

Grantee Instructions for Submitting the Planning Grants Semi Annual Report in EHB

A. Navigating to the Report

1. Log in to the EHB (<https://grants.hrsa.gov/webexternal/login.asp>)
2. Click the View Portfolio link on the left side menu.
3. Locate the Planning Grants Handbook in the Grants List and click Open Grant Handbook.
4. Once your Planning Grants Handbook is open, click Other Submissions in the left side menu. All pending submissions will be listed on this page.
5. Locate the submission titled "Semi Annual Progress Report."

B. Completing Your Report

1. Click Start Submission (or Edit Submission if you are returning to a submission in progress) to open the submission page.
2. The submission will contain the report template grantees should use for completing the report.
3. In the Download Template section, click the Download link, and follow the instructions to save the Word template on your computer.
4. Follow the instructions provided within the Guidance Document to complete the report.
5. Upload the completed document into EHB by clicking Attach.
6. Click Browse to find the completed document on your computer and select your report.
7. Provide a description in the Description text box, if desired.
8. Once the attachment and the description text are completed, click Finished Attaching.
9. You will now see your attached document listed in the Attach Documents section.
10. In the bottom right corner, select Save and Continue.
11. You will be redirected to the submission overview screen.

C. Submitting Your Report

Your report is now complete and can be submitted to HRSA by completing the following steps:

1. From the Submission overview table, click Submit.
2. A confirmation screen will appear. Review the information to ensure it is correct and click Confirm and Submit to complete your submission.

D. Viewing the Original Application

1. Log in to the EHB (<https://grants.hrsa.gov/webexternal/login.asp>).
2. Click the View Applications link under Manage Applications on the left side menu of the EHB Home page.
3. Find the submitted Planning Grants Application in the list displayed.

4. Select View under Action to review your application.
5. A note about the Work Plan: the work plan is a form located within the Program Specific Forms section of the application. If your award had a condition requiring a revised work plan, your latest work plan is located in the Other Submissions section of your Planning Grants Handbook.

E. Resources

a. Program-related questions:

Contact the Project Officer (PO) listed on your most recent Notice of Award.

b. System-related issues and questions:

Contact the BPHC Helpline

1. Toll Free: (877) 974-2742
2. Email: bphchelpline@hrsa.gov

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