

**HRSA Electronic Handbooks (EHBs)**  
**Federal Financial Report (FFR)**  
**Grantee Handbook**  
A quick reference sheet for Grantees

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## 1. EHBs Financial Report Privileges – Financial Reporting Administrator

Members of the grantee organization responsible for submitting the FFR to HRSA must register as the Financial Reporting Administrator (FRA) in the EHBs. You will need your organizations PIN from the Payment Management System (PMS) to verify your identity as the FRA. Follow the steps below to register as the FRA:

1. Log in to the EHBs (<https://grants.hrsa.gov/webexternal/login.asp>)
2. Click the Add to Portfolio link in the left side menu.
3. In the *Grant Portfolio Registration* screen, select the option “I am the official responsible for approving/submitted Financial Grant Reporting for this Organization” option and click the **Guide Me** button.
4. Click **Register as Financial Reporting Administrator** button.
5. Enter your PIN from PMS and check the certification check box. Click the **Continue** button to complete the process. *If you do not have access to the PMS PIN, see topic 2 below.*

## 2. EHBs Financial Report Privileges – All Other Users

All other members of the grantee organization who will need to view, edit or submit the FFR will need to request privileges from the FRA. Follow the steps below to request privileges:

1. Log in to the EHBs (<https://grants.hrsa.gov/webexternal/login.asp>)
2. Click the Add to Portfolio link in the left side menu.
3. In the *Grant Portfolio Registration* screen, select the option “I Support Financial Grant Reporting” option and click the **Guide Me** button.
4. Click **Request Permission from the Financial Reporting Administrator** button.
5. Enter comments to be included in an email notification to the FRA and click **Continue** to complete the request.

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### **3. Navigate to the FFR in the EHBs**

Once you have obtained Financial Report privileges in the Grant Handbook (*see topics 1 and 2 above*), follow the steps below to navigate to the FFR in the EHBs:

1. Log in to the EHBs (<https://grants.hrsa.gov/webexternal/login.asp>)
2. Click the View Portfolio link in the left side menu.
3. Locate the grant for which you want to work on the FFR and click the Open Grant Handbook
4. The Grant Handbook will open. Click the Financial Reports link in the left side menu.

### **4. FFR Deadline**

In most cases, the FFR is due 90 days after the budget period end date. Please refer to the Financial Reporting Requirement on the Terms and Conditions section of your Notice of Grant Award (NGA) to verify the FFR Deadline. The FFR Deadline will also be displayed in the FFR status table in the EHBs Financial Reports list.

### **5. Request FFR Deadline Extension**

Follow these steps to request a deadline extension if you need additional time to complete and submit your FFR:

1. Navigate to the FFR (*see topic 3, above*)
2. Locate the report for which you want to request an extension and click the Request Extension link.
3. The *Extension Request form* will open. Enter the date until which you would like the deadline extended and enter comments explaining why you are requesting an extension.
4. Click the **SAVE and CONTINUE** button.
5. A confirmation page will be displayed. Click **YES** to confirm the extension request.
6. The Grants Management Specialist (GMS) for your grant will be notified of your request. You will receive notification via email once the request is approved or denied.

### **6. FFR Status**

There are four possible FFR Statuses:

1. **Not Started:** The FFR has not been started by anyone in your organization
2. **In Progress:** The FFR has been started by you or someone in your organization, but it has not been submitted to HRSA
3. **Submitted:** The FFR has been submitted to HRSA
4. **Change Requested:** An FFR that was submitted to HRSA has been returned to your organization for changes. The FFR will remain in Change Requested status until the report is submitted to HRSA.

## 7. FFR Data Entry

When performing FFR data entry in the EHBs, remember the following:

- Required fields are marked with a red asterisk (\*)
- All sections of the FFR must be “Complete” in the status table before the report can be submitted
- Validation rules will be enforced to ensure that the data is complete and accurate. You will receive an error message if a validation requirement is not met.
- Click the **SAVE** button to save changes and remain on the page.
- Click the **SAVE AND CONTINUE** button to save changes and proceed to the next section.

## 8. View Previously Submitted FFR(s)

By default, the EHBs displays FFRs that are Not Started, In Progress, or Change Requested. To view a previously submitted FFR, you will have to change the search criteria. To search for submitted FFRs:

1. Navigate to the Financial Reports list (see Topic 3, above)
2. Click the **SEARCH** button located in the upper right corner above the FFR list table
3. In the “Schedule Status” option box, select “Submitted” and click **SEARCH**
4. The Financial Reports list will now display all previously submitted Financial Reports. Click the [View Financial Report](#) link to view the report.

## 9. Revise a Submitted FFR

The EHBs allows grantees to revise a previously submitted FFR under the following conditions:

- The Grants Management Specialist (GMS) is not currently reviewing the FFR
- The FFR for the following reporting period has not been started

To revise a previously submitted FFR:

1. Locate the Previously Submitted FFR (see Topic 7 above)
2. Click the [Revise Financial Report](#) link.
3. A message will be displayed stating “You are attempting to revise a Financial Report approved by HRSA. If you wish to revise the Financial Report click the "Continue" button.” Click the **CONTINUE** button to proceed.
4. The FFR revision will be created and will appear as “In Progress” in the Financial Reports list until it is submitted to HRSA.

## 10. Resources

- **Financial grant-related questions:** Contact the Grants Management Specialist (GMS) listed on the Notice of Grant Award
- **EHBs-related assistance:**
  - o Contact the HRSA Call Center
    - Toll Free: (877)Go4-HRSA; (877) 464-4772
    - Email: [CallCenter@hrsa.gov](mailto:CallCenter@hrsa.gov)
- **FFR Instructions:** [http://www.whitehouse.gov/omb/grants/standard\\_forms/ffr\\_instructions.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ffr_instructions.pdf)
- **EHBs URL:** <https://grants.hrsa.gov/webexternal/login.asp>