



REL 6.0 - FFR, REI Systems Inc.

Set: Notifications

Produced by Yashesh Shah, 10/9/2012

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1 REL6-CMP-6 Notifications

1.1 REL6-SET-6 Notifications

1.1.1 REL6-HRSAREQ-48 Financial Report - Reminder Notification #1

(Sent on the 1st of the month – 1 day after budget period end date)

The system shall send following email notification on the 1st of the month – 1 day after budget period end date (e.g. If budget period end date = July 31, email is sent Aug 1) as 1st reminder to all the grantee users that have access to submit FFR:

(a) **To:** All grantee users that have access to submit FFR

(b) **Subject:** Reminder Notification: Financial Report (SF425) submission to HRSA for the reporting period Reporting Period (e.g. 12/01/2008 - 11/30/2009)

(c) **Body:**

Dear Grantee:

This email is to inform you that the Financial Report (FFR) for your Grant (Grant Number: H80CS00085) covering the reporting period 12/01/2008 - 11/30/2009 is available within HRSA EHBs. The report should be submitted to HRSA by 02/28/2010.

Please note, HRSA no longer accepts paper Financial Report submissions. Therefore, please use the HRSA electronic grants system, the EHB, to submit your Financial Report. The information on your Financial Report will be used to make determinations related to your future HRSA grant awards.

HRSA EHBs can be accessed by clicking the following link or copying and pasting the URL into your web browser: <https://grants.hrsa.gov/webexternal/login.asp>

In order to access the Financial Report, you will need a HRSA EHBs account and permissions to access the Grant Portfolio for Grant Number (for e.g. H80CS00085). If you do not have a HRSA EHBs account then use the 'create account' link on the home page to register a new account. If you have a registered account but do not have the permission to access the given Grant Portfolio then login to HRSA EHBs and click on the 'Add Portfolio' link on the side menu. Follow the instructions on the Add Portfolio page to gain access the Grant Portfolio and the Financial Report.

If you need assistance regarding registering with HRSA EHBs or gaining access to the Grant Portfolio, contact the HRSA Call Center by email: CallCenter@HRSA.Gov or by phone: 877-Go4-HRSA (877-464-4772). The HRSA Call Center is available 9:00 a.m. to 5:30 p.m. Eastern Time, Monday through Friday.

If you have any questions about this reporting requirement, please contact your grants management specialist listed in the Notice of Grant Award.

This is a system generated message. Please do not respond to this message.

1.1.2 REL6-HRSAREQ-49 Financial Report - Reminder Notification #2

(Sent on the 1st of the month – 31 days after budget period end date)

The system shall send following email notification on the 1st of the month – 31 days after budget period end date (e.g. If budget period end date = July 31, email is sent on Sept 1st) as 2nd reminder to all the grantee users that have access to submit FFR

(a) **To:** All grantee users that have access to submit FFR

(b) **Subject:** Reminder Notification: Financial Report (SF425) submission to HRSA for the reporting period Reporting Period (e.g. 12/01/2008 - 11/30/2009)

(c) **Body:**

Dear Grantee:

This email is to inform you that the Financial Report (FFR) for your Grant (Grant Number: H80CS00085) covering the reporting period 12/01/2008 - 11/30/2009 is available within HRSA EHBs. The report should be submitted to HRSA by 02/28/2010.

Please note, HRSA no longer accepts paper Financial Report submissions. Therefore, please use the HRSA electronic grants system, the EHB, to submit your Financial Report. The information on your Financial Report will be used to make determinations related to your future HRSA grant awards.

HRSA EHBs can be accessed by clicking the following link or copying and pasting the URL into your web browser: <https://grants.hrsa.gov/webexternal/login.asp>

In order to access the Financial Report, you will need a HRSA EHBs account and permissions to access the Grant Portfolio for Grant Number (for e.g. H80CS00085). If you do not have a HRSA EHBs account then use the 'create account' link on the home page to register a new account. If you have a registered account but do not have the permission to access the given Grant Portfolio then login to HRSA EHBs and click on the 'Add Portfolio' link on the side menu. Follow the instructions on the Add Portfolio page to gain access the Grant Portfolio and the Financial Report.

If you need assistance regarding registering with HRSA EHBs or gaining access to the Grant Portfolio, contact the HRSA Call Center by email: CallCenter@HRSA.Gov or by phone: 877-Go4-HRSA (877-464-4772). The HRSA Call Center is available 9:00 a.m. to 5:30 p.m. Eastern Time, Monday through Friday.

If you have any questions about this reporting requirement, please contact your grants management specialist listed in the Notice of Grant Award.

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1.1.3 REL6-HRSAREQ-50 Financial Report - Reminder Notification # 3

(Sent on the 1st of the month – 61 days after budget period end date)

The system shall send following email notification on the 1st of the month – 61 days after budget period end date (e.g. If budget period end date = July 31, email is sent on Oct 1st) as 3rd reminder to all the grantee users that have access to submit FFR

(a) **To:** All grantee users that have access to submit FFR

(b) **Subject:** Reminder Notification: Financial Report (SF425) submission to HRSA for the reporting period Reporting Period (e.g. 12/01/2008 - 11/30/2009)

(c) **Body:**

Dear Grantee:

This email is to inform you that the Financial Report (FFR) for your Grant (Grant Number: H80CS00085) covering the reporting period 12/01/2008 - 11/30/2009 is available within HRSA EHBs. The report should be submitted to HRSA by 02/28/2010.

Please note, HRSA no longer accepts paper Financial Report submissions. Therefore, please use the HRSA electronic grants system, the EHB, to submit your Financial Report. The information on your Financial Report will be used to make determinations related to your future HRSA grant awards.

HRSA EHBs can be accessed by clicking the following link or copying and pasting the URL into your web browser: <https://grants.hrsa.gov/webexternal/login.asp>

In order to access the Financial Report, you will need a HRSA EHBs account and permissions to access the Grant Portfolio for Grant Number:H80CS00085. If you do not have a HRSA EHBs account then use the 'create account' link on the home page to register a new account. If you have a registered account but do not have the permission to access the given Grant Portfolio then login to HRSA EHBs and click on the 'Add Portfolio' link on the side menu. Follow the instructions on the Add Portfolio page to gain access the Grant Portfolio and the Financial Report.

If you need assistance regarding registering with HRSA EHBs or gaining access to the Grant Portfolio, contact the HRSA Call Center by email: CallCenter@HRSA.Gov or by phone: 877-Go4-HRSA (877-464-4772). The HRSA Call Center is available 9:00 a.m. to 5:30 p.m. Eastern Time, Monday through Friday.

If you have any questions about this reporting requirement, please contact your grants management specialist listed in the Notice of Grant Award.

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1.1.4 REL6-HRSAREQ-271 Financial Report - Delinquent Notification # 1

(Sent on 1st of the month - After the deadline expires)

The system shall send the following notification on the 1st of the month after the FFR due date expires in the system.

a) **To:** All grantee users with following roles that have access to submit FFR

i) Authorizing Official

ii) Business Official

iii) Users with "Edit Financial Report" Privilege

b) **Subject:** Delinquent Notification: Financial Report submission to HRSA for the reporting period (for e.g. 12/01/2008 - 11/30/2009)

c) **Body:**

Dear Grantee:

This email is to inform you that the Financial Report (FFR) for your Grant (#Grant Number) covering the reporting period is past due. The report was due to HRSA by (#Due Date). Failure to comply with the reporting requirement will delay continued funding with HRSA.

Please note, HRSA no longer accepts paper Financial Report submissions. Therefore, please use the HRSA electronic grants system, the EHB, to submit your Financial Report. The information on your Financial Report will be used to make determinations related to your future HRSA grant awards.

HRSA EHBs can be accessed by clicking the following link or copying and pasting the URL into your web browser: <https://grants.hrsa.gov/webexternal/login.asp>

In order to access the Financial Report, you will need a HRSA EHBs account and permissions to access the Grant Portfolio for Grant Number:. If you do not have a HRSA EHBs account then use the 'create account' link on the home page to register a new account. If you have a registered account but do not have the permission to access the given Grant Portfolio then login to HRSA EHBs and click on the 'Add Portfolio' link on the side menu. Follow the instructions on the Add Portfolio page to gain access the Grant Portfolio and the Financial Report.

If you need assistance regarding registering with HRSA EHBs or gaining access to the Grant Portfolio, contact the HRSA Call Center by email: CallCenter@HRSA.Gov or by phone: 877-Go4-HRSA (877-464-4772). The HRSA Call Center is available 9:00 a.m. to 5:30 p.m. Eastern Time, Monday through Friday.

If you have any questions about this reporting requirement, please contact your grants management specialist listed in the Notice of Grant Award.

This is a system generated message. Please do not respond to this message.

1.1.5 REL6-HRSAREQ-272 Financial Report - Delinquent Notification # 2

(Sent on 15th of the month after the due date expires)

The system shall send the following delinquent notification on the 15th of the month after the FFR due date expires.

a) **To:** All grantee users with following roles that have access to submit FFR

i) Authorizing Official

ii) Business Official

iii) Users with "Edit Financial Report" Privilege

b) **Subject:** Delinquent Notification: Financial Report submission to HRSA for the reporting period (for e.g. 12/01/2008 - 11/30/2009)

c) **Body:**

Dear Grantee:

This email is to inform you that the Financial Report (FFR) for your Grant (#Grant Number) covering the reporting period is past due. The report was due to HRSA by (#Due Date). Failure to comply with the reporting requirement will delay continued funding with HRSA.

Please note, HRSA no longer accepts paper Financial Report submissions. Therefore, please use the HRSA electronic grants system, the EHB, to submit your Financial Report. The information on your Financial Report will be used to make determinations related to your future HRSA grant awards.

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If you have any questions about this reporting requirement, please contact your grants management specialist listed in the Notice of Grant Award.

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1.1.6 REL6-HRSAREQ-273 Financial Report - Delinquent Notification # 3

(Sent on 1st of the next month after the due date expires)

The system shall send following notification on the 1st of the next month after the FFR due date expires.

a) **To:** All grantee users with following roles that have access to submit FFR

i) Authorizing Official

ii) Business Official

iii) Users with "Submit" Financial Report" Privilege

iv) Rick Goodman

v) Grant Default GMS

b) **Subject:** Delinquent Notification: Financial Report submission to HRSA for the reporting period (for e.g. 12/01/2008 - 11/30/2009)

c) **Body:**

Dear Grantee:

This email is to inform you that the Financial Report (FFR) for your Grant (#Grant Number) covering the reporting period is past due. The report was due to HRSA by (#Due Date). Failure to comply with the reporting requirement will delay continued funding with HRSA.

Please note, HRSA no longer accepts paper Financial Report submissions. Therefore, please use the HRSA electronic grants system, the EHB, to submit your Financial Report. The information on your Financial Report will be used to make determinations related to your future HRSA grant awards.

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In order to access the Financial Report, you will need a HRSA EHBs account and permissions to access the Grant Portfolio for Grant Number:. If you do not have a HRSA EHBs account then use the 'create account' link on the home page to register a new account. If you have a registered account but do not have the permission to access the given Grant Portfolio then login to HRSA EHBs and click on the 'Add Portfolio' link on the side menu. Follow the instructions on the Add Portfolio page to gain access the Grant Portfolio and the Financial Report.

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