

# HRSA NONCOMPETING CONTINUATION INSTRUCTIONS FOR ALLOWING SPS ACCESS TO YOUR PROPOSAL THROUGH HRSA EHB SYSTEM

Once your application is viewable in HRSA EHB please call us with your HRSA grant # so we can request view/submit access.

Once we have requested access you will need to follow the 9 steps outlined below to give Sponsored Projects submit/view access on your HRSA Noncompeting Continuation.

Please remember that only an Authorized Official should be submitting your application, and you must allow us access to submit before we will sign the face sheet to include with your paper submission.

View Grant Portfolio - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://grants.hrsa.gov/webexternal/PostAward/ViewGrantPortfolio.asp> Go Links >>

U.S. Department of Health and Human Services  
**HRSA**  
Health Resources and Services Administration  
E-HANDBOOK HOME

HRSA Electronic Handbooks  
Grantee/Applicant Handbook

HELP

Welcome [redacted] (last login date and time 5/4/2006 10:40:00 AM)

**View Portfolio**  
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

Following are the grants for which you have been registered either as a project director or an employee. Click on the "View/Manage" link to manage a grant.

**GRANTS LIST**

		Last Award Issued on: 02/27/2006	
Project Period	9/1/1999-8/31/2007	Budget Period	9/1/2005-8/31/2006
CRS EIN	186600479186	Number of Support	7
Project Director	[redacted]		<a href="#">View/Manage</a>
Grant Contact	Carolyn Cobb, <b>Email:</b> <a href="mailto:ccobb2@hrsa.gov">ccobb2@hrsa.gov</a> , <b>Phone:</b> (301) 443-0829		
Program Contact	Steve Hirsch, <b>Email:</b> <a href="mailto:shirsch@hrsa.gov">shirsch@hrsa.gov</a> , <b>Phone:</b> (301) 443-7322		

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Document name: <https://grants.hrsa.gov/webexternal/PostAward/ViewGrantPortfolio.asp>  
Printer name: "\\chestnut\SPS Preaward"  
Time sent: 8:05:21 AM 5/4/2006  
Total pages: 1

Internet

Step 1: Once you sign-in click **View Portfolio**

Step 2: Choose the appropriate proposal and click **View/Manage**

Manage Grants - Microsoft Internet Explorer

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Address <https://grants.hrsa.gov/webexternal/PostAward/Overview.asp>

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**Overview**  
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

For assistance with HRSA EHBs, contact HRSA Call Center at 877-Go4-HRSA/877-464-4772;301-998-7373 or email CallCenter@HRSA.GOV or use the questions/comments link available on each page. HRSA Call Center hours are from 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday.

**HRSA Grant EHB overview**  
Grant EHB provides the appropriate individuals a means to perform various post award activities such as submitting a noncompeting continuation application, and other deliverables. In order to get access to this handbook, users have to undergo an additional registration process that ensures that only the right individuals from the organization have access to grant data. It also allows project director to control the privileges of various users and delegate certain responsibilities to other users from the same organization.

Note that your left handside menu will change based on your privileges!

HRSA EHBs can be accessed from anywhere on the Internet using just a standard web browser. Learn more about the [System Requirements](#).

**View Awards**  
You can use the [Last NGA](#) link to view the last NGA that was issued by HRSA. The [Award History](#) link gives a snap shot of all the awards that have been issued for the grant within the last 5 years. Awards are grouped by budget period, newest to oldest.

**Administer Grant**  
This section provides the project director with the ability to perform administrative actions on the grant. The project director, or registered users with the appropriate privileges, may use:

- the [New Users](#) link to review requests from other employees within the organization who wish to add the grant to their portfolio. Requests can either be approved or disapproved. Notifications are sent to individuals to communicate the decisions.
- the [Existing Users](#) link to manage the privileges for all the users who have the grant in their portfolio. Using this feature the project director can control the granularity of access to the grant handbook. For example, award data for a grant may be protected from

ge selected deliverables, which is a very important aspect of appropriate privileges, may use:

y be upcoming deliverables or deliverables that are currently

Done Internet

Step 3: Click New Users

Administer Users - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://grants.hrsa.gov/webexternal/PostAward/NewUsers.asp>

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**New Users**  
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

Following is the list of new users requesting to add this grant to their portfolio. To approve or disapprove a request, choose the respective option from the dropdown and click on the "Go" button. To search for a specific user request, click on the "Search" button. To view the history of a user request click on the respective "View Action History" link.

Displaying 1-1 of 1

**ADMINISTER NEW USERS**

**Input Parameters:** User First Name like: All ; User Last Name like: All ; Requested Date: From (mm/dd/yyyy) All To (mm/dd/yyyy) All ; Sort By: User Name ; Page Size: 50

<b>Mary Gerrow</b>				<b>Status: Pending Approval</b>
Functional Role	Other	Requested Date	5/4/2006 10:49:22 AM	<input type="button" value="Approve"/> <input type="button" value="Go"/>
Email	maryg@email.arizona.edu	Phone	(520) 626-6433	
<a href="#">View Action History</a>				

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**Step 4: Select **Approve** from the drop down box for the Sponsored Projects Administrator and click **Go****

Done Internet

Administer Users - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://grants.hrsa.gov/webexternal/PostAward/NewUsers.asp?SortBy=UserName&PageSize=50>

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**New Users**  
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

You have chosen to approve the request of the following user. To proceed, provide the "Comments" and then click on the "Continue" button. Click on the "Cancel" button to go back to the list page.

Fields marked with an asterisk(\*) are required.

**APPROVE REQUEST TO ACCESS GRANT**

<b>Mary Gerrow</b>			
Functional Role	Other	Requested Date	5/4/2006 10:49:22 AM
Email	maryg@email.arizona.edu	Phone	(520) 626-6433
<a href="#">View Action History</a>			

**ENTER YOUR COMMENTS**

*To	Mary Gerrow (Other)
*Comments	<input type="text"/>
*Notification	<input checked="" type="checkbox"/> Notify Selected User of this action.

[Continue](#)

Internet

Step 5: To proceed you must enter something in the **Comments Box** and then click **Continue**

Administer Users - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://grants.hrsa.gov/webexternal/PostAward/NewUsers.asp>

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**New Users**  
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

You have chosen to approve the request of the following user. Please confirm your action by clicking on the "Save and Continue" button. Click on the "Cancel" button to go back to the previous page.

**APPROVE REQUEST TO ACCESS GRANT - CONFIRM**

<b>Mary Gerrow</b>			
Functional Role	Other	Requested Date	5/4/2006 10:49:22 AM
Email	maryg@email.arizona.edu	Phone	(520) 626-6433

[View Action History](#)

**YOUR COMMENTS**

To	Mary Gerrow (Other)
Comments	Approved
Notification	Notify the user of your action.

**The following standard message will be sent**

Subject	[redacted] Grant handbook access approved
Body	Dear user, Your request to access the grant handbook for grant [redacted] has been approved. Use the following link to

**Step 6: Confirm request information and click **Continue****

Done Internet

Administer Users - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://grants.hrsa.gov/webexternal/PostAward/ExistingUsers.asp?btnAction=True&selAction=UpdatePrivileges&UserID=F6FE41BF-72F3-4C41-95BD-7D78A9592081&GrantId=39D04A6F-9C> Go Links

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**Existing users**  
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

This section will allow user to manage privileges for the selected user. Check / uncheck the checkboxes against a privilege to grant / revoke the respective privilege. Click on the "Update Privileges" button after you are done, to save the changes. To go back to the list page, click on the "Cancel" button.

**MANAGE USER PRIVILEGES**

<b>Mary Gerrow</b>			
Functional Role	Other		
Email	maryg@email.arizona.edu	Phone	(520) 626-6433

**PRIVILEGES**

<input checked="" type="checkbox"/> <a href="#">Access Grant</a>	<input checked="" type="checkbox"/> <a href="#">Administer Grant Users</a>	<input checked="" type="checkbox"/> <a href="#">View Awards</a>
<input checked="" type="checkbox"/> <a href="#">Edit Noncompeting Continuations</a>	<input checked="" type="checkbox"/> <a href="#">Submit Noncompeting Continuations</a>	<input checked="" type="checkbox"/> <a href="#">View Noncompeting Continuations</a>
<input checked="" type="checkbox"/> <a href="#">Edit Progress Report</a>	<input checked="" type="checkbox"/> <a href="#">Submit Progress Report</a>	<input checked="" type="checkbox"/> <a href="#">View Progress Report</a>
<input checked="" type="checkbox"/> <a href="#">Edit Performance Report</a>	<input checked="" type="checkbox"/> <a href="#">Submit Performance Report</a>	<input checked="" type="checkbox"/> <a href="#">View Performance Report</a>
<input checked="" type="checkbox"/> <a href="#">Edit Other Deliverables</a>	<input checked="" type="checkbox"/> <a href="#">Submit Other Deliverables</a>	<input checked="" type="checkbox"/> <a href="#">View Other Deliverables</a>

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Step 7: Check all **privilege boxes** and then click **Update Privileges**

Administer Users - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://grants.hrsa.gov/webexternal/PostAward/ExistingUsers.asp>

Google Search 18 blocked Check AutoLink AutoFill Options 92.9 mountain

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### Existing Users

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Following is the summary of the privileges updated by you for the selected user. Granting of new privileges and revoking of existing privileges are grouped separately. To save the changes, click on the "Continue" button. To cancel the changes, click on the "Cancel" button.

#### MANAGE USER PRIVILEGES - CONFIRMATION

Mary Gerrow			
Functional Role	Other		
Email	maryg@email.arizona.edu	Phone	(520) 626-6433

#### Current Privileges

- Access Grant

#### List of privileges granted

- Administer Grant Users
- View Awards
- Edit Noncompeting Continuations
- Submit Noncompeting Continuations
- View Noncompeting Continuations
- Edit Progress Report
- Submit Progress Report
- View Progress Report
- Edit Performance Report
- Submit Performance Report
- View Performance Report
- Edit Other Deliverables
- Submit Other Deliverables

**Step 8: Review all access information and click **Continue****

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Administer Users - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://grants.hrsa.gov/webexternal/PostAward/ExistingUsers.asp>

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**Existing users**  
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The privileges for the selected user have been updated successfully. You can continue to manage privileges for other users who have this grant in their portfolio by clicking on the "Continue to Manage Existing Users" button.

**Privileges updated successfully.**

**MANAGE USER PRIVILEGES - RESULT**

<b>Mary Gerrow</b>			
Functional Role	Other		
Email	maryg@email.arizona.edu	Phone	(520) 626-6433

**Continue to Manage Existing Users**

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Logout

javascript:OpenPopup('http://www.hrsa.gov', 600, 800, 'winExtSite')

Internet

Step 9: The final step to assign privileges is clicking **Continue to Manage Existing Users**

Administer Users - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://grants.hrsa.gov/webexternal/PostAward/ExistingUsers.asp> Go Links

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**Existing Users**  
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Following is the list of users having this grant in their portfolio. You can grant or revoke privileges of individual users by choosing the "Update Privilege" option and clicking the "Go" button against the user. To search the list of users, click on the "Search" button.

Displaying 1-2 of 2

**ADMINISTER EXISTING USERS**

**Input Parameters:** User First Name like: All ; User Last Name like: All ; Page Size: 50

Mary Gerrow	
Functional Role	Other
Email	maryg@email.arizona.edu
Phone	(520) 626-6433
Privileges	Access Grant, Administer Grant Users, View Awards, Edit Noncompeting Continuations, Submit Noncompeting Continuations, View Noncompeting Continuations, Edit Progress Report, Submit Progress Report, View Progress Report, Edit Performance Report, Submit Performance Report, View Performance Report, Edit Other Deliverables, Submit Other Deliverables, View Other Deliverables
<input type="button" value="Update Privileges"/> <input type="button" value="Go"/>	
<a href="#">View Action History</a>	

Jessica Peck	
Functional Role	Other
Email	peck@email.arizona.edu
Phone	(520) 626-6128
Privileges	Access Grant, Administer Grant Users, View Awards, Edit Noncompeting Continuations, Submit Noncompeting Continuations, View Noncompeting
<input type="button" value="Update Privileges"/> <input type="button" value="Go"/>	

**Grant Menu**

- Overview
- View Awards**
  - Last NGA
  - Award History
- Administer**
  - New Users
  - Existing Users**
- Deliverables**
  - Monitor Schedules
  - Noncompeting Continuations
  - Performance Reports
  - Progress Reports
  - Other Deliverables

[Logout](#)

**YOU'RE DONE!!!!**  
 You have successfully assigned privileges and your SPS administrator now has access to view/submit your proposal. Thank you

Done Internet