HRSA EHB USER GUIDE

Noncompeting Continuation (NCC) Progress Report - Research & Related (R&R) Grants

User Guide for Grantees

Last updated on: 09/25/2012

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration

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1. Introduction

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

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 Performance Narrative
- Budget Information

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)
10/26/2010	Original document	REI - Ed Molin
03/29/2011	Changed Budget Info sections to reflect new Budget Details forms displaying remaining Budget Periods	REI - Ed Molin
09/27/2012	Updated to reflect move to new UI	REI – Barbara Gould

2. Before You Access a Progress Report

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.

If you already have a user account, you do not need to create another account. **Do not create duplicate user accounts.**

Note: Registration within HRSA EHBs is required ONLY ONCE for each user, regardless of the organizations the user represents.

You may associate your user account with more than one organization. Registration with the EHBs is required only once for each user, regardless of how many organizations a user represents. If you already have a user account and need to associate it with a new organization, log into the EHBs and associate your account with the organization. **Do not create a new user account.**

If you are a new user, complete the following steps to get appropriate access:

1. Create a user account: https://grants.hrsa.gov/webexternal/RegistrationWizard.asp.
2. Choose a role. EHBs offer three roles – Authorizing Official, Business Official and Other Employee. To submit an application, an Authorizing Official role is required.
3. Associate your user account with your organization. Use the 10-digit grant number from box 4b of the NGA to search for your organization.

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

For assistance in registering with HRSA EHBs, call 877-GO4-HRSA (877-464-4772) or 301-998-7373 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.

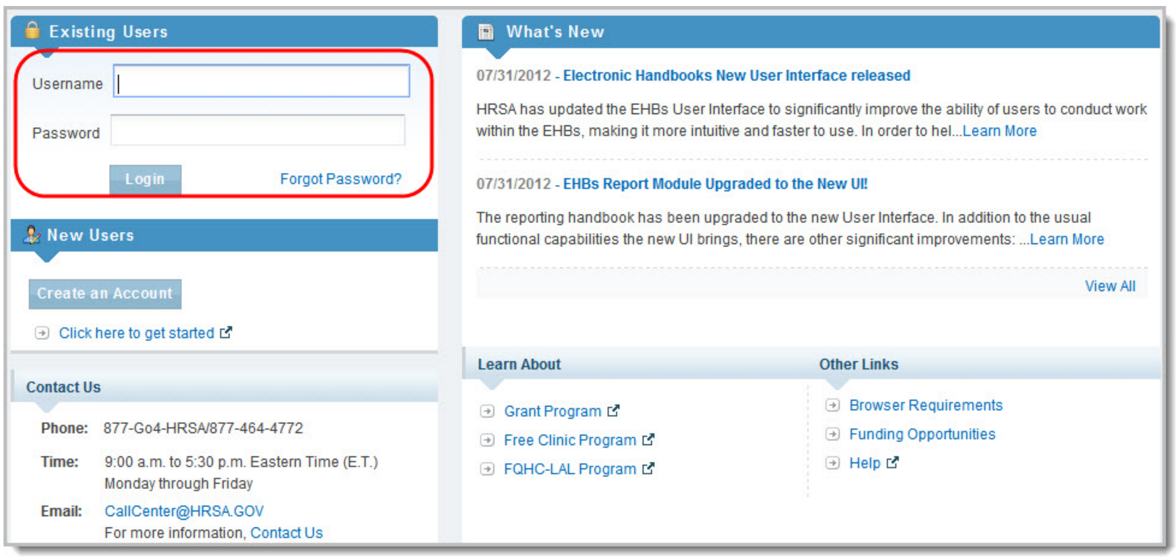
3.1. Login and Access the Progress Report

3.1.1. Logging Into the HRSA Electronic Handbooks

Point your browser to https://grants.hrsa.gov/webexternal/login.asp.

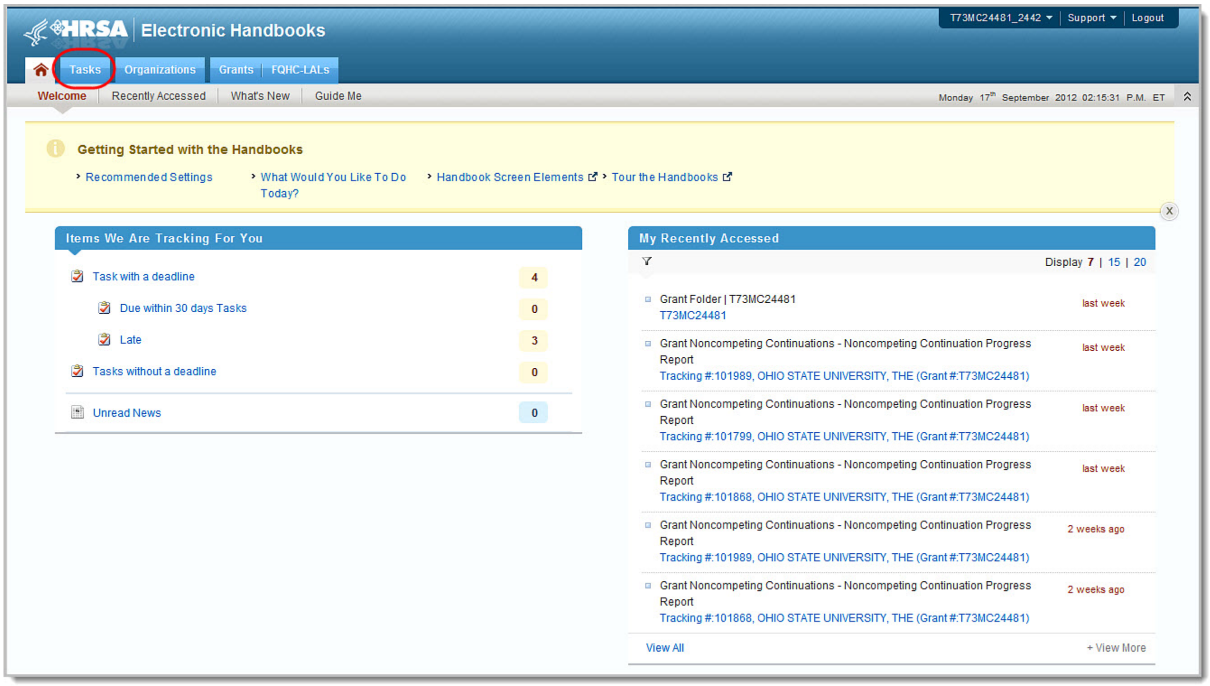
Enter your username and password.

Figure 1: Section of Login Screen



Click Login. The **HRSA EHB Home (Welcome)** page (Figure 2) opens.

Figure 2: HRSA EHB Home (Welcome) Page

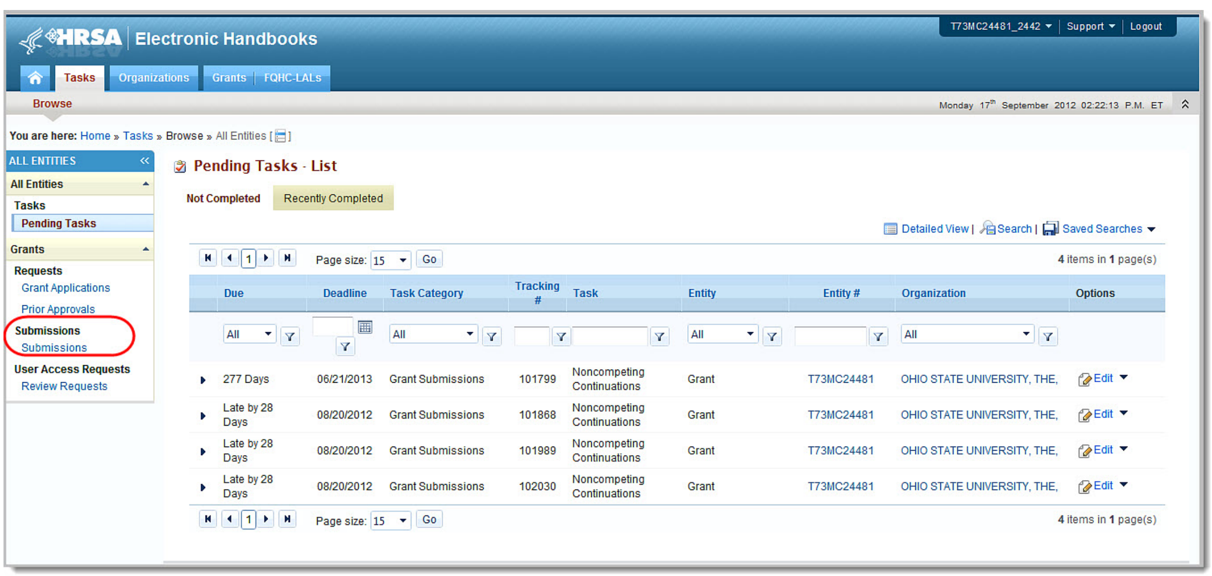


3.1.2. Accessing the Progress Report

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

1. On the '**HRSA EHB Home (Welcome)' Page**, click the Tasks tab under the **HRSA Electronic Handbooks** heading at the top of the page (Figure 2). The **Pending Tasks – List** page opens.

Figure 3: Pending Tasks List Page

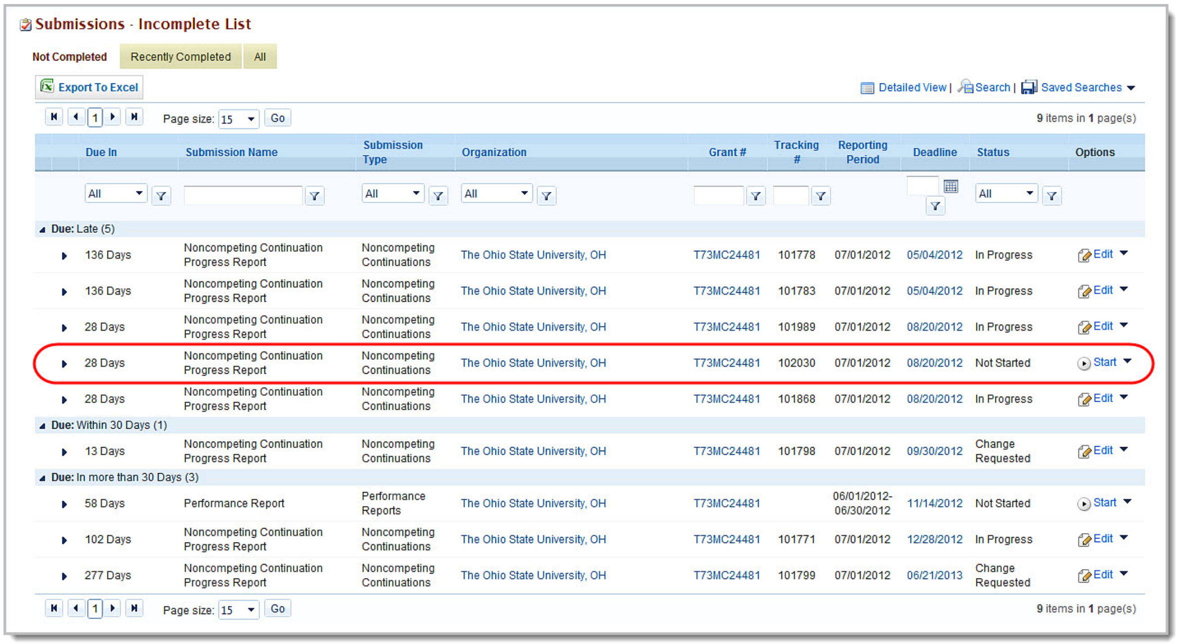


2. Click the Submissions link in the left navigation panel. The **Submissions – Incomplete List** page opens (Figure 4).

3. Choose the appropriate grant record and click the Start or Edit link.

Note: Once a progress report has been started, the Start link changes to Edit.

Figure 4: Submissions – Incomplete List Page


Submissions - Incomplete List

Not Completed | Recently Completed | All

Export To Excel

Detailed View | Search | Saved Searches

Page size: 15 Go

9 items in 1 page(s)

Due In	Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Status	Options
Due: Late (5)									
136 Days	Noncompeting Continuation Progress Report	Noncompeting Continuations	The Ohio State University, OH	T73MC24481	101778	07/01/2012	05/04/2012	In Progress	Edit
136 Days	Noncompeting Continuation Progress Report	Noncompeting Continuations	The Ohio State University, OH	T73MC24481	101783	07/01/2012	05/04/2012	In Progress	Edit
28 Days	Noncompeting Continuation Progress Report	Noncompeting Continuations	The Ohio State University, OH	T73MC24481	101989	07/01/2012	08/20/2012	In Progress	Edit
28 Days	Noncompeting Continuation Progress Report	Noncompeting Continuations	The Ohio State University, OH	T73MC24481	102030	07/01/2012	08/20/2012	Not Started	Start
28 Days	Noncompeting Continuation Progress Report	Noncompeting Continuations	The Ohio State University, OH	T73MC24481	101868	07/01/2012	08/20/2012	In Progress	Edit
Due: Within 30 Days (1)									
13 Days	Noncompeting Continuation Progress Report	Noncompeting Continuations	The Ohio State University, OH	T73MC24481	101798	07/01/2012	09/30/2012	Change Requested	Edit
Due: In more than 30 Days (3)									
58 Days	Performance Report	Performance Reports	The Ohio State University, OH	T73MC24481		06/01/2012-06/30/2012	11/14/2012	Not Started	Start
102 Days	Noncompeting Continuation Progress Report	Noncompeting Continuations	The Ohio State University, OH	T73MC24481	101771	07/01/2012	12/28/2012	In Progress	Edit
277 Days	Noncompeting Continuation Progress Report	Noncompeting Continuations	The Ohio State University, OH	T73MC24481	101799	07/01/2012	06/21/2013	Change Requested	Edit

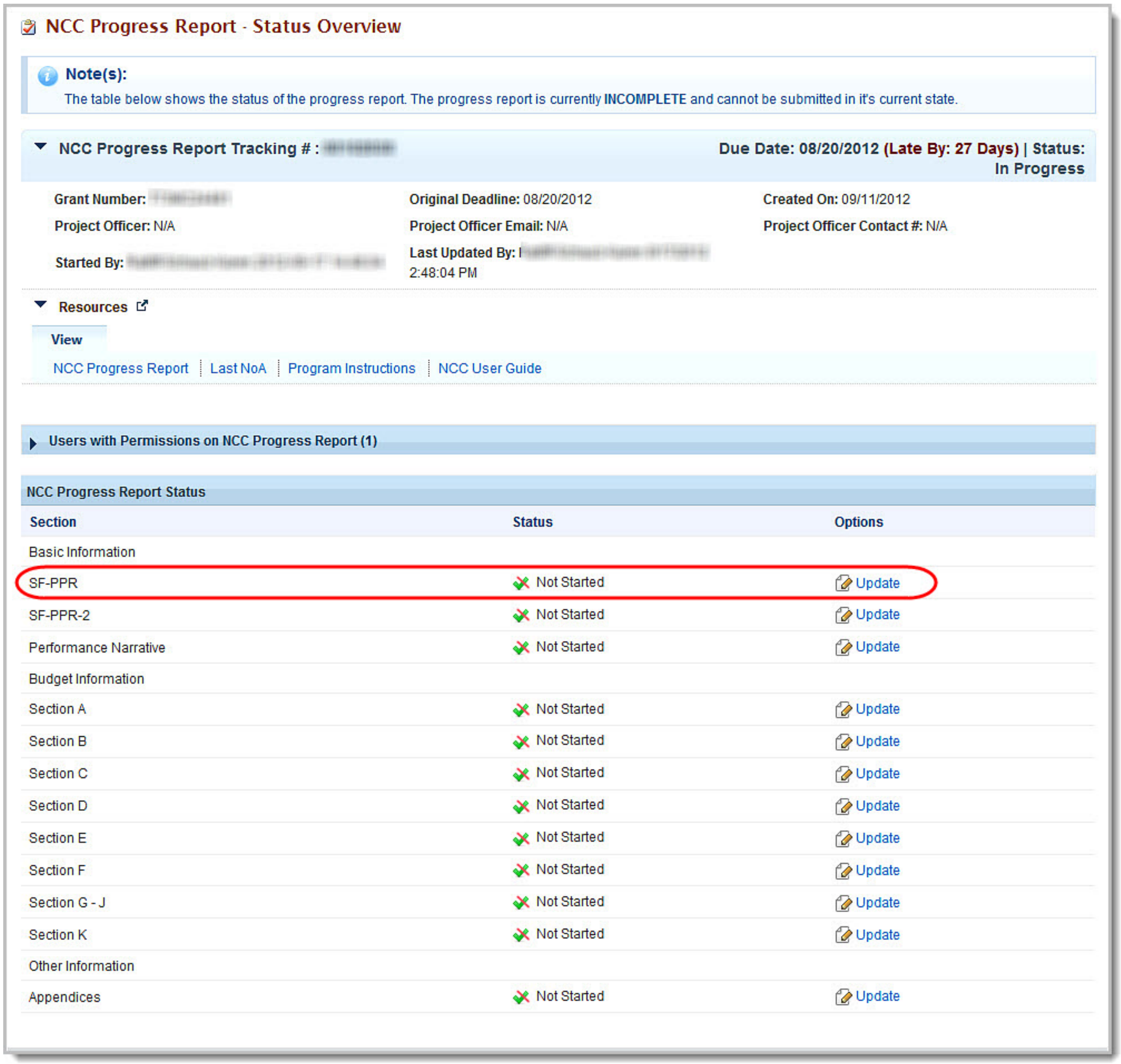
Page size: 15 Go

9 items in 1 page(s)

4. The **NCC Progress Report – Status Overview** page opens (Figure 5) corresponding to the link you clicked will be displayed.

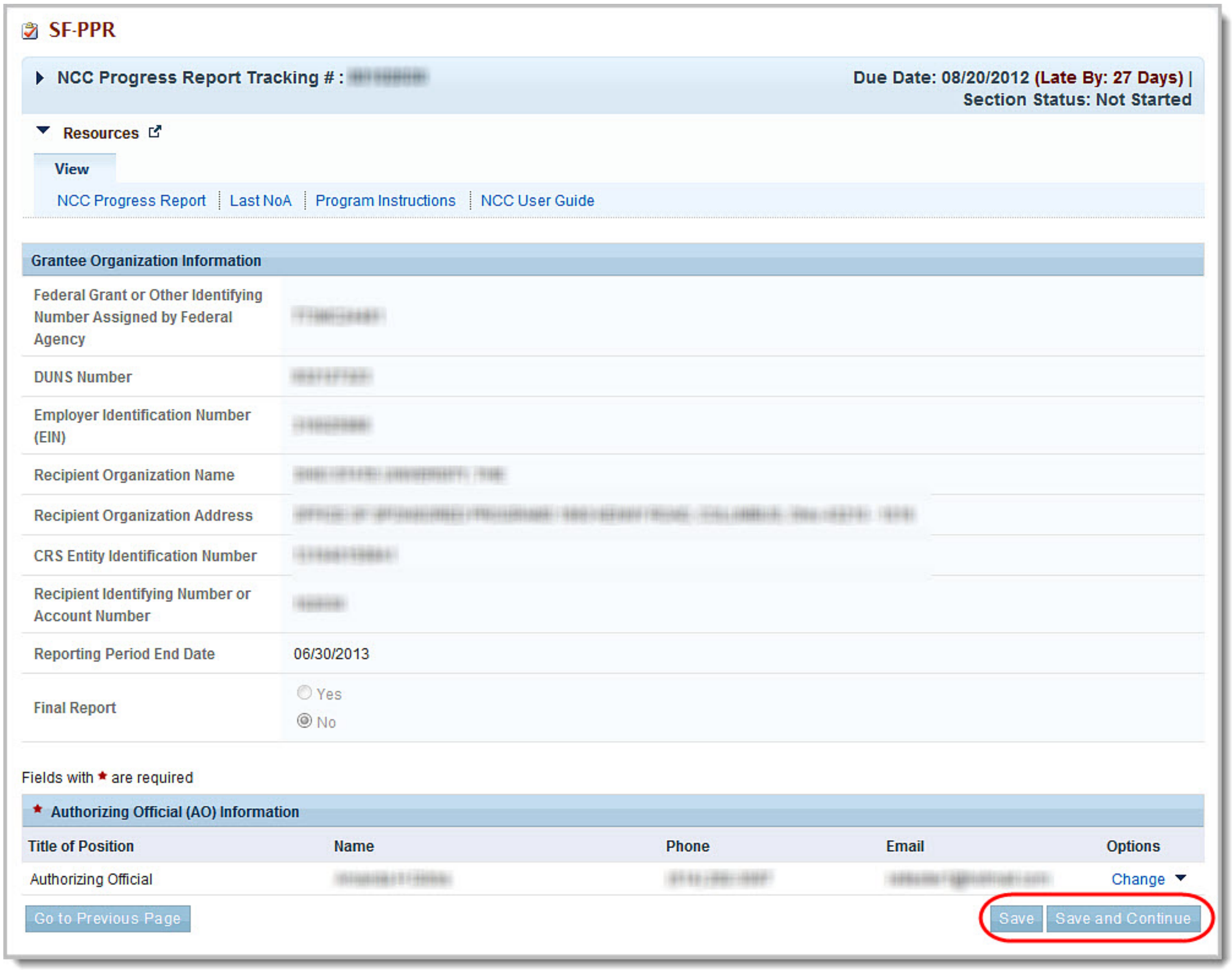
Note that the screen contains a different left navigation panel than it did before.

Figure 5: NCC Progress Report – Status Overview



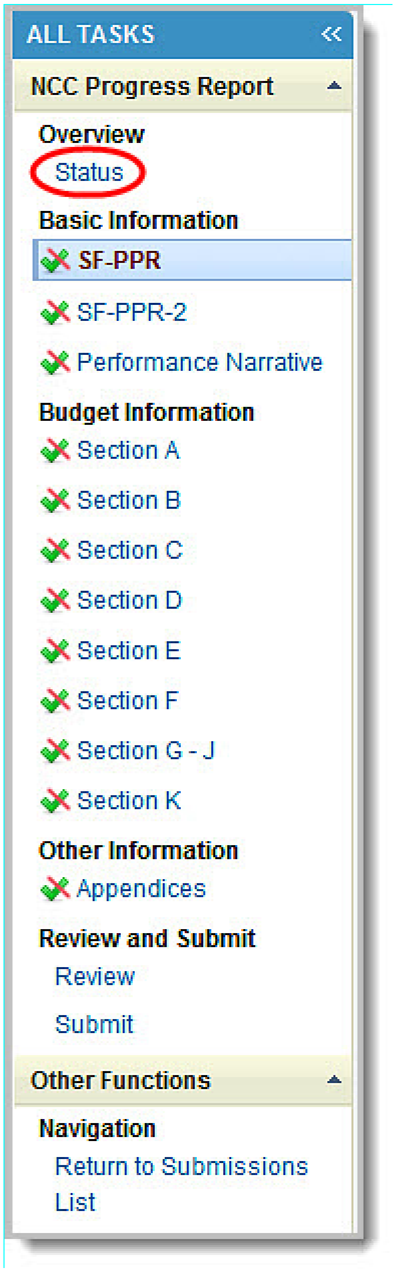
5. On the **SF-PPR** row, click the Update link in the **Options** column.
6. The **SF-PPR** page (Figure 6) opens.

Figure 6: SF-PPR Page



3.1.3. Navigating within the Progress Report

Figure 7: SF-PPR Left Navigation Panel



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

You can always go to the **NCC Progress Report – Status Overview** (Figure 5) page to check your progress toward completing your Progress Report by clicking Status under **Overview**.

3.2. Standard Forms (SF-PPR)

After you open your Progress Report, the first screen that appears is the **NCC Progress Report – Status Overview** (Figure 5), showing the various sections of overall SF-PPR.

The **NCC Progress Report – Status Overview** (Figure 5) shows the status of each form in the Progress Report. You cannot submit your Progress Report until all forms in all sections are complete.

Note: 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 Status** table, click the Update link to open the corresponding form. (You can also click the form name in the left navigation panel.)

Note: For the remainder of this document, the left navigation panel will be used to indicate how to access each form.
However, as noted above, you can access any form by returning to the **NCC Progress Report – Status Overview** (Figure 5), and clicking its Update link.

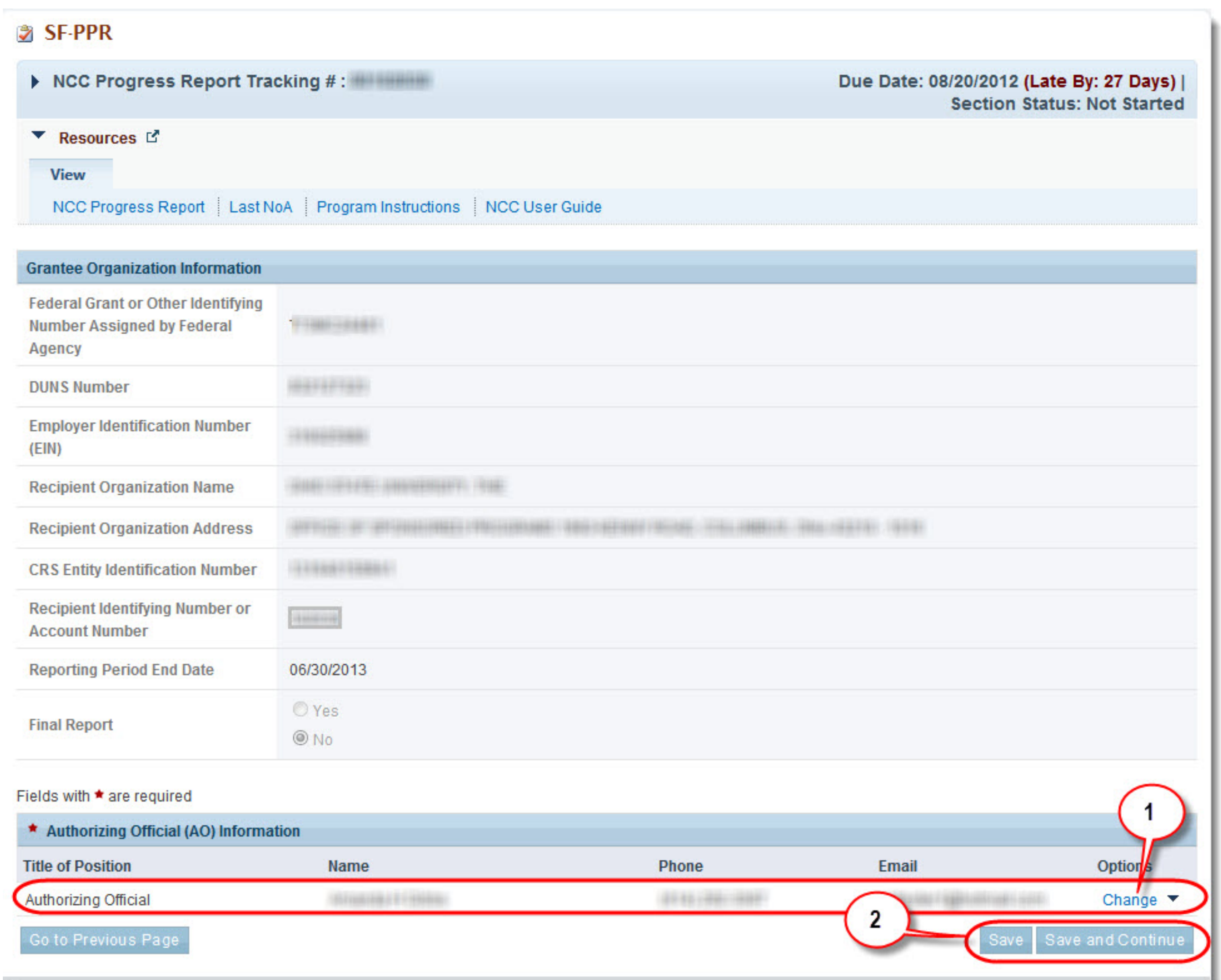
3.2.1. Basic Information: SF-PPR

The **SF-PPR** 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.

Click the SF-PPR link on the Progress Report left navigation panel to access the **SF-PPR** page (Figure 8).

Fields marked with an asterisk (*) are required.

Figure 8: SF-PPR Form



You can perform the following functions on the screen:

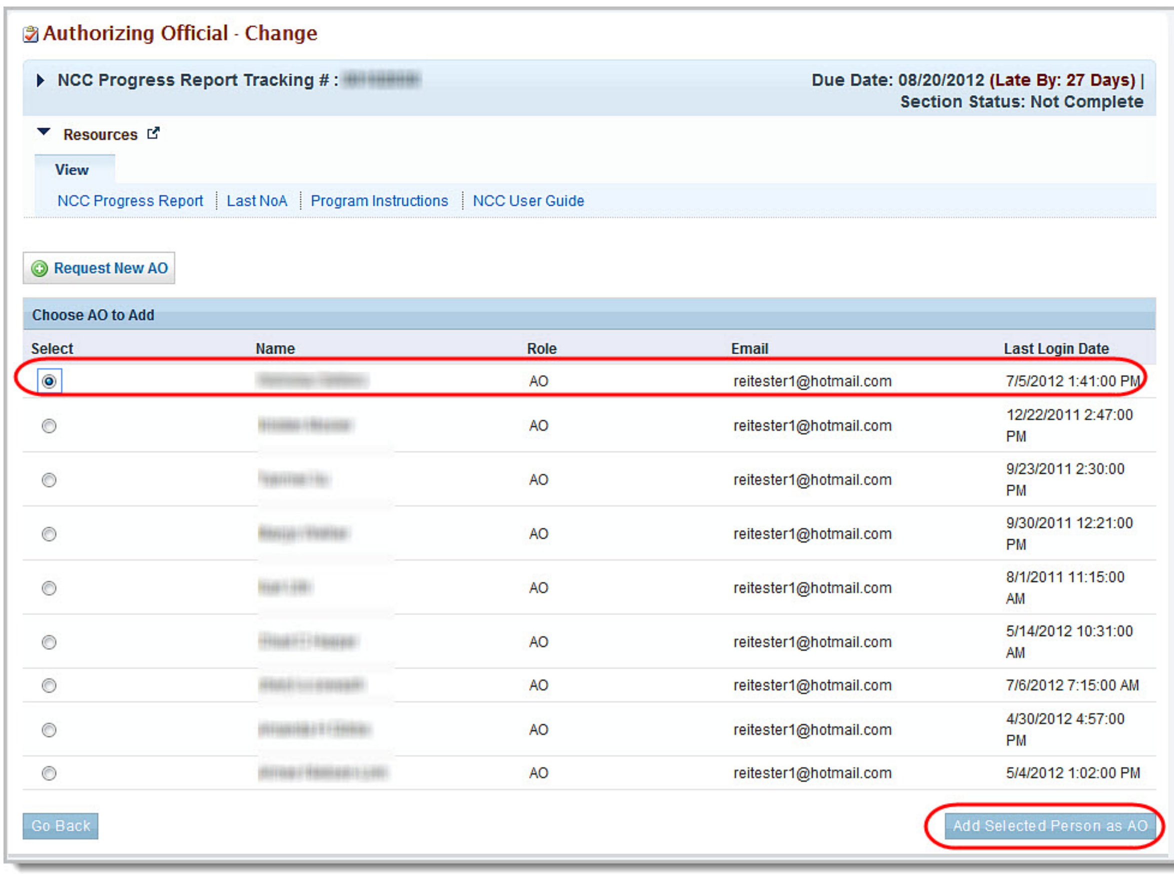
Options:

- ❖ Change the Selected Authorizing Official
- ❖ Add an Authorizing Official (AO)
- ❖ Update the AO information
- ❖ Delete an AO`

3.2.1.1. Changing the Selected Authorizing Official

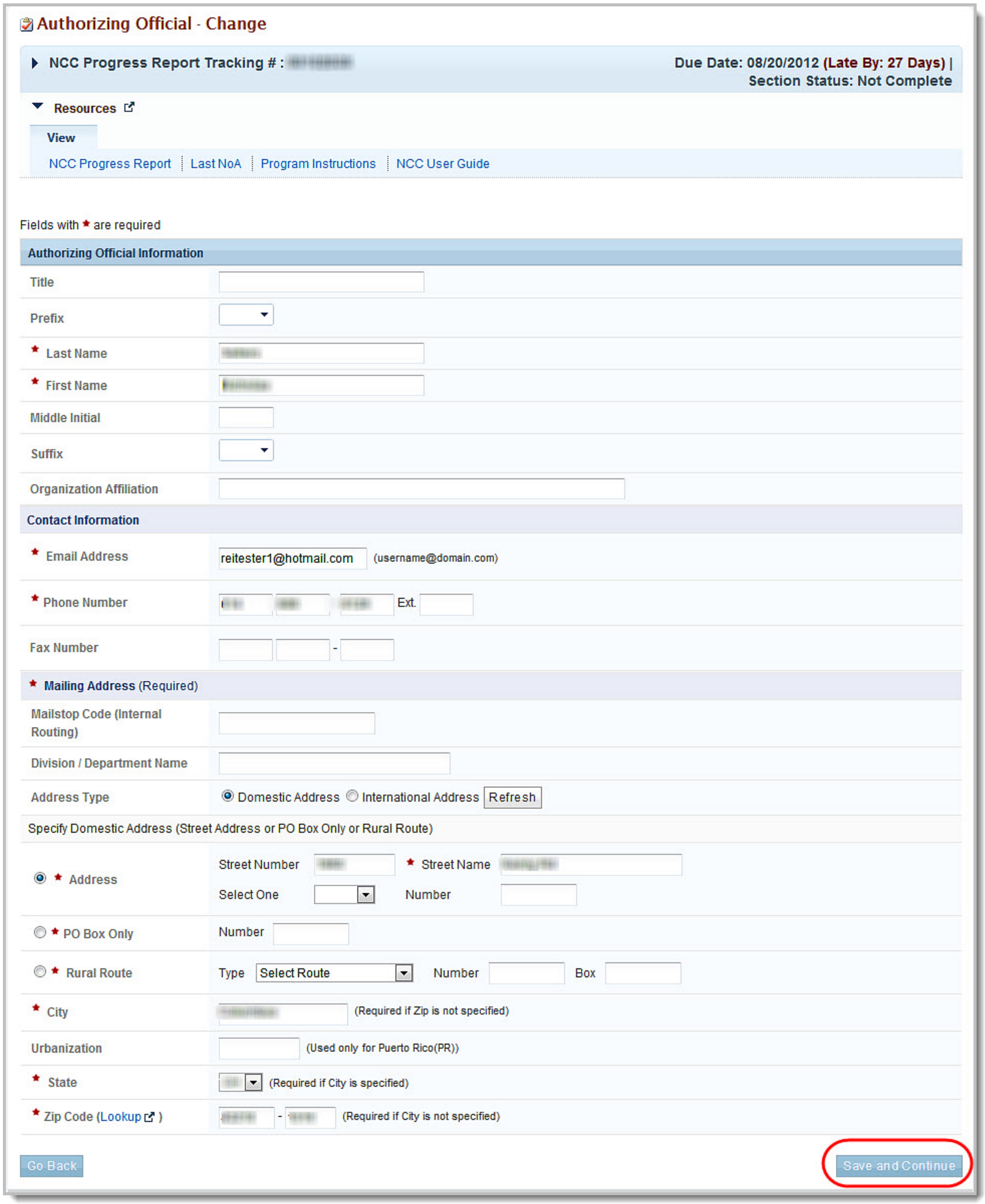
1. On the SF-PPR page (Figure 8), click the Change link **(1)**. The **Authorizing Official – Change** page opens (Figure 9) and is populated with all the AOs registered for the grant.

Figure 9: Authorizing Official – Change Page



1. Select an AO and click the Add Selected Person as AO button at the bottom right of the **Authorizing Official – Change** page (Figure 8). The second **Authorizing Official – Change** page (Figure 10) will be displayed for the selected user, listing the current contact information.

Figure 10: Authorizing Official – Change Page (2)



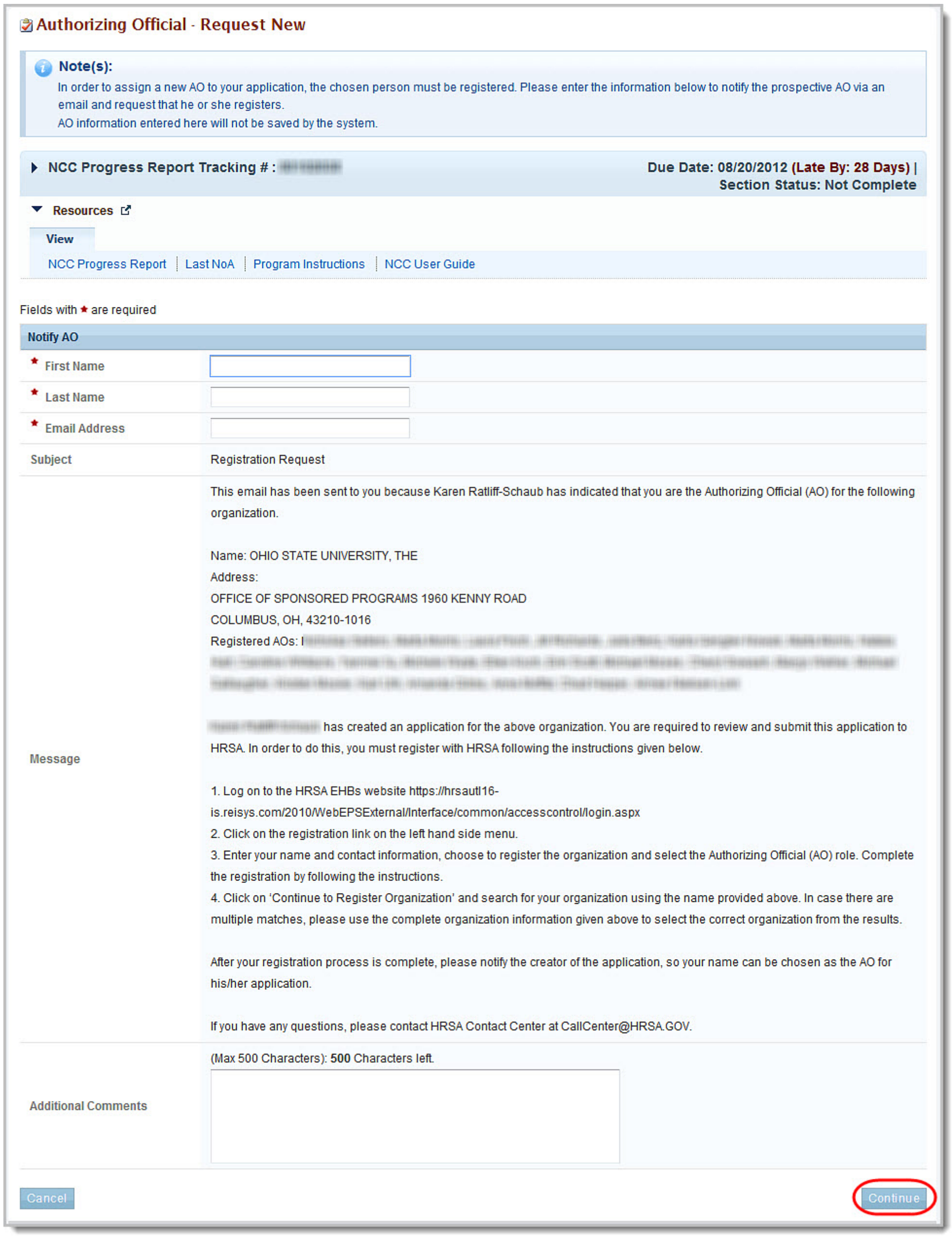
2. Verify and revise the contact information, as necessary. Fields marked with an asterisk (*) are required.

3. Click the Save and Continue button to save your information and return to the **SF-PPR form** (Figure 8). The user that you added will be listed as the Authorizing Official.

3.2.1.2. Adding an Authorizing Official

1. On the SF-PPR page (Figure 8), click the Change link **(1)**. The **Authorizing Official – Change** page opens (Figure 9) and is populated with all the AOs registered for the grant.
2. Click the Request New AO button. **The Authorizing Official – Request New** (Figure 11) page opens.

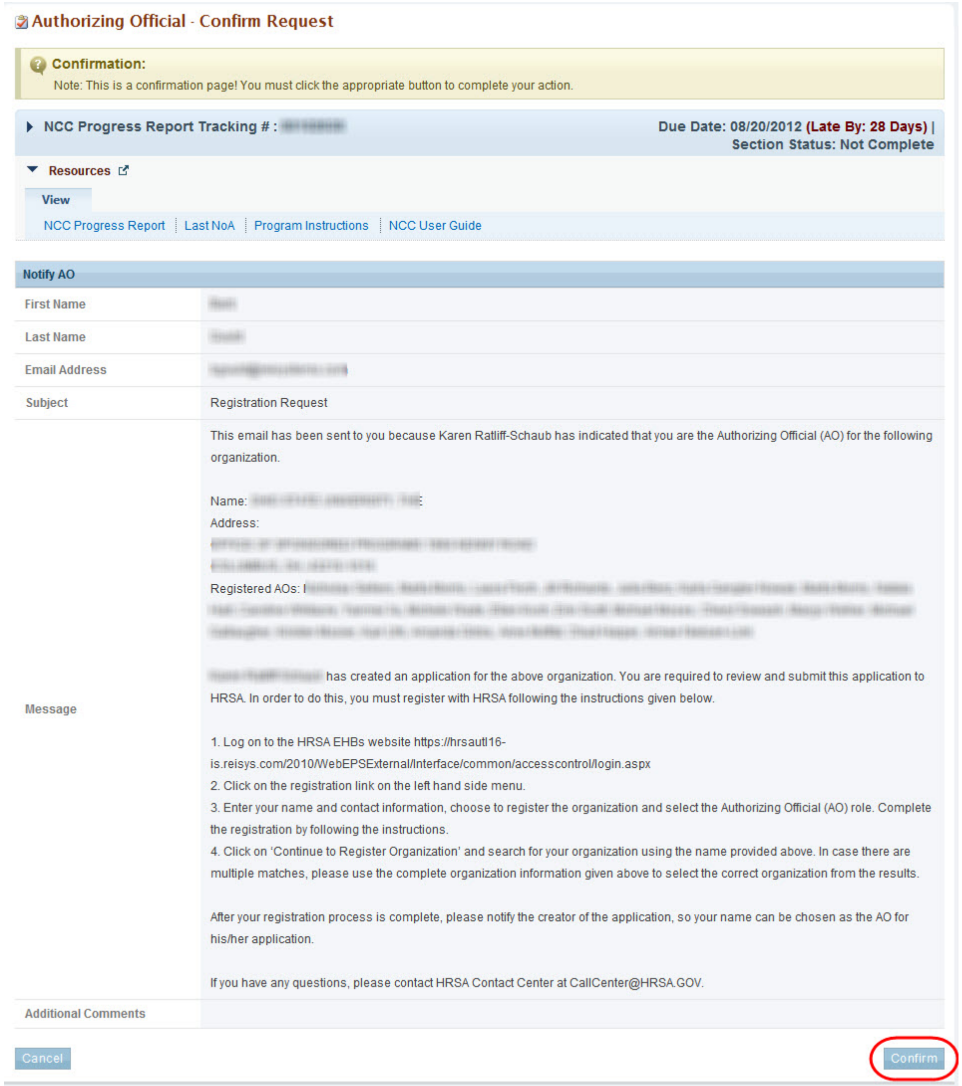
Figure 11: Authorizing Official – Request New Page



1. Enter the First Name, Last Name, and Email Address of the person you wish to add as an AO and any comments you may wish to add.

2. Click the Continue button. The **Authorization Official – Confirm Request** page opens (Figure 12).

Figure 12: Authorization Official – Confirm Request Page



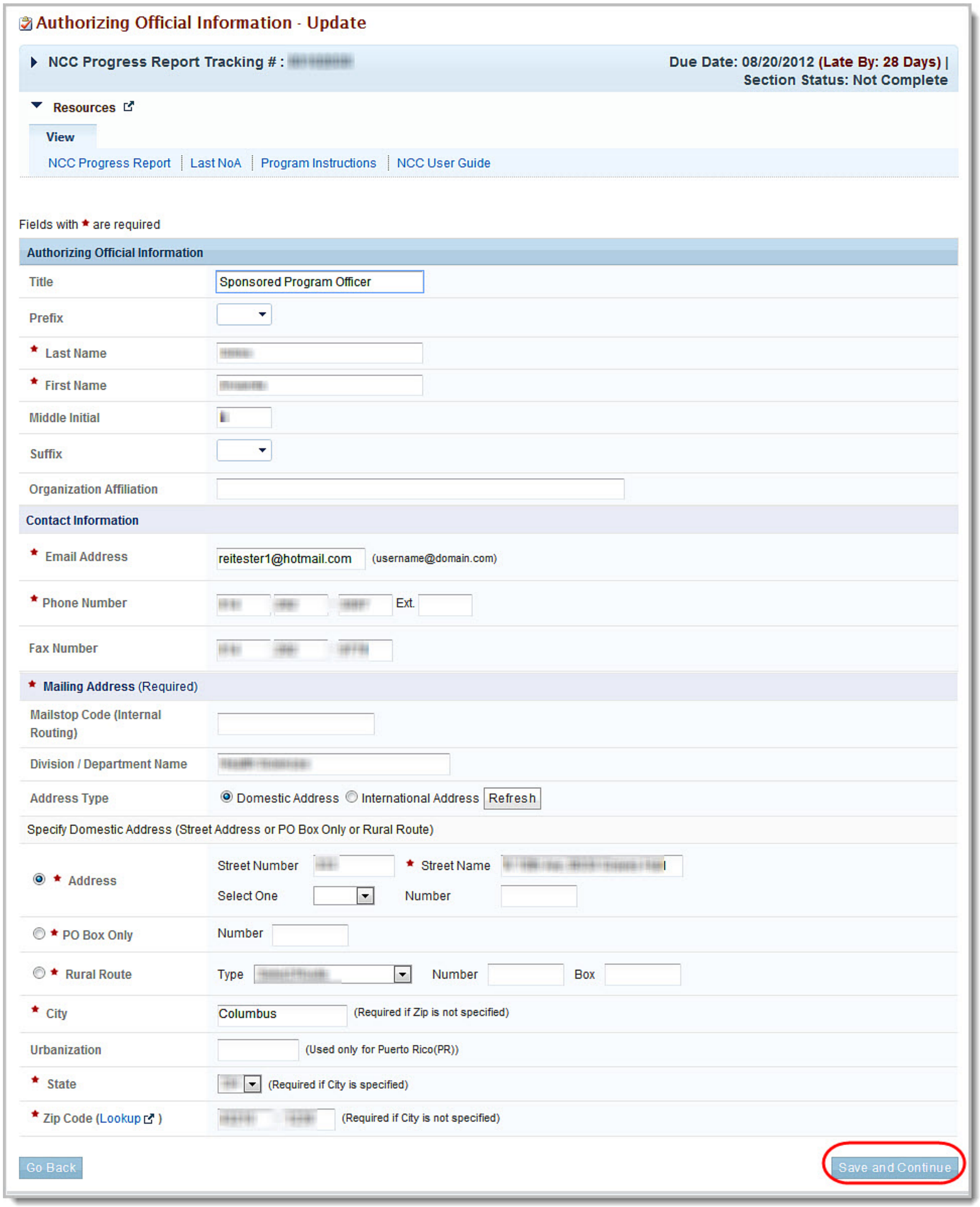
Click the Confirm button. You will be returned to the **Authorizing Official – Change** page (Figure 9).

> **Note:** After the HRSA employee registers within the EHB, you must return to the **Authorizing Official – Change** page (Figure 8) to select the newly registered person as AO.

3.2.1.3. Updating the AO Information

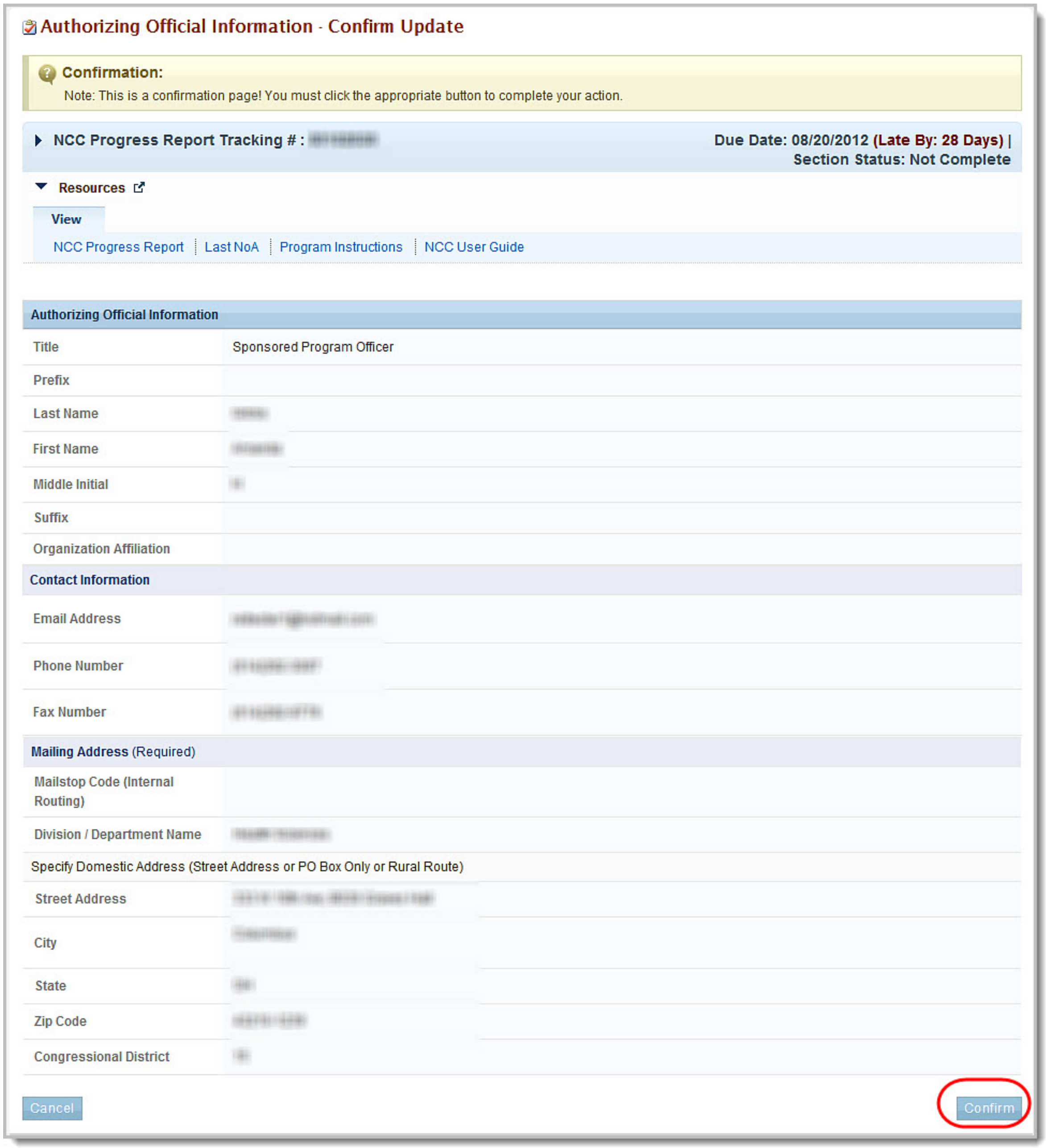
1. On the **SF-PPR** page (Figure 8), select an **Authorizing Official** (if there is more than one listed) and click the corresponding Change drop-down.
2. Click the Update link. The **Authorizing Official Information – Update** page opens (Figure 13) with the selected AO's current contact information. Verify and revise the contact information, as necessary. Fields marked with an asterisk (*) are required.

Figure 13: Authorization Official Information – Update



4. Click the Save and Continue button to save your information. The **Authorizing Official Information - Confirm Update** page opens. Figure 14).

Figure 14: Authorization Official Information – Confirm Update

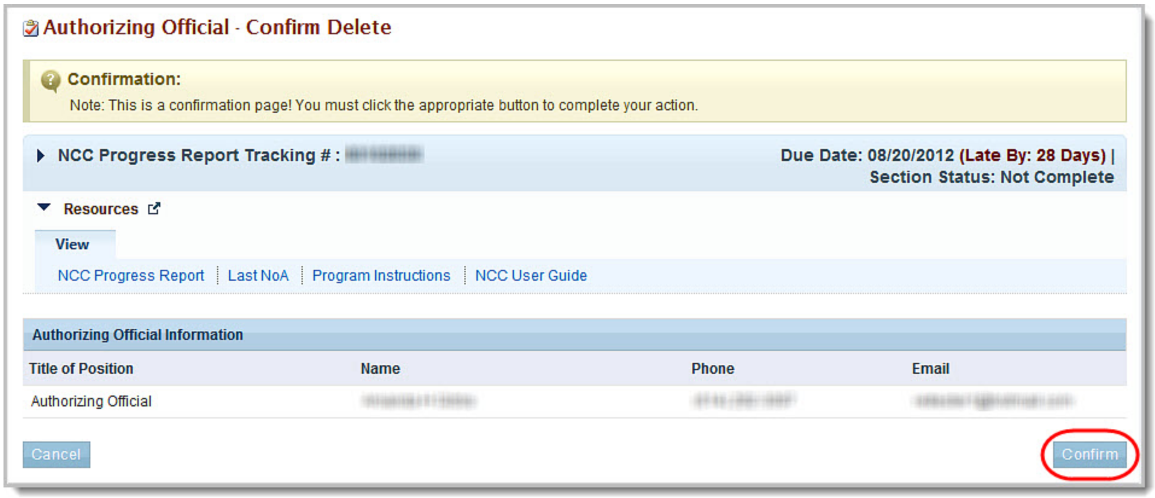


5. Click the Confirm button. The **SF-PPR** page opens with a green Success banner at the top of the page.

3.2.1.1. Deleting an AO

1. On the **SF-PPR** page (Figure 8), select an **Authorizing Official** (if there is more than one listed) and click the corresponding Change drop-down.
2. Click the Delete link. The **Authorizing Official Information – Confirm Delete** page opens (Figure 15).

Figure 15: Authorization Official Information – Confirm Delete



3. Click the Confirm button. The **SF-PPR** page opens with a green Success banner at the top of the page. The AO that you deleted will not be listed under the **Name** column. (However it will still be listed in the **Authorizing Official – Request New** page (Figure 11).

If you are satisfied with the information on the screen, click the Save and Continue button to save your work and proceed to the next form.

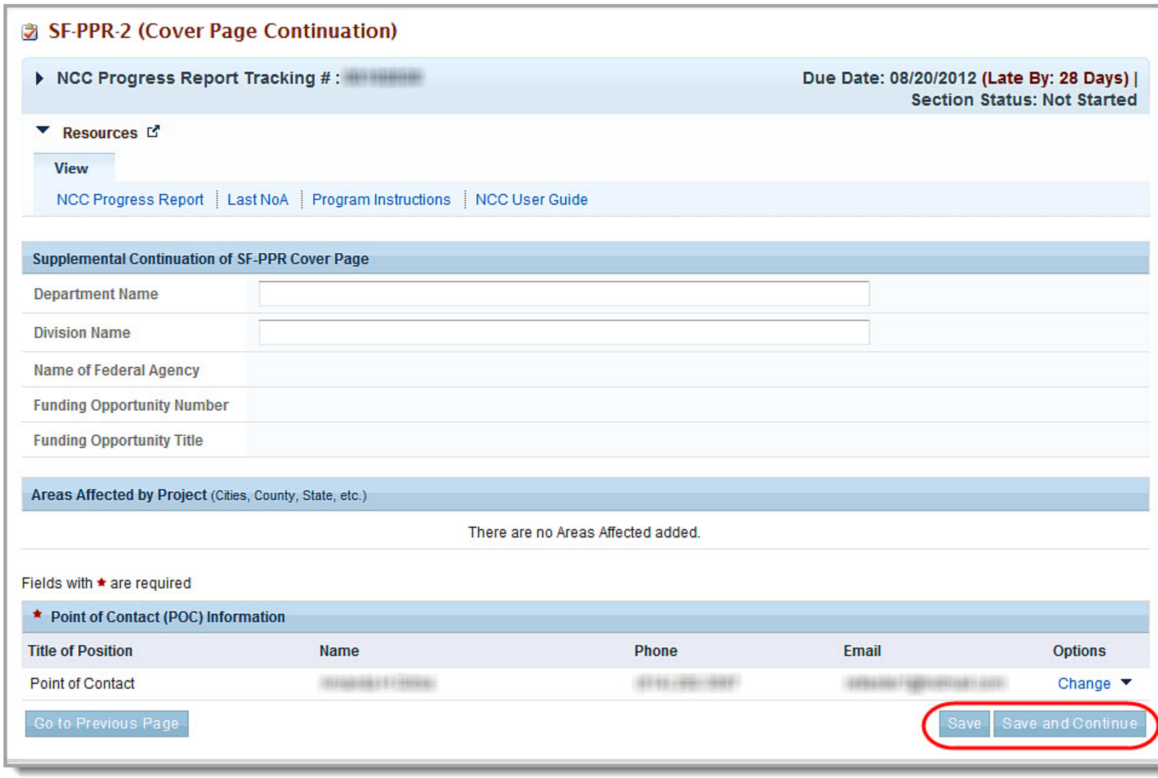
3.2.2. Basic Information: SF-PPR-2 (Cover Page Continuation)

The **SF-PPR-2 (Cover Page Continuation)** page contains information about the grant for which you are creating or updating the progress report, and is a continuation of **SF-PPR** page.

1. To open the **SF-PPR-2 (Cover Page Continuation)** page, click the SF-PPR-2 link on the Progress Report left navigation panel, if it is not already displayed.

Note: Fields marked with an asterisk (*) are required.

Figure 16: SF-PPR-2 (Cover Page Continuation) Page


SF-PPR-2 (Cover Page Continuation)

NCC Progress Report Tracking # :

Due Date: 08/20/2012 (Late By: 28 Days) | Section Status: Not Started

Resources

View

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

Supplemental Continuation of SF-PPR Cover Page	
Department Name	
Division Name	
Name of Federal Agency	
Funding Opportunity Number	
Funding Opportunity Title	

Areas Affected by Project (Cities, County, State, etc.)

There are no Areas Affected added.

Fields with * are required

* Point of Contact (POC) Information

Title of Position	Name	Phone	Email	Options
Point of Contact				Change

Go to Previous Page | Save | Save and Continue

Notes:

- 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 which 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.

2. Review the **SF-PPR-2 (Cover Page Continuation)** page. You can perform the following functions on the screen:

Options:

- Modify Department Name and/or Division Name
- Add or Change a Point of Contact
- Update POC information
- Delete a Point of Contact

3.2.2.1. Modifying the Department Name or Division Name

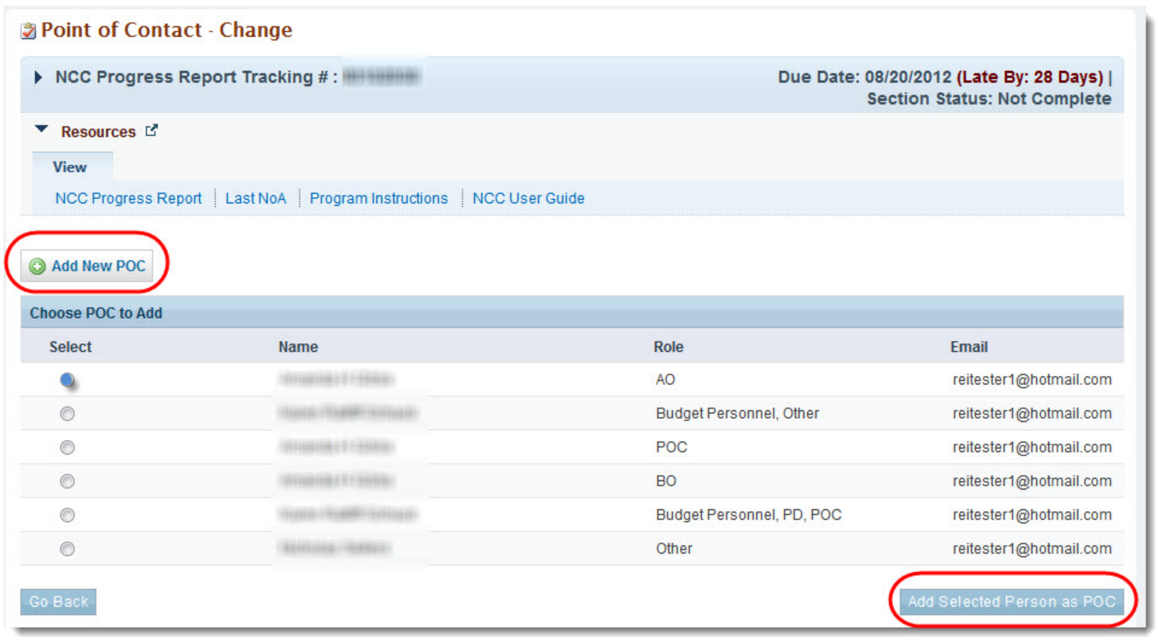
To modify the Department Name or Division Name, replace the text in the text boxes on the **SF-PPR-2 (Cover Page Continuation)** page.

3.2.2.2. Changing the Point of Contact

1. On the **SF-PPR-2 (Cover Page Continuation)** page, select a Point of Contact, and click the Change drop-down (Figure 16).
2. Click the Change link. The second **Point of Contact – Change** page opens.
3. Click a radio button to select a POC to add from the list.

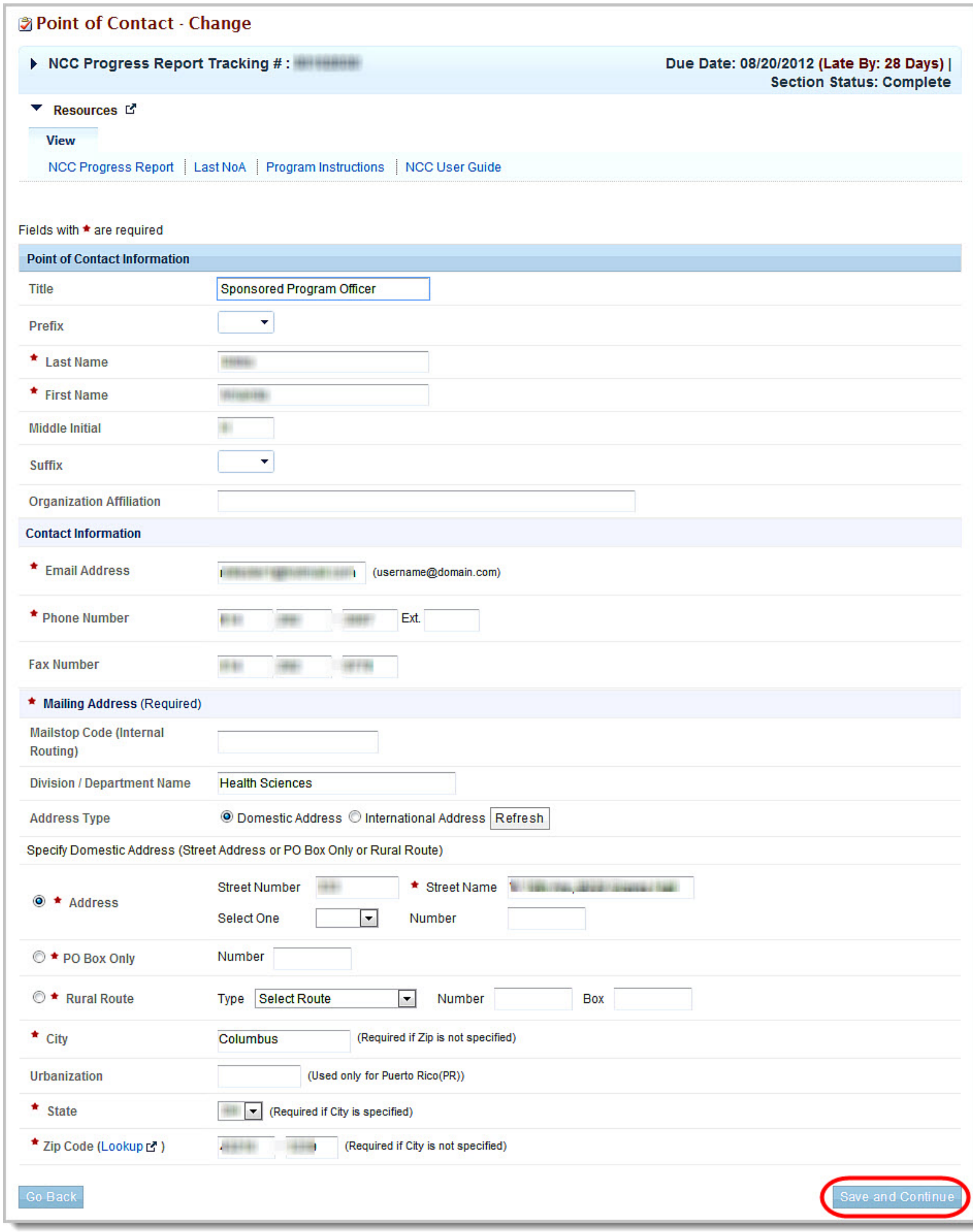
Note: If you click the Add New POC button, go to section [3.2.2.3, Adding a New POC](#).

Figure 17: Point of Contact - Change Page



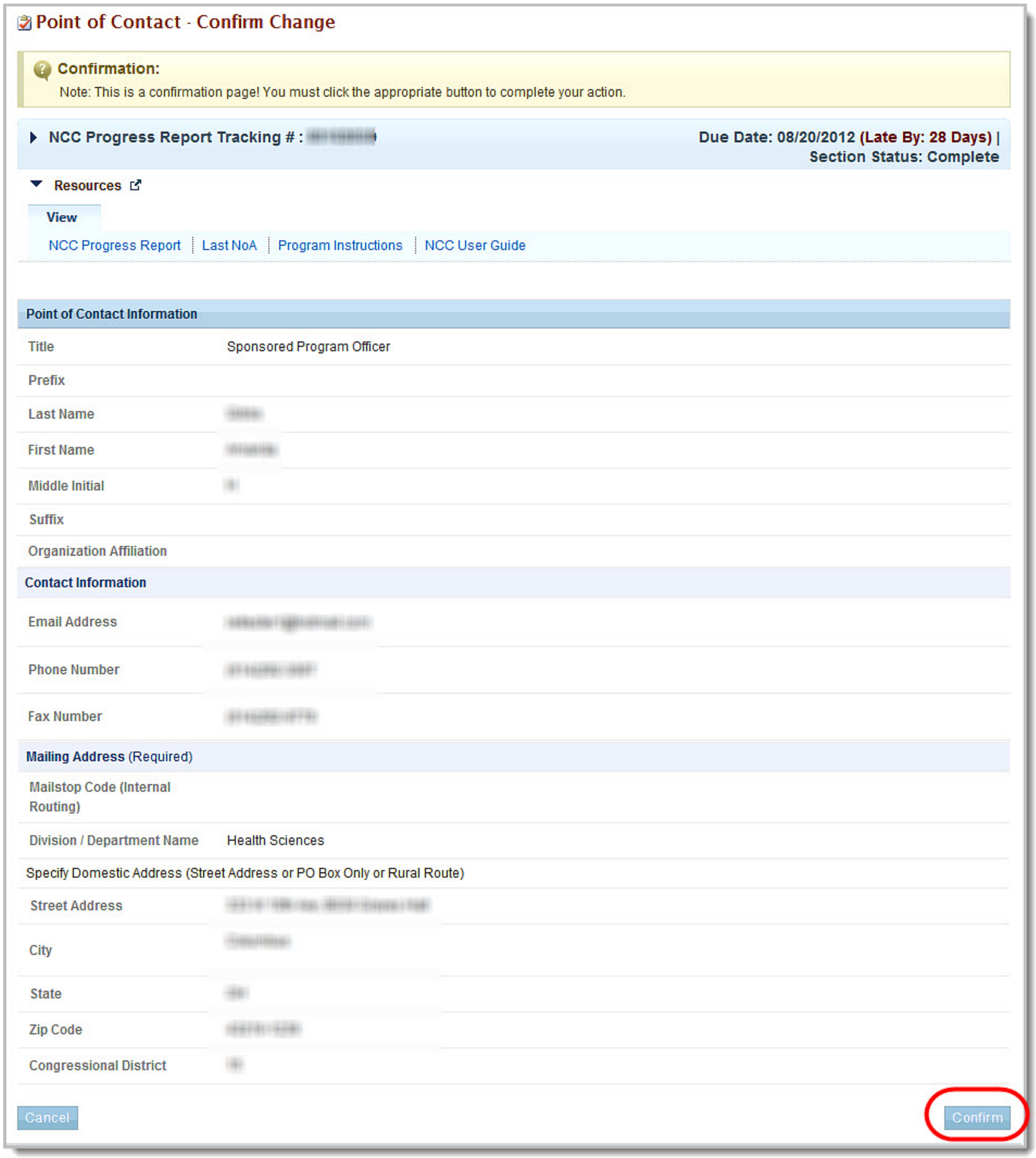
4. Click the Add Selected Person as PO button. The second (expanded) **Point of Contact – Change** (Figure 18) will be displayed, listing the current contact information for the contact.

Figure 18: Expanded Point of Contact - Change Page



5. Verify and revise the contact information, as necessary. Fields marked with an asterisk (*) are required.
6. Click the Save and Continue button to save your information. The **Point of Contact – Confirm Change** page opens (Figure 19).

Figure 19: Point of Contact – Confirm Change Page



7. Click the Confirm button to return to the **SF-PPR-2 (Cover Page Continuation)** page showing a green Success banner.

3.2.2.3. Adding a New POC

Note: If you click the Add New POC button on the **Point of Contact – Change** page (Figure 17), the expanded **Point of Contact – Change** page (Figure 18) opens with all the fields blank as you will need to provide the information for the new POC.

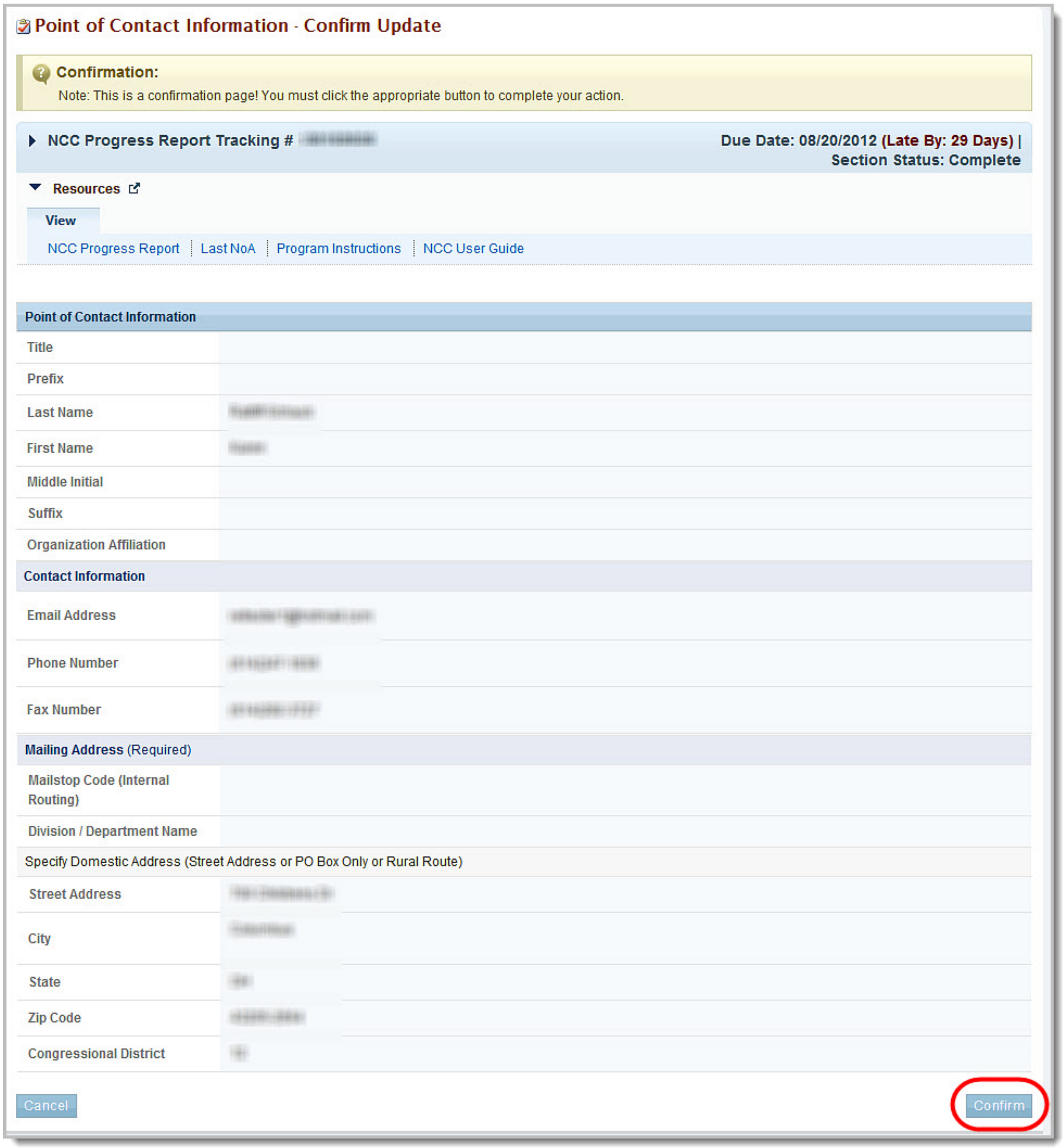
1. On the **SF-PPR-2 (Cover Page Continuation)** page, select a Point of Contact, and click the Change drop-down.

2. Click the Change link. The second **Point of Contact – Change** page opens.
3. Click the Add New POC button to add a new POC to the list.
4. Enter all required information and other information, as appropriate.
5. Click the Save and Continue button to save your information. The **Point of Contact – Confirm Change** page opens (Figure 19).
6. Fields marked with an asterisk (*) are required.
7. Click the Confirm button to return to the **SF-PPR-2 (Cover Page Continuation)** page showing a green Success banner. The user that you added will be listed as a Point of Contact.

3.2.2.4. Updating the Contact information for an Existing POC

1. On the **SF-PPR-2 (Cover Page Continuation)** page, select a Point of Contact, and click the Change drop-down (Figure 16).
2. Click the Update link. The second (expanded) **Point of Contact – Change** (Figure 18) will be displayed, listing the current contact information for the contact.
3. Verify and revise the contact information, as necessary. Fields marked with an asterisk (*) are required.
4. Click the Save and Continue button to save your information. The **Point of Contact – Confirm Update** page opens (Figure 20).

Figure 20: Point of Contact – Confirm Update Page

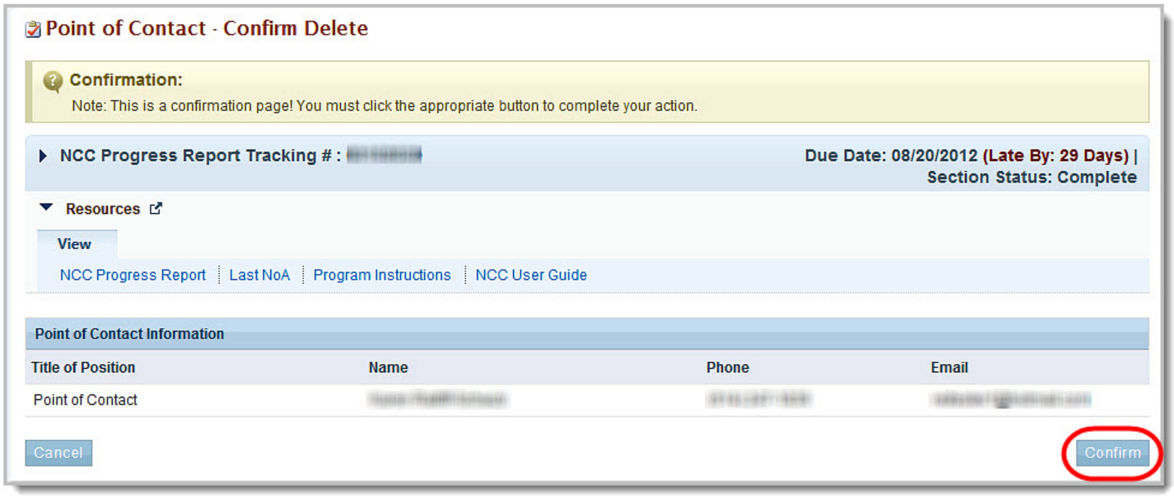


5. Click the Confirm button to return to the **SF-PPR-2 (Cover Page Continuation)** page showing a green Success banner.

3.2.2.5. Deleting a Point of Contact

1. On the **SF-PPR-2 (Cover Page Continuation)** page, select a Point of Contact, and click the Change drop-down (Figure 16).
2. Click the Delete link. The **Point of Contact – Confirm Delete** page opens (Figure 21).

Figure 21: Point of Contact – Confirm Delete Page



3. Click the Confirm button to return to the **SF-PPR-2 (Cover Page Continuation)** page showing a green Success banner.

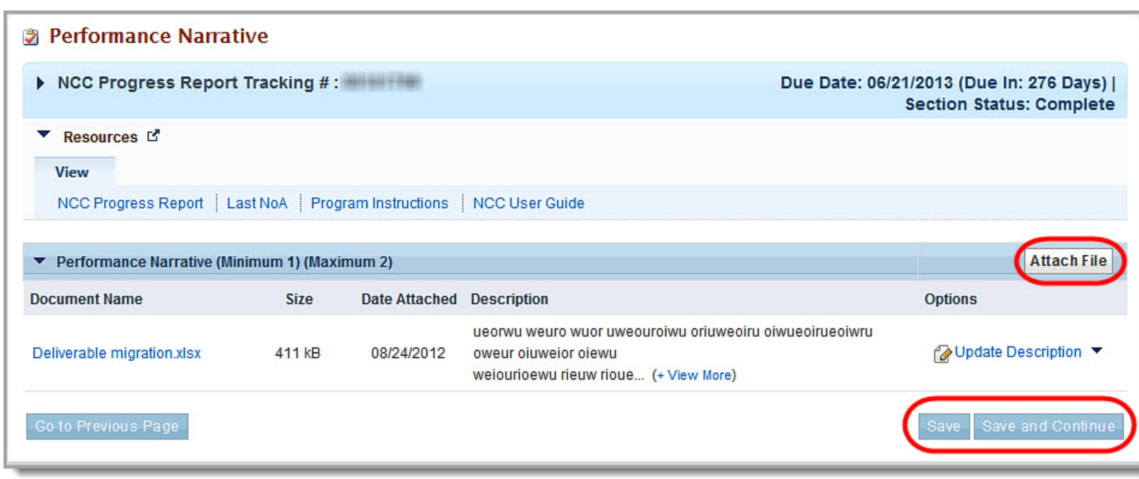
3.2.3. Performance Narrative

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 22**), if it is not already displayed.

Figure 22: Performance Narrative Page



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

Options:

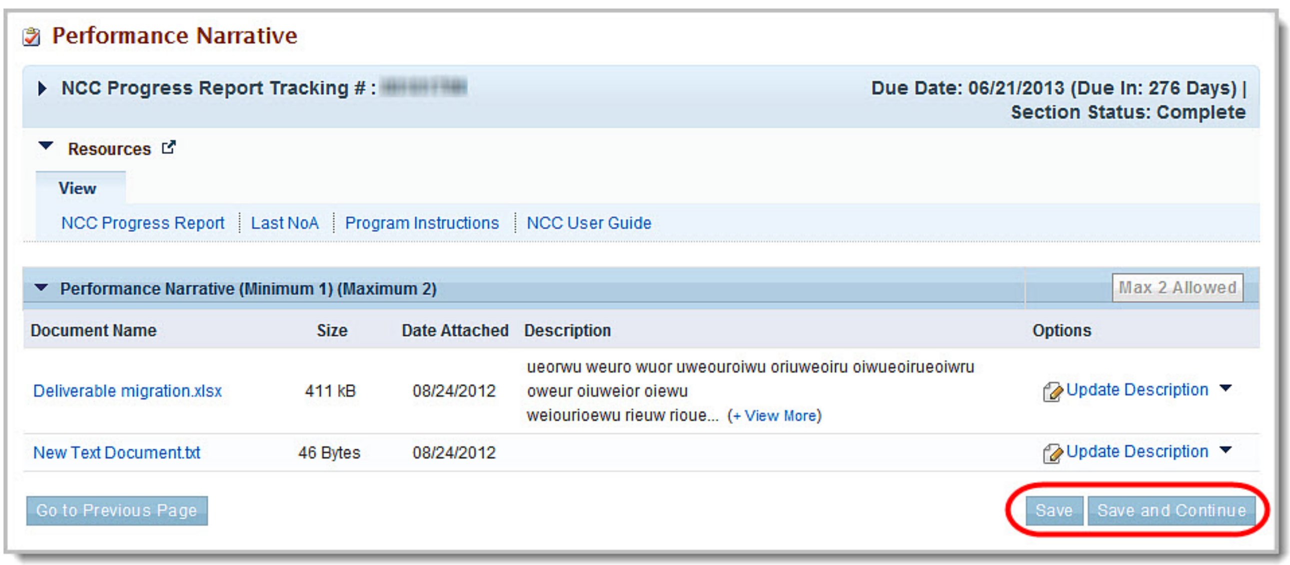
- [Attach a document](#)
- [Update a document description](#)
- [Delete a document](#)

3.2.3.1. Attaching A Performance Narrative Document

1. Click Attach File on the **Performance Narrative** page (**Figure 22**) 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 23**).

Figure 23: Performance Narrative Page with Max Files Added



3.2.3.2. Updating the Description of the Document

1. Click the Performance Narrative link on the left navigation panel. The **Performance Narrative** page opens (**Figure 23**).
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

1. Click the Performance Narrative link on the left navigation panel. The **Performance Narrative** page opens (**Figure 23**).
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.

3.3. Budget Forms

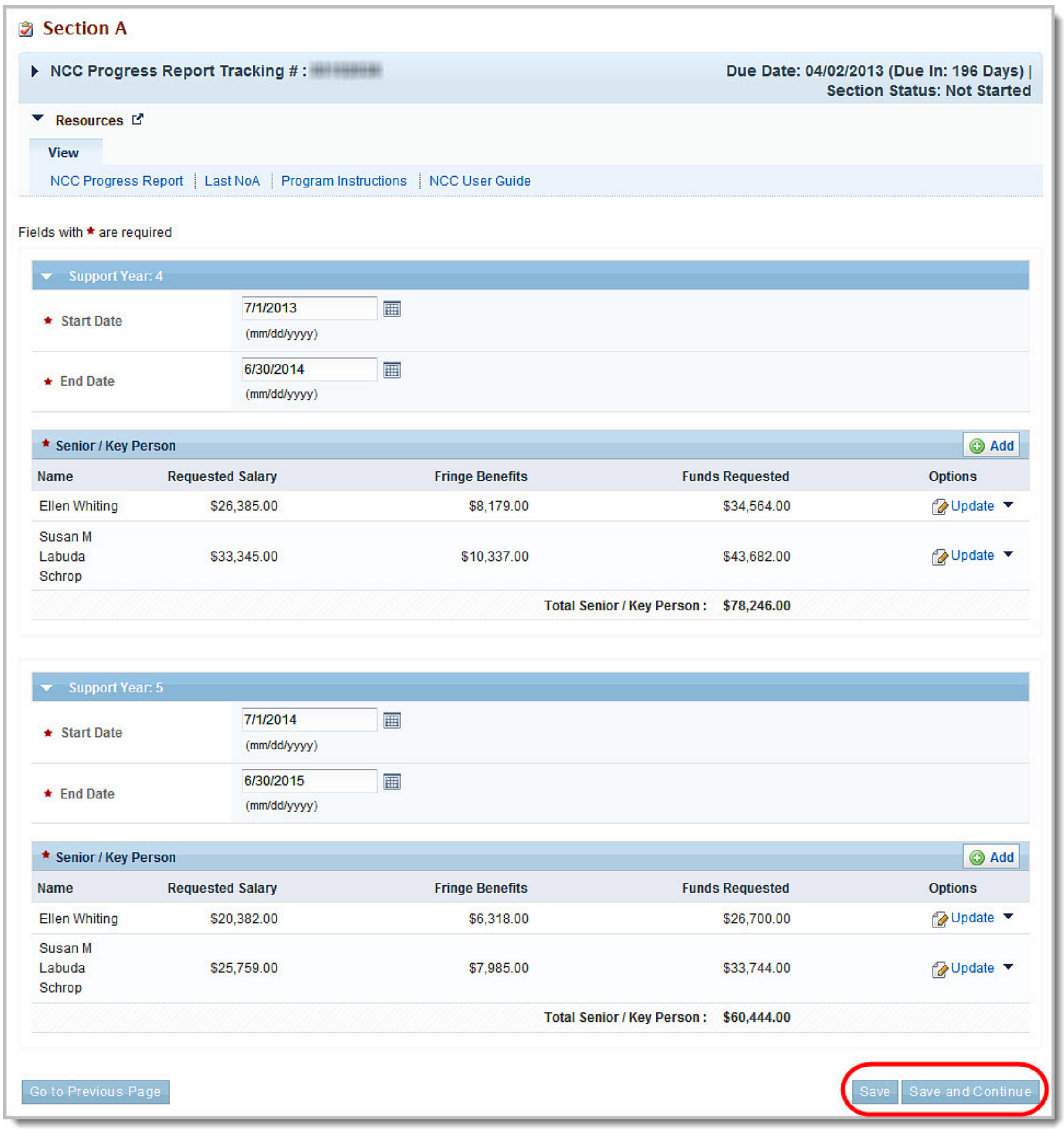
Note: All the Budget Forms (other than Section K) will list each remaining budget period for the grant.

3.3.1. Budget Information: Section A

Section A of the Budget is where users specify the key personnel for each remaining budget period of the project, along with other information such as salary and fringe benefits.

Click the Section A link on the Progress Report left navigation panel to access the **Section A** page (Figure 24), if it is not already displayed.

Figure 24: Budget Information – Section A Page (Initial Screen)

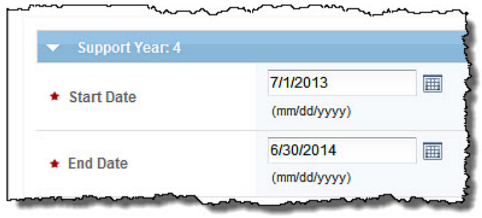


Note: You MUST enter the information for EACH remaining budget period listed on the screen.

1. Update the start and end dates of the budget period, as necessary.

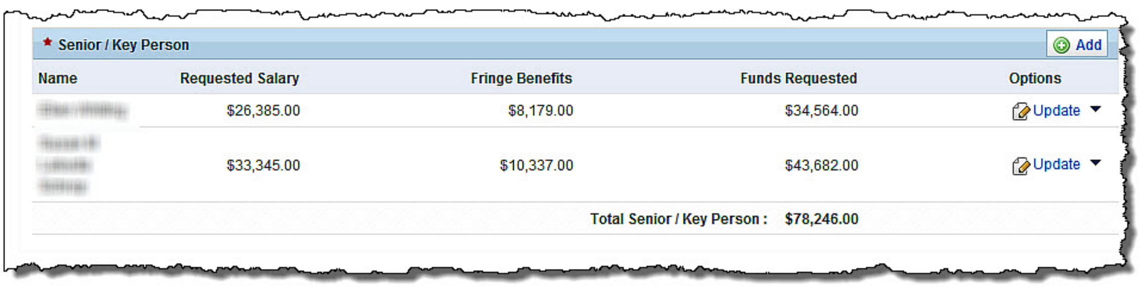
Note: The Start and End dates should cover a full budget period (i.e., one full year, as shown in (Figure 25).

Figure 25: Budget Information – Section A – Start and End Dates



2. Enter the information for the **Senior/Key Person** for the Budget Period. The **Senior/Key Person** will be populated from the latest application or NCC report. You should review and update this information, as necessary.
3. If you can add multiple **Senior/Key** people, ensure that one of them is a **Project Director**.

Figure 26: Budget Information – Section A – Senior/Key Person



You can perform the following functions for each budget period on the screen:

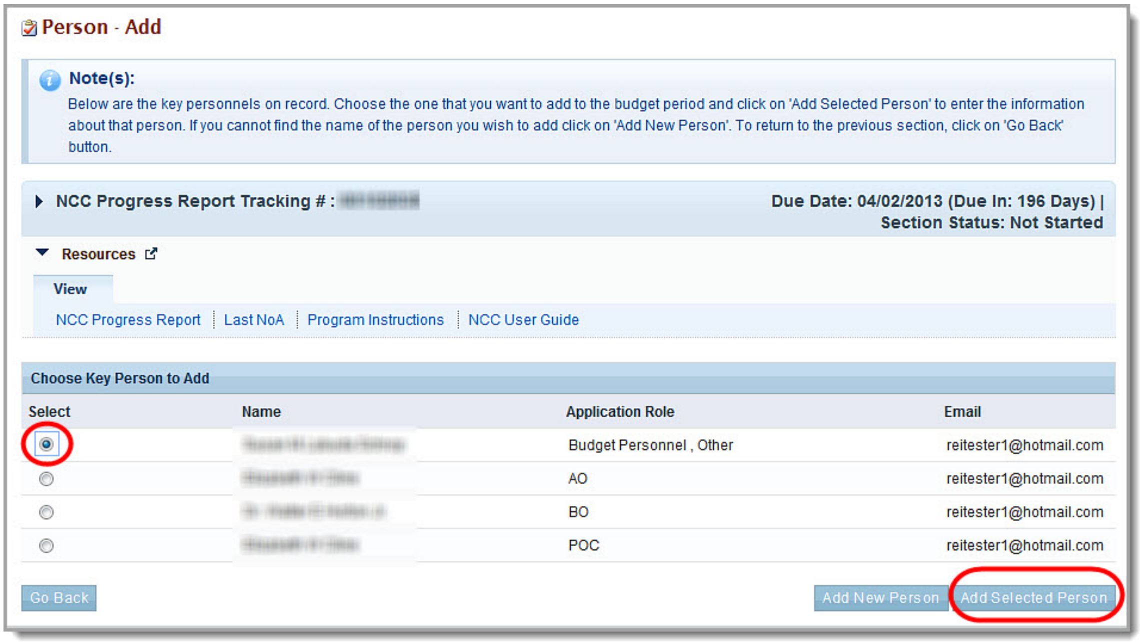
Options:

- Add a key person by selecting the person from a list (on page 33)
- Add a completely new key person (on page 35)
- Update a key person (on page 37)
- Delete a key person (on page 38)

3.3.1.1. Adding a Key Person

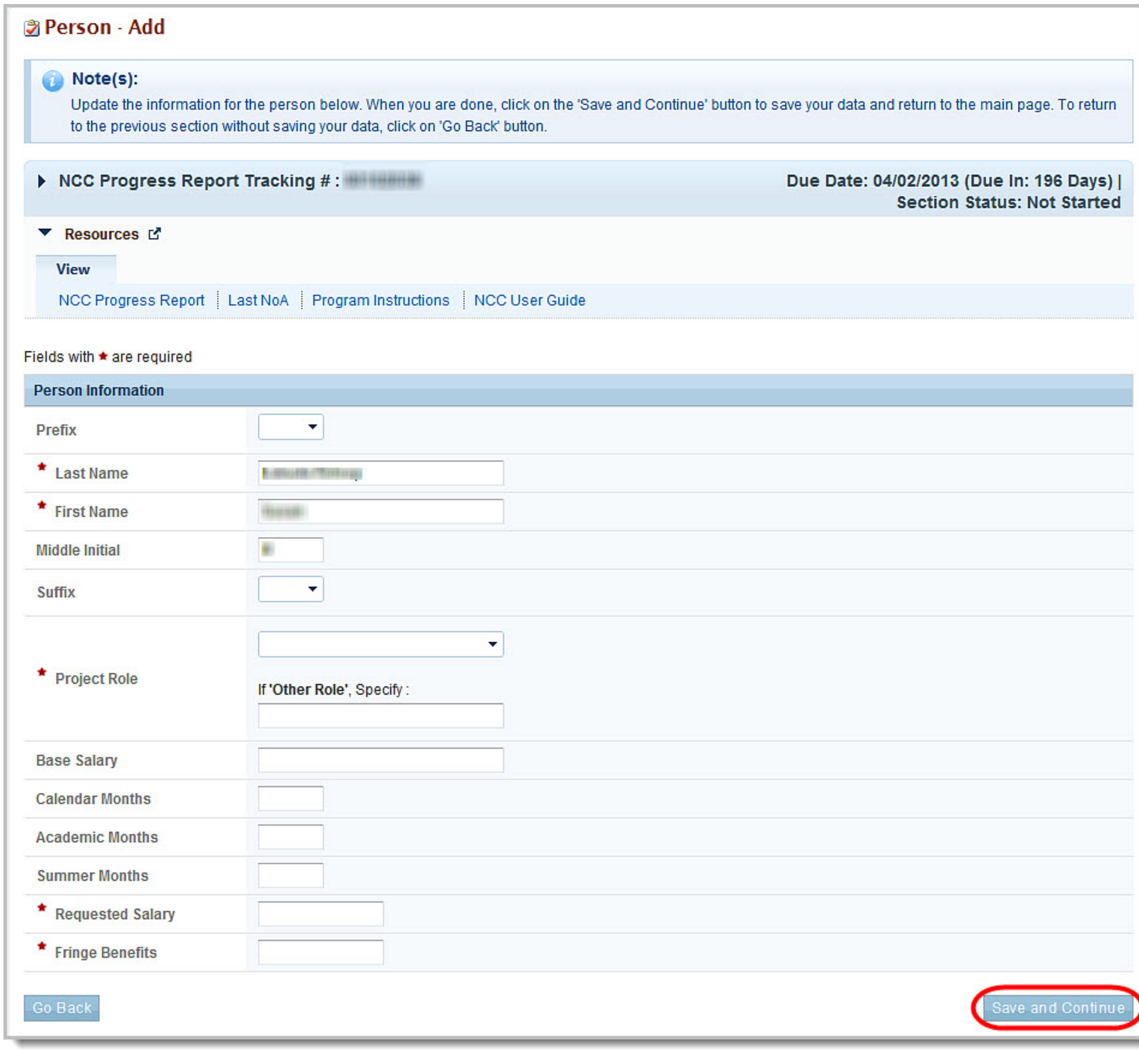
1. Click the Add button on the **Senior/Key Person** header (Figure 26). The **Person – Add** page (Figure 27) opens. The screen lists people who have been designated as the AO, POC, and PD for your Organization.

Figure 27: Person – Add Page



2. Select a person and click the Add Selected Person button. The **Add/Update Personnel Form** (Figure 28) will be displayed for the person you have selected.

Figure 28: Person – Add (Personal Information) Page



3. Complete the form, and click the Save and Continue button. Fields marked with an asterisk (*) are required. You will be returned to the **Section A** page (Figure 24). The person you added will be added to the screen and there will be a green Success banner at the top of the page.

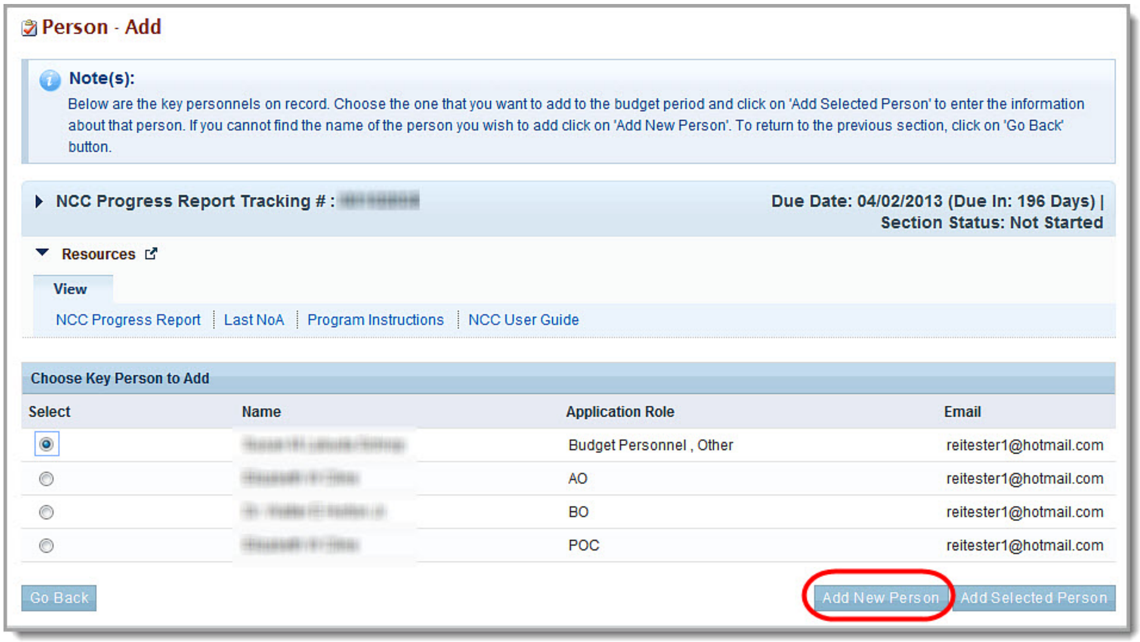
Notes:

- If the project role is other than Post-Doctoral Associates, Graduate Students, Undergraduate students, or Secretarial/Clerical, enter the appropriate project role (for example, Engineer, Statistician, IT Professional etc.) in the **Other Role** field.
- The **Requested Salary** and **Benefits** are for the person's involvement in the entire budget period, regardless of the number of months specified.
- Fields marked with an asterisk (*) are required.

3.3.1.2. Adding a New Person to the List

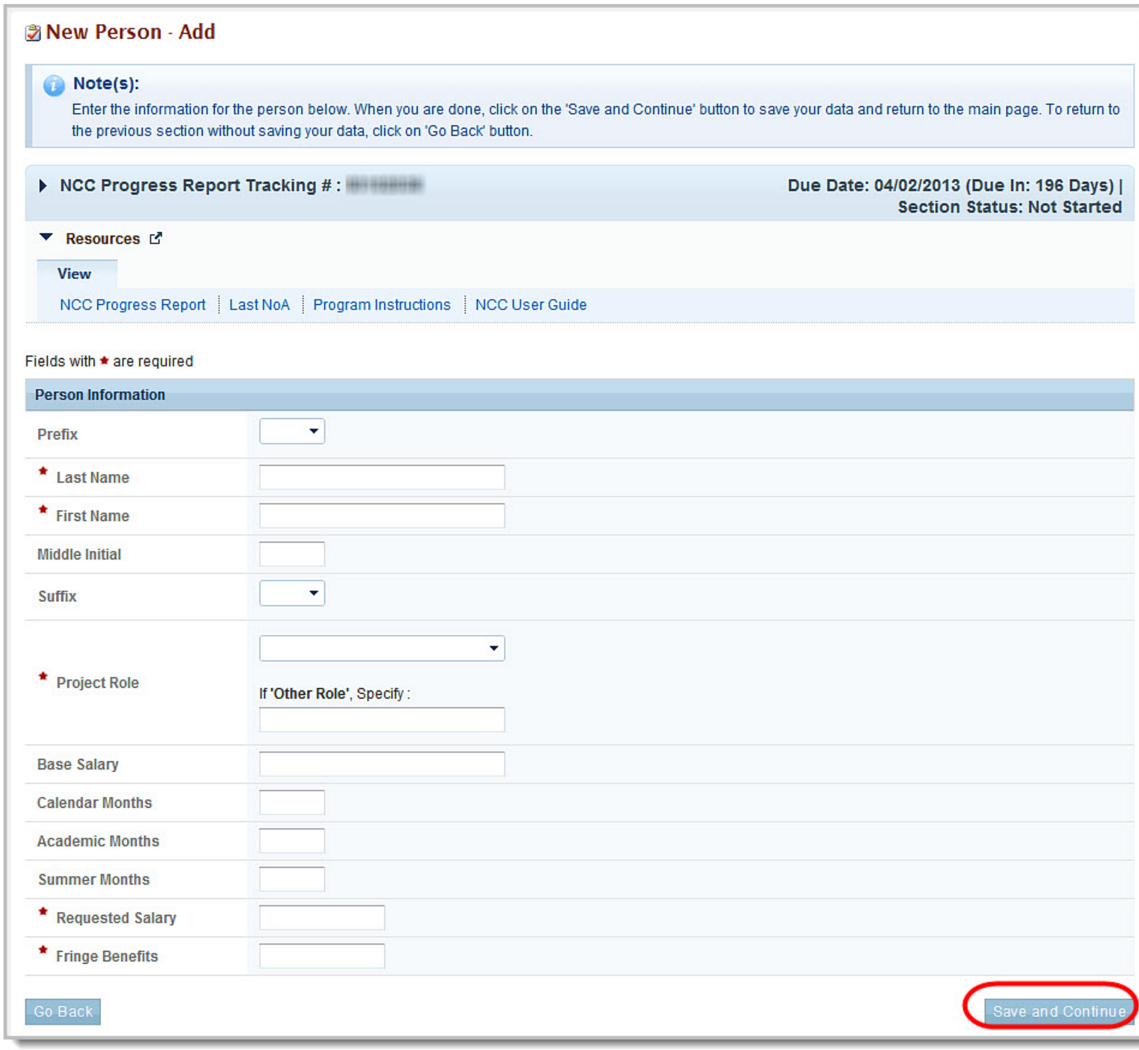
1. Click the Add button on the **Senior/Key Person** header (Figure 26). The **Person – Add** page (Figure 29) opens. The screen lists people who have been designated as the AO, POC, and PD for your Organization.

Figure 29: Person – Add (New Person) Page



2. Click the Add New Person button. The **New Person – Add** page (Figure 30) will be displayed.

Figure 30: New Person – Add Page



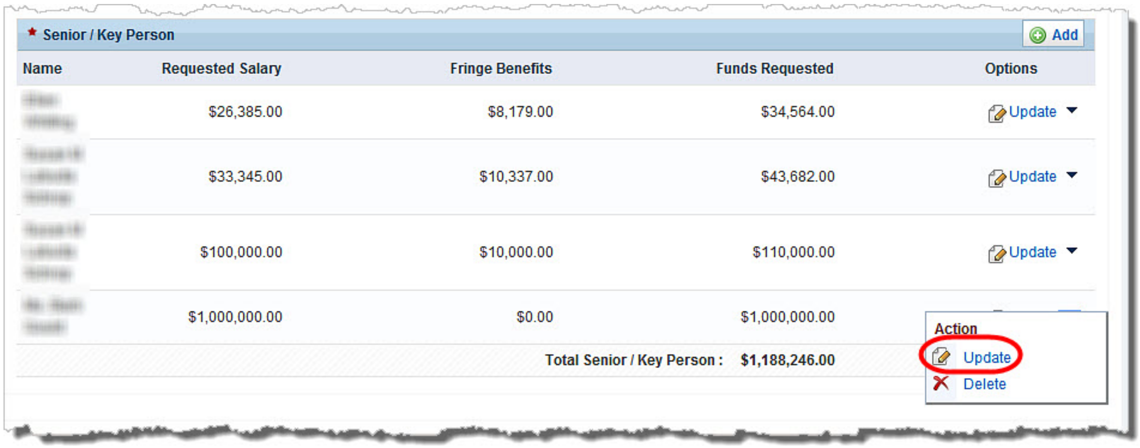
6. Complete the form, and click the Save and Continue button. You will be returned to the **Section A** page (Figure 24). The person you added will be added to the screen and there will be a green Success banner at the top of the page.

Note: Fields marked with an asterisk (*) are required.

3.3.1.3. Updating a person,

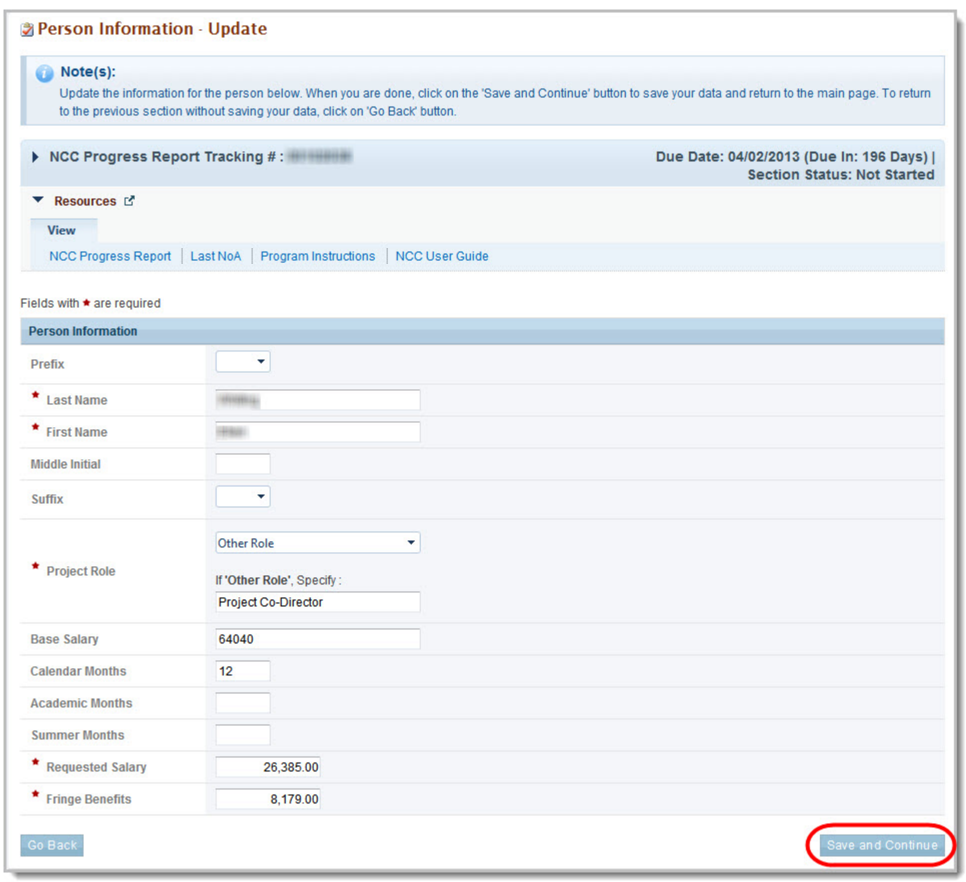
1. On the **Section A** page (Figure 24) select the person you want to update, and click the Update drop-down.

Figure 31: Updating a Person



2. Click the Update link. The **Person Information – Update** page (Figure 32) opens.

Figure 32: Person Information – Update Page



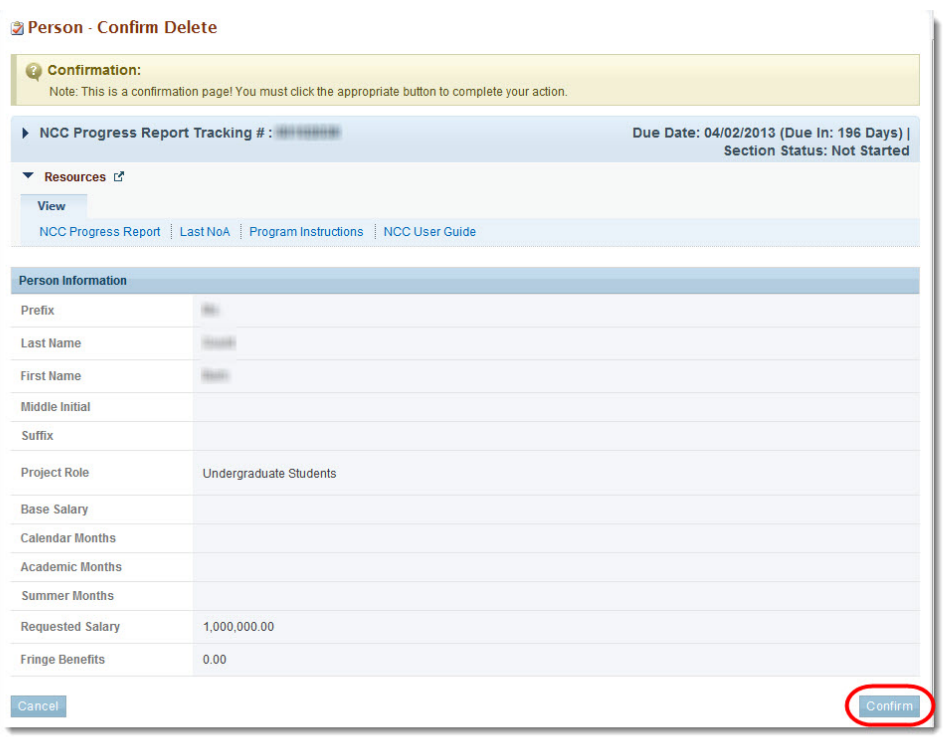
3. Update the form, and click the Save and Continue button. The **Section A** page will re-open with a green Success banner and the changed personal information.

3.3.1.4. Deleting a Person

Figure 33: Deleting a Person

1. On the **Section A** page (Figure 24) select the person you want to update, and click the Update drop-down.
2. Click the Delete link. The **Person – Confirm Delete** page (Figure 34) opens.

Figure 34: Deleting a Person



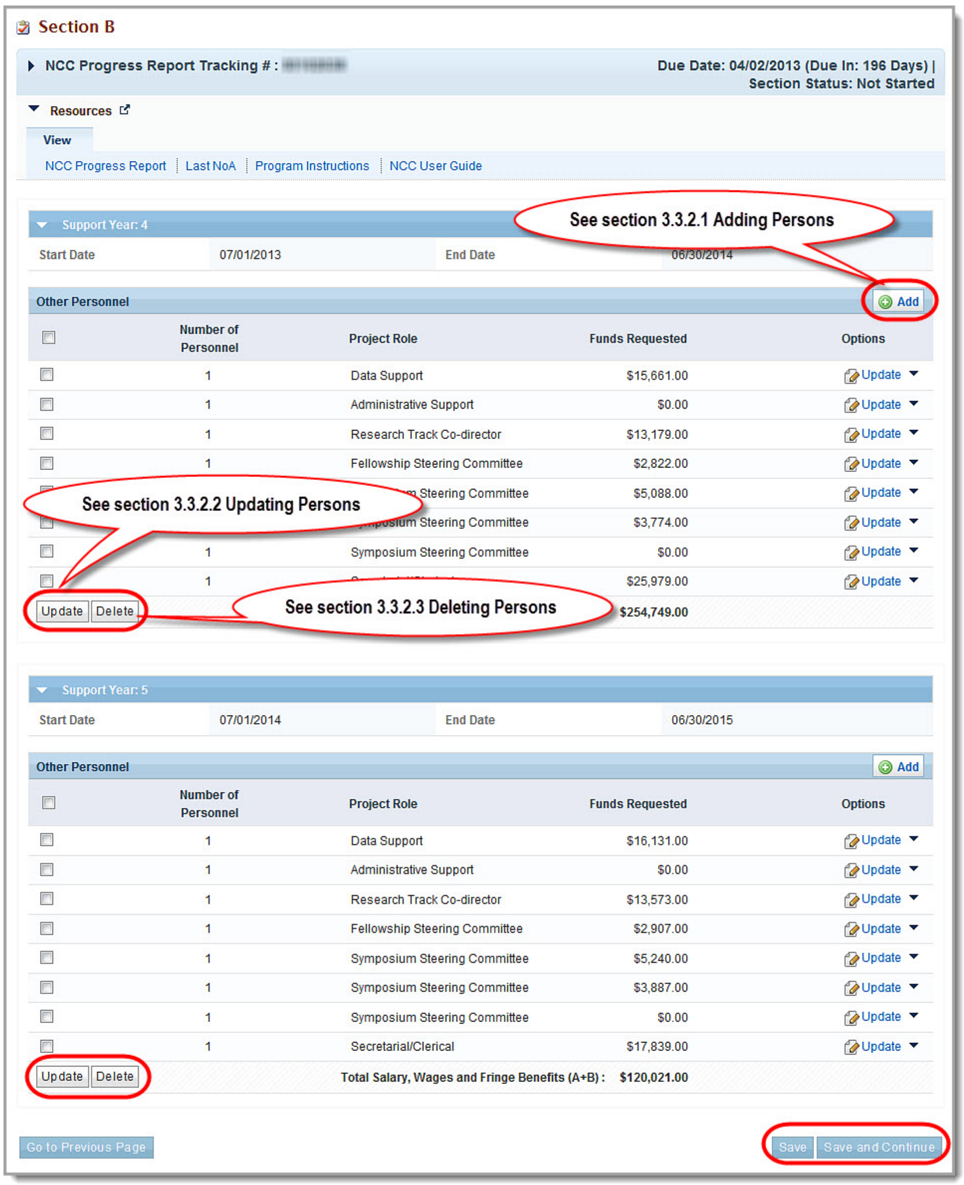
3. Click the Confirm button. The **Section A** page will re-open with a green Success banner and the person you deleted no longer listed.

3.3.2. Budget Information: Section B

Section B of the Budget allows users to specify the additional personnel that will be used for each budget period of the project, along with other information such as salary and fringe benefits.

1. Click the Section B link on the Progress Report left navigation panel to access the **Section B** page (Figure 35), if it is not already displayed.

Figure 35: Budget Information – Section B Page (Initial Screen)



Notes:

- The additional personnel will be populated from latest application or NCC report. You should review and update this information, as necessary
- You can add multiple additional personnel
- The screen reflects the information that was previously entered in Section A, and displays the previously entered project period start and end dates, and the funds requested for salaries, fringe benefits, etc.

2. Enter the additional personnel information, as necessary, ***for each remaining budget period listed on the screen***.

You can perform the following functions for each budget period on the screen, as necessary:

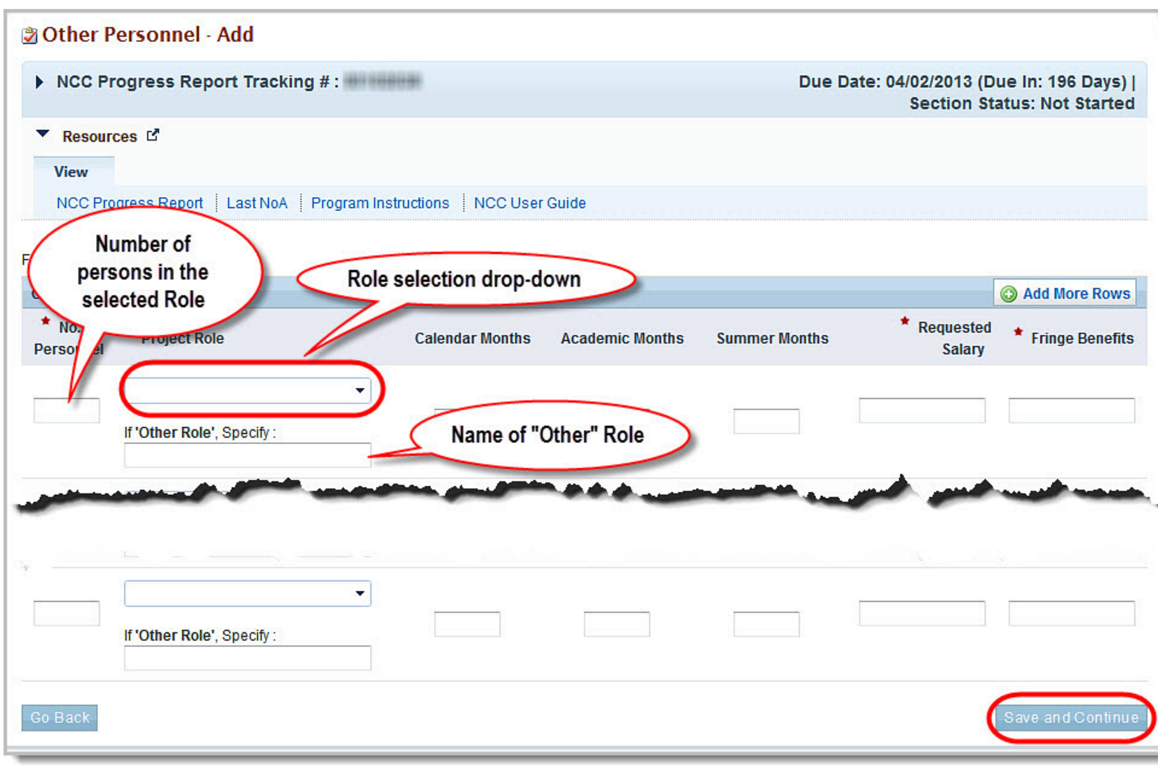
Options:

- Add persons
- Update additional persons
- Delete additional persons

3.3.2.1. Adding Persons

1. Click the Add button on the **Section B** page (Figure 35). The **Other Personnel - Add** page (Figure 36) opens. Fields marked with an asterisk (*) are required.

Figure 36: Other Personnel – Add Page

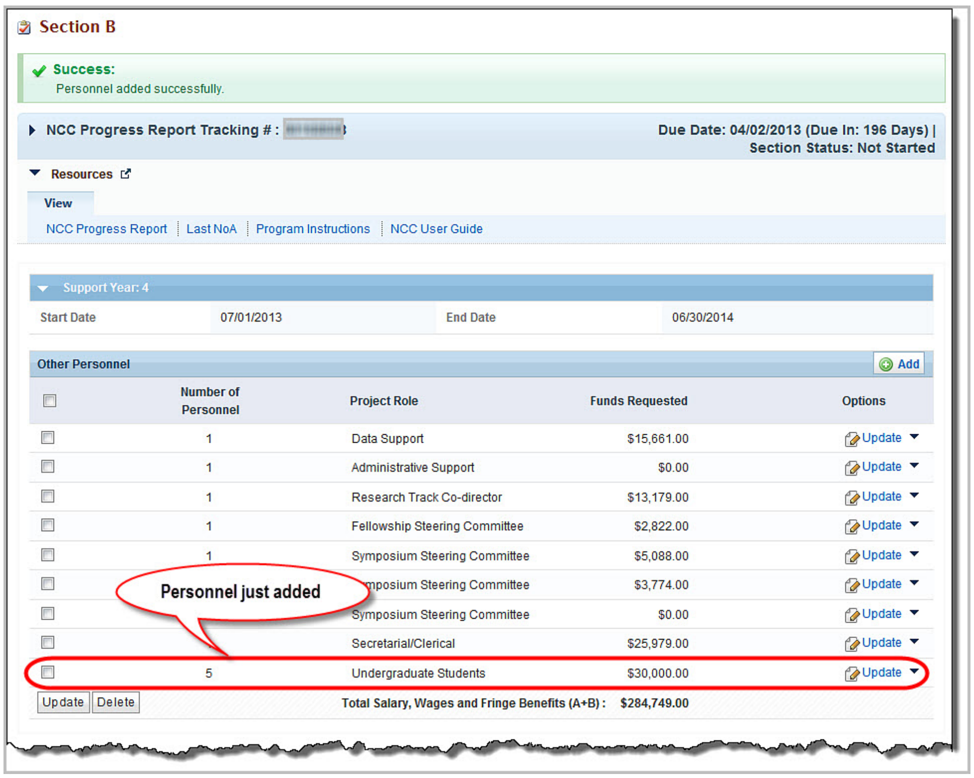


2. Select a Role from the drop-down, and enter the number of personnel for the role.
3. Complete the remainder of the information for the personnel in the role.

> **Note:** The Requested Salary and Benefits are for the person's involvement in the entire budget period, regardless of the number of months specified.

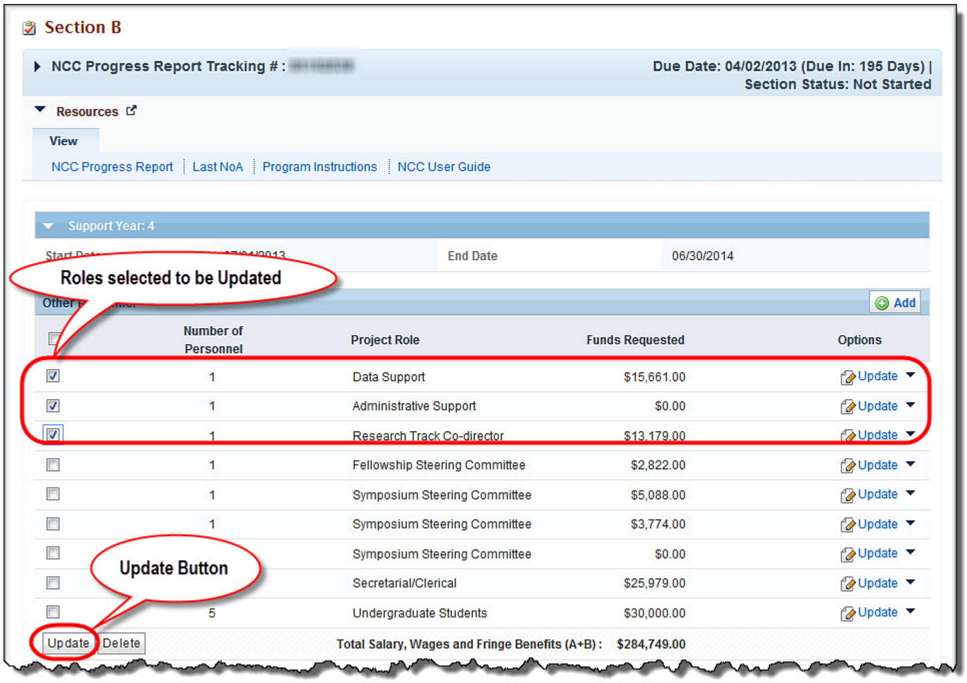
4. Repeat steps **2** and **3** for the other roles, as necessary.
5. When you have entered all the additional personnel required, or all the roles that can fit on the form, click the Save and Continue button. The **Section B** page re-opens with a green Success banner showing the personnel you just added. (Figure 37).
6. After you have completed the **Section B** form, click the Save and Continue button to save your work and proceed to the next form.

Figure 37: Section B Page Showing Personnel Just Added



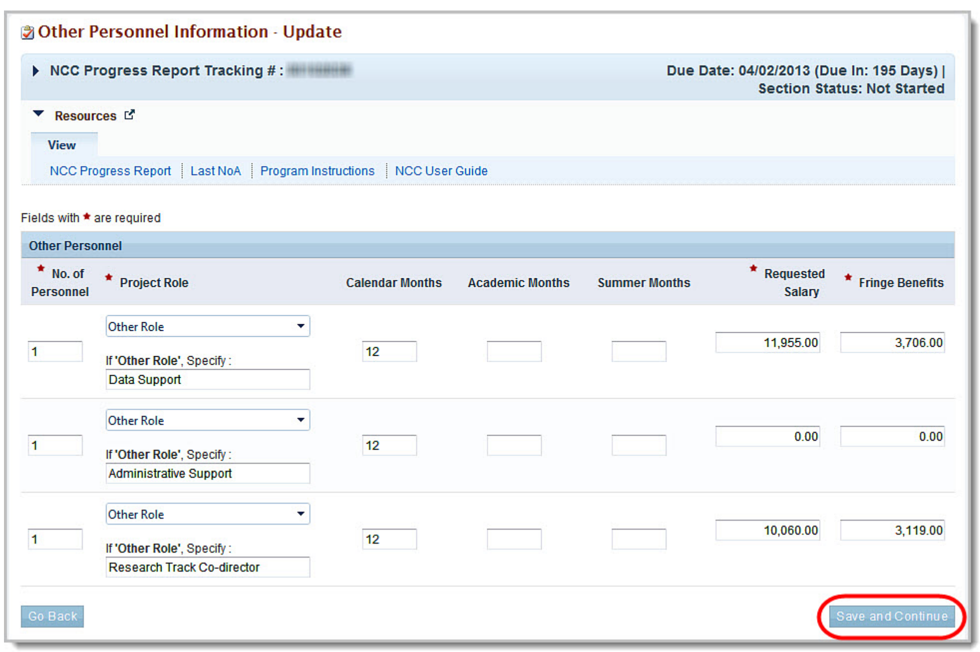
3.3.2.2. Updating Additional Persons

Figure 38: Section B With Roles Selected for Updating



1. Select one or more Project Roles that contain the people you want to update on the **Section B** page (Figure 38), and click the Update button. The **Other Personnel Information – Update** page (Figure 39) opens.

Figure 39: Other Personnel Information – Update Page



2. Update the screen as necessary, and click the Save and Continue button. You will be returned to the **Section B** page with a green Success banner at the top of the page and the information you updated reflected in the form.

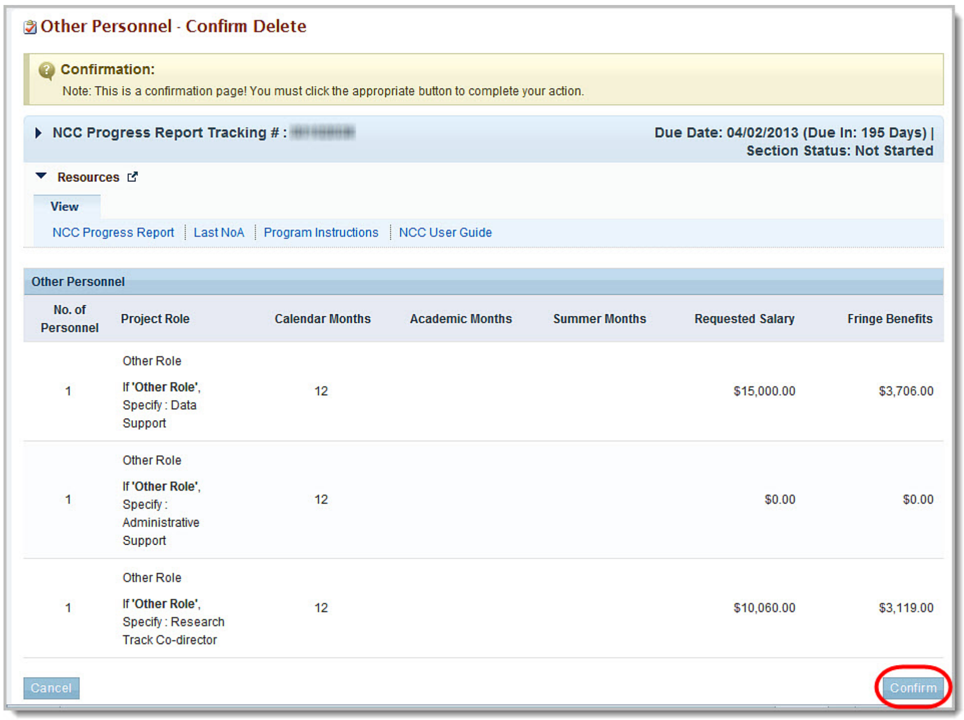
Note: Fields marked with an asterisk (*) are required.

3. After you have completed the **Section B** form, click the Save and Continue button to save your work and proceed to the next form.

3.3.2.3. Deleting Additional Persons

1. Select one or more Project Roles that contain the people you want to delete on the **Section B** page (Figure 38), and click the Delete button. The **Other Personnel – Confirm Delete** page (Figure 40) opens.

Figure 40: Other Personnel – Confirm Delete Page



2. Click the Confirm button to confirm your deletion. You will be returned to the **Section B** page with a green Success banner at the top of the page and the information you updated reflected in the form. The roles that you deleted will no longer be listed in the form.

3. After you have completed the **Section B** form, click the Save and Continue button to save your work and proceed to the next form.

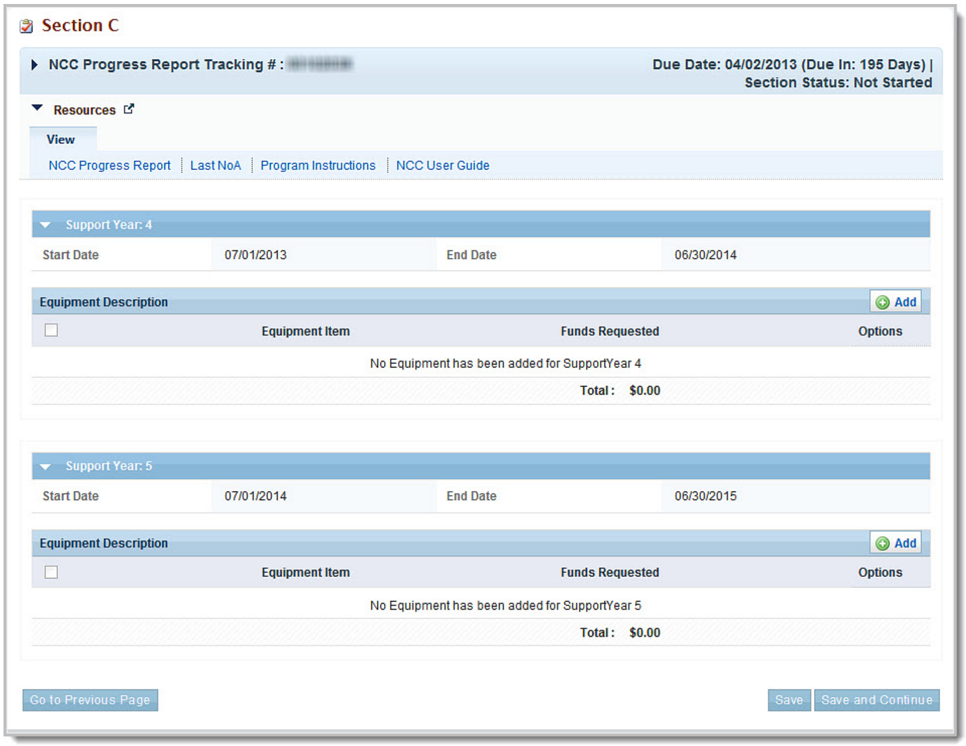
3.3.3. Budget Information: Section C

Section C of the Budget allows users to specify the equipment that will be used for each budget period of the project.

1. Click the Section C link on the Progress Report left navigation panel to access the **Section C** page (Figure 41), if it is not already displayed.

> **Note:** The equipment information for each budget period will be populated from the latest application or NCC report, if it exists. You should review and update this information, as necessary.

Figure 41: Budget Information – Section C Page (Initial Screen)



2. Enter the equipment information, as necessary, ***for each remaining budget period listed on the screen.***

You can perform the following functions for each budget period on the screen, as necessary:

Options:

- Add equipment
- Update entered equipment
- Delete entered equipment

3.3.3.1. Adding Equipment

1. Click the Add button in the **Equipment Description** header of the **Support Year** you are modifying. The **Section C – Equipment Add** page opens.

Figure 42: Section C Page Add Button

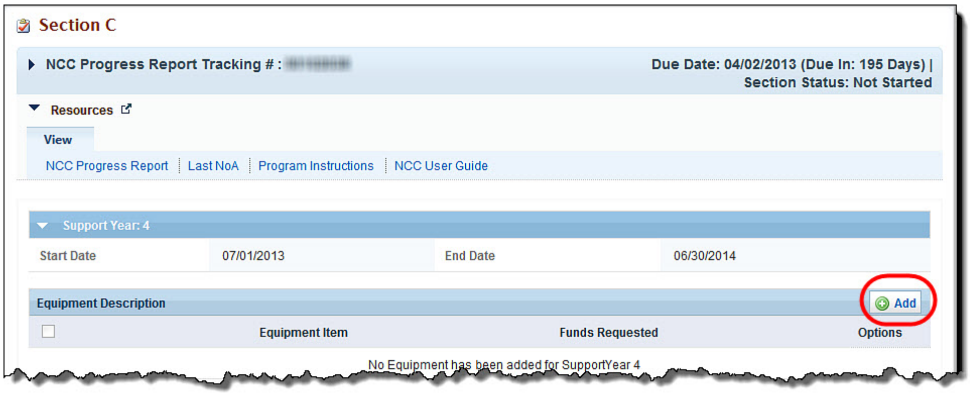
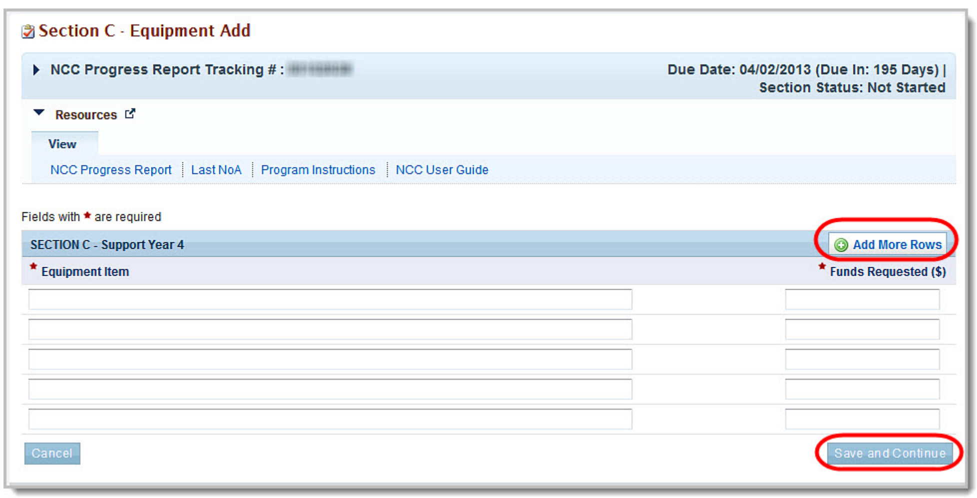


Figure 43: Section C – Equipment Add Page



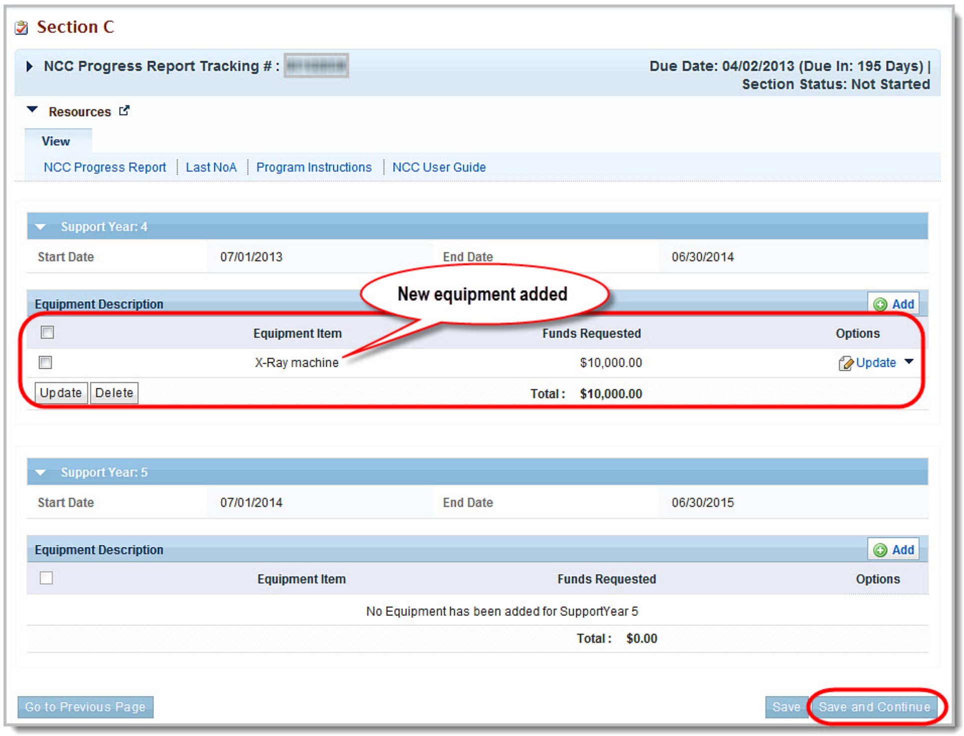
2. Enter each individual piece of equipment.

> **Notes:**
>
> Equipment is defined as an item of property that has:
>
> - An acquisition cost of $5,000 or more (unless the organization has established lower levels)
> - An expected service life of more than 1 year
>
> List each item of equipment separately. Ordinarily allowable items are limited to those which will be used primarily or exclusively in the actual conduct or performance of grant activities.

3. Enter the funds requested for the equipment that will include the estimated cost of each item of equipment, shipping, and any maintenance costs and agreements.

4. After you have entered all the equipment or have entered as much equipment as can fit on the form, click the Save and Continue button. You will be returned to the **Section C** page (Figure 44) which will include the equipment that you added.

Figure 44: Budget Information – Section C Page With Added Equipment



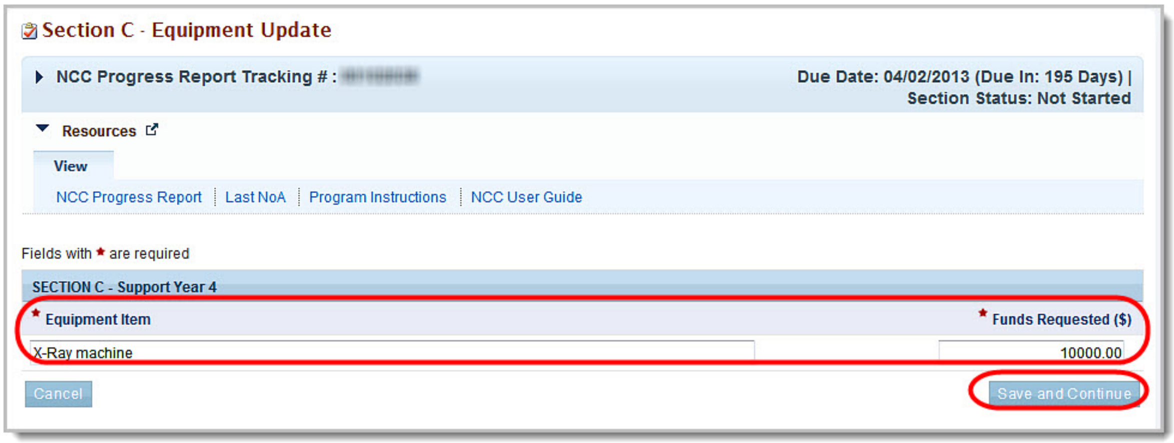
3.3.3.2. Updating Entered Equipment

1. Select one or more pieces of equipment you want to update on the **Section C** page and click the Update drop-down.
2. Click the Update link. The **Section C – Equipment Update** page opens.
3. Modify the **Equipment Item** field, the **Funds Requested** field, or both, as appropriate.

Note: Fields marked with an asterisk (*) are required.

4. Click the Save and Continue button. The **Section C** page re-opens with a green Success banner and reflecting the changes you made to the Equipment.
5. After you have completed the form, click the Save and Continue button to save your work and proceed to the next form.

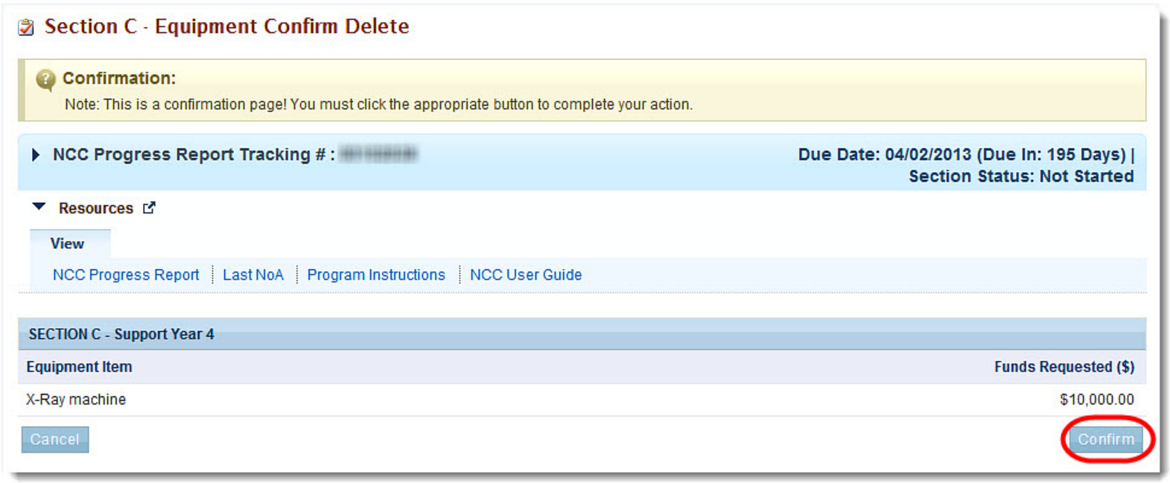
Figure 45: Update Equipment Form



3.3.3.3. Deleting Entered Equipment

1. Select one or more pieces of equipment you want to update on the **Section C** page and click the Update drop-down.
2. Click the Delete link. The **Section C – Equipment Confirm Delete** page opens (Figure 46).

Figure 46: Delete Equipment Confirmation Form



3. Click the Confirm button to confirm your deletion. The **Section C** page re-opens with a green Success banner and the Equipment you deleted no longer listed.
4. After you have completed the form, click the Save and Continue button to save your work and proceed to the next form.

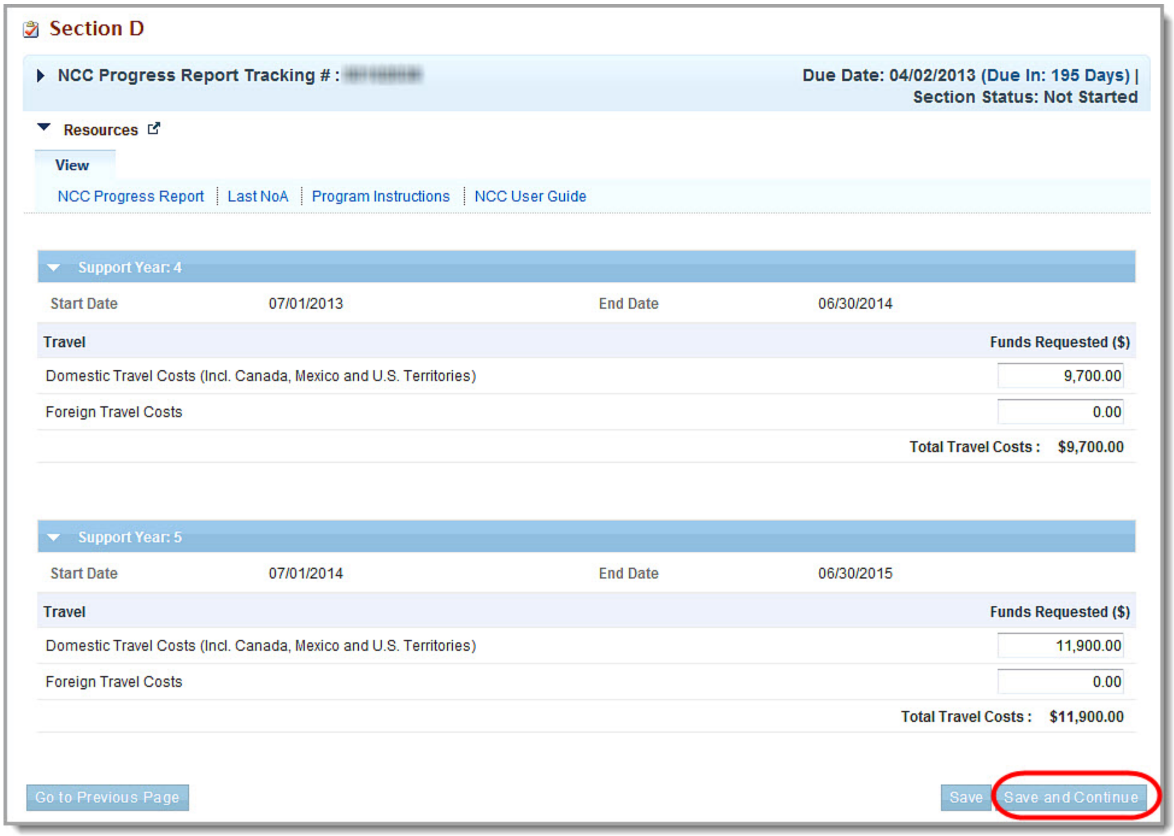
3.3.4. Budget Information: Section D

Section D of the Budget allows users to enter travel costs for each budget period of the project.

Click the Section D link on the Progress Report left navigation panel to access the **Section D** page (Figure 47), if it is not already displayed.

> **Note:** The travel information for each budget period will be populated from the latest application or NCC report, if it exists. You should review and update this information, as necessary.

Figure 47: Budget Information – Section D Page



1. Enter the domestic and foreign travel costs for each remaining budget period listed on the screen.
2. After you have completed the form, click the Save and Continue button to save your work and proceed to the next form.

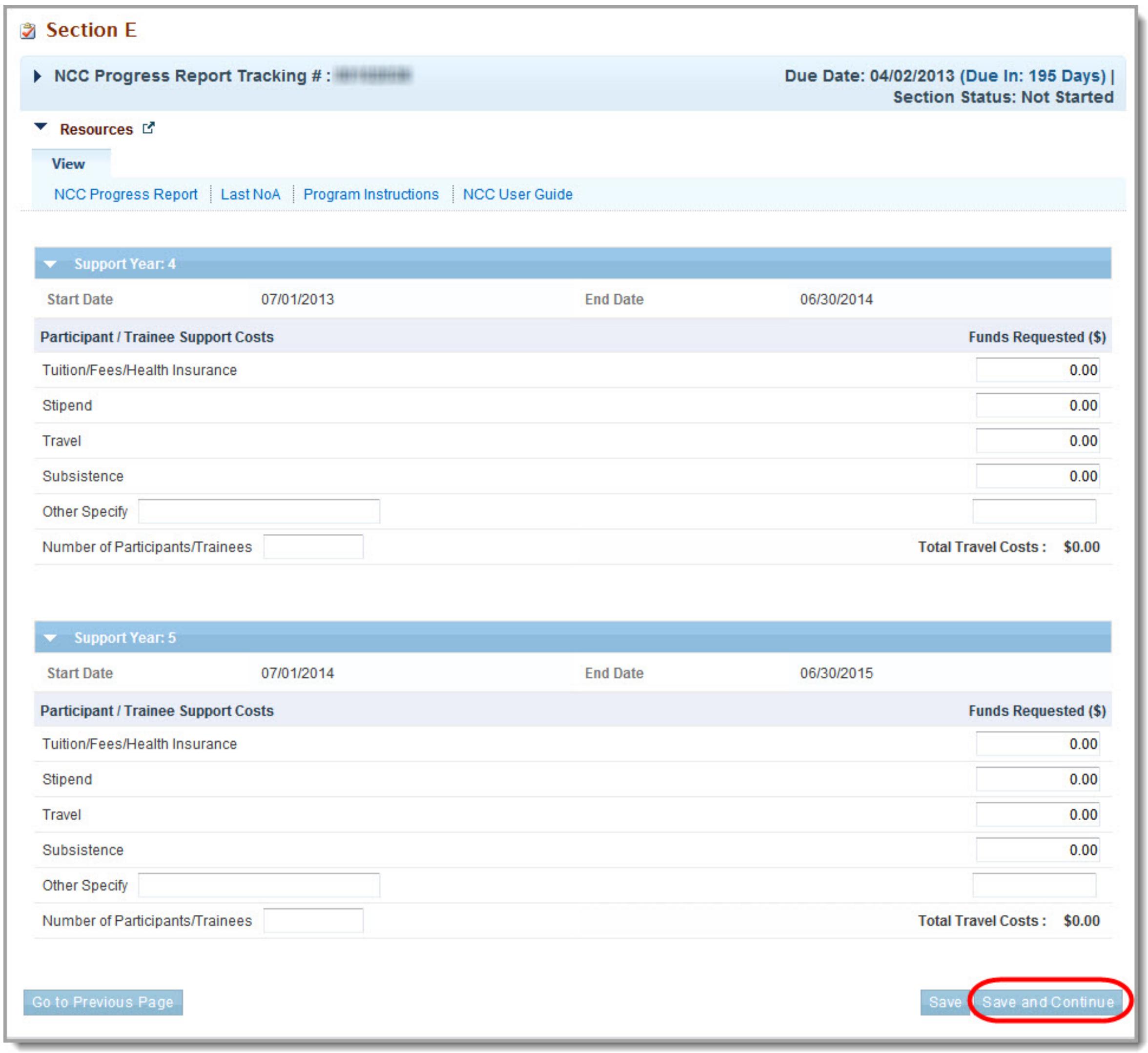
3.3.5. Budget Information: Section E

Section E of the Budget allows users to enter school-related for each budget period of the project.

Click Section E on the Progress Report left navigation panel to access the **Budget Information – Section E Page** (Figure 48), if it is not already displayed.

Note: The participant and training information for each budget period will be populated from the latest application or NCC report, if it exists. You should review and update this information, as necessary.

Figure 48: Budget Information – Section E Page



1. Enter the school support costs (as applicable), as well as the number of participants/trainee, ***for each remaining budget period listed on the screen***.
2. After you have completed the form, click the Save and Continue button to save your work and proceed to the next form.

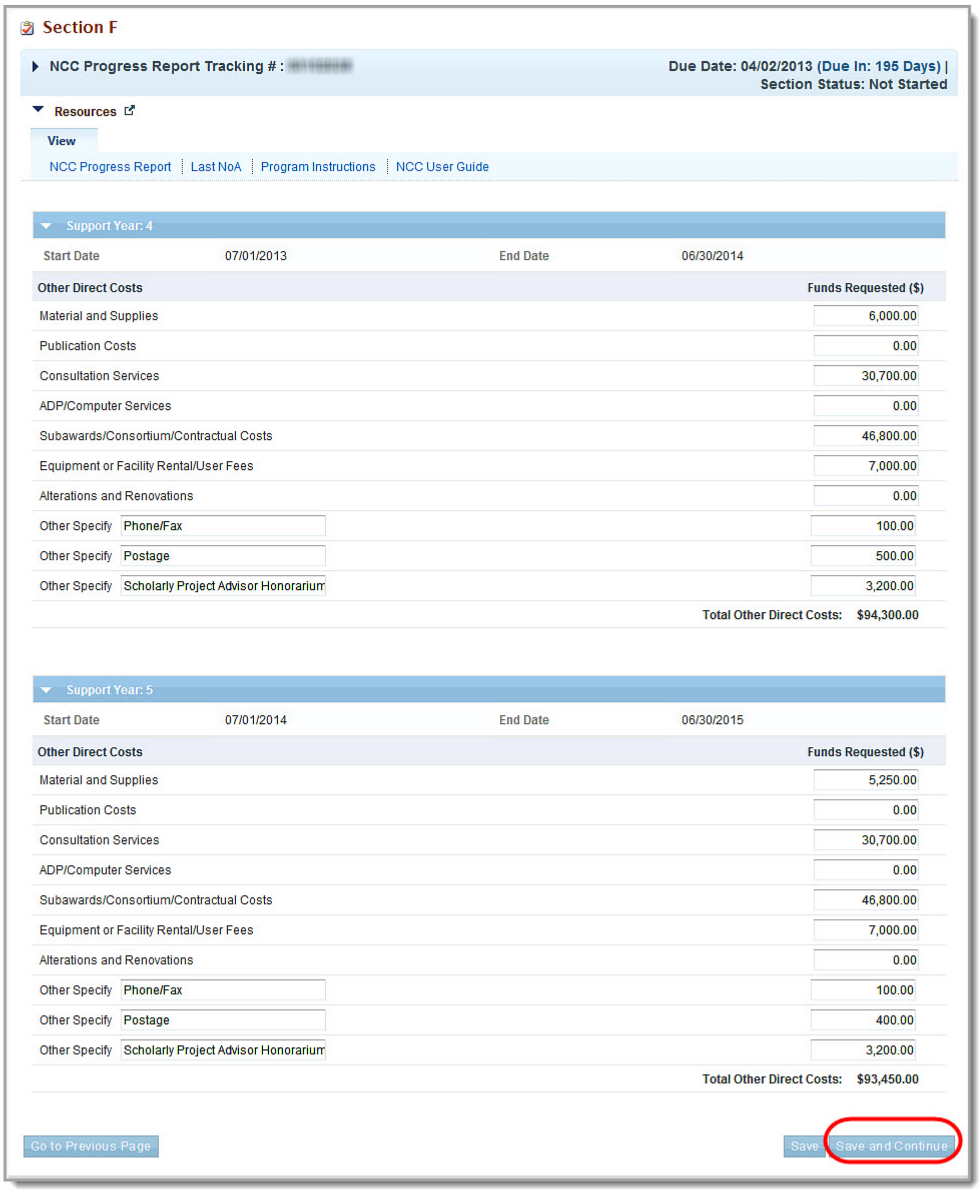
3.3.6. Budget Information: Section F

Section F of the Budget allows users to enter other direct costs for each budget period of the project.

Click the Section F link on the Progress Report left navigation panel to access the **Budget Information – Section F Page** (Figure 49), if it is not already displayed.

Note: The other direct costs for each budget period will be populated from the latest application or NCC report, if it exists. You should review and update this information, as necessary.

Figure 49: Budget Information – Section F Page


Section F

NCC Progress Report Tracking # :

Due Date: 04/02/2013 (Due In: 195 Days) | Section Status: Not Started

Resources

View

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

Support Year: 4

Start Date 07/01/2013 End Date 06/30/2014

Other Direct Costs		Funds Requested ($)
Material and Supplies		6,000.00
Publication Costs		0.00
Consultation Services		30,700.00
ADP/Computer Services		0.00
Subawards/Consortium/Contractual Costs		46,800.00
Equipment or Facility Rental/User Fees		7,000.00
Alterations and Renovations		0.00
Other Specify	Phone/Fax	100.00
Other Specify	Postage	500.00
Other Specify	Scholarly Project Advisor Honorarium	3,200.00
	Total Other Direct Costs:	$94,300.00

Support Year: 5

Start Date 07/01/2014 End Date 06/30/2015

Other Direct Costs		Funds Requested ($)
Material and Supplies		5,250.00
Publication Costs		0.00
Consultation Services		30,700.00
ADP/Computer Services		0.00
Subawards/Consortium/Contractual Costs		46,800.00
Equipment or Facility Rental/User Fees		7,000.00
Alterations and Renovations		0.00
Other Specify	Phone/Fax	100.00
Other Specify	Postage	400.00
Other Specify	Scholarly Project Advisor Honorarium	3,200.00
	Total Other Direct Costs:	$93,450.00

Go to Previous Page | Save | Save and Continue

1. Enter the requested funds (as applicable) ***for each remaining budget period listed on the screen***.
2. After you have completed the form, click the Save and Continue button to save your work and proceed to the next form.

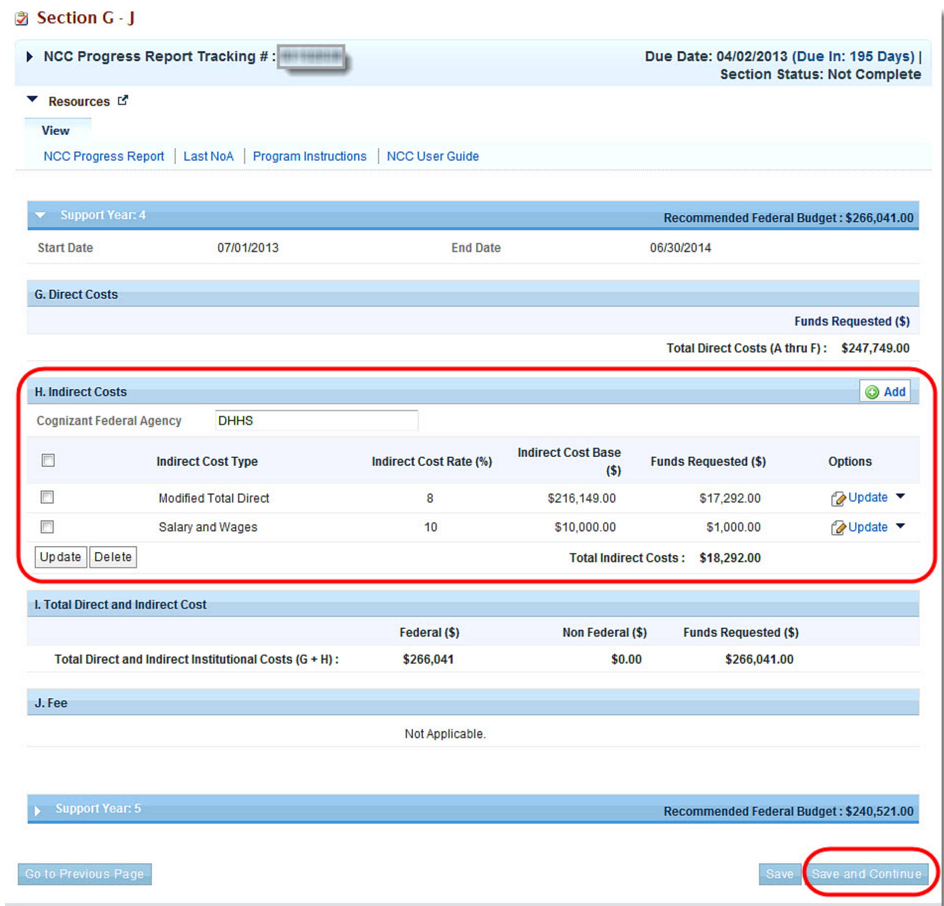
3.3.7. Budget Information: Sections G – J

This page contains several budget sections for each budget period. Sections G – J of the Budget will display direct costs, indirect costs and fees for each budget period of the project.

Note: The screen only allows users to enter the INDIRECT direct costs. (The DIRECT costs are calculated from Section A - F of the Budget, and the fees are not applicable for this type of progress report.)

1. Click Section G – J on the Progress Report left navigation panel to access the **Section G-H** page (Figure 50), if it is not already displayed.

Figure 50: Budget Information – Sections G - J Page (initial Screen)



2. Enter the indirect costs, as necessary, for each remaining budget period listed on the screen.

Rules for each Budget Period:

- The Funds Requested in section G (Direct Costs) is calculated from the sum of sections A through F.
- The Federal ($) column in section I is calculated from the sum of sections G and H.
- The Funds Requested ($) column in section I (Total Direct and Indirect Cost) is calculated from the sum of sections G and H.
- The Funds Requested ($) column in section I (Total Direct and Indirect Cost) should match the “Recommended Federal Budget” $ amount (appearing above the Budget Period section heading) unless there is a HRSA-approved exception to change the budget. (Refer to the **(from Last NGA)** link on the top of the Budget Period section heading.)
- If the Funds Requested in section I ((Total Direct and Indirect Cost) is $0.00, then the Total Direct and Indirect Costs (sections G + H) do not have to match.

You can perform the following indirect cost functions for each budget period on the screen, as necessary:

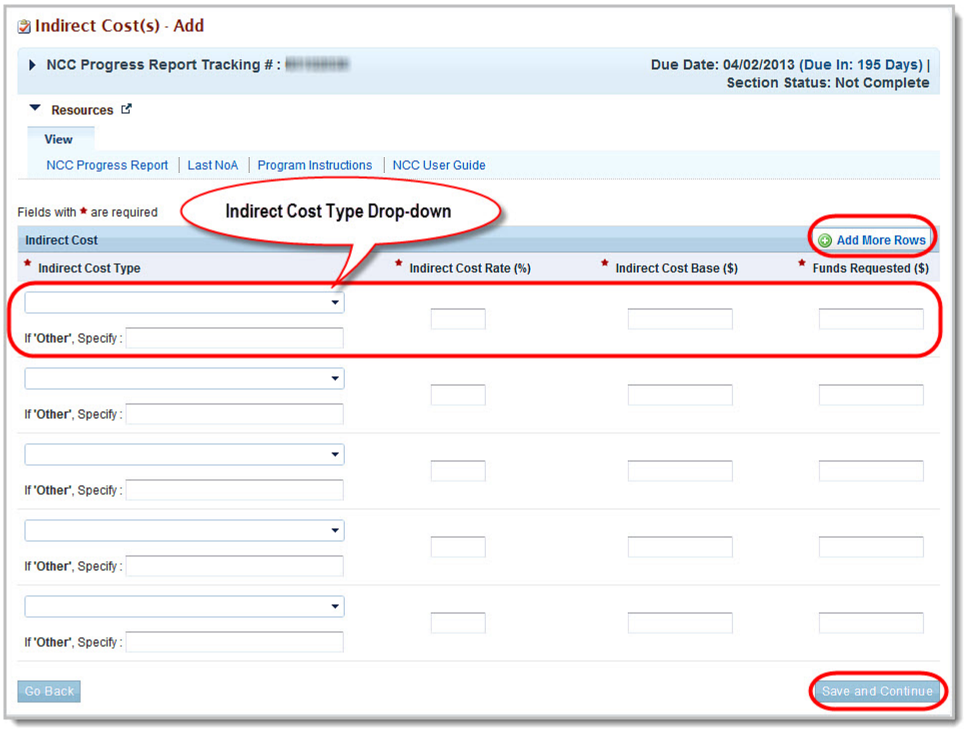
Options:

- Add indirect costs
- Update indirect costs
- Delete indirect costs
- Display the last NoA

3.3.7.1. Adding Indirect Costs

1. Click the Add button on the **Section G-J** page (Figure 50). The **Indirect Cost(s) – Add** page (Figure 51) opens. Fields marked with an asterisk (*) are required.

Figure 51: Add Indirect Cost Form

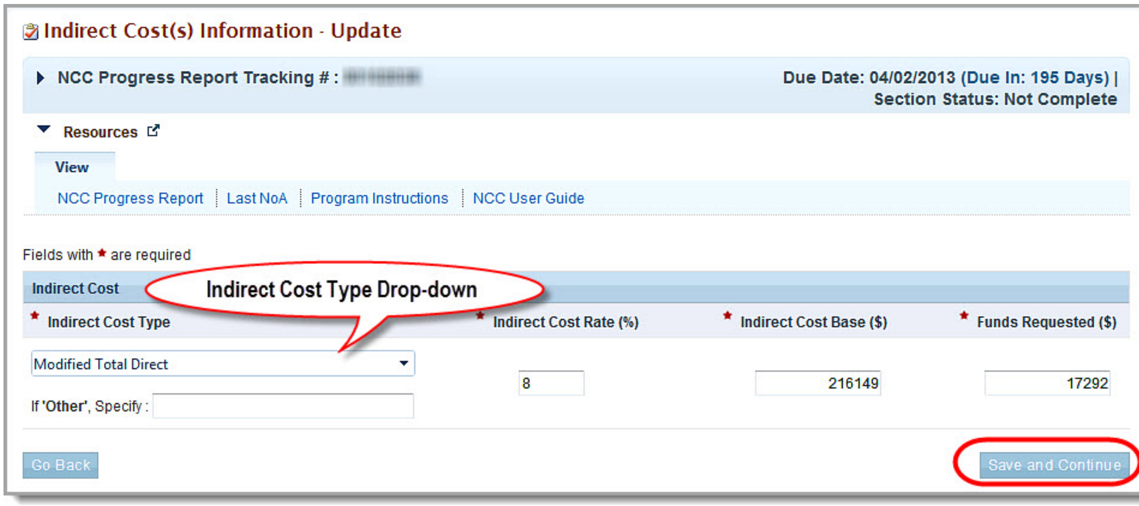


2. For each type of indirect cost,
   a. Select the **Indirect Cost Type** from the dropdown. If you select **Other**, then you must enter the type of indirect cost in the text box below the dropdown.
   b. Enter the **Indirect Cost Rate (%)**, the **Indirect Cost Base ($)** and the **Funds Requested ($)**.
3. If you need more lines to enter additional indirect costs, click the Add More Rows button at the top of the form. The **Indirect Cost(s) – Add** page (Figure 51) will be redisplayed, containing five more rows.
4. When you are finished entering the indirect costs, click the Save and Continue button. You will be returned to the **Section G-J** page (Figure 50). The **Indirect Costs** section of the budget period will list the costs you entered.

3.3.7.2. Updating Indirect Costs

1. On the **Section G-J** page (Figure 50) select the indirect costs that you want to update and click the Update button. The **Indirect Cost(s) Information – Update** page (Figure 52) will be displayed, listing the indirect costs that you selected.

Figure 52: Indirect Cost(s) Information - Update Page



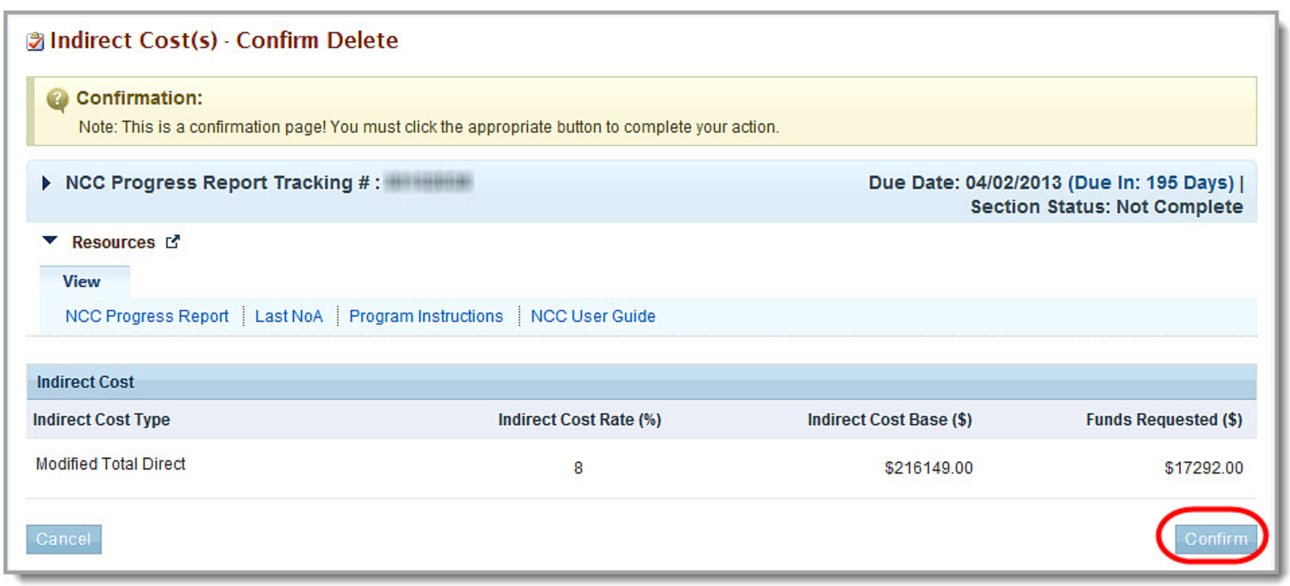
2. Revise the form, as necessary, then click the Save and Continue button. You will be returned to the **Section G-J** page (Figure 50). The Indirect Costs section of the budget period will reflect your changes.

Note: Fields marked with an asterisk (*) are required.

3.3.7.3. Deleting Indirect Costs

1. Select the indirect costs that you want to delete on the **Section G-J** page (Figure 50), and click the Delete button. The **Indirect Cost(s) Confirm Delete** page (Figure 53) will be displayed, listing the indirect costs that you selected.

Figure 53: Indirect Cost(s) Confirm Delete Page



7. Click the Confirm button. You will be returned to the **Section G-J** page (Figure 50). The **Indirect Costs** section of the budget period will reflect your deletions.

3.3.7.4. Displaying the Last Notice of Award (NoA)

1. Click the Last NoA sub-tab within the View tab. The **View NoA** page will be displayed in a pop-up window.
2. You can also view the Terms and Conditions and the Award Email by clicking on the appropriate tabs.
3. After you have finished viewing the information click the Close Window button to return to **Section G-J** page (Figure 50).

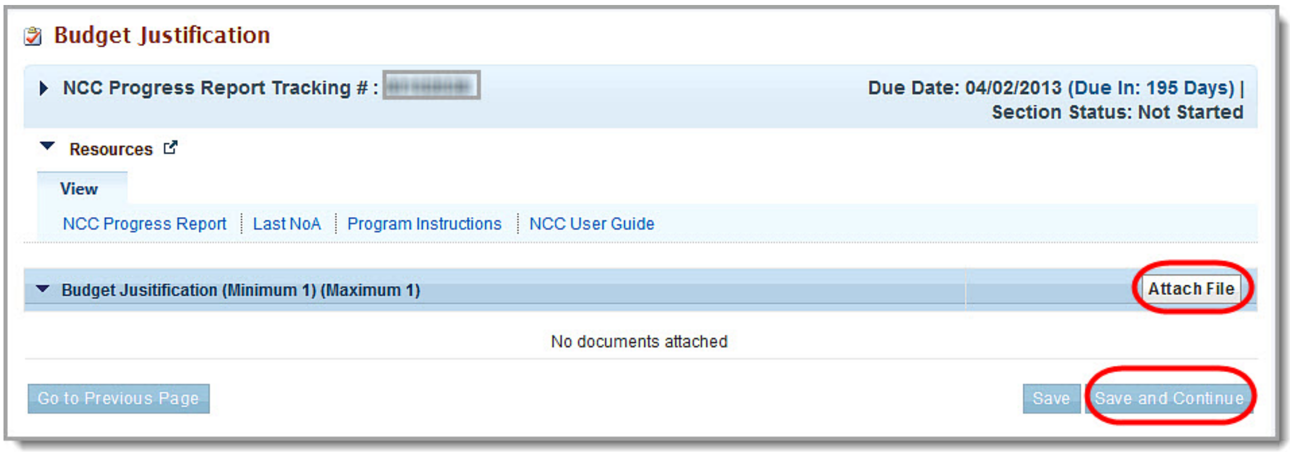
3.3.8. Budget Justification: Section K

Section K of the Budget allows users to attach a Budget-Justification document.

Note: You MUST attach one Budget-Justification document.

1. Click the Section K link on the Progress Report left navigation panel to access the **Budget Justification** page (Figure 54), if it is not already displayed.

Figure 54: Budget Justification – Section K Page



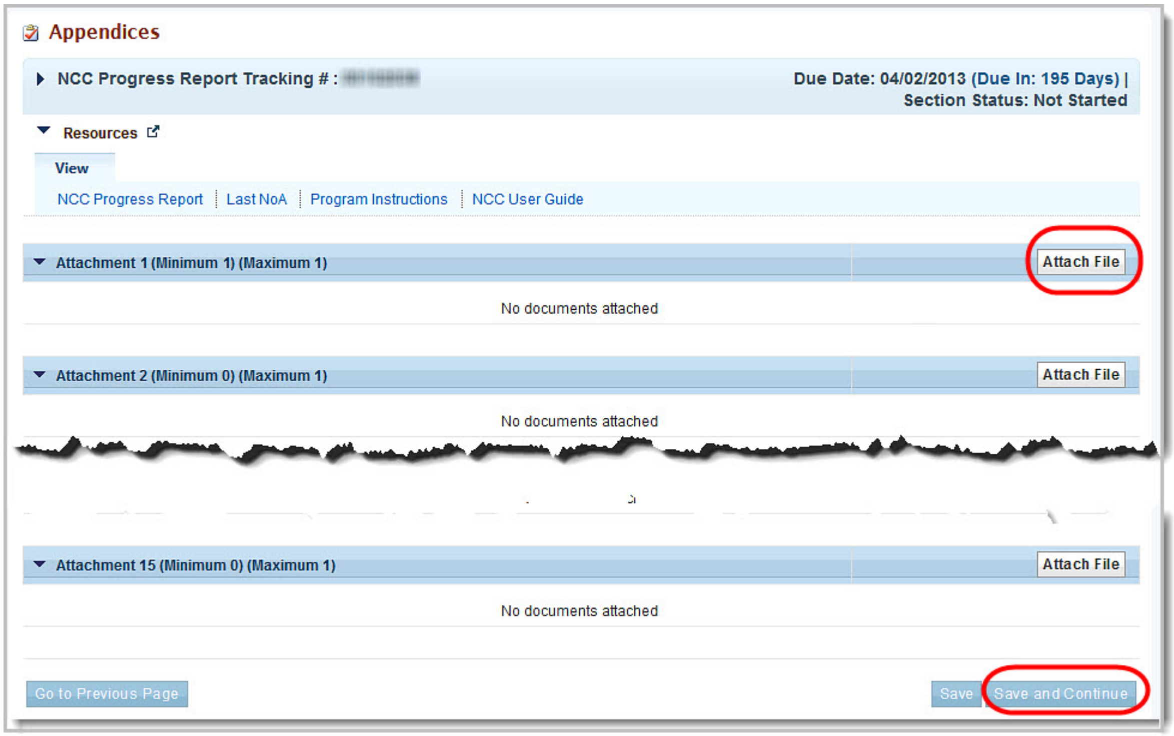
2. Click the **Attach File** button to attach your Budget Justification document. the budget Justification section expands.
3. Enter or browse for the file name and path.
4. If appropriate, enter a brief description of the file.
5. Click the **Attach** button. The **Budget Justification** page (Figure 54) refreshes showing the file you just attached.
6. Click the Save and Continue button to proceed to the next form.

3.4. Appendices

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

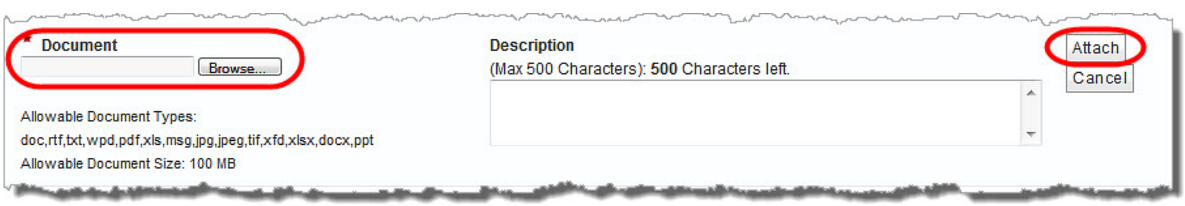
1. Click the Appendices link on the Progress Report left navigation panel to access the **Appendices** page (Figure 55), if it is not already displayed.

Figure 55: Appendices Page



2. Click the Attach File button in an **Attachment** header. The **Attachment** header expands to show the **Document** and **Description** fields

Figure 56: Appendices Page – File Attachment



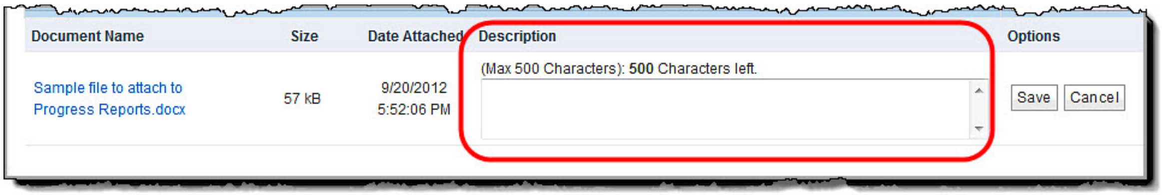
Note: Fields marked with an asterisk (*) are required.

3. Enter or select a file name to attach.
4. Enter a Description of the file, if appropriate.
5. Click the **Attach** button. The **Appendices** page re-opens listing the file you just attached.
6. Repeat steps 2 through 5 to attach any other appendix documents.
7. Click the Save and Continue button to proceed to the next form.

3.4.1.1. Updating a Document Description

1. On the **Appendices** page, select an Attachment and click the Update Description drop-down.
2. Click the Update Description link to expand that Attachment section.

Figure 57: Appendices Page – File Attachment Update Description



3. Enter your changes to the **Description**.
4. Click the **Save** button. The **Appendices** page refreshes showing the changes you have made to the Description.
5. Click the Save and Continue button to proceed to the next form.

3.4.1.2. Deleting a Document

1. On the **Appendices** page, select an Attachment and click the Update Description drop-down.
2. Click the Delete link.
3. When you are finished with your deletions, click the Save and Continue button to proceed to the next form.

3.5. Review the Progress Report

The **NCC Progress Report – Status Overview** page (Figure 5) 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 – Status Overview** page (Figure 5), click the Review link on the Progress Report left navigation panel. The **NCC Progress Report - Review** page opens in a Table of Contents format (Figure 59).

Figure 58: NCC Progress Report – Review and Submit

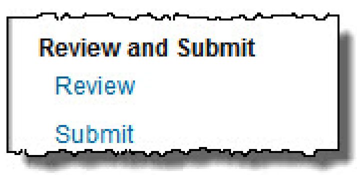
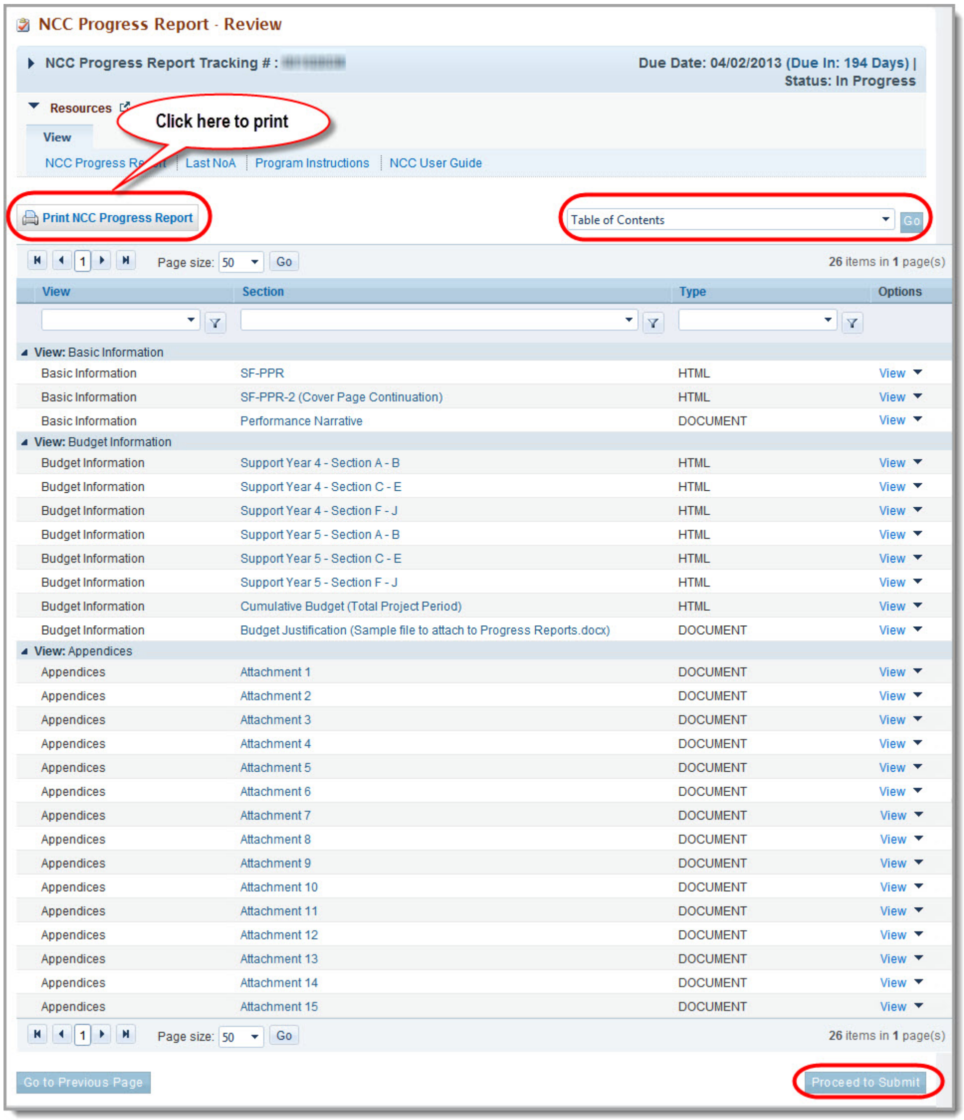


Figure 59: NCC Progress Report Review Page



The Table of Contents lists all sections in the Progress Report.

Click the Print NCC Progress Report to print the entire NCC Progress Report.

To open the review version of an individual document or HTML page, click the View drop-down and then the View link for that document or page.

When you have completed your review, click the Proceed to Submit button at the bottom of the page to go to the **NCC Progress Report - Submit** page ().

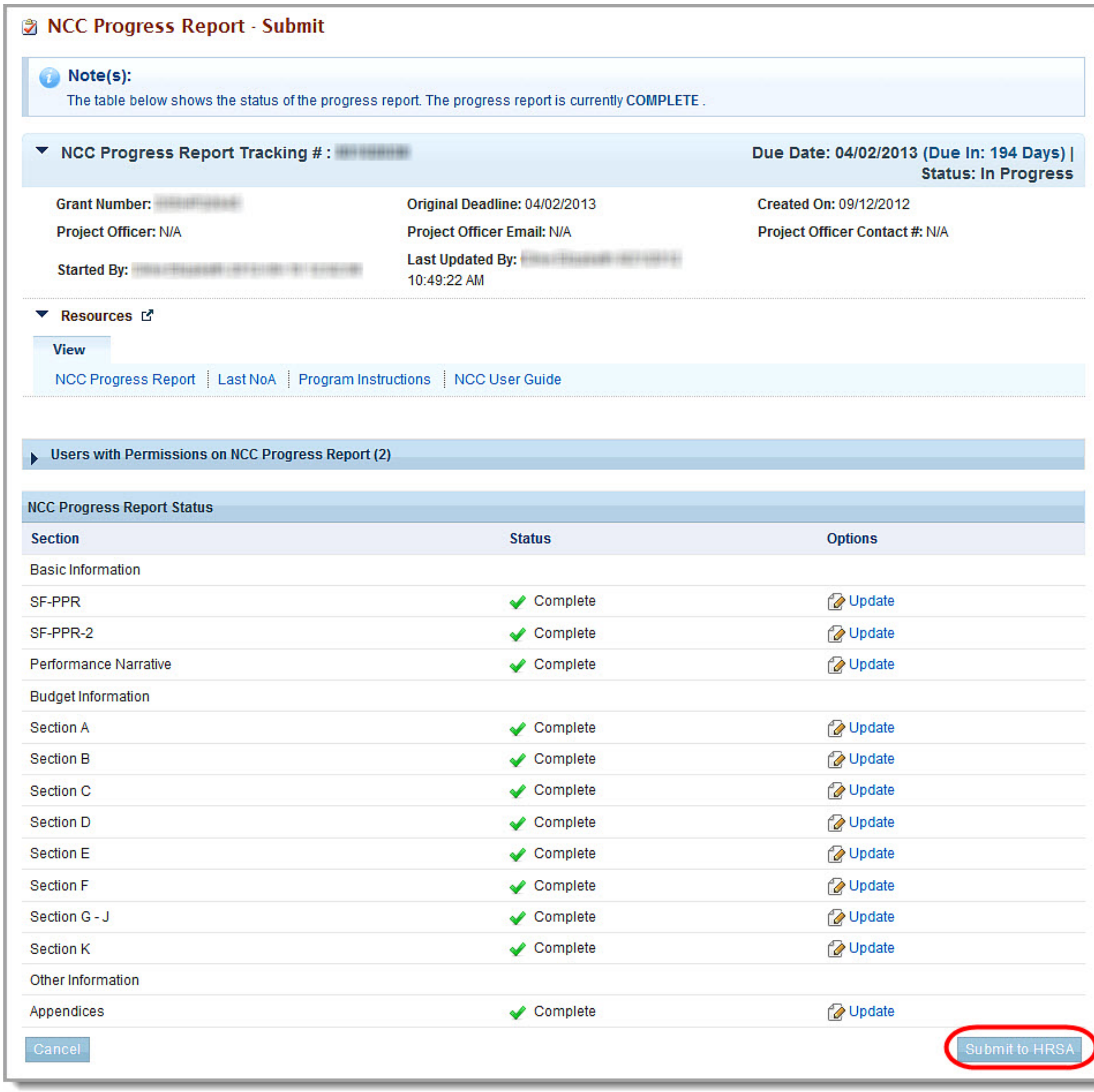
3.6. Submit Progress Report

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. Click the Submit link under **Review and Submit** on the on the Progress Report's left navigation panel, to access the **NCC Progress Report – Submit** page (Figure 60) if it is not already displayed.

Figure 60: NCC Progress Report – Submit Page

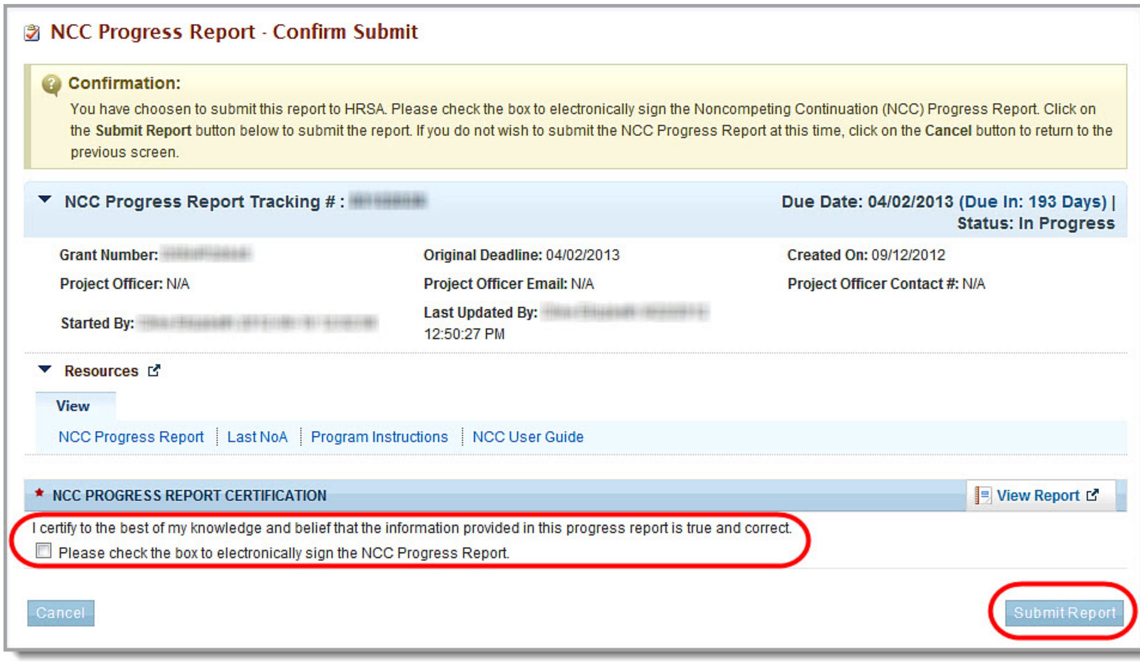


Note: You can also start the Submit Progress Report process by clicking Proceed to Submit at the bottom of the **NCC Progress Report - Review** page (Figure 59).

If all the forms are marked **Complete**, the **NCC Progress Report – Submit** page (Figure 60) will have a Submit to HRSA button at the bottom of the page.

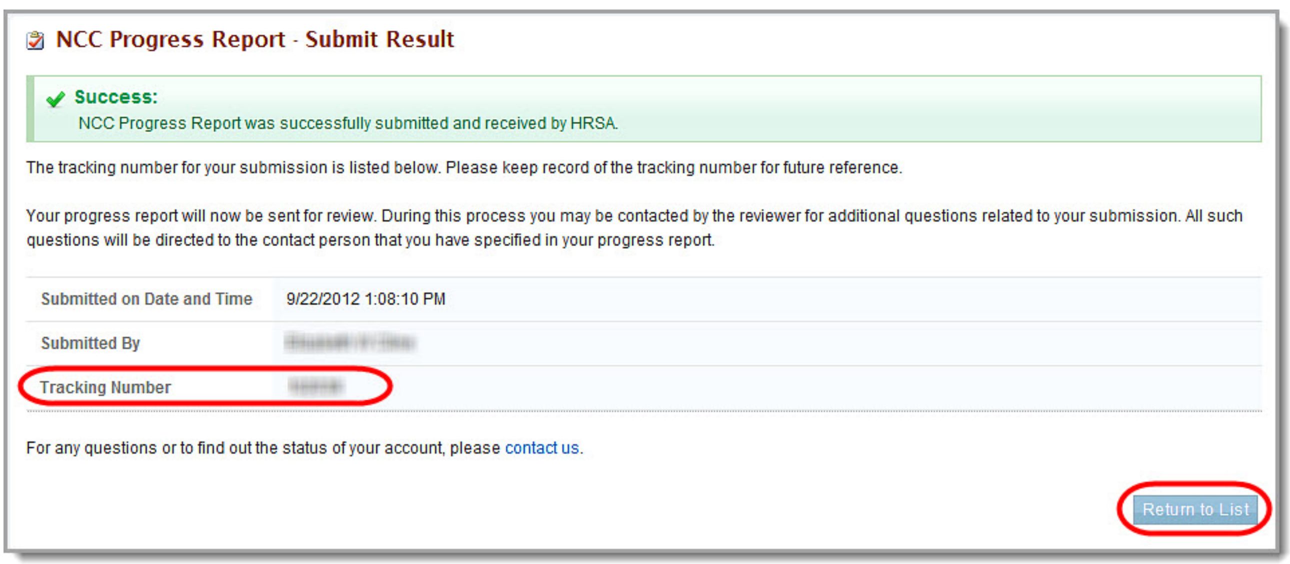
2. Click the Submit to HRSA button. The **NCC Progress Report – Confirm Submit** page (Figure 61) will be displayed.

Figure 61: NCC Progress Report – Confirm Submit Page



1. Check the box to electronically sign the Progress Report.
2. Click the Submit Report button to submit your Progress Report to HRSA. The **NCC Progress Report - Submit Result** page (Figure 62) will be displayed.

Figure 62: NCC Progress Report – Submit Result Page



3. Take note of the Tracking Number.
4. Click the Return to List button to go to the **Submissions – Incomplete List** Pagepage (Figure 4) to view additional Progress Reports which you can begin or edit.

Note: If there are no Progress Reports, you will be taken to the HRSA EHB Home (Welcome) Pagepage (Figure 2)

4. Customer Support Information

Note: Use your Progress Report Tracking Number for all correspondence.

4.1. BPHC Help Desk

For assistance with completing Standard and Program Specific forms within the application, please contact BPHC Help Desk:

By email: BPHCHELPLINE@hrsa.gov

OR

By Phone: 1-877-974-BPHC (2742) (between 9:00 am to 5:30 pm ET)

Note: For any questions on application guidance or programmatic questions that you might have when completing your application, please see section **4.3, HRSA Program Support**.

DO NOT call the Call Center for application guidance or programmatic questions.

4.2. 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) or 301-998-7373 (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'

Note: For any questions on application guidance or programmatic questions that you might have when completing your application, please see section **4.3, HRSA Program Support**.

DO NOT call the Call Center for application guidance or programmatic questions.

4.3. 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 Contac**t within the **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 Progress Reports?

Refer to the software requirements for HRSA EHBs. In addition, you will need Microsoft Word to complete any unstructured forms, such as those used for attachments.

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