Prior Approval Requests (Grants Office)

A quick reference for the GMS, GMO, and QC roles in the HRSA Electronic Handbook (EHB)

Overview

This quick reference sheet covers reviewing prior approval request submissions by Grants Office staff.

Grantees submit prior approval requests whenever they wish to take actions that require prior approval from HRSA. A prior approval request is routed to the Project Officer (PO) and Grants Management Specialist (GMS) for the grant. PO may review the request and make a recommendation to Grants office. Grants will make the decision.

Accessing Prior Approval Requests for Review

Reviewing prior approval requests is a task in your handbook.

Accessing Tasks Using the New User Interface

Submissions in your queue appear on your *Tasks Summary Overview* page. Look for the Prior Approval Review items in the Document column.

1. From the Home Page, click the Tasks tab.
2. From the list of tasks on the Tasks Summary Overview page, categorized by role, look for Prior Approval Review, and click View Tasks.

This will open the Prior Approval Review List page in the Classic User Interface. Go to step 2 in the next section →

Accessing Tasks Using the Classic User Interface

Submissions in your queue appear on your *Pending Tasks* page. Look for the Review task under Assigned Tasks This Role > Post Award Phase > Review. The numbers to the right show how many tasks (i.e., reviews) are not started or in progress.

1. Click the task name to open the *Prior Approval Review List* page. (If there is only one of that type of task, the review opens directly from the *Pending Tasks* page.)
2. From the *Prior Approval Review List* page, choose a submission and click the "Begin" (or "Contribute") button.

Reviewing

The review process is designed to be flexible, allowing you to perform the review in whatever manner is most appropriate.

- You can attach review documents, create issues or request contributions to the review from other HRSA staff.
- You can record a recommendation, or send the review to the user who will make the recommendation.
- You can contribute to a review even when the review is not in your queue.

Review or Contribute?

You can choose to be the reviewer or a contributor. The review belongs to the reviewer, who is the only one who can record a recommendation or send the submission for further approval. Choosing to be the reviewer automatically makes the PO a contributor. Choosing to be a contributor automatically makes the PO the reviewer.

Attach Documents

If appropriate, you can write up your findings in a separate document and attach it to the review. Click the "Attach" button to upload your document.

Issues/Questions

You can create issues or questions related to the submission. You or another reviewer or contributor can update an issue at any time.

- Anyone can update an issue. No one can delete an issue.
- No final action can be taken on a submission so long as there are open issues.

To create an issue, click the "Add" button and enter your question or issue. Mark the issue as either "Open" or "Waiting on Someone Else."

To update an issue, click the "Edit" button for the issue. Make additions or changes, as appropriate. You can also change the status of the issue, if appropriate. You can mark it as "Resolved" or "Not an Issue."

Request Contribution

Use Request Contribution to solicit input from other HRSA staff. Contributors may create or update issues or enter comments.

Users from whom you request contributions will receive an e-mail with a link to the review. They may follow the link to make their contribution.

- Requesting a contribution does not create a task for the recipient, nor does it add the review to their queue. No action is required of contributors.
- Contributors may make their contribution even after the review has left your queue.
- Non-receipt of a contribution does not stop the review process.

To request a contribution, click the "Request Contribution" button, prepare your request, and then send it.

Comments

Contributors may enter comments in the Contribution Comments area. Enter your comments, and then click the "Add Contribution" button. Comments are captured in the action history for the review.

Recommendations

The reviewer may record a decision or send the request to Programs for a decision, as appropriate.

Approve/Disapprove

Approve or disapprove the request. The grantee will be notified. You may also notify contributors.

If the request is approved, you will have to choose whether a funding memo or an NGA will need to be prepared.

Send to Programs for Decision

Send the submission to the Program Office for a decision. The request will remain in your queue. This allows you to continue to contribute to the review.

Request Change

Send the request back to the grantee with comments and a change request. None of the internal review is made available to the grantee.

No Decision

Place the submission on hold until you are ready to make a decision or send it to someone else.

Searching for Prior Approval Requests

Searching Your Queue

To search for specific submissions in your queue, click the Review task for Prior Approval Review on the *Pending Tasks* page. The *Prior Approval Review List* page opens. Click the "Search" button (it's at the top right). Enter search criteria, and then click the "Search" button to display the results.

Searching All Prior Approval Requests

To search all prior approval requests, click the Post Award tab at the top of the screen. On the left side menu, click "Review" under Prior Approvals. Click the "Search" button (it's at the top right) on the next screen. Enter search criteria, and then click the "Search" button to display the results.

Note: You should set your search criteria to show reviews assigned to "All."

Grant Folder

The Grant Folder is the repository for all information collected in the context of a grant, including prior approval requests.

New User Interface

To access the Grant Folder from the New User Interface:

1. From any page, click the Folders Tab in the top tool bar.

2. From the Folders page, click the View link on the Grant Folder line item to open the Grant Folder search page in a new window.

3. Go to step 4 in the next section →

Classic User Interface

To view or print a submission through the Grant Folder:

1. From the *Pending Tasks* page, pull down the **Tools** menu and choose Grant.

2. Click the "Go" button.

3. The Grant Folder opens in a new window, displaying the Search Grants form.

4. Enter criteria to locate the grant or grants of interest.

5. Click the "Search" button.

6. Grants that match your search criteria are displayed in a list, sorted by grantee name. Locate the grant, and then click View Grant Folder.

7. The Grant Folder opens for the grant. On the menu on the left side of the screen, choose the appropriate category of post-award submission.

8. Submissions are displayed in a list. Look for the link to open the printable, read-only (HTML format) copy.

Reports

There are reports that allow you to keep track of prior approval requests, as well as retrieve read-only (HTML format) copies.

To access and run reports:

New User Interface

1. From any window, click the Reports tab in the top tool bar.

2. This will open the Reporting Services for the HRSA Electronic Handbooks home page in a new window, in the Classic User Interface.

3. Go to step 1 in the next section →

Classic User Interface

1. On the menu on the left side of the screen (the one that says "Quick-Links" at the top), click "View All" under Reports.

2. The Reporting Services for the HRSA Electronic Handbooks opens, listing all available reports. Reports are grouped by grant phase and displayed alphabetically within the phase. Click the "Post Award" tab.

3. Locate the report you want to run. Click Run Report.

4. The report opens in a separate window, displaying the search parameters form. Enter search criteria as desired.

5. Click the "Generate Report" button.

Prior Approval (PA) Requests Detail Report

This report displays detailed information about individual prior approval. It answers such questions as "What requests are associated with this grant?" "What is the status of this request?" "Who has it?"

Prior Approval (PA) Requests Summary Report

This report displays the review status of prior approval requests that match your search criteria. The report displays the number of requests in each status. It answers the question "How many prior approval requests are at this or that stage of the review process?"