
HRSA EHB USER GUIDE

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

User Guide for Grantees

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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

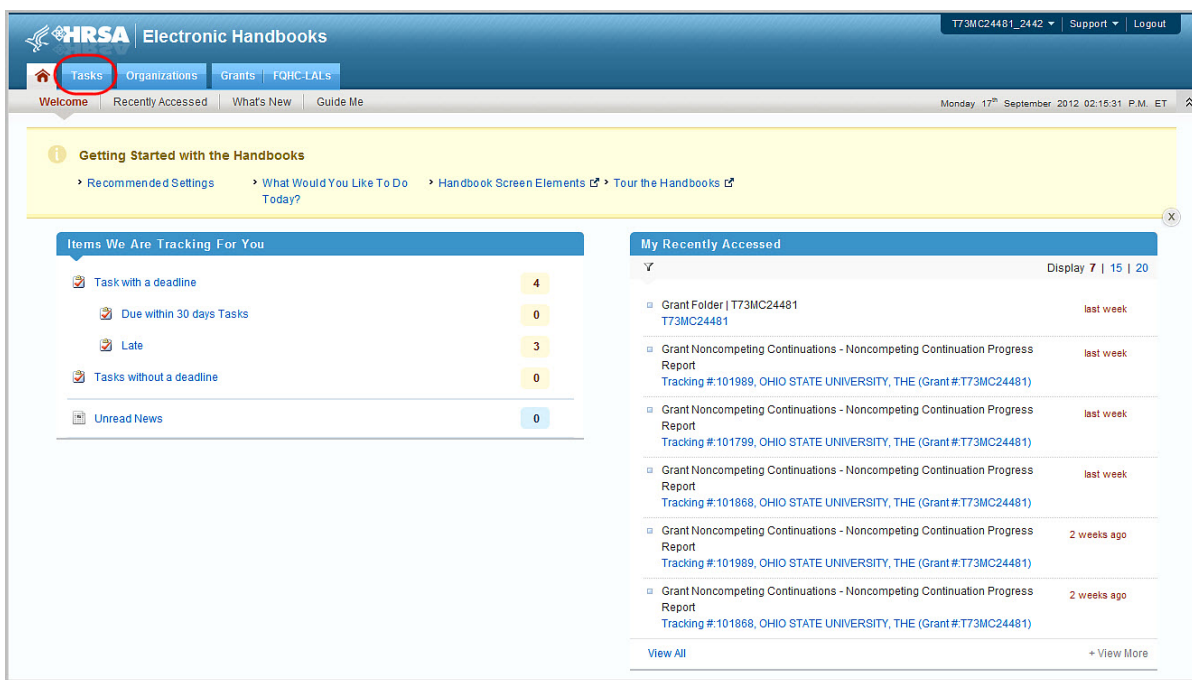
Point your browser to <https://grants.hrsa.gov/webexternal/login.asp>.

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

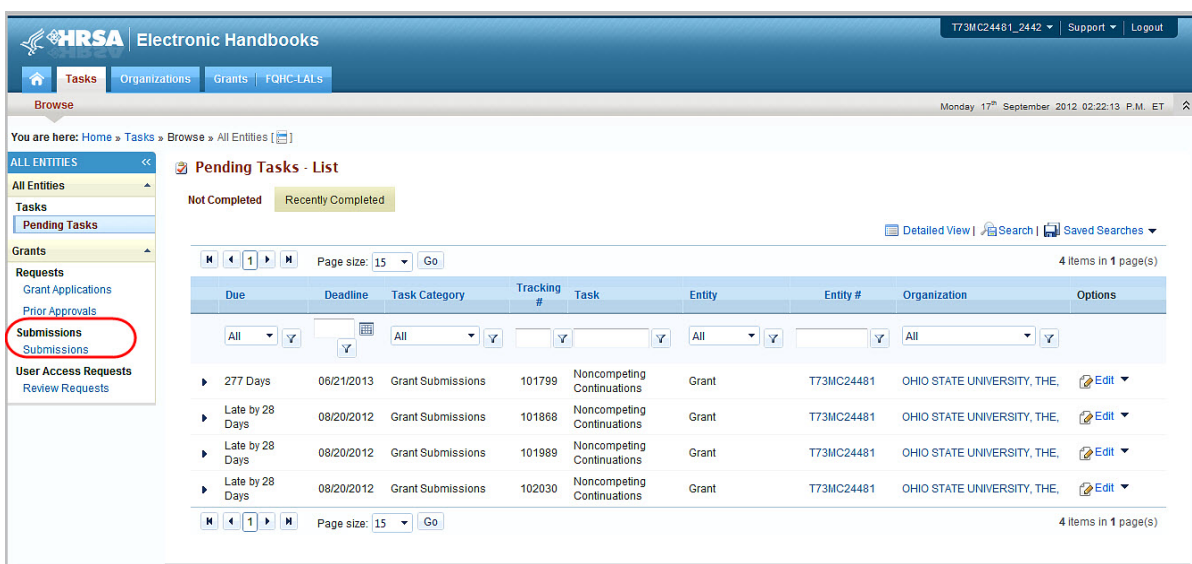


3.1.2. Accessing the Progress Report

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
All		All						All	
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

NCC Progress Report - Status Overview

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

▼ NCC Progress Report Tracking # :
Due Date: 08/20/2012 (**Late By:** 27 Days) | **Status:** In Progress

Grant Number: 	Original Deadline: 08/20/2012	Created On: 09/11/2012
Project Officer: N/A	Project Officer Email: N/A	Project Officer Contact #: N/A
Started By: 	Last Updated By: 	
	2:48:04 PM	

▼ Resources

View
[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

► Users with Permissions on NCC Progress Report (1)

NCC Progress Report Status

Section	Status	Options
Basic Information		
SF-PPR	Not Started	Update
SF-PPR-2	Not Started	Update
Performance Narrative	Not Started	Update
Budget Information		
Section A	Not Started	Update
Section B	Not Started	Update
Section C	Not Started	Update
Section D	Not Started	Update
Section E	Not Started	Update
Section F	Not Started	Update
Section G - J	Not Started	Update
Section K	Not Started	Update
Other Information		
Appendices	Not Started	Update

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

Figure 6: SF-PPR Page

SF-PPR

► **NCC Progress Report Tracking # :** [REDACTED]

Due Date: 08/20/2012 (Late By: 27 Days) | Section Status: Not Started

▼ **Resources**

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 [Program Instructions](#) |
 [NCC User Guide](#)

Grantee Organization Information

Federal Grant or Other Identifying Number Assigned by Federal Agency	[REDACTED]
DUNS Number	[REDACTED]
Employer Identification Number (EIN)	[REDACTED]
Recipient Organization Name	[REDACTED]
Recipient Organization Address	[REDACTED]
CRS Entity Identification Number	[REDACTED]
Recipient Identifying Number or Account Number	[REDACTED]
Reporting Period End Date	06/30/2013
Final Report	<input type="radio"/> Yes <input checked="" type="radio"/> No

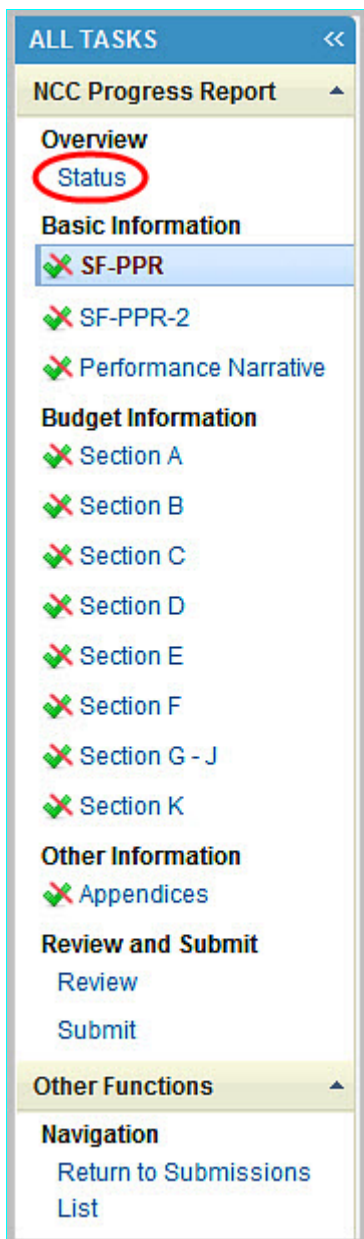
Fields with ★ are required

★ Authorizing Official (AO) Information				
Title of Position	Name	Phone	Email	Options
Authorizing Official	[REDACTED]	[REDACTED]	[REDACTED]	Change ▼

[Go to Previous Page](#)
[Save](#)
[Save and Continue](#)

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.

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

- 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

Authorizing Official - Change

NCC Progress Report Tracking # : NCC-12-000000 Due Date: 08/20/2012 (Late By: 27 Days) | Section Status: Not Complete

Resources View

[NCC Progress Report](#) |
 [Last NoA](#) |
 [Program Instructions](#) |
 [NCC User Guide](#)

[Request New AO](#)

Choose AO to Add

Select	Name	Role	Email	Last Login Date
<input checked="" type="radio"/>	Reitester, Robert	AO	reitester1@hotmail.com	7/5/2012 1:41:00 PM
<input type="radio"/>	Reitester, Robert	AO	reitester1@hotmail.com	12/22/2011 2:47:00 PM
<input type="radio"/>	Reitester, Robert	AO	reitester1@hotmail.com	9/23/2011 2:30:00 PM
<input type="radio"/>	Reitester, Robert	AO	reitester1@hotmail.com	9/30/2011 12:21:00 PM
<input type="radio"/>	Reitester, Robert	AO	reitester1@hotmail.com	8/1/2011 11:15:00 AM
<input type="radio"/>	Reitester, Robert	AO	reitester1@hotmail.com	5/14/2012 10:31:00 AM
<input type="radio"/>	Reitester, Robert	AO	reitester1@hotmail.com	7/6/2012 7:15:00 AM
<input type="radio"/>	Reitester, Robert	AO	reitester1@hotmail.com	4/30/2012 4:57:00 PM
<input type="radio"/>	Reitester, Robert	AO	reitester1@hotmail.com	5/4/2012 1:02:00 PM

[Go Back](#)
[Add Selected Person as AO](#)

- 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)

Authorizing Official - Change

► NCC Progress Report Tracking # : [REDACTED] Due Date: 08/20/2012 (Late By: 27 Days) | Section Status: Not Complete

▼ Resources

View

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Fields with * are required

Authorizing Official Information

Title

Prefix

* Last Name

* First Name

Middle Initial

Suffix

Organization Affiliation

Contact Information

* Email Address (username@domain.com)

* Phone Number Ext.

Fax Number -

* **Mailing Address (Required)**

Mailstop Code (Internal Routing)

Division / Department Name

Address Type ☒ Domestic Address ☐ International Address

Specify Domestic Address (Street Address or PO Box Only or Rural Route)

☒ * Address Street Number * Street Name Select One Number

☐ * PO Box Only Number

☐ * Rural Route Type Number Box

* City (Required if Zip is not specified)

Urbanization (Used only for Puerto Rico(PR))

* State (Required if City is specified)

* Zip Code (Lookup) - (Required if City is not specified)

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

Authorizing Official - Request New

Note(s):
 In order to assign a new AO to your application, the chosen person must be registered. Please enter the information below to notify the prospective AO via an email and request that he or she registers.
 AO information entered here will not be saved by the system.

NCC Progress Report Tracking # : [REDACTED] **Due Date:** 08/20/2012 **(Late By: 28 Days)** | **Section Status:** Not Complete

Resources [View](#)
[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Fields with * are required

Notify AO

* First Name
 * Last Name
 * Email Address

Subject Registration Request

This email has been sent to you because Karen Ratliff-Schaub has indicated that you are the Authorizing Official (AO) for the following organization.

Name: OHIO STATE UNIVERSITY, THE
 Address:
 OFFICE OF SPONSORED PROGRAMS 1960 KENNY ROAD
 COLUMBUS, OH, 43210-1016
 Registered AOs: 1

Message

[REDACTED] 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://hrsaut16-is.reisys.com/2010/WebEPSEExternal/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.

(Max 500 Characters): 500 Characters left.

Additional Comments

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.

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

Figure 12: Authorization Official – Confirm Request Page

[illegible]

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

Authorizing Official Information - Update

► NCC Progress Report Tracking # : XXXXXXXXXX Due Date: 08/20/2012 (Late By: 28 Days) | Section Status: Not Complete

▼ Resources [↗](#)

View

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Fields with * are required

Authorizing Official Information

Title

Prefix

* Last Name

* First Name

Middle Initial

Suffix

Organization Affiliation

Contact Information

* Email Address (username@domain.com)

* Phone Number Ext.

Fax Number

* **Mailing Address (Required)**

Mailstop Code (Internal Routing)

Division / Department Name

Address Type ☒ Domestic Address ☐ International Address

Specify Domestic Address (Street Address or PO Box Only or Rural Route)

☒ * Address Street Number * Street Name
 Select One Number

☐ * PO Box Only Number

☐ * Rural Route Type Number Box

* City (Required if Zip is not specified)

Urbanization (Used only for Puerto Rico(PR))

* State (Required if City is specified)

* Zip Code ([Lookup ↗](#)) (Required if City is not specified)

- 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

Authorizing Official Information - Confirm Update

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

► **NCC Progress Report Tracking # :** [REDACTED] **Due Date: 08/20/2012 (Late By: 28 Days) | Section Status: Not Complete**

▼ **Resources**

View

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Authorizing Official Information

Title	Sponsored Program Officer
Prefix	
Last Name	[REDACTED]
First Name	[REDACTED]
Middle Initial	[REDACTED]
Suffix	
Organization Affiliation	

Contact Information

Email Address	[REDACTED]
Phone Number	[REDACTED]
Fax Number	[REDACTED]

Mailing Address (Required)

Mailstop Code (Internal Routing)	
Division / Department Name	[REDACTED]
Specify Domestic Address (Street Address or PO Box Only or Rural Route)	
Street Address	[REDACTED]
City	[REDACTED]
State	[REDACTED]
Zip Code	[REDACTED]
Congressional District	[REDACTED]

[Cancel](#) [Confirm](#)

- 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

- 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.
- Click the **Delete** link. The **Authorizing Official Information – Confirm Delete** page opens (Figure 15).

Figure 15: Authorization Official Information – Confirm Delete

- 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.

- 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 # : [REDACTED] 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	[REDACTED]	[REDACTED]	[REDACTED]	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

Point of Contact - Change

NCC Progress Report Tracking # : [REDACTED] Due Date: 08/20/2012 (Late By: 28 Days) | Section Status: Not Complete

Resources

[View](#)

[NCC Progress Report](#) [Last NoA](#) [Program Instructions](#) [NCC User Guide](#)

[Add New POC](#)

Select	Name	Role	Email
<input checked="" type="radio"/>	[REDACTED]	AO	retester1@hotmail.com
<input type="radio"/>	[REDACTED]	Budget Personnel, Other	retester1@hotmail.com
<input type="radio"/>	[REDACTED]	POC	retester1@hotmail.com
<input type="radio"/>	[REDACTED]	BO	retester1@hotmail.com
<input type="radio"/>	[REDACTED]	Budget Personnel, PD, POC	retester1@hotmail.com
<input type="radio"/>	[REDACTED]	Other	retester1@hotmail.com

[Go Back](#) [Add Selected Person as POC](#)

4. Click the [Add Selected Person as POC](#) 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

Point of Contact - Change

► NCC Progress Report Tracking # : [REDACTED] Due Date: 08/20/2012 (Late By: 28 Days) | Section Status: Complete

▼ Resources [View](#)

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Fields with * are required

Point of Contact Information

Title

Prefix

* Last Name

* First Name

Middle Initial

Suffix

Organization Affiliation

Contact Information

* Email Address (username@domain.com)

* Phone Number Ext.

Fax Number

* **Mailing Address (Required)**

Mailstop Code (Internal Routing)

Division / Department Name

Address Type ☒ Domestic Address ☐ International Address

Specify Domestic Address (Street Address or PO Box Only or Rural Route)

☒ * Address Street Number * Street Name

Select One Number

☐ * PO Box Only Number

☐ * Rural Route Type Number Box

* City (Required if Zip is not specified)

Urbanization (Used only for Puerto Rico(PR))

* State (Required if City is specified)

* Zip Code ([Lookup](#)) (Required if City is not specified)

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

Point of Contact - Confirm Change

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

NCC Progress Report Tracking # : [REDACTED] **Due Date:** 08/20/2012 **(Late By: 28 Days)** | **Section Status:** Complete

Resources

View

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Point of Contact Information

Title: Sponsored Program Officer

Prefix:

Last Name: [REDACTED]

First Name: [REDACTED]

Middle Initial: [REDACTED]

Suffix:

Organization Affiliation:

Contact Information

Email Address: [REDACTED]

Phone Number: [REDACTED]

Fax Number: [REDACTED]

Mailing Address (Required)

Mailstop Code (Internal Routing):

Division / Department Name: Health Sciences

Specify Domestic Address (Street Address or PO Box Only or Rural Route)

Street Address: [REDACTED]

City: [REDACTED]

State: [REDACTED]

Zip Code: [REDACTED]

Congressional District: [REDACTED]

[Cancel](#) [Confirm](#)

- 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.

- 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

Point of Contact Information - Confirm Update

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

NCC Progress Report Tracking # [REDACTED] **Due Date: 08/20/2012 (Late By: 29 Days) | Section Status: Complete**

Resources

View

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Point of Contact Information

Title	
Prefix	
Last Name	[REDACTED]
First Name	[REDACTED]
Middle Initial	
Suffix	
Organization Affiliation	

Contact Information

Email Address	[REDACTED]
Phone Number	[REDACTED]
Fax Number	[REDACTED]

Mailing Address (Required)

Mailstop Code (Internal Routing)	
Division / Department Name	
Specify Domestic Address (Street Address or PO Box Only or Rural Route)	
Street Address	[REDACTED]
City	[REDACTED]
State	[REDACTED]
Zip Code	[REDACTED]
Congressional District	[REDACTED]

Cancel **Confirm**

- 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

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

Figure 21: Point of Contact – Confirm Delete Page

Point of Contact - Confirm Delete

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

► NCC Progress Report Tracking # : [REDACTED] Due Date: 08/20/2012 (Late By: 29 Days) | Section Status: Complete

▼ Resources

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

Point of Contact Information

Title of Position	Name	Phone	Email
Point of Contact	[REDACTED]	[REDACTED]	[REDACTED]

Cancel Confirm

- 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.

- 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

Performance Narrative

► NCC Progress Report Tracking # : [REDACTED] Due Date: 06/21/2013 (Due In: 276 Days) | Section Status: Complete

▼ Resources


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

▼ Performance Narrative (Minimum 1) (Maximum 2) Attach File

Document Name	Size	Date Attached	Description	Options
Deliverable migration.xlsx	411 kB	08/24/2012	ueorwu weuro wuor uweuoruiwu oriueoiru oiueoirueoirwu oweur oiueoir oiueu weuoirioewu rieuw rioue... (+ View More)	Update Description ▼

Go to Previous Page Save Save and Continue

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



Options:

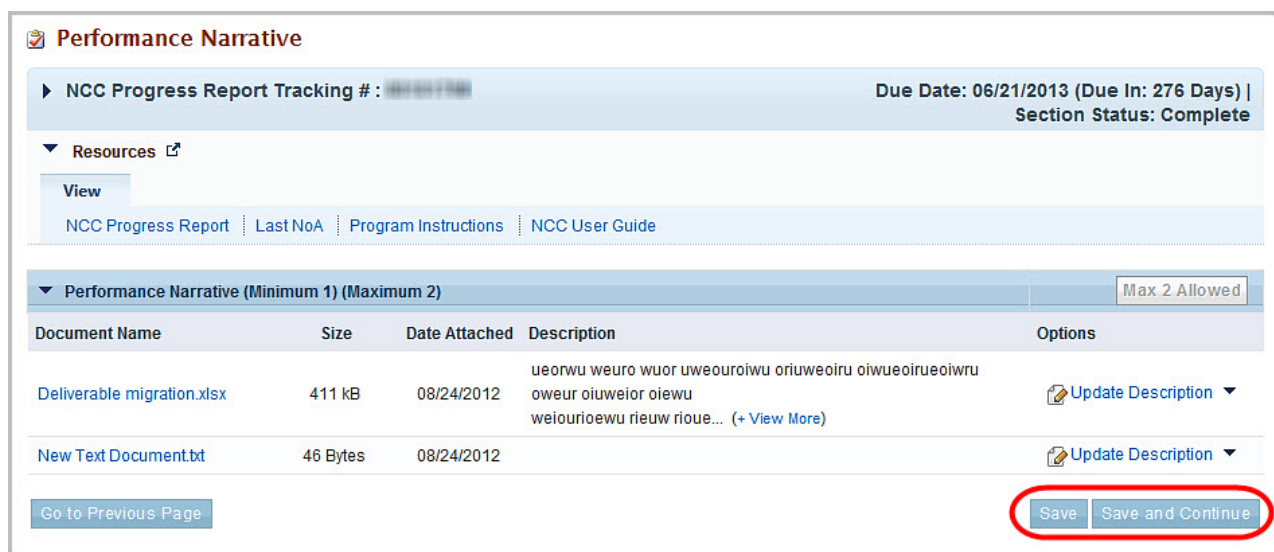
- ❖ [Attach a document](#)
- ❖ [Update a document description](#)
- ❖ [Delete a document](#)

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



The screenshot shows the 'Performance Narrative' section of a web application. At the top, it displays 'NCC Progress Report Tracking # : [redacted]' and 'Due Date: 06/21/2013 (Due In: 276 Days) | Section Status: Complete'. Below this is a 'Resources' section with a 'View' button and links to 'NCC Progress Report', 'Last NoA', 'Program Instructions', and 'NCC User Guide'. The main section is titled 'Performance Narrative (Minimum 1) (Maximum 2)' and shows a table of attached files. The table has columns for Document Name, Size, Date Attached, Description, and Options. Two files are listed: 'Deliverable migration.xlsx' (411 kB, 08/24/2012) and 'New Text Document.txt' (46 Bytes, 08/24/2012). Both files have an 'Update Description' link. At the bottom right, there are 'Save' and 'Save and Continue' buttons, which are circled in red. A 'Max 2 Allowed' label is visible in the top right corner of the file list area.

Document Name	Size	Date Attached	Description	Options
Deliverable migration.xlsx	411 kB	08/24/2012	ueorwu weuro wuor uweouoiwu oriueoiwu oiueoiueoiwru oweur oiueiur oiueu weiourioewu rieuw rioue... (+ View More)	Update Description
New Text Document.txt	46 Bytes	08/24/2012		Update Description

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)

Section A

► NCC Progress Report Tracking # : XXXXXXXXXX Due Date: 04/02/2013 (Due In: 196 Days) | Section Status: Not Started

▼ Resources

View

[NCC Progress Report](#) |
 [Last NoA](#) |
 [Program Instructions](#) |
 [NCC User Guide](#)

Fields with * are required

▼ Support Year: 4

* Start Date

(mm/dd/yyyy)

* End Date

(mm/dd/yyyy)

* Senior / Key Person Add

Name	Requested Salary	Fringe Benefits	Funds Requested	Options
Ellen Whiting	\$26,385.00	\$8,179.00	\$34,564.00	Update ▼
Susan M Labuda Schrop	\$33,345.00	\$10,337.00	\$43,682.00	Update ▼
Total Senior / Key Person :			\$78,246.00	

▼ Support Year: 5

* Start Date

(mm/dd/yyyy)

* End Date

(mm/dd/yyyy)

* Senior / Key Person Add

Name	Requested Salary	Fringe Benefits	Funds Requested	Options
Ellen Whiting	\$20,382.00	\$6,318.00	\$26,700.00	Update ▼
Susan M Labuda Schrop	\$25,759.00	\$7,985.00	\$33,744.00	Update ▼
Total Senior / Key Person :			\$60,444.00	

[Go to Previous Page](#)

[Save](#)
[Save and Continue](#)

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

Support Year: 4

★ Start Date: 7/1/2013 (mm/dd/yyyy)

★ End Date: 6/30/2014 (mm/dd/yyyy)

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

★ Senior / Key Person Add				
Name	Requested Salary	Fringe Benefits	Funds Requested	Options
[Name]	\$26,385.00	\$8,179.00	\$34,564.00	Update ▼
[Name]	\$33,345.00	\$10,337.00	\$43,682.00	Update ▼
Total Senior / Key Person :				\$78,246.00

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

Person - Add

Note(s):
 Below are the key personnels on record. Choose the one that you want to add to the budget period and click on 'Add Selected Person' to enter the information about that person. If you cannot find the name of the person you wish to add click on 'Add New Person'. To return to the previous section, click on 'Go Back' button.

NCC Progress Report Tracking # : [REDACTED] **Due Date: 04/02/2013 (Due In: 196 Days) | Section Status: Not Started**

Resources [icon]

View
[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Choose Key Person to Add

Select	Name	Application Role	Email
<input checked="" type="radio"/>	[REDACTED]	Budget Personnel , Other	retester1@hotmail.com
<input type="radio"/>	[REDACTED]	AO	retester1@hotmail.com
<input type="radio"/>	[REDACTED]	BO	retester1@hotmail.com
<input type="radio"/>	[REDACTED]	POC	retester1@hotmail.com

[Go Back](#) [Add New Person](#) [Add Selected Person](#)

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

Person - Add

Note(s):
 Update the information for the person below. When you are done, click on the 'Save and Continue' button to save your data and return to the main page. To return to the previous section without saving your data, click on 'Go Back' button.

► **NCC Progress Report Tracking # :** 00000000 **Due Date:** 04/02/2013 (Due In: 196 Days) | **Section Status:** Not Started

▼ **Resources** [View](#)

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Fields with * are required

Person Information

Prefix

* Last Name

* First Name

Middle Initial

Suffix

* Project Role
 If 'Other Role', Specify :

Base Salary

Calendar Months

Academic Months

Summer Months

* Requested Salary

* Fringe Benefits

[Go Back](#) [Save and Continue](#)

- 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

Person - Add

Note(s):
 Below are the key personnels on record. Choose the one that you want to add to the budget period and click on 'Add Selected Person' to enter the information about that person. If you cannot find the name of the person you wish to add click on 'Add New Person'. To return to the previous section, click on 'Go Back' button.

► **NCC Progress Report Tracking # :** [REDACTED] **Due Date: 04/02/2013 (Due In: 196 Days) | Section Status: Not Started**

▼ **Resources**

View
[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Choose Key Person to Add

Select	Name	Application Role	Email
<input checked="" type="radio"/>	[REDACTED]	Budget Personnel , Other	retester1@hotmail.com
<input type="radio"/>	[REDACTED]	AO	retester1@hotmail.com
<input type="radio"/>	[REDACTED]	BO	retester1@hotmail.com
<input type="radio"/>	[REDACTED]	POC	retester1@hotmail.com

[Go Back](#) [Add New Person](#) [Add Selected Person](#)

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

Figure 30: New Person – Add Page

New Person - Add

Note(s):
 Enter the information for the person below. When you are done, click on the 'Save and Continue' button to save your data and return to the main page. To return to the previous section without saving your data, click on 'Go Back' button.

► **NCC Progress Report Tracking # :** XXXXXXXXXX **Due Date:** 04/02/2013 (Due In: 196 Days) | **Section Status:** Not Started

▼ **Resources**

View

[NCC Progress Report](#) |
 [Last NoA](#) |
 [Program Instructions](#) |
 [NCC User Guide](#)

Fields with * are required

Person Information

Prefix

* Last Name

* First Name

Middle Initial

Suffix

* Project Role
 If 'Other Role', Specify :

Base Salary

Calendar Months

Academic Months

Summer Months

* Requested Salary

* Fringe Benefits

[Go Back](#) [Save and Continue](#)

- 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

★ Senior / Key Person Add				
Name	Requested Salary	Fringe Benefits	Funds Requested	Options
John Doe	\$26,385.00	\$8,179.00	\$34,564.00	Update ▼
John Doe	\$33,345.00	\$10,337.00	\$43,682.00	Update ▼
John Doe	\$100,000.00	\$10,000.00	\$110,000.00	Update ▼
John Doe	\$1,000,000.00	\$0.00	\$1,000,000.00	Update ▼
Total Senior / Key Person :			\$1,188,246.00	<div> Action Update Delete </div>

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

Figure 32: Person Information – Update Page

Person Information - Update

Note(s):
 Update the information for the person below. When you are done, click on the 'Save and Continue' button to save your data and return to the main page. To return to the previous section without saving your data, click on 'Go Back' button.

NCC Progress Report Tracking # : 123456789 Due Date: 04/02/2013 (Due In: 196 Days) | Section Status: Not Started

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

Fields with ★ are required

Person Information

Prefix
 ★ Last Name
 ★ First Name
 Middle Initial
 Suffix
 ★ Project Role Other Role
 If 'Other Role', Specify :
 Project Co-Director
 Base Salary 64040
 Calendar Months 12
 Academic Months
 Summer Months
 ★ Requested Salary 26,385.00
 ★ Fringe Benefits 8,179.00

Go Back Save and Continue

- 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

★ Senior / Key Person ➕ Add				
Name	Requested Salary	Fringe Benefits	Funds Requested	Options
John Doe	\$26,385.00	\$8,179.00	\$34,564.00	Update ▾
John Doe John Doe John Doe	\$33,345.00	\$10,337.00	\$43,682.00	Update ▾
John Doe John Doe John Doe	\$100,000.00	\$10,000.00	\$110,000.00	Update ▾
John Doe John Doe	\$1,000,000.00	\$0.00	\$1,000,000.00	Update ▾
Total Senior / Key Person :			\$1,188,246.00	<div> Action Update Delete </div>

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

Figure 34: Deleting a Person

Person - Confirm Delete

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

NCC Progress Report Tracking # : HR-123456
Due Date: 04/02/2013 (Due In: 196 Days) | Section Status: Not Started

Resources

View
[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

Person Information

Prefix	Mr.
Last Name	Doe
First Name	John
Middle Initial	
Suffix	
Project Role	Undergraduate Students
Base Salary	
Calendar Months	
Academic Months	
Summer Months	
Requested Salary	1,000,000.00
Fringe Benefits	0.00

Cancel **Confirm**

- 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.

- 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)

Section B

NCC Progress Report Tracking #: [REDACTED] Due Date: 04/02/2013 (Due In: 196 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 Personnel [Add](#)

	Number of Personnel	Project Role	Funds Requested	Options
<input type="checkbox"/>	1	Data Support	\$15,661.00	Update
<input type="checkbox"/>	1	Administrative Support	\$0.00	Update
<input type="checkbox"/>	1	Research Track Co-director	\$13,179.00	Update
<input type="checkbox"/>	1	Fellowship Steering Committee	\$2,822.00	Update
<input type="checkbox"/>	1	Symposium Steering Committee	\$5,088.00	Update
<input type="checkbox"/>	1	Symposium Steering Committee	\$3,774.00	Update
<input type="checkbox"/>	1	Symposium Steering Committee	\$0.00	Update
<input type="checkbox"/>	1	Symposium Steering Committee	\$25,979.00	Update
<input type="checkbox"/>			\$254,749.00	

[Update](#) [Delete](#)

Support Year: 5

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

Other Personnel [Add](#)

	Number of Personnel	Project Role	Funds Requested	Options
<input type="checkbox"/>	1	Data Support	\$16,131.00	Update
<input type="checkbox"/>	1	Administrative Support	\$0.00	Update
<input type="checkbox"/>	1	Research Track Co-director	\$13,573.00	Update
<input type="checkbox"/>	1	Fellowship Steering Committee	\$2,907.00	Update
<input type="checkbox"/>	1	Symposium Steering Committee	\$5,240.00	Update
<input type="checkbox"/>	1	Symposium Steering Committee	\$3,887.00	Update
<input type="checkbox"/>	1	Symposium Steering Committee	\$0.00	Update
<input type="checkbox"/>	1	Secretarial/Clerical	\$17,839.00	Update
<input type="checkbox"/>		Total Salary, Wages and Fringe Benefits (A*B):	\$120,021.00	

[Update](#) [Delete](#)


[Go to Previous Page](#) [Save](#) [Save and Continue](#)

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:



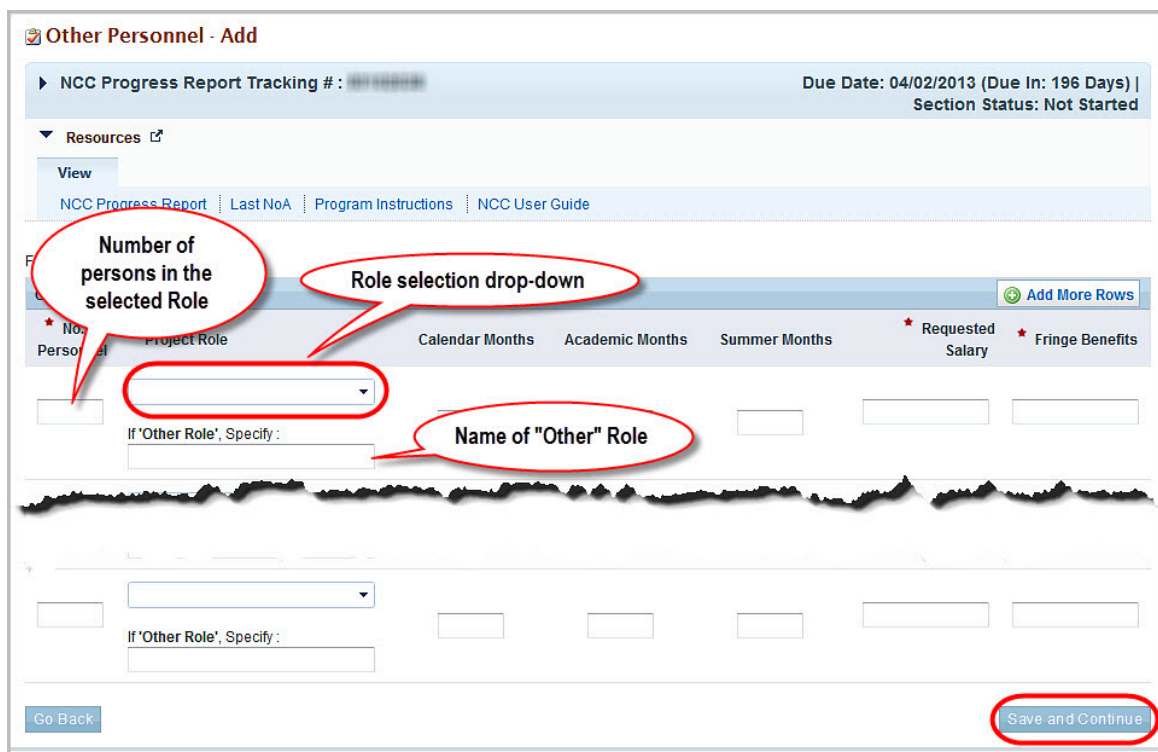
Options:

- ❖ [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

Section B

✓ **Success:**
Personnel added successfully.

► **NCC Progress Report Tracking #:** [REDACTED] **Due Date:** 04/02/2013 (Due In: 196 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 Personnel [Add](#)

<input type="checkbox"/>	Number of Personnel	Project Role	Funds Requested	Options
<input type="checkbox"/>	1	Data Support	\$15,661.00	Update
<input type="checkbox"/>	1	Administrative Support	\$0.00	Update
<input type="checkbox"/>	1	Research Track Co-director	\$13,179.00	Update
<input type="checkbox"/>	1	Fellowship Steering Committee	\$2,822.00	Update
<input type="checkbox"/>	1	Symposium Steering Committee	\$5,088.00	Update
<input type="checkbox"/>	1	Symposium Steering Committee	\$3,774.00	Update
<input type="checkbox"/>		Symposium Steering Committee	\$0.00	Update
<input type="checkbox"/>		Secretarial/Clerical	\$25,979.00	Update
<input type="checkbox"/>	5	Undergraduate Students	\$30,000.00	Update

Personnel just added

[Update](#) [Delete](#) **Total Salary, Wages and Fringe Benefits (A+B): \$284,749.00**

3.3.2.2. Updating Additional Persons

Figure 38: Section B With Roles Selected for Updating

Section B

NCC Progress Report Tracking # : [REDACTED] Due Date: 04/02/2013 (Due In: 195 Days) | Section Status: Not Started

Resources

View

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Support Year: 4

Start Date: 06/30/2013 End Date: 06/30/2014

Roles selected to be Updated

	Number of Personnel	Project Role	Funds Requested	Options
<input checked="" type="checkbox"/>	1	Data Support	\$15,661.00	Update
<input checked="" type="checkbox"/>	1	Administrative Support	\$0.00	Update
<input checked="" type="checkbox"/>	1	Research Track Co-director	\$13,179.00	Update
<input type="checkbox"/>	1	Fellowship Steering Committee	\$2,822.00	Update
<input type="checkbox"/>	1	Symposium Steering Committee	\$5,088.00	Update
<input type="checkbox"/>	1	Symposium Steering Committee	\$3,774.00	Update
<input type="checkbox"/>		Symposium Steering Committee	\$0.00	Update
<input type="checkbox"/>		Secretarial/Clerical	\$25,979.00	Update
<input type="checkbox"/>	5	Undergraduate Students	\$30,000.00	Update
Total Salary, Wages and Fringe Benefits (A+B):			\$284,749.00	

Update Delete

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

Other Personnel Information - Update

NCC Progress Report Tracking # : [REDACTED] 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

Fields with * are required

* No. of Personnel	* Project Role	Calendar Months	Academic Months	Summer Months	* Requested Salary	* Fringe Benefits
1	Other Role If 'Other Role', Specify: Data Support	12			11,955.00	3,706.00
1	Other Role If 'Other Role', Specify: Administrative Support	12			0.00	0.00
1	Other Role If 'Other Role', Specify: Research Track Co-director	12			10,060.00	3,119.00

Go Back Save and Continue

- 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.

- 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

- 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

Other Personnel - Confirm Delete

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

► NCC Progress Report Tracking # : **HRSA-2013-000000** 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

No. of Personnel	Project Role	Calendar Months	Academic Months	Summer Months	Requested Salary	Fringe Benefits
1	Other Role If "Other Role", Specify : Data Support	12			\$15,000.00	\$3,706.00
1	Other Role If "Other Role", Specify : Administrative Support	12			\$0.00	\$0.00
1	Other Role If "Other Role", Specify : Research Track Co-director	12			\$10,060.00	\$3,119.00

Cancel **Confirm**

- 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.
- 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.


- 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:

	<p>Options:</p> <ul style="list-style-type: none"> ❖ 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

The screenshot shows the 'Section C' page. At the top, it displays 'NCC Progress Report Tracking # : [redacted]' and 'Due Date: 04/02/2013 (Due In: 195 Days) | Section Status: Not Started'. Below this is a 'Resources' section with a 'View' button and links to 'NCC Progress Report', 'Last NoA', 'Program Instructions', and 'NCC User Guide'. The main section is 'Support Year: 4', which includes 'Start Date: 07/01/2013' and 'End Date: 06/30/2014'. Underneath is the 'Equipment Description' header, which is circled in red and contains an 'Add' button. Below the header is a table with columns 'Equipment Item', 'Funds Requested', and 'Options'. A message at the bottom states 'No Equipment has been added for SupportYear 4'.

Figure 43: Section C – Equipment Add Page

The screenshot shows the 'Section C - Equipment Add' page. It features the same header and resources as Figure 42. Below the 'Support Year: 4' section, it says 'Fields with * are required'. The main section is titled 'SECTION C - Support Year 4' and contains a table with columns 'Equipment Item' and 'Funds Requested (\$)'. The 'Add More Rows' button is circled in red. At the bottom right, the 'Save and Continue' button is also circled in red. A 'Cancel' button is located at the bottom left.

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.

- 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

Section C

NCC Progress Report Tracking #: [REDACTED] 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

Equipment Description	Equipment Item	Funds Requested	Options
<input type="checkbox"/>	X-Ray machine	\$10,000.00	Update
Update Delete		Total: \$10,000.00	

Support Year: 5

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

Equipment Description	Equipment Item	Funds Requested	Options
No Equipment has been added for SupportYear 5			
		Total: \$0.00	

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

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

Section C - Equipment Update

► NCC Progress Report Tracking # : [REDACTED] 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](#)

Fields with * are required

SECTION C - Support Year 4

* Equipment Item * Funds Requested (\$)

X-Ray machine 10000.00

[Cancel](#) [Save and Continue](#)

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

Section C - Equipment Confirm Delete

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

► NCC Progress Report Tracking # : [REDACTED] 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](#)

SECTION C - Support Year 4	
Equipment Item	Funds Requested (\$)
X-Ray machine	\$10,000.00

[Cancel](#) [Confirm](#)

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

Section D

► NCC Progress Report Tracking # : [REDACTED] 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
Travel			Funds Requested (\$)
Domestic Travel Costs (Incl. Canada, Mexico and U.S. Territories)			<input type="text" value="9,700.00"/>
Foreign Travel Costs			<input type="text" value="0.00"/>
Total Travel Costs :			\$9,700.00

▼ Support Year: 5

Start Date	07/01/2014	End Date	06/30/2015
Travel			Funds Requested (\$)
Domestic Travel Costs (Incl. Canada, Mexico and U.S. Territories)			<input type="text" value="11,900.00"/>
Foreign Travel Costs			<input type="text" value="0.00"/>
Total Travel Costs :			\$11,900.00

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

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

Section E

NCC Progress Report Tracking # : XXXXXXXXXX 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

Participant / Trainee Support Costs	Funds Requested (\$)
Tuition/Fees/Health Insurance	<input type="text" value="0.00"/>
Stipend	<input type="text" value="0.00"/>
Travel	<input type="text" value="0.00"/>
Subsistence	<input type="text" value="0.00"/>
Other Specify <input type="text"/>	<input type="text"/>
Number of Participants/Trainees <input type="text"/>	Total Travel Costs : \$0.00

Support Year: 5

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

Participant / Trainee Support Costs	Funds Requested (\$)
Tuition/Fees/Health Insurance	<input type="text" value="0.00"/>
Stipend	<input type="text" value="0.00"/>
Travel	<input type="text" value="0.00"/>
Subsistence	<input type="text" value="0.00"/>
Other Specify <input type="text"/>	<input type="text"/>
Number of Participants/Trainees <input type="text"/>	Total Travel Costs : \$0.00

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

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 # : [REDACTED] 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 <input type="text" value="Phone/Fax"/>			100.00
Other Specify <input type="text" value="Postage"/>			500.00
Other Specify <input type="text" value="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 <input type="text" value="Phone/Fax"/>			100.00
Other Specify <input type="text" value="Postage"/>			400.00
Other Specify <input type="text" value="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)

Section G - J

► NCC Progress Report Tracking #: 1111111111 Due Date: 04/02/2013 (Due In: 195 Days) | Section Status: Not Complete

▼ Resources

View

[NCC Progress Report](#) | [Last NoA](#) | [Program Instructions](#) | [NCC User Guide](#)

▼ Support Year: 4 Recommended Federal Budget : \$266,041.00

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

G. Direct Costs

Funds Requested (\$)

Total Direct Costs (A thru F) : \$247,749.00

H. Indirect Costs Add

Cognizant Federal Agency:

<input type="checkbox"/>	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)	Options
<input type="checkbox"/>	Modified Total Direct	8	\$216,149.00	\$17,292.00	Update ▼
<input type="checkbox"/>	Salary and Wages	10	\$10,000.00	\$1,000.00	Update ▼
Total Indirect Costs :				\$18,292.00	

I. Total Direct and Indirect Cost

	Federal (\$)	Non Federal (\$)	Funds Requested (\$)
Total Direct and Indirect Institutional Costs (G + H) :	\$266,041	\$0.00	\$266,041.00

J. Fee

Not Applicable.


► Support Year: 5 Recommended Federal Budget : \$240,521.00

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:

	<p>Options:</p> <ul style="list-style-type: none"> ❖ 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

Indirect Cost(s) - Add

NCC Progress Report Tracking #: [redacted] Due Date: 04/02/2013 (Due In: 195 Days) | Section Status: Not Complete

Resources

View

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

Fields with * are required

Indirect Cost [Add More Rows](#)

* Indirect Cost Type	* Indirect Cost Rate (%)	* Indirect Cost Base (\$)	* Funds Requested (\$)
[dropdown]	[text box]	[text box]	[text box]
If 'Other', Specify: [text box]	[text box]	[text box]	[text box]
[dropdown]	[text box]	[text box]	[text box]
If 'Other', Specify: [text box]	[text box]	[text box]	[text box]
[dropdown]	[text box]	[text box]	[text box]
If 'Other', Specify: [text box]	[text box]	[text box]	[text box]
[dropdown]	[text box]	[text box]	[text box]
If 'Other', Specify: [text box]	[text box]	[text box]	[text box]

[Go Back](#) [Save and Continue](#)

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

Indirect Cost(s) Information - Update

NCC Progress Report Tracking # : [REDACTED] Due Date: 04/02/2013 (Due In: 195 Days) | Section Status: Not Complete

Resources

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Fields with * are required

Indirect Cost	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
* Indirect Cost Type	*	*	*
Modified Total Direct	8	216149	17292
If 'Other', Specify : <input type="text"/>			

Go Back Save and Continue

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

Indirect Cost(s) - Confirm Delete

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

NCC Progress Report Tracking # : [REDACTED] Due Date: 04/02/2013 (Due In: 195 Days) | Section Status: Not Complete

Resources

View

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

Indirect Cost	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
Indirect Cost Type			
Modified Total Direct	8	\$216149.00	\$17292.00

Cancel Confirm

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

Budget Justification

► NCC Progress Report Tracking #: Due Date: 04/02/2013 (Due In: 195 Days) | Section Status: Not Started

▼ Resources

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▼ Budget Justification (Minimum 1) (Maximum 1) [Attach File](#)

No documents attached

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

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

- 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.

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

3.4.1.1. Updating a Document Description

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

Figure 57: Appendices Page – File Attachment Update Description

Document Name	Size	Date Attached	Description	Options
Sample file to attach to Progress Reports.docx	57 kB	9/20/2012 5:52:06 PM	<div> <div>(Max 500 Characters): 500 Characters left.</div> <div></div> </div>	<div>Save Cancel</div>

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

Review and Submit

Review

Submit

Figure 59: NCC Progress Report Review Page

NCC Progress Report - Review

NCC Progress Report Tracking #: [REDACTED] Due Date: 04/02/2013 (Due In: 194 Days) | Status: In Progress

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[Print NCC Progress Report](#) [Table of Contents](#) [Go](#)

Page size: 50 Go 26 items in 1 page(s)

View	Section	Type	Options
View: Basic Information			
	Basic Information	SF-PPR	HTML View
	Basic Information	SF-PPR-2 (Cover Page Continuation)	HTML View
	Basic Information	Performance Narrative	DOCUMENT View
View: Budget Information			
	Budget Information	Support Year 4 - Section A - B	HTML View
	Budget Information	Support Year 4 - Section C - E	HTML View
	Budget Information	Support Year 4 - Section F - J	HTML View
	Budget Information	Support Year 5 - Section A - B	HTML View
	Budget Information	Support Year 5 - Section C - E	HTML View
	Budget Information	Support Year 5 - Section F - J	HTML View
	Budget Information	Cumulative Budget (Total Project Period)	HTML View
	Budget Information	Budget Justification (Sample file to attach to Progress Reports.docx)	DOCUMENT View
View: Appendices			
	Appendices	Attachment 1	DOCUMENT View
	Appendices	Attachment 2	DOCUMENT View
	Appendices	Attachment 3	DOCUMENT View
	Appendices	Attachment 4	DOCUMENT View
	Appendices	Attachment 5	DOCUMENT View
	Appendices	Attachment 6	DOCUMENT View
	Appendices	Attachment 7	DOCUMENT View
	Appendices	Attachment 8	DOCUMENT View
	Appendices	Attachment 9	DOCUMENT View
	Appendices	Attachment 10	DOCUMENT View
	Appendices	Attachment 11	DOCUMENT View
	Appendices	Attachment 12	DOCUMENT View
	Appendices	Attachment 13	DOCUMENT View
	Appendices	Attachment 14	DOCUMENT View
	Appendices	Attachment 15	DOCUMENT View

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[Go to Previous Page](#) [Proceed to Submit](#)

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

NCC Progress Report - Submit

Note(s):
 The table below shows the status of the progress report. The progress report is currently **COMPLETE**.

NCC Progress Report Tracking # :
Due Date: 04/02/2013 (Due In: 194 Days) | **Status:** In Progress

Grant Number: 	Original Deadline: 04/02/2013	Created On: 09/12/2012
Project Officer: N/A	Project Officer Email: N/A	Project Officer Contact #: N/A
Started By: 	Last Updated By: 	
	10:49:22 AM	

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Users with Permissions on NCC Progress Report (2)

NCC Progress Report Status

Section	Status	Options
Basic Information		
SF-PPR	✓ Complete	Update
SF-PPR-2	✓ Complete	Update
Performance Narrative	✓ Complete	Update
Budget Information		
Section A	✓ Complete	Update
Section B	✓ Complete	Update
Section C	✓ Complete	Update
Section D	✓ Complete	Update
Section E	✓ Complete	Update
Section F	✓ Complete	Update
Section G - J	✓ Complete	Update
Section K	✓ Complete	Update
Other Information		
Appendices	✓ Complete	Update

Cancel
Submit to HRSA

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.

- 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

NCC Progress Report - Confirm Submit

Confirmation:
 You have chosen to submit this report to HRSA. Please check the box to electronically sign the Noncompeting Continuation (NCC) Progress Report. Click on the **Submit Report** button below to submit the report. If you do not wish to submit the NCC Progress Report at this time, click on the **Cancel** button to return to the previous screen.

NCC Progress Report Tracking # : [REDACTED] **Due Date:** 04/02/2013 (Due In: 193 Days) | **Status:** In Progress

Grant Number: [REDACTED] **Original Deadline:** 04/02/2013 **Created On:** 09/12/2012
Project Officer: N/A **Project Officer Email:** N/A **Project Officer Contact #:** N/A
Started By: [REDACTED] **Last Updated By:** [REDACTED] 12:50:27 PM

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*** NCC PROGRESS REPORT CERTIFICATION** [View Report](#)

I certify to the best of my knowledge and belief that the information provided in this progress report is true and correct.
☐ Please check the box to electronically sign the NCC Progress Report.

[Cancel](#) [Submit Report](#)

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

NCC Progress Report - Submit Result

Success:
 NCC Progress Report was successfully submitted and received by HRSA.

The tracking number for your submission is listed below. Please keep record of the tracking number for future reference.

Your progress report will now be sent for review. During this process you may be contacted by the reviewer for additional questions related to your submission. All such questions will be directed to the contact person that you have specified in your progress report.

Submitted on Date and Time	9/22/2012 1:08:10 PM
Submitted By	[REDACTED]
Tracking Number	[REDACTED]

For any questions or to find out the status of your account, please [contact us](#).

[Return to List](#)

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 Contact** 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