



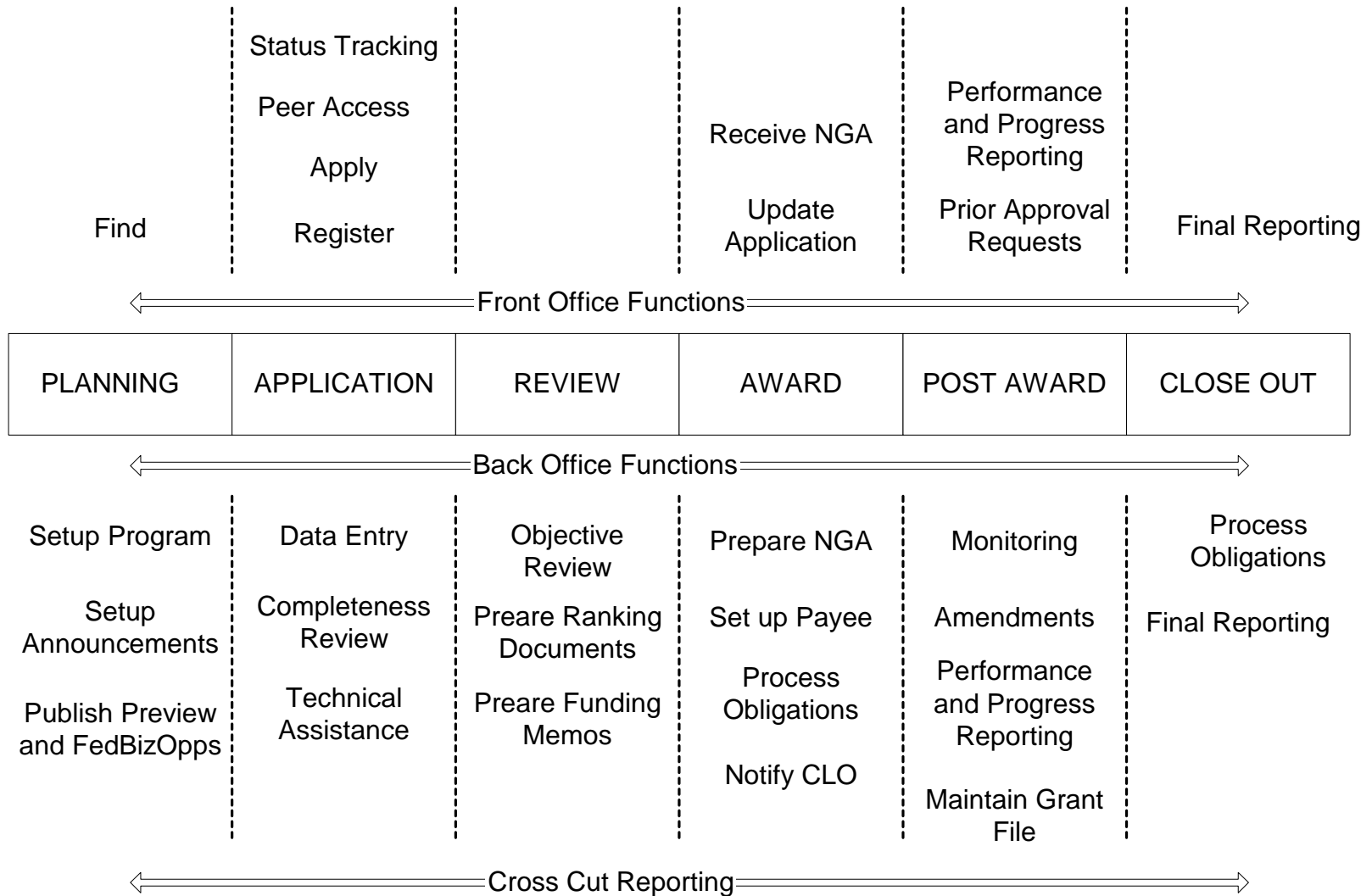
HRSA'S EHB OVERVIEW

October 12, 2004

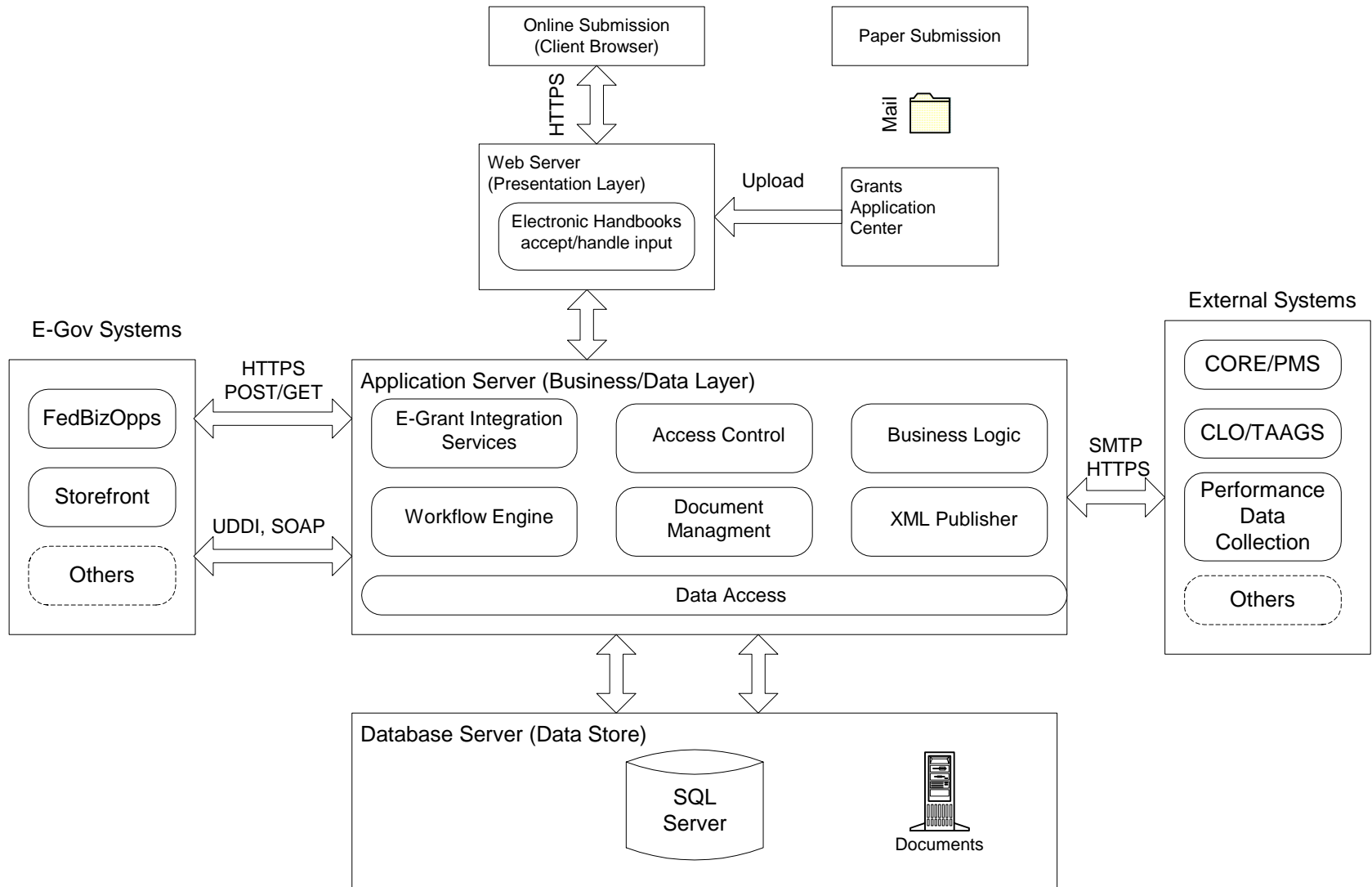
What are Electronic Handbooks?

- The Electronic Handbooks (EHB) are an end to end process which allows business processes such as grants management to be broken down into discrete role-based handbooks. Electronic Handbooks act not only as guides for the users to learn about the system and processes, they contain electronic forms and menus which can be used in real-time to actually execute the described processes and workflows.
- Agencies can conduct their grants management activities and processes online using EHB. All the steps in the grants management process namely, planning and solicitation through closeout can be efficiently carried out online, substantially reducing the turn around time for awarding grants.

EHB Overview



EHB Architecture



Planning Features

- Create Program inventory (CFDA, CAN, Activity Code, legislative citation, etc.)
- Provides interface for Program to enter Funding Cycles
- Populates template for application submission
- Interfaces with Grants.gov for posting of announcements
- Creates report for publishing HRSA preview

Application Module Features

- Provides interfaces for applicant as well as grants application center
- Supports New, Competing and Noncompeting continuations
- Contains all features planned for E-Grants phase I
 - User centric interface with extensive online help
 - Registration
 - Peer Access
 - Work In Progress
 - Service, Training and Research Grant offerings

Application Functionality

- Find funding opportunities
- Link directly to appropriate application
- Store and allow retrieval of work in progress
- Secure submission to HRSA
- Status tracking
- Permissions management by external organization
- Ability to enter paper applications by HRSA's Grants Application Center

Award Module Features

- Unified award business process and workflow across different programs
- Supports multiple roles across Grants, Program and Financial offices
- Support for Discretionary and Mandatory (Block) Awards
- Full support for award actions
- Electronic delivery of Notice of Grant Award
- Electronic Grant files
- Electronic Interfaces with CORE, CLO and TAAGS



Award Functionality

- Funding Memo
- Initiate Grant Action
- View links, folders, reports, status, action history, tools
- Prepare NGA,
- Allow for QC Review

HRSA Call Center

- Supports HRSA's enterprise systems
- Supports external and internal customers
- Tier 1 and 2 and tertiary level support
- Provides training and user manuals
- Works with contractors to ensure follow-up/coordination of activities