HRSA EHB USER GUIDE

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

User Guide for Grantees

Last updated on: 03/09/2010

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration

Table of Contents

Table of Figures

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.

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).

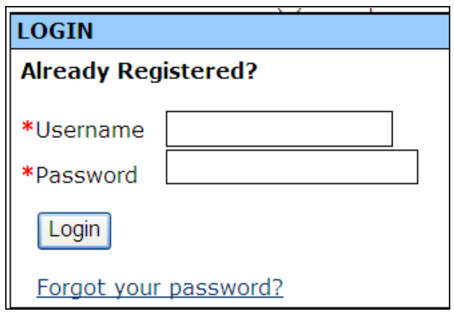
Users new to the EHBs should be mindful that the system times-out after 30 minutes of inactivity. Some forms may take a long time to complete. Users should ensure that they save their work at frequent intervals.

3.1. Login and Access the Progress Report

3.1.1 Logging In to the HRSA Electronic Handbooks

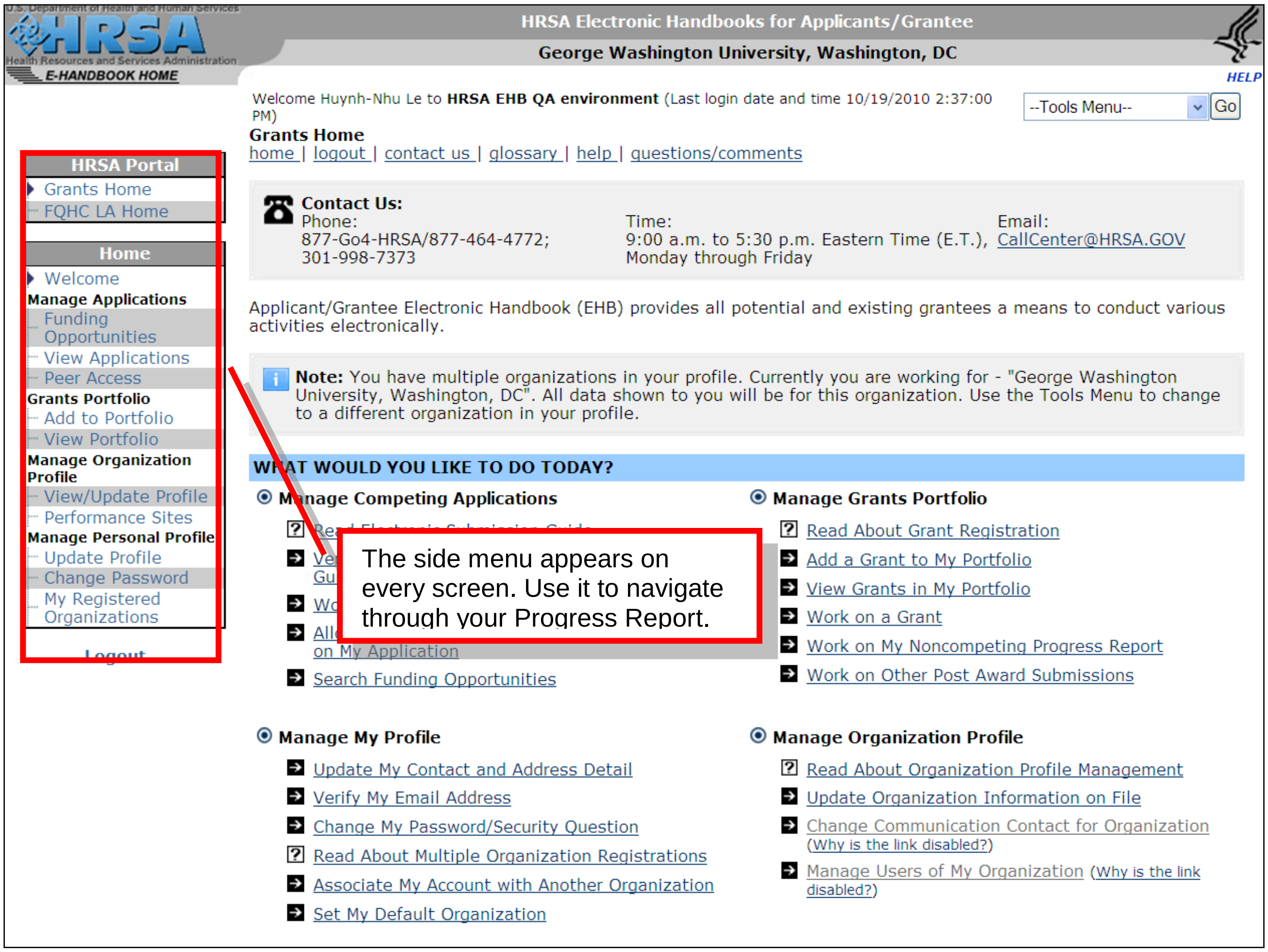
1. Point your browser to https://grants.hrsa.gov/webexternal/login.asp.
2. Enter your username and password.

Figure 1: Section of Login Screen



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

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

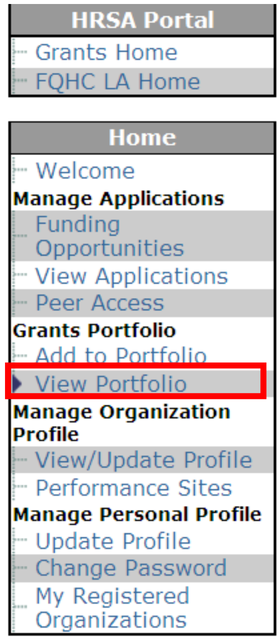


3.1.2 Accessing the Progress Report

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

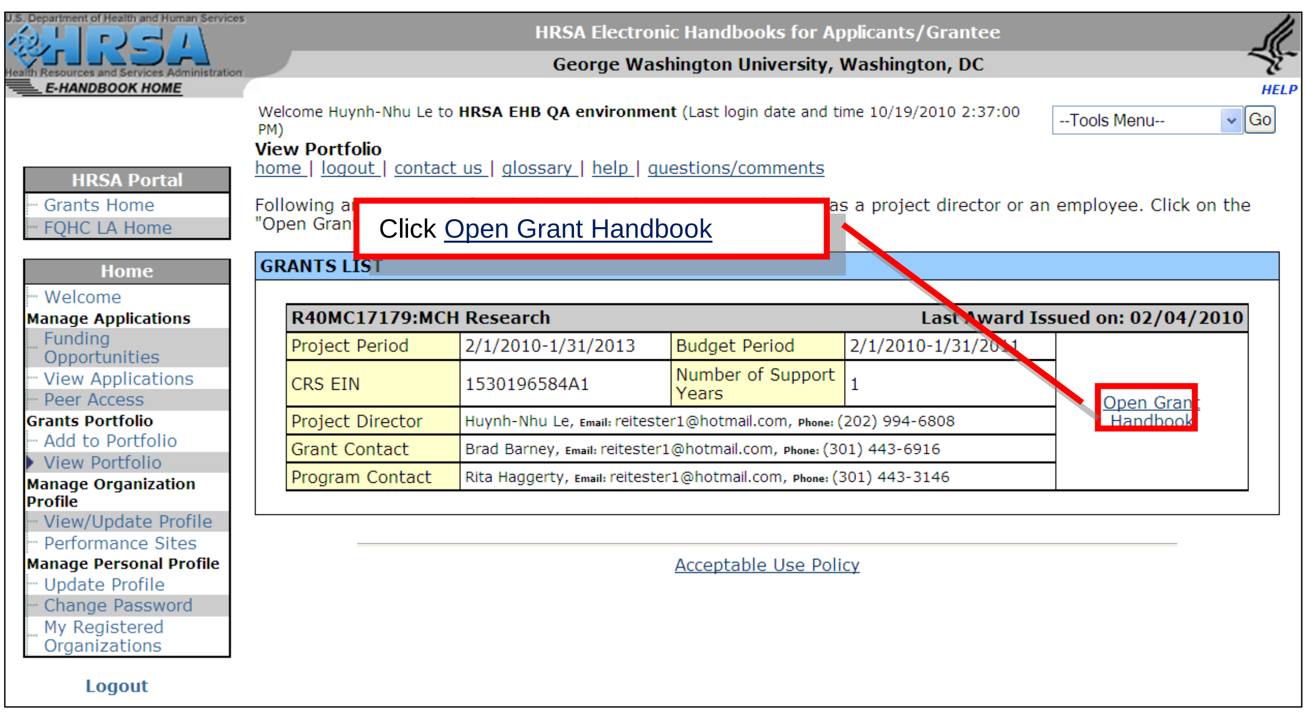
1. On the '**HRSA EHB Home (Welcome)' Page**, click the View Portfolio link under the **Grants Portfolio** heading on the left side menu (Figure 3).

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



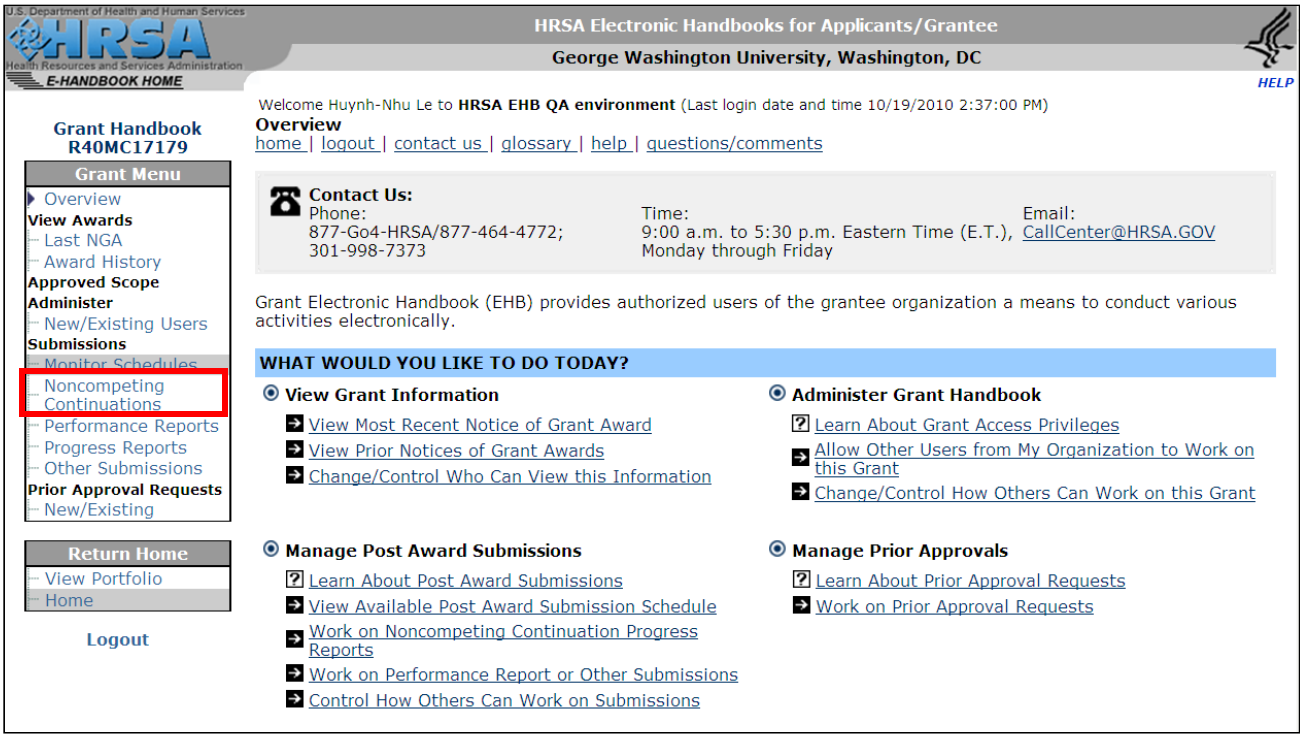
2. The **View Portfolio Page** (Figure 4) will be displayed.
3. Choose the appropriate grant record and click the Open Grant Handbook link.

Figure 4: View Portfolio Page



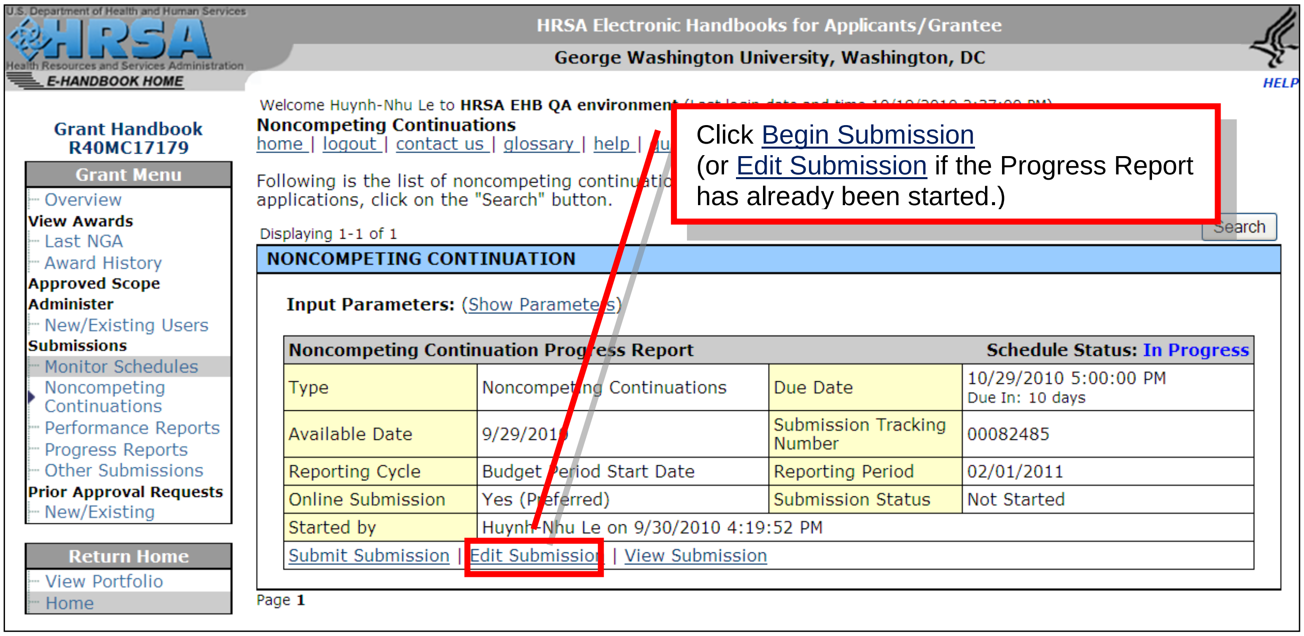
4. The '**Welcome Page' for the Grant Handbook** (Figure 5) corresponding to the link you clicked will be displayed.
   Note that the screen contains a different left side menu than it did before.

Figure 5: 'Welcome Page' for the Grant Handbook



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

Figure 6: Noncompeting Continuations Page



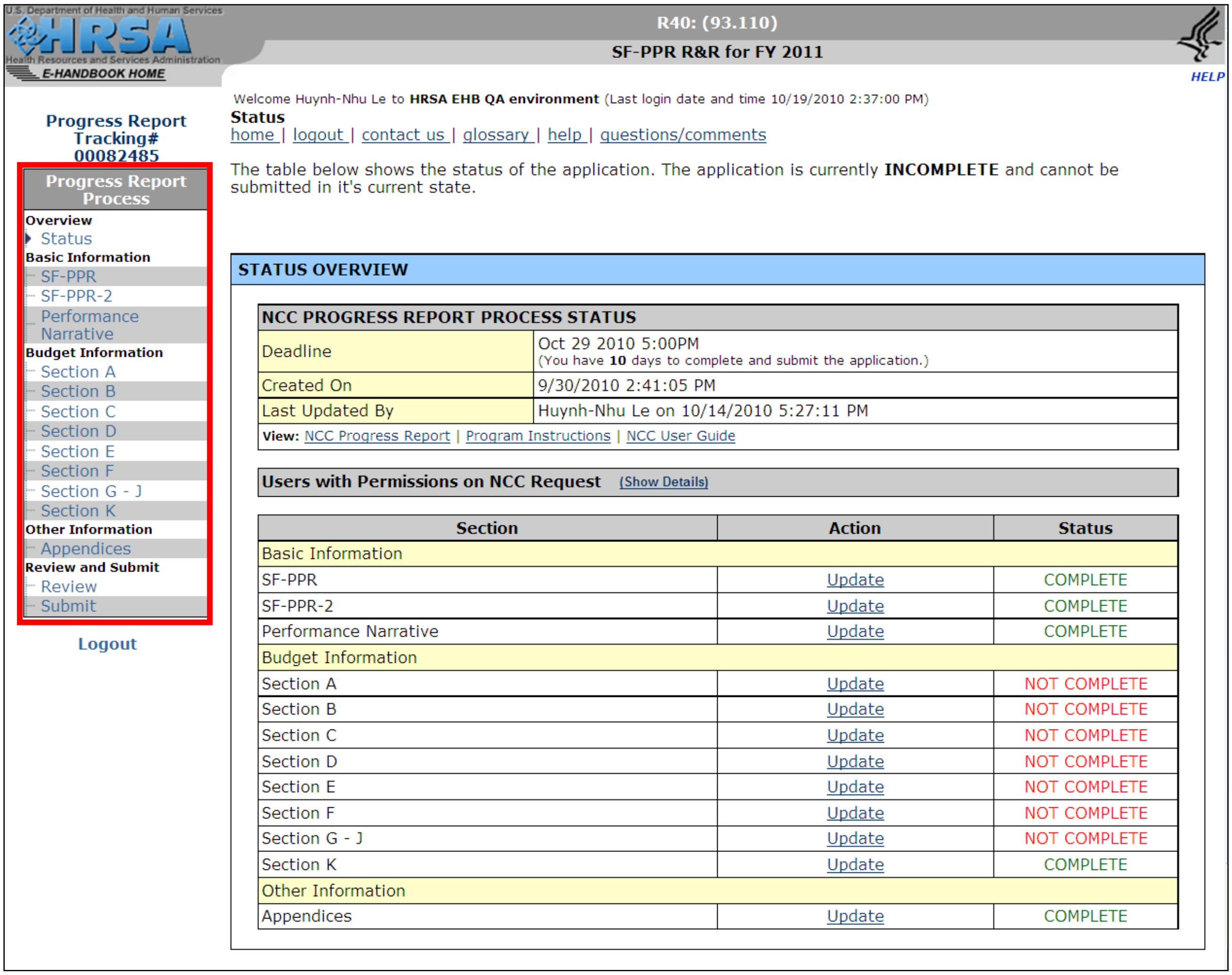
7. Click the Begin Submission (or Edit Submission) link corresponding to the progress report that you want to enter.

Once a progress report has been started, the Begin Submission link changes to Edit Submission.

8. 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

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

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.

STATUS OVERVIEW

NCC PROGRESS REPORT PROCESS STATUS	
Deadline	Oct 29 2010 5:00PM (You have **10** 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

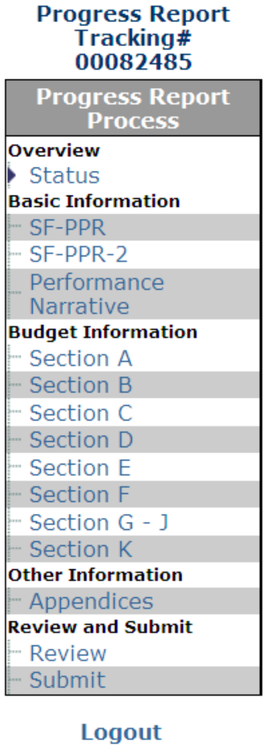
Users with Permissions on NCC Request (Show Details)

Section	Action	Status
Basic Information		
SF-PPR	Update	COMPLETE
SF-PPR-2	Update	COMPLETE
Performance Narrative	Update	COMPLETE
Budget Information		
Section A	Update	NOT COMPLETE
Section B	Update	NOT COMPLETE
Section C	Update	NOT COMPLETE
Section D	Update	NOT COMPLETE
Section E	Update	NOT COMPLETE
Section F	Update	NOT COMPLETE
Section G - J	Update	NOT COMPLETE
Section K	Update	COMPLETE
Other Information		
Appendices	Update	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

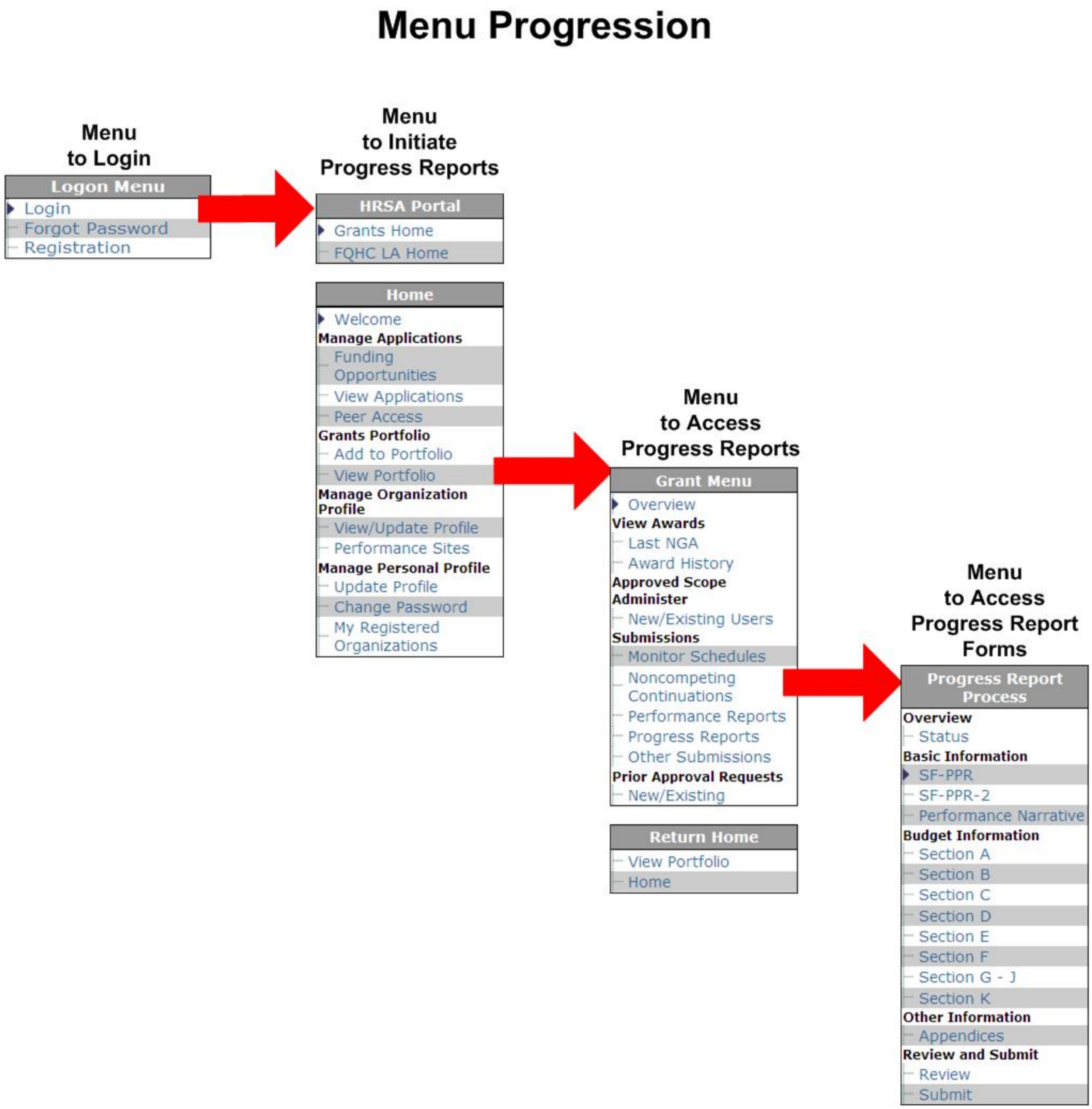
Figure 8: Side Menu in Grantee Handbook



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



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.**

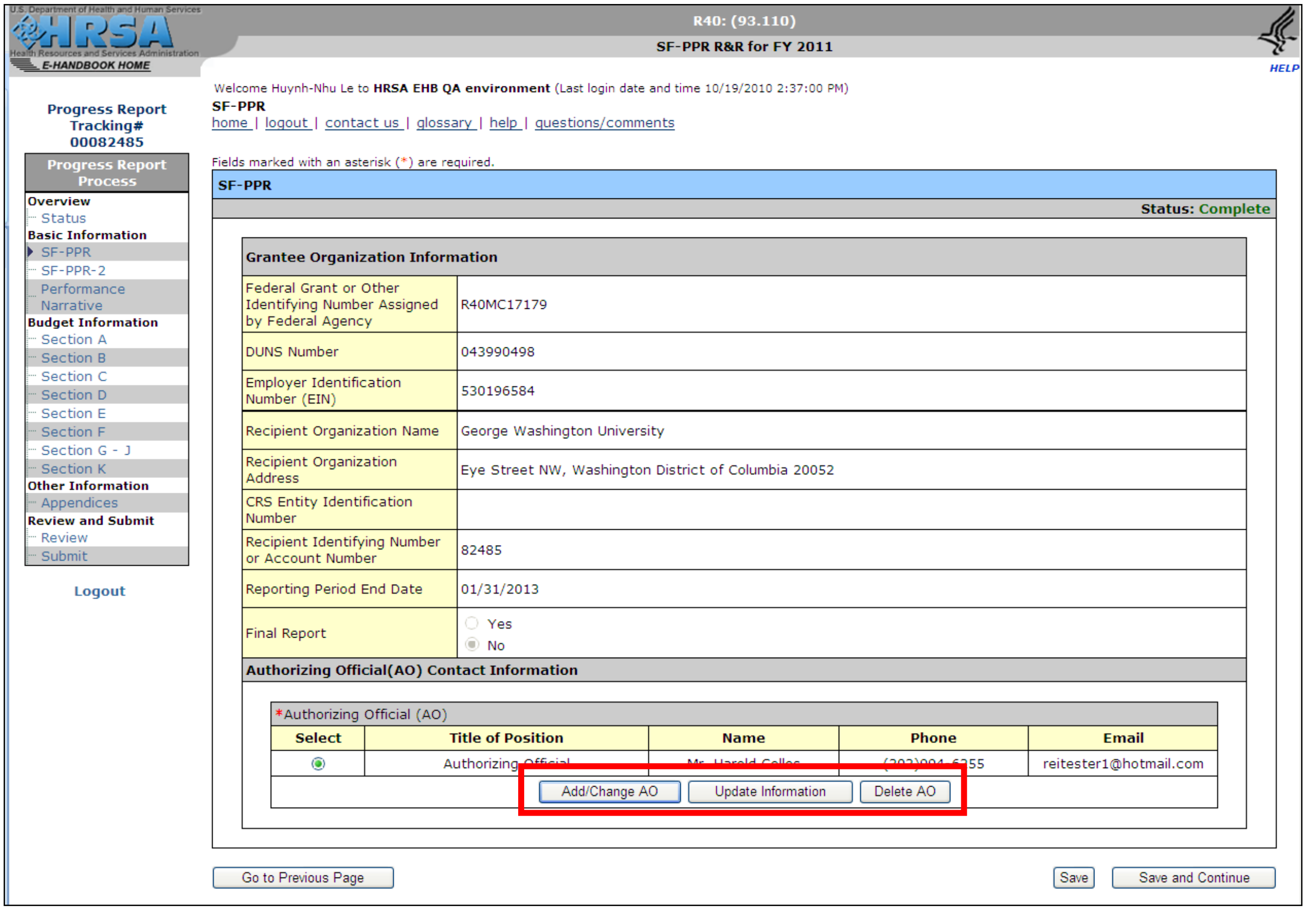
3.2.1 Basic Information: SF-PPR

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



You can perform the following functions on the screen:

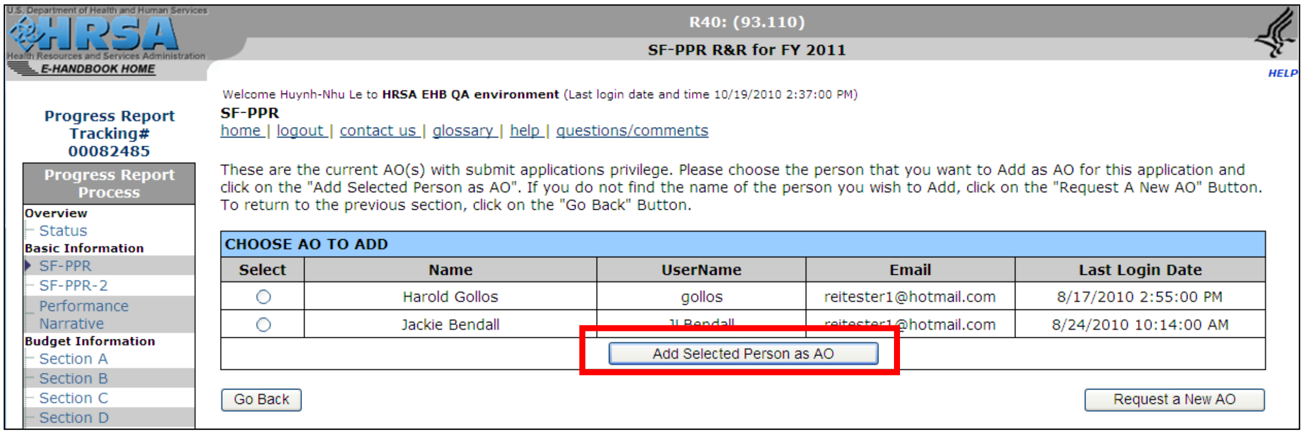
Options:

- 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.

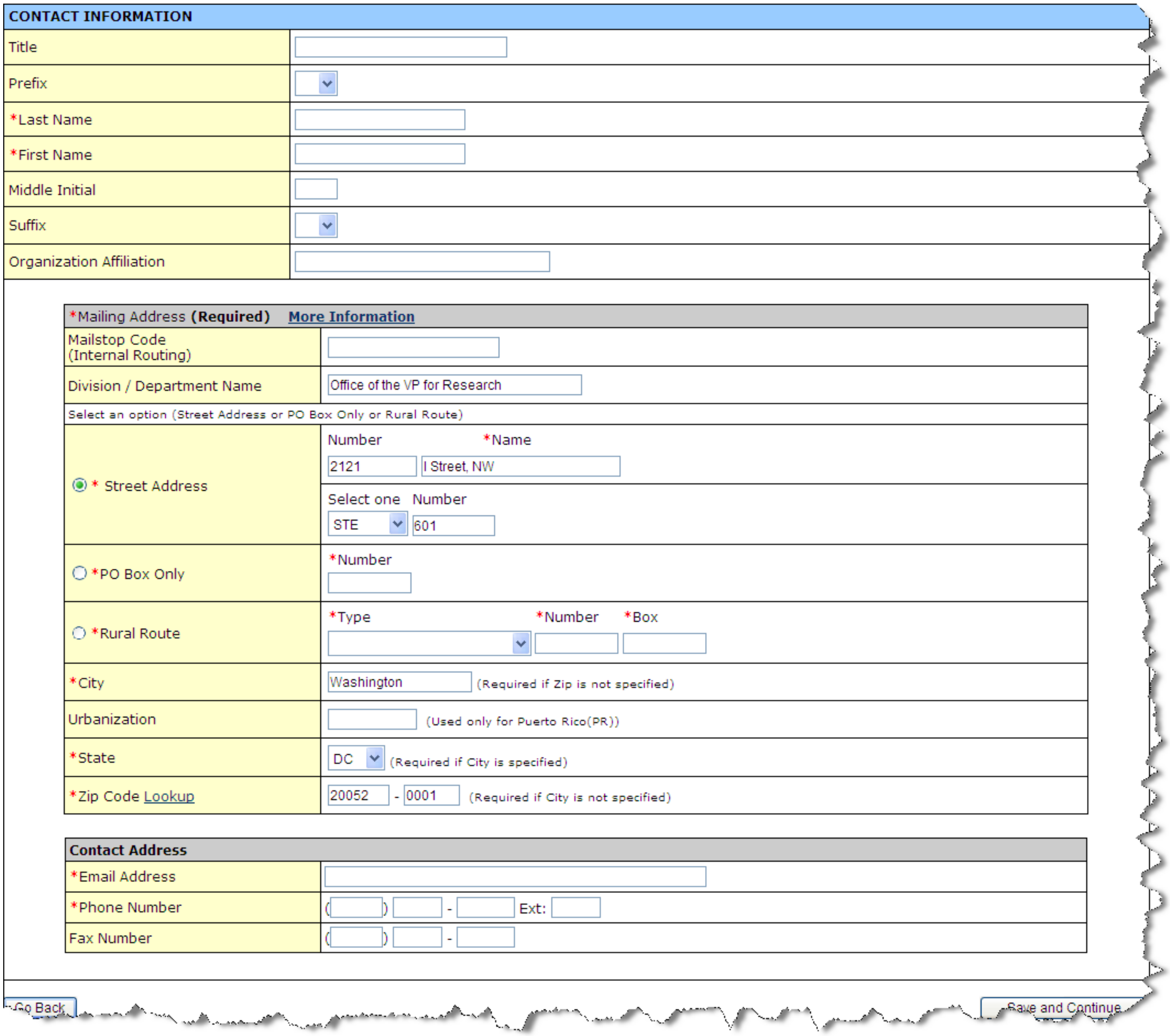
Figure 11: SF-PPR Add Authorizing Official Form



2. Select the user to be designated as the AO, if more than one user is listed.

3. Click Add Selected Person as AO .
►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)



4. Verify and revise the contact information, as necessary.
   Fields marked with an asterisk (*) are required.

5. Click Save and Continue to save your information and return to the **SF-PPR form** (Figure 10)

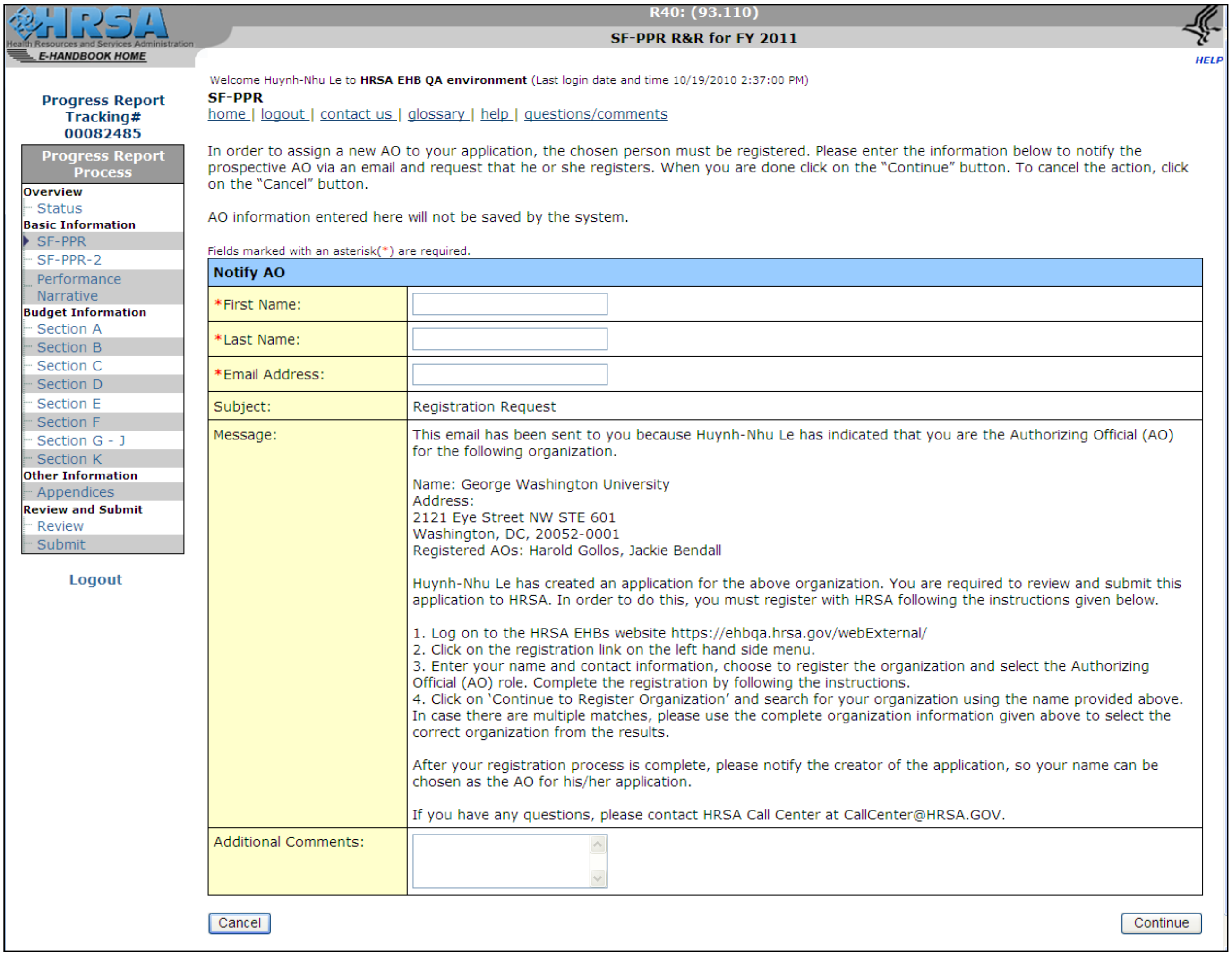
   The user that you added will be listed as the Authorizing Official.

❖ To ADD an AO,

1. Click Add/Change AO on the **SF-PPR Form** (Figure 10).
   ►The **SF-PPR Add Authorizing Official Form** (Figure 11) will be displayed.

2. Click Request a New AO.
   ►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.

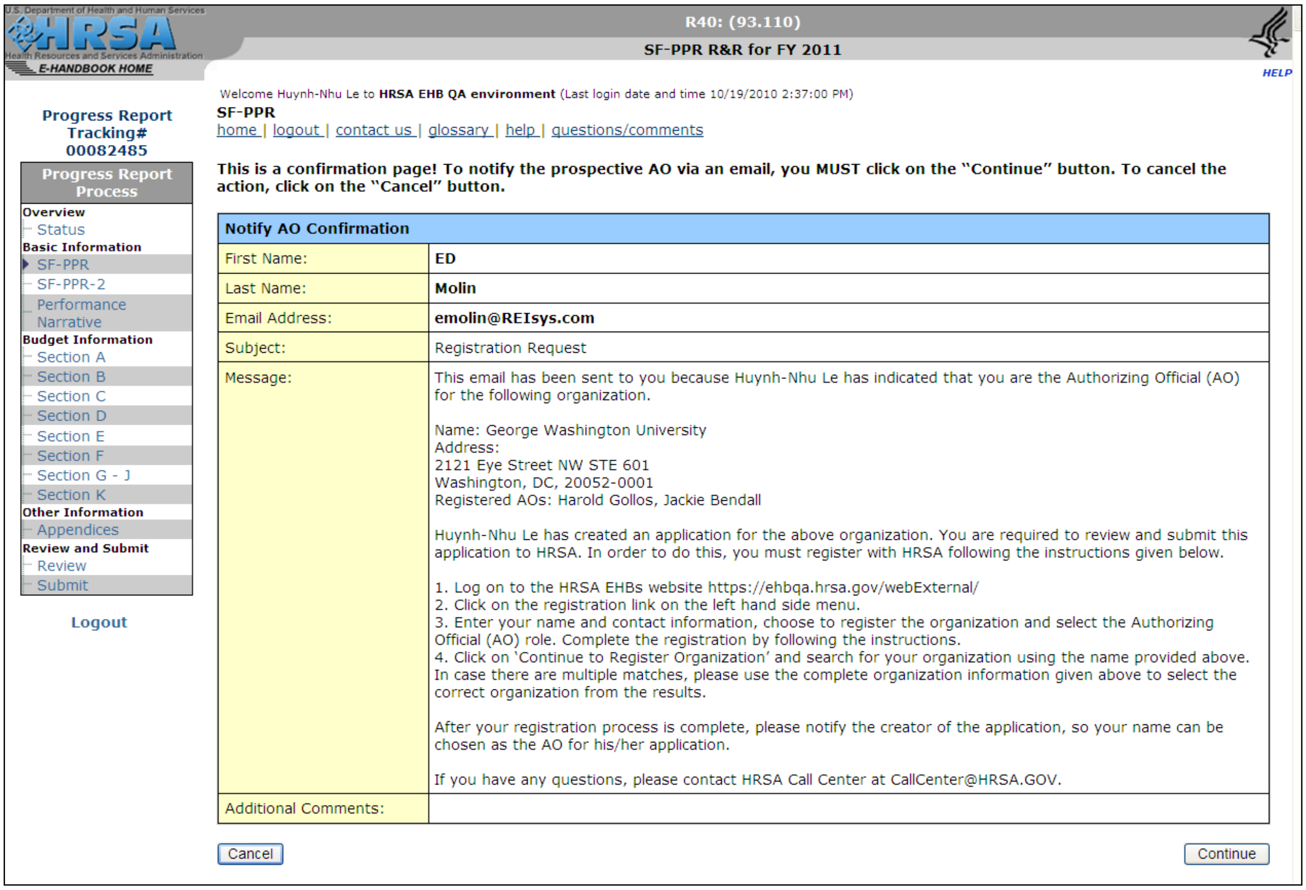
Figure 13: SF-PPR Notify AO Page



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



3. Click [Continue].
   ►You will be returned to the **SF-PPR Form** (Figure 10).

4. 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,

1. 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.

2. Verify and revise the contact information, as necessary.
   Fields marked with an asterisk (*) are required.

3. Click [Save and Continue] to save your information and return to the **SF-PPR Form** (Figure 10).

❖ To DELETE an AO,

1. 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

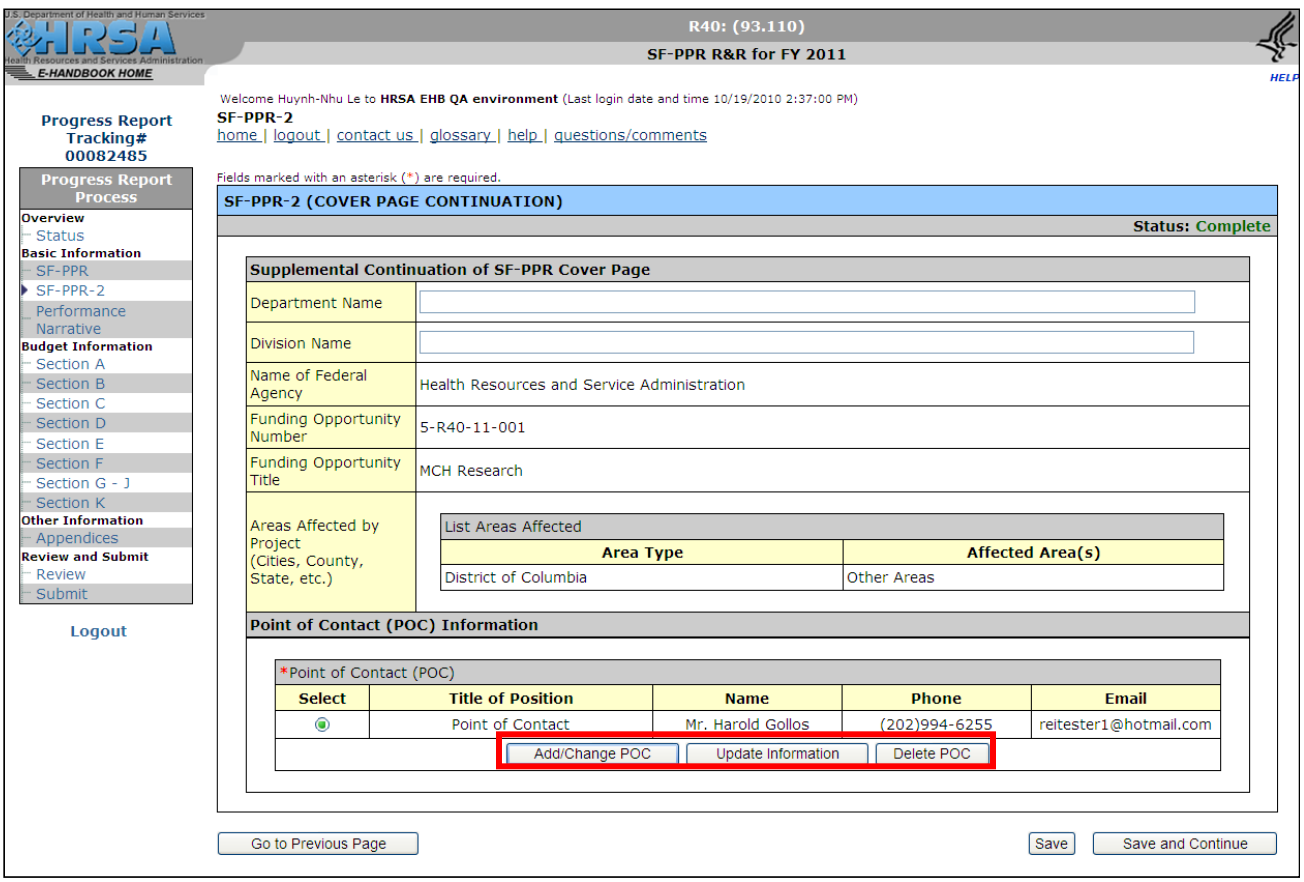
The **SF-PPR-2 Form** contains information about the grant for which you are creating / updating the progress report, and is a continuation of SF-PPR form.

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



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

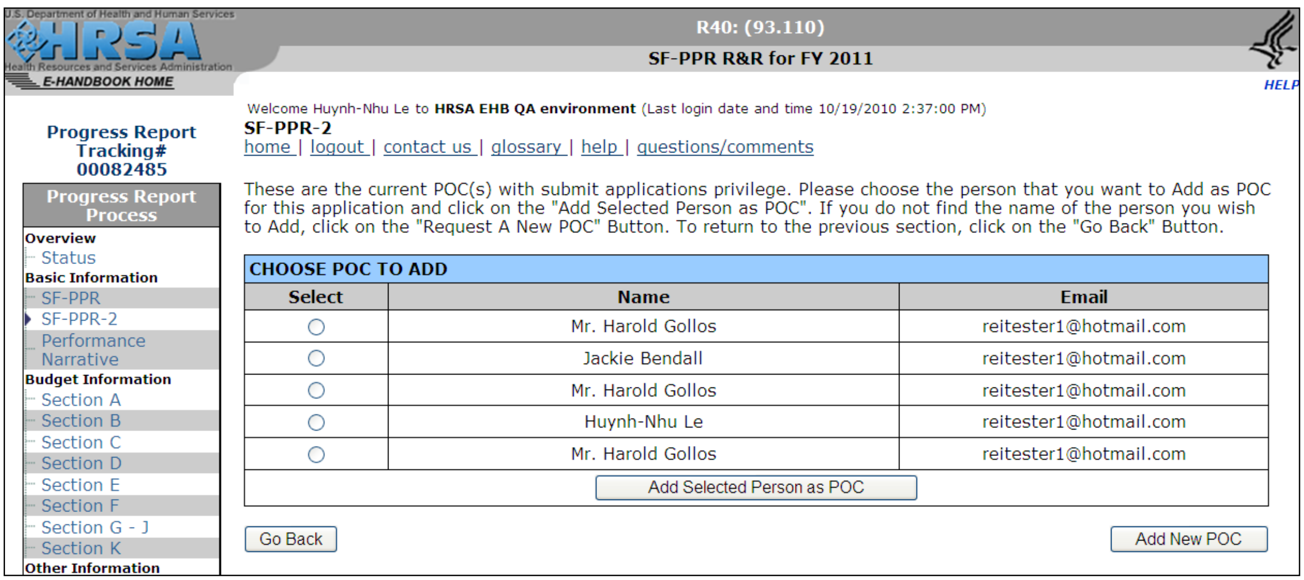
Options:

- ❖ 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



   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.

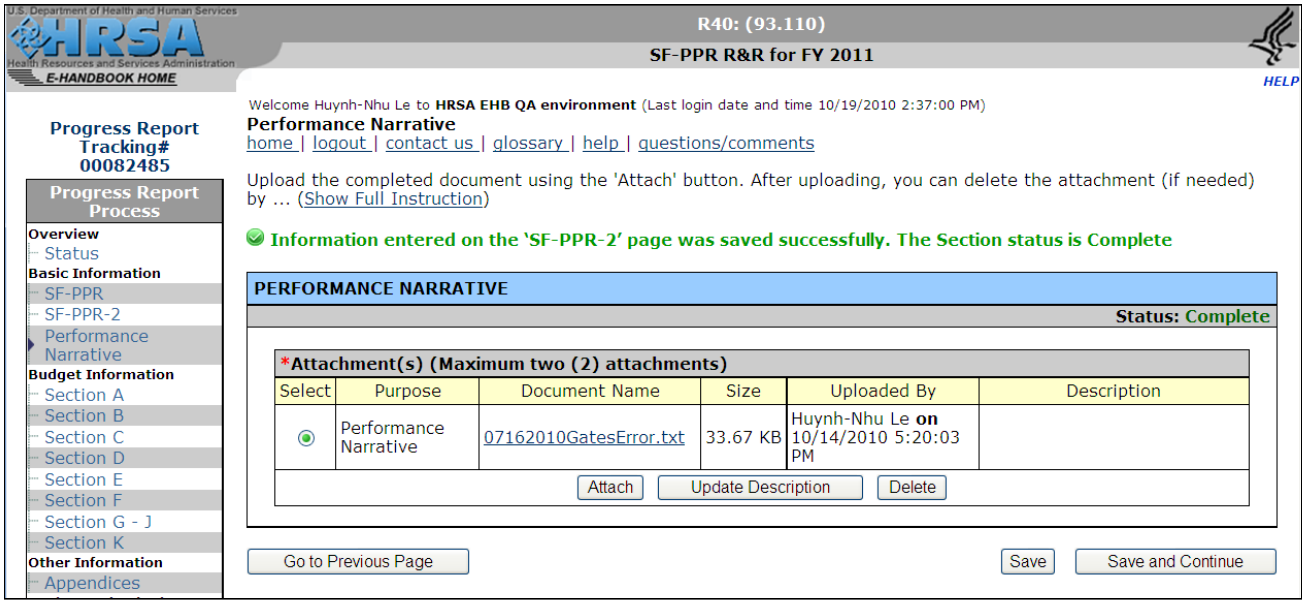
3.2.3 Performance Narrative

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:

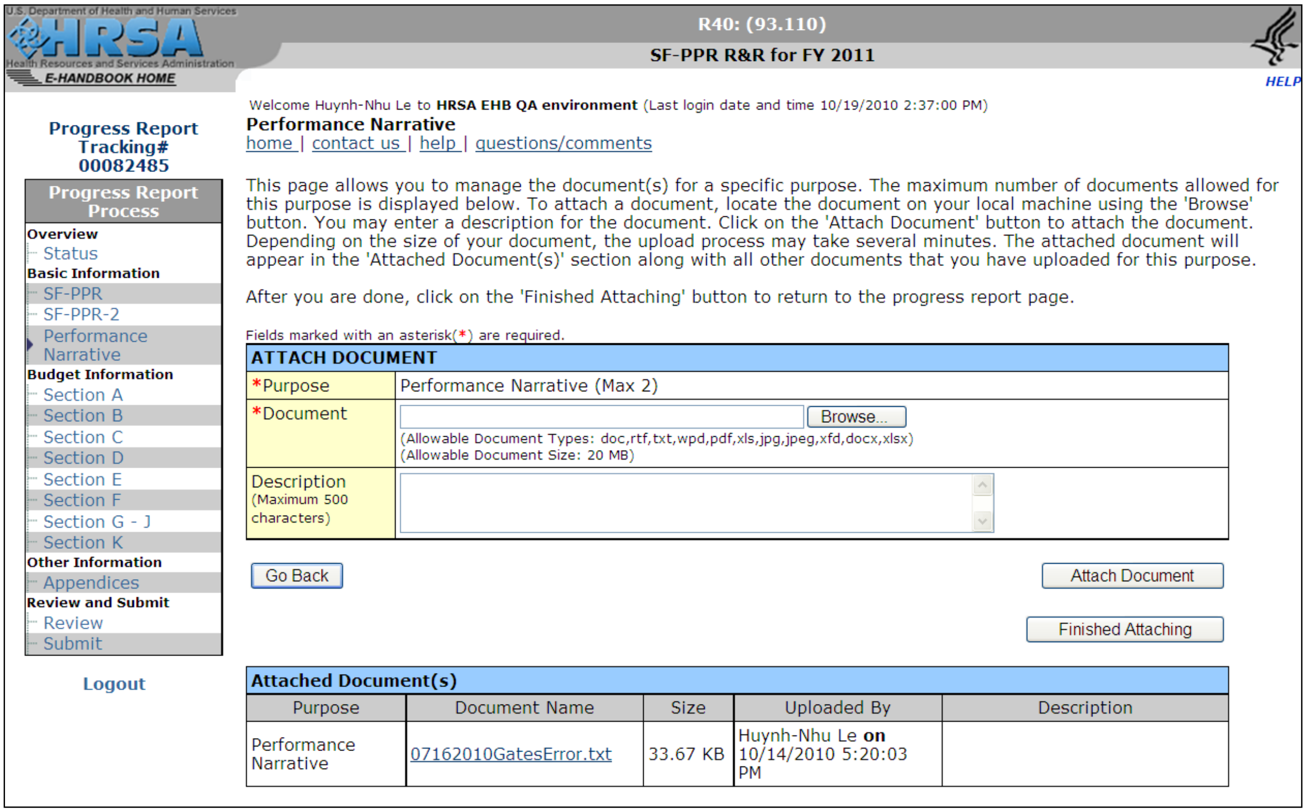
- ATTACH document (below)
- UPDATE document description (on page 26)
- DELETE document (on page 27)

- 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)



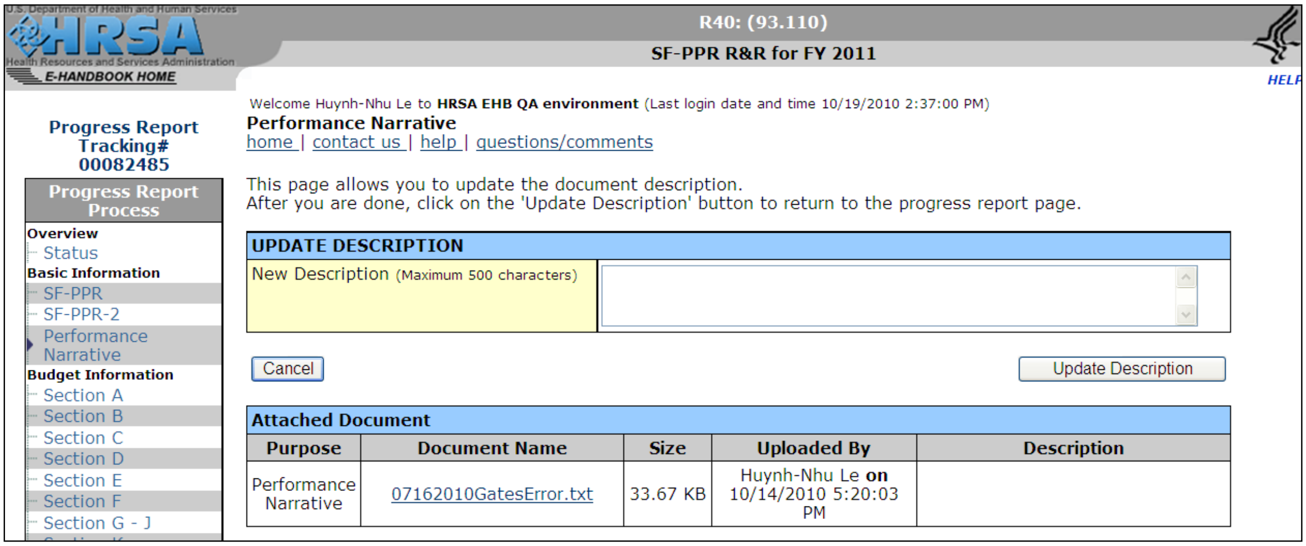
> **NOTE: This document is similar to the standard Attach Document Form, except that there is a field for you to enter a description of the document you are attaching.**

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 [Update Description].
   ► The **Update Description Form (for Performance Narrative)** (Figure 19) will be displayed.

Figure 19: Update Description Form (for Performance Narrative)



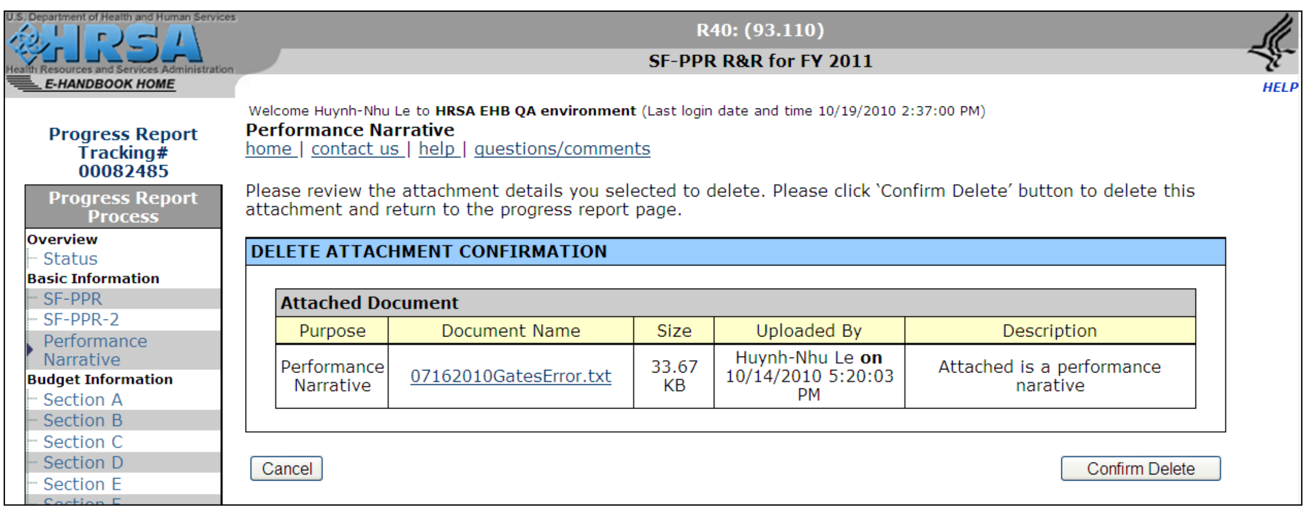
3. Modify the description, and click Update Description.
   ►You will be returned to the **Performance Narrative Form** (Figure 17).

   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



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

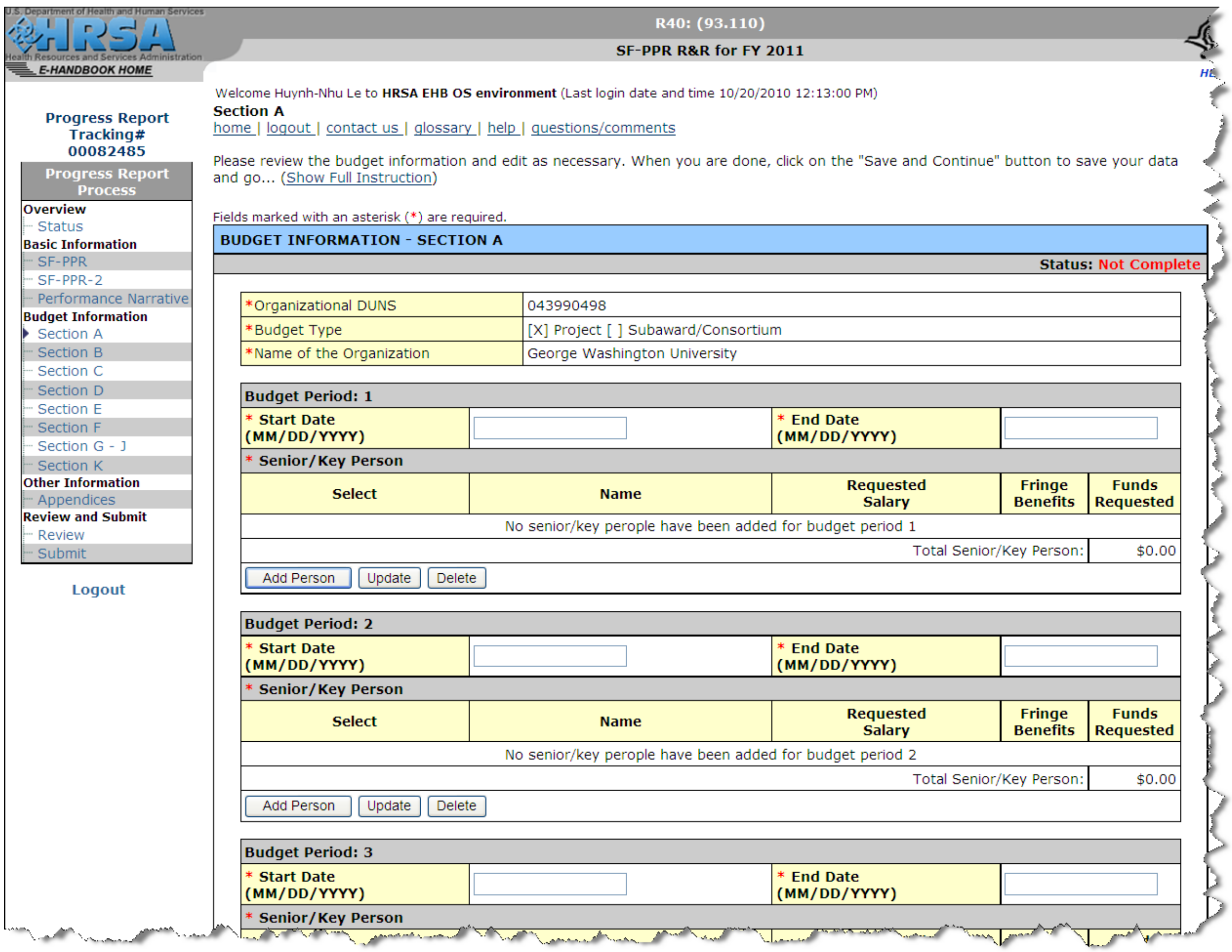
All the Budget Forms (other than Section K) will list each remaining budget period for the grant.

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)



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
○	Mr. Harold Gollos	reitester1@hotmail.com
○	Mr. Harold Gollos	reitester1@hotmail.com
○	Huynh-Nhu Le	reitester1@hotmail.com
○	Mr. Harold Gollos	reitester1@hotmail.com
	Add Selected Person	

Go Back | Add New Person

  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.
*Last Name	Gollos
*First Name	Harold
Middle Initial	
Suffix	
*Project Role	Select one... Other Role, Specify:
Base Salary	
Calendar Months	
Academic Months	
Summer Months	
*Requested Salary	
*Fringe Benefits	
Go Back	Save and Continue

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)	10/01/2010	* End Date (MM/DD/YYYY)	10/01/2011	
* Senior/Key Person				
Select	Name	Requested Salary	Fringe Benefits	Funds Requested
◉	Mr. Harold Gollos	$10,000.00	$2,500.00	$12,500.00
			Total Senior/Key Person:	$12,500.00
Add Person Update 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.

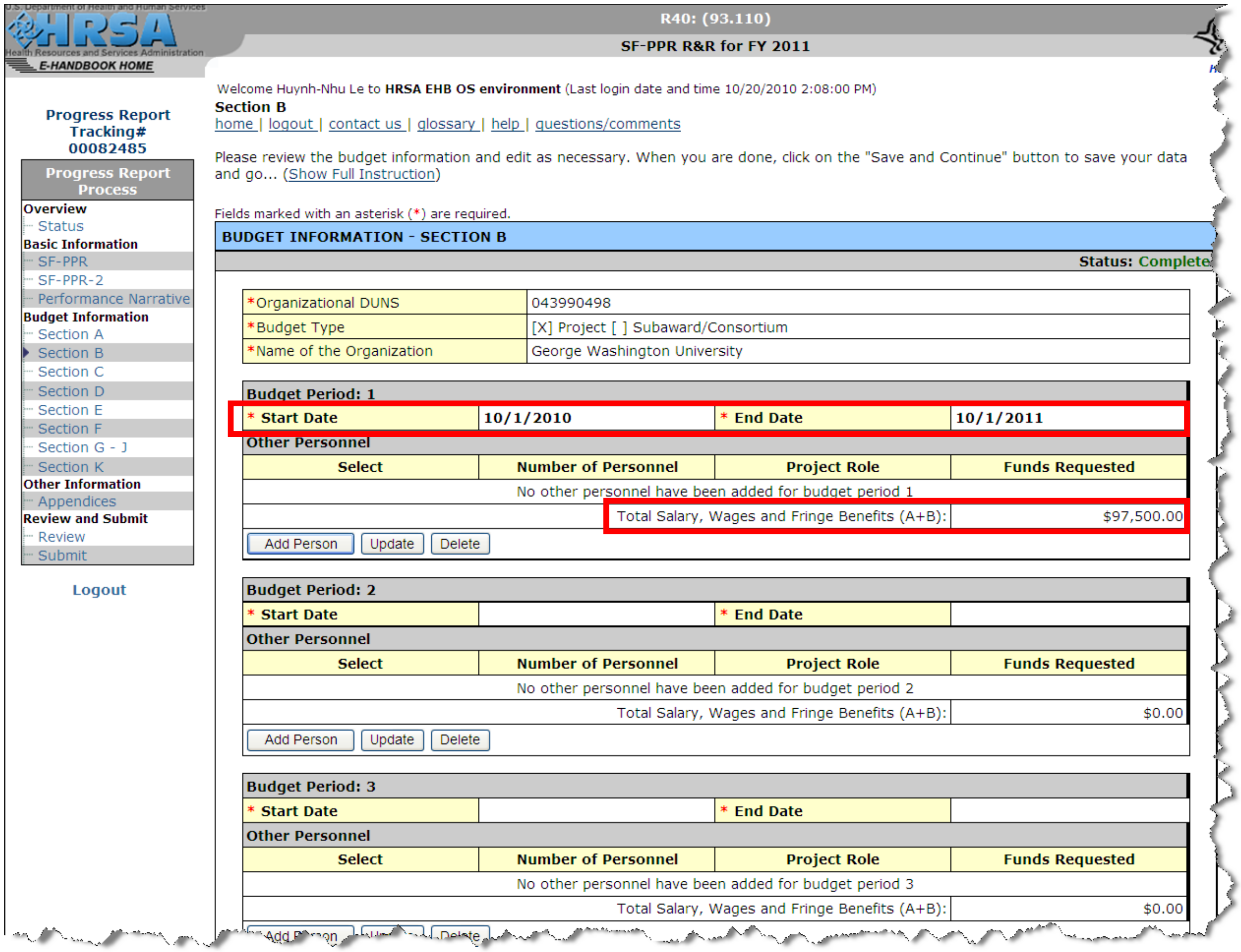
Click Section B on the Progress Report left side menu to access the **Budget Information – Section B Page** (Figure 25), if it is not already displayed.

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.

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration

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


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

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

Welcome Huynh-Nhu Le to **HRSA EHB OS environment** (Last login date and time 10/20/2010 2:08:00 PM)
Section B
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 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**
No other personnel have been added for budget period 1			
		Total Salary, Wages and Fringe Benefits (A+B):	$97,500.00

Add Person | Update | Delete

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

Add Person | Update | Delete

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			
		Total Salary, Wages and Fringe Benefits (A+B):	$0.00

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.		Select one... Other Role, Specify:					
2.		Select one... Other Role, Specify:					
3.		Select one... Other Role, Specify:					
4.		Select one... Other Role, Specify:					
5.		Select one... Other Role, Specify:					

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.**

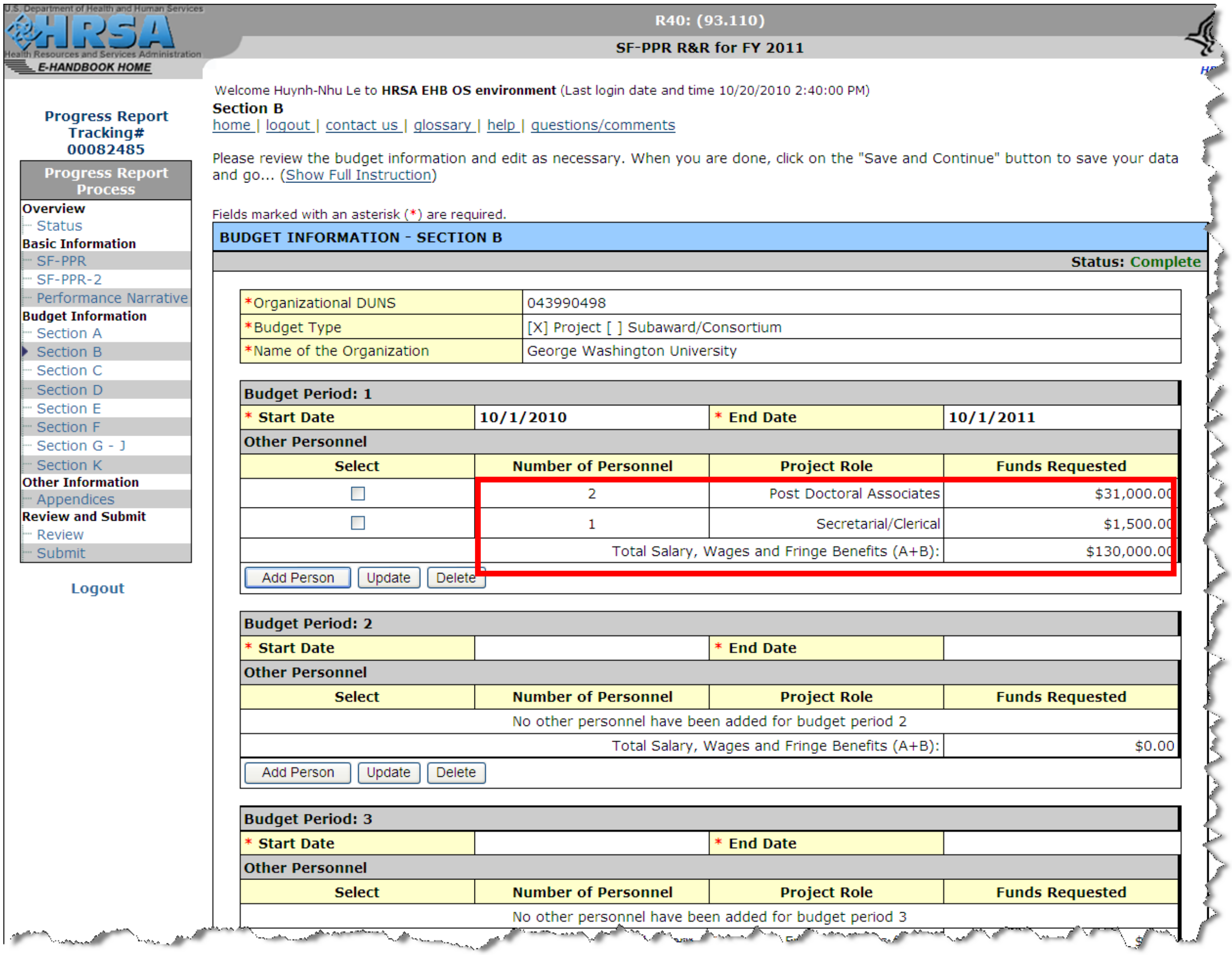
c. Complete the remainder of the information for the personnel in the role.

> **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.

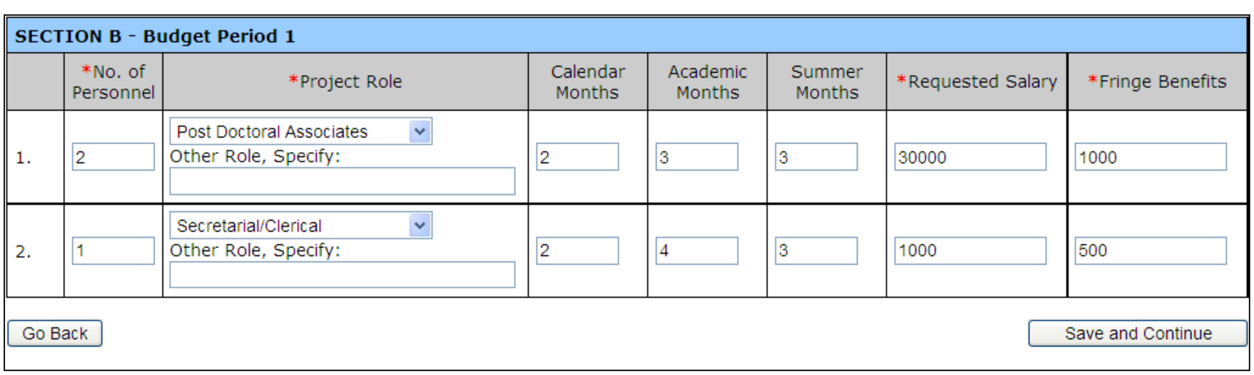
Figure 27: Add Additional Persons Page (with Additional Personnel Information)



❖ 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



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.	2	Secretarial/Clerical Other Role, Specify:	2	4	3	1000	500

Go Back | 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.

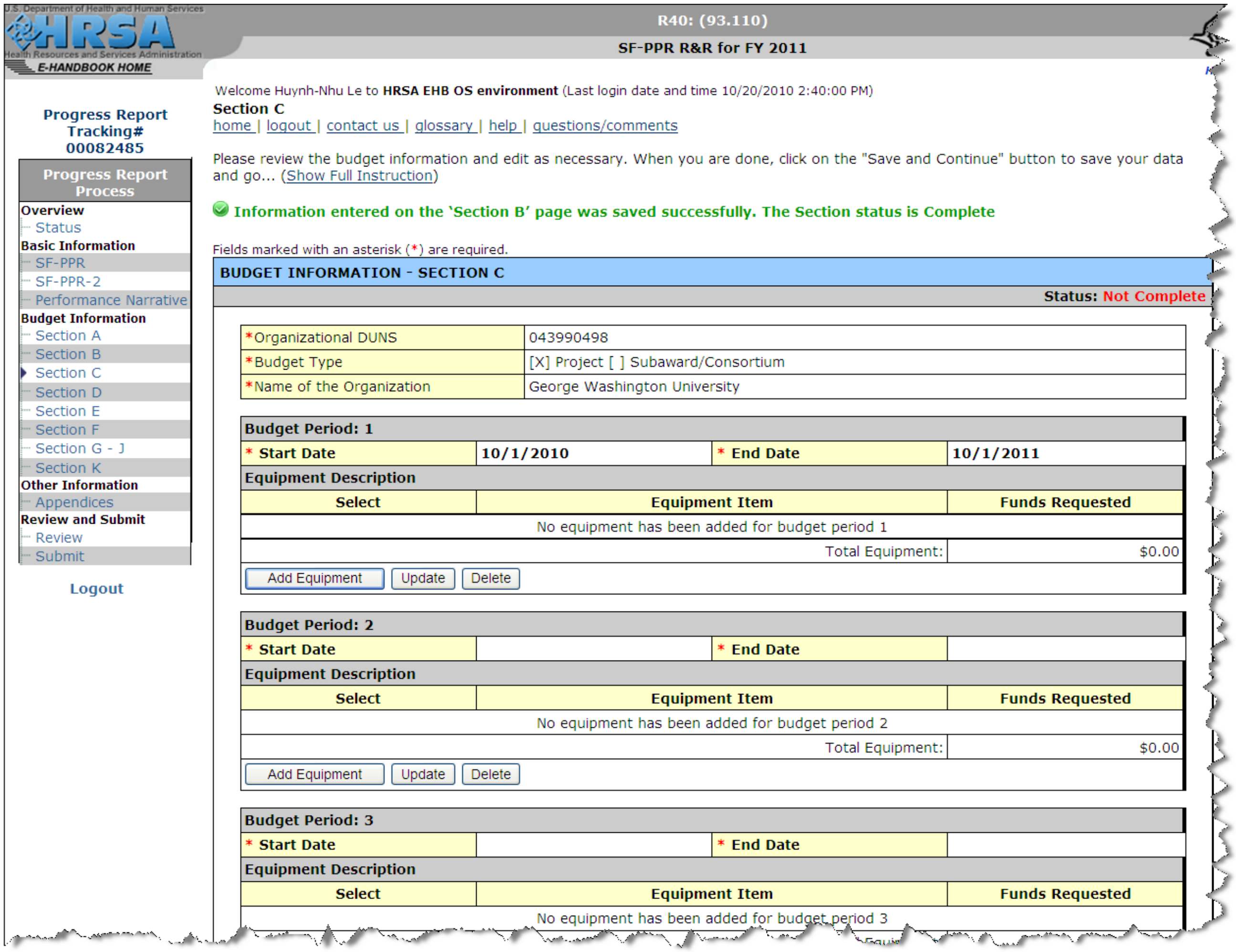
3.3.3 Budget Information: Section C

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)



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.		
2.		
3.		
4.		
5.		
Go Back		Save

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.**

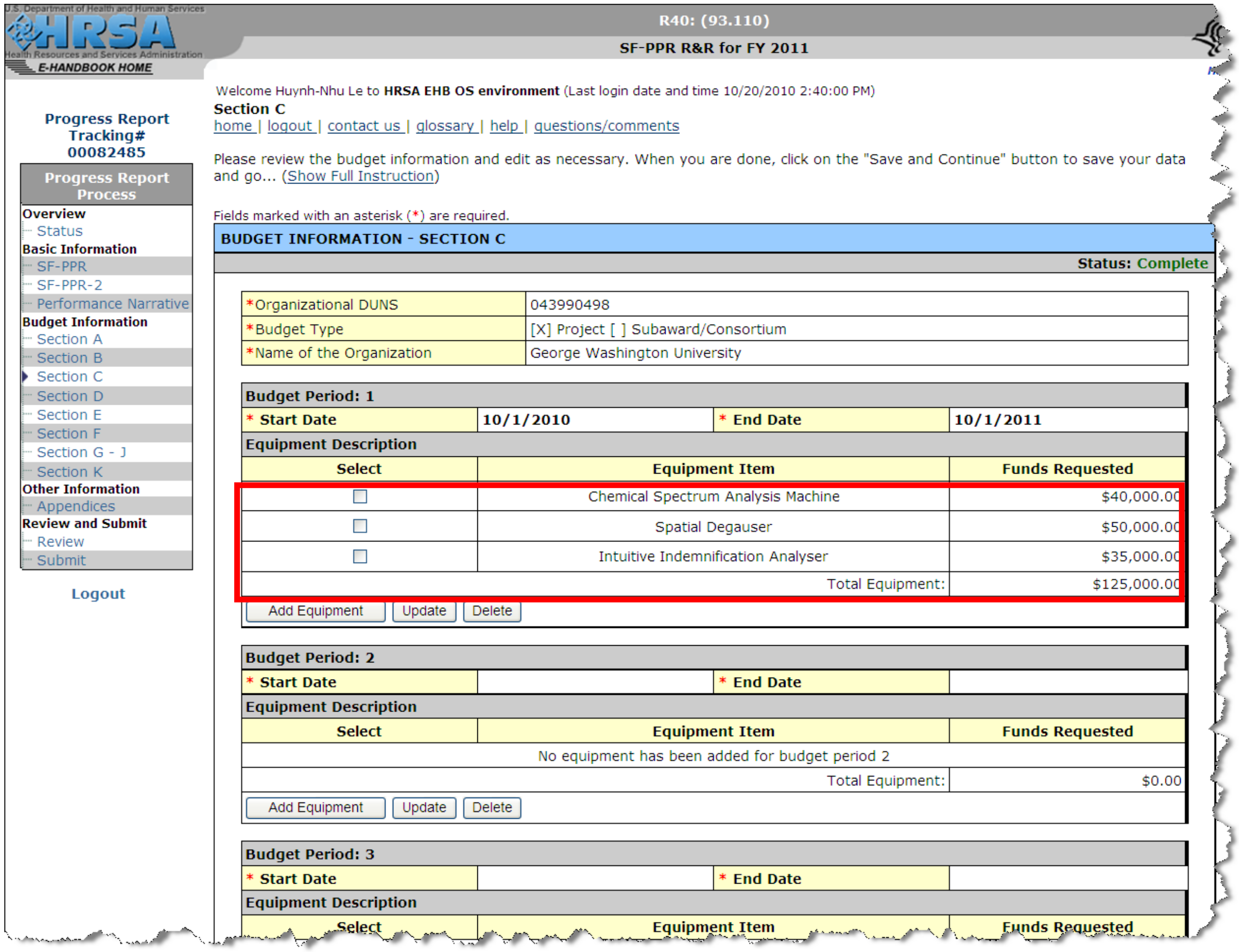
c. Enter the funds requested for the equipment.

> **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 Save 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 Add Equipment button again, and repeat steps b through d (above).

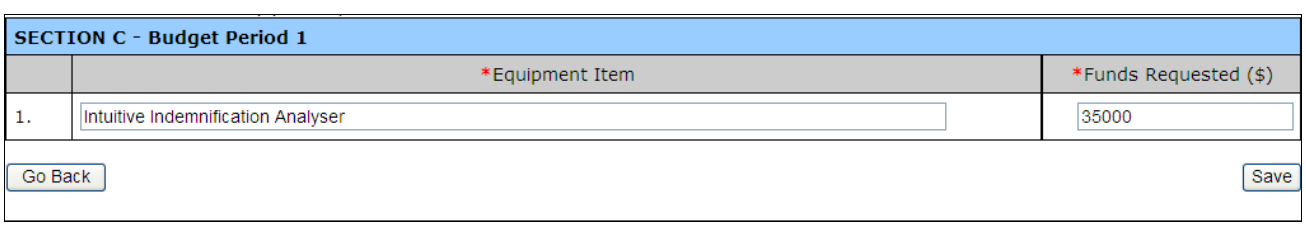
Figure 32: Budget Information – Section C Page (with Added Equipment)



❖ 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

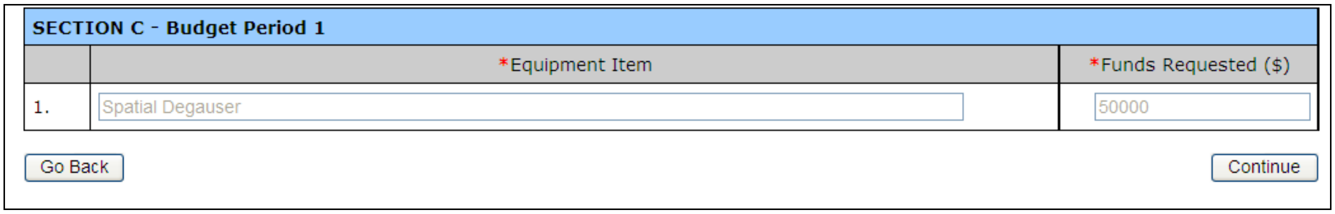


b. Revise the name of the equipment and/or the funds requested, then click the Save button.
► You will be returned to the **Budget Information – Section C Page** (Figure 32).
The information you updated will be reflected in the corresponding budget period.

❖ 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

Go Back

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.

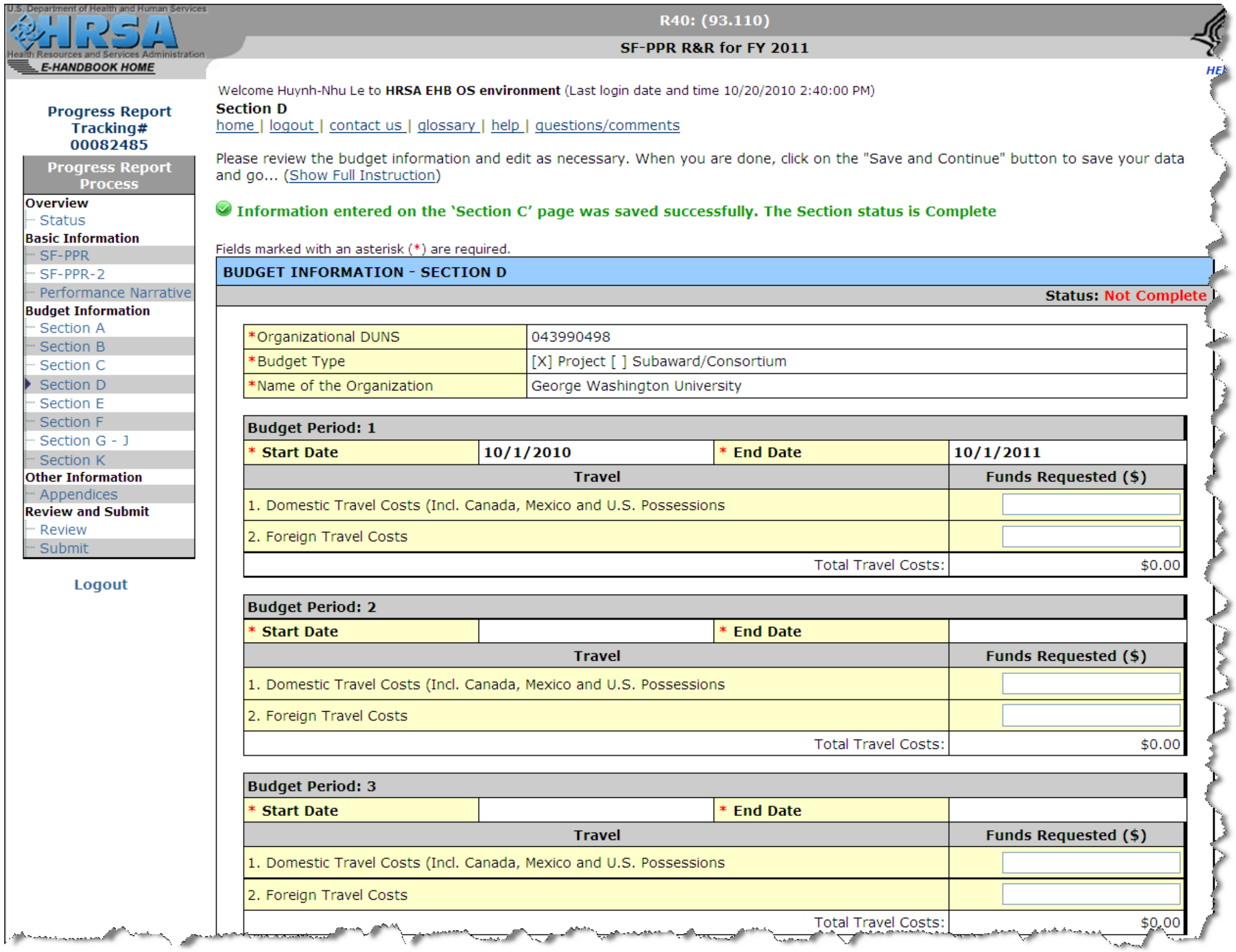
3.3.4 Budget Information: Section D

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



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.

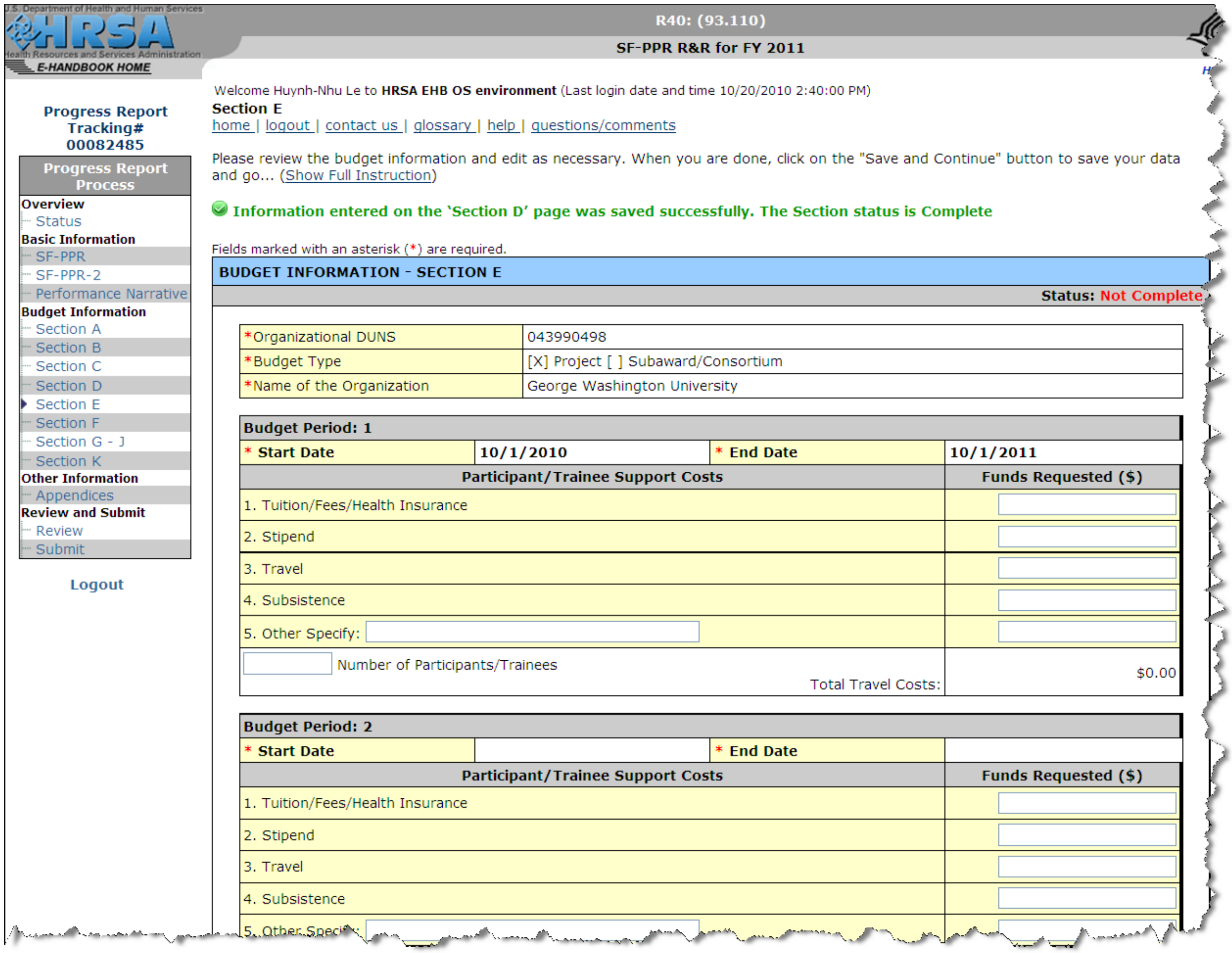
3.3.5 Budget Information: Section E

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



R40: (93.110)

SF-PPR R&R for FY 2011

E-HANDBOOK HOME

Welcome Huynh-Nhu Le to **HRSA EHB OS environment** (Last login date and time 10/20/2010 2:40:00 PM)

Section E

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

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	[X] Project [ ] 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:			
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 Speci...			

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.

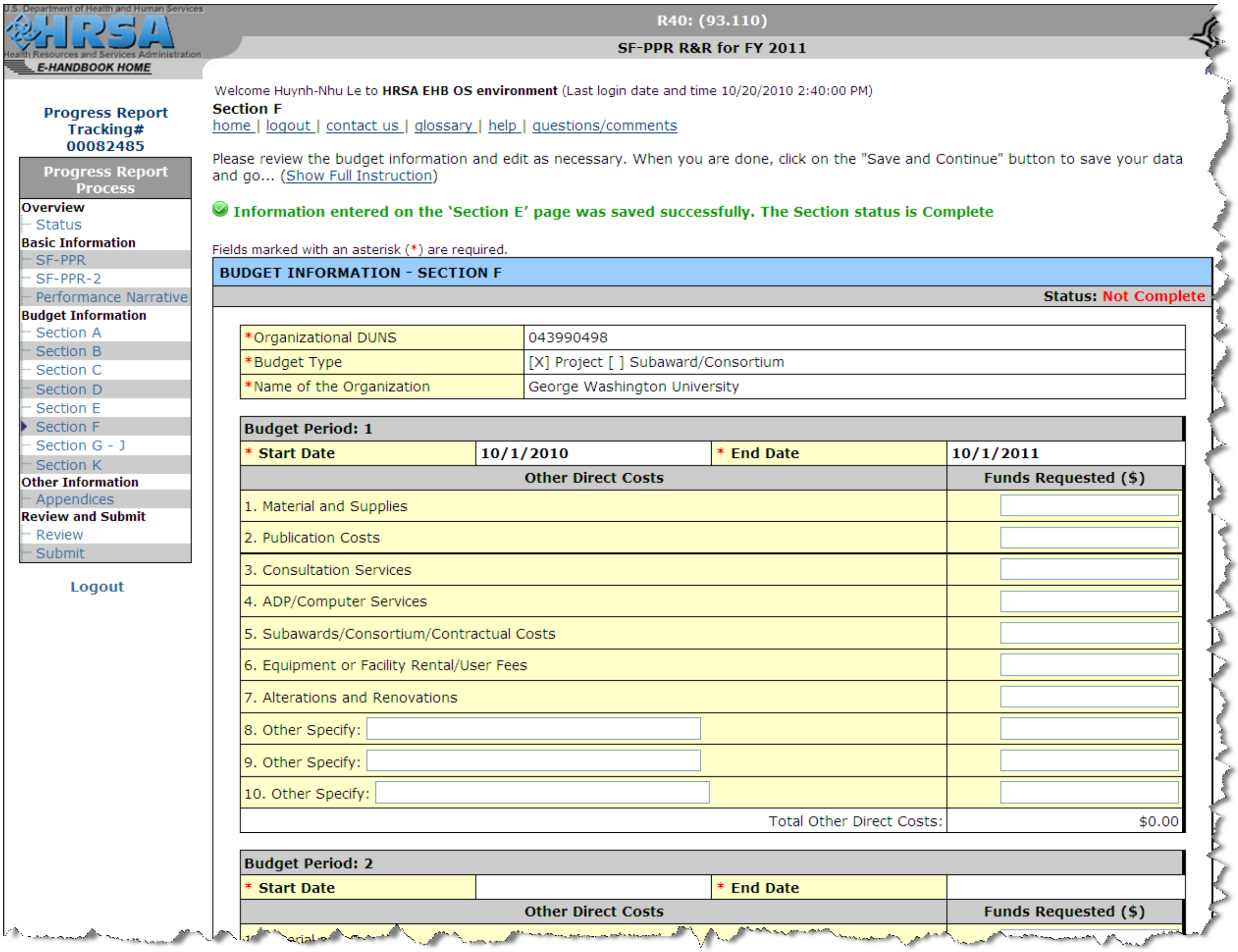
3.3.6 Budget Information: Section F

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



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

E-HANDBOOK HOME

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

Welcome Huynh-Nhu Le to **HRSA EHB OS environment** (Last login date and time 10/20/2010 2:40:00 PM)
Section F
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)

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	[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 Direct Costs			**Funds Requested ($)**
1. Material and Supplies			
2. Publication Costs			
3. Consultation Services			
4. ADP/Computer Services			
5. Subawards/Consortium/Contractual Costs			
6. Equipment or Facility Rental/User Fees			
7. Alterations and Renovations			
8. Other Specify:			
9. Other Specify:			
10. Other Specify:			
		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.

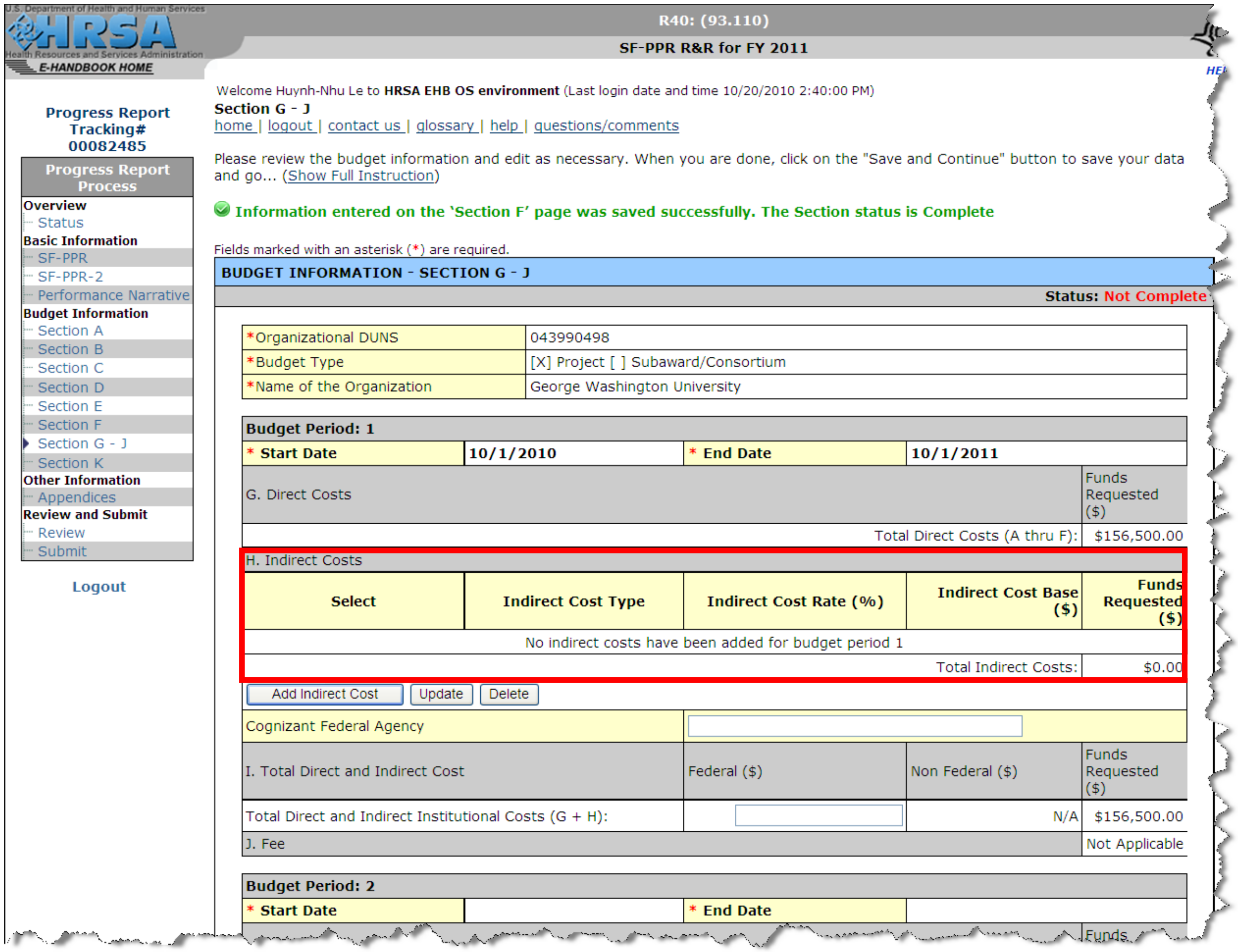
3.3.7 Budget Information: Sections G – J

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)



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:

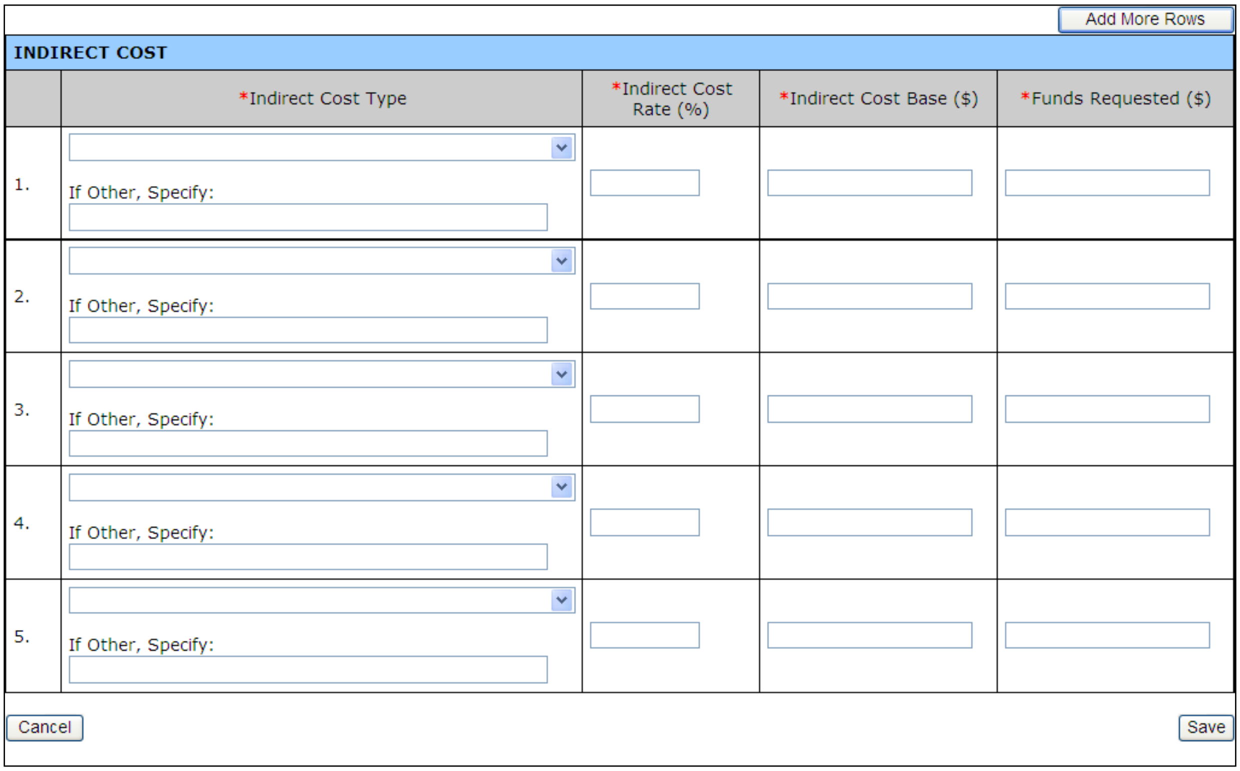
Options:

- 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



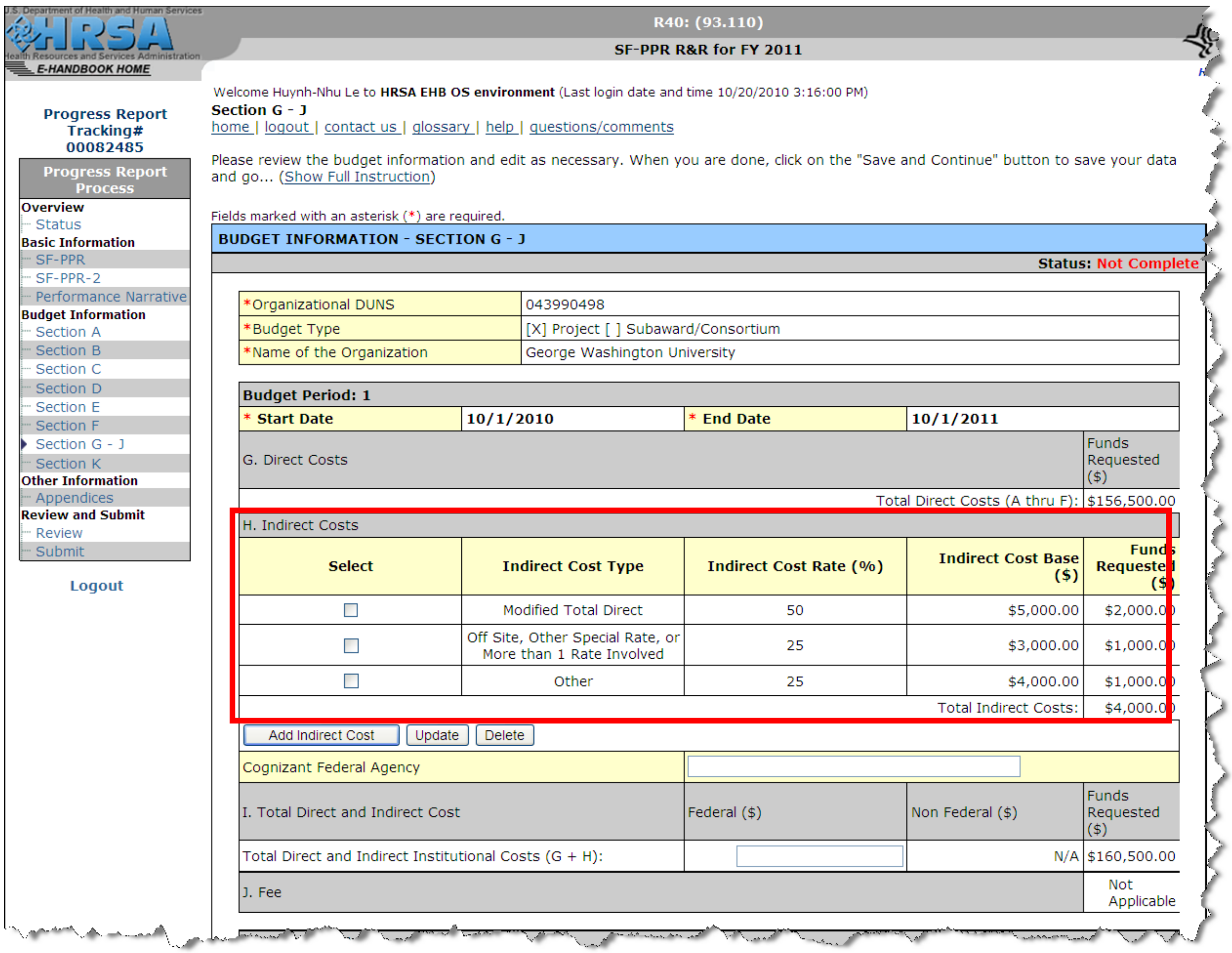
b. For each type of indirect cost,
   i. Select the indirect cost type from the dropdown. If you select Other, then you must enter the type of indirect cost in the text box below the dropdown.
   ii. Enter the indirect cost rate (%), the indirect cost base ($) and the funds requested ($).

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.

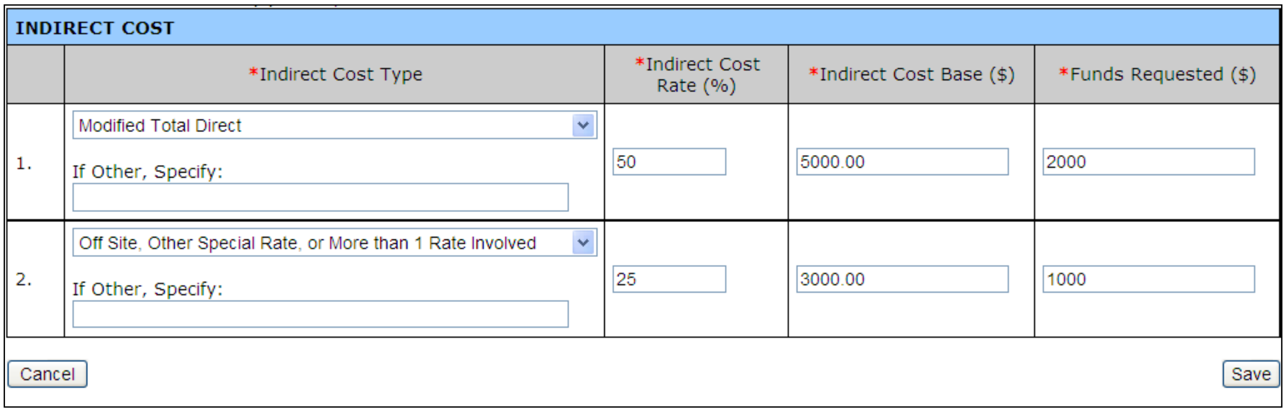
Figure 40: Budget Information – Sections G - J Page (After Adding Indirect Costs)



❖ 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 Update 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

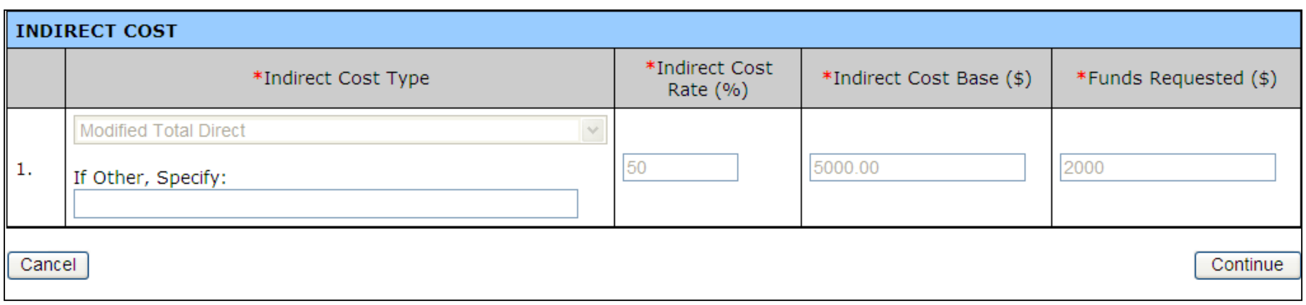
Cancel Save

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).

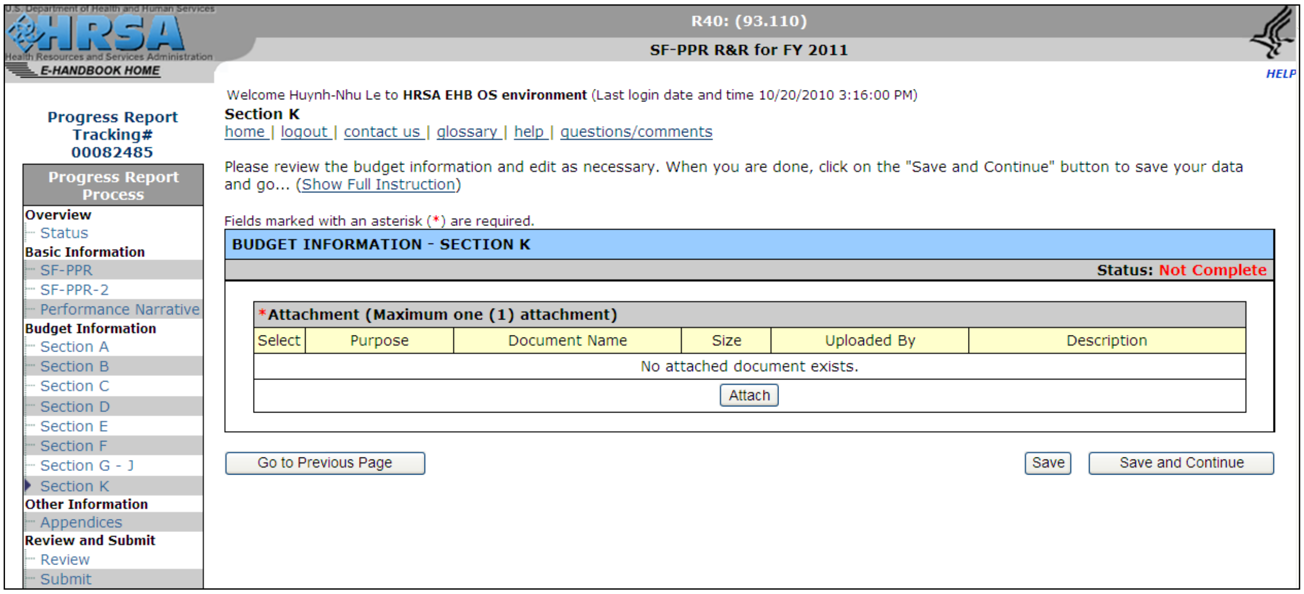
2. Optionally enter the Cognizant Federal Agency.
3. After you have finished entering the information for each budget period on the form, click the Save and Continue button to save your work and proceed to the next form.

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



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.

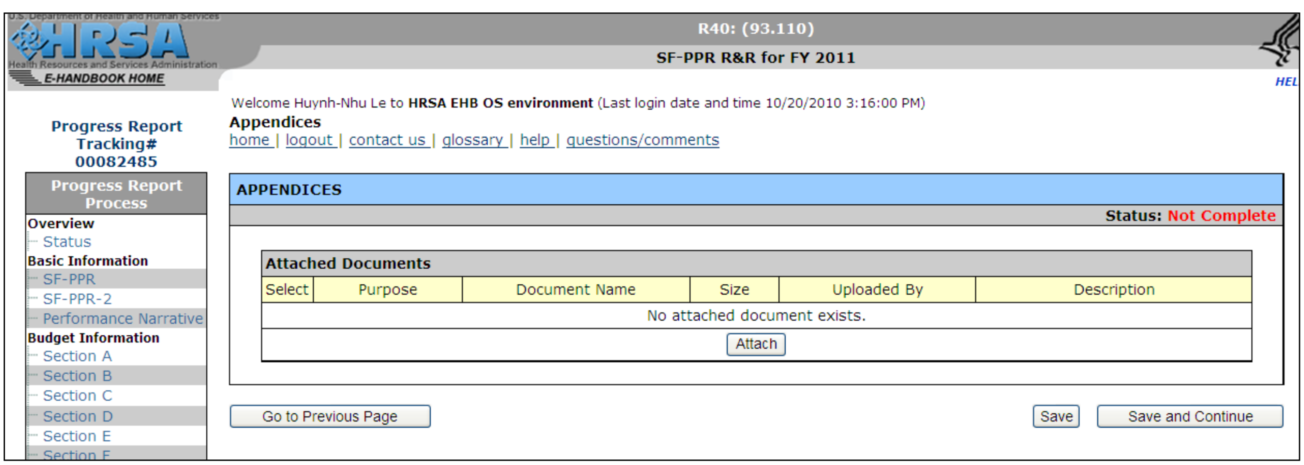
Refer to the Performance Narrative section (on page 25) for details.

3.4. Appendices

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

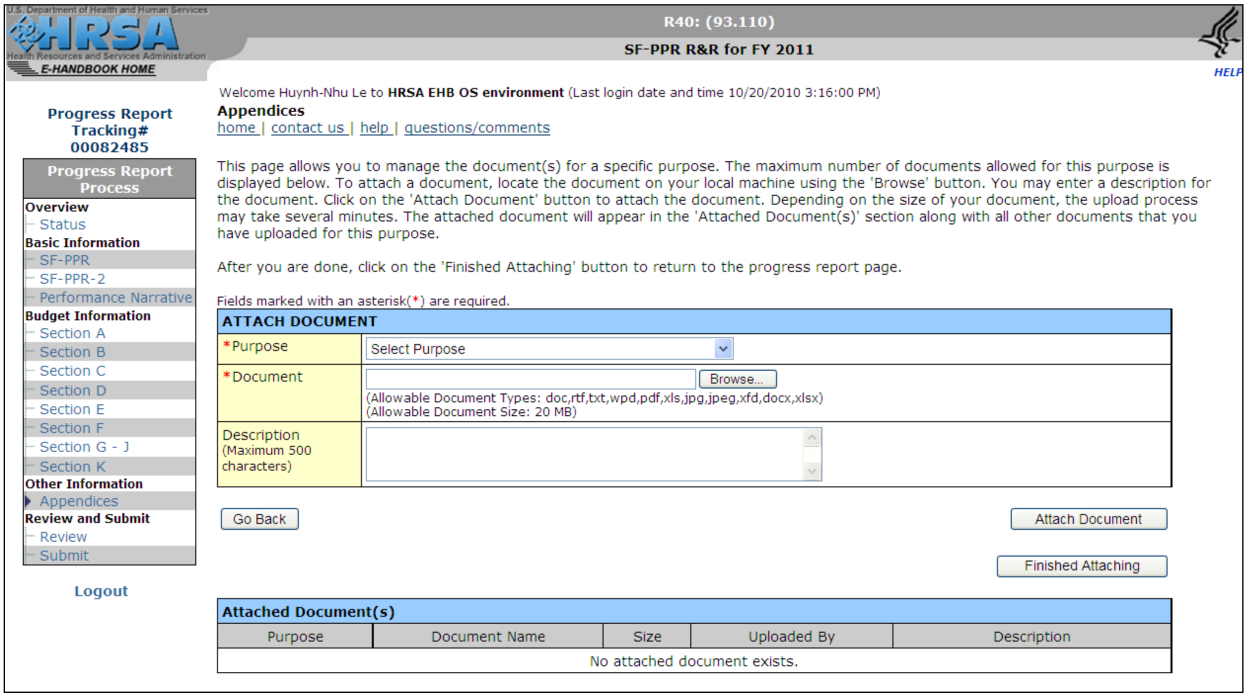
Click Appendices on the Progress Report left side menu to access the **Appendices Form** (Figure 44), if it is not already displayed.

Figure 44: Appendices Form



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

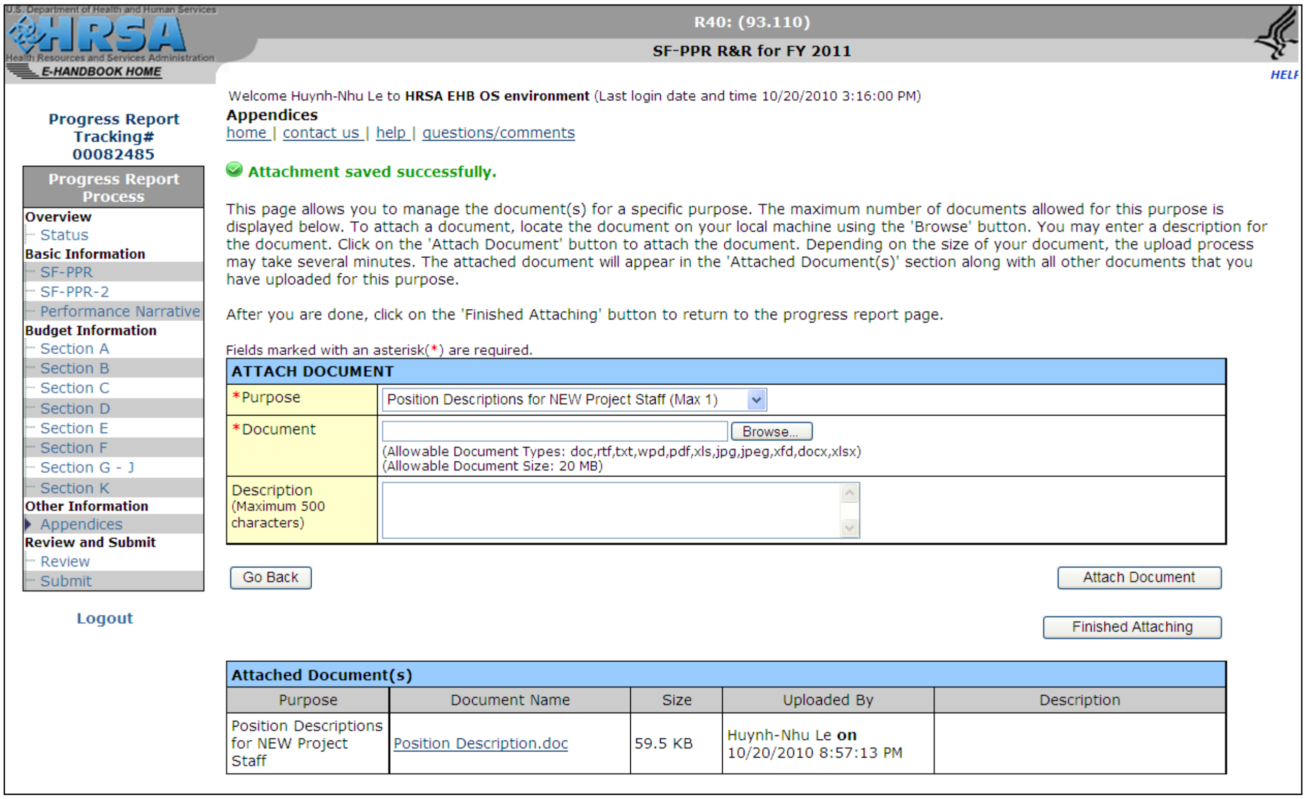


2. Select the purpose of the attachment from the *Purpose* drop-down.

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

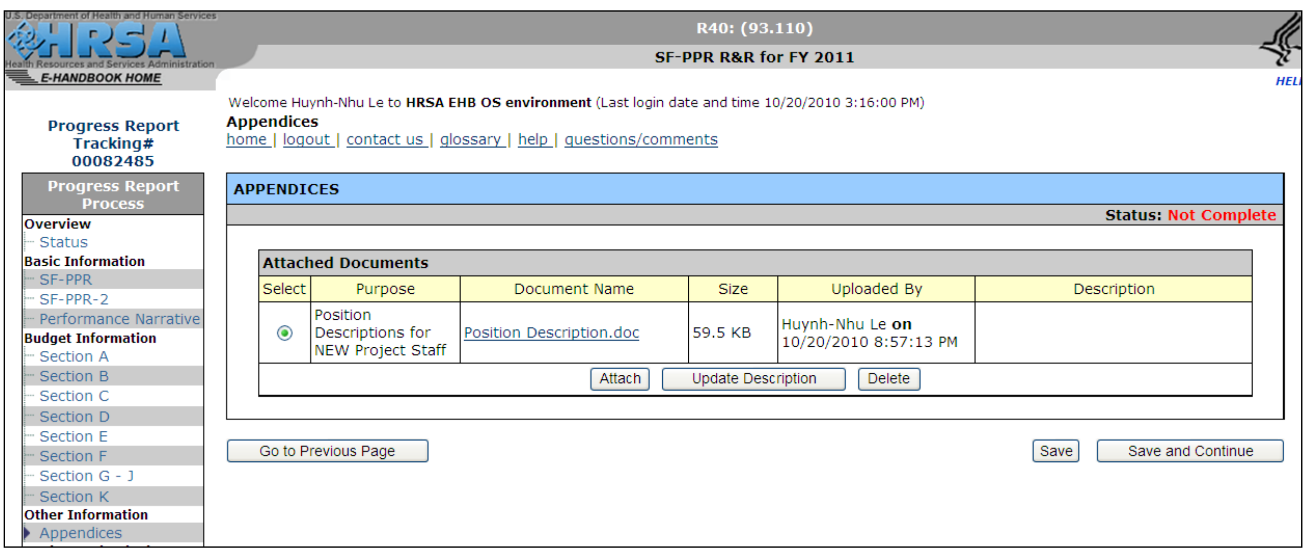
3. Click Browse . . . and follow the standard Windows browse procedure to select the document to be attached in the Document box.
4. Enter a description of the document you are attaching.
5. Click the Attach Document button to attach the document.
   ►The **Attach Document (for Appendices) Page** will 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)



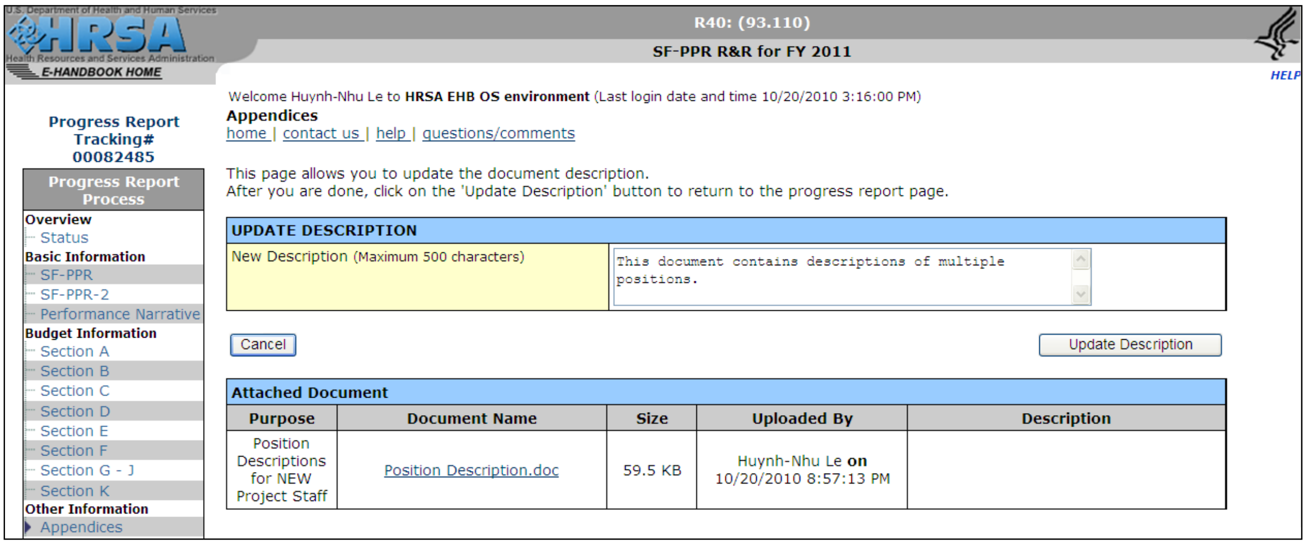
6. Repeat steps 2 through 5 to attach any other appendix documents.
7. When you have completed attaching all the appendix documents, click the Finished Attaching button.
   ►The **Appendices Form** will be re-displayed (Figure 47), listing the appendix document(s) you just attached.

Figure 47: Appendices Form (with Appendix Documents Listed)



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

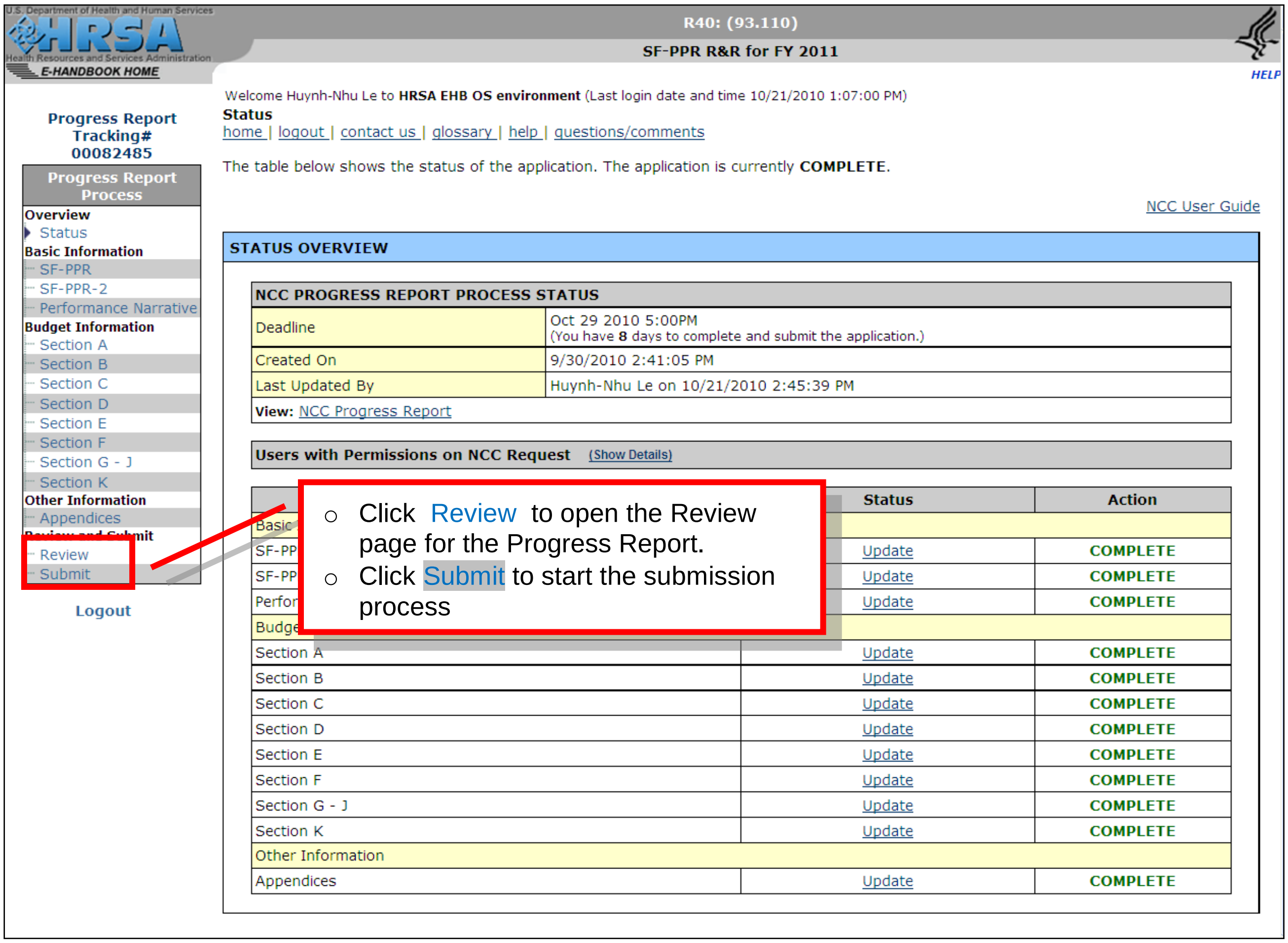


3.5. Review the Progress Report

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.

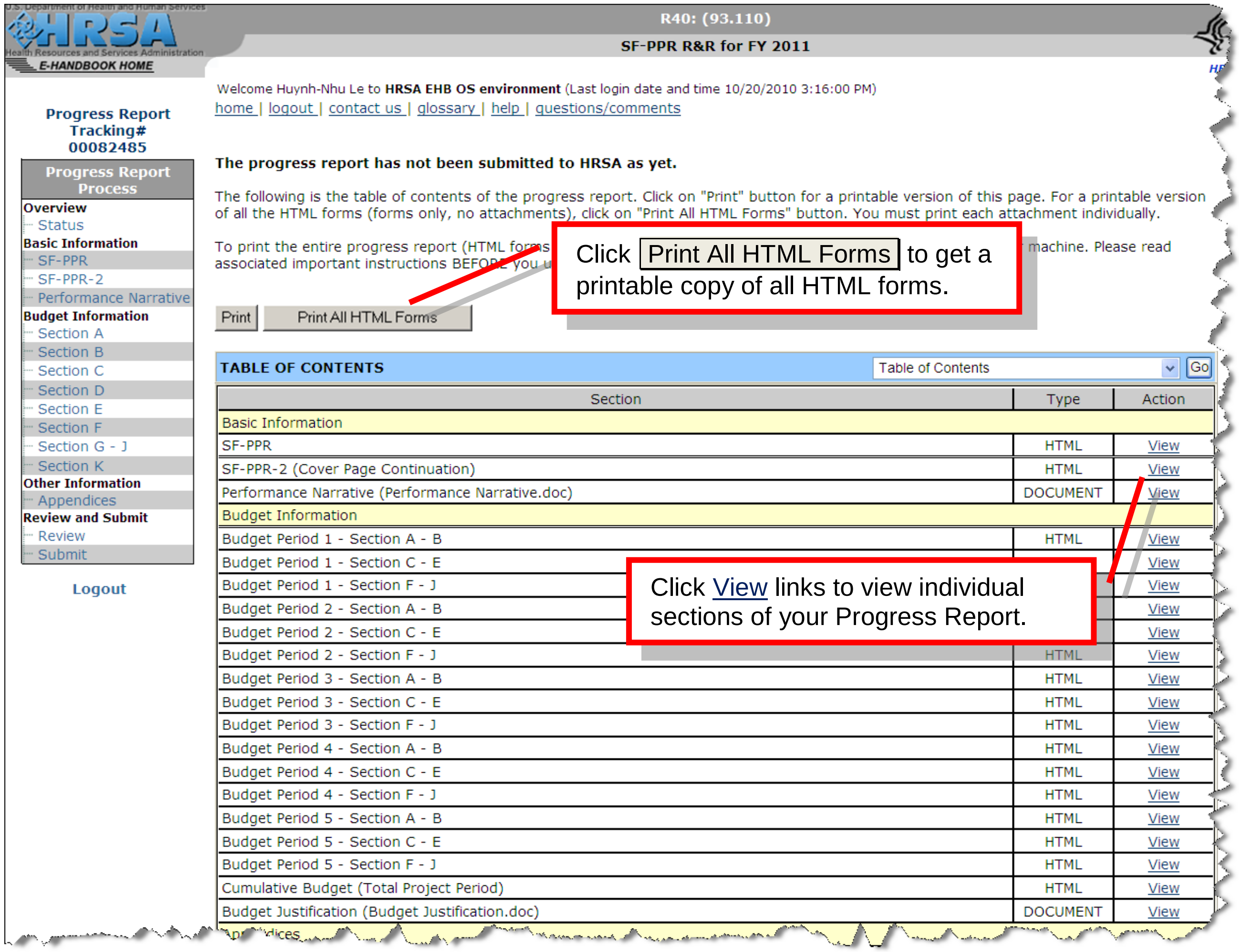
Click Status on the Progress Report left side menu to get to the **Progress Report Status Overview Page** (Figure 49).

Figure 49: Progress Report Status Overview Page



- 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



❖ 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.

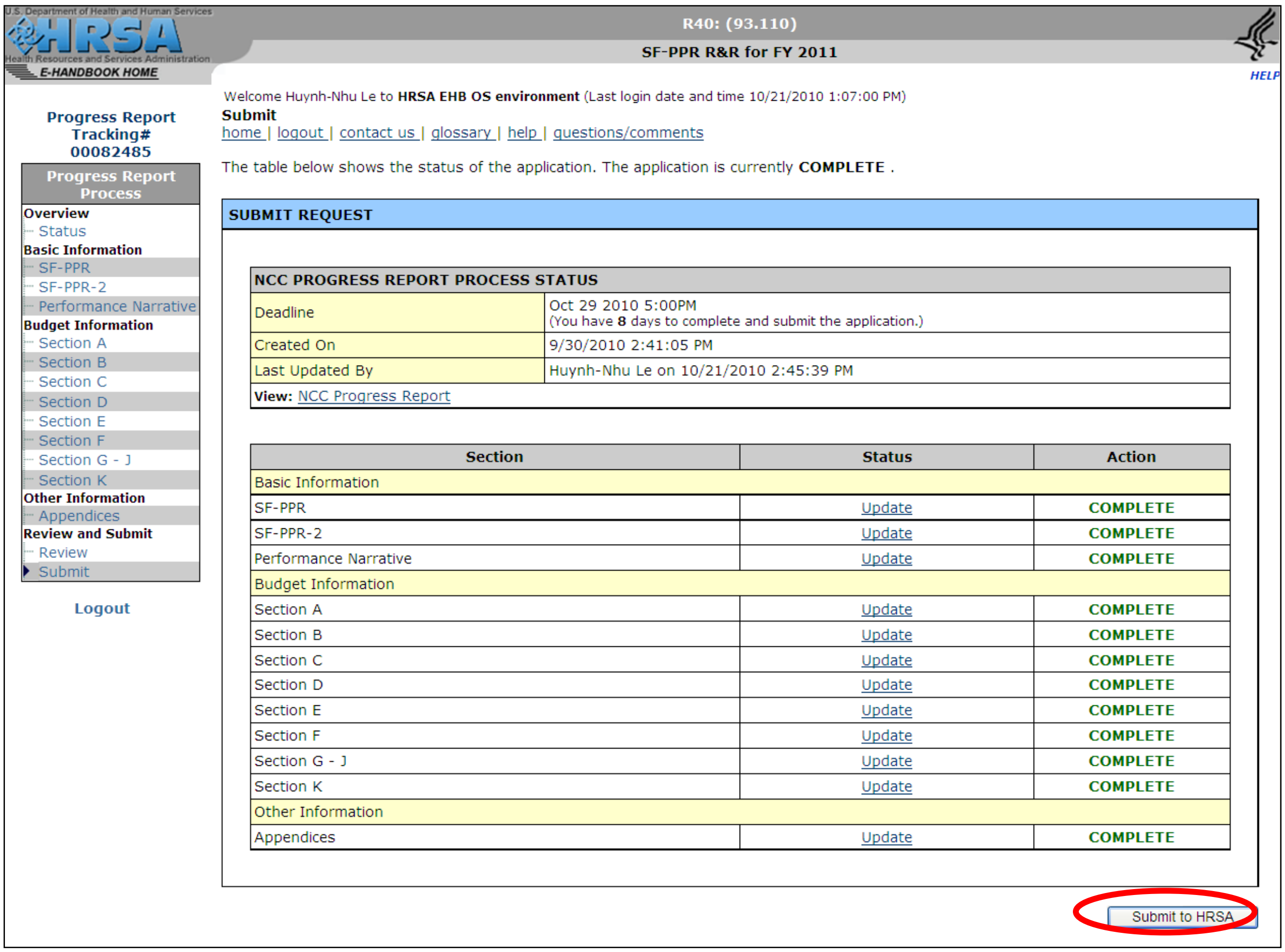
To submit the Progress Report, you must have the 'Submit' privilege.

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



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

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

Welcome Huynh-Nhu Le to **HRSA EHB OS environment** (Last login date and time 10/21/2010 1:07:00 PM)
Submit
home | logout | contact us | glossary | help | questions/comments

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

SUBMIT REQUEST

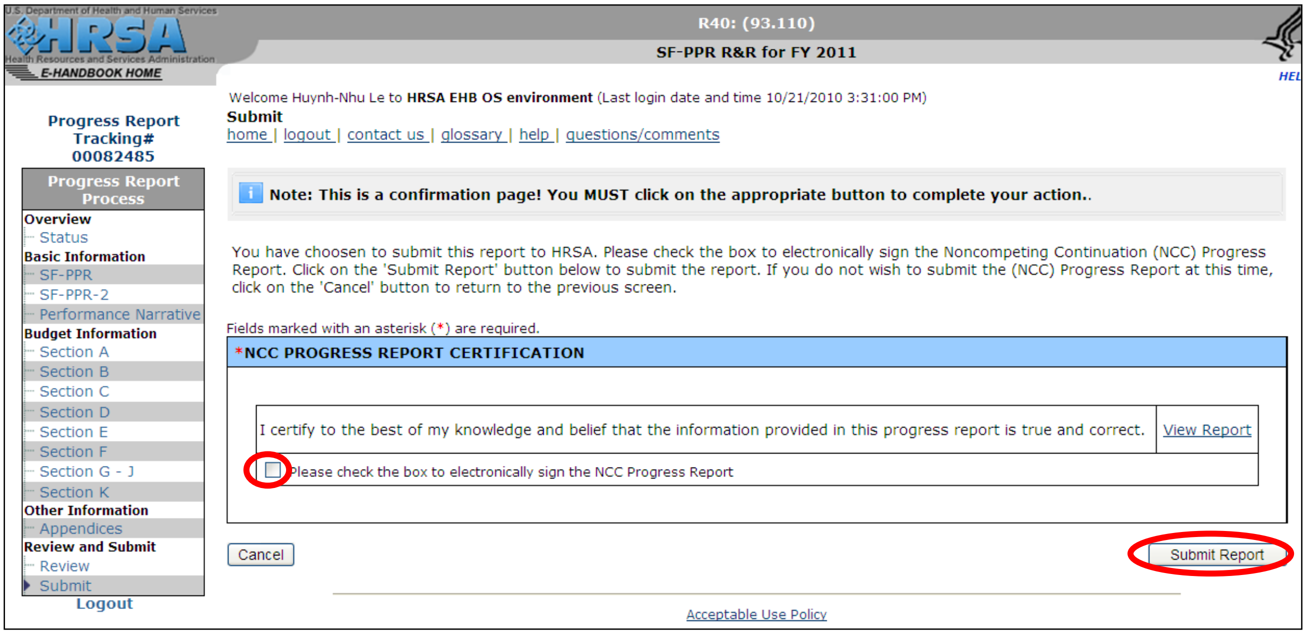
NCC PROGRESS REPORT PROCESS STATUS	
Deadline	Oct 29 2010 5:00PM (You have **8** days to complete and submit the application.)
Created On	9/30/2010 2:41:05 PM
Last Updated By	Huynh-Nhu Le on 10/21/2010 2:45:39 PM
View: NCC Progress Report	

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

Submit to HRSA

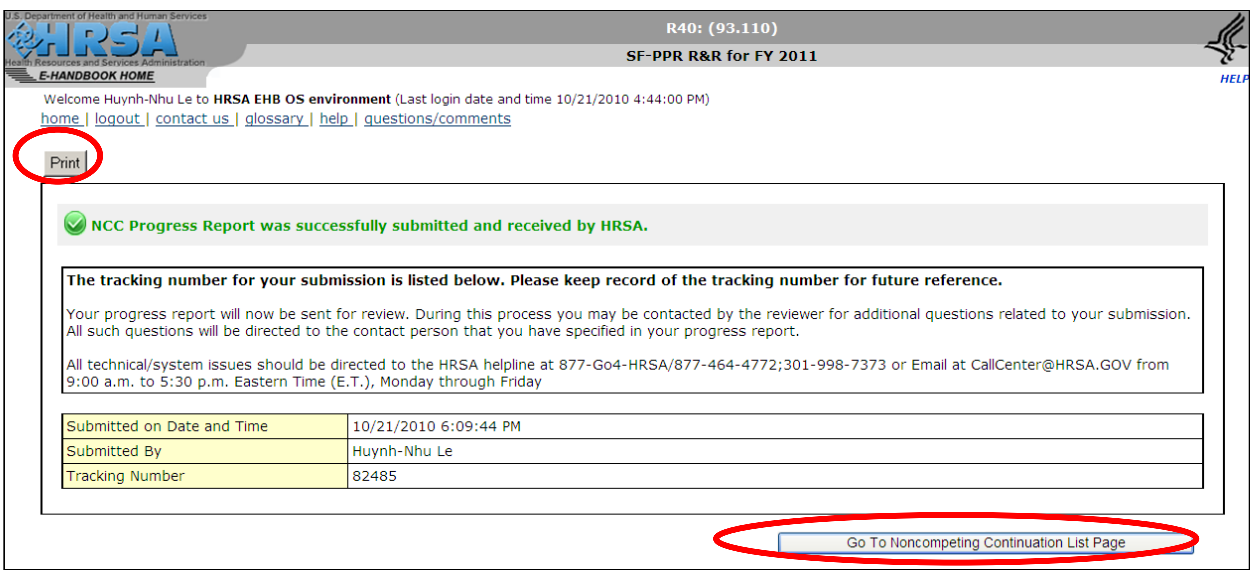
3. Click the Submit to HRSA button.
   ►The **Submit – NCC Progress Report Certification Page** (Figure 52) will be displayed.

Figure 52: Submit – NCC Progress Report Certification Page



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



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

  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

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).