



HRSA
Healthy
Grants
WORKSHOP
Presented as a Web Series

HRSA
Health Resources & Services Administration

Best Practices for Prior Approvals

HRSA Healthy Grants Workshop

August 12, 2026

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Office of Federal Assistance and Acquisition Management (OFAAM)

Vision: Healthy Communities, Healthy People



Agenda

What is a Prior Approval Request?

Types of Prior Approval Requests

Expanded Authority

How to Submit Requests

Resources

Questions?



What is a Prior Approval Request?



HRSA approval may be required when a recipient needs to change certain aspects of the approved application after the award is issued



Require submission in Electronic Handbooks (EHBs) Prior Approval (PA) Module



Requires a 30-day response from HRSA



Recipients may not move forward until HRSA approval is received, either via Notice of Award (NoA) or an EHB email notification



Prior Approval Regulations

- **2 CFR § 200.308** sets out the rules for when federal award recipients must obtain **prior written approval** from the Federal agency (or cognizant agency for indirect costs) before incurring certain costs.
- **Check the program legislation, Notice of Funding Opportunity (NOFO), and Notice of Award (NoA) for specifics on what changes require prior approval**
- The regulation allows recipients to seek **advance written permission** to avoid later disallowance or dispute over whether a cost was reasonable or properly allocable to the award. While the absence of prior approval generally does not affect reasonableness or allocability unless specifically required, **in some cases it can make a cost unallowable**



When Prior Approval is Required

(a) Section 200.306
Cost sharing;

(b) Section 200.307
Program income;

(c) Section 200.308
Revision of budget
and program plans;

(d) Section 200.333
Fixed amount
subawards;

(e) Section 200.430
Compensation—
personal services,
paragraph (h);

(f) Section 200.431
Compensation—
fringe benefits;

(g) Section 200.439
Equipment and
other capital
expenditures;

(h) Section 200.440
Exchange rates;

(i) Section 200.441
Fines, penalties,
damages and other
settlements;

(j) Section 200.442
Fund raising and
investment
management costs;

(k) Section 200.445
Goods or services
for personal use;

(l) Section 200.447
Insurance and
indemnification;

(m) Section 200.455
Organization costs;

(n) Section 200.458
Pre-award costs;

(o) Section 200.462
Rearrangement and
reconversion costs;

(p) Section 200.475
Travel costs.

Common Types of Prior Approval Requests

- Change in Key Personnel (Project Director Change)
- Rebudgeting
- Change in Scope
- Carryover of Unobligated Balance
- Extension Without Funds (No-Cost Extension)
- Property Actions (e.g., Disposition, Encumbrance)
- Organizational Name Change (use “Other” in EHB)
- Change of Recipient
- Approval to Draw Down Funds
- Relinquishment

**PRIOR
APPROVAL
REQUIRED**

Change in Key Personnel

Who Are Key Personnel?

- Include the Principal Investigator/Project Director (PI/PD) and other individuals identified in the Notice of Award (NoA)
- Individuals whose contributions are critical to the approved scope of work
- Their absence could significantly affect project performance
- Positions affected are identified in the program legislation, NOFO, and NoA
- The PD or PI is in Item #7 on the NOA. We'll identify any other key personnel by name or position title in a key personnel term of award.



Change in Key Personnel (continued)

Changes include situations in which the current Project Director/CEO withdraws from the project entirely; is absent during any continuous period of three months or more; or reduces the time they devote to the project by 25% or more from the level that was approved at the time of award. [see : 2 CFR 200.308(f)(2)and (3)].



Change in Key Personnel Scenario

The designated Project Director (PD) on a HRSA grant is taking an extended medical leave for 3.5 months. The clinical director will step in to cover her tasks during this time, dedicating 15% of their time to the grant.

The Question: Does this temporary arrangement require a prior approval?

The Solution: Yes
Why?

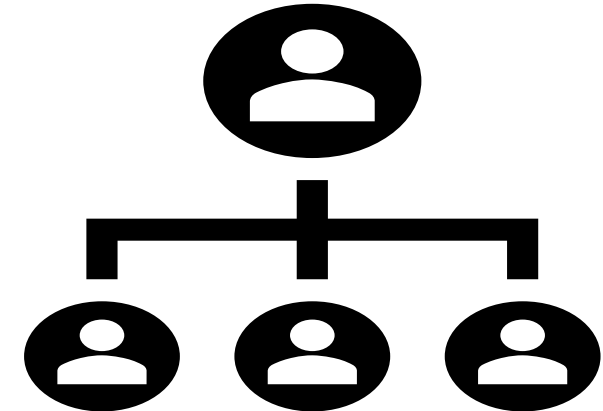
- **The Rule:** Prior approval is explicitly triggered if a Project Director or Principal Investigator is absent for **continuous periods of 3 months or longer**, OR if there is a **25% or greater reduction in time devoted** to the project.
- **The Math:** The 3.5-month absence instantly satisfies the threshold, regardless of internal coverage.
- **EHB Submission Actions:** The Authorized Organization Representative (AOR) must log into the EHBs and choose "**Change in Key Personnel**". The submission package requires a cover letter detailing the temporary coverage timeline, the interim director's official CV/resume, and their direct contact details.



Change in Key Personnel (continued)

Include the following in your Prior Approval Request via the EHBs:

- Request Prior Approval as soon as possible
- Effective date of the change
- Justification for the change
- Qualifications of the proposed replacement PI/PD
- Board Notes of the proposed replacement PI/PD
- Level of effort this individual will undertake
- Budgetary changes resulting from the proposed change



Rebudgeting

Significant Budget Changes require prior approval in accordance with 2 CFR 200.308(i). Budget changes are considered significant when:

- Award exceeds the simplified acquisition threshold (currently \$350,000). Cumulative transfers between direct cost categories are expected to exceed 25 percent of the total budget, including cost share.
- Funding is being moved to a previously unpopulated line item
 - Example: Your personnel costs come in lower than expected because a position was vacant for three months and you want to put that money toward additional supplies, that's rebudgeting.
- A request also needs to be submitted when the budget change involves eliminating funding from a budget category.
 - Example: You no longer need supplies and would like to move all the funds to the personnel line item.
- Requests are also required when the budget change involves adding real or tangible property to the budget, which is most often a purchase of equipment (including information technology systems) that was not included in the original application budget. Though, note, that the purchase of equipment threshold may be different for your program, it could be more or less than \$10,000, so again, be sure to check with your Grants Management Specialist.



Rebudgeting (continued)

Within a budget period, you can adjust your budget without prior approval for Minor Budget Changes:

Criteria for Minor Budget Changes:

- The change is within or between approved direct cost categories.
- Your award's federal share is below the simplified acquisition threshold, and your NoA doesn't include a prior approval need. Check the current threshold in the Federal Acquisition Regulation (FAR) at 2.101, Definitions.



Rebudgeting Scenario

A recipient operates a \$500,000 annual HRSA award. Due to a shift to remote telehealth options, they want to reallocate \$135,000 out of their Personnel/Fringe categories into Equipment and Supplies to purchase remote patient monitoring kits.

The Question: Does this require HRSA prior approval?

The Solution: Yes

Why:

- **The Rule:** HRSA allows the revision of budget lines without prior approval **up to 25% of the recipient's total annual budget.**
- **The Math:** \$135,000 divided by \$500,000 is **27%**. Because this exceeds the 25% cumulative threshold, it constitutes significant rebudgeting.
- **EHB Submission Actions:** The recipient must select "**Rebudgeting**" in the EHBs. They must submit an updated **SF-424A**, a revised line-item budget, and a comprehensive budget narrative justifying how the equipment purchase aligns with existing project goals.



Rebudgeting (continued)

Include the following in your Prior Approval Request via the EHBs:

- Cover letter providing an explanation regarding the need for the budget revision and detailed costs
- Revised SF-424A or 424 R&R, and possibly the 424C
- Line-item budget
- Narrative justification



Change in Scope

A change in scope occurs when proposed changes affect the objectives, aims, purposes, methodology, or approach described in the approved application.

A change in scope may include:

- **Shifting project emphasis from one disease area to another**
- **Changing the approved service area**
- **Eliminating a primary care delivery site**
- **Making significant budget changes that substantially alter project activities**
- **Modifying project objectives, aims, or intended outcomes**



Change in Scope (continued)

If a proposed change substantially impacts the approved purpose, objectives, or activities of the award, consult your Grants Management Specialist (GMS) and secure approval prior to implementation.

- Not every project modification qualifies as a change in scope.
- The HHS agency is responsible for deciding if a proposed change constitutes a change in scope and requires prior approval.
- Recipients must receive prior approval from the Program Official (PO) and Grants Management Specialist (GMS) before proceeding with any changes that modify the approved project scope.



Carryover of Unobligated Balance

- A carryover request is required when your organization wishes to use an unobligated balance (unspent federal funds) in the next budget period or project period.
- Carryover funds may only be used for allowable costs and approved project activities already within scope. **They cannot be used for new activities.**
- The Prior Approval Request to carryover funds should be submitted within 30 days of the Federal Financial Report (FFR)

Tip: Note your intent to carryover funds on your FFR under remarks.



Carryover of Unobligated Balance With Expanded Authority (EA)

How Much Can Be Carried Over?

- Up to **25% of the approved budget** or **\$250,000**
(whichever is less)

Need More Than the EA Limit?

- **Prior approval is required** for carryover amounts exceeding Expanded Authority

How Can Funds Be Used?

- Funds must support **pre-approved activities** within the approved scope of work

How Do I Notify HRSA?

- Select the **Expanded Authority (EA) option** when submitting the **Federal Financial Report (FFR)**:
 - ☐ **Yes** – Amount covered under Expanded Authority
 - ☐ **Yes** – Amount covered under Expanded Authority **and** part or all of the amount exceeding EA *(requires prior approval)*
 - ☐ **No**
 - ☐ **Not Applicable**

Key Reminder: Always verify your award terms and conditions to confirm whether Expanded Authority applies.



Carryover of Unobligated Balance (continued)

Standard Programs:

- If your program does not operate under expanded authorities, you must submit a prior approval request to carry over an unobligated balance into the next budget period.
- **Submit the request within 30 days of submitting the Federal Financial Report (FFR).**
- All documentation must be submitted through EHBs (Electronic Handbooks).



Carryover of Unobligated Balance Scenario

Due to hiring delays in Budget Period 1, a health center program recipient has an Unobligated Balance (UOB) of \$120,000 remaining at the end of the year. Their annual award is \$400,000. They want to move that money into Budget Period 2 to run an outreach campaign.

The Question: Can they automatically spend this money in Budget Period 2?

The Solution: No, a formal Carryover Prior Approval is required.

Why:

- **The Rule:** Prior approval is mandatory if the UOB exceeds **25% of the total annual approved budget** or if specified in the Notice of Award (NoA).
- **The Math:** \$120,000 is exactly **30%** of the \$400,000 award, triggering the requirement.
- **EHB Submission Actions:** The recipient cannot submit this in the EHBs until their **Federal Financial Report (FFR / SF-425)** for Year 1 is formally submitted and approved in PMS. Once approved, they select "**Carryover Unobligated Balance**" in the EHBs. They must upload a justification letter detailing why the money wasn't spent, alongside an **SF-424A** and narrative mapping out the outreach campaign.



Carryover of Unobligated Balance (continued)

Include the following in your Prior Approval Request via the EHBs:

Cover Letter that Includes:

- Amount of funds to be carried over.
- Brief explanation for the remaining unobligated balance.
- Description of the allowable activities that will be supported by the carryover funds.
- Proposed timeline for expending the carryover funds.
- Statement confirming there are **no changes to the approved award objectives, goals, or purpose.**

Revised SF-424A Budget Form

Line-Item Budget Breakdown and Budget Justification



Carryover or Extension Without Funds?

Carryover = More time in a future budget period already exists.

No-Cost Extension = More time is needed because no future budget period remains.

How Do I Know Which One to Request?

- Is there a subsequent budget period?
-  **Yes → Request Carryover**
- A future budget period exists, and remaining funds need to be used.
-  **No → Request a No-Cost Extension**
- The project period is ending, and additional time is needed to complete the approved scope of work.



Review your Notice of Award (NoA) and consult your Grants Management Specialist (GMS) if you are unsure which process applies.

Extension Without Funds (No-Cost Extensions, NCE)

What is a No-Cost Extension (NCE)?

- Request for more time to complete a project, not to exceed 12 months, submission recommended at least 60 days prior to the expiration of the project period.
- Not merely for the purpose of using an unobligated balance (2 CFR 200.308(g)(2))



No-Cost Extensions (continued)

When do I use this?

- Final budget period

How long may I extend?

- Up to one year (12 months)

Any additional considerations?

- Additional time required to ensure adequate completion
- A competing continuation application is under review
- Necessary to permit an orderly phase-out of a project



No-Cost Extensions (continued)

When is Prior Approval Required?

- **HHS agency prior approval is required** unless the award includes **expanded authority** provisions.
 - In cases where there is expanded authority, the recipient must notify the HHS agency in writing with the supporting reasons and a recommendation for revised period of performance at least 10 calendar days before the end of the period of performance in the original NoA. See 2 CFR 200.308(g)(2).
- Refer to **2 CFR 200.308**
- Request must be submitted **at least 10 days before the end of the budget period in the final year of the period of performance**



No-Cost Extensions (Scenario)

A health center recipient is in the final year of a 3-year HRSA grant to deploy an integrated Electronic Health Record (EHR) screening module across three clinics. The project period is scheduled to end on September 30. Due to unexpected IT vendor contract delays and local supply chain shortages for necessary hardware, the module was only fully launched in *two* out of the three clinics. The third clinic's deployment is delayed by four months. The recipient has \$45,000 in unobligated funds remaining from their original budget allocation, which is exactly what is needed to cover the IT vendor's final implementation invoice and staff training at the third clinic.

The Question: Should the recipient request an NCE to complete this work?



No-Cost Extensions (Scenario)

The Solution: Yes, this requires an NCE.

Why:

- **The Rule:** Formal Prior Approval NCE requests must be submitted **60 to 90 days before the project period end date.**
- **The Math:** For a project ending September 30, the recipient must initiate and submit the EHB request between July 2 and August 1. Submitting late (e.g., in September) risks immediate rejection, throwing the grant into automatic closeout. No work can continue past September 30, and no funds can be legally drawn down, until HRSA issues an official, amended Notice of Award (NoA) approving the extension.
- **EHB Submission Actions:** The recipient must select "Extension Without Funds" and input the exact number of additional months needed up to 12 months. **Recipients must upload three distinct documents:**
 - **Signed Cover Letter:** Must state the exact number of months requested, verify the exact amount of remaining unobligated balance, and detail the programmatic justification (the IT/vendor delay).
 - **SF-424A (Non-Construction Budget):** Must show how the remaining \$45,000 will be spread out across the extension months.
 - **Revised Budget Narrative:** A breakdown of how the remaining funds will cover the final vendor costs and staff hours during the extension period.



No-Cost Extensions (continued)

When requesting a No-Cost Extension (NCE) through the Electronic Handbooks (EHBs) include:

- **Justification for the Extension** Explain why additional time is needed to complete the approved project activities.
- **Requested Extension Period** Specify the length of the extension. Cannot exceed 12 months. **Remaining Project Objectives** Identify the activities, milestones, or objectives that will be completed during the extension period.
- **Detailed Budget Page** Provide a budget outlining how remaining funds will be used during the extension.
- **Budget Justification** Explain the anticipated unobligated balance at the end of the current budget period. Describe how the remaining funds support completion of project objectives.



Property Actions

Prior approval is required for activities involving equipment or real property purchased with federal funds.

The definition of equipment is tangible personal property with:

- Useful life > 1 year
- Per-unit cost of \$10,000 or more. Note that this threshold increased from \$5,000 due to updated HRSA adoption of 2 CFR 200.

Approval is required for:

- Transferring or selling equipment
- Transferring, selling, or mortgaging real property
- Refinancing real property purchased with award funds

The SF-428 (equipment) and SF-429 (real property) forms are required documentation.

Consult their GMS because requirements vary by program.



Change in Organizational Status

Name change: This occurs when an organization changes its name, but it doesn't affect the rights or obligations of the award recipient.

- **Prior approval is mandatory for organizational name changes under federal grant rules**
- **Submit under in EHB under Other, then Name Change**
 - **Typical documents needed:**
 - IRS letter reflecting the new name
 - Articles of incorporation

Contact your GMS for exact requirements.

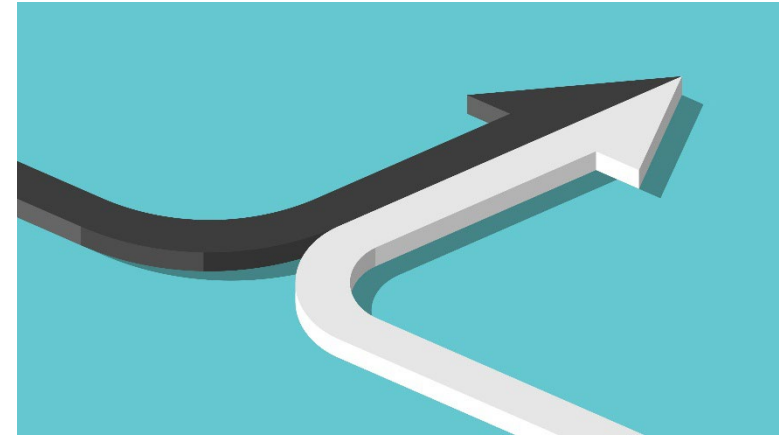
Tip: Make sure you update in SAM.gov too!



Change in Organizational Status (continued)

Successor-in-Interest (SII)

- Occurs when the **rights and obligations of a federal award** are transferred to another organization as part of a transfer of assets.
- Common causes include:
 - Mergers
 - Acquisitions
 - Corporate restructuring
 - Other legal or legislative actions
- **Merger Considerations**
 - **Award is transferred to a new legal entity** → Process as a **Successor-in-Interest (SII)**.
 - **No award transfer** → Process as a **Name Change**.



Key Takeaway: For any change in organizational status, contact your **Grants Management Specialist (GMS)** to determine the appropriate approval process and required documentation.

Approval to Draw-down Funds

When Drawdown Approval May Apply

- Failure to comply with special remarks and award conditions may result in a drawdown restriction being placed on your Payment Management System (PMS) account.
- Specific award conditions may require recipients to request funds on a reimbursement basis rather than through advance payments.

Drawdown Requirements

- All drawdowns from PMS must receive approval from HRSA's Office of Federal Assistance Management, Division of Grants Management Operations.
- Recipients must comply with all applicable requirements before funds are drawn.



Approval to Draw-down Funds (continued)

Required Documentation

- **Cover Letter;** Include budget details, justification, and any supporting documents (e.g., purchase orders, contracts).
- **SF-424A**
- **Budget Justification** Ensure the drawdown aligns with the approved scope and budget.
- **SF-270, *Request for Advance or Reimbursement***

Monitor your EHBs “Pending Tasks” list for HRSA’s decision.



Relinquishment



**RETURN TO
SENDER**

The recipient has decided they are unable or unwilling to carry out the approved project.

- As a result, the recipient has chosen to give up the award.
- This decision may apply to the full award or only part of the award

Reasons for relinquishing may include changes in organizational capacity, priorities, or unforeseen circumstances.

Some examples:

- Declining a supplement
- Losing accreditation

Documentation requirements vary depending on circumstances.

Recipients must contact their GMS and PO immediately if they are considering relinquishment, so they can be guided through next steps

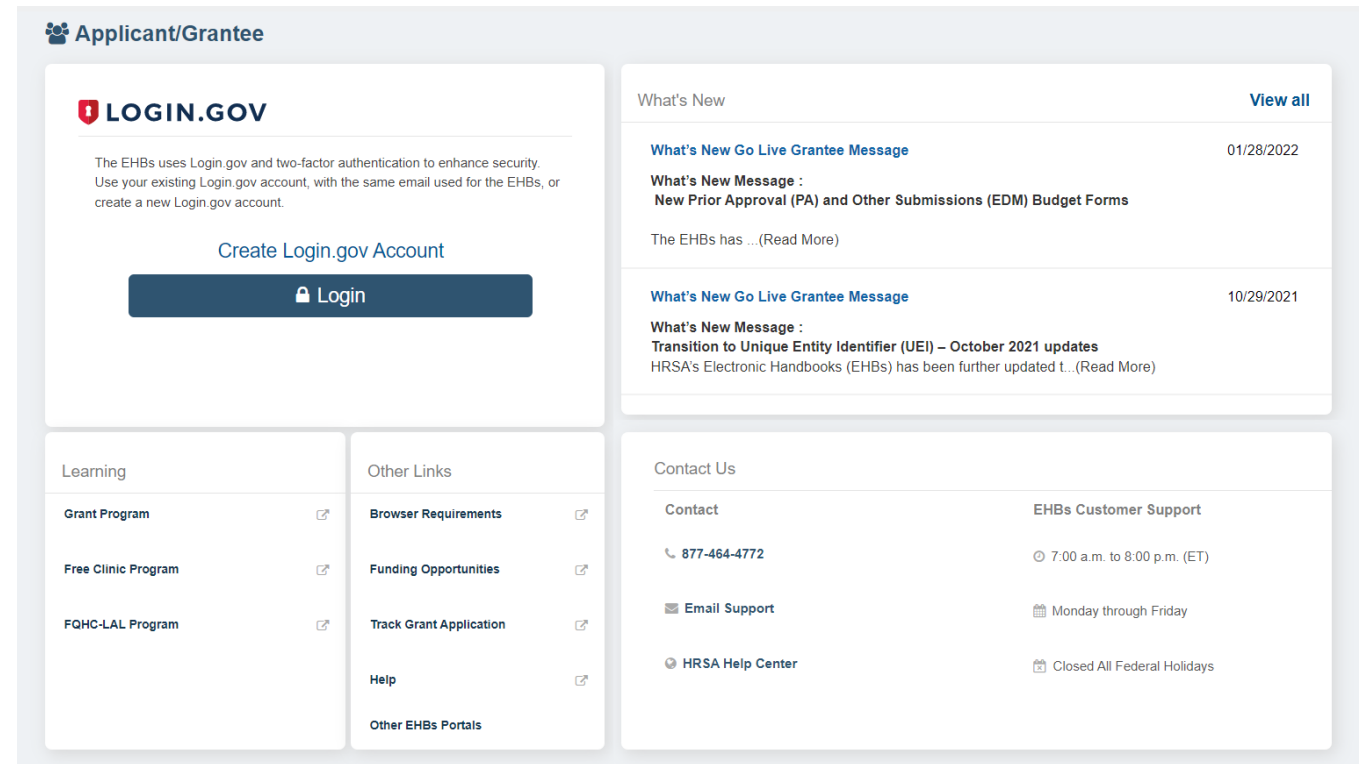
How to Submit a Prior Approval Request in EHB

- In HRSA's Electronic Handbooks (EHBs)
- Create New Prior Approval
- Request Type: Carryover, Project Director Change, Rebudgeting, Other etc.
- [Prior Approval Request FAQs](#)



Steps to Create a Prior Approval Request in EHB

- Login to the EHBs (<https://grants.hrsa.gov/webexternal>) as a Grantee using [Login.gov](https://login.gov) and two-factor authentication.
- For details about logging in to the EHBs, refer to the [EHBs Login Process Overview](#) help page.



Steps to Create a Prior Approval Request in EHB

Click the **Tasks** tab from the top header options.

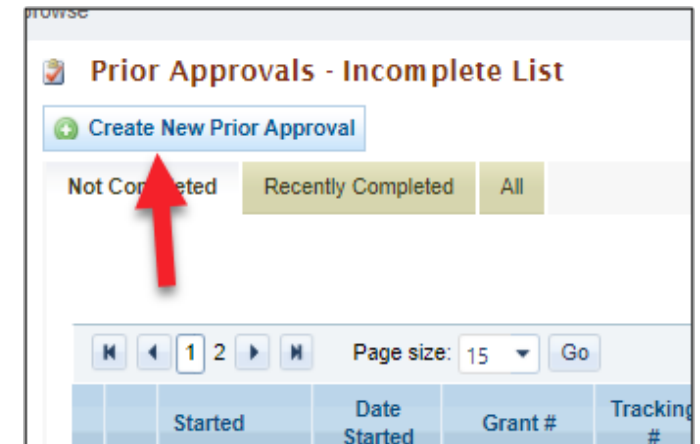
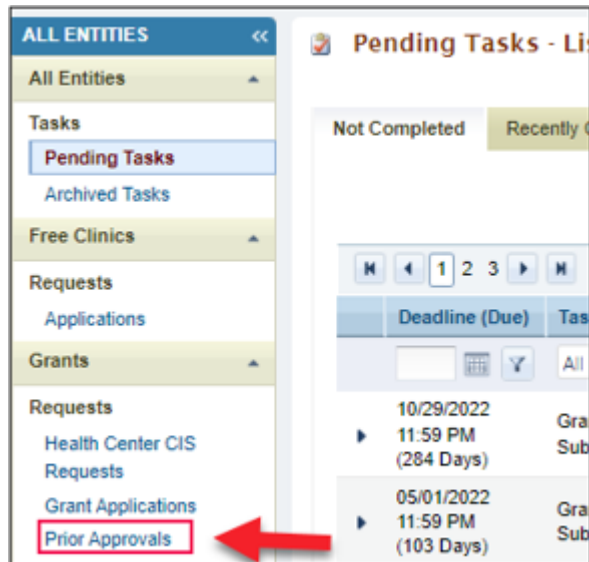


The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes a home icon, a search bar, and tabs for Tasks, Organization, Grants, Free Clinics, FQHC-LALs, Dashboards, and Resource. The 'Tasks' tab is highlighted with a red arrow. Below the navigation bar, a welcome message 'Welcome, Ananth Capriola' is displayed. The main content area is divided into two sections: 'My Tasks' on the left and 'Tracking' on the right. The 'My Tasks' section shows a green box with the number '45' and the text 'All'. The 'Tracking' section contains a table with columns for Category, Submitted Tasks, and Submitted.

Category	Submitted Tasks	Submitted
Other Submissions	EDM SF424 R&R Submission Name - EDM...	01/14/2022
Prior Approval	Administrative Supplements	01/11/2022

Steps to Create a Prior Approval Request in EHB

- On the **Pending Tasks - List** page, click **Prior Approvals** from the Grants section in the left navigation panel. You will land on the Prior Approvals - Incomplete List page.
- Click the **Create New Prior Approval** button, just below the page title. You will land on the **My Grant Portfolio-List** page



Steps to Create a Prior Approval Request in EHB

Click Request Prior Approval in the Options column. You will land on the Prior Approval Request - Acknowledge Documentation Review page.

							3 items in 1 page(s)
	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
				All	All		
	02/01/2021-01/31/2022	01/31/2023	1145563766A1	Other, FRA	Yes	05/25/2021	Request Prior Approval
	08/01/2021-07/31/2022	07/31/2022	1145563766A1	Other, FRA	Yes	12/14/2021	Request Prior Approval
	01/01/2021-12/31/2021	12/31/2021	1145563766A1	Other, FRA	No	05/11/2021	Request Prior Approval
							3 items in 1 page(s)

Steps to Create a Prior Approval Request in EHB

Prior Approval Documentation	
Document Name	Description
HHS Grant Policy	HHS Grant Policy

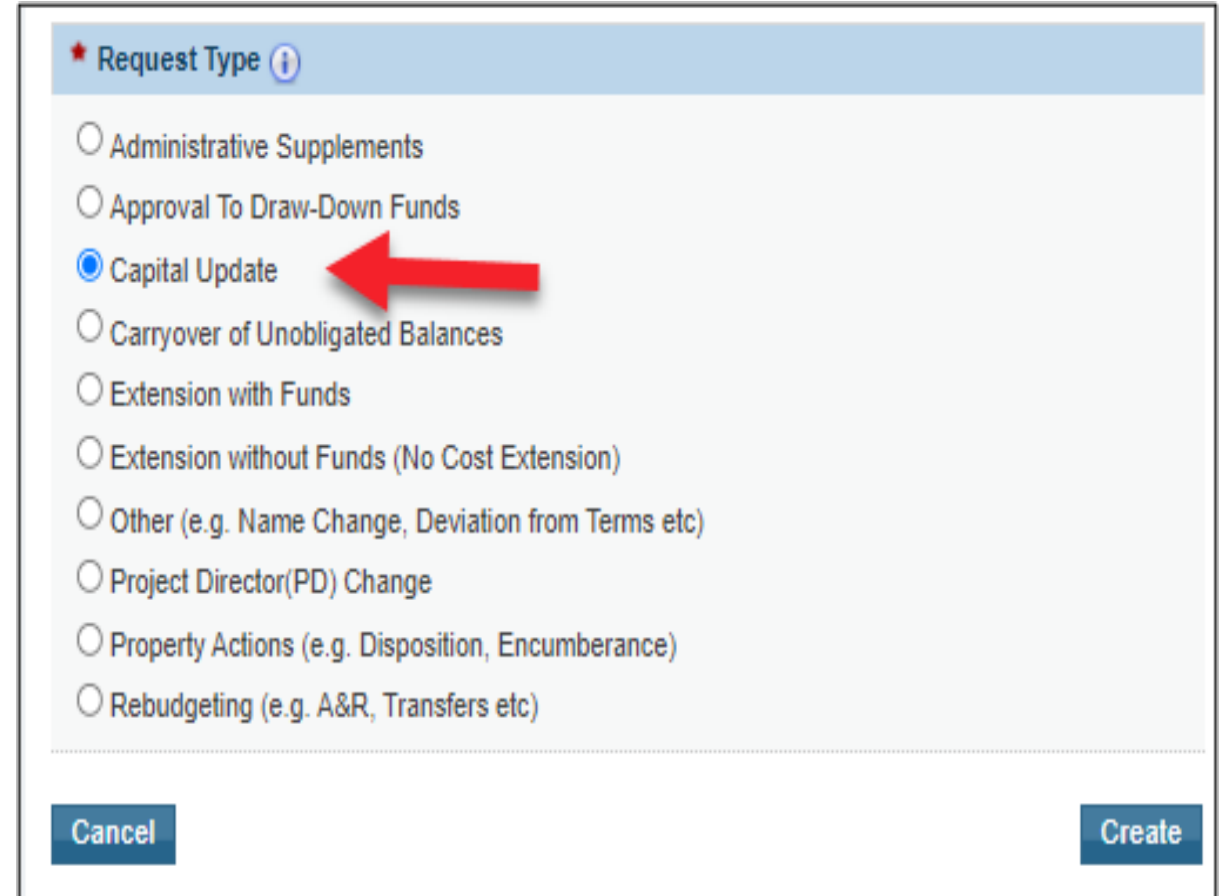
Open and review the document(s) under the **Prior Approval Documentation** section.

* Acknowledgement	
☐ I acknowledge that I have reviewed all documentation and would like to proceed further.	
UNIFORM GUIDANCE CODIFIED FOR HHS AT 45 CFR PART 75	
☐ I acknowledge that I have reviewed the UNIFORM GUIDANCE CODIFIED FOR HHS AT 45 CFR PART 75 and would like to proceed further.	
<button>Cancel</button>	<button>Continue</button>

Click the **Acknowledgment** check boxes and then click the **Continue** button. You will land on the **Prior Approval Request Type - Select** page.

Steps to Create a Prior Approval Request in EHB

Click the radio button for the **Request Type** and then click the **Create** button. You will land on the **Prior Approval - Status Overview** page displaying a "Success" banner.



★ Request Type ⓘ

- ☐ Administrative Supplements
- ☐ Approval To Draw-Down Funds
- ☒ Capital Update
- ☐ Carryover of Unobligated Balances
- ☐ Extension with Funds
- ☐ Extension without Funds (No Cost Extension)
- ☐ Other (e.g. Name Change, Deviation from Terms etc)
- ☐ Project Director(PD) Change
- ☐ Property Actions (e.g. Disposition, Encumbrance)
- ☐ Rebudgeting (e.g. A&R, Transfers etc)

Cancel Create

Steps to Create a Prior Approval Request in EHB

On the **Prior Approval Request – Status Overview** page, select the forms from the left menu and enter the details in the structured budget forms. The displayed budget forms are based on the Prior Approval Type and Grant Type combination selected.

Prior Approval Request - Status Overview

Success:
You have successfully created a Prior Approval Request. The Request Tracking Number is PA-00100078. Please use this number for all future correspondence related to this request.

PA-00100078 : BEALLS POULENC HEALTH CENTER, BANCROFT, NV Submission Status: In Progress

Prior Approval Request Type: Capital Update Grant Number: H80CS00589 Project Period: 02/01/2019 - 01/31/2023
Budget Period: 02/01/2021 - 01/31/2022 Project Title: Health Center Program

Resources
View
Last NoA | HRSA Contacts | Awarded Funding Opportunities

Users with permission on Prior Approval Request (8)

Prior Approval Status		
Section	Status	Options
General Information	Not Started	Update
Details	Not Started	Update
SF424 A - Section A-C	Not Started	Update
SF424 A - Section D-F	Not Started	Update
SF424 A - Budget Narrative	Not Started	Update
SF424 C - Budget Narrative	Complete	Update
SF424 C - Budget Information	Complete	Update

Steps to Create a Prior Approval Request in EHB

Note:

You can use the left navigation menu to add budget information to each structured form. OR you can click Update within the **Prior Approval Status** section.

Prior Approval Request - Status Overview

✓ **Success:**
You have successfully created a Prior Approval Request. The Request Tracking Number is PA-00100078. Please use this number for all future correspondence related to this request.

PA-00100078 : BEALLS POULENC HEALTH CENTER, BANCROFT, NV Submission Status: In Progress

Prior Approval Request Type: Capital Update Grant Number: H80CS00589 Project Period: 02/01/2019 - 01/31/2023
Budget Period: 02/01/2021 - 01/31/2022 Project Title: Health Center Program

Resources

View
Last NoA | HRSA Contacts | Awarded Funding Opportunities

Users with permission on Prior Approval Request (8)

Prior Approval Status		
Section	Status	Options
General Information	✗ Not Started	Update
Details	✗ Not Started	Update
SF424 A - Section A-C	✗ Not Started	Update
SF424 A - Section D-F	✗ Not Started	Update
SF424 A - Budget Narrative	✗ Not Started	Update
SF424 C - Budget Narrative	✓ Complete	Update
SF424 C - Budget Information	✓ Complete	Update

Steps to Create a Prior Approval Request in EHB

Note: Depending on the Prior Approval request selected, the details requested within the structured budget forms will change.

 **Prior Approval - General Information**

▶ PA-00084994 : MANAGERS PRESSOTECHNIK UNIVERSITY, BLUE RIDGE, LA

Submission Status: In Progress

▼ Resources 

View

Last NoA | HRSA Contacts | Awarded Funding Opportunities

Fields with * are required

★ Sub Type

☐ Name/Entity Change
(To transfer the legal and administrative responsibility of a grant-supported project or program from one legal entity to another, before the expiration of the approved project)
For Example: Organization Name Change, EIN Change

☐ Request for change in Terms and Conditions
(To undertake any activities disapproved or restricted as a condition of the award)

☐ Initiate Relinquishment of Grant
(To request termination of grant award prior to its scheduled end date)

☒ Other
(For any other type of Prior Approval Request)

Contact Information

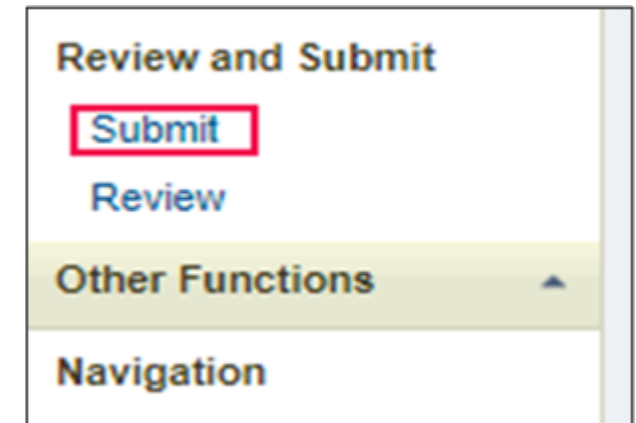
Role	Title	Name	Phone	Email	Options
★ Point of Contact					 Add ▼
★ Authorizing Official					 Add ▼

Go to Previous Page

Save Save and Continue

Steps to Create a Prior Approval Request in EHB

After completing the Prior Approval Request select **Submit** within left navigation menu. Complete the details provided and **Submit** the Prior Approval Request.



Best Practices

- **Timely submissions**
- **Submit correct information**
- **Refer to 2 CFR 200 for any policy questions**
- **Refer to the HHS Grants Policy Statement for what to include with your submission**
- **Communication with GMS/PO**



Policy Resources

Authority: 2 CFR Part 200 (Uniform Guidance)

- 2 CFR § 200.308 – Revision of budget and program plans
- 2 CFR § 200.407 – Prior written approval (Prior Approval)

HHS Grants Policy Statement

The GMS listed on your NOA



HRSA Resources

- Notice of Funding Opportunity (NOFO)
- Notice of Award (NoA)
- [HRSA Manage Your Grant](#)
- [HRSA Healthy Grants Workshops](#)
- [Technical Assistance Conference Calls](#)



EHB Resources

- [Knowledge Base](#)
- [Prior Approval Requests FAQs](#)
- **EHB Contact Center:**
- HRSAEHTier2Support@hrsa.gov
- [EHB Support Form](#)
- **1-877-464-4772**
- **Monday through Friday from 8 a.m. – 8 p.m. ET (except federal holidays)**



Questions?

