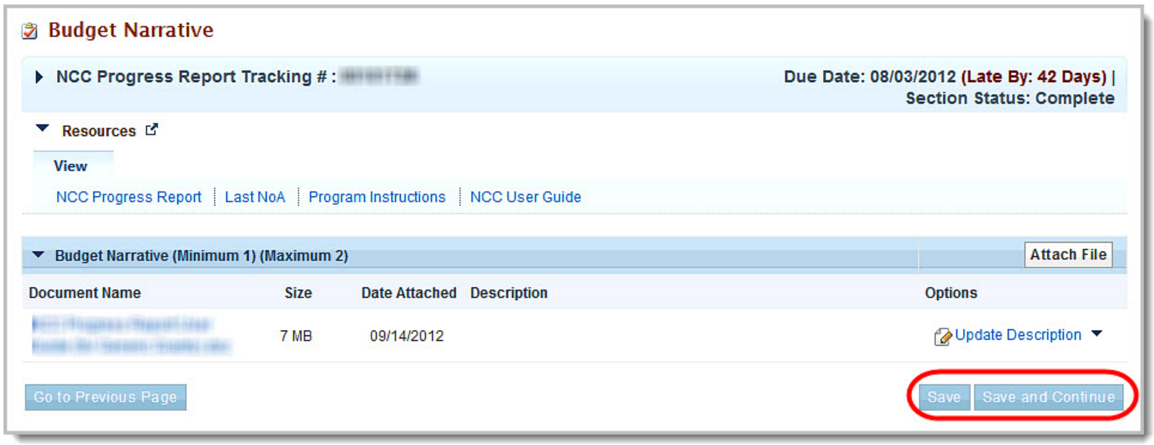
1. Click the Budget Narrative link on the Progress Report left navigation panel to access the **Budget Narrative** page (Figure 33), if it is not already displayed.

Figure 33: Budget Narrative Page



2. To attach a budget narrative document, click the **Attach File** button and follow the usual attachment procedures.
3. When you are finished attaching the documents, click the Save and Continue button to return to the **Budget Narrative** page (Figure 34).

Figure 34: Budget Narrative Page with Attachment



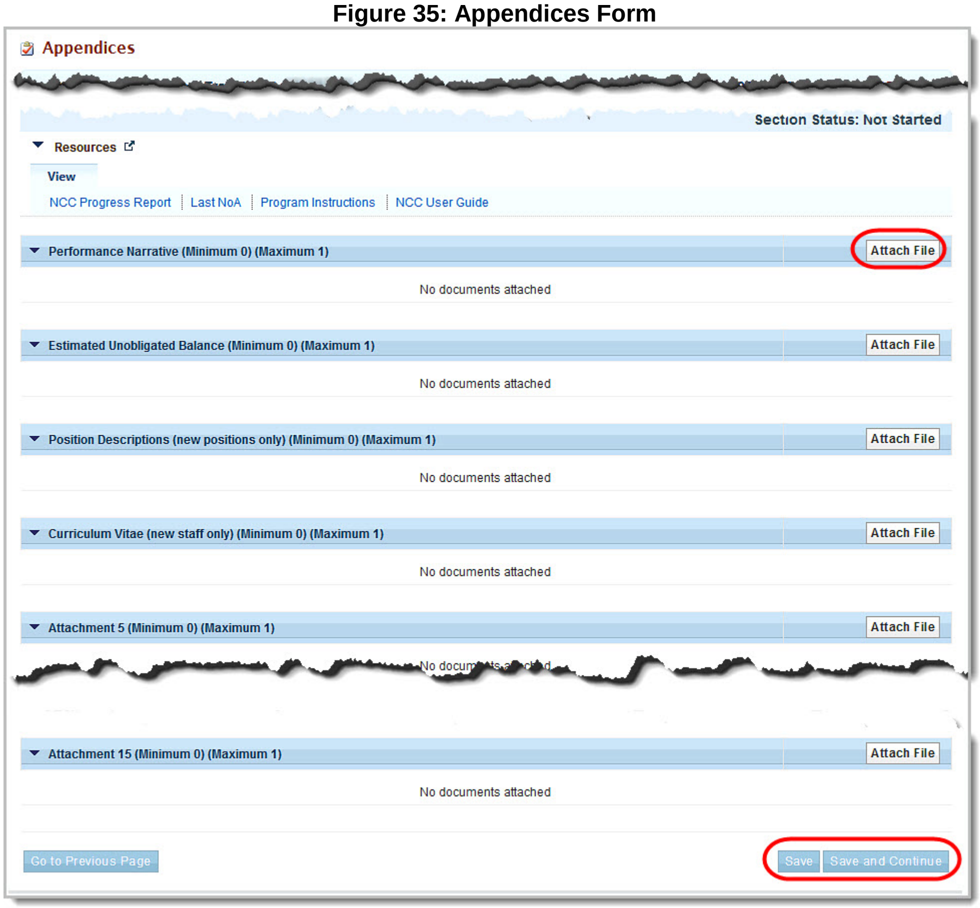
4. Click the Save and Continue button to save your work and proceed to the next form.

3.2.5. Appendices

The Appendices section allows you to attach standard attachments required for your grant program when submitting a progress report.

1. Click the Appendices link on the Progress Report's left navigation panel (Figure 6) to access the **Appendices Form** (Figure 35), if it is not already displayed.

Figure 35: Appendices Form



2. Click the **Attach File** button for an attachment section. The section expands to provide a document name entry or selection field, a Description field, and the **Attach** and **Cancel** buttons.
3. Enter or browse to find a document name and path, enter a Description, and click the **Attach** button.
4. When you have entered all of your attachments, click the Save and Continue button. The **NCC Progress Report – Review** opens.

3.2.5.1. Program Specific Information

Depending on the type of grant program, your Progress Report may not contain a Program Specific Information section.

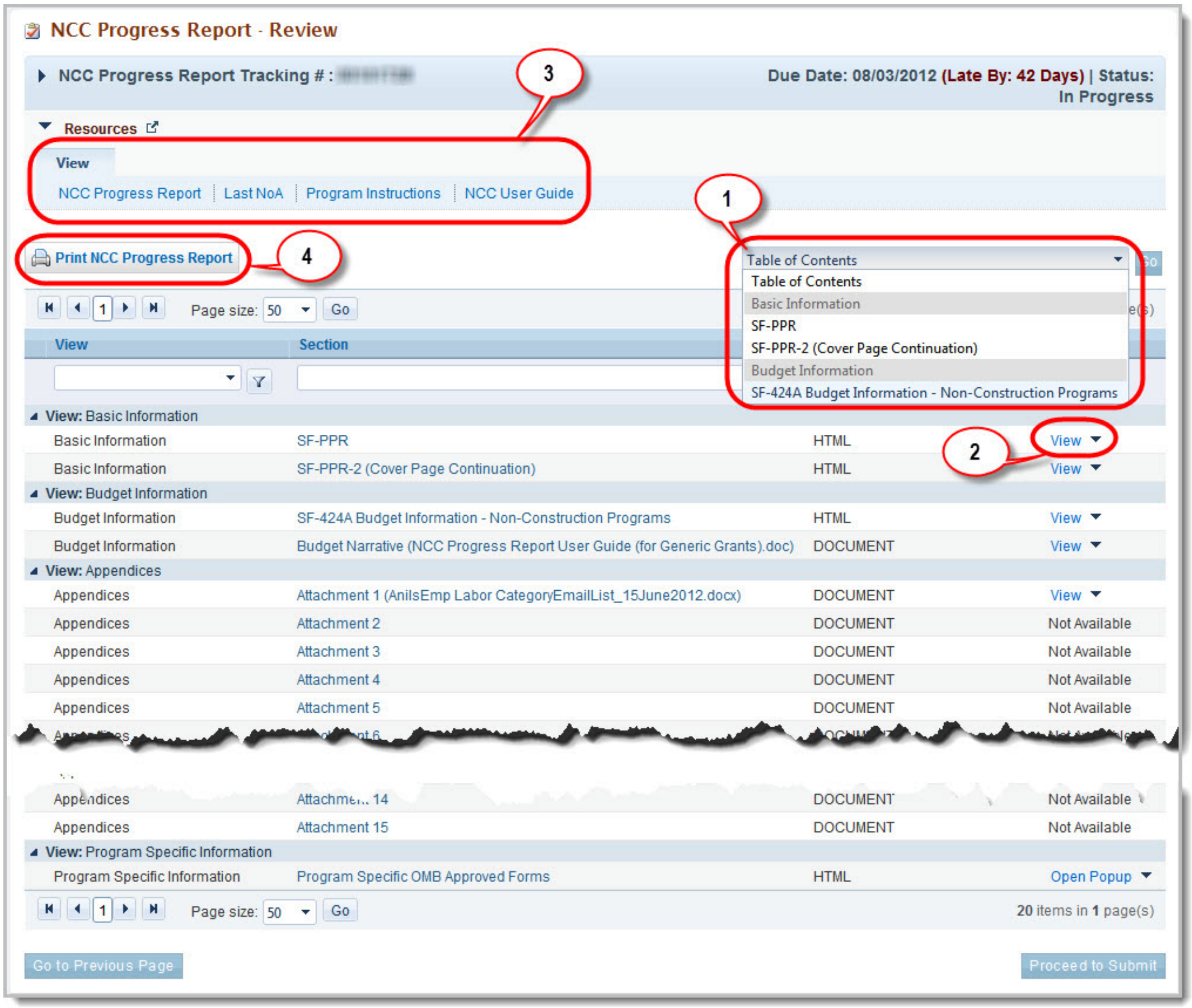
If your program's Progress Report contains a Program Specific Information section, click the Program Specific Information link in the left navigation panel and then follow the instructions on the screens to complete this section.

3.3. Review the Progress Report

The **NCC Progress Report - Review** (Figure 36) shows the completion status of each Progress Report form. All forms must be complete before you can submit your Progress Report.

To open the **NCC Progress Report – Review** page, click the Review link in the left navigation panel.

Figure 36: NCC Progress Report - Review



This status screen may appear differently, depending on your program.

To view the Basic Information or Budget Information forms, click the Table of Contents drop-down **(1)**, select a form, and click the Go button.

To view any Progress Report form, click the View **(2)** link for that section or attachment (Figure 36). A review version of that page will open.

Click on the appropriate **View (3)** sub-tabs to open the Last NOA, the Program Instructions, or the current NCC User Guide in pdf format.

To print all or part of the NCC Progress Report, click the Print NCC Progress Report button **(4)** and follow pdf print procedures.

- When you have finished your review and all sections are complete, click the Proceed to Submit button to go to the **NCC Progress Report – Submit** page(Figure 37) to initiate the Submit Progress Report process starting with step 2.

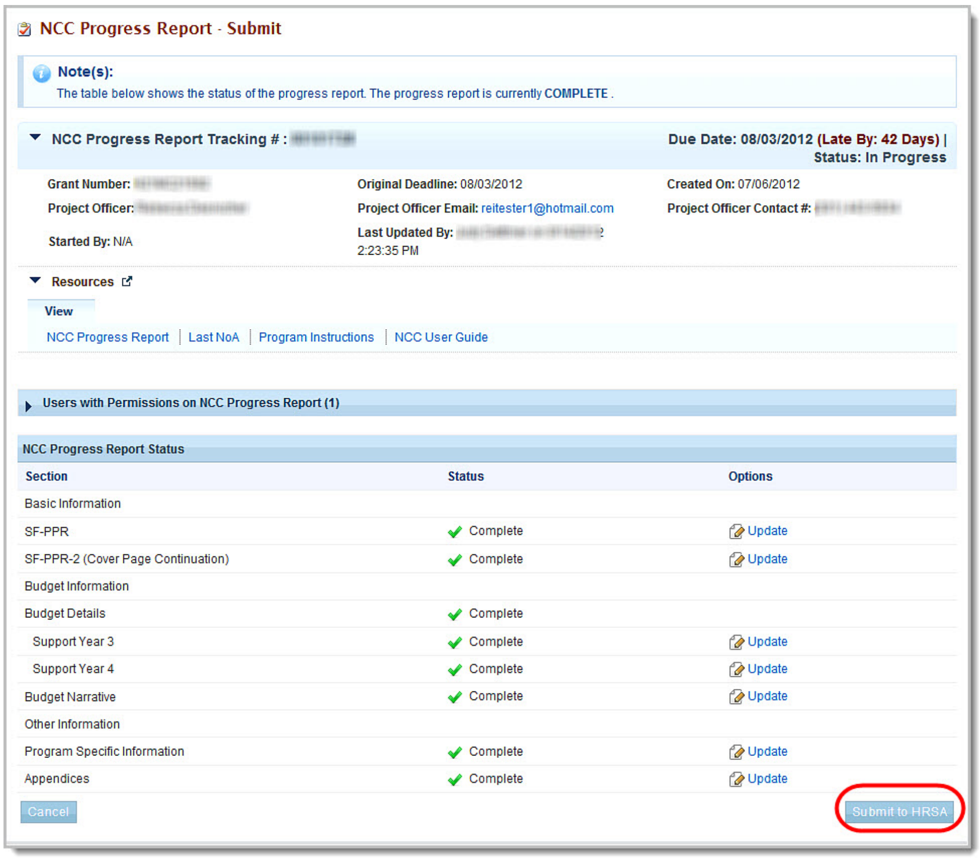
3.4. Submit Progress Report

Once all forms are complete, the Progress Report can be submitted to HRSA.

To submit the Progress Report, you must have the 'Submit' privilege.

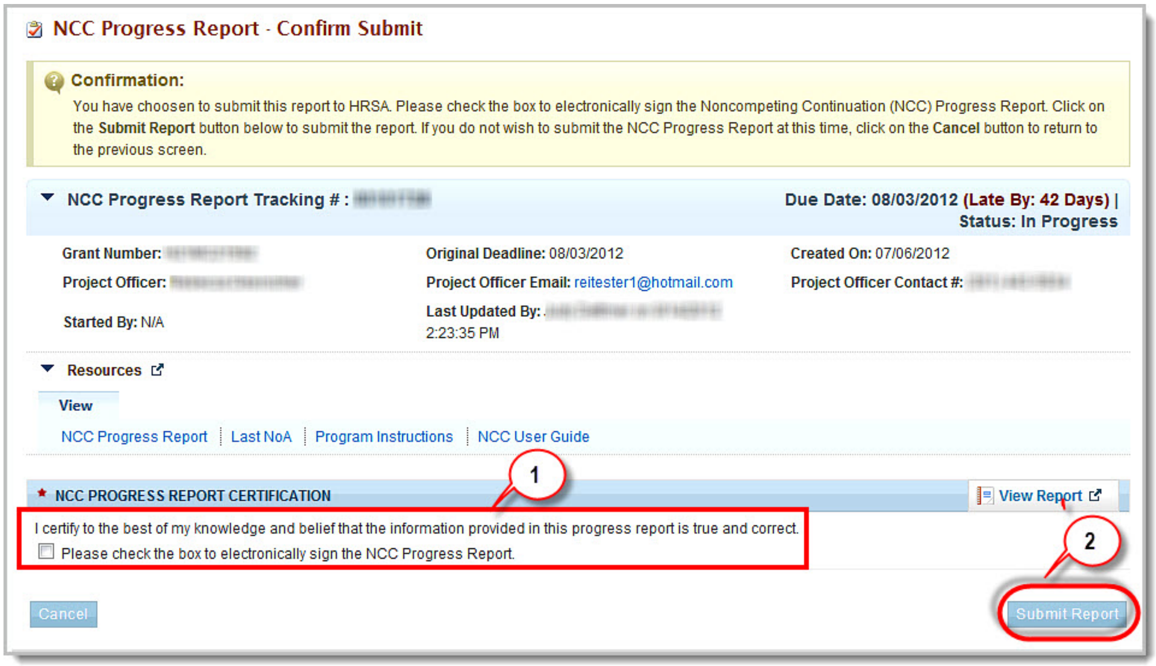
1. Under **Review and Submit** on the Progress Report's left navigation panel (Figure 8), click the Submit link to access the **NCC Progress Report - Submit** page (Figure 37) if it is not already displayed.

Figure 37: NCC Progress Report - Submit Page



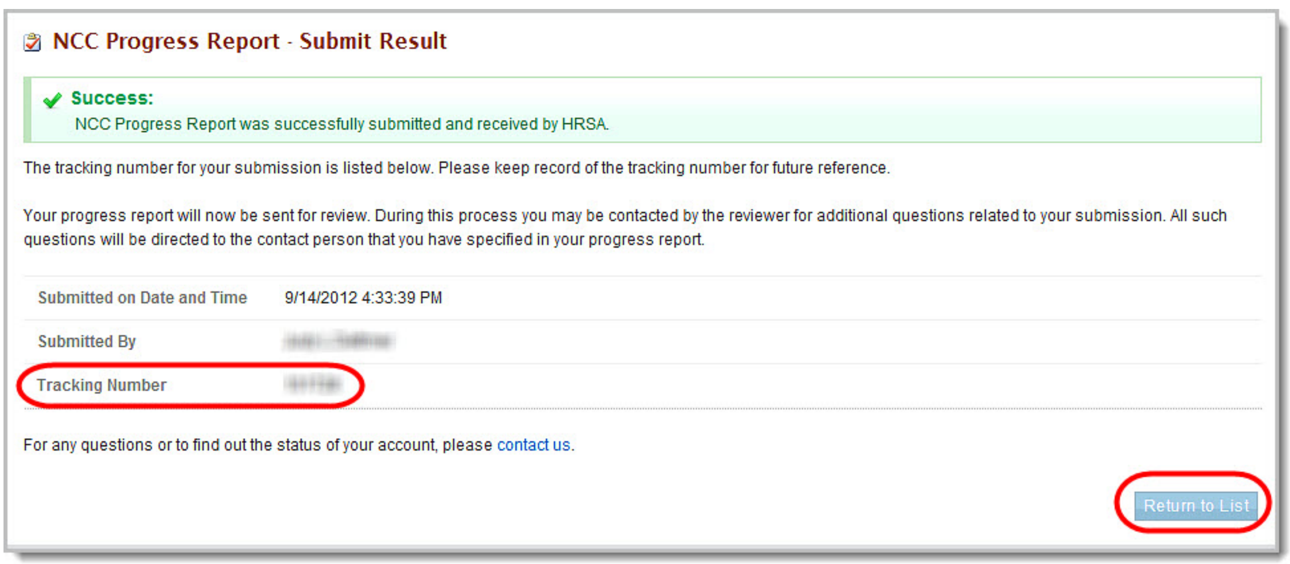
2. If all the forms are marked Complete, click the Submit to HRSA button. The **NCC Progress Report – Confirm Submit** page (Figure 36) will open.

Figure 38: NCC Progress Report – Confirm Submit Page



3. Check the box to electronically sign the Progress Report **(1)**.
4. Click the Submit Report button to submit your Progress Report to HRSA. The **NCC Progress Report – Submit Result** page (Figure 39) will be displayed.

Figure 39: NCC Progress Report – Submit Result Page



5. Take note of the Tracking Number (blurred in the example).
6. Click the Return to List button to go to the **Submissions – Incomplete List** page (Figure 4**Error! Reference source not found.**) to view additional grants for which you can begin or edit other Progress Reports.

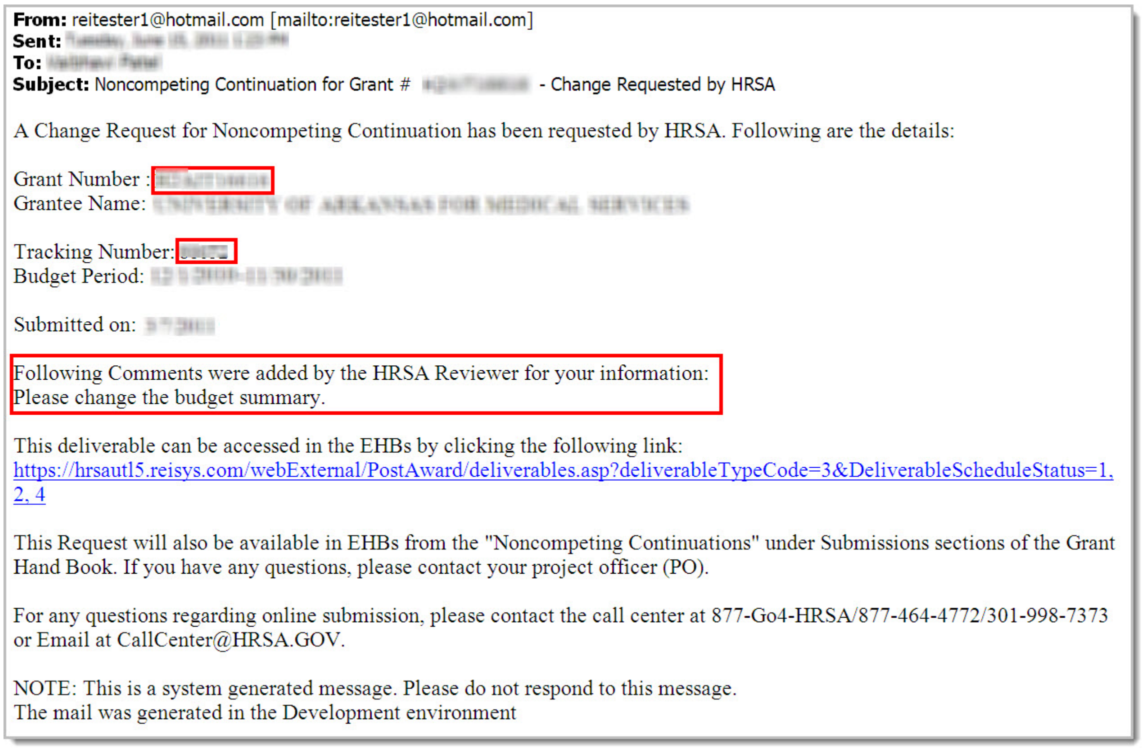
3.5. Submitting Revised Progress Reports

3.5.1. Edit and Submit Change-Requested Progress Reports

Sometimes, after you submit a Progress Report, a HRSA reviewer may request that you revise the contents provided in the Progress Report.

If your Progress Report is *Change-Requested,* you will receive a *Change-Request Email*, similar to the one displayed below asking you to make specific revisions in the report:

Figure 40: Sample Change-Request Email



From: reitester1@hotmail.com [mailto:reitester1@hotmail.com]
Sent: [illegible]
To: [illegible]
Subject: Noncompeting Continuation for Grant # [illegible] - Change Requested by HRSA

A Change Request for Noncompeting Continuation has been requested by HRSA. Following are the details:

Grant Number : [illegible]
Grantee Name: [illegible]

Tracking Number: [illegible]
Budget Period: [illegible]

Submitted on: [illegible]

Following Comments were added by the HRSA Reviewer for your information:
Please change the budget summary.

This deliverable can be accessed in the EHBs by clicking the following link:
https://hrsautl5.reisys.com/webExternal/PostAward/deliverables.asp?deliverableTypeCode=3&DeliverableScheduleStatus=1,2,4

This Request will also be available in EHBs from the "Noncompeting Continuations" under Submissions sections of the Grant Hand Book. If you have any questions, please contact your project officer (PO).

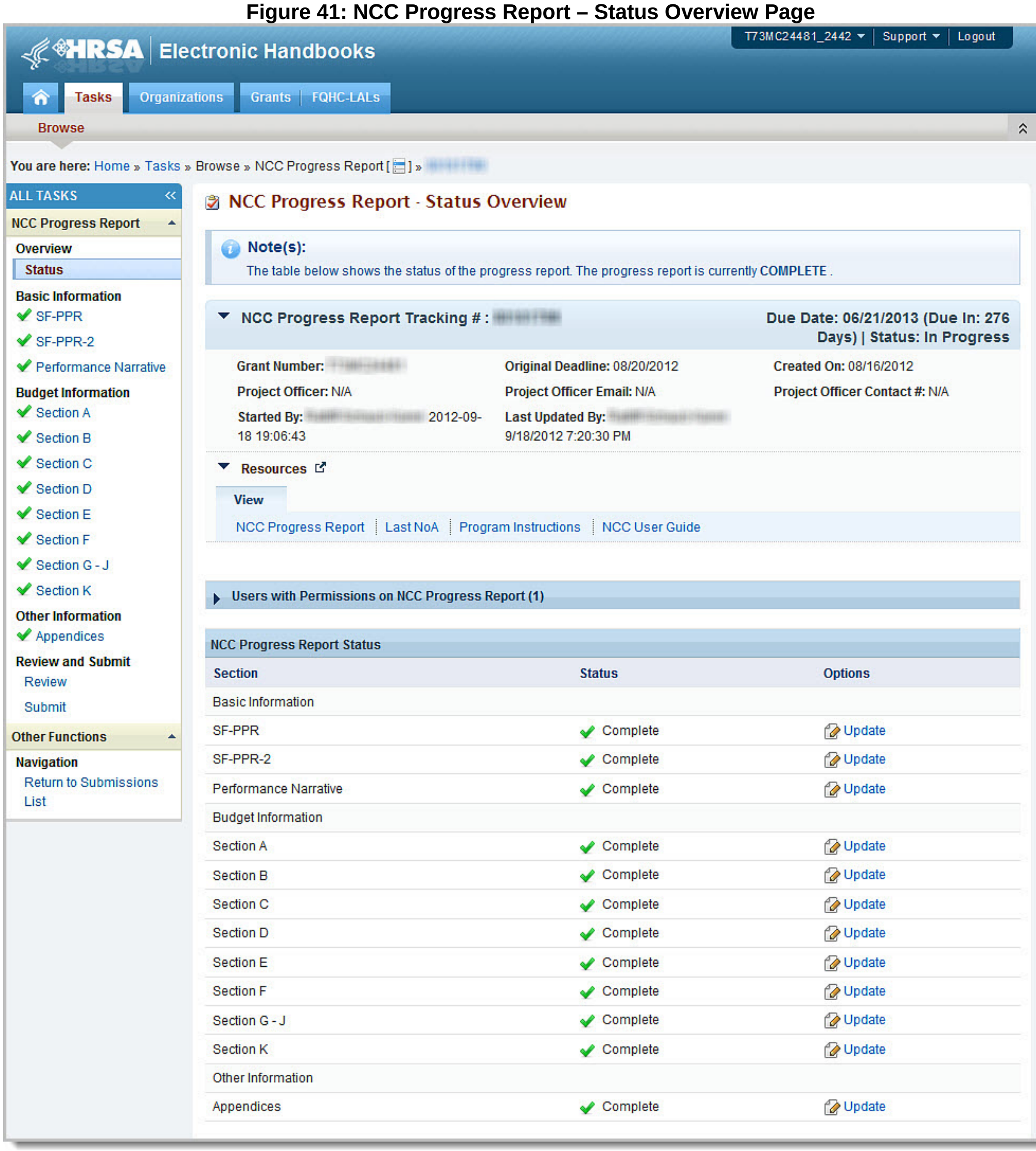
For any questions regarding online submission, please contact the call center at 877-Go4-HRSA/877-464-4772/301-998-7373 or Email at CallCenter@HRSA.GOV.

NOTE: This is a system generated message. Please do not respond to this message.
The mail was generated in the Development environment

After you receive the email you will need to edit and re-submit the Progress Report noted in the email message.

1. On the **HRSA EHB Home (Welcome)** page (Figure 2), click the Tasks tab. The **Pending Tasks - List** page opens with the All Entities list in the left navigation panel (Figure 3).
2. In the left navigation panel, click the Submissions link. The **Submissions – Incomplete List** page opens.
3. Find the submission for which you wish to make changes and click the Edit drop-down.
4. Click the Edit link. The **NCC Progress Report – Status Overview** page for that submission opens.

Figure 41: NCC Progress Report – Status Overview Page



5. Click the Update link for the section that was noted in the *Change-Request Email*.
6. Follow the Update instructions for that section.
7. Click the Review link on the left navigation panel. The **NCC Progress Report – Review** page opens.
8. Review your entries.
9. Click the Submit link in the left navigation panel. The **NCC Progress Report – Submit** page opens.
10. If all the forms are marked **Complete**, click the Submit to HRSA button. The **NCC Progress Report – Confirm Submit** page (Figure 36) will open.

11. Click the check box to electronically sign the **NCC Progress Report**.
12. Click the Submit Report button.

3.5.2. Cancelled (Overridden) Change Requests

Sometimes a HRSA reviewer may review a Progress Report and decide to cancel (i.e., override') a Change Request. This can occur after you have resubmitted a change-requested Progress Report, or if you have not yet responded to a previous change-request in a timely manner.

> **Note:** Overriding Change Request action from HRSA reviewer will result in the grantee not being able to make revisions in the progress report. Further, the last submitted progress report will be considered for review by HRSA.

If your Progress Report is *Change-Requested (Overridden),* you will receive a *Change-Request Cancellation Email*, similar to the one displayed below:

Figure 42: Sample Change-Request Cancellation Email

From: reitester1@hotmail.com [mailto:reitester1@hotmail.com]
Sent: Tuesday, June 15, 2011 12:29 PM
To: Vaibhavi Patel
Subject: Noncompeting Continuation for Grant # H2AIT16616 - Change Requested by HRSA

A Change Request for Noncompeting Continuation has been cancelled by HRSA. You will no longer be able to update this request. Following are the details:

Grant Number H2AIT16616
Grantee Name: UNIVERSITY OF ARKANSAS FOR MEDICAL SERVICES

Tracking Number: 88652
Budget Period: 12/1/2010-11/30/2011

Submitted on: 3/7/2011

Following Comments were added by the HRSA Reviewer for your information:

This Request will also be available in EHBs from the "Noncompeting Continuations" under Submissions sections of the Grant Hand Book. If you have any questions, please contact your Project Officer (PO).

For any questions regarding online submission, please contact the call center at 877-Go4-HRSA/877-464-4772/301-998-7373 or Email at CallCenter@HRSA.GOV.

NOTE: This is a system generated message. Please do not respond to this message.

The mail was generated in the Development environment The mail was generated in the Development environment

After you receive this email, you will not be able to make revisions in the Progress Report. You will still be able to view the Progress Report. Since the Progress Report is in a submitted status you will have to first search for it before you can view it.

1. Click the Tasks tab at the top of the page.
2. Click the Submissions link.
3. Click the Recently Completed tab.
4. Use the appropriate filters to support your search to find the progress report you wish to view.

4. Customer Support Information

Use your Application Tracking Number for all correspondence.

4.1. HRSA Call Center

For assistance with registering in HRSA EHBs, or access/password related issues please call the HRSA Call Center:

- By Phone: 877-Go4-HRSA (877-464-4772) (between 9:00 am to 5:30 pm ET)

  OR

- By Email: callcenter@hrsa.gov

Please visit HRSA EHBs for additional online help.

- Go to: https://grants.hrsa.gov/webexternal/home.asp
- Click on 'Help'

DO NOT call the Call Center for any questions on application Guidance or Programmatic questions that you might have when completing your application

4.2. HRSA Program Support

For any questions on application guidance or programmatic questions that you might have when completing your application, please contact the Program Point of Contact within Bureau of Primary Health Care (BPHC) Office of Policy and Program Development (OPPD) - as noted within the application guidance.

5. FAQs

5.1. Software

5.1.1. What are the software requirements for HRSA EHBs?

HRSA EHBs can be accessed over the Internet using Internet Explorer (IE) v5.0 and above and Netscape 4.72 and above. HRSA EHBs are 508 compliant.

IE 6.0 and above is the recommended browser.

HRSA EHBs use pop-up screens to allow users to view or work on multiple screens. Ensure that your browser settings allow for pop-ups.

In addition, to view attachments such as Word and PDF, you will need appropriate viewers.

5.1.2. What are the system requirements for using HRSA EHBs on a Macintosh computer?

Mac users are requested to download the latest version of Netscape for their OS version. It is recommended that Safari v1.2.4 and above or Netscape v7.2 and above be used.

Note that Internet Explorer (IE) for Mac has known issues with SSL and Microsoft is no longer supporting IE for Mac. HRSA EHBs do not work on IE for Mac.

In addition, to view attachments such as Word and PDF, you will need appropriate viewers.

5.1.3. What are the software requirements for GAAM?

Refer to the software requirements for HRSA EHBs. In addition, you will need Microsoft Word to complete GAAM unstructured forms.

5.1.4. What document types can I upload?

The following document types are supported in HRSA EHBs:

- **.DOC** - Microsoft Word
- **.DOCX** - Microsoft Word
- **.JPEG** – Graphics Format
- **.JPG** - Graphics Format
- **.MSG** – Microsoft Mail Document
- **.PDF** - Adobe Portable Document Format
- **.PPT** – Power Point
- **.RTF** - Rich Text Format
- **.TIF** - Graphics Format
- **.TXT** - Text
- **.WPD** - Word Perfect Document
- **.XFD** - Extensible Forms Description Language files
- **.XLS** - Microsoft Excel
- **.XLSX** - Microsoft Excel