



Bureau of Primary Health Care (BPHC)

**Submitting a Supplemental
Funding Request in the
HRSA Electronic
Handbooks (EHBs)**

User Guide

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1 Document Purpose

The purpose of this document is to provide detailed instructions for completing the process of electronically submitting a “Supplemental Funding” request through the HRSA Electronic Handbooks (EHBs).

2 Process Overview

In order to submit a supplemental funding request, you must do so through the HRSA Electronic Handbooks (EHBs). Within the EHBs, you must prepare and submit the supplemental funding request using the “Prior Approvals” function available within the handbook for your Health Center Cluster grant. This means you must be a registered user in the EHBs, you must be registered with your organization’s Health Center Cluster grant, and you must have appropriate permissions from the Project Director (or Financial Reporting Administrator) for the grant. Please review the remaining portion of this user guide to understand the process of submitting Prior Approval Requests within the EHBs.

3 Registering in the HRSA Electronic Handbooks

If you are already registered in the HRSA EHBs, you may skip to Section 4 below.

To submit a prior approval request within the EHBs, you must first be a registered user and your user account must be associated with your organization.

- Registration with the EHBs is required for each user.
- 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. You may associate your user account with more than one organization. **Do not create a new user account.**

If you are a new user, complete the following steps to register with the HRSA EHBs:

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. Choose the role that best reflects your participation in the grants process in the context of your organization (not necessarily in the context of the grant).
3. Associate your user account with your organization. Use the 10-digit grant number from box 4b of the last Notice of Grant Awards (NGA) of your grant 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.

4 Adding the Health Center Cluster Grant to Your Portfolio

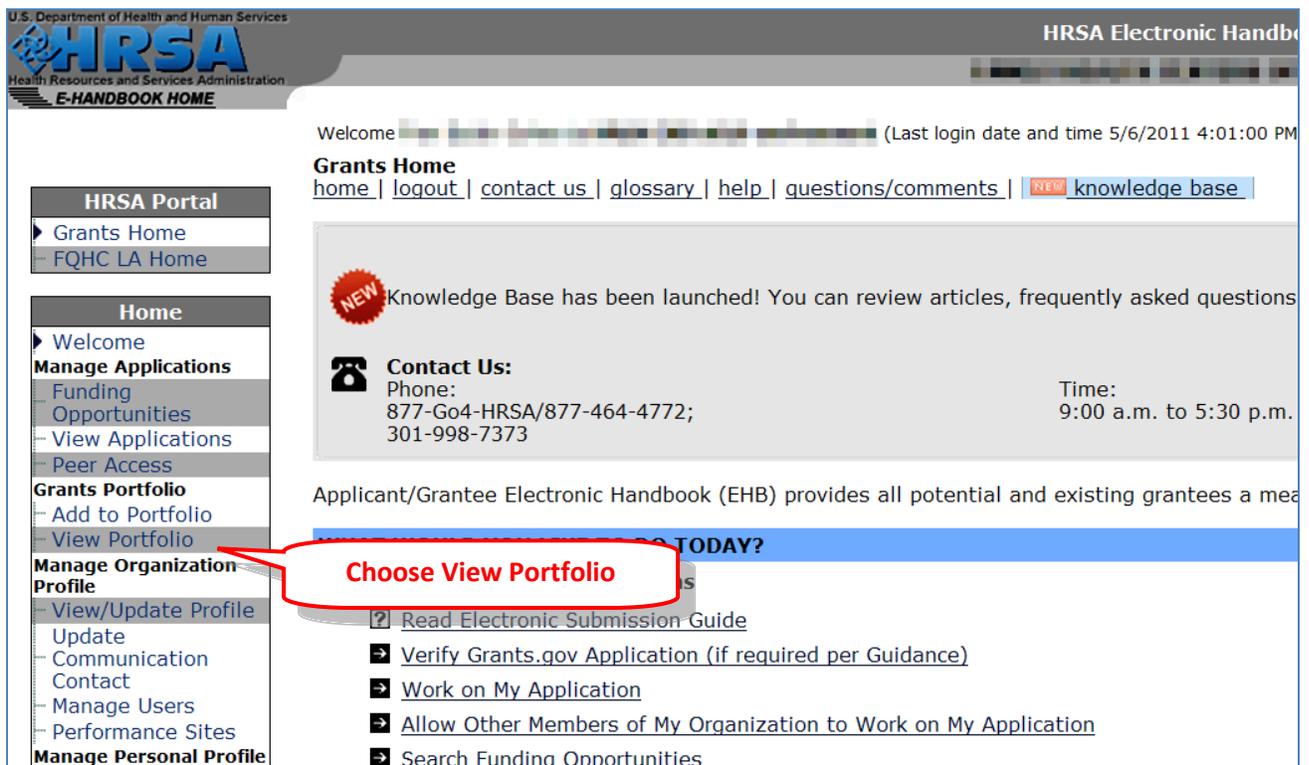
If your organization’s Health Center Cluster grant is already in your portfolio, you may skip to Section 5 below.

To submit a Prior Approval Request for a grant, you must be registered to that grant. This is in addition to your registration in the Electronic Handbooks. You register to a grant by adding that grant to your grant portfolio.

To add a grant to your portfolio, take the following steps:

1. Point your Web browser to the HRSA Electronic Handbooks:
<https://grants.hrsa.gov/webexternal/Login.asp>
2. The Login page opens. Log in to the HRSA Electronic Handbooks, entering your username and password into the appropriate fields. This places you on the Grants Home page (Figure 1).

Figure 1: Grants Home Page – View Portfolio



3. Choose View Portfolio under Grants Portfolio from the left side menu. The Grants List opens.
4. If your Health Center Cluster grant is not in the list, choose Add to Portfolio from the left side menu.

5 Roles and Privileges for Prior Approval Requests

If you already have appropriate privileges for Prior Approval Requests, you may skip to Section 6 below.

The process of registering to a grant (that is, adding the grant to your portfolio) varies depending on your role in the context of the grant. When adding a grant to your portfolio, you must choose a role. This is in addition to the role you chose when you registered in the EHBs. There are basically two roles:

- Project Director (or Financial Reporting Administrator). The Project Director and Financial Reporting Administrator need simply to complete the electronic process of adding the grant to their portfolio. At the end of the process, the grant is added to their portfolio and they have all privileges for the grant.
- Other Users. All other users should complete the electronic process of adding the grant to their portfolio. The system will alert the Project Director, who will then give them access to the grant.

5.1 Privileges for Prior Approval Requests

The Project Director, Financial Reporting Administrator, or any user who has been granted the ability to administer the grant can grant users permission to view, edit or submit Prior Approval Requests (Figure 2).

Figure 2: Manage User Privileges Page (Partial)

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

Permissions associated with the above-mentioned privileges are given in Table 1.

Table 1: Privileges and Permissions for Prior Approval Requests

Privilege	Permissions
View Prior Approval Requests	<input checked="" type="checkbox"/> Access the read-only version of any prior approval requests started by others <input checked="" type="checkbox"/> Access read-only submitted versions of past prior approval requests
Edit Prior Approval Requests	All permissions associated with the “View” privilege plus <input checked="" type="checkbox"/> Enter and save the data in the electronic forms <input checked="" type="checkbox"/> View reviewer change requests and comments

Privilege	Permissions
Submit Prior Approval Requests	All permissions associated with the “Edit” privilege plus ✓ Submit the request once the data has been entered

5.2 Assigning Privileges for Prior Approval Requests

Users who will need to work on Prior Approval Requests should request appropriate permissions from the Project Director for the grant. Section 5.2.1 describes how the Project Director (or any user who has the ability to administer the grant) grants privileges to users who have requested them.

The Project Director need not wait for a user to request privileges. Section 5.2.2 describes how the Project Director can grant privileges to any user associated with the grantee organization.

5.2.1 Granting Prior Approval Privileges to a Newly Registered User

The Project Director can grant access to users from the grant handbook. To grant access to new users, take the following steps:

1. Log in to the HRSA Electronic Handbooks. This places you on the Grants Home page.
2. Choose View Portfolio under Grants Portfolio from the left side menu. The Grants List opens.
3. Locate your Health Center Cluster grant in the list. Click Open Grant Handbook. The handbook for this grant opens.
4. Choose New/Existing Users under Administer from the left side menu (Figure 3).

Figure 3: Navigation to Administer New User

The screenshot displays the HRSA Electronic Handbook interface. On the left is a navigation menu with the following sections:

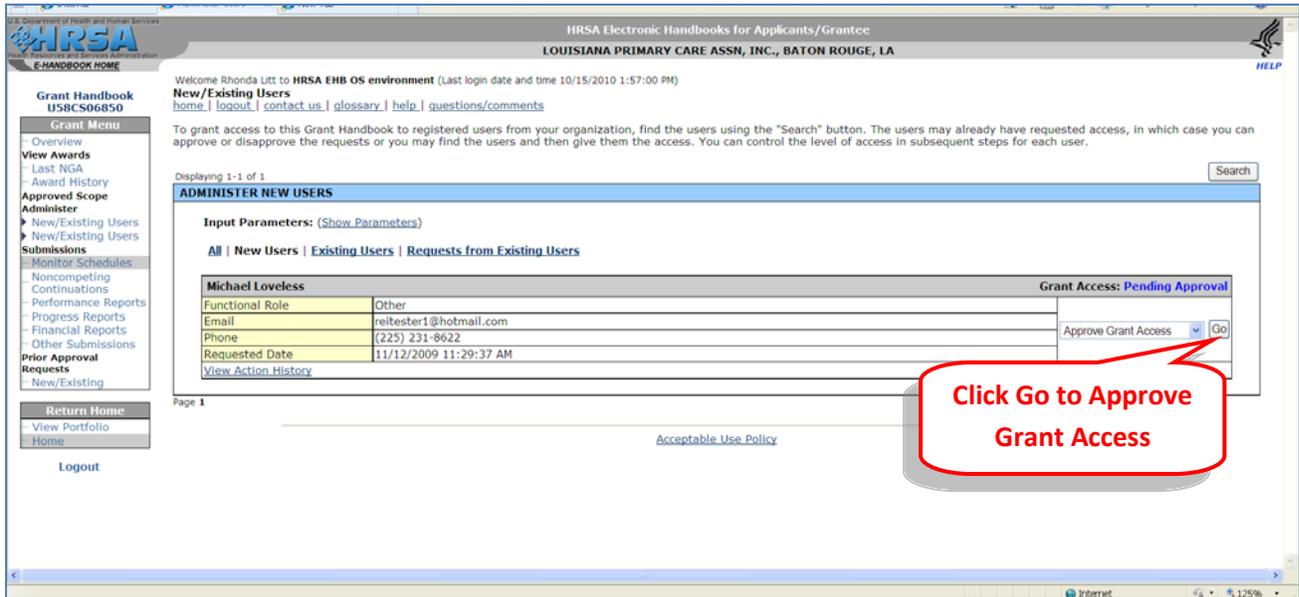
- Grant Handbook H80CS**
- Grant Menu**
 - Overview
 - View Awards**
 - Last NGA
 - Award History
 - Approved Scope**
 - Services
 - Sites
 - Other Activities and Locations
 - Administer**
 - New/Existing Users** (highlighted with a red callout box containing the text: "Choose New/Existing Users under Administer")
 - Change Grant
 - New/Existing CIS
 - Legacy CIS
 - Submissions
 - Monitor Schedules
 - Noncompeting
 - Continuations
 - Performance Reports
 - Progress Reports
 - Other Submissions
 - Prior Approval Requests**
 - New/Existing
 - Return Home**
 - View Portfolio
 - Home
 - Logout**

The main content area includes:

- Welcome message and last login date/time (5/6/2011 1:26:00 PM).
- Overview** section with links: home, logout, contact us, glossary, help, questions/comments, **NEW** knowledge base.
- NEW** Knowledge Base has been launched! You can review articles, frequently asked questions.
- Contact Us:**
 - Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373
 - Time: 9:00 a.m. to 5:30 p.m.
- Section: **WHAT WOULD YOU LIKE TO DO TODAY?**
 - View Grant Information**
 - View Most Recent Notice of Grant Award
 - View Prior Notices of Grant Awards
 - Change/Control Who Can View this Information
 - Manage Post Award Submissions**
 - Learn About Post Award Submissions
 - View Available Post Award Submission Schedule
 - Work on Noncompeting Continuation Progress Reports
 - Work on Performance Report or Other Submissions
 - Control How Others Can Work on Submissions
 - Others**
 - FTCA Program

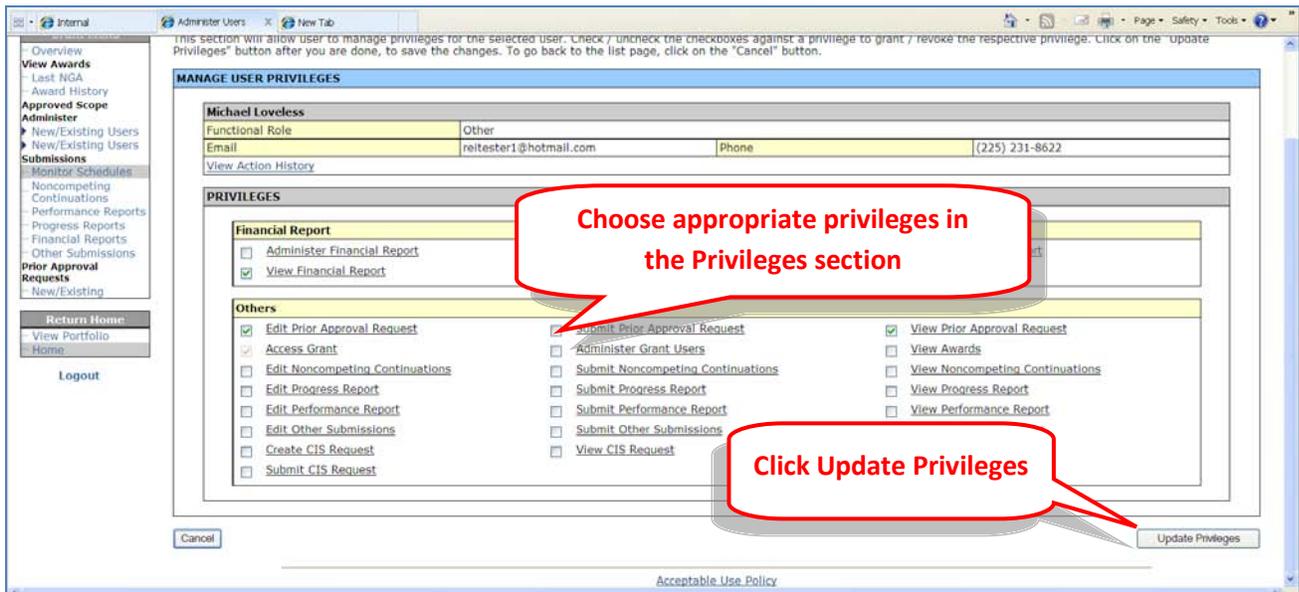
5. A list of users that have requested access to the grant is displayed.
6. For any user who has requested access, click the Go button next to Approve Grant Access (Figure 4).

Figure 4: Administer Privileges for New User



7. The Manage User Privileges page opens (Figure 5).

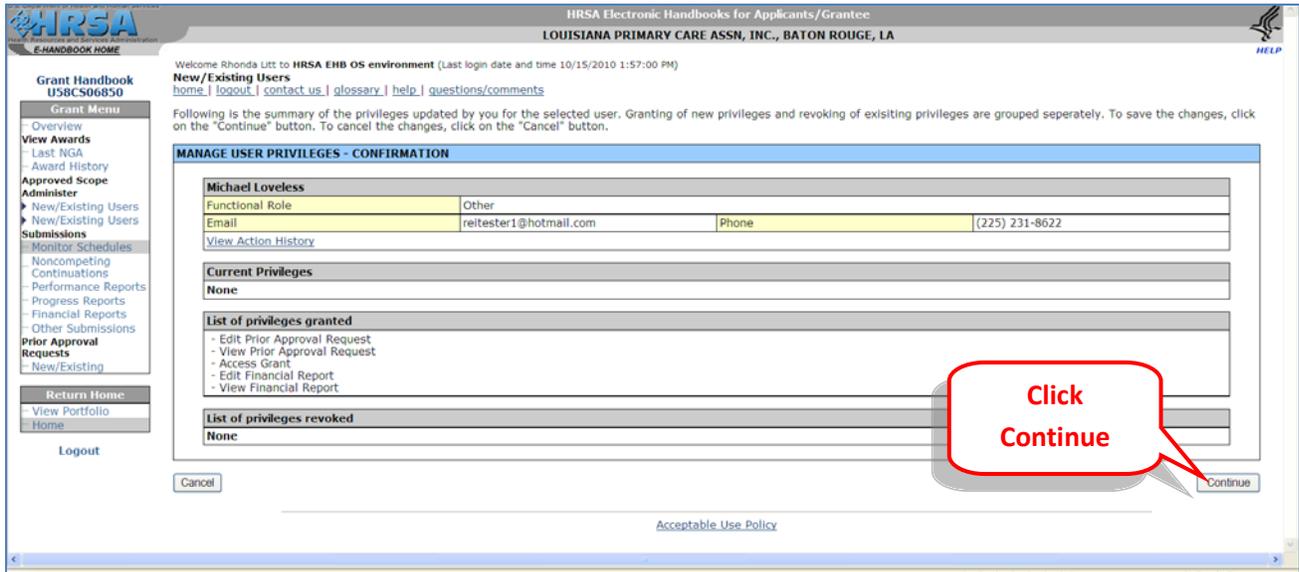
Figure 5: Manage User Privileges



8. Check boxes to grant (or take away) privileges as desired.

9. Click the Update Privileges button. Confirm the action on the next screen (Figure 6).

Figure 6: Confirm Granted Privileges



5.2.2 Granting Prior Approval Privileges to a Registered User with Current Access to the Grant

The Project Director can grant access privileges to any user in the organization. To grant access to existing users, take the following steps:

1. Log in to the HRSA Electronic Handbooks. This places you on the Grants Home page.
2. Choose View Portfolio under Grants Portfolio from the left side menu. The Grants List opens.
3. Locate your Health Center Cluster grant in the list. Click Open Grant Handbook. The handbook for this grant opens.
4. Choose New/Existing Users under Administer from the left side menu (Figure 7).

Figure 7: Navigation to Administer Existing User

The screenshot displays the HRSA Electronic Handbook user interface. At the top, it shows the HRSA logo and the text "U.S. Department of Health and Human Services" and "HRSA Electronic Handbook". Below the logo, there is a navigation bar with "E-HANDBOOK HOME".

On the left side, there is a "Grant Handbook H80CS" section with a "Grant Menu" containing the following items:

- Overview
- View Awards
 - Last NGA
 - Award History
- Approved Scope
 - Services
 - Sites
 - Other Activities and Locations
- Administer
 - New/Existing Users
- Change Grant
 - New/Existing CIS
 - Legacy CIS
- Submissions
 - Monitor Schedules
 - Noncompeting
 - Continuations
 - Performance Reports
 - Progress Reports
 - Other Submissions
- Prior Approval Requests
 - New/Existing

Below the menu, there are "Return Home" buttons for "View Portfolio" and "Home", and a "Logout" button.

The main content area shows a "Welcome" message with a user profile picture and the text "(Last login date and time 5/6/2011 1:26:00 PM)". Below this is an "Overview" section with links for "home", "logout", "contact us", "glossary", "help", "questions/comments", and "knowledge base".

A "NEW" badge is present next to a message: "Knowledge Base has been launched! You can review articles, frequently asked questions...".

There is a "Contact Us" section with a phone icon and the following information:

Contact Us:
 Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373
 Time: 9:00 a.m. to 5:30 p.m.

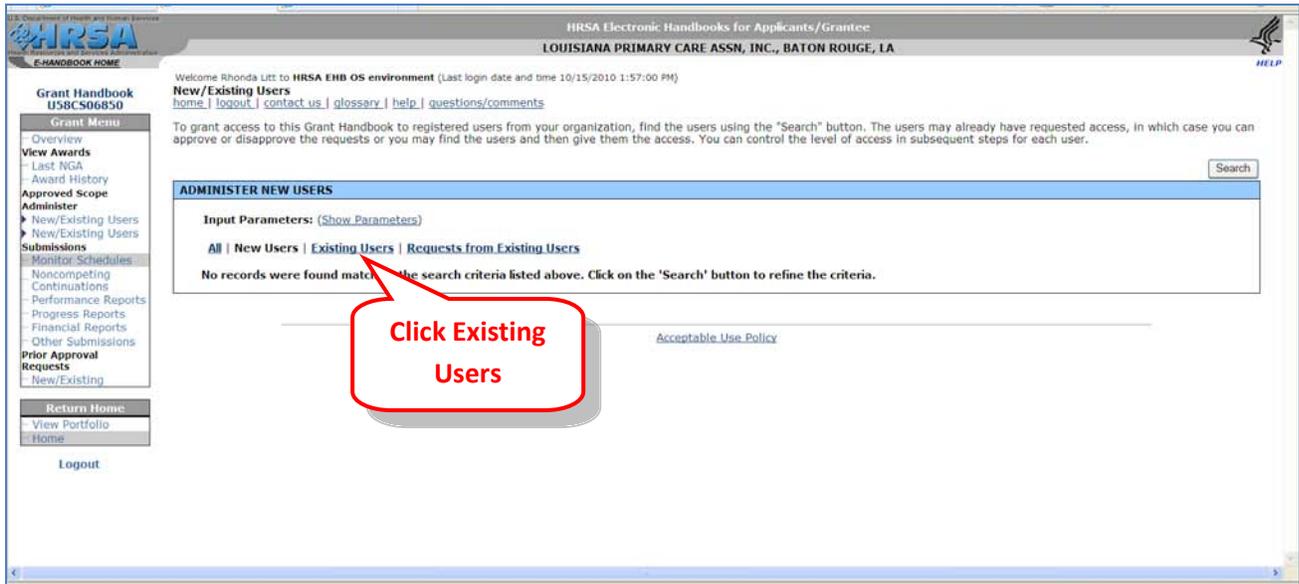
Below this, there is a section titled "WHAT WOULD YOU LIKE TO DO TODAY?" with several options:

- View Grant Information**
 - ➔ [View Most Recent Notice of Grant Award](#)
 - ➔ [View Prior Notices of Grant Awards](#)
 - ➔ [Change/Control Who Can View this Information](#)
- Manage Post Award Submissions**
 - 🔗 [Learn About Post Award Submissions](#)
 - ➔ [View Available Post Award Submission Schedule](#)
 - ➔ [Work on Noncompeting Continuation Progress Reports](#)
 - ➔ [Work on Performance Report or Other Submissions](#)
 - ➔ [Control How Others Can Work on Submissions](#)
- Others**
 - ➔ [FTCA Program](#)

A red callout box with a white background and a red border points to the "New/Existing Users" link in the "Administer" section of the menu. The text inside the callout box reads: "Choose New/Existing Users under Administer".

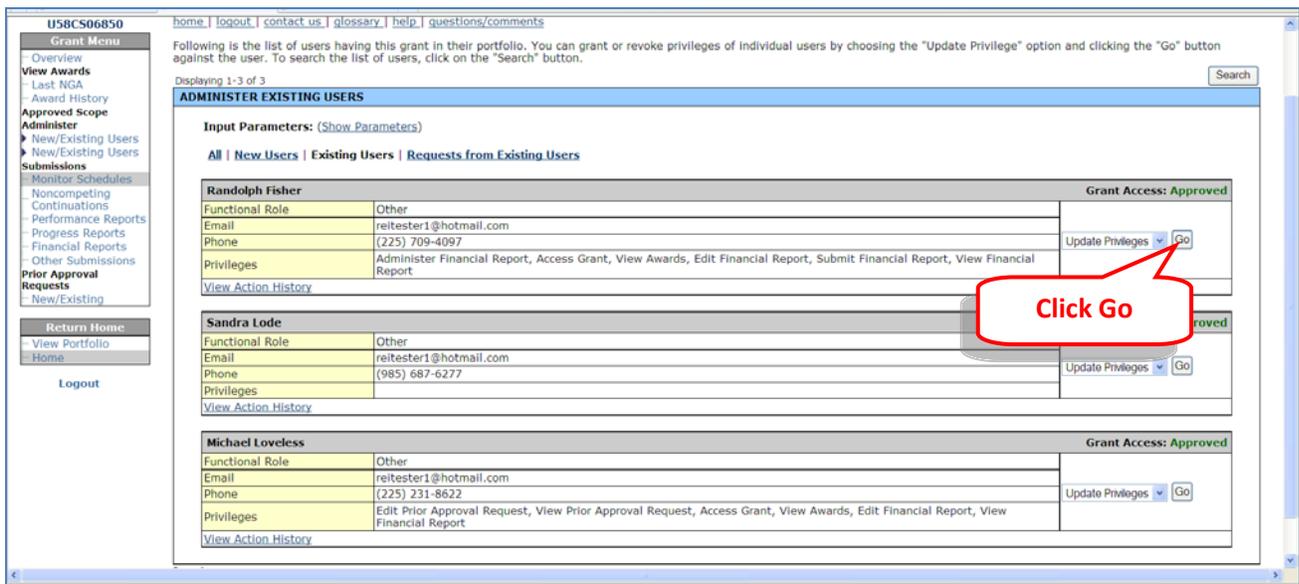
5. The Administer New Users page opens (Figure 8).

Figure 8: Administer Existing Users



6. Locate the existing user to whom you wish to grant Prior Approval privileges. Click the Go button next to Update Privileges.

Figure 9: Select Existing User for Access Privileges



7. Follow steps 7, 8, and 9 from Section 5.2.1 above to complete the process.

6 Navigating to Prior Approval Requests

Take the following steps to navigate to Prior Approval Requests in the handbook for your Health Center Cluster grant.

1. Point your Web browser to the HRSA Electronic Handbooks:
<https://grants.hrsa.gov/webexternal/Login.asp>
2. The Login page opens (Figure 10). Enter your username and password in the appropriate fields.

Figure 10: HRSA EHB Login Screen

The screenshot shows the HRSA Electronic Handbooks for Applicants/Grantee login page. At the top left is the HRSA logo and 'E-HANDBOOK HOME'. The page title is 'HRSA Electronic Handbooks for Applicants/Grantee'. A navigation menu on the left includes 'Login Menu' with options for 'Login', 'Forgot Password', and 'Registration'. The main content area has a 'Login' section with a 'Login' button and a 'Forgot your password?' link. A red callout box with the text 'Enter Username and Password' points to the 'Username' and 'Password' input fields. To the right of the login fields is a 'Not Registered?' section with a 'Create an Account' button and a list of instructions: 'Registration is needed only once' and 'Read the getting started guidelines for New Applicants and/or Existing Grantees'. Above the login fields is a 'Working Environment: Note' and a 'Knowledge Base' announcement. Below the login fields is a 'Warning!' section with a link to the 'Acceptable Use Policy'.

3. The Grants Home page opens (Figure 11). On the left side menu, under Grants Portfolio, click View Portfolio.

Figure 11: Grants Home Page

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

HRSA Electronic Handb...

Welcome [redacted] (Last login date and time 5/6/2011 4:01:00 PM)

Grants Home
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#) | [knowledge base](#)

HRSA Portal
▶ [Grants Home](#)
... [FQHC LA Home](#)

Home
▶ [Welcome](#)
Manage Applications
... [Funding Opportunities](#)
... [View Applications](#)
... [Peer Access](#)
Grants Portfolio
... [Add to Portfolio](#)
... [View Portfolio](#)
Manage Organization Profile
... [View/Update Profile](#)
... [Update Communication](#)
... [Contact](#)
... [Manage Users](#)
... [Performance Sites](#)
Manage Personal Profile
... [Update Profile](#)
... [Change Password](#)
... [My Registered Organizations](#)

Logout

NEW Knowledge Base has been launched! You can review articles, frequently asked questions

Contact Us:
Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373
Time: 9:00 a.m. to 5:30 p.m.

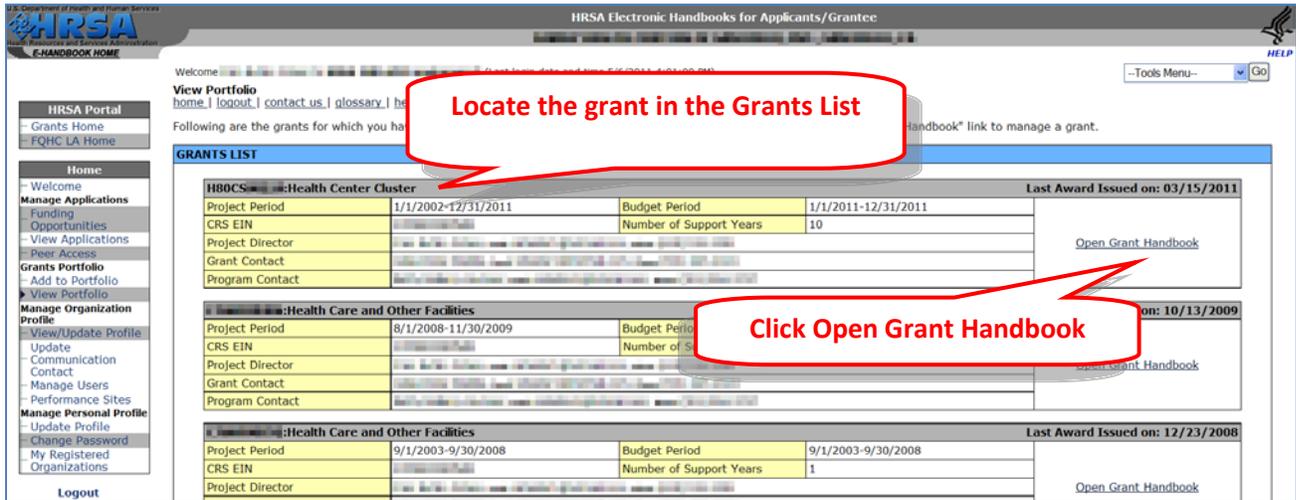
Applicant/Grantee Electronic Handbook (EHB) provides all potential and existing grantees a me...

DO TODAY?
Applications
... [Mission Guide](#)
▶ [Verify Grants.gov Application \(if required per Guidance\)](#)
▶ [Work on My Application](#)
▶ [Allow Other Members of My Organization to Work on My Application](#)
▶ [Search Funding Opportunities](#)

Manage My Profile
▶ [Update My Contact and Address Detail](#)
▶ [Verify My Email Address](#)
▶ [Change My Password/Security Question](#)
? [Read About Multiple Organization Registrations](#)
▶ [Associate My Account with Another Organization](#)
▶ [Set My Default Organization](#)

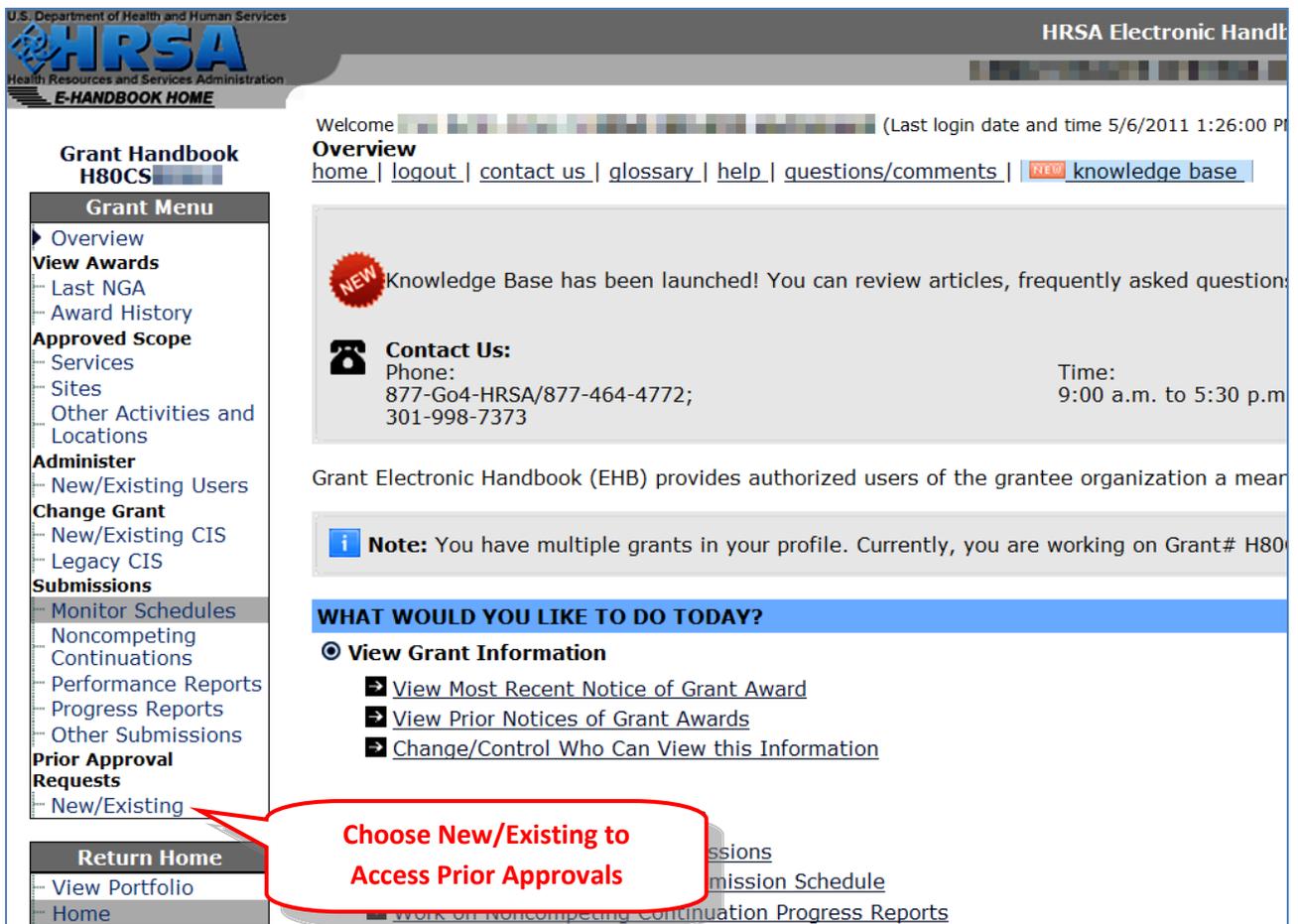
4. The View Portfolio page opens (Figure 12). In the Grants List, click Open Grant Handbook for your Health Center Cluster grant.

Figure 12: Grants List Page



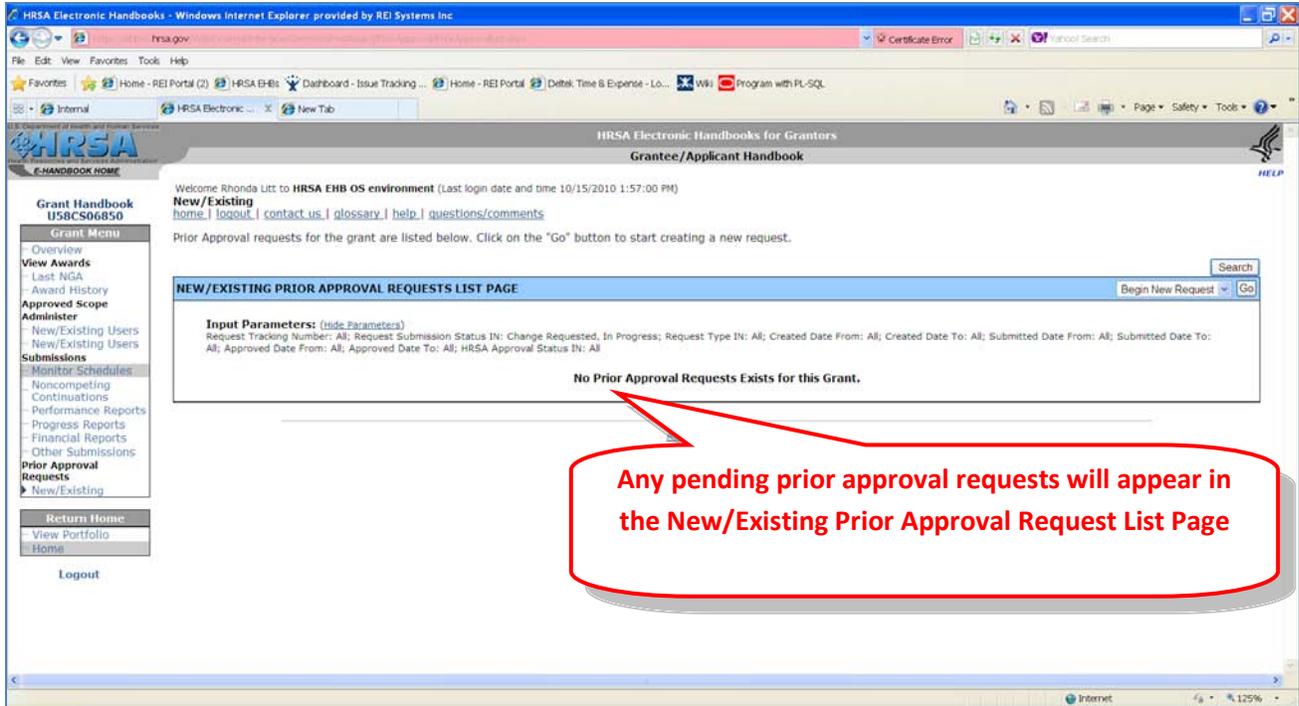
- The Overview page in the grant handbook opens (Figure 13). On the left side menu, under Prior Approval Requests, click New/Existing.

Figure 13: Overview Page in Grant Handbook Showing Navigation to Prior Approval Request Page



- The New/Existing Prior Approval Requests List page opens (Figure 14). Pending Prior Approval Requests (if any) are listed on this page.

Figure 14: Prior Approval Requests List page

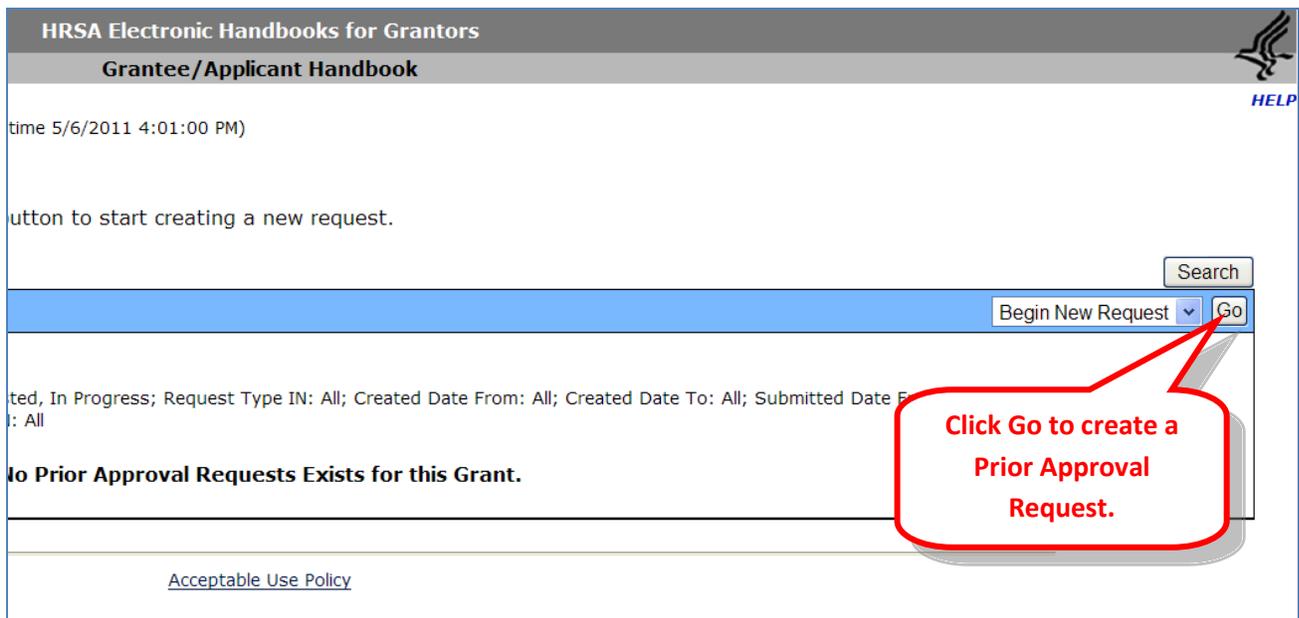


7 Creating Prior Approval Requests

Take the following steps to begin a new Prior Approval Request:

1. From the New/Existing Prior Approval Requests List page, click the Go button next to Begin New Request.

Figure 15: Prior Approval List Page-New Request



2. On the next screen, check the box to acknowledge that you have reviewed the guidance, and then click Continue.
3. On the Create new Prior Approval Request page (Figure 16), choose Administrative Supplement for your Prior Approval Request type, and then click the Continue button.

Figure 16: Create Prior Approval Request

HRSA Electronic Handbooks for Grantors
 Grantee/Applicant Handbook

Welcome [User Name] (Last login date and time 5/6/2011 4:01:00 PM)

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

Select Prior Approval Request Type and click "Continue". To return to list page click "Cancel". Click the link to below to read "Instructions".

Fields marked with an asterisk (*) are required.

CREATE NEW PRIOR APPROVAL REQUEST

Grant Number: HB0CS
 Grantee Name, City, State: HEALTH CENTER CLUSTER (93-224)
 Project Title: HEALTH CENTER CLUSTER (93-224)
 Current Project Period: 03/01/2007 - 12/31/2011 Current Budget Period: 01/01/2011 - 12/31/2011

Prior Approval Request Selection

*Select Type of Prior Approval Request
 (Read [Instructions](#) to help you select the right option)

- Administrative Supplements
- Carryover of Unobligated Balances
- Extension with Funds
- Extension without Funds (No Cost Extension)
- Other (e.g. Name Change, Constructions, ...)
- Project Director(PD) Change
- Rebudgeting (e.g. A&R, Transfers etc)

[Cancel](#) [Continue](#)

- A confirmation message is displayed (Figure 17), indicating that you have successfully created a Prior Approval Request. Take note of the Tracking Number. Use the Tracking Number in any correspondence with HRSA concerning this Prior Approval Request.

Figure 17: Confirmation Message and Tracking Number for Prior Approval Request

HRSA Electronic Handbooks for Grantors
 Grantee/Applicant Handbook

Welcome Rhonda Litt to HRSA EHB utls environment (Last login date and time 10/14/2010 1:59:00 PM)

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

Please click "Continue" to proceed to the next screen and to Edit/Update the Prior Approval Request.

A Prior Approval Request has been successfully created for you. Please note the tracking number below.

NEW REQUEST CREATED

Grantee Information		Grant Number	Submitted By
Grantee Name	LOUISIANA PRIMARY CARE ASSN. INC.	US8CS06850	N/A
Created By	Rhonda Litt On 10/14/2010 4:51:32 PM	Submitted By	N/A
Fiscal Year	2010	Prior Approval Request Type	Administrative Supplements
Project Director	Rhonda		
Program Contact	Amanda		
Grants Contact	Ronald		

Note the following number, and use it for all correspondence-related to this request.
 Your Request Tracking Number: PA-00003812

[Continue](#)

- Click the Continue button.

NOTE:

- Grant information is automatically populated for your Prior Approval Request.
- You must select **Administrative supplements** from the list provided for the Prior Approval Request type.

- Once you choose the request type and click the Continue button, your Prior Approval Request will be created and you will be provided with the tracking number for the request.

You can complete your Prior Approval Request now or you can come back and complete it later. In either case, you do not have to complete it in a single sitting. To return to a Prior Approval Request in progress, see Section 8 below. For details on completing the request, see Section 9 below.

8 Accessing Existing Prior Approval Requests

Take the following steps to access a Prior Approval request which is not yet submitted:

1. Navigate to Prior Approval section using the steps given in Section 8 above.
2. In the **New/Existing Prior Approval Request List** page, locate the Prior Approval request which you created in Section 7 above.
 - If there are existing prior approval requests which are not yet submitted, they will appear in the **New/Existing Prior Approval Request List** page as shown below (Figure 18).

Figure 18: Prior Approval Requests in Progress in New/Existing Prior Approval Requests List

The screenshot shows the HRSA Electronic Handbooks for Grantors interface. The main content area displays a table of Prior Approval Requests. A red callout box highlights the 'Edit' button for a request with tracking number PA-00003812, with the text 'Click Edit to update the request'.

Request Tracking Number:	Submission Status: In Progress		
Request Type	Administrative Supplements	Budget Period	04/01/2010 - 03/31/2011
Number of Revisions	Original Version	HRSA Approval Status	N/A
Created By	Rhonda Litt on 10/14/2010 4:32:45 PM	Submitted By	Not Applicable
Action:	Edit	Delete	

3. Click the Edit button to open the request.

9 Completing and Submitting a Prior Approval Request

9.1 Completing the Prior Approval Request

When you open a Prior Approval Request, the request opens to the Status page (Figure 19). The Status page is the “Home” page for a Prior Approval Request.

All prior approval requests consist of two sections:

- **General Information Section** – Collects Point of Contact and Authorizing Official Information
- **Details Section** – Collects information needed based on the type of request.

To go to any section of the request, use the side menu as shown below (Figure 19).

Figure 19: Status Page and Navigation between Prior Approval Sections

Request Tracking # PA-00003812/1

Submission Process

Overview

Status

Prior Approval Request

Information

General Information

Details

Review and Submit

Review

Submit

Other

Navigate To

Prior Approval List Page

Logout

Welcome Rhonda Litt to HRSA EHB uHS environment (Last login date and time 10/14/2010 1:59:00 PM)

Status

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

Table below shows the status overview of the Prior Approval Request. Click "Action" links for the appropriate sections to Update/Edit them.

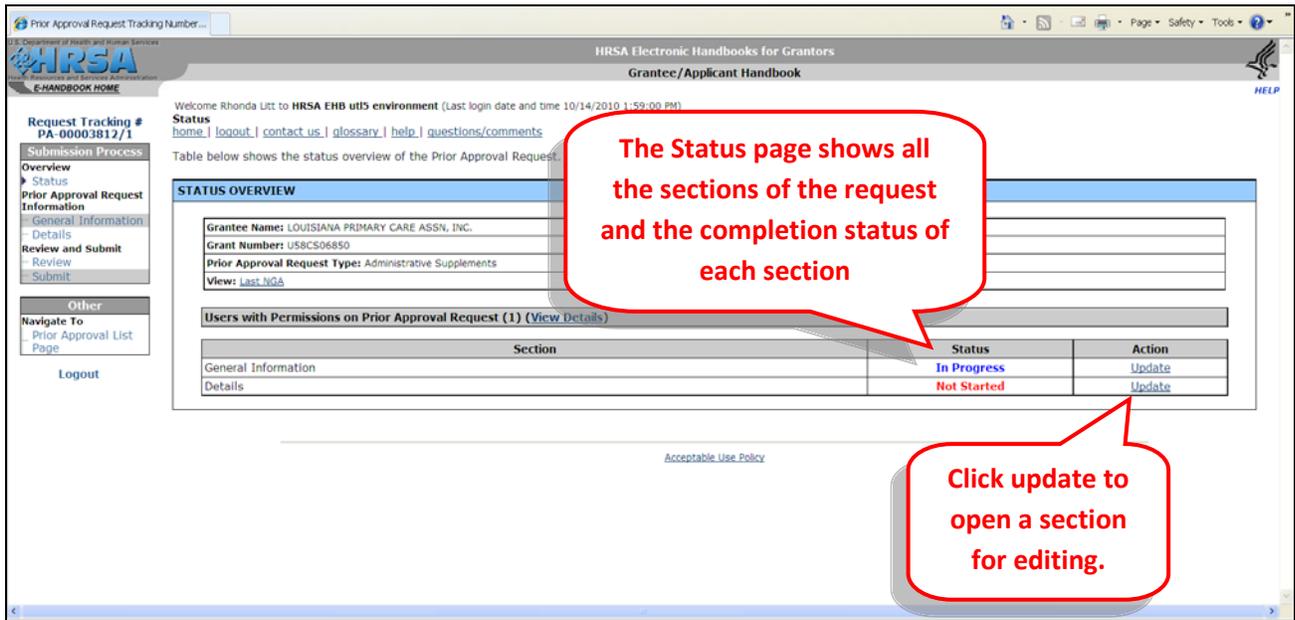
Section	Status	Action
General Information	In Progress	Update
Details	Not Started	Update

Acceptable Use Policy

9.1.1 Prior Approval Request – Status Overview

The Status Overview table on the Status page (Figure 20) displays the completion status of each section of the request.

Figure 20: Prior Approval Request – Status Overview



Completion statuses are described in Table 2.

Table 2: Prior Approval Request Status

Status	Denotes
Not Started	All the sections are initially in the “Not Started” status. Once any data is entered on a page and saved, the status will change to In Progress
In Progress	The page will remain in this status until all the data has been entered and has been saved. The data on the page will be saved as long as there are no errors on the page
Completed	Once you have entered all the data within each page and there are no errors on the page, the page status will be changed to ‘Completed’

9.1.2 Prior Approval Request – General Information Section

The General Information section asks for a Point of Contact and Authorizing official.

To access the General Information page, choose General Information from the left side menu or click Update next to General Information in the Status Overview table on the Status page.

Figure 21: Prior Approval Request – General Information Section

HRSA Electronic Handbooks for Grantees
 Grantee/Applicant Handbook

Welcome Rhonda Litt to HRSA EHB utIS environment (Last login date and time 10/14/2010 1:59:00 PM)

General Information
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Enter General Information for the Request as shown below and click "Save" to save the information and remain on the current page. Click "Save and Continue..." (Show Full Instruction)

Fields marked with an asterisk (*) are required.

PRIOR APPROVAL REQUEST - GENERAL INFORMATION

Grantee Name: LOUISIANA PRIMARY CARE ASSN, INC.
 Grant Number: USBCS06850
 Prior Approval Request Type: Administrative Supplements
 View: Last NGA

***Point of Contact**

Title of Position	Name	Phone	Email

Add Point of Contact

***Authorizing Official**

Title of Position	Name	Phone	Email

Add Authorizing Official

Go to Previous Page Save Save and Continue

Acceptable Use Policy

For each contact, click the Add button and enter the information.

Figure 22: Completed – General Information Section

Prior Approval Request Tracking Number...

HRSA Electronic Handbooks for Grantees
 Grantee/Applicant Handbook

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Enter General Information for the Request as shown below and click "Save" to save the information and remain on the current page. Click "Save and Continue..." (Show Full Instruction)

Information Updated Successfully.

Fields marked with an asterisk (*) are required.

PRIOR APPROVAL REQUEST - GENERAL INFORMATION Status: In Progress

Grantee Name: LOUISIANA PRIMARY CARE ASSN, INC.
 Grant Number: USBCS06850
 Prior Approval Request Type: Administrative Supplements
 View: Last NGA

***Point of Contact**

Title of Position	Name	Phone	Email
Director	Jillian Robey		Callcenter@hrsa.gov

Change Point of Contact Update Information Delete Point of Contact

***Authorizing Official**

Title of Position	Name	Phone	Email
Director	Jillian Robey		Callcenter@hrsa.gov

Change Authorizing Official Update Information Delete Authorizing Official

Go to Previous Page Save Save and Continue

Acceptable Use Policy

When you have entered all required information, click Save and Continue.

9.1.3 Prior Approval Request – Details Section

The Details section asks for the information HRSA requires to process your request.

- Complete the Noncompeting Request section.
- Attach a document containing the information requested by HRSA. Refer to detailed instructions received in the email.
- In the Description section, type “Refer to attached document for details on the Supplemental Funding Request.”

Note that amount of supplement funds required should NOT be more than the amount mentioned in the email sent by HRSA.

Figure 23: Prior Approval Request – Detail Section

The screenshot shows the 'Prior Approval Request - DETAILS' form in the HRSA Electronic Handbooks for Grantors. The form is for a request with tracking number PA-00003811/1. The status is 'In Progress'. The form includes the following sections:

- Grantee Information:** Grantee Name: LOUISIANA PRIMARY CARE ASSN, INC.; Grant Number: US8CS06850; Prior Approval Request Type: Administrative Supplements.
- Noncompeting Request:** A field for 'Enter the minimum amount of supplement funds required' with a callout bubble: **Enter the Required Amount**.
- Download Template:** A table with columns: Template Name, Template Description, Action, Minimum Attachments Required, Maximum Attachments Required.
- Attach Documents:** A table with columns: Select, Purpose, Document Name, Size, Uploaded By, Description. Below the table is an 'Attach' button with a callout bubble: **Click to attach the required document**.
- Description:** A rich text editor with a callout bubble: **Type "Refer to attached document for details on the Supplemental Funding Request" in the Description field**.

Buttons at the bottom include 'Go to Previous Page', 'Save', and 'Save and Continue'.

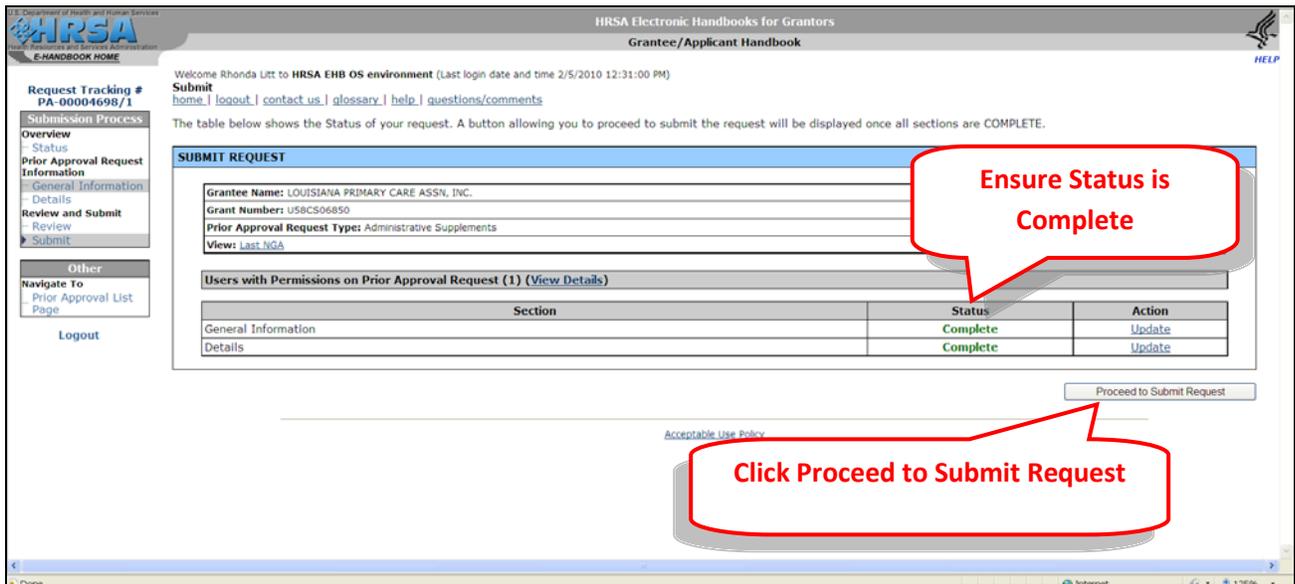
9.2 Submitting the Prior Approval Request

For each of the two sections (General Information and Details), enter the information requested, and then click the Save and Continue button at the bottom of the page. The system will validate your entries. If there are no problems, the system will mark the section as complete.

When both sections are complete, you may submit your Prior Approval Request. To do this, take the following steps:

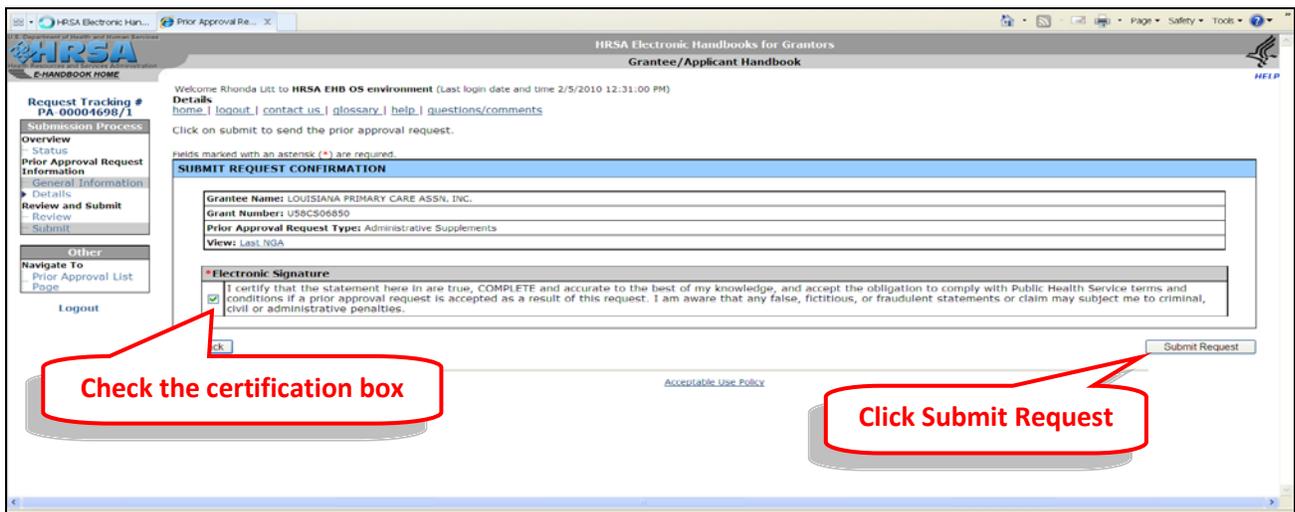
1. Choose Submit from the left side menu to open the Submit page (Figure 24).

Figure 24: Submit Page



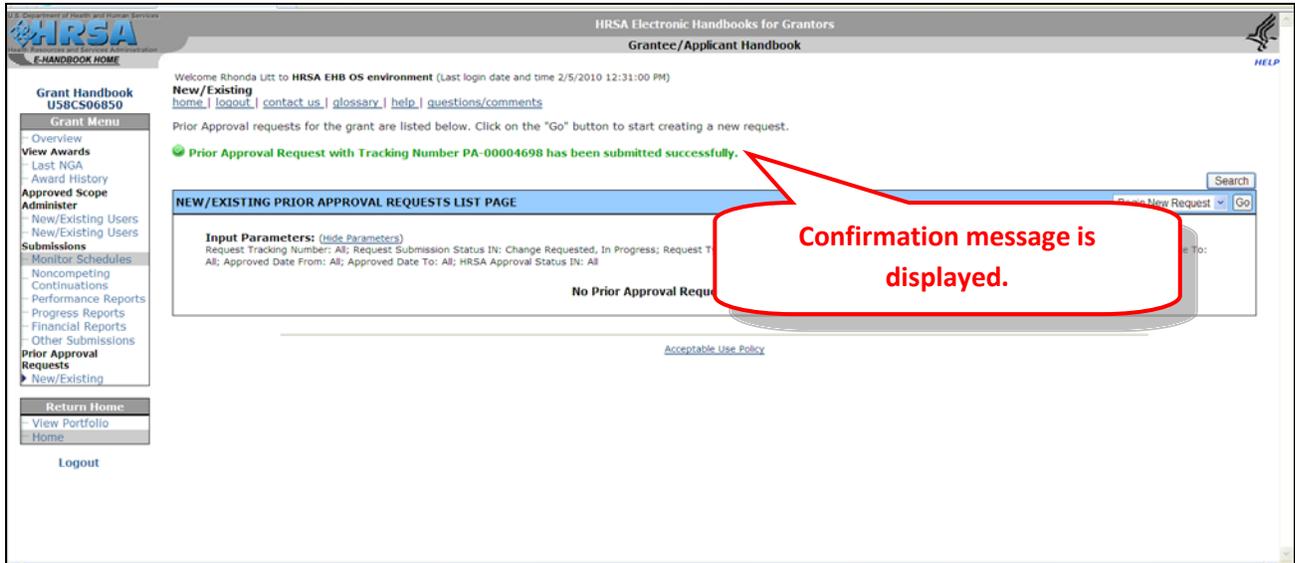
2. Click the Proceed to Submit Request button. The Submit Request Confirmation page opens (Figure 25).

Figure 25: Submit Request Confirmation Page



3. Check the box to certify that your request is complete, and then click the Submit Request button.
4. A confirmation message is displayed, indicating that you have successfully submitted your Prior Approval Request (Figure 26).

Figure 26: Confirmation Message



10 Customer Support Information

Use your Request Tracking Number for all correspondence.

10.1 BPHC Help Desk

For assistance with completing the prior approval request, 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)

DO NOT call the BPHC Help Desk for programmatic questions. Contact Anna Poker at 301-443-1866 or APoker@hrsa.gov if you have any programmatic questions while completing your request.

10.2 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'

DO NOT call the Call Center for any questions on programmatic questions that you might have when completing your application.