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HRSA EHB USER GUIDE

# Noncompeting Continuation (NCC) Progress Report - Research & Related (R&R) Grants

## User Guide for Grantees

Last updated on: 03/09/2010



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## 1. Introduction

**NOTE: None of the screens displayed in this user guide are for real progress or real grants.**

### 1.1. Document Purpose and Scope

The purpose of this document is to provide detailed instructions to help grantees complete NCC Progress Reports for their grant within HRSA Electronic Handbook (EHB). Progress Reports in EHBs consist of:

- Standard Information, (i.e., the SF-PPR forms) and the Performance Narrative
- Budget Information

### 1.2. Document Organization and Version Control

This document contains 4 sections apart from the Introduction. Following is the summary:

Section	Description
Before You Access a Progress Report	Provides information that grantees need to know before they initiate Progress Reports.
Completing the Progress Report in HRSA Electronic Handbooks	Describes the steps necessary to complete and submit the Progress Report in the Electronic Handbooks.
Customer Support Information	Provides contact information to address technical and programmatic questions.
FAQs	Provides answers to frequently asked questions by various categories.

## Revision History

Date	Reason for change(s)	Author(s)
10/26/2010	Original document	REI - Ed Molin
03/09/2010	Changed Budget Info sections to reflect new Budget Details forms displaying remaining Budget Periods	REI - Ed Molin

## 2. Before You Access a Progress Report

In order to initiate your Progress Report, you will have to access the HRSA Electronic Handbooks (EHBs). To do this, you must register within the EHBs. The purpose of the registration process is to collect consistent information from all users, avoid collection of redundant information, and allow for the unique identification of each system user. Note that **registration within HRSA EHBs is required only once for each user regardless of the organizations they represent.**

If you already have a user account, you do not need to create another account. **Do not create duplicate user accounts.** If you are a new grantee organization user, you need to complete the following two steps to get appropriate access:

 **Note that registration within HRSA EHBs is required ONLY ONCE for each user, regardless of the organizations the user represents.**

You may associate your user account with more than one organization. Registration with the EHBs is required only once for each user, regardless of how many organizations a user represents. If you already have a user account and need to associate it with a new organization, log into the EHBs and associate your account with the organization. **Do not create a new user account.**

If you are a new user, complete the following steps to register with the HRSA EHBs:

1. Create a user account: <https://grants.hrsa.gov/webexternal/RegistrationWizard.asp>.
2. Choose a role. EHBs offer three roles – Authorizing Official, Business Official and Other Employee. To submit an application, an Authorizing Official role is required.
3. Associate your user account with your organization. Use the 10-digit grant number from box 4b of the NGA to search for your organization.

For detailed steps on registration information, see *HRSA's Electronic Submission User Guide* (<http://www.hrsa.gov/grants/apply/userguide.pdf>).

For assistance in registering with HRSA EHBs, call 877-GO4-HRSA (877-464-4772) or 301-998-7373 between 9:00 am to 5:30 pm ET or email [callcenter@hrsa.gov](mailto:callcenter@hrsa.gov).

### 3. Completing the Progress Report in HRSA Electronic Handbooks

The next step is to complete your Progress Report in the HRSA Electronic Handbook (HRSA EHB).

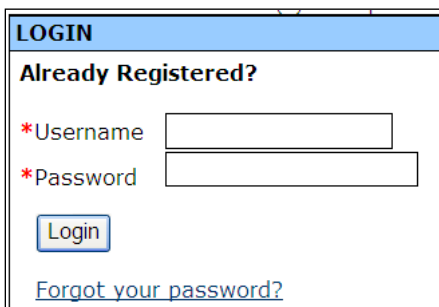
Users new to the EHBs should be mindful that the system times-out after 30 minutes of inactivity. Some forms may take a long time to complete. Users should ensure that they save their work at frequent intervals.

#### 3.1. Login and Access the Progress Report

##### 3.1.1 Logging In to the HRSA Electronic Handbooks

1. Point your browser to <https://grants.hrsa.gov/webexternal/login.asp>.
2. Enter your username and password.

Figure 1: Section of Login Screen



LOGIN

Already Registered?

\*Username

\*Password

Login

[Forgot your password?](#)

3. Click **Login**.
4. The 'HRSA EHB Home (Welcome)' Page (Figure 2) opens.



Figure 2: 'HRSA EHB Home (Welcome)' Page

The screenshot shows the HRSA Electronic Handbooks for Applicants/Grantee interface for George Washington University. The left-hand navigation menu is highlighted with a red border and contains the following items: HRSA Portal, Grants Home, FQHC LA Home, Home, Welcome, Manage Applications (with sub-links for Funding Opportunities, View Applications, and Peer Access), Grants Portfolio (with sub-links for Add to Portfolio and View Portfolio), Manage Organization Profile (with sub-links for View/Update Profile and Performance Sites), Manage Personal Profile (with sub-links for Update Profile, Change Password, and My Registered Organizations), and Logout. A red callout box with a white background and black text points to the 'Grants Portfolio' link in the menu, stating: 'The side menu appears on every screen. Use it to navigate through your Progress Report.'

The main content area of the page includes a welcome message for Huynh-Nhu Le, contact information for HRSA, and a section titled 'WHAT WOULD YOU LIKE TO DO TODAY?' with several action items:

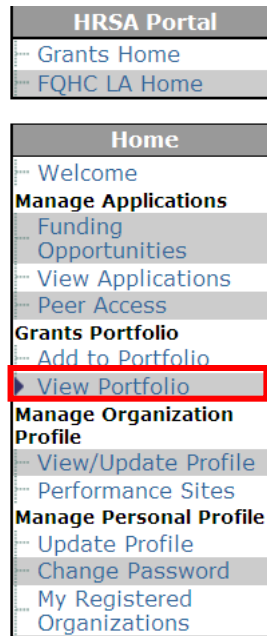
- Manage Competing Applications**
  - Read Electronic Submission Guide
  - View Grants
  - Work on My Application
  - Search Funding Opportunities
- Manage Grants Portfolio**
  - Read About Grant Registration
  - Add a Grant to My Portfolio
  - View Grants in My Portfolio
  - Work on a Grant
  - Work on My Noncompeting Progress Report
  - Work on Other Post Award Submissions
- Manage My Profile**
  - Update My Contact and Address Detail
  - Verify My Email Address
  - Change My Password/Security Question
  - Read About Multiple Organization Registrations
  - Associate My Account with Another Organization
  - Set My Default Organization
- Manage Organization Profile**
  - Read About Organization Profile Management
  - Update Organization Information on File
  - Change Communication Contact for Organization (Why is the link disabled?)
  - Manage Users of My Organization (Why is the link disabled?)

### 3.1.2 Accessing the Progress Report

Users who are accessing a progress report should follow these steps:

1. On the 'HRSA EHB Home (Welcome)' Page, click the [View Portfolio](#) link under the **Grants Portfolio** heading on the left side menu (Figure 3).

Figure 3: Sample Left Side Menu on 'HRSA EHB Home (Welcome)' Page



2. The **View Portfolio Page** (Figure 4) will be displayed.
3. Choose the appropriate grant record and click the [Open Grant Handbook](#) link.

Figure 4: View Portfolio Page

HRSA Electronic Handbooks for Applicants/Grantee  
 George Washington University, Washington, DC

Welcome Huynh-Nhu Le to HRSA EHB QA environment (Last login date and time 10/19/2010 2:37:00 PM)

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

Following a "Open Grant Handbook" as a project director or an employee. Click on the

R40MC17179:MCH Research		Last Award Issued on: 02/04/2010	
Project Period	2/1/2010-1/31/2013	Budget Period	2/1/2010-1/31/2011
CRS EIN	1530196584A1	Number of Support Years	1
Project Director	Huynh-Nhu Le, Email: reitester1@hotmail.com, Phone: (202) 994-6808		
Grant Contact	Brad Barney, Email: reitester1@hotmail.com, Phone: (301) 443-6916		
Program Contact	Rita Haggerty, Email: reitester1@hotmail.com, Phone: (301) 443-3146		

[Open Grant Handbook](#)

[Acceptable Use Policy](#)

- The **'Welcome Page' for the Grant Handbook** (Figure 5) corresponding to the link you clicked will be displayed.

Note that the screen contains a different left side menu than it did before.

**Figure 5: 'Welcome Page' for the Grant Handbook**

The screenshot displays the HRSA Electronic Handbooks for Applicants/Grantee interface for George Washington University. The page is titled "Welcome Huynh-Nhu Le to HRSA EHB QA environment (Last login date and time 10/19/2010 2:37:00 PM)". The left-hand navigation menu includes sections for "Grant Handbook R40MC17179", "Grant Menu", "View Awards", "Approved Scope", "Administer", "Submissions", and "Return Home". The "Submissions" section is expanded, and "Noncompeting Continuations" is highlighted with a red box. The main content area features a "Contact Us" section with phone and email information, a "WHAT WOULD YOU LIKE TO DO TODAY?" section with three main categories: "View Grant Information", "Administer Grant Handbook", and "Manage Post Award Submissions". Each category contains several sub-links for user actions.

- Click the [Noncompeting Continuations](#) link under the **Submissions** heading on the left side menu.
- The **Noncompeting Continuations Page** (Figure 6) will be displayed.

Figure 6: Noncompeting Continuations Page

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

HRSA Electronic Handbooks for Applicants/Grantee  
 George Washington University, Washington, DC

Welcome Huynh-Nhu Le to HRSA EHB QA environment. Last login date and time: 10/19/2010 2:27:00 PM

**Noncompeting Continuations**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [hu](#)

Following is the list of noncompeting continuation applications, click on the "Search" button.

Displaying 1-1 of 1

**NONCOMPETING CONTINUATION**

Input Parameters: ([Show Parameters](#))

Noncompeting Continuation Progress Report			Schedule Status: <b>In Progress</b>
Type	Noncompeting Continuations	Due Date	10/29/2010 5:00:00 PM Due In: 10 days
Available Date	9/29/2010	Submission Tracking Number	00082485
Reporting Cycle	Budget Period Start Date	Reporting Period	02/01/2011
Online Submission	Yes (Preferred)	Submission Status	Not Started
Started by	Huynh-Nhu Le on 9/30/2010 4:19:52 PM		
<a href="#">Submit Submission</a>   <a href="#">Edit Submission</a>   <a href="#">View Submission</a>			

Page 1

Click [Begin Submission](#)  
 (or [Edit Submission](#) if the Progress Report  
 has already been started.)

- Click the [Begin Submission](#) (or [Edit Submission](#)) link corresponding to the progress report that you want to enter.

Once a progress report has been started, the [Begin Submission](#) link changes to [Edit Submission](#).

- The **Progress Report Status Page** (Figure 7) will be displayed.

Note that the screen contains a different left side menu than it did before. Use this left menu to navigate through the progress report.

Figure 7: Progress Report Status Page

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

R40: (93.110)  
 SF-PPR R&R for FY 2011

HELP

Welcome Huynh-Nhu Le to **HRSA EHB QA environment** (Last login date and time 10/19/2010 2:37:00 PM)

**Status**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the application. The application is currently **INCOMPLETE** and cannot be submitted in it's current state.

**Progress Report Tracking# 00082485**

**Progress Report Process**

- Overview
- ▶ Status
- Basic Information**
- SF-PPR
- SF-PPR-2
- Performance Narrative
- Budget Information**
- Section A
- Section B
- Section C
- Section D
- Section E
- Section F
- Section G - J
- Section K
- Other Information**
- Appendices
- Review and Submit**
- Review
- Submit

[Logout](#)

**STATUS OVERVIEW**

**NCC PROGRESS REPORT PROCESS STATUS**

Deadline	Oct 29 2010 5:00PM (You have <b>10</b> days to complete and submit the application.)
Created On	9/30/2010 2:41:05 PM
Last Updated By	Huynh-Nhu Le on 10/14/2010 5:27:11 PM

View: [NCC Progress Report](#) | [Program Instructions](#) | [NCC User Guide](#)

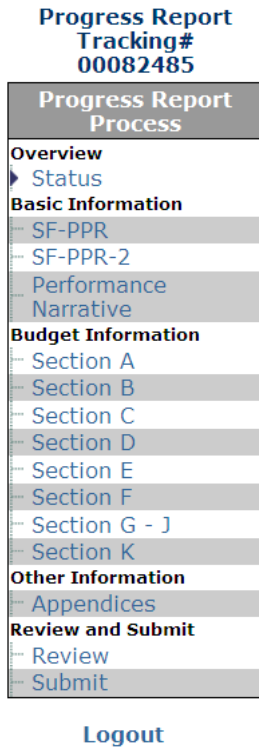
**Users with Permissions on NCC Request** [\(Show Details\)](#)

Section	Action	Status
<b>Basic Information</b>		
SF-PPR	<a href="#">Update</a>	COMPLETE
SF-PPR-2	<a href="#">Update</a>	COMPLETE
Performance Narrative	<a href="#">Update</a>	COMPLETE
<b>Budget Information</b>		
Section A	<a href="#">Update</a>	NOT COMPLETE
Section B	<a href="#">Update</a>	NOT COMPLETE
Section C	<a href="#">Update</a>	NOT COMPLETE
Section D	<a href="#">Update</a>	NOT COMPLETE
Section E	<a href="#">Update</a>	NOT COMPLETE
Section F	<a href="#">Update</a>	NOT COMPLETE
Section G - J	<a href="#">Update</a>	NOT COMPLETE
Section K	<a href="#">Update</a>	COMPLETE
<b>Other Information</b>		
Appendices	<a href="#">Update</a>	COMPLETE

9. Click the [Update](#) link for the section you want to enter or revise.
  - ▶ The corresponding page will be displayed.

### 3.1.3 Navigating within the Progress Report

**Figure 8: Side Menu in Grantee Handbook**

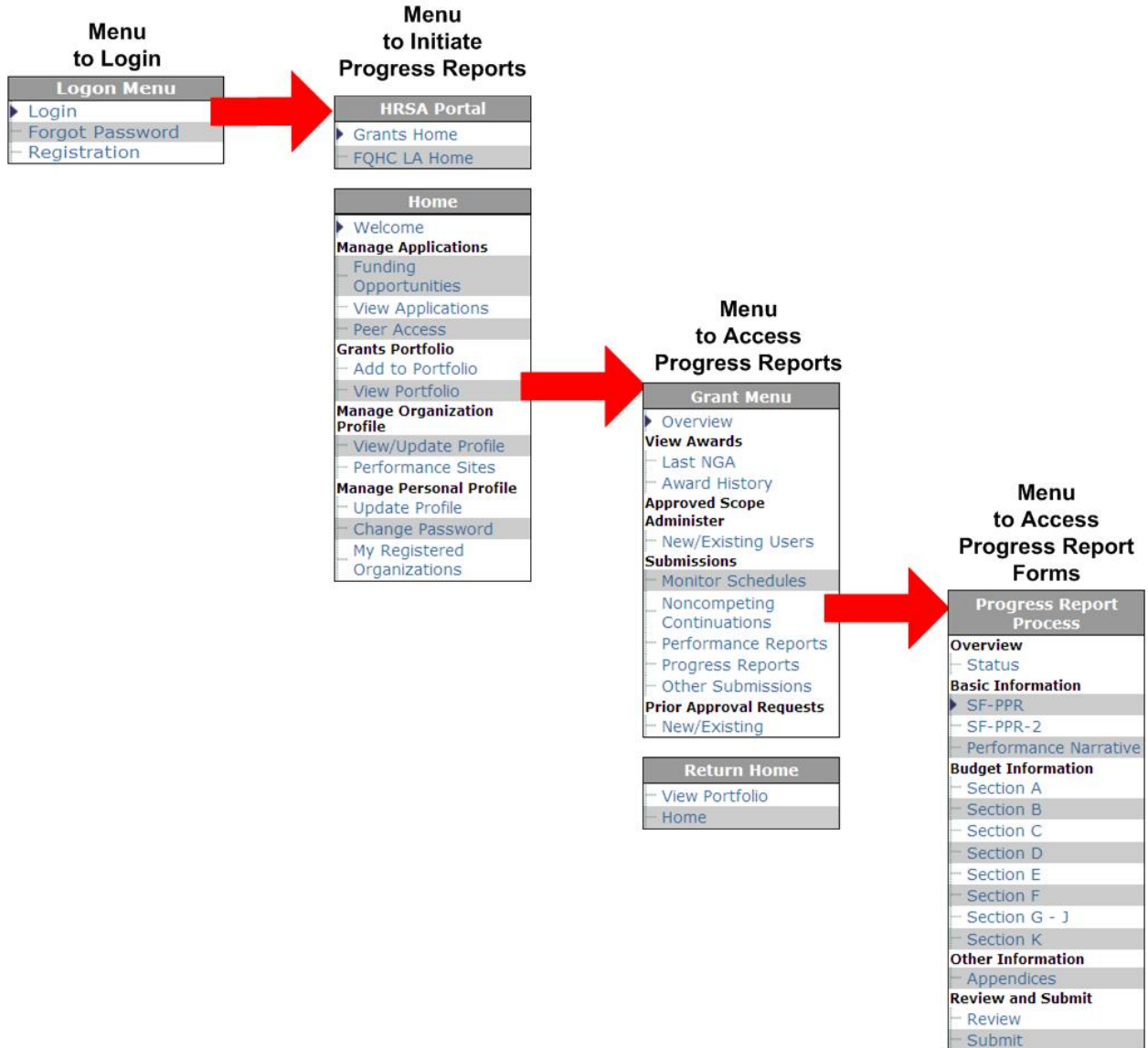


A navigation menu (Figure 8) appears on the left side of every screen in the Electronic Handbook. Use this menu to access the various pages of your Progress Report.

You can always go to the Progress Report Status page to check your progress toward completing your Progress Report by clicking [Status](#) under **Overview** to go to the **Progress Report Status Page** (Figure 7).

Figure 9: Menu Progression for NCC R&R Progress Reports


## Menu Progression



### 3.2. Standard Forms (SF-PPR)

After you open your Progress Report, the first screen that appears is the **Progress Report Status Page** (Figure 7), showing the various sections of overall SF-PPR.

The **Progress Report Status Page** (Figure 7) shows the status of each form in the Progress Report. You cannot submit your Progress Report until all forms in all sections are complete.

 **Your session will remain active for 30 minutes since your last activity. Please save your work every 5 minutes to avoid unexpected behavior.**

Within the **NCC PROGRESS REPORT FORM STATUS** Table, click the [Update](#) link to open the corresponding form. (You can also click the form name in the left hand menu.)

 **NOTE: For the remainder of this document, the left-side menu will be used to indicate how to access each form.**

**However, as noted above, you can access any form by returning to the Progress Report Status Page (Figure 7), and clicking its [Update](#) link.**

#### 3.2.1 Basic Information: SF-PPR

The **SF-PPR Form** contains basic information about your grantee organization and is the cover page for the progress report. By default, the information will be pre-populated from the information in the application which started the last budget period, including the Authorizing Official(s) designated for the grant.

Click [SF-PPR](#) on the Progress Report left side menu to access the **SF-PPR Form** (Figure 10).

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



Figure 10: SF-PPR Form

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

R40: (93.110)  
 SF-PPR R&R for FY 2011

Welcome Huynh-Nhu Le to HRSA EHB QA environment (Last login date and time 10/19/2010 2:37:00 PM)

**SF-PPR**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Progress Report Tracking# 00082485

Progress Report Process

- Overview
  - Status
- Basic Information
  - SF-PPR
  - SF-PPR-2
  - Performance Narrative
- Budget Information
  - Section A
  - Section B
  - Section C
  - Section D
  - Section E
  - Section F
  - Section G - J
  - Section K
- Other Information
  - Appendices
- Review and Submit
  - Review
  - Submit

Logout

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

**SF-PPR** Status: Complete

**Grantee Organization Information**

Federal Grant or Other Identifying Number Assigned by Federal Agency	R40MC17179
DUNS Number	043990498
Employer Identification Number (EIN)	530196584
Recipient Organization Name	George Washington University
Recipient Organization Address	Eye Street NW, Washington District of Columbia 20052
CRS Entity Identification Number	
Recipient Identifying Number or Account Number	82485
Reporting Period End Date	01/31/2013
Final Report	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Authorizing Official(AO) Contact Information**


\*Authorizing Official (AO)

Select	Title of Position	Name	Phone	Email
<input checked="" type="radio"/>	Authorizing Official	Mr. Harold Colles	(202)994-6955	reitester1@hotmail.com

Add/Change AO Update Information Delete AO

Go to Previous Page Save Save and Continue

You can perform the following functions on the screen:



**Options:**

- ❖ [CHANGE selected Authorizing Official](#) (below)
- ❖ [ADD an AO](#) (on page 19)
- ❖ [UPDATE the AO information](#) (on page 21)
- ❖ [DELETE an AO](#) (on page 21)

❖ To CHANGE the selected Authorizing Official,

1. Select an AO and click **Add/Change AO** on the **SF-PPR Form** (Figure 10).

► The **SF-PPR Add Authorizing Official Form** (Figure 11) will be displayed, and will be populated with all the AO's registered for the grant.

**Figure 11: SF-PPR Add Authorizing Official Form**

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

R40: (93.110)  
 SF-PPR R&R for FY 2011

Welcome Huynh-Nhu Le to HRSA EHB QA environment (Last login date and time 10/19/2010 2:37:00 PM)  
**SF-PPR**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Progress Report Tracking# 00082485

Progress Report Process

Overview

- Status
- Basic Information
  - SF-PPR
  - SF-PPR-2
  - Performance Narrative
- Budget Information
  - Section A
  - Section B
  - Section C
  - Section D

These are the current AO(s) with submit applications privilege. Please choose the person that you want to Add as AO for this application and click on the "Add Selected Person as AO". If you do not find the name of the person you wish to Add, click on the "Request A New AO" Button. To return to the previous section, click on the "Go Back" Button.

CHOOSE AO TO ADD				
Select	Name	UserName	Email	Last Login Date
<input type="radio"/>	Harold Gollos	gollos	retester1@hotmail.com	8/17/2010 2:55:00 PM
<input type="radio"/>	Jackie Bendall	J.Bendall	retester1@hotmail.com	8/24/2010 10:14:00 AM

2. Select the user to be designated as the AO, if more than one user is listed.
3. Click  .
  - The **SF-PPR Contact Information Form** (Figure 12) will be displayed for the selected user, listing the current contact information.

**Figure 12: SF-PPR Contact Information Form (for existing HRSA user)**

CONTACT INFORMATION	
Title	<input type="text"/>
Prefix	<input type="text"/>
*Last Name	<input type="text"/>
*First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Suffix	<input type="text"/>
Organization Affiliation	<input type="text"/>

*Mailing Address (Required) <a href="#">More Information</a>	
Mailstop Code (Internal Routing)	<input type="text"/>
Division / Department Name	Office of the VP for Research
Select an option (Street Address or PO Box Only or Rural Route)	
<input checked="" type="radio"/> * Street Address	Number <input type="text" value="2121"/> *Name <input type="text" value="I Street, NW"/> Select one Number STE <input type="text" value="601"/>
<input type="radio"/> *PO Box Only	*Number <input type="text"/>
<input type="radio"/> *Rural Route	*Type <input type="text"/> *Number <input type="text"/> *Box <input type="text"/>
*City	Washington (Required if Zip is not specified)
Urbanization	(Used only for Puerto Rico(PR))
*State	DC (Required if City is specified)
*Zip Code Lookup	20052 - 0001 (Required if City is not specified)

Contact Address	
*Email Address	<input type="text"/>
*Phone Number	( ) ( ) - ( ) Ext: ( )
Fax Number	( ) ( ) - ( )

- Verify and revise the contact information, as necessary. Fields marked with an asterisk (\*) are required.
- Click  to save your information and return to the **SF-PPR form** (Figure 10)  
 The user that you added will be listed as the Authorizing Official.

❖ To ADD an AO,

- Click  on the **SF-PPR Form** (Figure 10).  
 ►The **SF-PPR Add Authorizing Official Form** (Figure 11) will be displayed.
- Click .  
 ►The **SF-PPR Notify AO Page** (Figure 13) will be displayed, to allow you to enter name and email address information into a pre-formatted email, requesting the HRSA employee to register in the HRSA EHB.

Figure 13: SF-PPR Notify AO Page

HRSA  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

R40: (93.110)  
**SF-PPR R&R for FY 2011**

HELP

Welcome Huynh-Nhu Le to **HRSA EHB QA environment** (Last login date and time 10/19/2010 2:37:00 PM)

**SF-PPR**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

In order to assign a new AO to your application, the chosen person must be registered. Please enter the information below to notify the prospective AO via an email and request that he or she registers. When you are done click on the "Continue" button. To cancel the action, click on the "Cancel" button.

AO information entered here will not be saved by the system.

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

Notify AO	
<b>*First Name:</b>	<input type="text"/>
<b>*Last Name:</b>	<input type="text"/>
<b>*Email Address:</b>	<input type="text"/>
<b>Subject:</b>	Registration Request
<b>Message:</b>	<p>This email has been sent to you because Huynh-Nhu Le has indicated that you are the Authorizing Official (AO) for the following organization.</p> <p>Name: George Washington University            Address:            2121 Eye Street NW STE 601            Washington, DC, 20052-0001            Registered AOs: Harold Gollos, Jackie Bendall</p> <p>Huynh-Nhu Le has created an application for the above organization. You are required to review and submit this application to HRSA. In order to do this, you must register with HRSA following the instructions given below.</p> <ol style="list-style-type: none"> <li>1. Log on to the HRSA EHBs website <a href="https://ehbqa.hrsa.gov/webExternal/">https://ehbqa.hrsa.gov/webExternal/</a></li> <li>2. Click on the registration link on the left hand side menu.</li> <li>3. Enter your name and contact information, choose to register the organization and select the Authorizing Official (AO) role. Complete the registration by following the instructions.</li> <li>4. Click on 'Continue to Register Organization' and search for your organization using the name provided above. In case there are multiple matches, please use the complete organization information given above to select the correct organization from the results.</li> </ol> <p>After your registration process is complete, please notify the creator of the application, so your name can be chosen as the AO for his/her application.</p> <p>If you have any questions, please contact HRSA Call Center at <a href="mailto:CallCenter@HRSA.GOV">CallCenter@HRSA.GOV</a>.</p>
<b>Additional Comments:</b>	<input type="text"/>

6. Complete the form, and click Continue.  
 Fields marked with an asterisk (\*) are required.
  - ▶ The **Notify AO Confirmation Page** will be displayed (Figure 14).

Figure 14: Notify AO Confirmation Page

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

R40: (93.110)  
 SF-PPR R&R for FY 2011

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**Progress Report Tracking# 00082485**

**Progress Report Process**

- Overview
  - Status
- Basic Information**
  - SF-PPR
  - SF-PPR-2
  - Performance
  - Narrative
- Budget Information**
  - Section A
  - Section B
  - Section C
  - Section D
  - Section E
  - Section F
  - Section G - J
  - Section K
- Other Information**
  - Appendices
- Review and Submit**
  - Review
  - Submit

[Logout](#)

**Notify AO Confirmation**

First Name:	ED
Last Name:	Molin
Email Address:	emolin@REIsys.com
Subject:	Registration Request
Message:	<p>This email has been sent to you because Huynh-Nhu Le has indicated that you are the Authorizing Official (AO) for the following organization.</p> <p>Name: George Washington University          Address:          2121 Eye Street NW STE 601          Washington, DC, 20052-0001          Registered AOs: Harold Gollos, Jackie Bendall</p> <p>Huynh-Nhu Le has created an application for the above organization. You are required to review and submit this application to HRSA. In order to do this, you must register with HRSA following the instructions given below.</p> <ol style="list-style-type: none"> <li>Log on to the HRSA EHBs website <a href="https://ehbqa.hrsa.gov/webExternal/">https://ehbqa.hrsa.gov/webExternal/</a></li> <li>Click on the registration link on the left hand side menu.</li> <li>Enter your name and contact information, choose to register the organization and select the Authorizing Official (AO) role. Complete the registration by following the instructions.</li> <li>Click on 'Continue to Register Organization' and search for your organization using the name provided above. In case there are multiple matches, please use the complete organization information given above to select the correct organization from the results.</li> </ol> <p>After your registration process is complete, please notify the creator of the application, so your name can be chosen as the AO for his/her application.</p> <p>If you have any questions, please contact HRSA Call Center at <a href="mailto:CallCenter@HRSA.GOV">CallCenter@HRSA.GOV</a>.</p>
Additional Comments:	

- Click **Continue**.
  - You will be returned to the **SF-PPR Form** (Figure 10).
- The email displayed in the **Notify AO Confirmation Page** (Figure 14) will be sent, requesting the HRSA employee to register in the HRSA EHB.

**After the HRSA employee registers within the EHB, you must return to the SF-PPR Form (Figure 10) and click **Add/Change AO** to display the SF-PPR Add Authorizing Official Form (Figure 11). The HRSA employee will now be listed on the screen to allow you to [select him/her as an AO](#).**

- To UPDATE the AO information,
  - Select an Authorizing Official and click **Update Information** on the **SF-PPR Form** (Figure 10).
    - The **SF-PPR Contact Information Page** (Figure 12) will be displayed, listing the user's current contact information.
  - Verify and revise the contact information, as necessary. Fields marked with an asterisk (\*) are required.
  - Click **Save and Continue** to save your information and return to the **SF-PPR Form** (Figure 10).
- To DELETE an AO,
  - Select an Authorizing Official and click **Delete AO** on the **SF-PPR Form** (Figure 10).
    - You will be returned to the **SF-PPR Form** (Figure 10).

The AO that you deleted will not be listed under the **Name** column. (However it will still be listed in the **SF-PPR Add Authorizing Official Form** (Figure 11).

- ❖ If you are satisfied with the information on the screen, click **Save and Continue** to save your work and proceed to the next form.

### 3.2.2 Basic Information: SF-PPR-2

The **SF-PPR-2 Form** contains information about the grant for which you are creating / updating the progress report, and is a continuation of SF-PPR form.

Click **SF-PPR-2** on the Progress Report left side menu to access the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 15), if it is not already displayed.

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

- 🔔 **By default, the information will be pre-populated from the information in the application which started the last budget period. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the grant.**
- 🔔 **If a POC was not added in the application which initiated the last budget period, the system will list the Project Director (PD) , Business Official (BO), and Authorizing Official (AO) from the application, so that one of them can be selected as a POC (see Add/Change POC below).**
- 🔔 **In addition, the system will pre-populate the list of areas affected from all the awarded applications in the last budget period.**

Figure 15: SF-PPR-2 (Cover Page Continuation) Form

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**SF-PPR-2**  
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Fields marked with an asterisk (\*) are required.

**SF-PPR-2 (COVER PAGE CONTINUATION)** Status: **Complete**


**Supplemental Continuation of SF-PPR Cover Page**

Department Name	<input type="text"/>						
Division Name	<input type="text"/>						
Name of Federal Agency	Health Resources and Service Administration						
Funding Opportunity Number	5-R40-11-001						
Funding Opportunity Title	MCH Research						
Areas Affected by Project (Cities, County, State, etc.)	<table border="1"> <thead> <tr> <th colspan="2">List Areas Affected</th> </tr> <tr> <th>Area Type</th> <th>Affected Area(s)</th> </tr> </thead> <tbody> <tr> <td>District of Columbia</td> <td>Other Areas</td> </tr> </tbody> </table>	List Areas Affected		Area Type	Affected Area(s)	District of Columbia	Other Areas
List Areas Affected							
Area Type	Affected Area(s)						
District of Columbia	Other Areas						

**Point of Contact (POC) Information**

*Point of Contact (POC)				
Select	Title of Position	Name	Phone	Email
<input checked="" type="radio"/>	Point of Contact	Mr. Harold Gollos	(202)994-6255	reitester1@hotmail.com

1. Review the Supplemental Continuation of the SF-PPR Cover Page.
2. You can perform the following functions on the screen:

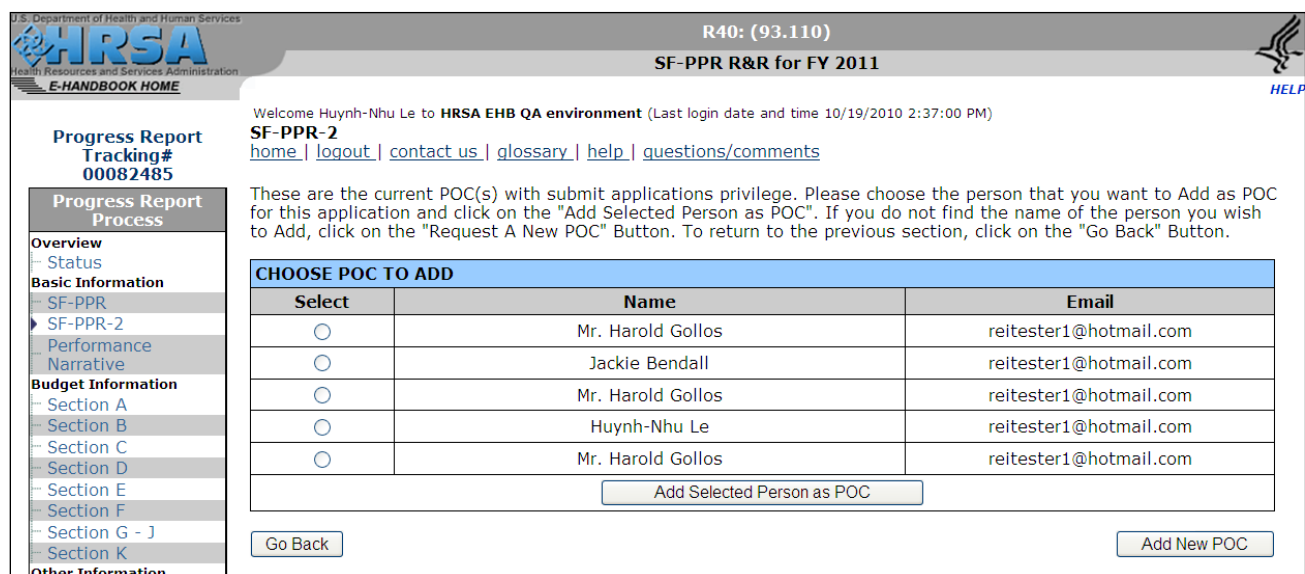


### Options:

- ❖ [MODIFY Department Name and/or Division Name](#) (below)
- ❖ [ADD or CHANGE Point of Contact](#) (below)
- ❖ [UPDATE POC information](#) (on page 24)
- ❖ [DELETE Point of Contact](#) (on page 24)

- ❖ To MODIFY the Department Name and/or Division Name, replace the text in the text boxes.
- ❖ To ADD or CHANGE the Point of Contact,
  - a. Select a Point of Contact, and click Add/Change POC on the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 15).
    - ▶ The **SF-PPR Add Point of Contact Form** (Figure 16) will be displayed, and will be populated from the list of contacts proposed in the awarded application which started the last budget period.

**Figure 16: SF-PPR Add Point of Contact Form**



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These are the current POC(s) with submit applications privilege. Please choose the person that you want to Add as POC for this application and click on the "Add Selected Person as POC". If you do not find the name of the person you wish to Add, click on the "Request A New POC" Button. To return to the previous section, click on the "Go Back" Button.

CHOOSE POC TO ADD		
Select	Name	Email
<input type="radio"/>	Mr. Harold Gollos	reitester1@hotmail.com
<input type="radio"/>	Jackie Bendall	reitester1@hotmail.com
<input type="radio"/>	Mr. Harold Gollos	reitester1@hotmail.com
<input type="radio"/>	Huynh-Nhu Le	reitester1@hotmail.com
<input type="radio"/>	Mr. Harold Gollos	reitester1@hotmail.com

Add Selected Person as POC

Go Back
Add New POC

- b. Select the person to be designated as the POC, if more than one user is listed.
- c. Click Add Selected Person as POC .
  - ▶ The **SF-PPR Contact Information Page** (Figure 12) will be displayed, listing the current contact information for the contact.

If you click Add New POC, the SF-PPR Contact Information Page (Figure 12) will also be displayed. However, all the fields will be blank as you will need to provide the information for the new POC.

- d. Verify and revise the contact information, as necessary. Fields marked with an asterisk (\*) are required.
- e. Click Save and Continue to save your information and return to the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 15).

The user that you added will be listed as a Point of Contact.

- ❖ To UPDATE the POC information,
    - a. Select a Point of Contact and click **Update Information** on the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 15).
      - ▶ The **SF-PPR Contact Information Page** (Figure 12) will be displayed.
    - b. Verify and revise the contact information, as necessary. Fields marked with an asterisk (\*) are required.
    - c. Click **Save and Continue** to save your information and return to the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 15).

The POC information will reflect your change(s).
  - ❖ To DELETE the Point of Contact,
    - a. Select a Point of Contact, and click **Delete POC** on the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 15).
      - ▶ You will be returned to the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 15).

The POC that you deleted will no longer be listed under the **Name** column
3. If you are satisfied with the information on the screen, click **Save and Continue** to save your work and proceed to the next form.



### 3.2.3 Performance Narrative


The **Performance Narrative Form** allows you to attach up to two (2) documents describing your grant's performance for the period covered by the Progress Report.

Click [Performance Narrative](#) on the Progress Report left side menu to access the **Performance Narrative Form** (Figure 17), if it is not already displayed.

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

**Figure 17: Performance Narrative Form**

You can perform the following functions on this screen related to Performance Narrative documents:



**Options:**

- ❖ [ATTACH document](#) (below)
- ❖ [UPDATE document description](#) (on page 26)
- ❖ [DELETE document](#) (on page 27)

- ❖ To ATTACH a performance narrative document,
  1. Click **Attach** on the **Performance Narrative Form** (Figure 17) and follow the usual attachment procedures.
    - ▶ The **Attach Document Page (for Performance Narrative)** (Figure 18) will be displayed.

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

**Figure 18: Attach Document Page (for Performance Narrative)**

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HELP

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**Performance Narrative**  
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**Progress Report Tracking# 00082485**

**Progress Report Process**

- Overview
- Status
- Basic Information
  - SF-PPR
  - SF-PPR-2
  - Performance Narrative
- Budget Information
  - Section A
  - Section B
  - Section C
  - Section D
  - Section E
  - Section F
  - Section G - J
  - Section K
- Other Information
  - Appendices
- Review and Submit
  - Review
  - Submit

Logout

This page allows you to manage the document(s) for a specific purpose. The maximum number of documents allowed for this purpose is displayed below. To attach a document, locate the document on your local machine using the 'Browse' button. You may enter a description for the document. Click on the 'Attach Document' button to attach the document. Depending on the size of your document, the upload process may take several minutes. The attached document will appear in the 'Attached Document(s)' section along with all other documents that you have uploaded for this purpose.

After you are done, click on the 'Finished Attaching' button to return to the progress report page.

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

ATTACH DOCUMENT	
*Purpose	Performance Narrative (Max 2)
*Document	<input type="text"/> <input type="button" value="Browse..."/> <small>(Allowable Document Types: doc,rtf,txt,wpd,pdf,xls,jpg,jpeg,xfd,docx,xlsx)            (Allowable Document Size: 20 MB)</small>
Description (Maximum 500 characters)	<input type="text"/>

Attached Document(s)				
Purpose	Document Name	Size	Uploaded By	Description
Performance Narrative	<a href="#">07162010GatesError.txt</a>	33.67 KB	Huynh-Nhu Le on 10/14/2010 5:20:03 PM	

**NOTE: This document is similar to the standard Attach Document Form, except that there is a field for you to enter a description of the document you are attaching.**

2. Optionally enter a description.
  3. Follow the standard attachment procedures to attach the document.
  4. After finishing the attachment procedures, the **Performance Narrative Form** will be re-displayed, with the attachment listed (Figure 17).
- ❖ To UPDATE the description of the document,
1. Select the document to be deleted on the on the **Performance Narrative Form** (Figure 17), after an Attachment is listed.
  2. Click .
    - ▶ The **Update Description Form (for Performance Narrative)** (Figure 19) will be displayed.

**Figure 19: Update Description Form (for Performance Narrative)**

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Welcome Huynh-Nhu Le to **HRSA EHB QA environment** (Last login date and time 10/19/2010 2:37:00 PM)  
**Performance Narrative**  
[home](#) | [contact us](#) | [help](#) | [questions/comments](#)

This page allows you to update the document description.  
 After you are done, click on the 'Update Description' button to return to the progress report page.

**UPDATE DESCRIPTION**

New Description (Maximum 500 characters)

Cancel Update Description

**Attached Document**

Purpose	Document Name	Size	Uploaded By	Description
Performance Narrative	<a href="#">07162010GatesError.txt</a>	33.67 KB	Huynh-Nhu Le on 10/14/2010 5:20:03 PM	

3. Modify the description, and click **Update Description**.  
 ► You will be returned to the **Performance Narrative Form** (Figure 17).  
 The description will reflect your change.

❖ To DELETE a document,

1. Select the document to be deleted on the on the **Performance Narrative Form** (Figure 17), after an Attachment is listed.
2. Click **Delete**.  
 The **Delete Attachment Confirmation** screen (Figure 20) will be displayed.

**Figure 20: Delete Attachment Confirmation Screen**

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**Performance Narrative**  
[home](#) | [contact us](#) | [help](#) | [questions/comments](#)

Please review the attachment details you selected to delete. Please click 'Confirm Delete' button to delete this attachment and return to the progress report page.

**DELETE ATTACHMENT CONFIRMATION**

**Attached Document**

Purpose	Document Name	Size	Uploaded By	Description
Performance Narrative	<a href="#">07162010GatesError.txt</a>	33.67 KB	Huynh-Nhu Le on 10/14/2010 5:20:03 PM	Attached is a performance narrative

Cancel Confirm Delete

3. Click **Confirm Delete**.  
 ► You will be returned to the **Performance Narrative Form** (Figure 17).  
 The document you deleted will no longer be listed.

- ❖ If you are satisfied with the information on the screen, click **Save and Continue** to save your work and proceed to the next form.

### 3.3. Budget Forms

All the Budget Forms (other than Section K) will list each remaining budget period for the grant.

#### 3.3.1 Budget Information: Section A

Section A of the Budget allows users to specify the key personnel for each remaining budget period of the project, along with other information such as salary and fringe benefits.

Click [Section A](#) on the Progress Report left side menu to access the **Budget Information – Section A Page** (Figure 21), if it is not already displayed.

**Figure 21: Budget Information – Section A Page (Initial Screen)**

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Welcome Huynh-Nhu Le to HRSA EHB OS environment (Last login date and time 10/20/2010 12:13:00 PM)  
**Section A**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Please review the budget information and edit as necessary. When you are done, click on the "Save and Continue" button to save your data and go... ([Show Full Instruction](#))

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

**BUDGET INFORMATION - SECTION A** Status: **Not Complete**

* Organizational DUNS	043990498			
* Budget Type	[X] Project [ ] Subaward/Consortium			
* Name of the Organization	George Washington University			

**Budget Period: 1**

* Start Date (MM/DD/YYYY)	<input type="text"/>	* End Date (MM/DD/YYYY)	<input type="text"/>		
---------------------------	----------------------	-------------------------	----------------------	--	--

Select	Name	Requested Salary	Fringe Benefits	Funds Requested
No senior/key people have been added for budget period 1				
Total Senior/Key Person:				\$0.00

**Budget Period: 2**

* Start Date (MM/DD/YYYY)	<input type="text"/>	* End Date (MM/DD/YYYY)	<input type="text"/>		
---------------------------	----------------------	-------------------------	----------------------	--	--

Select	Name	Requested Salary	Fringe Benefits	Funds Requested
No senior/key people have been added for budget period 2				
Total Senior/Key Person:				\$0.00

**Budget Period: 3**

* Start Date (MM/DD/YYYY)	<input type="text"/>	* End Date (MM/DD/YYYY)	<input type="text"/>		
---------------------------	----------------------	-------------------------	----------------------	--	--

\* Senior/Key Person

You MUST enter the information for EACH remaining budget period listed on the screen.

1. Update the start and end dates of the budget period, as necessary.


The start and end dates should cover a full budget period (i.e., one full year).

2. Enter the information for the Senior / Key Person for the Budget Period.

**The Senior / Key Person will be populated from latest application or NCC report. You should review and update this information, as necessary.**

**You can add multiple Senior / Key people. However, one of the Senior / Key people that you add MUST be a Project Director.**

You can perform the following functions for each budget period on the screen:



**Options:**

- ❖ [Add a key person by selecting the person from a list](#) (below)
- ❖ [Add a completely new key person](#) (on page 30)
- ❖ [Update a key person](#) (on page 31)
- ❖ [Delete a key person](#) (on page 31)

- ❖ To add a person by selecting the person from a list,
  - a. Click the **Add Person** button on the **Budget Information – Section A Page** (Figure 21).
    - ▶ The **Choose Key Person to Add Form** (Figure 22) will be displayed.

The screen lists people that have been designated as the AO, POC, and PD for your Organization.

**Figure 22: Choose Key Person to Add Form**

CHOOSE KEY PERSON TO ADD		
Select	Name	Email
<input type="radio"/>	Mr. Harold Gollos	reitester1@hotmail.com
<input type="radio"/>	Mr. Harold Gollos	reitester1@hotmail.com
<input type="radio"/>	Huynh-Nhu Le	reitester1@hotmail.com
<input type="radio"/>	Mr. Harold Gollos	reitester1@hotmail.com
<input type="button" value="Add Selected Person"/>		
<div style="display: flex; justify-content: space-between;"> <input type="button" value="Go Back"/> <input type="button" value="Add New Person"/> </div>		

- b. Select a person and click the **Add Selected Person** button.
  - ▶ The **Add/Update Personnel Form** (Figure 23) will be displayed for the person you have selected.

**Figure 23: Add/Update Personnel Form**

ADD/UPDATE PERSONNEL	
Prefix	Mr. <input type="button" value="v"/>
*Last Name	<input type="text" value="Gollos"/>
*First Name	<input type="text" value="Harold"/>
Middle Initial	<input type="text"/>
Suffix	<input type="button" value="v"/>
*Project Role	Select one... <input type="button" value="v"/> Other Role, Specify: <input type="text"/>
Base Salary	<input type="text"/>
Calendar Months	<input type="text"/>
Academic Months	<input type="text"/>
Summer Months	<input type="text"/>
*Requested Salary	<input type="text"/>
*Fringe Benefits	<input type="text"/>
<input type="button" value="Go Back"/> <span style="float: right;"><input type="button" value="Save and Continue"/></span>	

- c. Complete the form, and click the **Save and Continue** button.  
 Fields marked with an asterisk (\*) are required.  
 ► You will be returned to the **Budget Information – Section A Page** (Figure 21).  
 The person you added will be added to the screen (as illustrated in the completed Budget Period section shown in Figure 24.)

**If project role is other than Post-Doctoral Associates, Graduate Students, Undergraduate students, or Secretarial/Clerical, enter the appropriate project role (for example, Engineer, Statistician, IT Professional etc. ) in the Other Role field.**

**The Requested Salary and Benefits are for the person’s involvement in the entire budget period, regardless of the number of months specified.**

**Figure 24: Budget Period 1 Form (on Budget Information - Section A Page) - Completed**

Budget Period: 1				
* Start Date (MM/DD/YYYY)	<input type="text" value="10/01/2010"/>	* End Date (MM/DD/YYYY)	<input type="text" value="10/01/2011"/>	
* Senior/Key Person				
Select	Name	Requested Salary	Fringe Benefits	Funds Requested
<input checked="" type="radio"/>	Mr. Harold Gollos	\$10,000.00	\$2,500.00	\$12,500.00
Total Senior/Key Person:				\$12,500.00
<input type="button" value="Add Person"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>				

- ❖ To add a completely new person,
- a. Click the **Add Person** button on the **Budget Information – Section A Page** (Figure 21).  
 ► The **Choose Key Person to Add Form** (Figure 22) will be displayed.

- b. Click the **Add New Person** button.
  - ▶ A blank version **Add/Update Personnel Form** (Figure 23) will be displayed.
- c. Complete the form, and click the **Save and Continue** button.

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

  - ▶ You will be returned to the **Budget Information - Section A Page** (Figure 21).  
The person you added will be displayed in the screen (as illustrated in the completed Budget Period section of the screen as shown in Figure 24.)
- ❖ To update a person,
  - a. Select the person you want to update, and click the **date** button on the **Budget Information – Section A Page** (Figure 21).

The **Add/Update Personnel Form** (Figure 23) will be displayed for the person you have selected.
  - b. Update the form, and click the **Save and Continue** button.

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

    - ▶ You will be returned to the **Budget Information - Section A Page** (Figure 21).  
The information you updated will be displayed in the screen (as illustrated in the completed Budget Period section of the screen as shown in Figure 24.)
- ❖ To delete a person,
  - a. Select the person you want to delete, and click the **Delete** button on the **Budget Information – Section A Page** (Figure 21).
    - ▶ You will be returned to the **Budget Information - Section A Page** (Figure 21).  
The person you deleted will no longer be listed on the screen.
3. After you have completed Section A of the Budget, click the **Save and Continue** button to save your work and proceed to the next form.

### 3.3.2 Budget Information: Section B

Section B of the Budget allows users to specify the additional personnel that will be used for each budget period of the project, along with other information such as salary and fringe benefits.

Click [Section B](#) on the Progress Report left side menu to access the **Budget Information – Section B Page** (Figure 25), if it is not already displayed.

**The additional personnel will be populated from latest application or NCC report. You should review and update this information, as necessary.**

**You can add multiple additional personnel.**




**Figure 25: Budget Information – Section B Page (initial Screen)**

The screen reflects the information that was previously entered in Section A, and displays the previously entered project period start and end dates, and the funds requested for salaries, fringe benefits, etc.

1. Enter the additional personnel information, as necessary, **for each remaining budget period listed on the screen.**

You can perform the following functions for each budget period on the screen, as necessary:



**Options:**

- ❖ [Add additional person\(s\)](#) (below)
- ❖ [Update additional person\(s\)](#) (on page 34)
- ❖ [Delete additional persons](#) (on page 35)

- ❖ To add additional person(s),
    - a. Click the Add Persons button on the **Budget Information – Section B Page** (Figure 25).
      - ▶ The **Add Additional Persons Form** (Figure 26) will be displayed.
- Fields marked with an asterisk (\*) are required.



**Figure 26: Add Additional Persons Form**

SECTION B - Budget Period 1							
	*No. of Personnel	*Project Role	Calendar Months	Academic Months	Summer Months	*Requested Salary	*Fringe Benefits
1.	<input type="text"/>	Select one... Other Role, Specify: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	Select one... Other Role, Specify: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	Select one... Other Role, Specify: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	Select one... Other Role, Specify: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	Select one... Other Role, Specify: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Go Back Save and Continue

- b. Select a role, and enter the number of personnel for the role.

**If project role is other than Post-Doctoral Associates, Graduate Students, Undergraduate students, or Secretarial/Clerical, enter the appropriate project role ( for example, Engineer, Statistician, IT Professional etc. ) in the Other Role field.**

- c. Complete the remainder of the information for the personnel in the role.

**The Requested Salary and Benefits are for the person’s involvement in the entire budget period, regardless of the number of months specified.**

- d. Repeat steps a and b for the other roles, as necessary.  
 e. When you have entered all the additional personnel required, or all the roles that can fit on the form, click the **Save and Continue** button.  
 ► You will be returned to the **Budget Information – Section B Page** (Figure 27).  
 The additional personnel information you added will be included in the form.

Figure 27: Add Additional Persons Page (with Additional Personnel Information)

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Please review the budget information and edit as necessary. When you are done, click on the "Save and Continue" button to save your data and go... ([Show Full Instruction](#))

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

**BUDGET INFORMATION - SECTION B** Status: Complete

*Organizational DUNS	043990498
*Budget Type	[X] Project [ ] Subaward/Consortium
*Name of the Organization	George Washington University

**Budget Period: 1**

* Start Date	10/1/2010	* End Date	10/1/2011
--------------	-----------	------------	-----------

**Other Personnel**

Select	Number of Personnel	Project Role	Funds Requested
<input type="checkbox"/>	2	Post Doctoral Associates	\$31,000.00
<input type="checkbox"/>	1	Secretarial/Clerical	\$1,500.00
Total Salary, Wages and Fringe Benefits (A+B):			\$130,000.00

**Budget Period: 2**

* Start Date		* End Date	
--------------	--	------------	--

**Other Personnel**

Select	Number of Personnel	Project Role	Funds Requested
No other personnel have been added for budget period 2			
Total Salary, Wages and Fringe Benefits (A+B):			\$0.00

**Budget Period: 3**

* Start Date		* End Date	
--------------	--	------------	--

**Other Personnel**

Select	Number of Personnel	Project Role	Funds Requested
No other personnel have been added for budget period 3			

- ❖ To update additional person(s),
  - a. Select one or more Project Role (s) which contain the people you want to update on the **Budget Information – Section B Page** (Figure 27), and click the **Update** button.
    - ▶ The **Update Personnel Form** (Figure 28) will be displayed for the roles that you have selected.

Figure 28: Update Personnel Form

SECTION B - Budget Period 1							
	*No. of Personnel	*Project Role	Calendar Months	Academic Months	Summer Months	*Requested Salary	*Fringe Benefits
1.	<input type="text" value="2"/>	Post Doctoral Associates Other Role, Specify: <input type="text"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="30000"/>	<input type="text" value="1000"/>
2.	<input type="text" value="1"/>	Secretarial/Clerical Other Role, Specify: <input type="text"/>	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="1000"/>	<input type="text" value="500"/>

- b. Update the screen as necessary, and click the **Save and Continue** button.  
 Fields marked with an asterisk (\*) are required.  
 ► You will be returned to the **Budget Information – Section B Page** (Figure 27).  
 The information you updated will be reflected in the form.
- ❖ To delete additional person(s),
  - a. Select one or more Project Role (s) which contain the people you want to delete on the **Budget Information – Section B Page** (Figure 27), and click the **Delete** button.  
 ► The **Delete Role Confirmation Page** (Figure 29) will be displayed, listing the Project Roles you selected.

**Figure 29: Delete Role Confirmation Page**

SECTION B - Budget Period 1								
	*No. of Personnel	*Project Role	Calendar Months	Academic Months	Summer Months	*Requested Salary	*Fringe Benefits	
1.	<input type="text" value="2"/>	<input type="text" value="Secretarial/Clerical"/> Other Role, Specify: <input type="text"/>	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="1000"/>	<input type="text" value="500"/>	
<input type="button" value="Go Back"/>								<input type="button" value="Continue"/>

- b. Click the **Continue** button to confirm your deletion.  
 ► You will be returned to the **Budget Information – Section B Page** (Figure 27).  
 The role(s) that you deleted will no longer be listed in the form.
2. After you have completed the form, click the **Save and Continue** button to save your work and proceed to the next form.

### 3.3.3 Budget Information: Section C

Section C of the Budget allows users to specify the equipment that will be used for each budget period of the project.

Click [Section C](#) on the Progress Report left side menu to access the **Budget Information – Section C Page** (Figure 30), if it is not already displayed.

**The equipment information for each budget period will be populated from the latest application or NCC report, if it exists. You should review and update this information, as necessary.**

Figure 30: Budget Information – Section C Page (initial Screen)

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Please review the budget information and edit as necessary. When you are done, click on the "Save and Continue" button to save your data and go... ([Show Full Instruction](#))

✔ Information entered on the 'Section B' page was saved successfully. The Section status is Complete

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

**BUDGET INFORMATION - SECTION C** Status: **Not Complete**

*Organizational DUNS	043990498		
*Budget Type	[X] Project [ ] Subaward/Consortium		
*Name of the Organization	George Washington University		

**Budget Period: 1**

* Start Date	10/1/2010	* End Date	10/1/2011
--------------	-----------	------------	-----------

Select	Equipment Item	Funds Requested
No equipment has been added for budget period 1		
		Total Equipment: \$0.00

[Add Equipment](#) [Update](#) [Delete](#)

**Budget Period: 2**

* Start Date		* End Date	
--------------	--	------------	--

Select	Equipment Item	Funds Requested
No equipment has been added for budget period 2		
		Total Equipment: \$0.00

[Add Equipment](#) [Update](#) [Delete](#)


**Budget Period: 3**

* Start Date		* End Date	
--------------	--	------------	--

Select	Equipment Item	Funds Requested
No equipment has been added for budget period 3		

1. Enter the additional equipment information, as necessary, **for each remaining budget period listed on the screen.**

You can perform the following functions for each budget period on the screen, as necessary:



**Options:**

- ❖ [Add equipment](#) (below)
- ❖ [Update entered equipment](#) (on page 38)
- ❖ [Delete entered equipment](#) (on page 39)

- ❖ To add equipment,
    - a. Click the **Add Equipment** button on the **Budget Information – Section C Page** (Figure 30).
      - ▶ The **Add Equipment Form** (Figure 31) will be displayed.
- Fields marked with an asterisk (\*) are required.

**Figure 31: Add Equipment Form**

SECTION C - Budget Period 1		
	*Equipment Item	*Funds Requested (\$)
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>

- b. Enter each individual piece of equipment.

**Equipment is identified as an item of property that has an acquisition cost of \$5,000 or more (unless the organization has established lower levels) and an expected service life of more than 1 year. List each item of equipment separately and justify each in the budget justification section. Ordinarily allowable items are limited to those which will be used primarily or exclusively in the actual conduct or performance of grant activities.**

- c. Enter the funds requested for the equipment.

**Enter the estimated cost of each item of equipment, including shipping, and any maintenance costs and agreements.**

- d. After you have entered all the equipment or have entered as much equipment as can fit on the form, click the  button.  
 ► You will be returned to the **Budget Information – Section C Page** (Figure 32).  
 The equipment that you added will be listed for the corresponding budget period.
- e. If you need to add more equipment, click the  button again, and repeat [steps b through d](#) (above).

**Figure 32: Budget Information – Section C Page (with Added Equipment)**

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Please review the budget information and edit as necessary. When you are done, click on the "Save and Continue" button to save your data and go... ([Show Full Instruction](#))

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

**BUDGET INFORMATION - SECTION C** Status: Complete

*Organizational DUNS	043990498		
*Budget Type	[X] Project [ ] Subaward/Consortium		
*Name of the Organization	George Washington University		

**Budget Period: 1**

* Start Date	10/1/2010	* End Date	10/1/2011
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Select	Equipment Item	Funds Requested
<input type="checkbox"/>	Chemical Spectrum Analysis Machine	\$40,000.00
<input type="checkbox"/>	Spatial Degausers	\$50,000.00
<input type="checkbox"/>	Intuitive Indemnification Analyser	\$35,000.00
Total Equipment:		\$125,000.00

Add Equipment Update Delete

**Budget Period: 2**

* Start Date		* End Date	
--------------	--	------------	--

Select	Equipment Item	Funds Requested
No equipment has been added for budget period 2		
Total Equipment:		\$0.00

Add Equipment Update Delete

**Budget Period: 3**

* Start Date		* End Date	
--------------	--	------------	--

Select	Equipment Item	Funds Requested
--------	----------------	-----------------

- ❖ To update entered equipment,
    - a. Select one or more pieces of equipment you want to update on the **Budget Information – Section C Page** (Figure 32), and click the **Update** button.
      - ▶ The **Update Equipment Form** (Figure 33) will be displayed for the equipment that you have selected.
- Fields marked with an asterisk (\*) are required.

**Figure 33: Update Equipment Form**

SECTION C - Budget Period 1		
	*Equipment Item	*Funds Requested (\$)
1.	<input type="text" value="Intuitive Indemnification Analyser"/>	<input type="text" value="35000"/>

Go Back Save

- b. Revise the name of the equipment and/or the funds requested, then click the **Save** button.
    - ▶ You will be returned to the **Budget Information – Section C Page** (Figure 32).
- The information you updated will be reflected in the corresponding budget period.

- ❖ To delete entered equipment,
  - a. Select one or more pieces of equipment you want to delete on the **Budget Information – Section C Page** (Figure 32), and click the **Delete** button.
    - ▶ The **Delete Equipment Confirmation Form** (Figure 34) will be displayed for the equipment that you have selected.

**Figure 34: Delete Equipment Confirmation Form**

SECTION C - Budget Period 1		
	*Equipment Item	*Funds Requested (\$)
1.	Spatial Degauser	50000
<input type="button" value="Go Back"/>		<input type="button" value="Continue"/>

- b. Click the **Continue** button to confirm your deletion.
  - ▶ You will be returned to the **Budget Information – Section C Page** (Figure 32).  
 The equipment you deleted will no longer be listed in the corresponding budget period.
2. After you have completed the form, click the **Save and Continue** button to save your work and proceed to the next form.

### 3.3.4 Budget Information: Section D

Section D of the Budget allows users to enter travel costs for each budget period of the project.

Click [Section D](#) on the Progress Report left side menu to access the **Budget Information – Section D Page** (Figure 30), if it is not already displayed.

**The travel information for each budget period will be populated from the latest application or NCC report, if it exists. You should review and update this information, as necessary.**

Figure 35: Budget Information – Section D Page

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Please review the budget information and edit as necessary. When you are done, click on the "Save and Continue" button to save your data and go... ([Show Full Instruction](#))

✔ Information entered on the 'Section C' page was saved successfully. The Section status is Complete

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

**BUDGET INFORMATION - SECTION D** Status: **Not Complete**

*Organizational DUNS	043990498
*Budget Type	<input checked="" type="checkbox"/> Project <input type="checkbox"/> Subaward/Consortium
*Name of the Organization	George Washington University

**Budget Period: 1**

* Start Date	10/1/2010	* End Date	10/1/2011
Travel			Funds Requested (\$)
1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)			<input type="text"/>
2. Foreign Travel Costs			<input type="text"/>
Total Travel Costs:			\$0.00

**Budget Period: 2**

* Start Date		* End Date	
Travel			Funds Requested (\$)
1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)			<input type="text"/>
2. Foreign Travel Costs			<input type="text"/>
Total Travel Costs:			\$0.00

**Budget Period: 3**

* Start Date		* End Date	
Travel			Funds Requested (\$)
1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)			<input type="text"/>
2. Foreign Travel Costs			<input type="text"/>
Total Travel Costs:			\$0.00

1. Enter the domestic and foreign travel costs **for each remaining budget period listed on the screen.**
2. After you have completed the form, click the **Save and Continue** button to save your work and proceed to the next form.

### 3.3.5 Budget Information: Section E

Section E of the Budget allows users to enter school-related for each budget period of the project.

Click [Section E](#) on the Progress Report left side menu to access the **Budget Information – Section D Page** (Figure 36), if it is not already displayed.

The participant and training information for each budget period will be populated from the latest application or NCC report, if it exists. You should review and update this information, as necessary.



Figure 36: Budget Information – Section E Page

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Please review the budget information and edit as necessary. When you are done, click on the "Save and Continue" button to save your data and go... ([Show Full Instruction](#))

✔ Information entered on the 'Section D' page was saved successfully. The Section status is Complete

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

**BUDGET INFORMATION - SECTION E** Status: **Not Complete**

*Organizational DUNS	043990498
*Budget Type	<input checked="" type="checkbox"/> Project <input type="checkbox"/> Subaward/Consortium
*Name of the Organization	George Washington University

**Budget Period: 1**

* Start Date	10/1/2010	* End Date	10/1/2011
Participant/Trainee Support Costs		Funds Requested (\$)	
1. Tuition/Fees/Health Insurance			
2. Stipend			
3. Travel			
4. Subsistence			
5. Other Specify:	<input type="text"/>		
<input type="text"/> Number of Participants/Trainees		Total Travel Costs:	\$0.00

**Budget Period: 2**

* Start Date		* End Date	
Participant/Trainee Support Costs		Funds Requested (\$)	
1. Tuition/Fees/Health Insurance			
2. Stipend			
3. Travel			
4. Subsistence			
5. Other Specify:	<input type="text"/>		

1. Enter the school support costs (as applicable), as well as the number of participants / trainee, **for each remaining budget period listed on the screen**.
2. After you have completed the form, click the **Save and Continue** button to save your work and proceed to the next form.

### 3.3.6 Budget Information: Section F

Section F of the Budget allows users to enter other direct costs for each budget period of the project.

Click [Section F](#) on the Progress Report left side menu to access the **Budget Information – Section F Page** (Figure 37), if it is not already displayed.

The other direct costs for each budget period will be populated from the latest application or NCC report, if it exists. You should review and update this information, as necessary.

Figure 37: Budget Information – Section F Page

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Please review the budget information and edit as necessary. When you are done, click on the "Save and Continue" button to save your data and go... ([Show Full Instruction](#))

✔ Information entered on the 'Section E' page was saved successfully. The Section status is Complete

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

**BUDGET INFORMATION - SECTION F** Status: **Not Complete**

*Organizational DUNS	043990498
*Budget Type	<input checked="" type="checkbox"/> Project <input type="checkbox"/> Subaward/Consortium
*Name of the Organization	George Washington University

**Budget Period: 1**

* Start Date	10/1/2010	* End Date	10/1/2011
Other Direct Costs			Funds Requested (\$)
1. Material and Supplies			<input type="text"/>
2. Publication Costs			<input type="text"/>
3. Consultation Services			<input type="text"/>
4. ADP/Computer Services			<input type="text"/>
5. Subawards/Consortium/Contractual Costs			<input type="text"/>
6. Equipment or Facility Rental/User Fees			<input type="text"/>
7. Alterations and Renovations			<input type="text"/>
8. Other Specify: <input type="text"/>			<input type="text"/>
9. Other Specify: <input type="text"/>			<input type="text"/>
10. Other Specify: <input type="text"/>			<input type="text"/>
Total Other Direct Costs:			\$0.00

**Budget Period: 2**

* Start Date		* End Date	
Other Direct Costs			Funds Requested (\$)

1. Enter the requested funds (as applicable) **for each remaining budget period listed on the screen.**
2. After you have completed the form, click the **Save and Continue** button to save your work and proceed to the next form.

### 3.3.7 Budget Information: Sections G – J

This page contains several budget sections for each budget period. Sections G – J of the Budget will display direct costs, indirect costs and fees for each budget period of the project.

**The screen only allows users to enter the INDIRECT direct costs. (The DIRECT costs are calculated from Section A - F of the Budget, and the fees are not applicable for this type of progress report.)**

Click **Section G – J** on the Progress Report left side menu to access the **Budget Information – Sections G – J Page** (Figure 38), if it is not already displayed.

Figure 38: Budget Information – Sections G - J Page (initial Screen)

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Please review the budget information and edit as necessary. When you are done, click on the "Save and Continue" button to save your data and go... ([Show Full Instruction](#))

✔ Information entered on the 'Section F' page was saved successfully. The Section status is Complete

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

**BUDGET INFORMATION - SECTION G - J** Status: **Not Complete**

*Organizational DUNS	043990498
*Budget Type	<input checked="" type="checkbox"/> Project <input type="checkbox"/> Subaward/Consortium
*Name of the Organization	George Washington University

**Budget Period: 1**

* Start Date	10/1/2010	* End Date	10/1/2011
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G. Direct Costs	Funds Requested (\$)
Total Direct Costs (A thru F): \$156,500.00	

H. Indirect Costs				
Select	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
No indirect costs have been added for budget period 1				
Total Indirect Costs:				\$0.00

[Add Indirect Cost](#) [Update](#) [Delete](#)

Cognizant Federal Agency

I. Total Direct and Indirect Cost	Federal (\$)	Non Federal (\$)	Funds Requested (\$)
Total Direct and Indirect Institutional Costs (G + H):		N/A	\$156,500.00
J. Fee	Not Applicable		

**Budget Period: 2**


* Start Date		* End Date	
--------------	--	------------	--

1. Enter the indirect costs, as necessary, **for each remaining budget period listed on the screen.**

**Rules for each budget period:**

- \* The Funds Requested in section G (Direct Costs) is calculated from the sum of sections A through F.
- \* The Funds Requested in section I (Total Direct and Indirect Cost) is the amount in the NGA that is committed for the budget period.
- \* The Total Direct and Indirect Costs (sections G + H) must match the Funds Requested in section I.
- \* The Federal (\$) in section I must match the Funds Requested in section I.
- \* If the Funds Requested in section I ((Total Direct and Indirect Cost) is \$0.00, then the Total Direct and Indirect Costs (sections G + H) do not have to match.

You can perform the following indirect cost functions for each budget period on the screen, as necessary:



**Options:**

- ❖ [Add indirect costs](#) (on page 44)
- ❖ [Update indirect costs](#) (on page 45)
- ❖ [Delete indirect costs](#) (on page 46)

- ❖ To add indirect costs,
  - a. Click the **Add Indirect Cost** button on the **Budget Information – Sections G - J Page** (Figure 38).
    - ▶ The **Add Indirect Cost Form** (Figure 39) will be displayed. Fields marked with an asterisk (\*) are required.

**Figure 39: Add Indirect Cost Form**

INDIRECT COST				
	*Indirect Cost Type	*Indirect Cost Rate (%)	*Indirect Cost Base (\$)	*Funds Requested (\$)
1.	<input type="text"/> If Other, Specify: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/> If Other, Specify: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/> If Other, Specify: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/> If Other, Specify: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/> If Other, Specify: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- b. For each type of indirect cost,
  - i. Select the indirect cost type from the dropdown. If you select Other, then you must enter the type of indirect cost in the text box below the dropdown.
  - ii. Enter the indirect cost rate (%), the indirect cost base (\$) and the funds requested (\$).
- c. If you need more lines to enter additional indirect costs, click the **Add More Rows** button at the top of the form.
  - ▶ The **Add Indirect Cost Form** (Figure 39) will be redisplayed, containing 5 more rows.

**Each time you click the **Add More Rows** button, 5 more rows will be displayed on the form.**

- d. When you are finished entering the indirect costs, click the **Save** button.
  - ▶ You will be returned to the **Budget Information – Sections G – J Page** (Figure 40). The Indirect Costs section of the budget period will list the costs you entered.

**Figure 40: Budget Information – Sections G - J Page (After Adding Indirect Costs)**

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Please review the budget information and edit as necessary. When you are done, click on the "Save and Continue" button to save your data and go... ([Show Full Instruction](#))

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

**BUDGET INFORMATION - SECTION G - J** Status: **Not Complete**

*Organizational DUNS	043990498			
*Budget Type	[X] Project [ ] Subaward/Consortium			
*Name of the Organization	George Washington University			

**Budget Period: 1**

* Start Date	10/1/2010	* End Date	10/1/2011	
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G. Direct Costs		Funds Requested (\$)	
Total Direct Costs (A thru F):			\$156,500.00

Select	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
<input type="checkbox"/>	Modified Total Direct	50	\$5,000.00	\$2,000.00
<input type="checkbox"/>	Off Site, Other Special Rate, or More than 1 Rate Involved	25	\$3,000.00	\$1,000.00
<input type="checkbox"/>	Other	25	\$4,000.00	\$1,000.00
Total Indirect Costs:				\$4,000.00

Cognizant Federal Agency			
I. Total Direct and Indirect Cost	Federal (\$)	Non Federal (\$)	Funds Requested (\$)
Total Direct and Indirect Institutional Costs (G + H):		N/A	\$160,500.00
J. Fee	Not Applicable		

- ❖ To update indirect costs,
  - a. Select the indirect cost(s) that you want to update on the **Budget Information – Sections G - J Page** (Figure 40), and click the  button.
    - ▶ The **Update Indirect Cost Form** (Figure 41) will be displayed, listing the indirect costs that you selected.

**Figure 41: Update Indirect Cost Form**

INDIRECT COST				
	*Indirect Cost Type	*Indirect Cost Rate (%)	*Indirect Cost Base (\$)	*Funds Requested (\$)
1.	Modified Total Direct If Other, Specify:	50	5000.00	2000
2.	Off Site, Other Special Rate, or More than 1 Rate Involved If Other, Specify:	25	3000.00	1000

Cancel Save

- b. Revise the form, as necessary, then click the **Save** button.  
 Fields marked with an asterisk (\*) are required.
  - ▶ You will be returned to the **Budget Information – Sections G – J Page** (Figure 40).  
 The Indirect Costs section of the budget period will reflect your changes.
- ❖ To delete indirect costs,
  - a. Select the indirect cost(s) that you want to delete on the **Budget Information – Sections G - J Page** (Figure 40), and click the **Delete** button.
    - ▶ The **Delete Indirect Cost Confirmation Form** (Figure 42) will be displayed, listing the indirect costs that you selected.

**Figure 42: Delete Indirect Cost Confirmation Form**

INDIRECT COST				
	*Indirect Cost Type	*Indirect Cost Rate (%)	*Indirect Cost Base (\$)	*Funds Requested (\$)
1.	Modified Total Direct If Other, Specify:	50	5000.00	2000

Cancel Continue

- b. Click the **Continue** button.
  - ▶ You will be returned to the **Budget Information – Sections G – J Page** (Figure 40).  
 The Indirect Costs section of the budget period will reflect your deletion(s).
2. Optionally enter the Cognizant Federal Agency.
3. After you have finished entering the information for each budget period on the form, click the **Save and Continue** button to save your work and proceed to the next form.

### 3.3.8 Budget Information: Section K

Section K of the Budget allows users to attach a Budget-Justification document. You **must** attach a Budget Justification document.

Click [Section K](#) on the Progress Report left side menu to access the **Budget Information – Section K Page** (Figure 30), if it is not already displayed.

Figure 43: Budget Information – Section K Page

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 Health Resources and Services Administration  
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Welcome Huynh-Nhu Le to HRSA EHB OS environment (Last login date and time 10/20/2010 3:16:00 PM)  
**Section K**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Please review the budget information and edit as necessary. When you are done, click on the "Save and Continue" button to save your data and go... ([Show Full Instruction](#))

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

**BUDGET INFORMATION - SECTION K** Status: **Not Complete**

\*Attachment (Maximum one (1) attachment)

Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					
<input type="button" value="Attach"/>					

This screen has the same functionality as the **Performance Narrative Form** (Figure 17), except that you can only attach one document.

**You MUST attach a Budget-Justification document.**

Refer to the [Performance Narrative section](#) (on page 25) for details.

### 3.4. Appendices

The Appendices section allows you to attach any (additional) standard attachments required for your grant program when submitting a progress report.

Click [Appendices](#) on the Progress Report left side menu to access the **Appendices Form** (Figure 44), if it is not already displayed.

Figure 44: Appendices Form

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**Appendices**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

**APPENDICES** Status: **Not Complete**

**Attached Documents**

Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					
<input type="button" value="Attach"/>					

1. Click the **Attach** button.  
 ► The **Attach Document (for Appendices) Page** (Figure 45) will be displayed.  
 Fields marked with an asterisk (\*) are required.

**Figure 45: Attach Document (for Appendices) Page**

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**Appendices**  
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**Progress Report Tracking# 00082485**

**Progress Report Process**

- Overview
  - Status
- Basic Information
  - SF-PPR
  - SF-PPR-2
  - Performance Narrative
- Budget Information
  - Section A
  - Section B
  - Section C
  - Section D
  - Section E
  - Section F
  - Section G - J
  - Section K
- Other Information
  - Appendices
  - Review and Submit**
    - Review
    - Submit

Logout

This page allows you to manage the document(s) for a specific purpose. The maximum number of documents allowed for this purpose is displayed below. To attach a document, locate the document on your local machine using the 'Browse' button. You may enter a description for the document. Click on the 'Attach Document' button to attach the document. Depending on the size of your document, the upload process may take several minutes. The attached document will appear in the 'Attached Document(s)' section along with all other documents that you have uploaded for this purpose.

After you are done, click on the 'Finished Attaching' button to return to the progress report page.

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

**ATTACH DOCUMENT**

*Purpose	Select Purpose
*Document	Browse... (Allowable Document Types: doc,rtf,bxt,wpd,pdf,xls,jpg,jpeg,xfd,docx,xlsx) (Allowable Document Size: 20 MB)
Description (Maximum 500 characters)	

Go Back      Attach Document      Finished Attaching

**Attached Document(s)**

Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.				

2. Select the purpose of the attachment from the *Purpose* drop-down.

**Only one attachment is allowed per purpose. Once you select a purpose, you cannot attach another document and select the same purpose.**

3. Click **Browse . . .** and follow the standard Windows browse procedure to select the document to be attached in the Document box.
4. Enter a description of the document you are attaching.
5. Click the **Attach Document** button to attach the document.  
 ► The **Attach Document (for Appendices) Page** will be re-displayed (Figure 46), listing the Document you attached under the heading *Attached Documents*.



**Figure 46: Attach Document (for Appendices) Page (Listing Attached Document)**

Welcome Huynh-Nhu Le to HRSA EHB OS environment (Last login date and time 10/20/2010 3:16:00 PM)

**Appendices**  
[home](#) | [contact us](#) | [help](#) | [questions/comments](#)

✔ **Attachment saved successfully.**

This page allows you to manage the document(s) for a specific purpose. The maximum number of documents allowed for this purpose is displayed below. To attach a document, locate the document on your local machine using the 'Browse' button. You may enter a description for the document. Click on the 'Attach Document' button to attach the document. Depending on the size of your document, the upload process may take several minutes. The attached document will appear in the 'Attached Document(s)' section along with all other documents that you have uploaded for this purpose.

After you are done, click on the 'Finished Attaching' button to return to the progress report page.

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

**ATTACH DOCUMENT**

\*Purpose: Position Descriptions for NEW Project Staff (Max 1)

\*Document:    
 (Allowable Document Types: doc,rtf,txt,wpd,pdf,xls,jpg,jpeg,ofd,docx,xlsx)  
 (Allowable Document Size: 20 MB)

Description (Maximum 500 characters):

Attached Document(s)				
Purpose	Document Name	Size	Uploaded By	Description
Position Descriptions for NEW Project Staff	<a href="#">Position_Description.doc</a>	59.5 KB	Huynh-Nhu Le on 10/20/2010 8:57:13 PM	

- Repeat steps 2 through 5 to attach any other appendix documents.
- When you have completed attaching all the appendix documents, click the **Finished Attaching** button.
  - ▶ The **Appendices Form** will be re-displayed (Figure 47), listing the appendix document(s) you just attached.

**Figure 47: Appendices Form (with Appendix Documents Listed)**

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**Appendices**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

**APPENDICES** Status: **Not Complete**

Attached Documents					
Select	Purpose	Document Name	Size	Uploaded By	Description
<input checked="" type="checkbox"/>	Position Descriptions for NEW Project Staff	<a href="#">Position_Description.doc</a>	59.5 KB	Huynh-Nhu Le on 10/20/2010 8:57:13 PM	

8. At this point, you can:
  - Click the [hyperlinked name](#) of a listed document to view it.
  - Click the **Attach** button to attach additional appendix documents, by following [steps 1 through 7](#) (on page 48).
  - Select a document and click **Update Description** to change the document's description via the **Update Description Page** (Figure 48).
  - Select a document and click **Delete** to delete the selected attachment.
9. When you are finished with your attachments, click the **Save and Continue** button to save the information and go to the **Progress Report Review Page** (Figure 50).

**Figure 48: Update Description Page**

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**Progress Report Tracking# 00082485**

**Progress Report Process**

- Overview
  - Status
- Basic Information**
  - SF-PPR
  - SF-PPR-2
  - Performance Narrative
- Budget Information
  - Section A
  - Section B
  - Section C
  - Section D
  - Section E
  - Section F
  - Section G - J
  - Section K
- Other Information
  - Appendices

Appendices  
[home](#) | [contact us](#) | [help](#) | [questions/comments](#)

This page allows you to update the document description.  
 After you are done, click on the 'Update Description' button to return to the progress report page.

**UPDATE DESCRIPTION**

New Description (Maximum 500 characters)

This document contains descriptions of multiple positions.

**Attached Document**

Purpose	Document Name	Size	Uploaded By	Description
Position Descriptions for NEW Project Staff	<a href="#">Position Description.doc</a>	59.5 KB	Huynh-Nhu Le on 10/20/2010 8:57:13 PM	

### 3.5. Review the Progress Report

The **Progress Report Status Overview Page** (Figure 49) shows the completion status of each Progress Report form. All forms must be complete before you can submit your Progress Report.

Click [Status](#) on the Progress Report left side menu to get to the **Progress Report Status Overview Page** (Figure 49).

**Figure 49: Progress Report Status Overview Page**

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**Status**  
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The table below shows the status of the application. The application is currently **COMPLETE**. [NCC User Guide](#)

**Progress Report Tracking# 00082485**

**Progress Report Process**

- Overview
- Status
- Basic Information
  - SF-PPR
  - SF-PPR-2
  - Performance Narrative
- Budget Information
  - Section A
  - Section B
  - Section C
  - Section D
  - Section E
  - Section F
  - Section G - J
  - Section K
- Other Information
  - Appendices
  - Review and Submit
    - Review
    - Submit

Logout

**STATUS OVERVIEW**

**NCC PROGRESS REPORT PROCESS STATUS**

Deadline	Oct 29 2010 5:00PM (You have 8 days to complete and submit the application.)
Created On	9/30/2010 2:41:05 PM
Last Updated By	Huynh-Nhu Le on 10/21/2010 2:45:39 PM

View: [NCC Progress Report](#)

Users with Permissions on NCC Request [\(Show Details\)](#)

	Status	Action
Basic Information		
SF-PPR	<a href="#">Update</a>	COMPLETE
SF-PPR-2	<a href="#">Update</a>	COMPLETE
Performance Narrative	<a href="#">Update</a>	COMPLETE
Budget Information		
Section A	<a href="#">Update</a>	COMPLETE
Section B	<a href="#">Update</a>	COMPLETE
Section C	<a href="#">Update</a>	COMPLETE
Section D	<a href="#">Update</a>	COMPLETE
Section E	<a href="#">Update</a>	COMPLETE
Section F	<a href="#">Update</a>	COMPLETE
Section G - J	<a href="#">Update</a>	COMPLETE
Section K	<a href="#">Update</a>	COMPLETE
Other Information		
Appendices	<a href="#">Update</a>	COMPLETE

o Click [Review](#) to open the Review page for the Progress Report.  
 o Click [Submit](#) to start the submission process

❖ To view or print any Progress Report form, click [Review](#) in the **Review and Submit** section on the side menu (Figure 49).

▶ The **Progress Report Review Page** will open in a Table of Content format (Figure 50).

Figure 50: Progress Report Review Page

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**Progress Report**  
 Tracking#  
 00082485

**Progress Report Process**

- Overview
  - Status
- Basic Information
  - SF-PPR
  - SF-PPR-2
  - Performance Narrative
- Budget Information
  - Section A
  - Section B
  - Section C
  - Section D
  - Section E
  - Section F
  - Section G - J
  - Section K
- Other Information
  - Appendices
- Review and Submit
  - Review
  - Submit

Logout

The progress report has not been submitted to HRSA as yet.

The following is the table of contents of the progress report. Click on "Print" button for a printable version of this page. For a printable version of all the HTML forms (forms only, no attachments), click on "Print All HTML Forms" button. You must print each attachment individually.

To print the entire progress report (HTML forms associated important instructions BEFORE you use a printer machine. Please read

Click **Print All HTML Forms** to get a printable copy of all HTML forms.

Click **View** links to view individual sections of your Progress Report.

Section	Type	Action
<b>Basic Information</b>		
SF-PPR	HTML	<a href="#">View</a>
SF-PPR-2 (Cover Page Continuation)	HTML	<a href="#">View</a>
Performance Narrative (Performance Narrative.doc)	DOCUMENT	<a href="#">View</a>
<b>Budget Information</b>		
Budget Period 1 - Section A - B	HTML	<a href="#">View</a>
Budget Period 1 - Section C - E		<a href="#">View</a>
Budget Period 1 - Section F - J		<a href="#">View</a>
Budget Period 2 - Section A - B		<a href="#">View</a>
Budget Period 2 - Section C - E		<a href="#">View</a>
Budget Period 2 - Section F - J	HTML	<a href="#">View</a>
Budget Period 3 - Section A - B	HTML	<a href="#">View</a>
Budget Period 3 - Section C - E	HTML	<a href="#">View</a>
Budget Period 3 - Section F - J	HTML	<a href="#">View</a>
Budget Period 4 - Section A - B	HTML	<a href="#">View</a>
Budget Period 4 - Section C - E	HTML	<a href="#">View</a>
Budget Period 4 - Section F - J	HTML	<a href="#">View</a>
Budget Period 5 - Section A - B	HTML	<a href="#">View</a>
Budget Period 5 - Section C - E	HTML	<a href="#">View</a>
Budget Period 5 - Section F - J	HTML	<a href="#">View</a>
Cumulative Budget (Total Project Period)	HTML	<a href="#">View</a>
Budget Justification (Budget Justification.doc)	DOCUMENT	<a href="#">View</a>


- ❖ The Table of Contents lists all sections in the Progress Report.
  - Use the [View](#) links in the Action column to view any section.
  - Click **Print** to get a printable version of the Table of Contents.
  - Click **Print All HTML Forms** to print all forms that are HTML i.e. which were not filled using attachments. Attachments can be printed by clicking on individual [View](#) link for DOCUMENT (attachment) type forms and then printing the document.
  - Click **Proceed to Submit** at the bottom of the page (not shown) to go to the **Submit Page** (Figure 51) to [initiate the Submit Progress Report process](#).

### 3.6. Submit Progress Report

Once all forms are complete, the Progress Report can be submitted to HRSA.

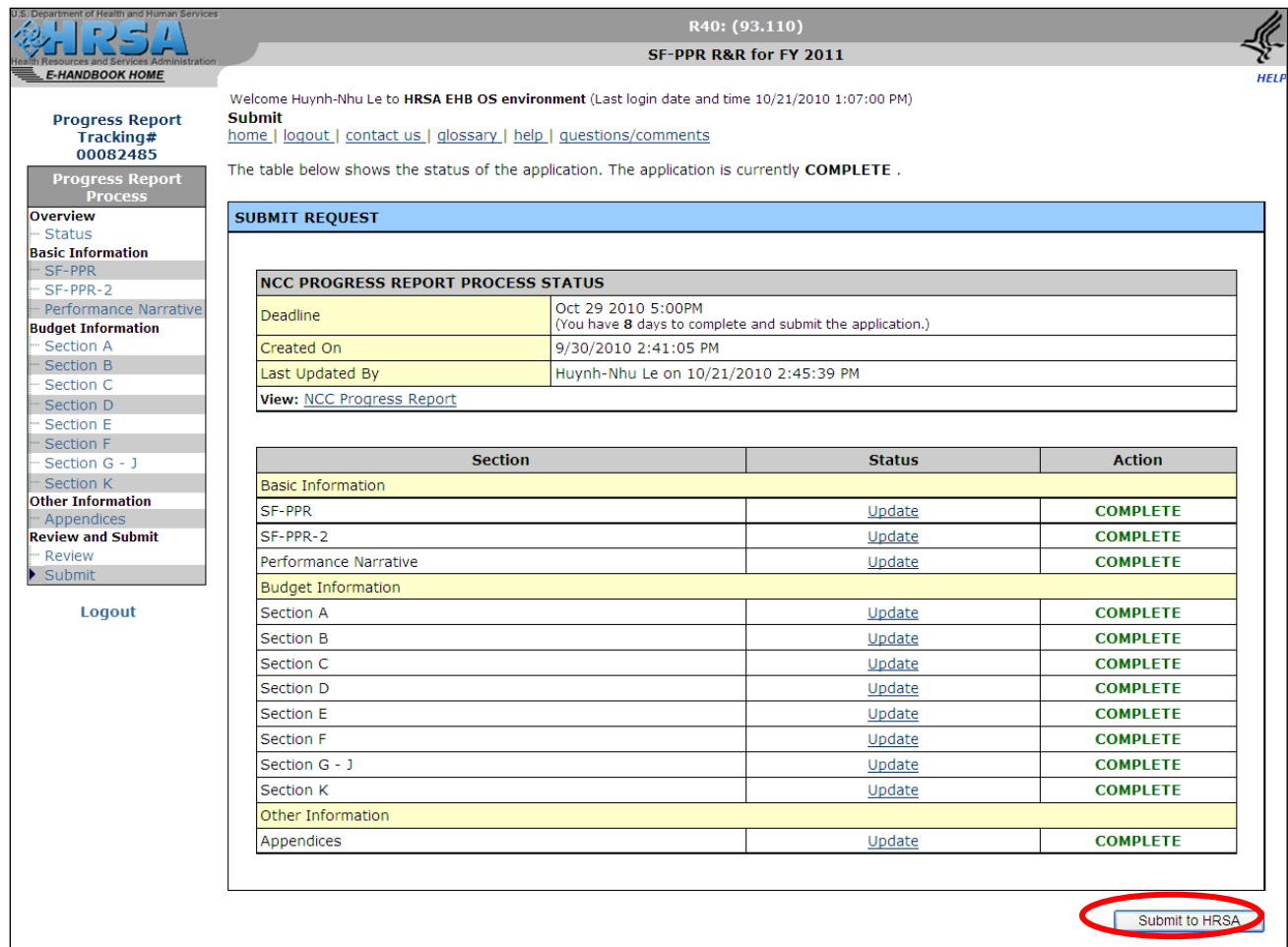
To submit the Progress Report, you must have the 'Submit' privilege.

1. Click **Submit** under **Review and Submit** on the on the Progress Report's side menu (Figure 49), to access the **Submit Page** (Figure 51) if it is not already displayed.

 You can also start the Submit Progress Report process by clicking **Proceed to Submit** at the bottom of the Progress Report Review Page (Figure 50).

2. If all the forms are marked **COMPLETE**, the **Submit Page** (Figure 51) will be displayed, **and** the bottom of the page will have a **Submit to HRSA** button.

**Figure 51: Submit Page**



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**Submit**  
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The table below shows the status of the application. The application is currently **COMPLETE**.

NCC PROGRESS REPORT PROCESS STATUS	
Deadline	Oct 29 2010 5:00PM (You have 8 days to complete and submit the application.)
Created On	9/30/2010 2:41:05 PM
Last Updated By	Huynh-Nhu Le on 10/21/2010 2:45:39 PM
<b>View:</b> <a href="#">NCC Progress Report</a>	

Section	Status	Action
Basic Information		
SF-PPR	<a href="#">Update</a>	COMPLETE
SF-PPR-2	<a href="#">Update</a>	COMPLETE
Performance Narrative	<a href="#">Update</a>	COMPLETE
Budget Information		
Section A	<a href="#">Update</a>	COMPLETE
Section B	<a href="#">Update</a>	COMPLETE
Section C	<a href="#">Update</a>	COMPLETE
Section D	<a href="#">Update</a>	COMPLETE
Section E	<a href="#">Update</a>	COMPLETE
Section F	<a href="#">Update</a>	COMPLETE
Section G - J	<a href="#">Update</a>	COMPLETE
Section K	<a href="#">Update</a>	COMPLETE
Other Information		
Appendices	<a href="#">Update</a>	COMPLETE

[Logout](#)

**Submit to HRSA**

3. Click the **Submit to HRSA** button.  
 ► The **Submit – NCC Progress Report Certification Page** (Figure 52) will be displayed.

Figure 52: Submit – NCC Progress Report Certification Page

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**Submit**  
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**Progress Report Tracking# 00082485**

**Progress Report Process**

- Overview
- Status
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  - SF-PPR-2
  - Performance Narrative
- Budget Information
  - Section A
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  - Section D
  - Section E
  - Section F
  - Section G - J
  - Section K
- Other Information
  - Appendices
- Review and Submit
  - Review
  - Submit

[Logout](#)

**Note: This is a confirmation page! You MUST click on the appropriate button to complete your action..**

You have chosen to submit this report to HRSA. Please check the box to electronically sign the Noncompeting Continuation (NCC) Progress Report. Click on the 'Submit Report' button below to submit the report. If you do not wish to submit the (NCC) Progress Report at this time, click on the 'Cancel' button to return to the previous screen.

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

**\*NCC PROGRESS REPORT CERTIFICATION**

I certify to the best of my knowledge and belief that the information provided in this progress report is true and correct. [View Report](#)

Please check the box to electronically sign the NCC Progress Report

[Cancel](#) [Submit Report](#)

[Acceptable Use Policy](#)

4. Check the box to electronically sign the Progress Report.
5. Click the [Submit Report](#) button to submit your Progress Report to HRSA.
  - ▶ The **NCC Progress Report Confirmation Page** (Figure 53) will be displayed.

Figure 53: NCC Progress Report Confirmation Page

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 E-HANDBOOK HOME

R40: (93.110)  
 SF-PPR R&R for FY 2011

Welcome Huynh-Nhu Le to **HRSA EHB OS environment** (Last login date and time 10/21/2010 4:44:00 PM)

[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

[Print](#)

**NCC Progress Report was successfully submitted and received by HRSA.**

**The tracking number for your submission is listed below. Please keep record of the tracking number for future reference.**

Your progress report will now be sent for review. During this process you may be contacted by the reviewer for additional questions related to your submission. All such questions will be directed to the contact person that you have specified in your progress report.

All technical/system issues should be directed to the HRSA helpline at 877-Go4-HRSA/877-464-4772;301-998-7373 or Email at CallCenter@HRSA.GOV from 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday

Submitted on Date and Time	10/21/2010 6:09:44 PM
Submitted By	Huynh-Nhu Le
Tracking Number	82485

[Go To Noncompeting Continuation List Page](#)

6. Take note of the Tracking number
  - You may optionally print the confirmation page by clicking the [Print](#) button.
7. Click the [Go to Noncompeting Continuation List Page](#) to go to the **Noncompeting Continuations Page** (Figure 6) to view additional Progress Reports which you can begin or edit.

If there are no Progress Reports, you will be taken to the 'HRSA EHB Home (Welcome)' Page (Figure 2)

## 4. Customer Support Information

 Use your Progress Report Tracking Number for all correspondence.

### 4.1. BPHC Help Desk

For assistance with completing Standard and Program Specific forms within the application, please contact BPHC Help Desk:

- By email: [BPHCHELPLINE@hrsa.gov](mailto:BPHCHELPLINE@hrsa.gov)
- OR
- By Phone: 1-877-974-BPHC (2742) (between 9:00 am to 5:30 pm ET)

**DO NOT call the BPHC Help Desk for any questions on application Guidance or Programmatic questions that you might have when completing your application**

### 4.2. HRSA Call Center

For assistance with registering in HRSA EHBs, or access/password related issues please call the HRSA Call Center:

- By Phone: 877-GO4-HRSA (877-464-4772) or 301-998-7373 (between 9:00 am to 5:30 pm ET)
- OR
- By Email: [callcenter@hrsa.gov](mailto:callcenter@hrsa.gov)

Please visit HRSA EHBs for additional online help.

- Go to: <https://grants.hrsa.gov/webexternal/home.asp>
- Click on 'Help'

**DO NOT call the Call Center for any questions on application Guidance or Programmatic questions that you might have when completing your application**

### 4.3. HRSA Program Support

For any questions on application guidance or programmatic questions that you might have when completing your application, please contact the Program Point of Contact within Bureau of Primary Health Care (BPHC) Office of Policy and Program Development (OPPD) - as noted within the application guidance.



## 5. FAQs

### 5.1. Software

#### 5.1.1 What are the software requirements for HRSA EHBs?

HRSA EHBs can be accessed over the Internet using Internet Explorer (IE) v5.0 and above and Netscape 4.72 and above. HRSA EHBs are 508 compliant.

IE 6.0 and above is the recommended browser.

HRSA EHBs use pop-up screens to allow users to view or work on multiple screens. Ensure that your browser settings allow for pop-ups.

In addition, to view attachments such as Word and PDF, you will need appropriate viewers.

#### 5.1.2 What are the system requirements for using HRSA EHBs on a Macintosh computer?

Mac users are requested to download the latest version of Netscape for their OS version. It is recommended that Safari v1.2.4 and above or Netscape v7.2 and above be used.

Note that Internet Explorer (IE) for Mac has known issues with SSL and Microsoft is no longer supporting IE for Mac. HRSA EHBs do not work on IE for Mac.

In addition, to view attachments such as Word and PDF, you will need appropriate viewers.

#### 5.1.3 What are the software requirements for Progress Reports?

Refer to the software requirements for HRSA EHBs. In addition, you will need Microsoft Word to complete any unstructured forms, such as those used for attachments.

#### 5.1.4 What document types can I upload?

The following document types are supported in HRSA EHBs:

.DOC - Microsoft Word

.RTF - Rich Text Format

.TXT - Text

.WPD - Word Perfect Document

.PDF - Adobe Portable Document Format

.XLS - Microsoft Excel



**HRSA EHBs currently do not support MS Office 2007 formats (.docx, .xlsx, etc).**