

NWX-HRSA OA

Moderator: Chris Suzich
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8:30 am CT

Coordinator: Thank you for standing by. At this time, all participants are in a listen-only mode. After the presentation, we'll conduct a question and answer session. To ask a question, please press the star 1. Today's conference is being recorded. If you have any objections you may disconnect at this time. I would like to introduce your host for today's conference, Chris Suzich. You may begin.

Chris Suzich: Thank you (Cathy), and welcome everybody. Thank you for joining today. This is an opportunity if you've - we're going to follow the same format that we've followed in the past if you've joined us previously for these type of calls.

My colleagues and myself are going to talk for about 15 or 20 minutes to give you some of the high points of EHBs, some of the issues that we get repeated questions about, in an effort to provide some guidance and instruction to you, our HRSA grantee community.

And then we will open it up for questions and answers. We are fortunate to have a group on the call today here, HRSA EHBs experts. And if we don't know the answer to your EHBs question, we will collect your contact

information and get back to you with an answer. So once again, thanks for joining.

I'm going to start off by asking (Cathy) to provide the playback number. The call is being recorded as the operator has mentioned just now, and a number of folks were interested - I'm guessing that all of our HRSA grantee community, some of your colleagues, perhaps couldn't make this time for this call, but fortunately, two things come to mind.

We will have a transcript available of this call and of tomorrow's call, and they will be posted on the HRSA grants Web site in about a week. In addition to that, any of your colleagues that couldn't dial in today and listen to this conference call, they can dial a toll-free number and listen to what we call the automatic playback of this call, that's a recording of this call, and that phone number, (Cathy), could you give our HRSA grantee community that playback number which will be available later on today?

Coordinator: Okay. That number is 1-800-841-8609. Again that's 1-800-841-8609. No pass code is required.

Chris Suzich: Thank you, (Cathy). So again, if anybody needs to - wants to revisit anything that we say on the call, after the call, feel free to dial that number over the next 60 days, and you can listen to this conference call again as many times as you would like.

Just a few administrative points, keep a piece of paper and pencil or pen handy during the call today to jot down any notes you might hear. I'll be giving out some phone numbers, as will my colleagues, and you might want to take some notes on some EHBs points that you were not aware of.

In addition to that, if you do pose a question to us during the Q&A period, please have your grant number handy. Chances are we will ask you for the grant number after you ask your question. Some of my colleagues today are in front of a computer, so there is a chance that we might be able to provide you some real time instruction on your particular grant question. If not, as I said, we can get back to you if we don't know the question - I mean, if we don't know the answer.

So let me start off by talking a little bit about the HRSA Contact Center. The HRSA Contact Center is your, typically your first stopping point for EHBs-related questions, and most of you probably already know that phone number, but I'm going to go ahead and give you the HRSA Contact Center toll free phone number, and that is 1-877-464-4772. That's 877-464-4772.

They also have an email box available that you can send your question to, and their turnaround time is fairly quick. The email is callcenter@hrsa.gov. That's call center, the at sign, H-R-S-A dot gov.

Sometimes we get questions here about the Payment Management System. The Payment Management System, as most of you may already know, is the system that you access to draw down your HRSA grant funds. The PMS system has a separate help desk number.

So if you have a question or an issue, excuse me, directly related to drawing down your HRSA grant funds - as you know you don't enter EHBs to draw down your funds but you enter the PMS system, the Payment Management System help desk phone number is 1-877-614-5533. Again, the Payment Management System help desk number, 877-614-5533.

And just a note, when you email, if you use the email address for the HRSA Contact Center, please include your grant number in the subject line and in the body of the email, and any other information you might have that's specific to your question so that the HRSA Contact Center personnel can do some research and get back to you as quickly as possible.

As was in the invitation, one of the focuses of this particular call is on the FFR, that is the SF-425. That's an important financial form that you - most of you, all of you, probably, are required to submit to us. There are a few grantees that do not submit the 425, but most of you do. That is the Federal Financial Report.

It can be a little bit confusing because there is an SF-425 that is submitted into EHBs, but there is also part of that financial documentation that is submitted by you, on a quarterly basis, to the Payment Management System. Most of you submit the SF-425 on an annual basis into EHBs.

Fortunately, to help us sort this all out and provide some additional explanation, we have one of our subject matter experts here with us today. So I'm going to turn it right over to Kelly. Kelly?

Kelly Long: Thank you, Chris. As Chris mentioned, my name is Kelly Long, and I work here in the Division of Grants Management Operations within the Health Resources and Services Administration. My team is responsible for assisting our grant staff in their day-to-day operations of grants management, particularly in the post-award monitoring and close-out phases of the grants process.

So I'm here today to talk to you about the Federal Financial Report, and I'll cover three points. First, I'll give you the difference between - and I'll talk a

little more about the difference between the financial reporting to the grants office here at HRSA, and then your financial reporting responsibilities to the Payment Management System. So as Chris said, PMS, that's the system where you are withdrawing your federal funds.

And then second, I'll provide you with an overview of what your grants management specialist is reviewing when they receive the FFR, and then third, the importance of submitting your FFRs both timely and accurately.

So first, the difference between the financial reporting to HRSA here at the Grants Office, and your financial reporting to the Payment Management System, it does get a bit confusing, but know that the FFR form is a single-page form that you, the recipient, must use to file both your cash transactions and your financial status information.

So both HRSA and the Payment Management System utilize this FFR form to monitor your financial data. It's important to know the difference between the FFR reporting requirement to PMS and to HRSA, so that you are submitting both reports.

First, you're required to file quarterly, your cash transaction reports via the Payment Management System. So in this report, you're reporting your cumulative disbursements of the cash that you've withdrawn from the Payment Management System. So this is Lines 10A through 10C on the Standard Form 425, the FFR. So again, that's a quarterly reporting requirement.

Then you are reporting your expenditure of funds, and then if applicable, cost sharing, matching or program income, on a semi-annual or annual basis to the

Grants Office here at HRSA. And that is through the Electronic Handbooks. This is Line 10D, as in dog, through O on the FFR-425 form.

The schedule for submitting the semi-annual or annual financial report is specified on your Notice of Award under the Reporting Requirements section. Your due date is dependent upon the grant program cycle, so the NOA is your best resource for knowing when the report is due to HRSA.

I'm going to talk real briefly, and I'll provide you with an overview of what your grants specialists are reviewing when they receive your FFR. So when that comes into HRSA through the Electronic Handbooks, they will carefully review the data that you supplied, and will check for accuracy, reasonableness and completeness.

Through their review, they will determine if there are any significant changes in the rate of obligation or expenditure from that expected, and they will ensure consistency with the term and conditions of your award.

If you have a program that requires you to match expenditures, your grant specialist will also ensure that you're meeting your matching requirements, and likewise if you have a grant that has program income requirements, your grant specialist will review to ensure you're accounting for program income in accordance with the terms and conditions of the award.

As far as submitting your FFR timely, HRSA does taking financial reporting requirements very seriously. If you're not in compliance, we may take an adverse action that can include either restricting your funds, withholding a continuation award, withholding monetary revised awards or potentially not funding you from an application.

For example, a request for carryover funds, we can deny that if the organization is not in compliance with the financial reporting requirements. We may also, in extreme cases, we could potentially terminate a grant if that's deemed appropriate.

So therefore it's imperative that you comply with both of the requirements, so both meaning, again, the quarterly reporting to Payment Manager, and your - either your semi-annual or annual reporting to HRSA, to ensure that you have access to your funds when needed, and for future award opportunities.

Please know that if you have questions pertaining to the information or data on the FFR, you may reach out to your grants management specialist for assistance. If you have technical issues with the Electronic Handbooks during the FFR process, you can call or email the HRSA Contact Center, and Chris provided the information.

And one last note, with the FFR, there is a place on there, if you have an unobligated balance of funds, there'll be a question whether you want to carry over those funds and whether you're going to submit a prior approval request to HRSA. I'm now going to turn it over to (Melissa Reyes), who's going to go through the Prior Approval module with you.

(Melissa Reyes): Thank you, Kelly, and thank you, everybody, for joining. My name is (Melissa Reyes), and I work for the Division of Grants Management Operations. As Kelly touched on during the FFR portion, if there is a carryover - sorry, if there is an unobligated balance on the FFR, one of the questions on the FFR is if you're going to submit a carryover request.

If you're going to submit a carryover request, it has to be done separately from the FFR in the form of a prior approval. The FFR - this has to be submitted

first before you can request carryover for the unobligated balance. One thing I'll mention, like when doing the carryover request on the FFR, the amount to be carried over has to be less than or equal to the amount reported on the FFR for the unobligated balance.

If you try to enter an amount above that you'll get an error. Also, no special characters should be entered, no decimal points, dollar signs, et cetera. Now, one thing I wanted to point out for prior approvals is that you would actually need to have privileges in order to submit a prior approval.

Now, if you do have privileges, the way that you actually get to a prior approval is once you're logged into the EHBs, you would click on the Grants tab, and then you'll see a link for the Grant folder, for the grant that you want to request prior approval on. And then on the next screen, there is actually a link to request new prior approval. And you would need to check off an acknowledgement statement, and then you will come to your list of prior approvals.

One thing I do want to mention is that after the prior approval request has been created, you get a prior approval request tracking number. This is not confirmation that you've submitted it, it's just a tracking number. There's actually two sections for prior approvals that you have to complete, the General Information and Detail section, but once both of those sections are complete, you can submit it, and then you'll get a message that you've successfully submitted the prior approval.

Now, the type of prior approvals that you can select from are administrative supplements, for those grantees that are on drawdown restrictions, approval to drawdown funds, as I mentioned, carryover of unobligated balances, an extension of the grant with funds, an extension of the grant without funds.

And this is an extension of the budget period, not an extension on a particular submission you may have to submit. There's actually a different place to request extension for submissions on the EHBs. Project director change, a re-budgeting request, or other, such as name change, relinquishing the grant, et cetera.

And as I mentioned, you know, after you've made your choice on the type of prior approval, you would have to complete both sections, and then once both sections are complete, you can proceed to submit. Chris?

Chris Suzich: For you, our HRSA grantee, or the project officer and the grants management specialists. Here at HRSA, the project officer and the grant management specialist, you probably are already familiar with. They are listed on every Notice of Award that you receive, on the last page, I believe. Their contact information is there.

Here to explain a little bit about the different roles for the project officers and the grants management specialists, in addition to some other information related to EHBs, we have (Darren) with us today. (Darren), do you want to take it away?

(Darren): Hi. Good morning everyone. First of all, we just wanted to share information about the roles and responsibilities of the HRSA project offices and the roles and responsibilities of the grants management specialists here at HRSA. We are all HRSA employees, but the HRSA project officers, they serve, or they work in the various bureaus across HRSA.

The grants management specialists, or the grant management officer, we work in what's called the Office of Federal Assistance Management, OFAM. We

are a cross-servicing organization, and we serve as the grant-making arm for HRSA. In terms of roles and responsibilities, you as recipients of the federal funds would deal with your HRSA project officer, as I said, who works, or who are employed in the various bureaus and offices.

When it comes to programmatic aspects of managing your award, they monitor or work with your project performance, but they also collaborate with the grants management specialists in terms of providing input about decisions that they may have with your grant request.

So we work together, we serve as partners in managing the grant awards, but with the grants management specialist as well as the grants management officer, we are responsible for the business and fiscal-related matters associated with the award.

And when it comes to reviewing the FFR, the grants management specialist may work with the project officer because you will be putting certain types of requests in, if you're doing some type of request for carryover or things of that nature, or extending project budget periods. The grants management specialist, they will do some type of fiscal review in conjunction and association with the project officer.

We work on monitoring your award with, in accordance to various cost policies, in terms of allowability, reasonable things of that nature. We apply various tests to the award. So though we work hand in hand or in partnership, we have distinct and various roles.

But one thing you have to note is that in terms of an approval of anything, in terms of any type of disposition action, the Notice of Award has to be signed by the grants management officer or someone from the Office of Federal

Assistance Management. And we do that based upon program recommendation and negotiation.

So that's basically when you have a question about your budget, in the end it's with the Grants Management Office. If you have questions or concerns about some technical aspect, or evaluation method, things of that nature, anything of the programmatic basis, that would be with the HRSA project officer.

So that's basically it, in terms of our roles and responsibilities, but we don't want you to think that we work separate and independent. We do work together. And while I'm speaking, I'll move to the next topic, which is called - we want to share some information about SAM.gov, and we'll always remind you that to do business with the federal government, you as a grantee or as an entity, you're here because of your SAM registration.

SAM is something that replaced the OCCR, which is the central clearinghouse. And by the way, SAM stands for Systems for Award Management. And it's a GSA tool. It's not a HRSA tool, but to do business with HRSA as well as other federal entities, in terms of submitting - responding to grant announcements, you have to make sure that your registrations are up to date in SAM.

And on a yearly basis, and it's something that you should be tracking as to when your updates, when you have to provide your update or your re-registration or your re-certification. It's somewhat of a simple process, because now that you're in, you're in. But you have to be cognizant of the fact that someone in your organization has a responsibility of re-certifying every year in SAM.gov.

And the Web site, of course, is www.sam.gov. And on the SAM.gov Web site, you'll find information in terms of how to register or how to re-certify. Please make note that SAM does take responses from the various types of browsers, Firefox, Chrome, the various versions of Internet Explorer. And there is a detailed tutorial on their Web site in terms of maneuvering the SAM system based on whatever type of browser that you have.

So in order to submit or do business with HRSA, you have to make sure that - oh well, through Grants.gov and to HRSA, you have to make sure that your SAMs information is up to date. And some of the main reasons why applications may fail Grants.gov is because your DUNS number, that's the number that you are certifying every year, does not match what's on your application, or a virus can be detected on your file attachment.

So always make sure that you are monitoring what's going on. And your - you as a submitter, may not have the authorized Grants.gov applicant registration. So to do business with the - with HRSA, I will speak to HRSA, to do business with HRSA, you have to make sure that your Grants.gov information is up to date, your DUNS number as well as your SAM.gov registration is complete, and certified on a yearly basis. (Melissa)?

(Melissa Reyes): Yes, thank you, (Darren). I'm just going to touch on a few different resources where you could get help with the EHBs. The first thing I'll touch on is YouTube. If you go to YouTube and click on - and type in HRSA Tube or Electronic Handbooks, it'll bring up, you know, different videos on how to use EHBs and whatnot.

The other thing, the other place where you could get help is just, you know, your EHBs. I'm going to go ahead and go over the EHBs URL now. It's <https://grants.hrsa.gov/webexternal/login.asp>. But once you're there at the log-

in screen, towards the upper right hand corner, you'll see a link for Support, and there's a little dropdown.

If you click on the dropdown, there's actually a link for EHBs Help. And from there, I mean, it pretty much goes over almost any question you may have. It goes over, you know, navigation, different reports like the FFR, non-competing continuations, it goes over registrations, prior approval requests and your EDM submission. So it has a wide variety of topics on the EHBs Help page.

The last thing is the HRSA Web site, www.hrsa.gov. If you were to click on Grants, and then Manage Your Grants, you're going to see quite a few links on that page, one of which is the Award Management tutorial, which would just help you administer and fiscally manage your grants or cooperative agreement.

There's links, you know, for the FFR, for overviews, submission schedules, et cetera. That Web page is actually www.hrsa.gov/grants/manage/index.html, if you want to just go to it directly. Chris?

Chris Suzich: Thank you, (Melissa). I just wanted to reiterate just a few points that we heard. I know that's a lot of information for our grantees out there, but the importance again, as (Darren) was saying, of Grants.gov. Please, I know it's - I procrastinate myself, sometimes, but please don't wait until the 11th hour to submit your applications for HRSA opportunities through Grants.gov.

Because there are often times where there might be a problem or a glitch, perhaps an issue, maybe a small issue with your application that you can fix and resubmit in time, if you allow yourself enough time to get a response from Grants.gov. But if you submit your application late, on the final day, to

Grants.gov for a HRSA opportunity, you may not be allowing yourself enough time to make any corrections to your application and resubmit it.

So please, I would just ask, for your own good, not to wait until the 11th hour to submit your HRSA opportunity applications. And again, that goes with making sure that your registration is up to date in SAM.gov, your DUNS number is correct, the right people in your organization have the right privileges to be pressing the buttons on Grants.gov to get your application in.

(Melissa) also gave us some important information that's available as we've gotten away, a little bit, from just posting PDF documentation for you all to read in terms of instruction, we've gotten closer to releasing more video content on places like YouTube and HRSATube, and even on the EHBs Web site itself, so that you don't necessarily have to plow through a lengthy document to find an answer. Perhaps you can watch a three or four minute video.

And I wanted to give (Jillian) a chance to add to what (Melissa) was saying, in terms of the information that's out there on the Web site. We try to push as much information out there for you, our EHBs user community that we can, to make it easy for you to find information about EHBs if you do run into trouble. (Jillian), did you want to add anything?

(Jillian): Yes, just within - excuse me, within the EHBs, in the system toolbar located at the bottom of the screen, there's a question-mark icon. And you can use that question-mark icon to open the EHBs help and knowledge base. Depending on the page that you're on, you may have multiple options.

One option will be just to open the help and knowledge base, and from within that page you can search or browse all of the topics that are in there. You may

also see an option that says Screen Help. And when you see the Screen Help option, it will bring up the help that has been designed for the specific page that you're viewing.

So this would include special instructions or frequently asked questions that people have had while completing a form or a particular report. So we definitely encourage you to use those links to try and find answers yourself to some of the questions you may have.

I also just want to note that we're constantly updating the information that's available in the help and knowledge base, based on information and calls that the HRSA Contact Center receives. So, you know, we're putting as much information in there for everyone to access easily as we can. So we definitely recommend that you check it out.

Chris Suzich: Thank you, (Jillian). As I mentioned at the beginning of our call, and as (Cathy) mentioned, this call is being recorded, and I wanted to once again ask (Cathy) to repeat the playback number. This is the number, for anybody that dialed in late to our call, this is the number that you can dial in later on today if you or your colleagues want to listen to any of the information that you've just received, or listen to the entire call, certainly.

(Cathy), can you give us that playback number?

Coordinator: Okay. It is 1-800-841-8609. Again, 1-800-841-8609. No pass code is required.

Chris Suzich: That was 8609, is that correct (Cathy)?

Coordinator: Yes, 8609.

Chris Suzich: I had jotted down a different number, but thank you for that. And again, if anybody needs to listen to that after today, that - a recording of this conversation will be available for 60 days from today. I think that was all we had to say. Unless my colleagues want to add anything else, we're going to open it up for questions. (Cathy), could you give us the instructions on how somebody could ask a question for us?

Coordinator: All right, thank you. At this time we are ready to begin a question and answer session. If you would like to ask a question, please press the star 1 and please record your name. To withdraw your question, press star 2. Once again, star 1 to ask a question. One moment. And our first question comes from (Mildred Frodo) from ADU.

(Mildred Frodo): Yes, hi. Thank you for taking my call. I've got a question with regard to the financial report for our particular grant, and it's a nurse anesthetist traineeship grant, and that grant number is A22HP24516. I noticed on the Notice of Award that it does say we're no longer required to submit an annual FFR to HRSA, so I'm assuming that we just would submit our quarterly to the PMS.

However, when I go into my EHB, and I look at this particular grant, under Submissions, it has several submission reports that you can work on. Most of them are ghosted, but on the federal - excuse me, the financial report is not ghosted. So I wasn't sure why that's the case if I'm not required to submit that.

Chris Suzich: Can you give us that grant number again please, (Mildred)?

(Mildred Frodo): Absolutely. It's A22HP24516.

Bruce Holmes: Okay, I have that Notice of Award pulled up, and I'll check for you.

(Mildred Frodo): Wonderful, thank you.

Bruce Holmes: This is Bruce Holmes from the Grants - Health Professions Branch, by the way.

(Mildred Frodo): Thank you, Bruce.

Bruce Holmes: You're welcome. And let's see here, you do not have a federal financial report due for this grant at this time.

(Mildred Frodo): Okay, all right so - I did notice that on the Notice of Award. I just saw it listed. Unless I'm not understanding the screen that I'm seeing when I pull up this particular grant, where it says, submissions, work on financial report, I just ignore that I guess?

Bruce Holmes: Yes, this is the - with this particular grant, your budget period and your project period is for one year.

(Mildred Frodo): Right.

Bruce Holmes: And based upon the terms and conditions of the award, it will state if a federal financial report is required. Why it may or may not be grayed out or open to you in the Electronic Handbook system, we can lend that question to our EHBs experts, and they can respond there. But per the Notice of Award, you do not have a federal financial report due for this particular grant.

(Mildred Frodo): Perfect. I just wanted - I didn't want to ignore something in the EHB that was needing my attention. But I will follow the Notice of Award on this one. Thank you so much, Bruce. I appreciate it.

Bruce Holmes: You're welcome. Have a great day.

(Mildred Frodo): You too.

Coordinator: All right, next question is from Jim Allen in Northeast Florida Healthy Start Coalition.

Jim Allen: Yes, my question is on the FFR report, I think it's the quarterly report. Under Program Income, it's lines L through O...

Chris Suzich: I'm sorry, do you have a grant number, sir?

Jim Allen: Grant number is H49MC00051.

Chris Suzich: Okay, I'm sorry, go ahead.

Jim Allen: Are we supposed to enter anything under Program Income in those four lines? Because it looked like - I'm looking back at previous submissions that were done before I took over. It looks like it was filled in with the income amounts, but when I did the last quarterly report, I put those in but we got a message back saying that that was not supposed to be filled in. It should be zero.

So I'm just not sure now what that is for, and what program income actually is, and should we complete those four lines?

Kelly Long: If you have earned program income as a result of your grant...

Jim Allen: I'm sorry, I can't hear you. I'm having difficulty hearing all of you.

Chris Suzich: Okay, we'll get a little closer.

Kelly Long: If you have earned program income as a result of having a HRSA grant, you should report it on the FFR. However, I don't believe that program income is a requirement of the Healthy Start program awards.

(Darren): Does your award have - what's the - is it - box...

Kelly Long: Box Number 15 should be...

(Darren): Yes, thank you, (Helen).

Kelly Long: ...as A, under the Program Income section on the Notice of Award, Block 15, if it's marked as A, you have no program income requirements on the grant.

Jim Allen: What would program income represent?

Kelly Long: Any money that you would earn as a result of having the grant.

Jim Allen: Like interest income?

Kelly Long: No, I don't think - no, interest income...

(Darren): If you had some type of activity...

Jim Allen: Hello?

(Darren): Hello. If you had some type of activity, and you received some type of income or revenue, that's something - that's program income.

Jim Allen: Okay.

(Darren): Some type of activity based on your award - you have to watch what I say, based on your award that you generated some type of income, that would be program income.

Bruce Holmes: Yes, and also, (Darren), I just checked with the QC over at - the folks that handle the NCHB, and program income, along with your inputs thereto, the grantee is not required for the Healthy Start program.

Jim Allen: Okay. All right, thank you.

Coordinator: And the next question is from America, UPR School of Medicine.

America Facundo: Yes, thank you. I'm wondering whether you could guide us through on the Electronic Handbook page. Once we hit Manage Your Grants, and we have to make a request, how do we go about that? What would be, you know, the steps?

Chris Suzich: Have you logged into EHBs?

America Facundo: Yes, I'm logged in.

(Darren): And your name again, and what's your grant number?

America Facundo: The name is America Facundo, that's F-A-C-U-N-D-O, and the grant number is D as in David, 3, 4, H as in Home, P as in Peter, 24463.

(Melissa Reyes): Are you trying to do the prior approval?

America Facundo: Yes, I - well, I'm hoping that I can resolve it institutionally, but if not, I will need a prior approval from grants management. And...

(Melissa Reyes): Yes, we were emailing yesterday, and...

America Facundo: Pardon?

(Melissa Reyes): We were emailing back and forth yesterday.

America Facundo: Are you (Melissa)?

(Melissa Reyes): Yes, yes. So I..

America Facundo: Oh, (Melissa), how wonderful.

((Crosstalk))

(Melissa Reyes): ...said I would call you this afternoon, so I'm glad that you actually joined the call. But if you're logged in, you can go ahead and click on your Grants tab.

America Facundo: Well, I'm already in.

(Melissa Reyes): Oh okay, so you already clicked on the Grants tab and then the Grants Folder link?

America Facundo: Let me see. I'm in the section that says, Manage Your Grant. So I have gone through all the log-in and all of that. What would be the section?

(Melissa Reyes): Okay, if you clicked on the Grants tab, and then the Grant Folder link, do you see a link to Request Prior Approval?

America Facundo: Let me see, prior approval. Let me do a find through the...

Chris Suzich: (Melissa), do you have contact information for...

(Melissa Reyes): Yes, and I can certainly call you this afternoon.

Chris Suzich: Would that be okay, ma'am, if (Melissa) gives you a call this afternoon?

America Facundo: That's absolutely okay.

Chris Suzich: Okay. And you have that information, (Melissa), already?

(Melissa Reyes): Yes, I have your contact information from yesterday's emails.

America Facundo: Okay.

Chris Suzich: We will - (Melissa) will be in touch.

America Facundo: Okay, wonderful.

Chris Suzich: Thank you.

America Facundo: Thank you.

Coordinator: Next question is from (Eskia), Institute for Family Health.

(Eskia): Yes, how are you?

Chris Suzich: Fine, thank you. Your question?

(Eskia): Yes. As an organization, we are trying - and we've had some trouble trying to add individuals to the EHB where they can see our grants. And that process has been very difficult for us.

Chris Suzich: So you're trying to add individuals from your organization to have different roles or privileges in your - for your grant?

(Eskia): That's right.

Chris Suzich: And what is your grant number?

(Eskia): Well, I wasn't calling about a particular grant, because I don't have one in front of me, but actually all of them, you know. But as a...

(Darren): What is your organization name?

(Eskia): What?

(Darren): What is the name of your organization?

(Eskia): Institute for Family Health.

Chris Suzich: And have you been working with the contact center, sir?

(Eskia): No, I haven't. But, like, I have access to it, but we have new employees, and we just want to get them registered and then add the grants. We just want to know where we can go, or who do we have to contact to get that done.

Chris Suzich: (Melissa), I would think the HRSA Contact Center is the first stop for this individual, is that correct?

(Melissa Reyes): Yes, yes, that would be the first place to go, and the best place.

Chris Suzich: Do you have...

(Eskia): Do you have their number, sir?

Chris Suzich: Yes. Hold on one second. The HRSA Contact Center phone number is 877-464-4772, and they have, we have a whole panel of folks there that should be able to assist you with that.

(Eskia): Okay. And also, on each grant, what are the actual roles of what - you know, you don't have to give it me now, but would they give me a list of what each one of the roles are and what the roles can do? Because we get confused with that as well.

Chris Suzich: There are - that might even be on the Web site already. Maybe - (Jillian)?

(Jillian): Yes, I'm - for accessing grants there are three main roles. The first role is the project director, so this is the person that's listed on the Notice of Award in Box Number 10. And when they add themselves to the grant portfolio, they'll have access to all of the reports and privileges except for the Federal Financial Report, FFR.

The next role is called the financial reporting administrator, and this is usually someone in the business office. The person can be an authorizing official or a business official. And they are the person within the organization responsible for submitting the Federal Financial Report to HRSA.

(Eskia): Right.

(Jillian): In order to validate his or her account, they would need the account ID and pin from Payment Management System. And then the final role is other, and that would be anyone else at the organization who needs to view, edit or submit reports or prior approval request to HRSA.

The project director is responsible for giving privileges to anyone who would need access to the non-financial reports. And the financial reporting administrator, which is that person within the business office, is responsible for giving any privileges to access the financial report.

(Eskia): Okay, so the project director can give privileges to anyone.

(Jillian): Or - for non-financial reports and for prior approval requests.

(Eskia): Okay. And the financial reporting person can give other individuals privileges to the financial reporting.

(Jillian): That's correct.

(Eskia): Okay, how many people can also be - have that role as financial reporting?

(Jillian): There is no limit.

(Eskia): No limit, okay. Okay, so we're going to - we'll contact our contact center and we'll proceed from there. Thank you.

Chris Suzich: Thank you.

Coordinator: Okay, next question is from Crozer.

Cathie Gorzalski: Yes, this is Cathie. And I just have a question about due dates. My grant is the PCRE grant, which is T like Tom, 8, 9, H, P like Paul, 20768. This is my first time working on a HRSA grant, so I have all the dates in my calendar of when everything is due, but it seems that sometimes it's like a moving target.

So we originally got information that our progress report was due, I think the following week, like the first week in June. And then I found out randomly that it was due a week or two before what I had on my original calendar. So I don't - I want to avoid having to constantly go into Electronic Handbooks, because this is the only grant I manage, to check the dates.

So can you please help me understand, is there a calendar - because we were one of the ones that ended up submitting last minute, and had questions and changes and need to redo some things, because I had the wrong dates down from what I was originally told. What's the expectation, in terms of due dates, and how am I supposed to find out if they are changing, and so forth?

Bruce Holmes: What's your grant number again, ma'am?

Cathie Gorzalski: Oh sure, it's T like Tom, 8, 9, H, P like Paul, 20768. It's...

Bruce Holmes: Okay, regarding your reporting requirements for programmatic purposes, generally speaking, the Bureau of Health Professions has two reporting requirements, one which is between January and April. That fits within your non-competing continuation report. And then you'll have another, usually in the Fall around August, and that will be your data financial report submission - or data report submission for program purposes, my apology.

Generally speaking also, as has been mentioned on the call, your reporting requirements should be consistent and aligned with those reporting dates on your Notice of Award. If there is a question regarding programmatic submissions, such as progress reports as you're mentioning here, the correct point of contact would be your HRSA project officer.

If there is a question regarding the federal - the annual federal financial report, then you can refer your question to your grants management specialist listed on your Notice of Award respectively, as well.

Cathie Gorzalski: Okay.

Bruce Holmes: Does that help?

Cathie Gorzalski: He - yes and no. So the - I'm not talking about the financial reports, I am talking about...

Bruce Holmes: Program.

Cathie Gorzalski: ...the progress report and the performance reports. I'm...

((Crosstalk))

Bruce Holmes: That would be your HRSA project officer, since it does fall under the purview of program.

Cathie Gorzalski: Okay. So my question is, should I call for specific due dates? Because what happens is, it changes in the Electronic Handbooks. And we got caught in the middle of that this year, that it was due a week earlier. There is a specific

drop-dead due date. So for the data from January to April, we have to submit a progress report, let's say, May 1 - or June 1. So how do I get information on what those exact dates are for the year?

Bruce Holmes: The person that you would contact, one, is going to be your HRSA project officer, who in turn can coordinate internally to assure that their programmatic reporting dates align with the EHB system.

Cathie Gorzalski: Okay. Yes, that's good. Because a lot of times the data's not in the EHB system, when we're ready to go work on it, the report's not there. And then we end up missing - okay, thank you. That's helpful. I will contact the project officer.

Bruce Holmes: Hold on and I will find out - for that - I'd like to take a look at your Notice of Award as well to make sure that we're providing you with the best information, if you would like to hold.

Cathie Gorzalski: Sure.

Bruce Holmes: Okay. I just had that up and I lost it. My apology. Okay, 20768, that's T89, all, still searching. Here is the Notice of Award. Three... And here we are. Let's take a look what we have on board here for you. Okay, so - aha, yes. On this one there isn't a listing there for you. That's the challenge that you're having.

Okay, so the person that you would need to contact with, would be Ms. Jerilyn Glass.

Cathie Gorzalski: Are you saying Glass, G-L-A-S-S?

Bruce Holmes: Yes, ma'am. And this information is also listed on your Notice of Award.

Cathie Gorzalski: Okay.

Bruce Holmes: And her phone number is 301-443-7271.

Cathie Gorzalski: Okay, because our project officer has changed a number of times.

Bruce Holmes: Okay. What I'll do then is I'll contact Mr. Curtis Olson, who's the grants management specialist for this, and he can check and confirm who the accurate PO is. May I have your phone number, please?

Cathie Gorzalski: Certainly. It's 610...

Bruce Holmes: Six-ten.

Cathie Gorzalski: Six, nine, zero.

Bruce Holmes: Six, nine, zero.

Cathie Gorzalski: Four, four, six, six.

Bruce Holmes: Four, four, six, six. And your name again?

Cathie Gorzalski: Cathie.

Bruce Holmes: Okay, Cathie. We'll make sure you get the - receive the accurate information.

Cathie Gorzalski: I appreciate that. Thank you very much.

Bruce Holmes: You're quite welcome. Oh, and may I have your email address, if you wouldn't mind?

Cathie Gorzalski: Sure. It's Cathie, C-A-T-H-I-E...

Bruce Holmes: Okay.

Cathie Gorzalski: ...dot, G-O-R-Z-A-L-S-K-I at Crozer, C-R-O-Z-E-R, dot org.

Bruce Holmes: Okay, Cathie, C-A-T-H-I-E, dot, G-O-R-Z-A-L-S-K-I at Crozer, C-R-O-Z-E-R dot org.

Cathie Gorzalski: You got it.

Bruce Holmes: Okay, we'll make sure you get taken care of. And thank you for your call.

Cathie Gorzalski: Appreciate it, thanks.

Coordinator: Okay, next question is from (Dean Foster) (unintelligible) CCHSHCN.

(Dean Foster): Hello. Yes, that actually is the Kentucky Commission for Children with Special Healthcare Needs. And the grant number is D70MC21940. My question, we are finishing the second year of a three-year grant cycle, and we have, actually, a substantial amount of unobligated funds. And I'm about to request a carryover for those second-year funds to use in our third year.

It's my understanding from what we heard earlier in this call, that I will need to open up a request for prior approval, and I wanted to check. Within that, I believe the type that I'm asking for is an extension with funds, since we have an unobligated balance there. I guess that's my first question.

And then the other question related to it is, we had in Year 2 some activities that we budgeted for but weren't actually implemented. And there were amounts in that budget that were approved. And now we're asking for carryover from our balance to do those same activities entering the third year.

But in at least one case, the amount will be different, higher - not substantially, but somewhat higher than it was estimated to be in the second year. When requesting the carryover, prior approval for carryover, do I have - am I limited to using the amount that was originally budgeted for the second year, or can I use the actual amount that it will cost us once we carry the funds forward?

Kelly Long: You will not be requesting an extension with funds. You'll be requesting an approval to carry over funds.

(Dean Foster): Okay. So that's not an extension, then?

Kelly Long: No, it's not. Because you have another year...

(Dean Foster): Okay. And so when I do enter, open up a prior approval request, where do I go from there in the EHB?

Kelly Long: You get a list of various things that you can request, and one of them will be an approval to carry over funds.

(Dean Foster): Okay. And once I have entered that, then it will guide me through the process?

Kelly Long: That's correct. When you submit your request you'll have to submit a budget and a justification for the use of the funds. So if you have a category that is

going to be different than what you had in the previous year, if you just put the justification in there, and then the project officer and the grants management specialist will review your justification and decide whether it's valid or not.

(Dean Foster): Okay, that raises another question for me. Am I strictly limited to those things that I - we originally said we would do in Year 2 but did not do for carryover? Or can I add another activity that was not mentioned in Year 2 but is consistent with the goals and objectives of the grant?

Kelly Long: Generally we don't approve new activities, however, you submit your justification, and whatever you submit will be reviewed.

(Dean Foster): So there will be a consideration of, and certainly no guarantee that it'll be approved, and probably if...

Kelly Long: Exactly.

(Dean Foster): ...if it is, the justification has to be very strong.

Kelly Long: Yes. There's never any guarantee that it will be approved.

(Dean Foster): Understand.

Kelly Long: But it will be considered.

(Dean Foster): Okay. And the amounts that we use, as long as they're within the unobligated balance, do not have to necessarily match up with the earlier budget, is that correct?

Kelly Long: That's correct.

(Dean Foster): Okay. That's very helpful. I appreciate it.

Kelly Long: You're welcome.

(Dean Foster): Thank you.

Coordinator: All right, next question is from Pam Johnson, Family Health Center.

Pam Johnson: Hi. Yes, I have a question on the SAM.gov. You know, we had CCR, and we're going to be converting to SAM, but they said we're supposed to get an email, like 60 days before our deadline is, which is August 3, to go into SAM and create everything. But we didn't get an email yet. Can we just go in there and...

(Darren): I would advise that you do go in. Be as - you should be as proactive as possible with SAM.gov registration. It could take up to - a minimum of three to five days, so you should be as proactive as possible.

Pam Johnson: So if we go in and create a user name and password in SAM, does our - if we enter our information, does all the other information that was in CCR convert into SAM?

(Darren): Basically if you were already registered in CCR...

Pam Johnson: Yes, yes.

(Darren): ...your information went over to SAM.

Pam Johnson: Okay.

(Darren): You're going in to re-certify.

Pam Johnson: So I'm going to re-certify.

(Darren): Yes. Yes, if you were already in CCR, all of your information transferred over.

Pam Johnson: Okay.

(Darren): You should go in and re-certify, verify that the information is still correct in SAM.gov. I believe you can have multiple users, but every user has to be registered.

Pam Johnson: Okay. Yes, because we've been getting some emails from some companies, also.

(Darren): Okay.

Pam Johnson: You know, that want us to pay them and they'll help us do all that stuff, but I just want to make sure I do this the right way without any of that stuff going on.

(Darren): So, with SAM.gov you should be proactive, you should do things early with SAM.gov, Grants.gov, as early as possible.

Pam Johnson: I will do that this week, then.

(Darren): Thank you.

Pam Johnson: Okay, thanks. Bye.

Coordinator: Okay, next question is from Kate McGilley from Parents As Teachers National Center.

Kate McGilley: Yes, good morning. I have two questions. One is somewhat similar to the very initial question, which is that - there, the - what shows... I'm sorry, my grant number, let me give you that, is D as in David, 9, 0, M as in Mary, C as in Charlie, 25706. We have a (Michu) grant for the State of Wyoming.

So on my - in the EHB under the task list of, you know, reports due, the FFR due date that's listed is actually the very end of the budget period, so not till 2016. However, the Notice of Award has a different date of January of 2014. And I'm wondering why there's that difference and which is the correct one.

(Darren): Did you say this is a home visiting grant?

Kate McGilley: Correct.

(Darren): Can I get your number, and I can give you a call?

Kate McGilley: Sure. And I have put in a request to my grants - my grant officer, whatever, just to get the question answered. There are a lot of weirdnesses about this grant, though, so I...

(Darren): Yes, that's why I want to give you a call.

Kate McGilley: Okay, sure. My number is 314-432-4330, and then I'm at extension 220. And just a clarification on what was said earlier about what we fill in quarterly for

the PMS system on the FFR and what we fill in for the annual, semi-annual, however frequently that the report for the EHB is, I think I heard that you would fill in Lines 10A through C for the quarterly report, and Lines 10D through O for the EHB, is that correct? Or do you fill in the whole thing for the EHB?

Kelly Long: That is correct.

Kate McGilley: Okay. But what I said initially was correct, okay. And then, like, so and if a report, it says it's due, let's say in the case of what it says on my Notice of Award, it says it's due January - no later than January 30 of 2014. Now granted, that might not be correct, but let's say it says that. Does that imply that - is that typically a 30-day - like you have 30 days to submit the report, so it would be for the period up through 30 days before then or not necessarily?

I'm having trouble figuring out, in some cases, what exactly the number of months I am covering in the report. Now the quarterly report would, is obvious, but I can't figure out what the - this January 30 of '14 date for a grant that started April 1, I'm not sure what time period I'm covering for that report. But since it may not actually be the correct due date, I guess I'll wait to talk to somebody and figure that out, but.

(Darren): Yes, I'll give you a call. It's Kate, right?

Kate McGilley: Kate, yes. And your name was - I'm sorry?

(Darren): This is (Darren).

Kate McGilley: Okay (Darren). Yes, that would be great. Thank you.

Chris Suzich: Hold on one second, Kate, one second. I think we can provide some clarification, maybe. Kelly, did you want to...

Kelly Long: There is also, on the FFR within the EHB when you log in to complete it, there is a field for the reporting period. So that's the - your reporting expenditure's based on that reporting period, up to that date.

Kate McGilley: Oh, is that - that field gets filled in automatically when you go in through the PMS system?

Kelly Long: No, this is in the EHB.

Kate McGilley: Oh, in the EHB, okay.

Kelly Long: Yes.

Kate McGilley: Well yes, because I mean, currently, when I go to that task it won't let me do anything, because the reporting period isn't even over yet. But again, on the assumption that I will actually be submitting that FFR - well maybe a little more frequently, I don't know, it...

((Crosstalk))

(Darren): We do have some changes going on with the program...

Kate McGilley: Okay.

(Darren): ...so that's why I want to get back with you.

Kate McGilley: Awesome. Okay, thank you very much. Those were all my questions.

((Crosstalk))

Chris Suzich: Thank you, Kate. (Darren) will be in touch, Kate.

Kate McGilley: Great, thank you.

Coordinator: Okay, and next question is from Don Heard, Area Health Education Center, Fort Smith.

Don Heard: Let's do a star 1.

Coordinator: Sir, your line is open. You don't have to star 1. You're fine.

Don Heard: Okay. The grant number is 1, T as in Tom, 9, 1, H as in Howard, P as in Paul, 242230100. It is a teaching health center, THC grant. And my question has to do with - this is the first year that we have this grant, and we will have to report some information, as I understand it, probably in August or September.

But I wanted to be sure that we knew how to get set up with the Electronic Handbook. And my understanding from a prior question is that we would contact the HRSA Contact Center, and they would help us get set up with the Electronic Handbook.

And then the second part of my question is, once set up on the electronic handbook, my understanding is, is that requests for documents and reports would flow to us through that. Am I correct?

Chris Suzich: That is correct. The HRSA Contact Center, if you haven't reached out to them already, sir, you should reach out them at - I'll go ahead and repeat the number

for you or anybody else that might need it. The HRSA Contact Center phone number is toll free at 877-464-4772, and they also have that email address at callcenter@hrsa.gov.

And it sounds like you may not have reached out to them, but if you're not - if you're having any trouble after contacting them, then certainly let us know via your grants management specialist.

Don Heard: Okay. And again, documents and reports as required would flow through that Electronic Handbook to us?

Chris Suzich: That's correct. (Jillian)...

Don Heard: Thank you.

Chris Suzich: ...you want to add anything to that?

(Jillian): Yes, I do want to add, you don't have to call the call center in order to register. You can register yourself, but we recommend that you contact them if you run into problems.

Don Heard: Okay.

(Jillian): But the project director on the grant, the very first step would be that the project director listed on the NOA should create an account if he or she doesn't already have one.

Don Heard: Okay.

(Jillian): And then go to the Grants tab. And within the Grants tab, there will be an option to add the grant to the portfolio. And there will be step-by-step instructions for how to do that.

Don Heard: Thank you.

(Jillian): You're welcome.

Bruce Holmes Also, too, on that, I just checked in the Electronic Handbooks system, you are also able to check your contacts at your organization and EHBs to find out who are the current registered EHBs staff there, because I do notice, there are a - one name that I don't know if you know this person, but I am familiar with at the organization is Ms. (Gemma A. Morehead).

Don Heard: Okay. Okay, yes, we know the name.

Bruce Holmes: Okay, so you may want to coordinate with her as well as who is your business official, who may be able to help you with your setup.

Don Heard: Thank you.

Bruce Holmes: You're welcome.

Coordinator: Okay, next question is from Elaine Marshall, and that's Georgia Southern University.

Elaine Marshall: Hello. Thank you for taking my call.

Chris Suzich: Yes, go ahead.

Elaine Marshall: And I appreciate your willingness to take personal calls. My grant number is out of Advancements in Education. The number is D as in Dog, 09HP18967. And I have several questions. One is that we submitted a request for a no-cost extension for one additional year beyond the end of the three-year period. We never did receive a notice whether that was granted or a notice of award or approval.

However, as we were just sort of, you know, looking on the grants handbook, we noticed that our date had been extended, so we're assuming that it has been approved. When I asked our project director about this, that we had not received a Notice of Award, her questions were, who was our grants management specialist, and I'm a little embarrassed. I'm not sure who that is. So that's my first question. Who...

Bruce Holmes: Okay, the answer to that is two-fold. One, the Notice of Award was released, and it was released on May 17, 2013. And anytime you have questions about who your contacts are, one on the Notice of Award, namely, your grants management specialist. In this case it's Ms. Ardena Githara, G-I-T-H-A-R-A, and her phone number is 301-443-4907. And Ms. Nancy Douglas-Kersellius is your HRSA project officer, as you know.

And secondly, in conjunction there, if you ever have a question, the parties that are listed to receive your Notice of Award are your research and sponsored programs office, and Ms. Elaine Marshall. And there are approximately one, two, three, four, five copies which go to your research office and two copies are being emailed to Ms. Marshall. Also...

Elaine Marshall: I understand that, and I am Ms. Marshall, and none of us received...

Bruce Holmes: Okay, is your email elainemarshall@georgiasouthern.edu?

Elaine Marshall: It is.

Bruce Holmes: Okay, you received two copies.

Elaine Marshall: I did not receive it, and neither did anyone in...

(Darren): Okay.

Bruce Holmes: I can send you another copy right now.

(Darren): Okay what we need - Ms. Marshall?

Elaine Marshall: Yes.

(Darren): Okay we - if that is the correct email information, there may be something with your university's browser that might be blocking. We should probably talk off line.

Elaine Marshall: Yes. I would appreciate if you would attempt to send it one more time, and then I - then you may be correct. It may be going into a spam...

(Darren): Yes.

Elaine Marshall: As soon as you said that, that occurred to me, especially since none of us received it. That's a little strange.

(Darren): Yes. Okay, well Bruce will make that attempt one time from his desk, but if there's something that's blocking you from receiving the Electronic Handbook

- something from the Electronic Handbook, you'll have to get with your university's IT department.

Elaine Marshall: I will do that. I appreciate that.

(Darren): Okay.

Elaine Marshall: Is there a number that I might contact - let's pretend that there is a problem and we correct that problem, or don't - or unable to correct it, is there a technical support contact at your end?

(Darren): I don't know, but why don't you take my number, 301-443-1913, and let me know what happens.

Elaine Marshall: Nine, one, four, three?

(Darren): One, nine, one, three.

Elaine Marshall: One, nine, one, three - 443-1913. Thank you.

(Darren): Yes, so this is (Darren).

Elaine Marshall: (Darren). One more question. Our project officer, when I asked about this, asked me about a tracking number, and I'm not sure what a tracking number means.

(Darren): Well if you had contacted the HRSA Contact Center, they may have given you a tracking number. That's my guess.

Elaine Marshall: Okay.

(Darren): But we'll take care of it from this end.

Elaine Marshall: Okay.

(Darren): Okay?

Elaine Marshall: The (unintelligible) again, that they notice - we did receive the no-cost extension, correct?

Bruce Holmes: Yes, you did.

Elaine Marshall: All right, thank you very much.

Bruce Holmes: You're welcome.

Coordinator: Okay, next question is from Stephanie Evans of Harlem Hospital.

Stephanie Evans: I think the previous caller probably stated the same problem I have. Our grant number is T1116887. And we haven't received anything through email or otherwise, and no status at all. So I'm just trying to follow up and just see where we are and what could have happened at...

Chris Suzich: I'm sorry, can I get your grant number again, ma'am?

Stephanie Evans: One, one, one, six, eight, eight, seven.

(Darren): We need additional information.

Stephanie Evans: Oh, okay.

Chris Suzich: Yes, maybe that's an application number?

Stephanie Evans: Yes.

Chris Suzich: Do you - have you been awarded...

Stephanie Evans: The application number would have been 101178.

Chris Suzich: Yes, I don't want the application number. Have you been awarded a HRSA grant?

Stephanie Evans: We haven't gotten the email. We don't know anything.

Chris Suzich: I see. And when did you submit your application?

Stephanie Evans: It's been a while, yes. We submitted it last year.

(Darren): And what type of award - what program is this?

Stephanie Evans: It's the SDS, Scholarship for Disadvantaged Students.

Bruce Holmes: What's your organization name, ma'am?

Stephanie Evans: Oh, Harlem Hospital from the Health and Hospital Corporation, City of New York.

(Darren): Okay, and can we get your number, and we'll contact you back.

Stephanie Evans: Okay, that's 212-939-3477.

Bruce Holmes: And that's in New York?

Stephanie Evans: Yes, 212-939-3477.

(Darren): Okay, someone will get back with you.

Stephanie Evans: Thank you so much.

Coordinator: Okay, next question's from (Katherine), from Children's Hospital.

(Katherine): Yes, we submitted our SF-424 a couple of weeks ago, but in my zeal in trying to get it to the last step before having the authorized representative sign it, I signed it and submitted it. And I was wondering if that was acceptable, and if not, how can it be corrected? My grant number, by the way, is 11426791, and...

(Darren): Okay, that's an application number. We need the grant number.

(Katherine): Oh, okay. Then I might not have it.

Chris Suzich: Did you submit that through, (Katherine), Grants.gov?

(Katherine): Yes. And I have a tracking number.

(Darren): And you're talking about the FFR?

(Katherine): Yes. Well no, SF-424, that's...

Kelly Long: That's an application.

(Katherine): Yes, that's an application for federal assistance.

(Darren): Oh, okay.

Chris Suzich: And that application was 11426791? Is that right, (Katherine)?

(Katherine): Yes.

Chris Suzich: Hold on one second. (Katherine), we'll have to get back to you on that. Do you have a phone number for us?

(Katherine): Yes.

Chris Suzich: Go ahead.

(Katherine): Seven, two, seven, seven, six, seven, eight, two, one, zero.

Chris Suzich: And where are you located?

(Katherine): I'm in St. Petersburg, Florida.

Chris Suzich: Okay, we'll have to check on that application and get back in touch.

(Katherine): Okay.

Chris Suzich: Thank you.

(Katherine): Thank you.

Coordinator: Okay, next question's from (Kay), University of Utah.

(Kay): Good morning. Our grant number is D as in Detroit, 62H, P as in Peter, 24193. And I have a, just a quick question, or what I hope is a quick question, we are allowed under expanded authority to carry over - or theoretically allowed, to carry over up to 25% of our grant. But it says that we must get in touch with our grant management officer through the financial status report. Do you know when that is due?

Bruce Holmes: Okay, I'm pulling up your Notice of Award now. Your financial status report due date is October 30, 2013.

(Kay): Oh okay, great. Thanks.

Coordinator: And the next question is (Sue Ellen Shumacher) from (Ressens Health).

(Sue Ellen Shumacher): Hi. I'm taking my phone off speaker. Okay, so my grant number is EO1HP24616. And it is a nurse faculty loan program grant. And I just had a couple of questions. The first question is related to the funds. Due to a lack of interest, in terms of students, we weren't able to use all of the money, but I know that through this grant we can't get a no-cost extension. We just kind of use it or lose it.

So what I'm wondering is, because it ends on 6-30-13, it's ending very quickly, if we were to draw down those funds in anticipation of having the students, is that acceptable? Or do we have to have the paperwork to show that we're using it right now on someone?

Chris Suzich: That was E01HP24616, (Sue Ellen)?

(Sue Ellen Shumacher): E01HP24616, yes.

Chris Suzich: (Darren), I don't know the answer to that one. Hold on one second.

(Darren): Yes, that's the NFLP, and I don't know the regs, the rules and regs around that one, Sue - around that particular question, (Sue Ellen).

Chris Suzich: (Ellen's) going to give it a shot.

(Ellen): Well normally you're supposed to draw down funds when you need them. So if you...

(Sue Ellen Shumacher): Yes.

(Ellen): Yes, if you don't know that you're actually going to have a student to pay for, you really shouldn't draw it down ahead of time.

Chris Suzich: You could reach out to your grants management specialist listed on our NOA if you want to get further clarification, (Sue Ellen), but that's our initial take on it.

(Sue Ellen Shumacher): Yes, I've been in touch with the two different people, because unfortunately I wasn't quite sure if it was (Denise) that I should be talking to, or (Letitia), so I've kind of copied them both, so kind of waiting to hear back.

Chris Suzich: Yes, and doing something in anticipation of something happening generally isn't the way to go.

(Sue Ellen Shumacher): Okay. Well I will try (Denise) and (Letitia) again on that, just...

Chris Suzich: Did you have another question?

(Sue Ellen Shumacher): I do, actually, and it's also related to this grant. So I'm new. When I got in here we'd already had this grant in place, and so I'm trying to help them manage it. And so I associated myself with the grant in EHB, and I noticed that I cannot see the report, the annual operating report that I know is going to be due in August.

Now, I don't think anyone else can see it either, because I looked at everyone's privileges, and we all have the same privileges, and there is no one listed as FRA. Now, we need somebody as FRA, but here's the catch for us. We know the pin number in PMS, but we don't know the account number in PMS.

So I'm wondering if you think I should contact PMS directly, and see if I can provide them with enough information that they would then release that account number to me, and then I could get somebody designated as the FRA? If you think there's maybe another reason why we can't see the annual operating report as a task...

Chris Suzich: No.

(Sue Ellen Shumacher): We just want to make sure that we do everything, you know, in time.

Chris Suzich: Okay. Well hold on one second.

Kelly Long: Hi. Your nurse faculty loan program does not have an FFR requirement...

(Sue Ellen Shumacher): Okay.

Kelly Long: ...so you won't have to worry about obtaining the PMS account and pin from payment management.

(Sue Ellen Shumacher): We don't need to have an FRA?

Kelly Long: Right. As far as your annual operating reports, Bruce, can you address when that'll be made available? Do you know, for this year, for health professions?

Bruce Holmes: I'm sorry, can you repeat the question? I was operating on the other issue.

(Sue Ellen Shumacher): Absolutely, absolutely. So I know that we are going to have an annual operating report due - let's see, when is...

Bruce Holmes: Oh, August.

(Sue Ellen Shumacher): August 15.

Bruce Holmes: Yes, for the program?

(Sue Ellen Shumacher): And I'm looking at it, and I can't see it. And, can't see as a task, even though I am associated with that grant.

Bruce Holmes: Okay.

(Sue Ellen Shumacher): So I'm wondering if it's just not available, or if I need an additional permission that I don't have.

Kelly Long: It's - the report is not yet available.

(Sue Ellen Shumacher): Okay, I won't panic then.

Kelly Long: Yes.

Bruce Holmes: And what's your grant number?

(Sue Ellen Shumacher): It's E01...

Bruce Holmes: Oh, okay.

(Sue Ellen Shumacher): HP24616.

Bruce Holmes: Two, four, six, one, six, and your name?

(Sue Ellen Shumacher): (Sue Ellen Shumacher).

Chris Suzich: No, we've been there already Bruce. Bruce, we've been there already. So it won't show for you, (Sue Ellen), is the short answer. So you don't need to worry about it yet.

(Sue Ellen Shumacher): But it will show for me eventually?

Kelly Long:: Yes, communications will go out when it becomes available, and I'm pretty sure they're planning on doing a separate TA call for it as well.

(Sue Ellen Shumacher): Okay, thank you. That's all I needed.

Chris Suzich: Thank you.

(Sue Ellen Shumacher): All right, take care.

Coordinator: Okay, next question is from (Grant MacNamara), Brooking Health System.

(Grant MacNamara): Yes, hi. Our grant number is H9CRH22855. And it's a HRSA Rural HIT grant. We had submitted a prior approval request 45 days ago and it shows, you know, complete submission status, but there's no activity on the HRSA review status. Is this something that we should reach out to our grants management specialist and see if we can get it updated, or how long do these processes normally take?

Chris Suzich: So you submitted a prior approval request, and it doesn't look like it's pending anymore, but you haven't received any notification?

(Grant MacNamara): Correct.

Chris Suzich: I'm sorry, it was - your grant number again was H9C?

(Grant MacNamara): Yes, C as in Cat, R as in Roger, H as in Henry, 22855.

Chris Suzich: One second. We're going to look that up.

(Grant MacNamara): Okay.

(Melissa Reyes): Do you happen to know what the tracking number is for the prior approval request?

(Grant MacNamara): It's PA-00028716.

(Melissa Reyes): Thank you.

Kelly Long: We'll have the grants management specialist get back in touch with you.

(Grant MacNamara): Okay.

Kelly Long: I don't see that that has been approved at this point.

(Grant MacNamara): Okay. So there's nothing needed on our end at this time, though?

(Darren): Yes, what is your number?

(Grant MacNamara): Which number?

(Darren): Your phone number.

(Grant MacNamara): Okay. It is 605-696-8826.

Chris Suzich: Okay, somebody will be back in touch with you, sir.

(Grant MacNamara): All right, thank you very much.

Chris Suzich: Thank you.

Coordinator: Okay, next question is from (Sonya Eskey) of (Micken) County Medical Center.

(Sonya Eskey): Hi, thank you.

Chris Suzich: Yes, go ahead.

(Sonya Eskey): Yes, I have a question regarding requesting a prior approval. I kind of followed along in the beginning of the conference call on the different steps,

and didn't get very far. And when I get to the Prior Approval Carryover Budget Period Selection screen, no budget periods appear. It just says the budget period. And so I'm already stuck.

Chris Suzich: And what was your grant number, (Sonya)?

(Sonya Eskey): It is - sorry, I'm trying to remember. I have a couple going here. I've got to remember which one I'm working on. So this would be R39OT24207.

Chris Suzich: Okay, one second. So you're wondering how to submit a prior approval request for this particular grant, is that it?

(Sonya Eskey): Correct, yes. And so I was just trying to follow along with the call, and then I got stuck, so I thought I'd take this opportunity to figure out why I'm already stuck.

Chris Suzich: Sure.

Kelly Long: Okay, so that was R3924207, correct?

(Sonya Eskey): Yes.

Kelly Long: And your - so your first support of your grant ends this August, right, 8-30-2013?

(Sonya Eskey): Correct. Yes.

Kelly Long: (Melissa), shall we take her number so that we can look at the screens that she sees?

(Melissa Reyes): Sure.

Kelly Long: And when did you receive that error?

(Sonya Eskey): So, you know, I was just - we're not prepared to do, you know, today, to do the request. I just wanted to, you know, see what kind of information I needed to gather. So when, you know, I entered, you know, got to the first screen, says prior approval carryover budget period, and it's - I can't put in a budget period.

((Crosstalk))

(Melissa Reyes): The reason is because, since your budget period ends on August 31 of 2013, you know, of course the FFR hasn't been submitted because it's not due until January. So an FFR has to be submitted showing an unobligated balance before you can request carryover.

(Sonya Eskey): So the carryover is not requested prior to the end of the budget period?

(Melissa Reyes): No. The FFR has to be submitted first showing an unobligated balance.

(Sonya Eskey): Okay. So I was under the understanding that you had to do the prior approval 30 days prior to the close of the budget year or - is that my misunderstanding?

Kelly Long: Yes, that's your misunderstanding.

(Sonya Eskey): Okay, so...

Kelly Long: Thirty days prior to a budget period end date would be, perhaps like for an extension to the grant.

(Sonya Eskey): Oh, okay. So it's okay that we have excess funds that we haven't spent, and then that's going to be reflected on the FFR, and then once that's submitted, then we do the prior approval. So I have actually just earned myself some more time before I have to complete it.

Kelly Long: That's correct.

(Sonya Eskey): Excellent. Well that's good news. Thank you.

Coordinator: All right, next question is from (Christine) from (Narfill) Freedom.

(Christine): Hello. Good morning everybody. My question has to do with the requirement for the FFR report. I thought I heard that one of the presenters said that we're only required to do it quarterly now, no more yearly requirement. Am I correct? Or was that specific to a specific grant?

Kelly Long: No, you're not correct. The quarterly requirements...

(Christine): Right.

Kelly Long: ...is your disbursement reporting to the Payment Management System.

(Christine): Right.

Kelly Long: Okay, that's one report.

(Christine): Okay.

- Kelly Long: Then you may have - but you have to look at your - depends on your particular grant program, but most of our grant programs have either a semi-annual or annual FFR...
- (Christine): Well, in my Notice of Award it states clearly that one is required by April 30 of next year, for instance, for 2013 program year. So but when I heard you say that we're only required to do quarterly now, no more yearly reporting, that's what, you know, got me confused and I needed to clarify that.
- Kelly Long: Okay, yes. No, that's not what I said. What I was saying is that there's a difference between the two. And understand that there are two, so that you are in compliance.
- (Christine): I see, okay. All right. Thank you very much.
- Kelly Long: You're welcome.
- Coordinator: Okay, next question's from Jeannie Ramos, from Albert Einstein College of Medicine.
- Jeannie Ramos: Yes hi, my grant number is T as in Tom, 73MC00027. And my...
- Chris Suzich: Okay, go ahead.
- Jeannie Ramos: My question is, has to do with whether or not I need prior approval. We are very specific in our budget justification as to what we're purchasing for each category. And I wanted to know whether we can change the items that we purchase, keeping the same goal.

For example, like if something in supplies, we were granted \$3780-something in supplies, that we change it, instead of purchasing - I forget. I don't have the budget in front of me. If we change it from what we stated in the justification, if we wanted to purchase computers or something else along the lines of the supplies, would that be okay, or do I need prior approval?

Kelly Long: Generally, you only need prior approval if you are changing a category by 25% or more.

Jeannie Ramos: Okay.

Kelly Long: If you're staying within a category but just buying different supplies, you shouldn't need prior approval for that.

Jeannie Ramos: Okay. And computers, they're not considered equipment, right. They can be considered supplies?

Kelly Long: That's correct.

Jeannie Ramos: Okay. And then, we have an - besides a director, the project director and the business officer, we have an authorized official that passed away, and I wasn't sure whether we had to report that or not.

Kelly Long: The authorized official's name does not appear on the Notice of Award. However, you probably will want to give someone else the role of authorized official within EHB.

Jeannie Ramos: Okay, because it does show up on the Notice of Award, (Daniel S. Freedman).

Kelly Long: So the authorized official was also the project director?

Jeannie Ramos: No, he's not the project director. He's - I have three people listed on the Notice of Award, and that's my business office official, the authorized official and the program director.

Kelly Long: You mean someone who's going to receive email?

Jeannie Ramos: Right.

Kelly Long: Okay. You need to go into EHB and make changes.

Jeannie Ramos: Okay. Okay.

Chris Suzich: Okay, if you want to hold on. (Jillian), did you want to give a little guidance on how she might update that email address, or do you already know, Ms. Ramos, how to update the email address or remove that individual?

Jeannie Ramos: I think I know how.

Chris Suzich: Oh, okay.

Jeannie Ramos: Thank you.

Chris Suzich: Thank you.

Coordinator: Next question is from (Sally War), Community Health Center.

(Sally War): Yes, hello. My grant number is H as in Harry, 8, O, C as in Cat, S as in Sam, O8243. This is a (cluster) grant. And my specific question is, we were given a

supplemental one-time funding award on September 21 of 2012, which I believe was to be completed by September 30 of 2013.

The amount was \$55,000 above and beyond the initial amount of the grant. And if - my question is, if we have not expended all of the additional monies or if we have expended part of them by the end of our, of the grant year, which was April 30 of 2013, is there a problem if part of the monies were expended in one of the grant years and part of the monies were expended for this particular purpose in the following year?

Kelly Long: I believe that it was noted on your Notice of Award that if you had any unobligated funds, they need to show as an unobligated amount on your federal financial report.

(Sally War): Right. My question is, if - it doesn't matter, then, if the entire purpose of this was not accomplished, was accomplished partially in one year and partially in another, then.

Kelly Long: That's correct.

(Sally War): Okay. And I had one other question. In connection with the SAM registration, what is the CCR specifically?

(Darren): The CCR was the Central Clearinghouse Registry. That's where most of that...

(Sally War): Oh, okay.

(Darren): ...information was. But now...

(Sally War): I'm familiar with that. I just wasn't familiar with the antonym there. All right, so to my knowledge I don't believe that we were ever listed on that. Would we have been, necessarily?

(Darren): You probably - you had to have been - you were in CCR.

(Sally War): We were, okay.

(Darren): Because that's really registering and updating your DUNS information.

(Sally War): Oh, okay.

(Darren): Okay. And if you applied for an award at HRSA with - after June or July, that means your information has - was migrated over, but you should also be checking SAM.gov to see when you're due for certification.

(Sally War): All right, so it could be - I know one of the gals said hers was around August 1, but ours could be at any other given time?

(Darren): It varies from when your point, your initial point of entry into the system.

(Sally War): I see. All right, well I believe that's all I have, thank you.

(Darren): Thank you.

Coordinator: Okay, next question is from (Betty Ford-Jones) from Texas A&M, Corpus Christie.

(Betty Ford-Jones): Thank you, good morning. My grant number is D19HP19035. And our grant ends the 30th of June, and I applied for an extension to spend the funds up until the end of the year, but I have not heard anything.

Bruce Holmes: We were just in contact with the organization last week. That no-cost extension is being worked on.

(Betty Ford-Jones): Oh, okay. So we're still...

Bruce Holmes: It's pending approval in the system but it should be done - it will be completed before the end of the current budget period.

(Betty Ford-Jones): Okay, great. Thank you so much.

Bruce Holmes: You're welcome. Yes, you should have received an email regarding that as well.

(Betty Ford-Jones): I received an email - and this may help with some other people, about the submission being successful, but it went to my junk mail. So people might want to check...

Bruce Holmes: No, this was an email directly from me regarding the phone call.

(Betty Ford-Jones): The phone call?

Bruce Holmes: That - yes, no problem, we'll take care of it.

(Betty Ford-Jones): All right, thank you.

Bruce Holmes: Thank you. Have a great day.

Chris Suzich: Do you need a name?

Coordinator: Okay, next question is from Jennifer Morehead of Governors State University.

Jennifer Morehead: Hi. This is Jennifer. I have a question about, we did a grant application, but we ended up not submitting it. And I can't seem to get rid of it off of my EHB. Do you have any way to remove something that didn't get submitted, because it continues to be like, late?

Chris Suzich: So you submitted in, a part of your grant application through EHB...

Jennifer Morehead: I didn't submit it. We started an application and we didn't submit it, but it's sitting in my pending.

Chris Suzich: One second, please.

Bruce Holmes: Yes, and for Texas A&M, the Notice of Award will be - you will receive that no later than, probably by the end of this week. The Notice of Award is in the final stages of approval within the system.

Chris Suzich: I'm sorry, going back to the original question, we have some information. I'm going to turn it over to (Jillian).

(Jillian): Yes, so regarding an unsubmitted application that had been created, right now the ability to delete it is not available. We are working on implementing that for the future, but in the meantime you can contact the HRSA Contact Center, and they can put in a request for our database people to remove that application from your list.

Jennifer Morehead: Okay. And then we have also been trying to get information on two grants that we had that we think are closed out, that basically we shouldn't have any other performance reports, but we're not really sure. They're NFLP grants, the Nurse Faculty Loan Program. And those have a revolving - like, once you get the funds you're supposed to kind of collect the funds and then reuse them.

So is there a way to look to see if these are considered closed out, and we don't have any other - I don't know if we continue to have reporting requirements.

(Jillian): We can look that up and get back to you.

Jennifer Morehead: Okay.

(Jillian): Do you have grant number handy?

Jennifer Morehead: Yes, it's E as in elephant, O, A as in apple, H, P as in Paul, 15370. And then E01HP12957.

(Jillian): Okay. And then your telephone number?

Jennifer Morehead: It is 708-235-2846.

(Jillian): Okay. We'll look that up, and I will give you a phone call back.

Jennifer Morehead: Okay, and there's also - we also have sent an email but have not gotten a response. The money that we're actually - I know this doesn't really have to do with EHB, but we have sent it to the program person. But we're also trying to find out if the same things apply to - the same guidelines for the revolving funds apply to the - you know, when we try to loan that new money out to

students, do we have to do the same thing that we did when we originally got the money, the money that they've paid back?

(Jillian): Have you reached out to your grants management center?

Jennifer Morehead: Yes we have. We haven't got an answer.

(Jillian): Okay. We will make sure that they do get back with you.

Jennifer Morehead: Okay. Thank you.

(Jillian): Sure.

Jennifer Morehead: Okay.

Coordinator: Okay, next question's from (Rosalyn) from Tuba City Regional Health.

(Rosalyn): Hi, good morning. My grant number is H as in Henry, 80C, S as in Sam, 24200.

Chris Suzich: Okay, go ahead.

(Rosalyn): And I have a question in regards to the business official that's been added on to our grant, which is (Theresa White). She has not yet had access to PMS yet for our drawdown reports. And I wanted to know, is there by any chance a number you would have to where I can call them and, I guess, get an update with them?

Chris Suzich: So you tried to add this individual to your grant? I'm sorry, was that it, (Rosalyn)?

(Rosalyn): Yes. We have her noted down in EHB as a BO. And she's initially the individual that will be doing our drawdown report in PMS. However, she still does not have access.

Chris Suzich: And did you try that PMS help desk, (Rosalyn)?

(Rosalyn): No. I don't even have a number for them. I was wondering if by chance you guys there had a number I can call.

Chris Suzich: So the - sure, the Payment Management System help desk number is probably who you want to reach out to, and let me go ahead and give that phone number for you or for anybody that might have a question specifically about drawdown capabilities or the Payment Management System. And that number is toll free at 1-877-614-5533. That's 877-614-5533.

(Rosalyn): Okay, great. And then they should be able to let me know if there was any drawdowns that were done this year, right?

Chris Suzich: Yes.

(Rosalyn): Okay.

Chris Suzich: Yes, they should be able to let you know.

(Rosalyn): Okay. And then another question I have is, on the list of individuals that are associated with my grant here, our - I believe he's our (AO) noted in EHB, however on our NOA he's noted as a PD, and that's Mr. (Joseph Engelcan). The email actually needs to be changed, and would I just go through the help desk and they'll go on ahead and walk me through that?

(Jillian): So you're saying the project director's email address needs to be changed?

(Rosalyn): Yes.

(Jillian): Has the project director registered to the grant?

(Rosalyn): I believe he has. As far as the email that's noted in there, that - actually that email goes to the individual, the grant writer. And so...

(Jillian): Right, so if the project director has registered to the grant, he or she can log into the EHBs and update the email address associated with their profile.

(Rosalyn): Okay.

(Jillian): And they would do that by logging in, and then in the upper right hand corner, there is a link that will show the user name.

(Rosalyn): Okay.

(Jillian): And he can click on that and do Update Profile, and update the email address there and it will be reflected throughout the EHBs.

(Rosalyn): Okay. Okay. I'll go on...

(Jillian): If he's not registered as the project director, then he should go ahead and add himself as the project director to the grant by going to the Grants tab.

(Rosalyn): Okay.

(Jillian): And then once he does register, it'll automatically reflect his email address in his profile.

(Rosalyn): Okay. Got it. One more question here, we have noted on my Pending Task list, I have noted items, one, two, three, four items which are well over 100 days late. And I'm assuming that these are already submitted, however it still shows on Pending Task as if it's - it has not ever been submitted at all.

Chris Suzich: I'm sorry. We were just talking about your grant number, (Rosalyn). So you said you have a number of pending tasks that are over 100 days old, is that right?

(Rosalyn): Yes, there's about four items, and my understanding were that these are already submitted, but for some reason it's still showing on EHB as if it's late or it's never been submitted at all.

Chris Suzich: I think they should have dropped off. One second please. We're going to check, okay?

(Rosalyn): Okay.

Woman: These requests.

Chris Suzich: They sent them back.

Kelly Long: Okay, we're looking into your grant file on the submissions. We'll probably have to do some communication with the program office as well, as some of these - it looks like they're programmatic reporting requirements. Can we get a telephone number to call you back, and then we'll let you know which ones are still expected?

(Rosalyn): Sure. My direct line here is 928-283-2607.

Kelly Long: Perfect, okay. We'll be in touch about those four.

(Rosalyn): Okay, sounds great. Thank you.

Coordinator: Next question is from (Sherrie Wright), (unintelligible) Health Science University.

(Sherrie Wright): Thank you. I have a couple of questions. The first has to do with a name change. We changed our name, and we have updated all of the DUNS, the IRS and SAMs. And I heard earlier that you said that should be done as a prior approval request, however I am logged in, and I see where we can import CCR SAMs updates. And SAM has been updated, so I'm wondering if we can just do the name change through just the import feature through the EHB.

(Jillian): So when you import the name from SAM into the EHBs, automatically your next Notice of Award will go out with the new name.

(Sherrie Wright): Oh, okay.

(Jillian): So if there was a need for a new Notice of Award with the new name on it, then you would have to put in a request for the change, but otherwise it'll happen automatically.

(Sherrie Wright): Okay, so if we wanted to change any active grants that we have, we need to do prior approval requests.

(Jillian): Right.

(Sherrie Wright): Is that for each grant, or can we do them for all that we have active?

(Jillian): It would have to be for each grant.

(Sherrie Wright): Okay, okay. Thank you. And then the next question I have is, we have several individuals listed as AOs, and they do not - they should not be. I do not see the feature where I can change their role. I clicked on Change Role but there was nothing else there, so how do I remove them as the AO?

(Jillian): Unfortunately, you're not able to change the roles of other users. What - the person or people that are listed as primary authorizing officials under the Organizations tab will have the ability to manage users within the Organizations tab. So if people are listed as AO and should not be, then they can be removed from the organization.

(Sherrie Wright): Okay, I have - actually have that ability.

(Jillian): Okay. So you would do that through the Organizations tab. You can't change their roles but you can remove their accounts. You could also contact...

(Sherrie Wright): Oh okay, but if they're active...

(Jillian): ...them, and they can change their...

(Sherrie Wright): ...project directors on grants, I suspect what happened is that they just selected the wrong roles.

(Jillian): Yes, so they can go into their profile and change their own roles.

(Sherrie Wright): Okay, okay.

(Jillian): So they would do that - they would go in to the Organization folder, and then on that Organization home page there's an option for them to change role.

(Sherrie Wright): Okay, okay. Last question, what does it mean, under the Funded Grants tab, we have several grants that have Register under the Options tab. What does that mean?

(Jillian): So those would be grants that are awarded to your organization, that you may not have privileges to. And so it's listing out the grants that have been awarded and you can either - if you're the project director for the grant you can add yourself as the project director, or if you're another user you can request privileges to review the grant.

(Sherrie Wright): Okay, so if I'm understanding you correctly, then those particular grants, the project director has not given central office access to them. So we...

(Jillian): That's what it sounds like.

(Sherrie Wright): Okay. Okay, we need to correct that. One last thing - I said that was my last question but, activity codes, do you all have a listing of what your activity codes mean, like a T - a 2 means competing renewals, and is there some place we can have access to that?

Chris Suzich: I don't think we have a listing on our Web sites, (Sherrie), for all of our activity codes. There are over 100 active activity codes, and we just don't have that available for everybody to see.

Bruce Holmes: I believe that they can find those on www.cFDA.gov.

(Darren): No, excuse me, I think she means the Type 1, 2, 3, 4, 5, 6...

(Sherrie Wright): That's exactly what I mean.

(Darren): Okay. Those are the various types of actions you have on awards, being a Type 1 is a new award...

(Sherrie Wright): Right.

(Darren): ...and a Type 2 is a competing continuation. A Type 3 is a supplement, a Type 4 would be an extension with or without funds, a Type 5 would be a non-competing continuation, and a Type 6 is an administrative action.

(Sherrie Wright): Okay.

(Darren): Okay?

(Sherrie Wright): Thank you for that. I appreciate it.

Coordinator: Next question is from (Leanne Tollman) of MSU Family and Community Medicine.

(Leanne Tollman): Hi, I just - I'm very new to grants, and I'm trying to get acclimated as quickly as I can, but my main concern is getting a grip on the deadlines. And the grant number that I'm calling in regards to is D as in delightful, 54HP as in Paul, 23284.

(Darren): And what's your name, Jan?

(Leanne Tollman): My name is (Leanne).

(Darren): (Leanne).

(Leanne Tollman): Yes.

Bruce Holmes: Yes, your due dates on items are listed on your Notice of a Grant Award on about the second or third page. If you have specific questions or clarification on those, please feel free to contact the HRSA program party, HRSA project officer - excuse me, HRSA project officer for all programmatic due dates, and the HRSA grants management specialist for fiscal due dates such as the federal financial report.

And their names are listed on the email - on the Notice of Grants Award.

(Leanne Tollman): Okay, I did open it up and I did take a look at that, and observed two due dates, but I also recognized there was some additional verbiage in there that I didn't totally understand.

Bruce Holmes: Yes, so if you have - if you require clarification, please feel free to contact the respective parties on your Notice of Award, and he or she will be happy to assist you.

Chris Suzich: Thank you, Bruce. (Leanne), that's - have you logged into EHBs yet?

(Leanne Tollman): Oh yes, I've - I actually helped them submit the grant, or the grant report that was due June 3, so I've had a little bit of experience in there, getting logged in, set up and that kind of thing. But some of the comments that you made during this meeting were brand new to me, one of them being that we

should be proactive, you know, checking on - I think you mentioned a SAM.gov Web site, those are things that are - I'm completely unfamiliar with those things.

But my plan is to go back and review carefully the directions or the instructions that go along with the NOA, you know, the - there's a whole page of instructions there that I think mention the Web sites that you've been talking about. And I'm trying to be proactive in getting out ahead of the deadlines, but I recognize that they're kind of sliding scale a little bit, too, along the way.

So I think - I'm trying to come up with a strategy, and I'm thinking I'll just do friendly reminders two weeks prior to the first deadline - or you know, the first deadline date where we can open up the handbook and that kind of thing.

Chris Suzich: Well it's a good idea to be proactive.

(Leanne Tollman): Yes, I'm trying to think of, if we set it up two weeks prior to when you can actually even open up the handbook. I'm familiar with that, you know, you just have that 30 day window of opportunity, and that you go in the first day it's available and you print out the - you know, you jump right into it and read into the instructions to get acclimated, but...

Chris Suzich: And I'm also thinking that the Pending Tasks tab would be useful for you, but I'm looking at (Jillian) to see if that's really the case. (Jillian), would the Pending Tasks have anything that's near for this grantee to submit?

(Jillian): It depends. Unfortunately, at this point it depends on the report. In many cases, the pending tasks will list everything that's upcoming. But for some of the programmatic, program system related reports, because the development

of the Web forms isn't always done well in advance, so they won't show up until that development is done.

(Leanne Tollman): Yes, and I'm just trying to figure out how to get really proactive and look out ahead a little bit. That's my main goal because I thought, even if I don't know - you know, they have to do a lot of the writing of their own pieces of what they submit, because they know the grant inside and out. I do not.

But I am more proactive, organizationally, and can usually try to get out ahead and help coordinate so that folks are getting out, you know, being kept aware of the deadlines and... I didn't know if there's a way to go in and look and make sure all the reports and ducks are in a row so far.

You know, there were rumors that I was given when I was trained that the person was in here, the last, didn't really do the job that well. And they spoke of budget annual reporting and possible, you know, the quarterly reports, and I don't know if those ducks are in a row or not, or how you could check that out.

Bruce Holmes: For your reporting requirements, a program, which is the performance data report, there will be an email sent out around July 1 for the program office. For the federal financial report, on your own end, I would recommend at least 60 to 90 days - or 30 to 60 days prior to the submission date for the federal financial report, which is January, 2013, and you can have a tick mark ready for those two. At least on those two you will have information so you can get started in that regard.

(Leanne Tollman): Yes, because I want to really study it and be out ahead of the game and make sure I have things recorded and in a manner that's ready to go.

Bruce Holmes: Yes, and then on a proactive stance regarding the performance data report, you would - it would be a really terrific idea, to be proactive, if you would contact your HRSA project officer, that would be Ms. Martha Evans, probably about 90 days out, and she would be able to give you a bit heads up as far as the format and the type of data that you would be required, even though the form sets, as (Jillian) stated, would not be ready in EHBs.

And Ms. Evans' phone number is 301-443-3142.

(Leanne Tollman): Okay.

Bruce Holmes: And for your federal financial report or other fiscal grants matters, you may contact Ms. Jacqueline Dickerson, and her phone number is 301-443-6512.

(Leanne Tollman): Okay, I appreciate your help. Thank you.

Bruce Holmes: You're welcome.

Coordinator: Okay, next question is from (John Semens).

(John Semens): Hello. Grant Number UB4HP19214. Now, we also have a task that has been in the EHB for quite some time. I believe it was taken care of last summer, but it's still showing up as late.

Chris Suzich: I'm sorry, John, I need that grant number again. It was U and then...

Bruce Holmes: I've got it, UB419214. Which specific task is that, that's showing up late?

(John Semens): Yes, Submission Name says Revised Budgets with Salary Limitation.

Bruce Holmes: Oh, okay. Hold on.

((Off microphone discussion))

Chris Suzich: Bruce, it looks, from what we can see, like it's going to require a little more research...

Bruce Holmes: Yes, I just noticed that. I believe I'm assigned to that grant, so if you could give me a call at 301-443-0752 offline, and we'll take care of that. I'll be available after the call today.

(John Semens): Okay, absolutely. I just had another quick question. I was looking for a funding opportunity announcement for a supplement that we were awarded. Is there somewhere specifically I could find that in the EHB?

Bruce Holmes: For the non-competing continuation, the supplement, you're talking about the Year 4 supplement?

(John Semens): It would be Years...

Bruce Holmes: For the next (pledge) periods?

(John Semens): Years 3 and 4 supplement, the next...

Bruce Holmes: Yes, we compete - we sent those out last year. We are working on those Notice of Awards. You've already done your requirement on that, and will be taken care of on the issuance of your current non-competing continuation. We're working on those awards now. And that supplement will be included in it. There's no action that you have to take on that.

(John Semens): Okay. Thank you.

Bruce Holmes: You're welcome. And your name, sir?

Chris Suzich: (John).

(John Semens): (John Semen).

Chris Suzich: Okay, got you. Thank you.

(John Semens): You're welcome.

Coordinator: And the next question is from (Evelyn Bowman) from (Delago) Community Hospital.

(Evelyn Bowman): Thank you. We've received a grant for a capital project, and we ended up spending a lot more than the original approved budget. Can we request for additional grant? And if so, how to go about that?

Kelly Long: You cannot do that.

(Evelyn Bowman): No?

Kelly Long: No.

(Evelyn Bowman): Okay.

Chris Suzich: Do you want to give us your grant number anyway, (Evelyn)?

(Evelyn Bowman): Okay...

Chris Suzich: I guess it - is it an H80? No?

(Evelyn Bowman): C76HF19814.

Chris Suzich: C76HF19814?

(Evelyn Bowman): Yes, sir.

(Darren): That's a construction program, and you were supposed to spend, according to what your original, your planned budget was, in terms of what you were awarded the funds.

(Evelyn Bowman): Okay. Well I just heard others talking about supplement grants, and I...

(Darren): Depending on the nature of the program, but there are no supplemental awards on this particular program.

(Evelyn Bowman): Okay, well thank you.

Coordinator: All right, that was the last question.

Chris Suzich: Can you go ahead and give the instructions one more time?

Coordinator: Okay. If you do have a question, please press the star 1. Please record your name.

Chris Suzich: (Cathy), do we have any other questions?

Coordinator: I'm - think - I'm just checking here, sir. Yes. Caring Health Center, go ahead.
(Jeff Kuda) from Caring Health Center.

(Jeff Kuda): No questions.

Coordinator: Okay. Once again, if you do have a question, please press the star 1. And I'm not showing any questions at this time, sir.

Chris Suzich: Thank you, (Cathy). All the speakers on the call, could you please stay on for a post-conference? I'd like to thank everybody for joining the call today. And if we said we would get back in touch with you, we will be back in touch in the next day or two. Thank you again, and thank you all, speakers. Please stay on for a post-conference. (Cathy)?

Coordinator: Okay. This completes today's conference. You may disconnect at this time.

END