HRSA Electronic Handbooks

FY 2015 National Training and Technical Assistance (NCA) Non-Competing Continuation (NCC) Progress Report

A User Guide for NCAs

Last updated on: January 27, 2015

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This user guide describes the steps you need to follow for updating and submitting the FY 2015 NCA NCC through the HRSA Electronic Handbooks (EHB).

1. Accessing the FY 2015 NCA NCC

To access your FY 2015 NCA NCC, follow the steps below:

1. Navigate to https://grants.hrsa.gov/webexternal/login.asp.
2. At the login prompt, enter your EHB user name and password.
3. Click the **[Login]** button.

IMPORTANT NOTES:

- The Program Directors and anyone in the organization with "Edit" access to NCC deliverables are informed via an email notification when their respective NCA NCC progress reports are available for submission in EHB.
- Refer to the HRSA Electronic Submission Guide available at http://www.hrsa.gov/grants/apply/userguide.pdf for more details on this process.

4. On the **Home** page, click the *Grants* tab located at the top of the page.
   - ➢ The system opens the **My Grant Portfolio – List** page.
5. Locate your U30 grant on the **My Grant Portfolio – List** page. Click the **Grant Folder** link.
   - ➢ The system opens the **Grant Home** page for the U30 grant.

IMPORTANT NOTE: If you do not see your grant, you need to add it to your portfolio. An instructional video on this process is available at https://help.hrsa.gov/display/EHBSKBFG/Grants+Tab.

6. On the **Grant Home** page, click the **Work on My NCC Report** link under the **Submissions** heading. If you do not see the link under Submission heading, you do not have the appropriate permissions to complete the NCC Progress Report. Contact the BPHC Helpline for assistance with EHB roles and permissions (1-877-974-2742 or http://www.hrsa.gov/about/contact/bphc.aspx).
7. Locate the record with the heading **Non-Competing Continuation Progress Report**. Click the **Start** link to start working on the submission.

IMPORTANT NOTE: The **Start** link becomes **Edit** the next time you access this page.

1.1 Completing the FY 2015 NCA NCC Items

The system requires you to complete the following information in order to submit the FY 2015 NCA NCC to HRSA:

- Basic Information:
  - o SF-PPR and SF-PPR-2
  - o Budget Information: Budget Details form and Budget Narrative
- Program Specific Information:
  - o FY 2014 Project Work Plan Progress Report
  - o FY 2015 Project Work Plan
- Appendices: Attachments 1-6

2. Completing the Basic Information

1. On the **Status Overview** page, click the **Update** link for the **SF-PPR** form. Provide the required information.

IMPORTANT NOTE: The SF-PPR Form contains basic information about your grantee organization and is the cover page for the progress report. You can add, Update, or delete the Authorizing Official information, as desired, under the **Authorizing Official (AO) Contact Information** section.

2. After completing the **SF-PPR** form, click the **[Save and Continue]** button to navigate to the **SF-PPR-2** form. Provide the required information.

IMPORTANT NOTES:

- The SF-PPR-2 form contains information about your grant. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the grant.
- Provide the lobbying activity related information in this form, if not provided previously.
- If a POC was not added in your last application, the system lists the Project Director (PD), Business Official (BO), and Authorizing Official (AO) from the application so that one of them can be selected as the POC.
- You can modify the Department Name and Division Name, if needed. You can also add, update, or delete the POC information.

3. After completing the **SF-PPR-2** form, click the **[Save and Continue]** button to navigate to the **Budget Details** form. Provide the required information for the requested upcoming support year(s) and click the **[Save and Continue]** button.
   a. For Section A: Budget Summary, the funding amount is pre-populated and cannot be edited.
   b. For Section B: Budget Categories, provide the object class category breakdown for the funding amount specified in Section A (e.g., Personnel, Fringe Benefits).
   c. For Section C: Non-federal Resources, NCAs should leave this section blank. The budget request should reflect the federal NCA funding only. Do not provide other sources of funding.
4. If there are additional support years in your grant, the system navigates to the **Budget Details** form of each subsequent support year. Provide required information for each additional support year displayed for your grant. Finally, click the **[Save and Continue]** button on the **Budget Details** form of the last support year to navigate to the **Budget Narrative** form.

IMPORTANT NOTES:

- NCAs should assume level funding for development of the required additional support year budget details.
- Users may copy Budget Details from the previous Support Year by clicking “Copy from Previous Year” to auto fill the data for the current Support Year.

5. Complete the **Budget Narrative** form by uploading the budget narrative/justification for the upcoming 12-month budget period (July 1, 2015 – June 30, 2016). The Budget Narrative must clearly explain each line-item within each cost element. Refer to the NCA NCC Instructions for further details on the budget presentation requirements.
6. Click the **[Save and Continue]** button to navigate to the **Status Overview** page of the **Program Specific Section** of the NCC Progress Report.

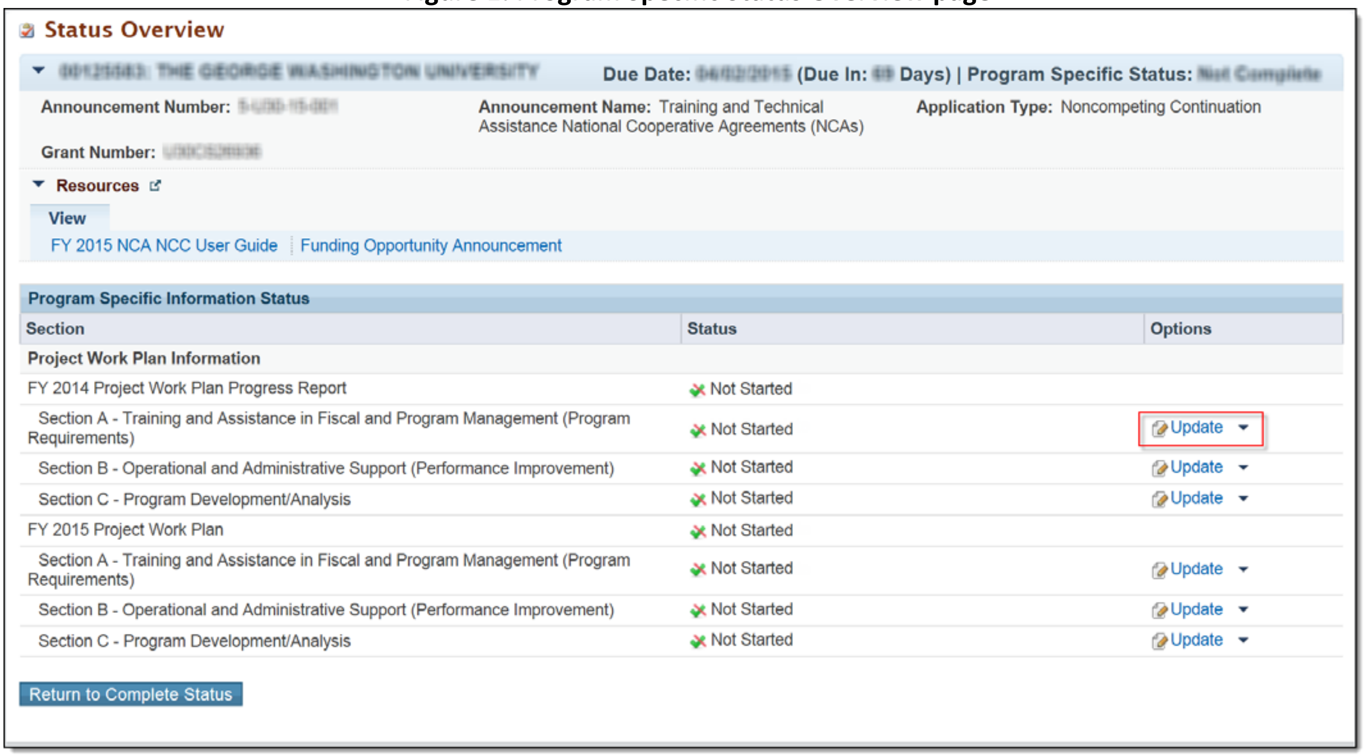
3. Completing the Program Specific Information

The program specific information section of the FY 2015 NCA NCC consists of the following forms:

- FY 2014 Project Work Plan Progress Report
- FY 2015 Project Work Plan

You must provide the required information in these forms in order to complete the program specific section and proceed with the submission of this progress report.

Figure 1: Program Specific Status Overview page



3.1 Completing the FY 2014 Project Work Plan Progress Report form

The system pre-populates the **FY 2014 Project Work Plan Progress Report** form from the previously submitted FY 2014 NCA or FY 2014 NCA Post Award Negotiation, as applicable.

You must report progress for activities included in your FY 2014 NCA submission in the FY 2014 Project Work Plan Progress Report.

IMPORTANT NOTE: The pre-populated information in this form is **read-only** and therefore is **not editable**.

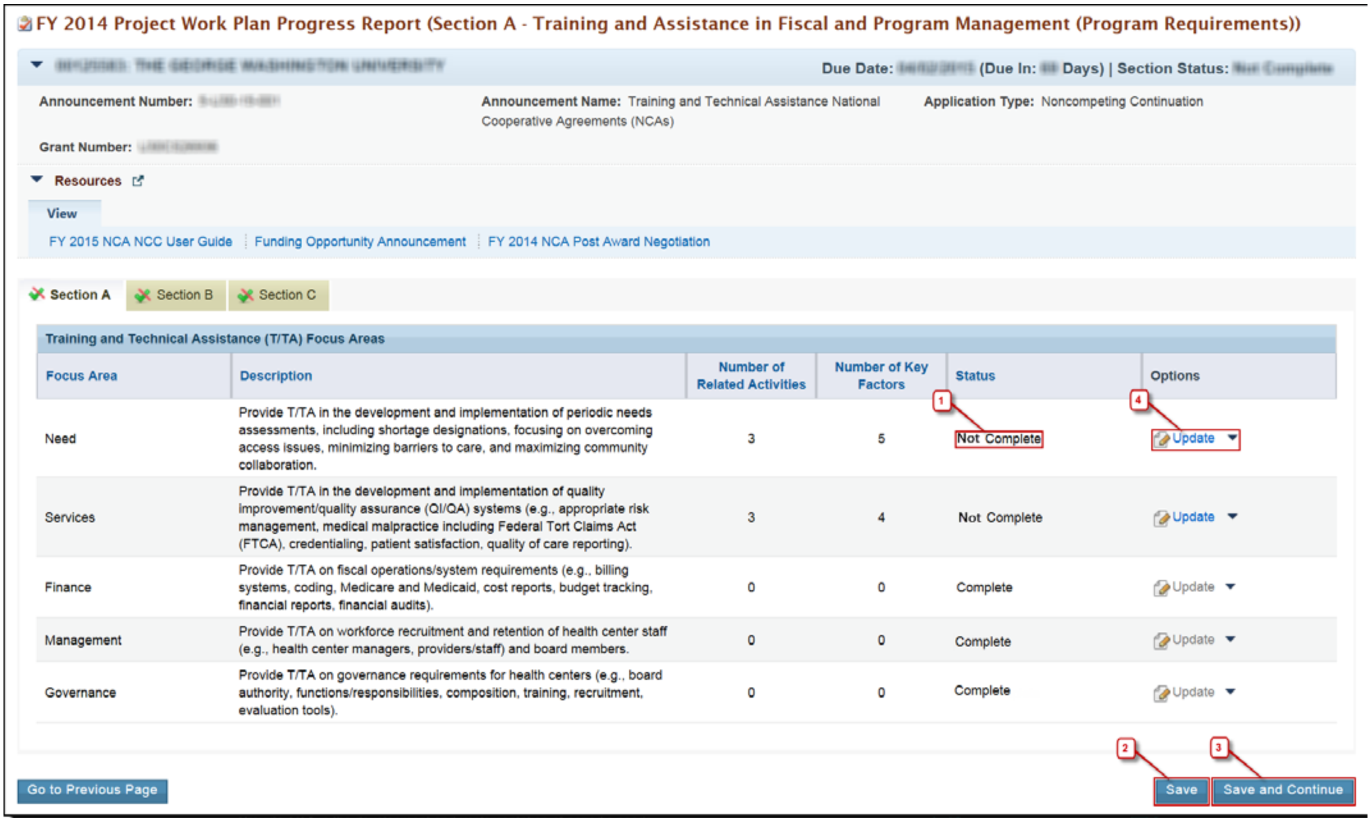
The **FY 2014 Project Work Plan Progress Report** form consists of the following sections:

- Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)
- Section B - Operational and Administrative Support (Performance Improvement)
- Section C - Program Development/Analysis

Each section has a pre-defined set of goals and Technical Assistance (TA) focus areas. You must report progress towards each activity that you submitted.

1. Click the **Update** link to access each section of the **FY 2014 Project Work Plan Progress Report** (**Figure 1**).
   - ➢ The system displays the respective section of the form (**Figure 2**).

Figure 2: FY 2014 Project Work Plan Progress Report – Section A



The Training and Technical Assistance (TA) Focus Area section displays the focus areas and a description of each focus area. The 'Number of Related Activities' field indicates the number of activities included for a Technical Assistance (TA) focus area. If there are no activities included for a specific focus area, the system disables the **Update** link for that focus area. The 'Number of Key Factors' field lists the number of key factors within each focus area.

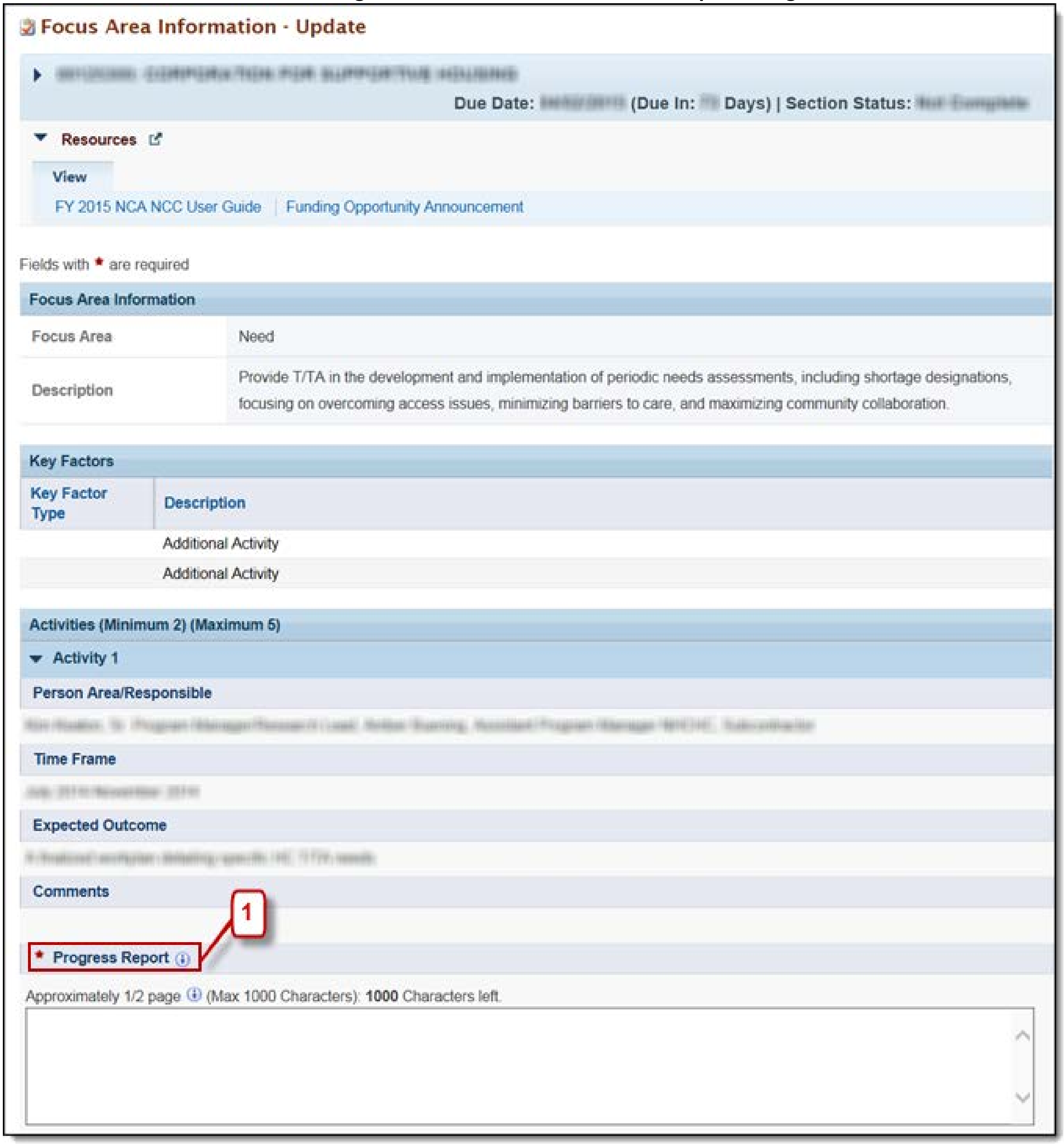
IMPORTANT NOTE: Initially, all the Technical Assistance (TA) focus areas that have pre-populated activities have a status of **'Not Complete'** (**Figure 2**, **1**).

Clicking the **[Save]** (**Figure 2**, **2**) button saves the information without navigating away from the page; clicking the **[Save and Continue]** (**Figure 2**, **3**) button saves the information and returns to the **FY 2014 Project Work Plan Progress Report page**.

2. To report progress towards a specific Technical Assistance (TA) focus area, click the corresponding **Update** link (**Figure 2**, **4**).
   - ➢ The **Focus Area Information - Update** page (**Figure 3**) opens.

The **Focus Area Information - Update** page contains a section for each activity submitted for every focus area in the **FY 2014 Project Work Plan** form.

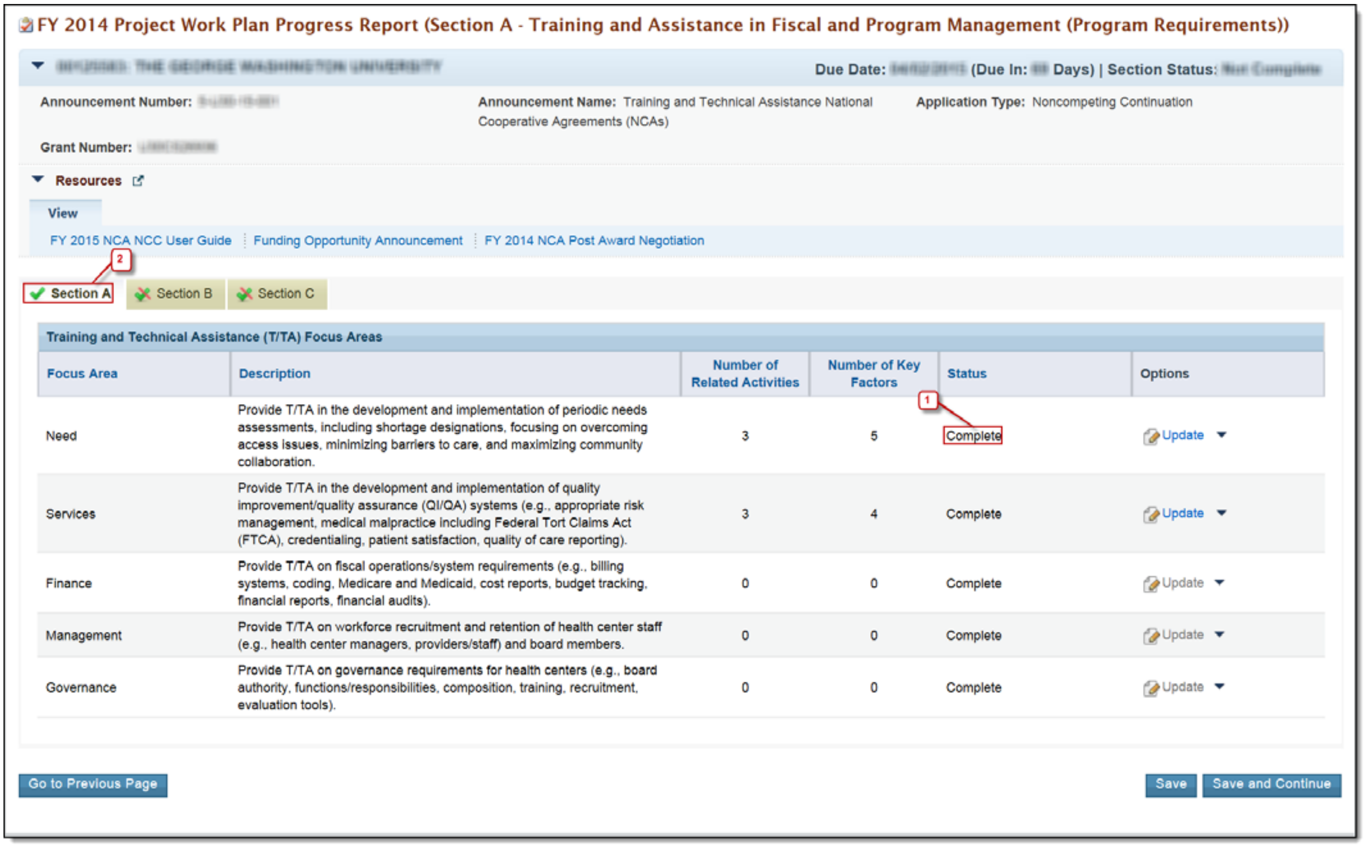
Figure 3: Focus Area Information – Update Page



3. For each listed Activity:
   A. Review the pre-populated, non-editable information (the Activity Description, Person/Area Responsible, Time Frame, Expected Outcome and the Comments fields).
   B. Report the progress on this activity (Figure 3, 1).

➢ Click the **[Save and Continue]** button to save the progress and navigate to the section list page. The status of the completed Focus Area should now be **'Complete'** (Figure 4, 1).

Figure 4: FY 2014 Project Work Plan Progress Report – Section A – Complete



FY 2014 Project Work Plan Progress Report (Section A - Training and Assistance in Fiscal and Program Management (Program Requirements))

[illegible] Due Date: [illegible] (Due In: [illegible] Days) | Section Status: [illegible]

Announcement Number: [illegible]

Announcement Name: Training and Technical Assistance National Cooperative Agreements (NCAs)

Application Type: Noncompeting Continuation

Grant Number: [illegible]

Resources

View

FY 2015 NCA NCC User Guide | Funding Opportunity Announcement | FY 2014 NCA Post Award Negotiation

2

Section A | Section B | Section C

Training and Technical Assistance (T/TA) Focus Areas

Focus Area	Description	Number of Related Activities	Number of Key Factors	Status	Options
Need	Provide T/TA in the development and implementation of periodic needs assessments, including shortage designations, focusing on overcoming access issues, minimizing barriers to care, and maximizing community collaboration.	3	5	1 Complete	Update
Services	Provide T/TA in the development and implementation of quality improvement/quality assurance (QI/QA) systems (e.g., appropriate risk management, medical malpractice including Federal Tort Claims Act (FTCA), credentialing, patient satisfaction, quality of care reporting).	3	4	Complete	Update
Finance	Provide T/TA on fiscal operations/system requirements (e.g., billing systems, coding, Medicare and Medicaid, cost reports, budget tracking, financial reports, financial audits).	0	0	Complete	Update
Management	Provide T/TA on workforce recruitment and retention of health center staff (e.g., health center managers, providers/staff) and board members.	0	0	Complete	Update
Governance	Provide T/TA on governance requirements for health centers (e.g., board authority, functions/responsibilities, composition, training, recruitment, evaluation tools).	0	0	Complete	Update

Go to Previous Page | Save | Save and Continue

IMPORTANT NOTE: The status of each section is marked '**Complete**' (Figure 4, 2) when all the focus areas listed in the section have a status of '**Complete**' (Figure 4, 1).

4. Complete the **FY 2014 Project Work Plan Progress Report** form by marking all the form sections as Complete and proceed to **Section A** of the **FY 2015 Project Work Plan** form using the following steps:
   - Click the **[Save and Continue]** button on **Section C** of the **FY 2014 Project Work Plan Progress Report** form, OR
   - Click the **FY 2015 Project Work Plan** link in the left navigation menu.

3.2 Completing the FY 2015 Project Work Plan form

- The system pre-populates the **FY 2015 Project Work Plan** form from the latest awarded FY 2014 NCA Application or FY 2014 NCA Post Award Negotiation, as applicable.

IMPORTANT NOTE: All of the pre-populated information in this form is **editable** except for the Evaluative Measure Goals.

The **FY 2015 Project Work Plan** form consists of the following sections:

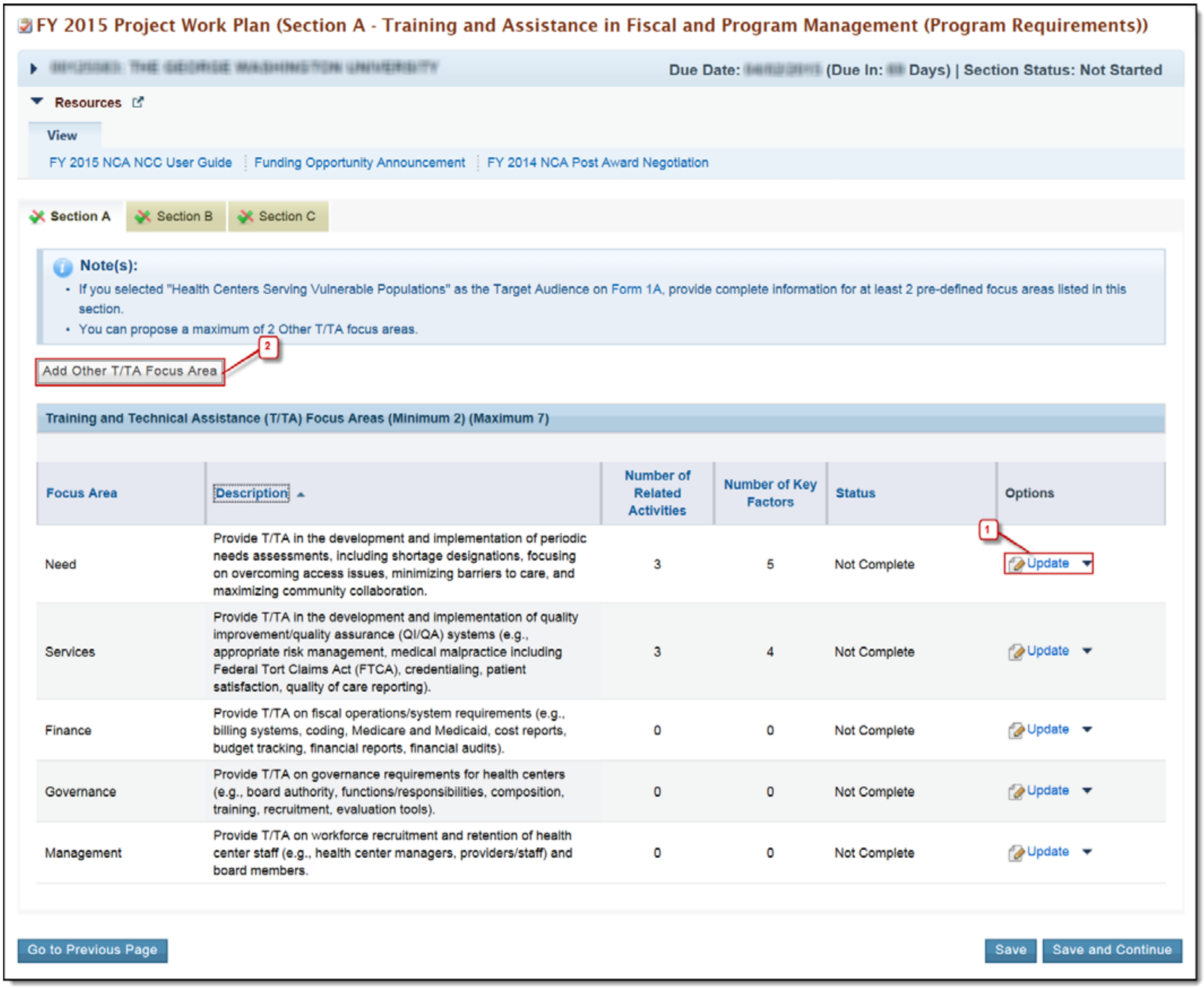
- Section A - Training and Technical Assistance (T/TA) in Fiscal and Program Management (Program Requirements)
- Section B – Operational and Administrative Support (Performance Improvement)
- Section C - Statewide/Regional Program Assistance

3.2.1 Updating Focus Area Information - Update page

To complete **Section A** of the **FY 2015 Project Work Plan** form, please follow the steps below:

1. To add or update activities for a T/TA focus area, click the **Update** link (**Figure 5**, **1**) for the focus area under the Training and Technical Assistance (T/TA) Focus Areas section.
   - ➢ The system displays the **T/TA Focus Area section** page (**Figure 6**).

Figure 5: T/TA Focus Area section



FY 2015 Project Work Plan (Section A - Training and Assistance in Fiscal and Program Management (Program Requirements))

[redacted] Due Date: [redacted] (Due In: [redacted] Days) | Section Status: Not Started

Resources

View

FY 2015 NCA NCC User Guide | Funding Opportunity Announcement | FY 2014 NCA Post Award Negotiation

Section A | Section B | Section C

Note(s):

- If you selected "Health Centers Serving Vulnerable Populations" as the Target Audience on Form 1A, provide complete information for at least 2 pre-defined focus areas listed in this section.
- You can propose a maximum of 2 Other T/TA focus areas.

2

Add Other T/TA Focus Area

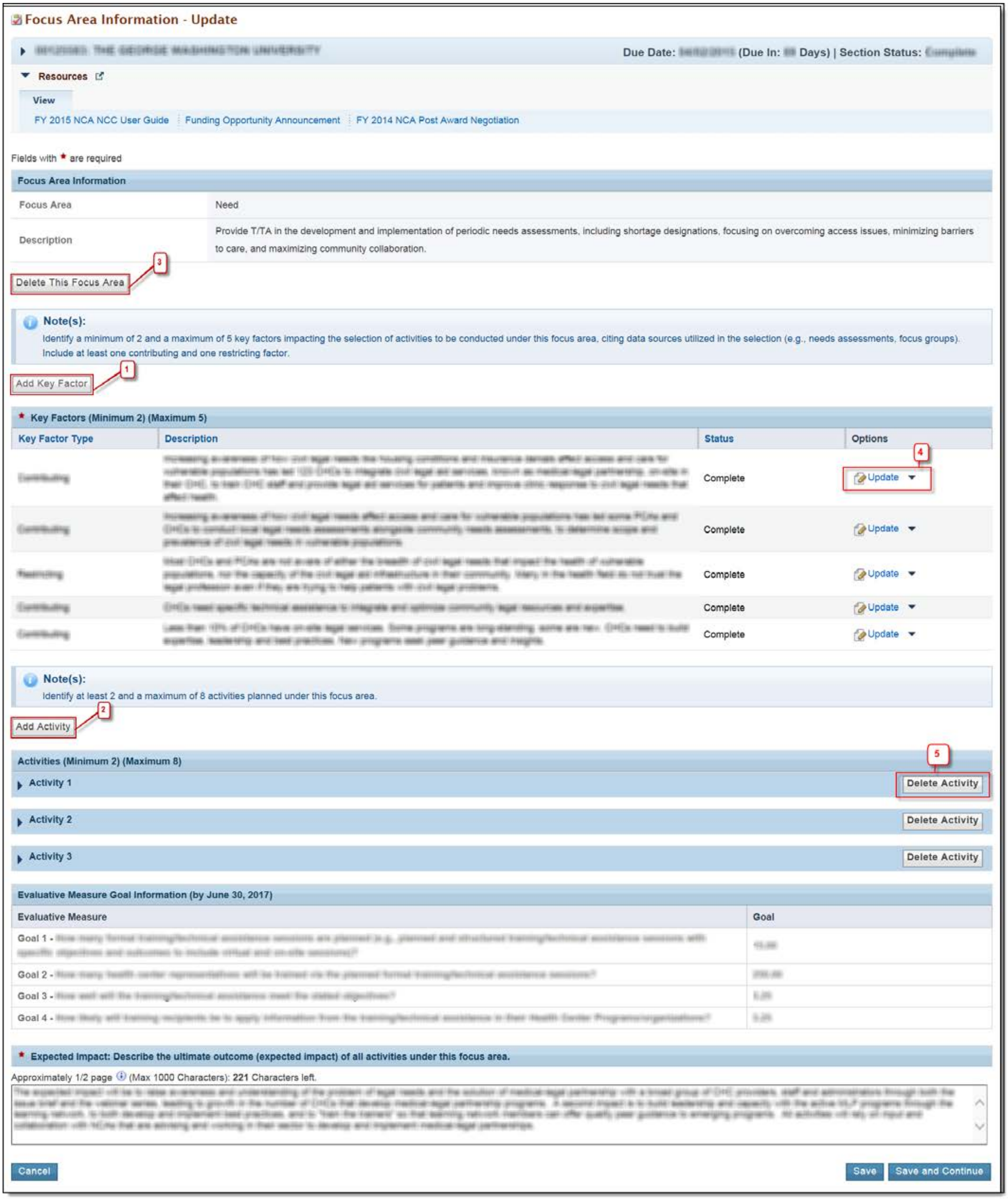
Training and Technical Assistance (T/TA) Focus Areas (Minimum 2) (Maximum 7)

Focus Area	Description	Number of Related Activities	Number of Key Factors	Status	Options
Need	Provide T/TA in the development and implementation of periodic needs assessments, including shortage designations, focusing on overcoming access issues, minimizing barriers to care, and maximizing community collaboration.	3	5	Not Complete	1 Update
Services	Provide T/TA in the development and implementation of quality improvement/quality assurance (QI/QA) systems (e.g., appropriate risk management, medical malpractice including Federal Tort Claims Act (FTCA), credentialing, patient satisfaction, quality of care reporting).	3	4	Not Complete	Update
Finance	Provide T/TA on fiscal operations/system requirements (e.g., billing systems, coding, Medicare and Medicaid, cost reports, budget tracking, financial reports, financial audits).	0	0	Not Complete	Update
Governance	Provide T/TA on governance requirements for health centers (e.g., board authority, functions/responsibilities, composition, training, recruitment, evaluation tools).	0	0	Not Complete	Update
Management	Provide T/TA on workforce recruitment and retention of health center staff (e.g., health center managers, providers/staff) and board members.	0	0	Not Complete	Update

Go to Previous Page | Save | Save and Continue

IMPORTANT NOTE: Initially all the T/TA focus areas have a status of '**Not Complete**'. To update the status to **Complete**, click the **Update** link for each focus area, provide the required information, and then click the **[Save]** or **[Save and Continue]** button on the **Focus Area Information – Update** page.

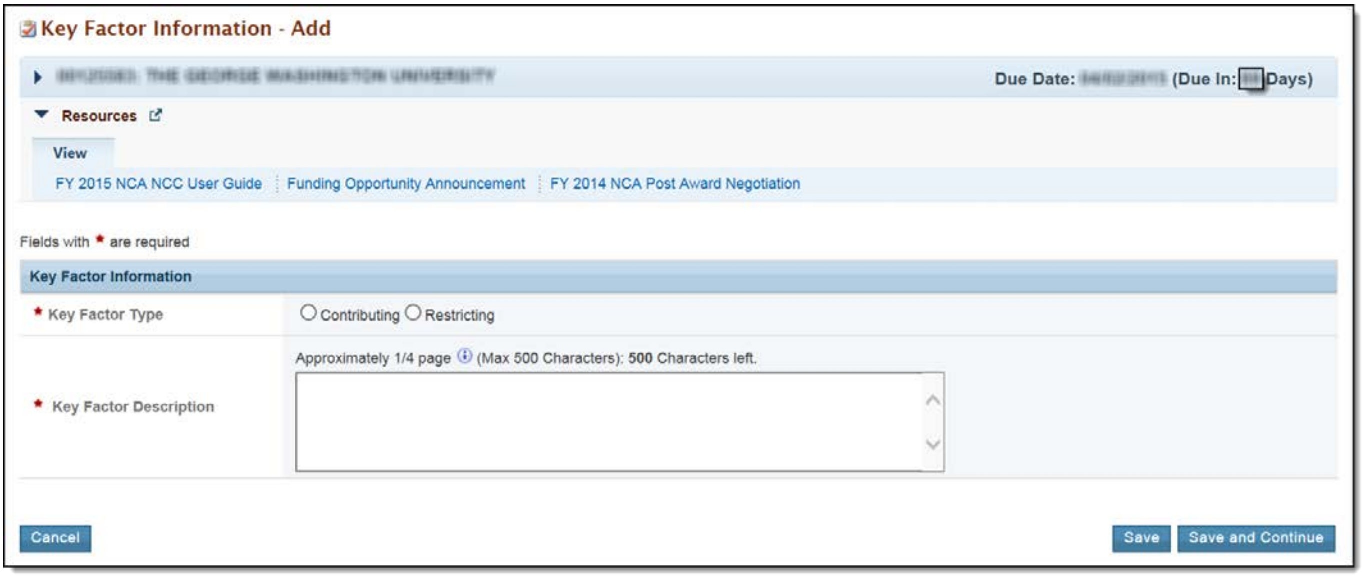
Figure 6: Focus Area Information - Update page



2. Review and revise each of the pre-populated key factors, as needed, by clicking the respective **Update** link (**Figure 6**, **4**).

3. To add a **Key Factor** click on the **[Add a Key Factor]** button from the **Focus Area Information – Update** page (**Figure 6**, **1**).
   - **Key Factor Information – Add** (**Figure 7**) page will open

Figure 7: Key Factor Information – Add Page



4. Enter the required fields on the **Key Factor Information – Add Page**.
5. Click on the **[Save and Continue]** to come back to the **Focus Area Information –Update page**.

IMPORTANT NOTES:

- You must provide at least **one** 'Contributing' and **one** 'Restricting' type of key factor.
- You must provide a minimum of **two** and a maximum of **five** key factors.

6. To delete a key factor, click the **Delete** link in the corresponding context menu in the options column. The context menu is displayed after clicking the down arrow next to the **Update** link (**Figure 6**, **4**).
   - **Key Factor Information - Delete Confirm** page will be displayed
   - Click on the **[Confirm]** button to continue.
7. For each pre-populated Activity, review the following sections to describe FY 2015 work plans. Providing comments for each Activity is optional.
   a. Activity Description (required)
   b. Person Area/Responsible (required)
   c. Time Frame (required)
   d. Expected Outcome (required)
   e. Comments (optional)
8. If you wish to add new activities, click the **[Add Activity]** (**Figure 6**, **2**) button provided under the **Focus Area Information – Update** page and provide complete information for the newly added activity. If a new activity is added to the FY 2015 Project Work Plan, provide a notation in the Comments field.

IMPORTANT NOTES:

- A grantee must propose a minimum of **two** and a maximum of **eight** activities under each T/TA Focus Areas in the **FY 2015 Project Work Plan** form to change the status of the focus area to **'Complete.'**

- If there are focus areas for which you do not wish to add activities, you may still visit those focus areas and click the **[Save]** or **[Save and Continue]** button. The status of these focus areas will remain **'Not Complete'** when the **FY 2015 Project Work Plan** is submitted.

9. If you wish to delete any activity, click the **[Delete Activity]** button (**Figure 6**, **5**) on the header of the related activity.
   - On the resulting **Activity Information – Delete Confirm** page, click the **[Confirm]** button to delete the activity.
10. If an activity included in the **FY 2014 Project Work Plan Progress Report** is deleted from the **FY 2015 Project Work Plan**, provide details about the deletion in the relevant Progress field in the **FY 2014 Project Work Plan Progress Report**. Click the **[Save]** or **[Save and Continue]** button to respectively save, or save and return to the **FY 2015 Project Work Plan - Section A** page.

Figure 8: Focus Area Information – Update page – Evaluative Measure Goals Information

11. The pre-populated **Evaluative Measure Goals** (**Figure 8**) goals are non-editable and read-only.

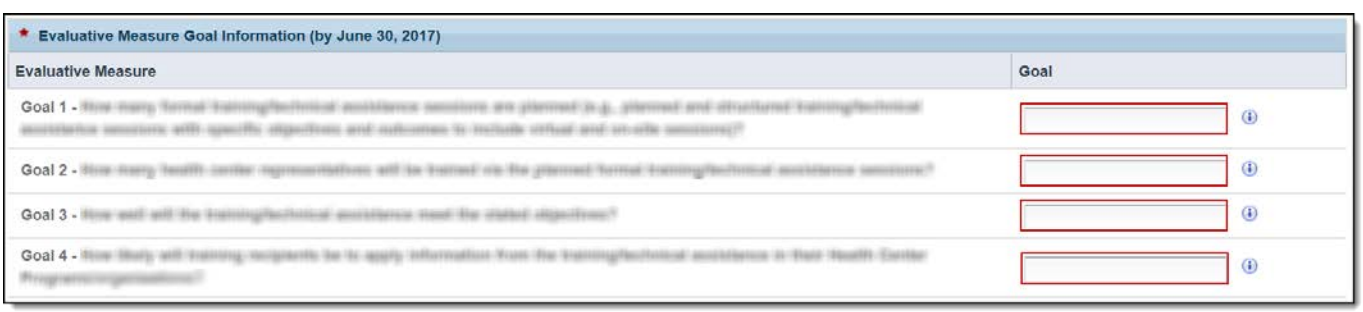
<u>**IMPORTANT NOTE:**</u> The system shall display a separate record for each of the following goals and shall display this goal text in read only format:

- Goal 1 - How many formal training/technical assistance sessions are planned (e.g., planned and structured training/technical assistance sessions with specific objectives and outcomes to include virtual and on-site sessions)?
- Goal 2 - How many health center representatives will be trained via the planned formal training/technical assistance sessions?
- Goal 3 - How well will the training/technical assistance meet the stated objectives?
- Goal 4 - How likely will training recipients be to apply information from the training/technical assistance in their Health Center Programs/organizations?

If there are no goals to be pre-populated, then the system shall not show this section.

12. The **Evaluative Measure Goals** for newly added **Focus Area** are editable (**Figure 9**).

Figure 9: Focus Area Information – Update page – Evaluative Measure Goal Information (Editable)



IMPORTANT NOTES:

If the Target Audience selected on **Form 1A** of the initiating application '**Health Centers Serving Vulnerable Populations**' or **'Health Centers Seeking Capital Financing'** the applicant shall address the following minimum number of T/TA Focus Areas for each of the Project Work Plan sections:

- Section A: minimum of 2 pre-defined focus areas are required.
- Section B: minimum of 1 pre-defined focus area is required.
- Section C: all pre-defined focus areas except 'Newly Funded Health Centers' are required. Providing information for 'Newly Funded Health Centers' shall be optional.

If the Target Audience selected on **Form 1A** of the initiating application is **'Health Centers Serving Special Populations'** or **'Health Centers Serving Underserved Communities/Populations'** the application shall address the following minimum number of T/TA Focus Areas for each of the Project Work Plan sections:

- Section A: all 5 pre-defined focus areas are required
- Section B: all 3 pre-defined focus areas are required
- Section C: all 5 pre-defined focus areas are required

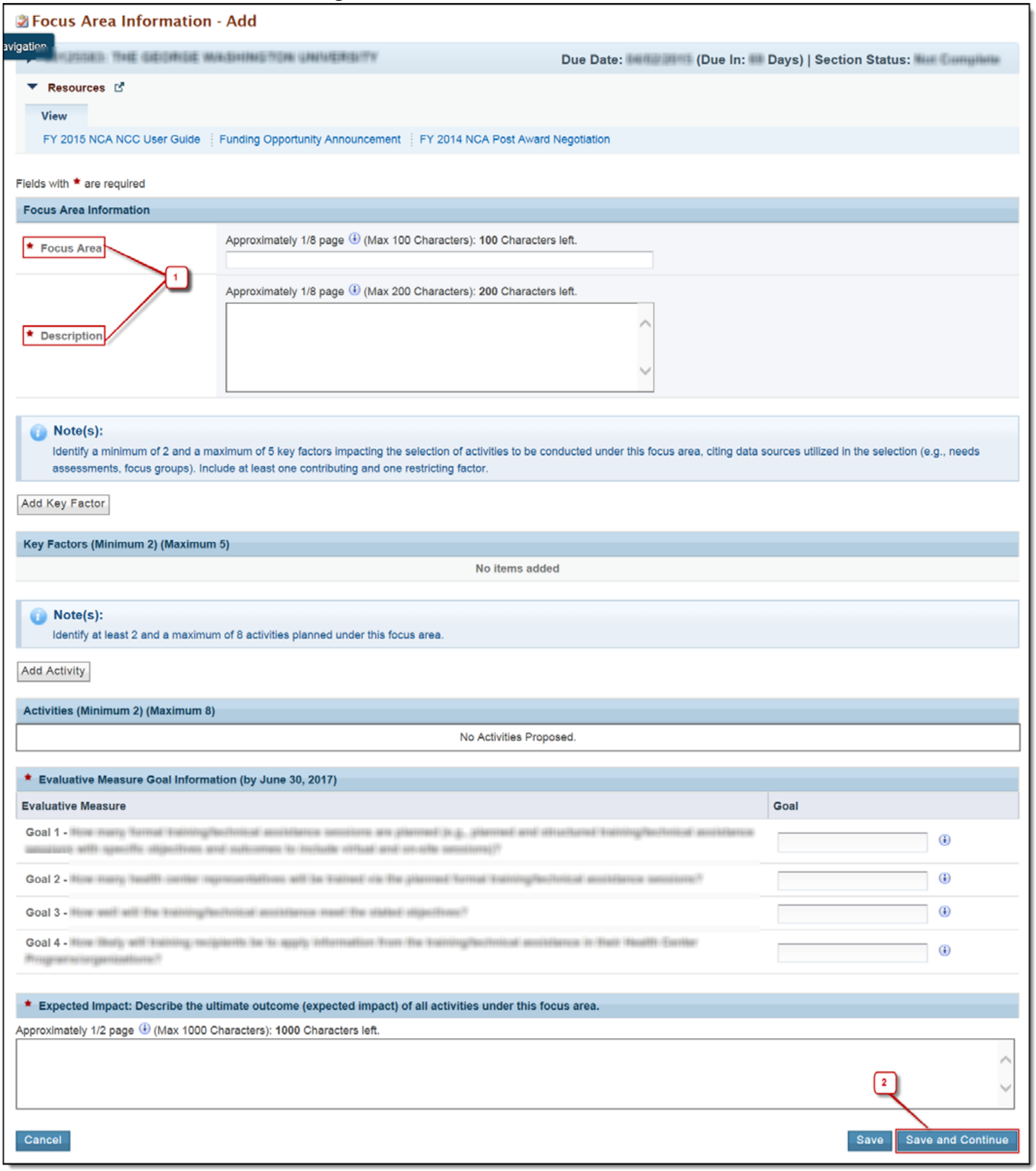
3.2.2 Adding additional focus areas:

1. You may propose additional focus areas by clicking the **[Add Other Focus Area]** (**Figure 5**, **2**) button located above the Training and Technical Assistance (T/TA) Focus Areas section.
2. The system displays the **Focus Area Information – Add Focus Area** page (**Figure 10**).
   a. The application will display the following sections:
      i. Focus Area Information
      ii. Key Factors
      iii. Activities
      iv. Progress Report
      v. Evaluative Measure Goal Information (by June 30, 2017)
      vi. Expected Impact: Describe the ultimate outcome (expected impact) of all activities under this focus area.

IMPORTANT NOTES:

- For the Activities fields, the system will display a separate record for each activity proposed.
- For the Progress Report fields, the system will display an editable Progress Report text field for each activity proposed.

Figure 10: Focus Area Information – Add Focus Area



A. Provide information for the Focus Area and Description fields (Figure 10, 1).

B. Complete the sections for Key Factors, Activities and Goals (refine language.)

C. Click the **[Save and Continue]** (Figure 10, 2) button to save the information and navigate back to the **FY 2015 Project Work Plan Form** list page.

➢ The system displays the newly added focus area in the T/TA Focus Area section of the form.

3.2.3 Deleting a Focus Area:

1. If you wish to delete an existing focus area from your FY 2015 Project Work Plan, click on the **[Delete This Focus Area]** (**Figure 11**) link by expanding the Update menu from the Options column. This action is also available through the **[Delete This Focus Area]** button inside of each Focus Area Information - Update page (**Figure 6**, **3**).

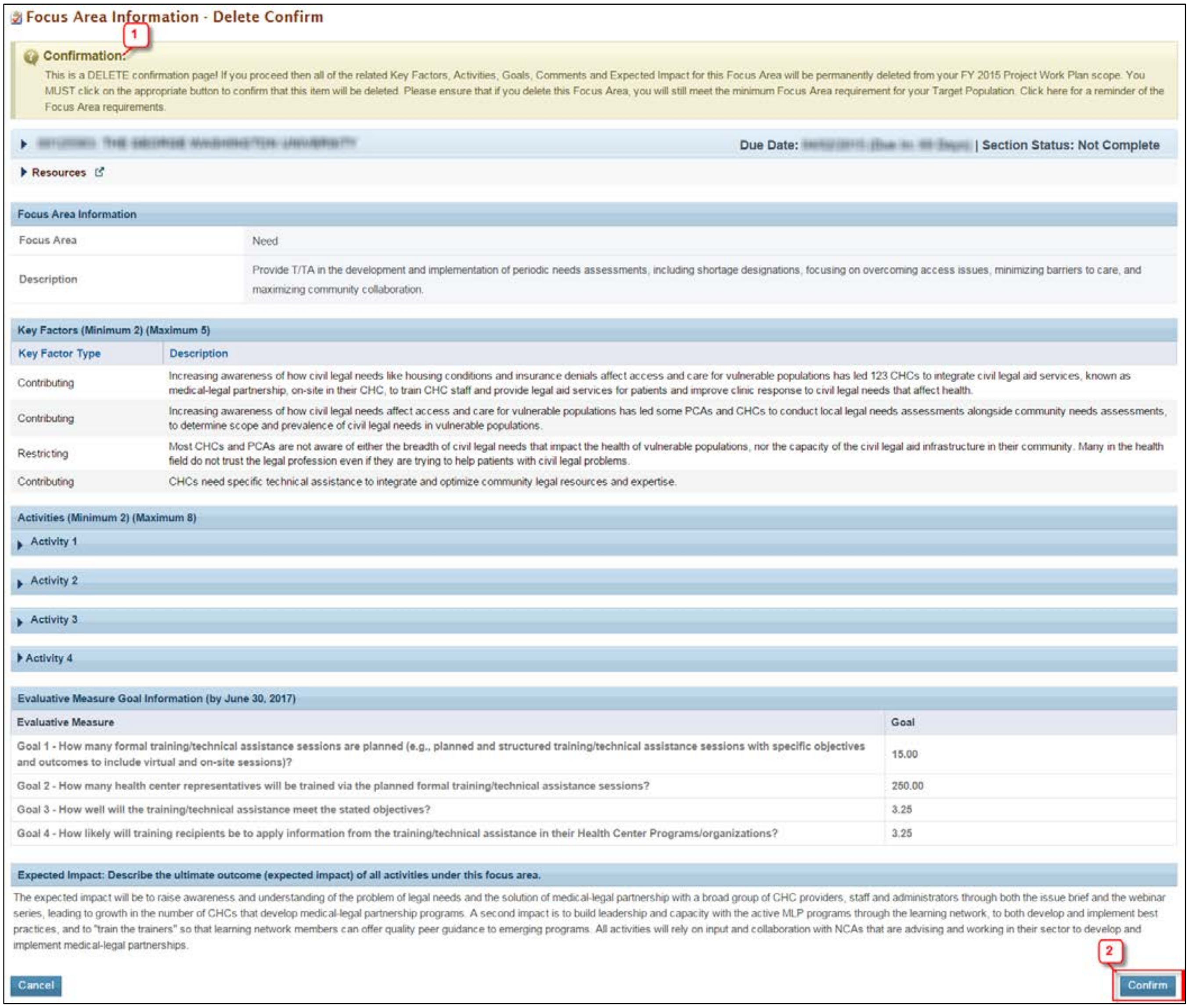
Figure 11: Delete this Focus Area – Context Menu

Training and Technical Assistance (T/TA) Focus Areas (Minimum 2) (Maximum 7)

Focus Area	Description	Number of Related Activities	Number of Key Factors	Status	Options
Need	Provide T/TA in the development and implementation of periodic needs assessments, including shortage designations, focusing on overcoming access issues, minimizing barriers to care, and maximizing community collaboration.	4	4	Not Complete	Update Action Update Delete This Focus Area View Focus Area Information
Services	Provide T/TA in the development and implementation of quality improvement/quality assurance (QI/QA) systems (e.g., appropriate risk management, medical malpractice including Federal Tort Claims Act (FTCA), credentialing, patient satisfaction, quality of care reporting).	3	4	Not Complete	
Finance	Provide T/TA on fiscal operations/system requirements (e.g., billing systems, coding, Medicare and Medicaid, cost reports, budget tracking, financial reports, financial audits).	0	0	Not Complete	Update
Management	Provide T/TA on workforce recruitment and retention of health center staff (e.g., health center managers, providers/staff) and board members.	0	0	Not Complete	Update
Governance	Provide T/TA on governance requirements for health centers (e.g., board authority, functions/responsibilities, composition, training, recruitment, evaluation tools).	0	0	Not Complete	Update

➢ The system displays the **Focus Area Information - Delete Confirm** page (**Figure 12, 1**). Click on the **[Confirm]** (**Figure 12, 2**) button to complete the action.

Figure 12: Focus Area Information – Delete Confirm



IMPORTANT NOTES:

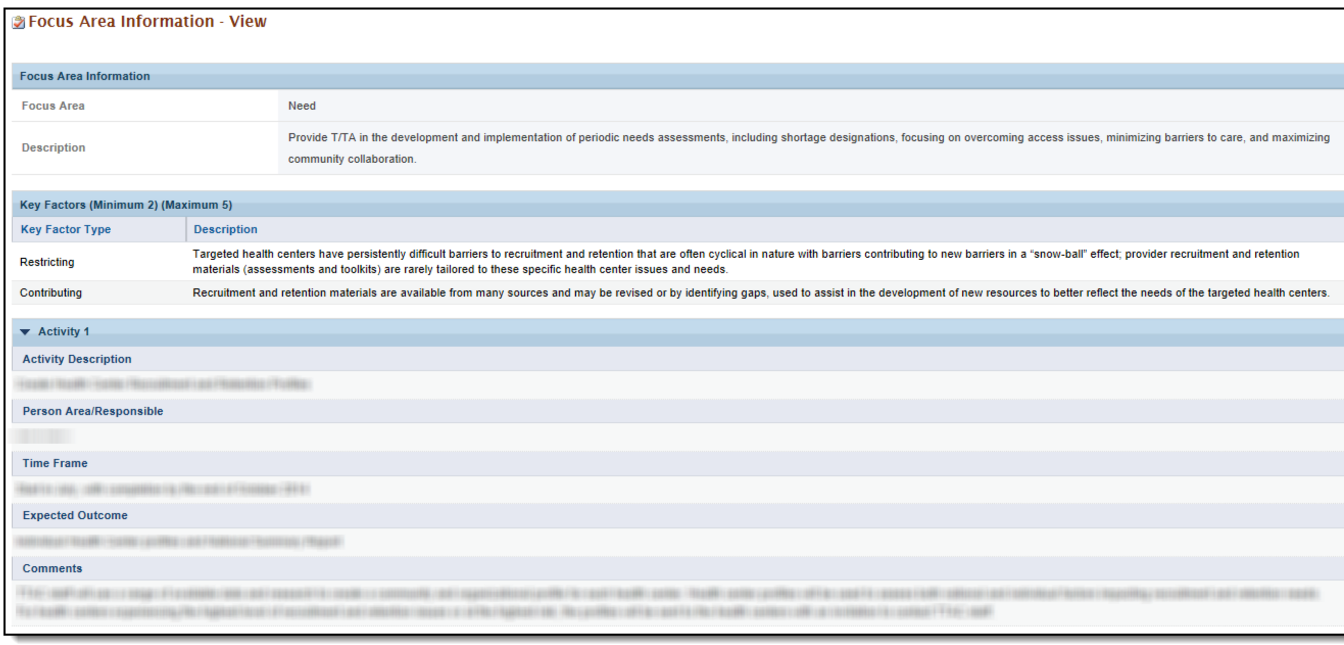
- By deleting a pre-defined **Focus Area**, the focus area title and description will not be removed from the FY 2015 Project Work Plan, but the respective **Key factors, Activities** and **Goals** will be deleted/removed. The status of the deleted **Focus Area** will appear as **'Deleted'** on the current Project Work Plan.
- Grantees will be allowed to delete pre-defined Focus Areas and their contents as long as they meet the minimum Focus Area requirement(s) for their **'Target Population'** from **Form 1A** of the initiating application (refer to the notes above regarding the **Form 1A** dependencies). The button and the Context Menu option will be disabled (grayed out) once the minimum number of pre-defined focus areas has been reached. For example, if an application has 2 pre-populated Focus Areas for a section and the population type suggests that both are required, then the system will disable the Delete functionality for those 2 pre-defined Focus Areas. If the population type suggests that only one pre-defined Focus Area is required, then the system will allow the applicant to delete one Focus Areas only.

2. If you wish to delete a newly added focus area, click the **Delete** link for the focus area by expanding the context menu under the options column (Figure 13, 1).
   - ➢ The system displays a **Focus Area Information - Delete Confirm** page. Click on the **[Confirm]** button to complete the action.
   - ➢ The Focus Area will completely be removed.

Figure 13: Delete newly added Focus Areas

3. To view the complete list of activities added under a focus area, click the **Activity Information** link in the context menu under the options column for the focus area (Figure 13, 2).
   - ➢ The system displays the **Focus Area Information - View** page (Figure 14).

Figure 14: Focus Area Information – View page



4. Click the **[Save and Continue]** button on Section A list page to proceed to complete Section B (Clinical) of the **FY 2015 Project Work Plan** form.
5. Complete the remaining sections of the **FY 2015 Project Work Plan** form by following steps mentioned above.
6. After completing and saving the **FY 2014 Project Work Plan Progress Report** and the **FY 2015 Project Work Plan**, click the **Complete Status** link in the left menu to return to the overall **Status Overview** page to complete the **Appendices** form.

3.2.4 Completing the Appendices form

1. On the **NCC Progress Report - Status Overview** page, click the **Update** link for the **Appendices** form.

2. Upload the attachments by clicking the associated **[Attach File]** buttons:

> **IMPORTANT NOTES:**
> - Only one document may be uploaded per attachment.
> - Refer to the NCA NCC Progress Report Instructions for detailed information about the attachments.

3. After completing the **Appendices** form, click the **[Save and Continue]** button to proceed.

4. Reviewing and Submitting the FY 2015 NCA NCC

On the **NCC Progress Report – Status Overview** page, click the **Review** link under the 'Review and Submit' section in the left menu. Review the information displayed in the resulting **NCC Progress Report – Review** page. If you are ready to submit the progress report to HRSA, follow the steps below:

> **IMPORTANT NOTE:**
> You will be able to submit the progress report to HRSA only if you are a Project Director (PD) at the NCA organization or if you have been provided with the privilege to submit.
>
> If you are not able to submit the progress report or you do not have the appropriate permissions, contact the BPHC Helpline for assistance at http://www.hrsa.gov/about/contact/bphc.aspx or 1-877-974-2742 (Monday – Friday, 8:30 AM - 5:30 PM ET).

1. Click the **[Proceed to Submit]** button at the bottom of the **NCC Progress Report – Review** page. The system navigates to the **NCC Progress Report – Submit** page.
2. Click the **[Submit to HRSA]** button at the bottom of the **NCC Progress Report – Submit** page. The system navigates to a confirmation page.
3. Your progress report has not been submitted until you confirm the submission. Click the **[Submit Report]** button in the lower right corner of the page to confirm the submission of the NCC to HRSA.

5. Submitting a Change Requested Progress Report

Progress reports without all required information will be considered incomplete or non-responsive. Incomplete Progress Reports will be returned via a 'Change Requested' email notification sent by HRSA with a request for the missing information. To revise your progress report, access it in EHB using the steps described in section 1. Accessing the FY 2015 NCA NCC of this user guide. Edit the progress report as indicated in the email sent by HRSA, and re-submit the NCA NCC progress report by following the steps in section 5. Reviewing and Submitting the FY 2015 NCA NCC of this user guide.

> **IMPORTANT NOTE:** A HRSA reviewer may cancel (or override) a change request after you have re-submitted a change requested NCA NCC progress report, or if you have not responded to a previous change request in a timely manner. If a HRSA reviewer cancels the change request, you will receive a Change Request cancellation email.

After you receive this email, you will not be able to revise your NCA NCC progress report. HRSA will review the last NCA NCC progress report that you submitted.

If HRSA does not receive the progress report by the established deadline or receives an incomplete or non-responsive progress report, a delay in NoA insurance or a lapse in funding may occur.