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

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1. EHBs Financial Report Privileges – Financial Reporting Administrator

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

1. Log in to the EHBs (https://grants.hrsa.gov/webexternal/login.asp)
2. Click the Grants tab at the top of the page. The "My Grant Portfolio – List" page will be displayed.
3. Click the **[Add Grant to Portfolio]** button at the top of the page. The "Add Grant to Portfolio" page will be displayed.
4. In the *Add Grant to Portfolio* screen, select the second option "Register as Financial Reporting Administrator (FRA)" and click the **[Continue]** button. The "Register as Financial Administrator – Select Organization" will be displayed.
5. Locate the Organization for which you want to register as the FRA and click the Register link. The "Register as Financial Administrator – Verify BO Identity" page will be displayed.
6. Enter your PMS Account Number and PIN and check the certification check box. Click the **[Save and Continue]** button to complete the process. *If you do not have access to the PMS PIN, see topic 2 below.*

2. EHBs Financial Report Privileges – All Other Users

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

1. Log in to the EHBs (https://grants.hrsa.gov/webexternal/login.asp)
2. Click the Grants tab at the top of the page. The "My Grant Portfolio – List" page will be displayed.
3. Click the **[Add Grant to Portfolio]** button at the top of the page. The "Add Grant to Portfolio" page will be displayed.
4. Enter comments to be included in an email notification to the FRA and select checkboxes for the Financial Privileges you are requesting. Click **[Request Access]** to complete the request.

3. Navigate to the FFR in the EHBs

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

1. Log in to the EHBs (https://grants.hrsa.gov/webexternal/login.asp)
2. Click the Grants tab at the top of the page. The "My Grant Portfolio – List" page will display all grants for which you have privileges.
3. Locate the grant for which you want to work on the FFR and click the Grant Folder link.
4. Click the Work on Financial Reports link located under the "Submissions" header to view all Financial Reports.
5. Alternatively, click on the Tasks tab.
6. Click on the Submissions link on the left side menu.

4. FFR Deadline

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

5. Request FFR Deadline Extension

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

1. Navigate to the FFR (*see topic 3, above*)
2. Locate the report for which you want to request an extension and click the down arrow in the options tab to open the context menu. The menu options available for the FFR will appear.
3. Select the Request Extension link. The "Submission Extension – Request" page will be displayed.
4. Enter the date until which you would like the deadline extended and enter comments explaining why you are requesting an extension. Click the **[Submit to HRSA]** button. The "Submission Extension - Request Confirm" will be displayed.
5. Review the information on the screen and click the **[Submit to HRSA]** button to confirm the extension request.
6. The Grants Management Specialist (GMS) for your grant will be notified of your request. You will receive notification via email once the request is approved or denied.

6. FFR Status

There are four possible FFR Statuses:

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

7. FFR Data Entry

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

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

8. Revise a Submitted FFR

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

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

To revise a previously submitted FFR:

1. Locate the Previously Submitted FFR (*see Topic* 3 above)
2. Click the Revise link in the options column.
3. If you wish to revise the Financial Report click the "Continue" button." Click the **CONTINUE** button to proceed.
4. The FFR revision will be created and will appear as "In Progress" in the Financial Reports list until it is submitted to HRSA.

9. Resources

- **Financial grant-related questions**: Contact the Grants Management Specialist (GMS) listed on the Notice of Grant Award
- **EHBs-related assistance:**
  - Contact the HRSA Call Center
    - Toll Free: (877)Go4-HRSA; (877) 464-4772
    - Email: CallCenter@hrsa.gov
- **FFR Instructions**: http://www.whitehouse.gov/omb/grants/standard_forms/ffr_instructions.pdf
- **FFR Help:** Access FAQs, Help, and videos for the FFR https://help.hrsa.gov/x/I4A_AQ
- **EHBs URL**: https://grants.hrsa.gov/webexternal/login.asp