

Review and Q & A of the Federal Financial Report

Moderator: Chris Suzich
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9:00 am CT

Coordinator: Welcome and thank you for standing by. At this time all participants will be able to listen only until the question and answer session of the conference.

At that time if you would like to ask a question you may do so by pressing star 1. I would also like to remind participants that today's conference is being recorded, if anyone has any objections you may disconnect at this time.

And now I will turn the meeting over to Mr. Chris Suzich, sir you may begin.

Chris Suzich: Thank you operator. Welcome everybody and thank you for joining the conference call today. My name is Chris Suzich and I have some other folks with us that will get us up to date on EHBs and be able to answer any questions that you might have for us.

If we can't answer your question during the Q&A period we will take your personal information and get back to you.

With me today are Melissa Amin, Darren Buckner, Kelly Long, Helen Harpold and Jillian Gregory and as I said we should be able to if we don't

know the answer immediately for your EHB's FFR questions, we will be able to track those down for you.

I'd like to start off by providing a few toll free phone numbers, again you don't have to be in front of a computer for this session but maybe a piece of paper and a pencil would help as I give these numbers.

Generally for any EHB's questions that have your starting point should be the HRSA contact center and that call center number is toll free and it's 877-464-4772.

That's 877-464-4772, and their email address is callcenter@hrsa.gov. And I believe their hours are Eastern Time 9:30 am to 5:00 pm, Jillian do you know?

Jillian Gregory: Nine to five thirty.

Chris Suzich: That's 9:00 am to 5:30 Eastern Time, thank you. There's also another phone number I'd like to provide for you. As you know the primary focus of this call is FFR related, that is any questions you might have regarding the SF 425 that most of you as grantees submit on an annual basis to HRSA.

That will also take any other questions you have about EHBs, but the focus of this call is the FFR. You submit that annual form to HRSA typically on an annual basis but you also submit on a quarterly basis to PMS.

And they handle any draw down questions that you have regarding your accounts. Let me give you that PMS, they have a separate help desk and the PMS help desk phone number is 877-614-5533.

Just a few other points, this past weekend you may have noticed or remember from the banner in the EHBs on the website, the system was down for some maintenance. One of the things we also accomplished this past weekend was to integrate the EHB system with the CCR database.

CCR.gov is probably a site that many of you are familiar with because you have to register at ccr.gov with your DUNs number and some other information so that you can successfully submit your application to HRSA through grants.gov.

If you don't have a current registration with ccr.gov you will not be able to submit your application through grants.gov. Now since this past weekend, DUNs number, which has been an important data element for you and for us for some time has again even more importance because the EHB system is integrated with ccr.gov.

And we are able to capture current DUNs information for each of your organizations along with the registered ccr.gov organization name for your particular organization. So those two pieces of data will be identical in ccr.gov and in EHBs.

So that will make it easier for everybody and better for everybody in terms of applications, the names of the organizations, your organizations and the DUNs numbers that we maintain in EHBs will all be in sync with ccr.gov now.

If you're not familiar with ccr.gov I'd encourage you to go there and just a reminder to update your information in ccr.gov on an annual basis.

Coming up in July on July 26 EHBs will be down for a short time while we do another upgrade. What you will notice after July 26 is what we call a new UI, that is a new user interface.

EHBs will look at screens in the navigation will be updated, so it will be easier for you to navigate around in EHBs, it should be more intuitive, what you're looking for, where you need to go, what sort of information you're looking for in EHBs.

That's July 26, look forward to that upgrade.

We're going to start off our Q&A period as I've said previously on these calls, the thrust of these calls is really to give you an opportunity to ask us questions related to the FFR or other EHBs situations, problems or issues that you're having so that we can either answer it right now or get back to you.

For the question and answer period the operator will give us some instructions on how you can pose that question. It would help if you have your grant number in front of you.

We might ask for your grant number as soon as you ask your question, sometimes that helps guide us to the correct answer. Anything else from my colleagues?

Okay, well with that (Gwen) can you give us the instructions then in - for the Q&A period?

Coordinator: Yes sir, thank you. At this time if you would like to ask a question please press star 1. Please record your first and last name when prompted. To withdraw your request press star 2.

Once again to ask a question please press star 1. One moment please for your first question. Your first question comes from (Rosemary Beck), your line is open. Miss Beck your line is open.

(Rosemary Beck): Hi, I was just trying to say early on if you could tell us what the acronyms were that you were using all along but...

Chris Suzich: I'm sorry about that.

(Rosemary Beck): That's okay, I think everybody gets familiar with terms and they don't realize that everybody else doesn't know. Thank you.

Chris Suzich: Okay, well let me start off with EHBs, EHBs are the electronic handbooks and that should be a system that most of you are familiar with because your grant, your HRSA grant if you are - have been successful and currently have a HRSA grant, that is the electronic web based system that you would enter to submit any sort of information related to your grant, monitor your award, submit your FFR.

It's as you probably know we're paperless here in the grants office.

(Rosemary Beck): FFR?

Chris Suzich: Yes I'm sorry, the FFR is the federal financial report.

(Rosemary Beck): Okay.

Chris Suzich: Known as the SF425, part of that form is submitted to HRSA on an annual basis, part of it is submitted on a quarterly basis to PMS for draw down purposes.

And ccr.gov, did you need that one?

(Rosemary Beck): Where did you say it went, PMS?

Chris Suzich: PMS is...

Kelly Long: The payment management system.

(Rosemary Beck): Okay.

Chris Suzich: Thank you Kelly. CCR.gov is the central contractor registry and that is the site that anyone that does business with the federal government needs to go to and register.

(Rosemary Beck): Okay.

Chris Suzich: Did I leave anything out (Rosemary)?

(Rosemary Beck): I don't think so, thank you.

Chris Suzich: Thank you.

Coordinator: Your next question comes from (Amaryllis Hagung), your line is open.

(Amaryllis Hagung): Yes, good morning.

Chris Suzich: Good morning.

(Amaryllis Hagung): I just wanted to know is this conference call is going to be recorded so we can access it later?

Chris Suzich: Yes it will be recorded, it usually takes a few days for us to post it on the HRSA website.

(Amaryllis Hagung): Okay and we can access it through the website?

Chris Suzich: Yes, that's correct.

(Amaryllis Hagung): Yes, I'm going to have to be leaving the conference for a while, should I be able to come back in? It's because I have a meeting.

Chris Suzich: Yes you should be able to dial back in, correct (Gwen)?

Coordinator: Yes sir.

Chris Suzich: Yes.

(Amaryllis Hagung): Yes, okay. So anything that I have missed I will be able to listen to it through the website right?

Chris Suzich: That's correct and there will also be a written transcript.

(Amaryllis Hagung): Okay, great, thank you so much.

Coordinator: Your next question comes from (Kelly Howerton), your line is open.

(Kelly Howerton): Thank you. I have two questions please. The first one on the quarterly report for - to the PMS, is that going to be an electronic handbook too or - because I know the annual FFR is but I've not seen the quarterly one.

Woman: The quarterly reporting is not through the electronic handbooks, you have to log in to the payment management system.

(Kelly Howerton): Okay, and then the second question, when we submit our FFR and we have a roll over request, on the roll over request do we have to fill out every one of those F - I mean S424 forms or just those that are pertinent to what we're going to use, what we're requesting the money for?

Woman: Use the forms, so you do need the budget form for the carry over request.

(Kelly Howerton): Correct but then they had one form like an R, a 424R form and a four - something in regards to construction and employees.

And if we're not requesting that and I need to go toward that do I have to still fill out that form?

Woman: No, you'll just fill out most grants just use the SF424.

(Kelly Howerton): Right, the APAR.

Woman: Fill that out, for grants that are construction programs they would use the construction form and for those that use the research and related budget forms, you would use the research and related forms.

(Kelly Howerton): Okay so just use what form I need then.

Woman: Right.

(Kelly Howerton): Okay, thank you so much.

Coordinator: Your next question comes from (Lucy Bradley Springer), your line is open.

(Lucy Bradley Springer): Hi, my question is related to the all these upgrades that have been happening over the past year and continuing to happen.

As these upgrades are happening they have - EHB has become incompatible for Mac users. This creates a huge problem in my office.

And I'm wondering if you're going to deal with that issue.

Chris Suzich: One second please (Lucy). (Lucy) we haven't heard that there are significant problems for Mac users but we can certainly look into it.

(Lucy Bradley Springer): Well I will tell you that when we submitted the last grant and I had never had problems, I've been using a Mac for five years and I never had a problem with EHB.

But my most recent grant application it didn't work and I called the help desk and I talked to several people at the help desk and the best they could do to help me was to tell me to go find a PC.

Chris Suzich: And I'm sorry, you successfully submitted your initial application through grants.gov is that correct?

(Lucy Bradley Springer): Yes.

Chris Suzich: Okay and this is when you entered EHBs to complete your application?

(Lucy Bradley Springer): Yeah.

Chris Suzich: Okay, I don't have an answer immediately but we can certainly take your information and get back to you (Lucy).

(Lucy Bradley Springer): Well you know there's millions of Mac users out in the world and it just doesn't seem right to eliminate us from being able to use the system quickly.

Chris Suzich: No, and that's certainly not our intent. We'll have to talk to our IT office and bring them into the loop on this. Can I have your phone number please?

(Lucy Bradley Springer): It's 303-724-0811.

Chris Suzich: So ultimately for your situation did you find a PC to complete your application?

(Lucy Bradley Springer): I did but it took a long time to find one and it was an old one so it took a while to get the application completed.

Chris Suzich: No, and we understand that's not a long term solution. We'll do some more research on our end and somebody will be in touch Lucy.

(Lucy Bradley Springer): Thank you.

Coordinator: Your next question comes from (Tracy Davis), your line is open.

(Tracy Davis): Hi, good morning. My question is relating to the PMS quarterly reporting. This is new for HRSA, is that correct?

Woman: No, the PMS quarterly reporting has been around for a very long time.

(Tracy Davis): No I mean for - I mean we do it now for NIH and some of our other groups but it's just new for HRSA though.

Woman: No.

(Tracy Davis): Oh okay. All right, so when we do the PMS quarterly report is this like your group for HRSA or is this another individual report that we have to submit?

Woman: Just to clarify so the quarterly reporting to the payment management system is not through the electronic handbook.

(Tracy Davis): Right, I got that.

Woman: Okay. Your annual expenditure reporting is through the electronic handbook to HRSA. Okay. Can you state your question then again?

(Tracy Davis): Oh, I was just - with PMS because normally when we do for our NIHS we do like - we report quarterly for all of them as a group through PMS. And so is this going to be the same for HRSA, I mean is it like we report quarterly for all of our HRSAs?

Or do we just report again quarterly in addition to the annual, I know the annual is in the EHB, do we then do another individual report, quarterly report in the PMS?

Woman: Okay so for - to the payment management system you're reporting quarterly for all of the grants regardless of the agency.

(Tracy Davis): Okay, I thought it was something different. Okay, I got it now, I understand.

Woman: Okay.

(Tracy Davis): All right, thank you.

Coordinator: Your next question comes from (Laura Smith), your line is open.

(Laura Smith): Good morning. My question was about the EHB and just the way that our procedure is we need to print the SF425 and the only way I seem to print it now is a screen print and it just looks really sloppy.

And I called the help desk and they didn't have any solutions, so I'm wondering if there's some alternative.

Woman: Yes there is, from within the EHBs, when you are at the top of the page.

(Laura Smith): At the top of the what?

Woman: The page, there is a resources tab and within that resources tab there's an option to view the financial report.

(Laura Smith): Right, I saw that and that's where I've been printing it from.

Woman: Okay and so from there it's not allowing you to print...

(Laura Smith): Oh I can print it, it's just very sloppy, it's kind of things are being overwritten on the bottom, there's a toolbar on the bottom, it's just not very professional looking.

And if that's the best that we can do that's fine, but if there's an alternative that would be great. You know I was told by one of the folks that I had spoken to that maybe during the upgrade something would be done.

Because I know prior to the upgrade we were able to print a nice looking report for our files.

Woman: Okay so we can look into that, I wasn't aware that there were printing issues since the upgrade.

(Laura Smith): Okay, that would be great.

Chris Suzich: What browser are you using Laura?

(Laura Smith): That's a good question, I'm not really sure, how would I know that?

Chris Suzich: Are you using a PC I guess?

(Laura Smith): Yes I am.

Chris Suzich: Can we have your - in the event that we find a quick solution Laura can we have your phone number?

(Laura Smith): Oh of course, it's 208-334-6586. And I'd appreciate any information you may have.

Chris Suzich: Okay, thank you. We'll be in touch (Laura).

(Laura Smith): Well thank you so much.

Chris Suzich: (Gwen) do we have another caller?

Coordinator: Your next question comes from (Emily LeJeune), your line is open.

(Emily LeJeune): Hi, good morning.

Chris Suzich: Good morning.

(Emily LeJeune): Hi, I was wondering if I could get some instructions on revising a prior FFR that was submitted in the system in the EHB system?

Chris Suzich: You are in luck.

Woman: So to revise a previously submitted FFR, you can do that in the EHB. Are you having a specific problem where you can't find it to revise it?

(Emily LeJeune): And this is a little bit awkward. Evidently we only have one log in in EHB so I'm the financial person. I have my personal log in for the PMS site but I have to log in to this one login and I can't tell you right now, I'll have to go get the person who actually has the login for me to find her information to see exactly what I'm seeing.

But I remember that the report, maybe it was locked, so is - do I need to get someone to unlock it, and if so who do I request to unlock the report?

It's not something I can just go in and edit I don't think.

Woman: Okay, so when you want to revise a previously submitted FFR, you'll have to locate that submitted FFR in the financial report section.

And there will be an option to revise it. We don't have locks on the reports but if the previously submitted report is under review by HRSA then it won't be able to revise it.

So you would get a message on the screen stating that the FFR is currently under review. If that's the case then you could follow up with your grants management specialist to let them know that you want to make changes to the FFR and they can send it back to you.

(Emily LeJeune): Okay and the grant management specialist would be on my...?

Woman: Notice of award.

(Emily LeJeune): Okay great.

Woman: There's a second business rule that you should also be mindful of, if you've started the next year's report you'll also be stopped from revising the prior one.

(Emily LeJeune): Okay.

Chris Suzich: Did you understand that part (Emily)?

(Emily LeJeune): Right, so if I needed to revise let's say, we're 2012 so let's say I needed to revise 2011 and 2010 I wouldn't be able to revise 2010 at all because 2011 is already done.

Woman: Right.

(Emily LeJeune): So how does that work?

Woman: That's all what you can do, because we're in cumulative reporting, in order to keep the data flowing correctly we can't allow you to go back too far.

But what you would do in that instance, so I'm just going to say you have not started the 2012 report yet.

(Emily LeJeune): I haven't, no.

Woman: So your last submitted report was the 2011, what you would do is go in and revise that one but to change the dollars for the 2010 you would do that in the previously reported column.

(Emily LeJeune): Okay.

Woman: Because on that report the previously reported would be your 2010 dollars.

(Emily LeJeune): Okay great.

Woman: But do keep in mind that there are rules around revising your financial data that far back. If you have to return money to the federal government, thereby your expenditures, you're reporting less, that is acceptable.

(Emily LeJeune): Yeah, and that's what...

Woman: Okay, if you're looking to increase there's time periods for....

(Emily LeJeune): Yeah, we over reported.

Woman: Okay.

(Emily LeJeune): Okay. And I just wanted to add that we also use Mac's and we haven't had any problems, so I'm thinking maybe she - whoever was asking that question maybe needs to update their browsers, you know to like the highest version.

Because we've had to do that a couple of times but once we've updated our browsers we haven't had any problems on the EHB.

Chris Suzich: We appreciate that information, thank you Emily. Anything else we can do?

(Emily LeJeune): No, that's all.

Chris Suzich: Okay, thank you.

Coordinator: Your next question comes from (Tom) Augustson, your line is open.

(Tom) Augustson: Yes, good morning. I have a question relating to the EHB with some of the screens that we've been using in the past and we were trying to submit a prior approval request for carryover about a month ago and had issues where we could not complete it.

And there was a ticket opened up at the end of May and we haven't heard anything back other than that they have a programmer working on it.

So we're kind of stuck and time is ticking away on this carry over request that is not able to be submitted in the EHB.

I was wondering if you could kind of help me figure out what to do next.

Woman: Do you by chance have your ticket number?

(Tom) Augustson: I do, it's 400686.

Chris Suzich: And you say that was the end of May sir?

(Tom) Augustson: Yes.

Woman: Okay and that was through the contact center?

(Tom) Augustson: Yes, it was the HRSA contact center.

Woman: Okay, can we also get a telephone number to call you back? We'll have to look up the ticket to see the status and then we can get back with you.

(Tom) Augustson: Yes, my number is 504-988-5398.

Chris Suzich: And I'm sorry, your name again sir?

(Tom) Augustson: (Tom) Augustson, the month of August with S-O-N on the end.

Woman: We'll be back in touch.

(Tom) Augustson: Great, thank you.

Coordinator: Your next question comes from (Karen Watts), your line is open.

(Karen Watts): My question deals with the 424, we are required with I know to submit a revised budget and when we submit the revised budget we also have to submit an updated 424.

Is there a place where we can get a - in the system it's the plain one but we wanted to know is there a place we can get one that we can fill out, a blank 424?

Woman: You should be able to get one from OMB's website.

(Karen Watts): OMB's website?

Woman: Yes.

(Karen Watts): Okay great. Thank you, that's what we needed.

Chris Suzich: I think that's omb.gov or it's whitehouse.gov, I'm not sure which (Karen).

(Karen Watts): Okay.

Chris Suzich: Okay.

(Karen Watts): Yes, thank you.

Coordinator: Your next question comes from (John Taylor), your line is open.

(John Taylor): Yes, we have - I have two comments, the first comment is we have the same problem with the print screen as (Laura) mentioned previously.

Chris Suzich: Okay thank you (John), we're going to look into that more.

(John Taylor): Okay and my next issue is with Box 6 on the SF425, it's defaulting to quarterly reports when it's not a - a non final.

Woman: Right we are aware that that is a problem within the system and the developers are looking at that.

(John Taylor): Okay. Thank you.

Chris Suzich: Okay, thank you (John).

Coordinator: Your next question comes from (Philip Wilkerson), your line is open.

(Philip Wilkerson): Thank you ma'am, I have a couple of questions, this is the first time working on an FFR. One, we have the Column E on the 424 alpha, Section A, Column E it's my understanding the way that we're looking at it, it appears that Section A Column E is year two funding.

That's the totality of our year two funding and it was in Column G is what's going to be what's you know the sum of our carry over plus year two's funding.

Is that accurate?

Woman: Let's see, you're referring to Line 10E, the federal share of expenditures?

(Philip Wilkerson): No, we're talking the 424 alpha form, the budget information for non-construction programs.

Woman: Okay, hang on for moment, I don't have that form in front of us. Okay so you're filling out this budget form for - to submit a revised budget or a carry over request?

(Philip Wilkerson): This is the - yeah, carry over request and finance - this is you know when we're in the EHB for the final financial reports completing sections 424 alpha, we're looking at Section A Column E.

Woman: Section A Column E, okay so the federal revised budget.

(Philip Wilkerson): Right, and just - I just want clarification so I don't foul it up but it's my understanding looking at it, that Column E is year two's funding and that Column G is going to be the sum of year two plus carry over funds.

Woman: Okay now if you're using this for a carry over request that would be the total dollars that you're requesting from the federal government.

(Philip Wilkerson): Okay. One other - our funding cycle we're in a three year cycle. The two of us, us staff members that were hired in our network we started about six months late.

So our salaries basically sat there for months and you know is there a way when we roll over funds that we added on to the back end of the granting cycle?

Woman: Typically with carry over we only move the money from one year to the next, typically. You know if you have a situation that warrants that I recommend that you communicate with your grants management specialist to see what the parameters are.

(Philip Wilkerson): Gotcha okay. And one last thing there, that same form but Section B Line 6 J, 6 Juliet where it mentions indirect charges, so forgive me, I know I'm a little green to all this.

But when we're speaking indirect charges what are we talking about?

Woman: If you have indirect charges on the grant so those are per your indirect cost rate agreement, if you have that, many of our grants do not have...

(Philip Wilkerson): Okay, it's not applicable, all right. And one last thing and I apologize for sucking up a lot of your time here but some of our forms like we're on the 424 alpha, I can open it up, I can edit it and print out an edited version.

I'm somehow unable to save it, and I also can't open up the 424 R and R form. I don't know if that's a software issue, if that's something I need to get with our IT on or if that's something that's maybe some other folks have had trouble with.

Chris Suzich: You mean when you're in EHB?

(Philip Wilkerson): Yes sir.

Woman: When you open the form have you downloaded it and then saved it first and then...

(Philip Wilkerson): Well the R and R form when I try to save it, I've got the EHB open and when I try to save it, when I try to download it, or after I download it I try to open it and it says that basically I get the flashcard on the screen saying that you know I don't have the program installed, or there's a software issue.

Woman: Right, so the form that you download I believe is a PDF file, so it's possible that you don't have the appropriate Adobe reader version.

(Philip Wilkerson): Okay, I'll check up on that.

Woman: Right, so go to your IT department, they can help with that. Adobe reader is free to download off the internet.

(Philip Wilkerson): Gotcha, awesome, thank you.

Chris Suzich: Thank you.

Coordinator: Your next question comes from (Maureen Mitchell), your line is open.

(Maureen Mitchell): Yes, good morning and thank you for your help. We are a new recipient of the nurse faculty loan program. My grant number is E as in Edward, 01HP2244.

The question that I have relates to the draw down. Our grant requires us that we draw all the money down once we receive the notice of award, but I imagine this was done once through the PMS system correct?

Woman: That's correct.

(Maureen Mitchell): And so therefore we would not be submitting quarterly reports to the PMS system.

Woman: That is correct.

(Maureen Mitchell): Okay.

Woman:does not require you to submit quarterly.

(Maureen Mitchell): Okay, thank you very much. That ends my question.

Chris Suzich: Thank you.

Coordinator: Your next question comes from (Robert Smith), your line is open.

(Robert Smith): Yes, I'm a PI and I may be on the wrong call here because this sounds like a lot of financial questions. and we just got funded on a primary care residency grant.

I can give you the number if you want it here but just started funding last September 30.

Chris Suzich: Go ahead if you have the number Robert.

(Robert Smith): Yeah, D58HP23259.

Chris Suzich: Okay.

(Robert Smith): And I've got a bunch of questions, I've never even heard of some of these things you're talking about like payment management systems and we sent in a non-competing continuation back I think it was in mid-March.

And that went through okay, but I'm not even clear on what types of reports we need to send in and have been under the assumption that we would be notified about these things in advance when something was necessary.

But if somebody could just outline for me what is the requirement each year.

Woman: Mr. (Smith), our recommendation is that you read through your notice of grant award, any reporting requirements will be identified on your notice of award.

They will also be submissions within your handbook, within the EHBs. So two places that you can find what your requirements are. As far as the payment management system is concerned that's probably handled in your business office.

(Robert Smith): I was just going to ask you if maybe they're doing it and I just...

Woman: Yeah that's the place where the organization goes to withdraw their money and then they have to report back their disbursements so from the money that they've drawn they have to report back on a quarterly basis what they have spent.

(Robert Smith): But can you tell me, I know there is a non-competing continuation each year and I think there's a performance report isn't there?

Woman: There very well could be, yes.

(Robert Smith): Okay, will we be notified in advance of this?

Woman: You were notified on your notice of award when you originally received that.

(Robert Smith): Right.

Woman: So that requirement...

- (Robert Smith): And we were notified in advance for the non-competing continuation.
- Woman: Okay, and if there's a performance reporting requirement you would have that as well. If you give us one minute we'll - I'm going to pull up your grant file.
- (Robert Smith): Oh please, because I've been very confused about this.
- Woman: I do know that many of our health profession grant programs do require an annual performance report. Our system is going super slow. (Melissa) if you're on the line, if you're able to get to it faster, let us know.
- (Darren): I'm on. I'm trying as well.
- Woman: Thank you (Darren).
- (Helen): This is (Helen). There is a reporting requirement for performance report. You're supposed to get an email around July 1 it says. It says to contact your primary health professions project officer for (additional) information. So there is the reporting requirement on your notice of award.
- (Robert): This is what I'd thought - and from reading that, but we haven't heard anything yet. And when is it due?
- (Helen): Well I'm looking at a current one and it says it's usually - must be reported for each budget period before August 30. So if you haven't heard anything from your project officer, you need to contact them and ask.
- (Robert): Okay. But - and so - but there are just two things I'm needing each year then, is the non-competing continuation and the performance report?

(Helen): And the federal financial report - annual report.

(Robert): Okay, and that's the SF-425 right?

(Helen): That's correct?

(Robert): And who - would our financial people be doing that?

(Helen): Whoever you've set up in the system to submit that report is the one that will do it.

(Robert): We've got - I mean Michigan State's a huge university and there won't - and so - and there's a financial person in our department. I just wanted to make sure we weren't getting off track somewhere, and I can check with them on that. But - so there are three things then - the federal financial report, the NCC and the performance report. Is that right?

(Helen): Right. Whenever you have a non-competing future year, you do have to submit the NCC.

(Robert): Okay. And then the financial office would probably be automatically doing the quarterly PMS work?

(Helen): Possibly.

(Robert): Okay.

(Helen): Likely.

(Robert): Thank you. I'll check with them. Sorry to be so ignorant about these things, but I keep listening in on these and I get confused.

Man: Okay, thank you (Robert).

(Robert): Thank you. Yes.

Man: Thank you.

(Gwen): Your next question comes from (Regina Mobley). Your line is open.

(Regina Mobley): Hi. I have a question. I was looking at the notice of award. I have a - oh is it (ACA) grant?

Man: Okay.

(Regina Mobley): And I also looked at terms and conditions, but I don't see where - well if it's requesting the cash receipt -- well 10a through 10c -- to be reported quarterly or annually. So is that required?

Woman: Yes, that is required.

(Regina Mobley): Oh. Glad I asked that question, because I don't see it in the terms and conditions.

(Helen): It would be a reporting requirement at the end of the notice of award.

(Regina Mobley): That...

Woman: But for the quarterly reporting to payment management, there's a standard term.

Woman: Yes.

(Regina Mobley): Where is it listed on the notice of award?

Woman: It'd be within one of the standard terms. It talks to how you get your money from the payment management system.

(Regina Mobley): I don't (see)...

Man: (Melissa) can you pull that up?

(Regina Mobley): Yes, I don't see that anywhere.

(Helen): Standard term number 5 or 6 on your award.

(Regina Mobley): On the award, number 5...

Man: What is your award number (Regina)?

(Regina Mobley): The grant number is X02MC19434 - well unless you need the other number.

Man: No. X02MC19434? And do you have that up in front of you?

(Regina Mobley): I do.

Man: 19434?

(Regina Mobley): Yes.

Man: 19434.

Man: Atlanta, Georgia?

(Regina Mobley): Correct.

Man: One moment (Regina).

(Regina Mobley): Okay.

Man: On your award that went out in September of 2010, correct?

(Regina Mobley): Correct.

Man: Let's go to Page 2.

(Regina Mobley): Page 2 of...

Man: (E) maybe.

(Regina Mobley): I'm just looking at the notice of award. Do I need to look at the terms and conditions?

Man: Terms and conditions.

(Regina Mobley): Okay.

(Helen): It's standard term number 5.

Man: Yes, you'll probably have to go to the award prior to that because I think that...

Woman: You do have to go to your original...

Man: Your original award.

Woman: ...award.

Man: Yes, it's...

(Regina Mobley): Oh. Oh.

Woman: You're looking at the latest - that's a revised notice of award.

Man: Yes, you're looking at a supplemental.

(Regina Mobley): Oh okay. Oh it's packed away right now. I'm getting ready to move. But I will look at that. So...

Man: But that was issued to you in July and that would have all of the information that you're looking for.

(Regina Mobley): Oh okay. Well, so I have not been reporting it. So I guess, I mean, I can do that. But also the - well this actually - see. This one is actually getting ready to close I think. Let me make sure. Sorry. I don't have it front of me so...

Man: This (loan)'s September 30, 2012.

(Regina Mobley): Okay. Okay, so I'll just make sure that I will report that on the SF-425 and the EHB. All right, thank you.

Man: Thank you.

(Regina Mobley): All right.

(Gwen): Your next question comes from (Marty Ness). Your line is open.

(Marty Ness): Good morning. My questions relate to the EHB. When I added the project to my profile, the person that submitted the grant originally was listed as the project director. And they have left and I had a lot of difficulty getting the project or the grant attached to my profile.

The instructions said to -- if I truly was a new project director -- to change my name and - the name in my profile to the name of the previous project director, which I did. And that worked and it added that project to my profile.

However - and then I - and then it said change my name back in my profile. However - so I'm getting your notifications and I can - it's in my handbook, but it still has the other person's name on it with my email.

Woman: So what you'll need to do to get the name on the notice of award changed since you're off the EHBs is submit a prior approval request...

(Marty Ness): Okay.

Woman: ...for the EHBs for change of project director.

(Marty Ness): Okay. And I submit - can I - we - I called the call center and they weren't able to help me, but where would I find that change request?

Woman: So within the EHBs you would go into the grant handbook and on the left side menu, there's an option for prior approvals.

(Marty Ness): Okay.

Woman: And so you'll create a prior approval request. And one of the options when you walk through that process is project director change.

(Marty Ness): Okay, so prior approval request. And that's on the left-hand side?

Woman: Of the grant handbook, yes.

(Marty Ness): Okay. My next question, extensions. To request an extension, I can't find anywhere that I'm able to request an extension at this point in time. So do I have to be past due before I can request an extension?

Woman: No, we - you're - you should request it before your project period ends. And again, that is a prior approval request.

(Marty Ness): Okay, so it's a prior - no wonder I'm having a hard time. I didn't know there was a prior approval request. This is the first time I've ever done this.

So - and then my third question, a few weeks ago I received an email from our program contact, (Beth Levitz). And she gave some specific line items here that she requested for budget justifications, and they were specifically from our original submission. And so I've typed all that up. Is that the budget justification that I need to submit by the due date required?

Woman: (What)?

(Marty Ness): It was for Line 1 and Line 10, specific instructions she gave me with regard to verbiage of how we had put in - like for Line 10 is equipment, and she wanted to know what two of those things specifically were in detail.

And then on Line 1 -- which is administration and legal services or legal fees -
- exactly how that would be broken out and for whom. So is that all that's
going to be required for the budget justification?

Woman: So are you doing the budget justification to support your request for an extension?

(Marty Ness): No, they're not related.

Woman: They're not related.

(Marty Ness): No.

Woman: Okay, so the purpose of the budget justification, what is that?

(Marty Ness): Well it's due July 1. It just says in my grant, "Budget justification due July 1."
And two weeks ago (Beth) sent an email to me asking that two line items be
specifically clarified or - whatever - justified. So I don't know if those - if
that's what is needed in the budget justification.

Woman: We use budget justifications for several reasons, so I'm not really sure how to answer your question. Why don't we get your telephone number...

(Marty Ness): Okay.

Woman: ...and then we can reach back to you.

(Marty Ness): Sure. You want my grant number?

Woman: Sure, that's helpful.

(Marty Ness): Okay. C like Charlie, 8, B like boy, C Charlie, S Sam, 24018. And my number is (928) 522-2453. So if we can go back real quick to this prior approval request, it's in my - it's in my grant...

Woman: (Unintelligible).

(Marty Ness): So I log into the EHB, I pull up my grant handbook and it's on the left-hand side, prior approval request?

Woman: That's correct.

(Marty Ness): Okay. All right. If I have trouble I'll call the call center.

Woman: Okay.

(Marty Ness): All right, very good. Thank you.

Woman: Thank you.

(Marty Ness): Bye-bye.

(Gwen): Your next question from (Nicole Wetstein). Your line is open.

(Nicole Wetstein): Hi there. I had a question related to the performance report, and specifically how to log in to work on that. When I'm on the site and I open up the electronic handbook for our award and I select to work on the progress report, the search parameters come up blank regardless of what I do. So I didn't know if that would be opened up after our award period ends, but some help was needed with that.

Woman: Do you have your grant number available?

(Nicole Wetstein): I do, it is T08HP22315-01-00. And that is under the 4a box award number. There is another one that states grant number. I'm not sure if that's the same or different.

Woman: Okay. So that is one of the reports that's not currently available, which is why it's not showing up in the Search field. You will receive a notification when it becomes available.

(Nicole Wetstein): Okay. And then also related to our - the final financial reports, our accounting office does that. Do they - is there some special permissions that they need to be able to enter in to do that? Does that need to go under another user who submits that? They have never used this system, so we're - this is new to us.

Woman: So for submitting the financial report, there's a...

(Nicole Wetstein): Yes.

Woman: ...role in the EHBs called the financial report administrator. It can be the same person as the project director depending on how your organization functions.

(Nicole Wetstein): Okay.

Woman: So to get those privileges, when you're in the EHBs you have to add the grant to your portfolio...

(Nicole Wetstein): Okay.

Woman: ...and choose the financial reporting option.

(Nicole Wetstein): Okay.

Woman: And then it'll - to validate that it's someone from the organization who is authorized to do financial reporting, the EHBs will ask for the PMS PIN...

(Nicole Wetstein): Okay.

Woman: ...and the PMS account ID.

(Nicole Wetstein): Okay. Okay. I think that answers my question.

Woman: Okay.

(Nicole Wetstein): Thank you.

Man: Thank you.

(Gwen): Your next question comes from (Shirley Thorn). Your line is open.

(Shirley Thorn): Good morning. Just to clarify, when your opening statement regarding registering in the ccr.gov, I found my DUNS number but I don't recall

registering within that particular site. As a PI that's a requirement, did I understand your directions correctly?

Man: That's correct. It's a requirement in order to submit an application through (unintelligible)...

Woman: Okay I took over as the PI, so maybe that is where I didn't do that. So if I go ahead and do that, that would be the end of that piece, correct?

Man: Right. I guess I would advise going to ccr.gov and putting in your DUNS and seeing what information returns.

(Shirley Thorn): Okay, good. Thank you very much. My second question is, we have a change in our financial reporting administrator. As I said, I've taken over this grant as the PI and I've added that personnel.

Is there a part - I know that personnel is going to be authorized to do the financial reporting and we have our budget justification coming up. Is there a piece that I could go to know my responsibilities as the PI, because I don't have access to the budget? So I need to find out where I can get access and what my responsibilities as the PI for the budget.

Woman: So as far as getting access to the financial reports in the EHBs, someone at your organization who has registered can give you those privileges. As I just mentioned in the response to the previous question, anyone from the organization who needs to access a financial report can get access by registering in the EHBs and entering the account ID from payment management system along with the payment management system PIN.

(Shirley Thorn): Okay. Okay. Great. Okay, good. Thank you very much. I'll make sure to follow through on that.

Man: Thank you. (Gwen) could you hold the calls for one second? That last caller reminded me of some information that we gave out two days ago that we should probably give out again (Melissa), and this was the URL number.

All of the people on the call might be interested to know that there's a - we put a lot of information on our Web site for grantees to have access to -- whenever they might need it, 24/7 -- there are some guidance documents out there and there is also some material in EHBs.

If you go into EHBs next time you're there, on the tab across the top -- the What's New tab -- there is usually some pertinent information that's - that you can read that is relevant.

But I'm going to ask Melissa to read out the URL number that has a lot of our EHBs-related documentation on it if you have that (Melissa)?

(Melissa): Yes. The Web site is www.hrsa.gov/grants/manage/index.html.

Man: Thank you (Melissa). Okay (Gwen), thank you.

(Gwen): Thank you. Your next question comes from (Ping Lee). Your line is open.

(Ping Lee): Hello. Good morning everyone. I have two questions. Because large universities (do) a different HRSA grant, and some are (unintelligible) just for the fiscal year -- some are across, you know, multiple years -- and for the single years -- that's for this fiscal year -- do I need to do the final quarterly report on PMS?

Woman: So you have a grant that's coming to an end?

(Ping Lee): Yes.

Woman: Okay, yes. You have to do your last quarterly reporting to payment management.

(Ping Lee): Okay.

Woman: (Unintelligible).

(Ping Lee): And I also need (to do) the final report on the EHB, right?

Woman: Right, and we'll expect the two of those to agree.

(Ping Lee): Okay. So I have to do both of them.

Woman: That's correct.

(Ping Lee): Okay. And what about all the grants that cross multiple years? Those are not - like for the final report, do I to do that on the EHB or only do on the PMS?

Woman: You have to do both.

(Ping Lee): I have to do both.

Woman: Yes. We do have some grant programs that waive the financial reporting requirement to HRSA, so you would need to look at your notice of award. If it

has the reporting requirement for the FFR, then you are required to submit that final report.

(Ping Lee): But this grant just cross fiscal years - I mean, for multiple years. It's not over yet. So I still have to do the annually report instead of final report on the EHB?

Woman: Do you have your grant number handy?

(Ping Lee): Yes I do. The number is P88HP20942.

Woman: I'm sorry, the first three characters again? T...

(Ping Lee): P as in palm, 88 -- that's two numbers -- then HP20942.

Woman: I believe you do have a financial reporting requirement. If you can give me a moment, we're pulling it up.

(Ping Lee): Okay. I did complete like the quarterly report for this one on the PMS, but I'm just wondering should I have to do the report on the EHB side of (unintelligible) you know, the year end.

Woman: Okay. (Melissa) or (Darren), if you get to it any faster than us, let us know.

Man: T08?

Woman: P88.

Man: P88...

Man: HP20942.

(Ping Lee): That's correct.

Man: Marywood, Pennsylvania?

(Ping Lee): Yes.

Man: Pulling it up now.

(Ping Lee): Excuse me?

Man: We're looking for it now. One...

(Ping Lee): Oh okay.

Man: ...second please.

Woman: You do have a financial reporting requirement, so you would need to go into the electronic handbooks and submit.

(Ping Lee): Okay.

Man: Ninety days after the budget period end date.

(Ping Lee): My budget period end is (date of) 2015 though, not at 2012.

Woman: Right. So you have an annual reporting requirement, so every year you are required to submit a financial report.

(Ping Lee): Okay, so still - just because other ones I have to do the report on both systems, PMS for the final - for the final quarter for this year and annual report under EHB.

Woman: That's correct.

(Ping Lee): All right. Okay. Thank you so much.

Woman: You're welcome.

(Gwen): Your next question from (Joann Tatrini). Your line is open.

(Joann Tatrini): Hello. So I joined the call a little late, but as I look at the EHB it appears to look the same. Is that correct? Has the interface changed or are we still waiting for that to happen?

Man: The interface isn't slated to change until July 26 (Joann).

(Joann Tatrini): Okay. All right. So...

Man: (Unintelligible) after that.

(Joann Tatrini): Very good. Thank you so much.

Man: Thank you.

(Gwen): The question comes for (Maureen O'Laughlin). Your line is open.

(Eric Marshall): Hi. Yes, I'm actually stepping in for (Maureen). She just had to step out, but my name is (Eric Marshall), and I wanted to start with, you know, we are very fortunate to have multiple grants through HRSA.

And basically our issue is that when we need to view all of our reports, we have to go into each individual grant and go - when you go to view our portfolio, then we have to open the grant handbook and individually look at - and then we have to go to the Monitor Schedules tab.

We were under the understanding that with the upgrade that we thought there was going to be an easier way to access all of our required reports at once. Is that in the works or is there anything - an easier way that we can pull all of our required reports together at one point in time?

Woman: That is part of the new user interface upgrade which will take place on July 26.

(Eric Marshall): Awesome. Perfect then. All right, that was it.

Woman: Thank you.

(Eric Marshall): What was the date you said, July - what - 22?

Woman: Twenty-sixth.

(Eric Marshall): Sixth. All right, thank you.

(Gwen): Your next question comes from (Mary Bossmans). Your line is open.

Ms. (Bossmans) your line is open.

Ms. (Bossmans) your line is open. Please check your mute button.

Your next question comes from (Peter Harrick). Your line is open.

(Peter Harrick): Hi, good morning. I actually had a couple of questions. Actually it's a follow-on to the last question about the having a centralized place to look at all those sorts of things. Is it - is the upgrade going to also include hopefully allowing the AOR to grant privileges under individual grants?

Right now it's a little complicated insofar as I have to - I have to talk the PI through and a lot of PIs don't use your system very much. We in sponsor programs are the experts in your system, so I have to talk a PI through the whole process of granting me access so then I can manage their grant.

Woman: Yes, we understand that feedback. We've gotten it from several customers. It will not be part of the July 26 release, however we do have that as something to investigate a way of doing that.

(Peter Harrick): Okay. And then another piece of that is that we - at our institution we - there are two entities for us and we've been told by the help desk that that can't be changed. And I'm hoping that maybe in one of these updates we can actually get rid of one of the entities. They're identical - same DUNS, everything.

Woman: We did have this past weekend a system upgrade where the EHBs is now integrated with CCR. And so in the case where there were duplicate identical organizations, they were merged. So I'm not sure if you've logged into the EHBs since this weekend, but you might want to login and check.

(Peter Harrick): Oh okay. That'd be great. And then does that also mean that our ghost projects that are - that were stuck in portfolio - or that were stuck in submission stuff, we had several that were just sort of still there that we had submitted years ago that are still floating around. That stuff has all been cleaned out then?

Woman: That stuff will still be there, unsubmitted or submitted applications that weren't awarded or submissions that were never submitted. With the UI upgrade that comes at the end of the July, there will be easier ways to filter things out that you no longer want to see.

(Peter Harrick): That'd be great. Okay. And then the - so then - okay. And then - so I - actually just one sort of final question. Does this - this is not going to change the dual - I don't - I've never really fully understood why you all have a dual application process where we have to apply through grants.gov with sort of a shell dummy application and then follow up in EHB. Is that going to change at some point or we still going to have to play that game or...

Man: We - long term, we would like to address that issue. Most of our applicants apply only through grants.gov. (Peter) you have (H80) grant or - what kind?

(Peter Harrick): Well we've had - we've got a whole bunch of grants here, but some of the scholarship monies like the NAT and the AENT, those are still - those still appear to be going dual (like)...

Man: The short answer is the reason for the dual is because of those additional forms and the additional information that we collect directly into EHBs. That is, there isn't a mechanism through grants.gov to provide that information currently. So we ask in certain situations like yours that users provide that very specific information that the HRSA program office wants into EHBs.

(Peter Harrick): Okay.

Man: But that isn't the case for most people.

(Peter Harrick): So most of them at this point are going to be fully grants.gov SF-424-based applications.

Man: That's correct.

(Peter Harrick): Great. And only going into one of our entities, that's even better.

Man: Right. Hopefully that's been addressed with the upgrade this past weekend.

(Peter Harrick): Okay. Great, and you actually answered my other question about the financial side people. They are going to have to have an access in PMS and a separate account in EHB to do the FFR stuff.

Woman: Yes.

(Peter Harrick): Okay. All right, thank you very much.

Man: Thank you.

(Gwen): Your next question comes from (Melvina Fredson-Cole). Your line is open.

(Melvina Fredson-Cole): Hi, good morning. Just for clarification, if our institution receives a new award, would it automatically populate in my view portfolio or do I have to manually add it to my portfolio?

Woman: Can you repeat the first part of the question? I'm sorry.

(Melvina Fredson-Cole): If our institution receives a new award, would it automatically populate in my view portfolio when I login, or do I have to go to Add to Portfolio and find it and then add it to my portfolio? Is that how (unintelligible)?

Woman: So if the new award is awarded to your organization, you will have to add that manually...

(Melvina Fredson-Cole): Oh.

Woman: ...if you're the project director or responsible for non-financial reporting. For the financial reports, if a new grant is given to your organization, you will have to add it but you should receive a notification in the - within the system page that there's a new grant available and a link for you to click to add that report - or that grant to your handbook.

(Melvina Fredson-Cole): Okay, so if I do the financials, I will receive a notice of award so that I know to add it.

Woman: You wouldn't receive a notice of award unless you're listed as one of the contacts. But if you go into the EHBs, in the View Portfolio page there would be a notice at the top of the page that there's a new grant available to be added to your portfolio.

(Melvina Fredson-Cole): Oh okay. So that's the way I can tell that there's something there, and then I can click on it and it will add it.

Woman: Right.

(Melvina Fredson-Cole): Okay. Thank you.

(Gwen): Your next question comes from (Tracy Evanson). Your line is open.

(Tracy Evanson): Hi, I have a question about carryover dollars and how that gets requested through the EHB. We have expanded authority on our grant and so I know we can carry over 25%, but if we were to have more than 25%, I'm wondering - I have a couple of questions.

One, do I request just what is in excess of the 25% or do I request the whole amount of carryover dollars for it to be authorized? And then just what is the process for doing that?

Woman: You have to submit the entire request for carryover, and that's done through the prior approval module.

(Tracy Evanson): Prior approval? Okay.

Woman: Yes.

(Tracy Evanson): And that can't be done until after the FFR is in, right?

Woman: Yes. You have to first submit your FFR.

(Tracy Evanson): Okay. Thank you.

(Gwen): Your next question comes from (Susat Allica). Your line is now open.

(Susat Allica) of Northern Virginia Community College, your line is open.
Please check your mute button.

(Susat Allica): Can you hear me?

Man: Yes, go ahead.

(Susat Allica): Oh, thank you. Good morning.

Man: Good morning.

(Susat Allica): My question is since you mentioned that July 26 is when CCR will be available, when do we submit the FFR then? Is it after that?

Man: The July 26 date is the date for - that EHBs will be upgraded so that the screens will look a little different for everybody and easier to navigate. But you should submit your FFR in accordance with whatever your notice of award says (to).

(Susat Allica): Yes, I believe that we're supposed to do the - (I know) between July 1 and July 30 or 31. Is that right?

Man: It would say so on your notice of award.

(Susat Allica): Okay, so follow (of the award) for the EHB, right?

Man: That's correct. That's your - that's the key document.

(Susat Allica): Okay. Thank you very much.

Man: Thank you.

(Gwen): Your next question comes from (Kelly Howerton). Your line is open.

(Kelly Howerton): Hi. This is just a comment - and by all means I might not know what I'm talking about, but it was about the lady who wanted to print out her FFR and she had said - mentioned something about the toolbox being on the bottom.

Well in the toolbox on the bottom of the EHB screen, there's a Print button. And when I access that, then it does print out the report in a very nice manner. So that's - I just wanted to mention that.

Man: So one Print button works and provides all the formatting that you would expect, but one doesn't?

(Kelly Howerton): Well she was saying how when she initially printed it, that it actually - she said the toolbar on the bottom showed up and, you know, and it overrode and - on the some of the figures and everything. And I was just saying that she could use the toolbar that's on the bottom...

Man: Right.

(Kelly Howerton): ...and it has a Print button and it prints out the report in a, you know, in a manner that's acceptable without any, you know, jumble-up things and all that. It's very clear.

Man: Thank you for that information (Kelly).

(Kelly Howerton): Okay.

(Gwen): Your next question comes from (Debbie Smith). Your line is open.

(Debbie Smith): Yes, thank you. I have a comment first on the lady who was asking about registering in the CCR. If she's a PI, she needs to check with her institution. Generally the institution is registered, and if she's submitting through grants.gov, she is - they are already registered.

But my question had to do with the multiple entities which the gentleman just talked about a few minutes ago. And I have not had a chance to look at the EHB since the change this weekend and will do that. If we had entities with the wrong DUNS number, how do we make that correction?

Man: One second please.

We would need your specific information (Debbie) in order to make that sort of change.

(Debbie): Okay. I'll go in and take a look at that. And who - can you give me a number to call if I need to?

Man: Sure. Why don't you give us your phone number and we'll reach out to you?

(Debbie): Okay, it's 901-448-4823.

Man: Four eight two three. And that the name of your organization?

(Debbie): University of Tennessee Health Science Center.

And some of our grants here were mixed up with a sister institution in Knoxville. So we had some entities that had some of our grants and some of their grants in them I think. So we need to be sure that those all got sorted out.

Man: And do you have multiple grants or just one?

(Debbie): We have multiple grants. We had at one time like ten entities.

Man: And of the ten entities did they all have different DUNS numbers?

(Debbie): Not all of them. Some of them had the correct DUNS number but some of them seem to have incorrect numbers so I'm not sure how to sort that out.

Man: Do you have one of your grant numbers handy?

(Debbie): I'm sorry. I do not.

Man: Okay.

Woman: That's okay. Prior to us reaching back to you if you could just gather for us a list of your grant numbers so particularly the ones that are mixed up with another entity. We're going to need all of that information to work through it.

(Debbie): Okay. Now how will I do that if that EHB has already been changed and they're not all showing up?

Man: Well the system has not been changed yet. The user interface has not been changed yet.

(Debbie): Okay great. Thank you.

Woman: (Unintelligible).

Man: Thank you.

Coordinator: Your next question comes from (Maria Aganaga). Your line is open.

(Maria Aganaga): Yes good morning. My question has to do with the quarter reports. And for example our grant goes from June 1 through May 31. So I am assuming our first quarterly report will be some time in August, early August or I'm sorry, early September.

And what about the format? Are they any different from the annual performance reports that we are submitting?

And we have to report the same numbers, amounts of dollars to spend in different categories? What is the structure of these reports?

Man: Are you referring to your - the pain and management system reports (Maria) or your...

(Maria Aganaga): Yes. We have to submit performance reports once a year and also non-compete and renewal performance reports.

Man: Oh really?

(Maria Aganaga): And our next one is coming up is due in September. And this is for the annual. And they were noncompeting continuation was submitted in March.

So my question is about the upcoming quarterly reports. What is the format and the structure?

Man: I see. So you're quarterly progress reports?

(Maria Aganaga): Yes. That you were talking at the beginning of this conference call. That you see the pain and management system we have to be submitting quarterly reports.

Man: One second please.

(Maria Aganaga): Thank you.

Man: Well yes. (Maria) there are - it sounds to us like there are requirements for a quarterly progress report for you. But that shouldn't be confused with payment management quarterly financial reports that...

(Maria Aganaga): Right that - yes those are taken care of by business office.

But what I'm talking about is the progress quarterly reports that you were talking about at the beginning. So what do we report on those?

Are though similar to the performance reports where we have to report number of people seen, number of dollars spent in each category? This is not financial.

Woman: No. No the quarterly reporting to the Payment Management System is.

((Crosstalk))

(Maria Aganaga): Yes.

Woman: ...(done) typically by the business office who reports the federal cash transactions to payment management. So it's basically quarterly reporting on the funds that have been drawn down during that quarter.

(Maria Aganaga): Oh okay. So it's only financial?

Woman: Right.

(Maria Aganaga): Okay so the business manager...

Woman: Right...

(Maria Aganaga): ...will take care that.

And my other question is how can we get back you see in the EHB system,
how could we get back to what we have already submitted?

Is that going to be taken care of with the new upgrade for July 26?

Woman: We'll make it easier to do that with the upgrade. But right now you still can
access previously submitted reports by searching when you go to the page if
the report doesn't appear listed.

In the upper right-hand corner there's a Search button. And you can click on
that Search button and change the status field to submit it and then click
Search and it will show all of the previously submitted reports.

(Maria Aganaga): Okay under the search to the right-hand side. Oh, okay.

Woman: Yes.

(Maria Aganaga): Thank you.

Man: Thank you.

Coordinator: Your next question comes from (Lucia Dahugi). Your line is open.

(Lucia Dahugi): Good morning and thank you. You just answered my question.

Man: Oh okay glad to hear that (Lucia). Thank you.

Coordinator: The next question comes from (Sylvia Palmer). Your line is open.

(Sylvia Palmer): Good morning.

Man: Good morning.

(Sylvia Palmer): Hi. I have a I guess a quirky issue and I guess it has to do more with it EHB.
My grant number is R40MC21525.

Now I've been having issues since April trying to file the financial reports. I am the business official and the authorizing official for grants.

But yet when I try to add the grant to my portfolio I can't. I don't even have a link. I'd don't have access to link on the homepage when I login to change communication concept for the organization or to manage the users of my organization.

I submitted a request from the system back in April. And when you view the history and attempt to go ahead and add to my portfolio it just basically is sitting there pending, says April 30.

I tried to go through the process and it kept asking me for a PIN number. And I have the account ID in the PIN number from PMS.

I had my financial person, my accountant verify because they're the ones that draw down the funds. And still it saying that, you know it wasn't an authorized PIN.

But in the interim I'm kind of like locked out of the system. So I had contacted the GMO and sent the financial report to him.

But in the meantime I still need to resolve this issue and I - it's been pending since April so I'm really glad that you had this conference call so hopefully we can go ahead and resolve this.

Woman: We're trying to look up the contact information for your grant.

(Sylvia Palmer): Because right now what it says when you try to add some where it says only the AO or the BO can be responsible for the financial grant reporting.

So I went ahead and checked the financial grant reporting part of my sort of contact information. And I said that am I also responsible for approving and submitting the financial grant report.

And in the meantime I keep getting these notices saying I'm not filing but I've been trying to file the report. So I just submit it manually.

I know you don't like paper copies but I don't know what else to do.

Woman: Okay can I have - we can follow-up with you after this call. May I have your phone number?

(Sylvia Palmer): Sure. I'm actually at home on my way to work because I'm in the West Coast.

Woman: Okay.

(Sylvia Palmer): So I'll give you my phone number. It's area code 808 -- it's a Hawaiian number -- 375-1976.

Woman: Okay I will follow-up with you after this call.

(Sylvia Palmer): Okay great. Thank you so much.

Woman: Thank you.

Coordinator: The next question comes from (Nancy Merchant). Your line is open.

(Nancy Merchant): Hi. Thank you. I work for a very large healthcare organization. And when I got the notice a few weeks ago about the upgrade coming I ran the diagnostic and was informed that our browser is not compatible with the - what's going to be upgraded.

So I contacted our IT people who said we can't do anything to help you until you've actually been prevented from accessing the EHB.

What I'd like to know is after the upgrade when I go in there and try to do something is it going to actually give me a message you don't have the right browser or is it just going to just be very frustrating and I can't do anything in there?

Will there be something that I can send IT that will help persuade them to put the right browser on?

Woman: It depends. Do you know which browser are you using?

(Nancy Merchant): Well I can't - I don't know offhand but when I ran a diagnostic thing it told me.

Woman: Right. In most cases having the wrong browser won't prevent you from logging in. However if you login and the browser's not a recommended browser then it will be very frustrating to you.

In some cases the page just looks very skewed but it will still work.

(Nancy Merchant): But it won't give me a specific message as to what the problem is because I don't have the right browser.

Woman: It depends. I would have to know which browser you're using.

(Nancy Merchant): Okay then alternatively is there a name of someone there that I could pass on to the IT people and say please call us person and talk to them?

Woman: At this point our Office of Information Technology has requested that issues relating to the browser go through the HRSA Contact Center.

(Nancy Merchant): So just in general the HRSA Contact Center?

Woman: So you can contact them and explain the issue and then they have the points of contact here.

(Nancy Merchant): Okay. Okay thank you.

Woman: You're welcome.

Man: Hello?

(Nancy Merchant): Yes?

Man: Are you near your computer now?

(Nancy Merchant): Yes.

Man: You can check through your Internet Explorer in terms of finding out which browser you're on.

(Nancy Merchant): Okay. Hold on here just a minute.

Man: I mean you can just Google the information in your - in your search area to find out which browser you're using. So that's just a recommendation for you.

(Nancy Merchant): Okay. I may not be technologically...

Man: Okay.

(Nancy Merchant): ...old enough to do that right by myself.

Man: Okay. Okay then follow the instructions that (Jillian) just gave you.

(Nancy Merchant): Okay I'll do that. Thanks.

Coordinator: The next question comes from (Veronica Feig). Your line is open.

(Veronica Feig): Thank you. Good morning. I have a kind of quirky question as well and don't want to trouble you. It's on the noncompeting continuation report I've done twice. It didn't cause any problems but it was a little unnerving for me.

On Section A of the budget listing I would fill in the fields but the automated page that was generated didn't calculate the numbers correctly.

So for example in both years when I added key personnel under the total senior key personnel that total came out to zero.as I said was unnerving, hasn't cause problems but has anyone else had the kind of problem?

Woman: I don't know an answer to that. I'm unaware of any major issues related to that.

(Veronica Feig): I think I called a few times, even printed the screens and sent them to the technical project officer to show that I really had put in the correct numbers in the fields. And as I said the totals were never incorrect on follow-ups to it.

But on my report it's sitting there with zeros and incorrect calculations that are automatically generated when you fill in the fields.

I think it might've been that I added a new field to it and only took the last one from that. Is that possible?

Man: And this is on the noncompeting continuation report? Is that what...

(Veronica Feig): Correct Section A, Section A B for the support.

Man: And I'm sorry so you were able to do a workaround though (Veronica)?

(Veronica Feig): No but I submitted it as paper so that the totals on the subsequent Notice of Grant Awards were correct. But in doing the support years and predictions they came out with incorrect totals.

Man: And your grant number please?

(Veronica Feig): It is Z09HP18992.

Man: One eight nine nine two?

(Veronica Feig): Correct.

Man: And when did you submit that report? When was it due?

(Veronica Feig): I did in March and I did in March before. It happened both years. And as I said it never caused difficulty. But when I printed the full report and turned that into the financial office they were real concerned.

Man: Can we have your phone number (Veronica)?

(Veronica Feig): Sure. It's 516-678-5000 extension 6871.

Man: Five one six, 678-5000, Extension 6871?

(Veronica Feig): That's correct.

Man: Okay we'll...

(Veronica Feig): I also tried to talk - I think there was a technical support phone number. I several times tried to look into why it was happening.

I might have been able to delete the whole thing and redo it. I didn't try to do that since it had been filled in.

But as I said it's populated on the printout that came from filling in the lines and it was incorrect.

Man: So the solution for you was to submit it in paper?

(Veronica Feig): I did a follow-up to make sure that - the line numbers are correct. It was the totals that became incorrect.

Man: Okay. We'll take a look into that and be back in touch (Veronica).

(Veronica Feig): Okay as I said I probably shouldn't have troubled anyone. It hasn't cause problems but it was quirky.

Man: Okay thank you.

Coordinator: Your next question comes from (Darlene Anderson). Your line is open.

(Darlene Anderson): Yes hi.

Man: Yes go ahead.

(Darlene Anderson): All right. I am a very new user to the system. At this point I've only done a couple of draws. And I have also worked on the March ending quarterly report. And I just struggled through that.

But anyway my question is when you talk about the EHB or the Electronic Handbook the transactions that I've already completed did I do those through that system or is this something totally different?

Man: I'm sorry you - when you did your drawdown request you did that through the Payment Management System.

(Darlene Anderson): Okay.

Man: You said you've already successfully done some drawdowns right?

(Darlene Anderson): Yes. I've done a couple of drawdowns.

Man: Okay so that was through the Payment Management System but the electronic handbook system is different. And that is where you would submit or where you will submit your annual FFR report, your annual SF425.

(Darlene Anderson): Okay and that's all. The quarterly report is that also done through the Payment Management System?

Man: Your quarterly report is done through the Payment Management System yes that's you're...

(Darlene Anderson): Okay. So the only reason to use the EHB is for reporting annually is that right?

Man: Well it - one of the things is for reporting the annual FFR. But you also would use it to submit prior approval requests and review your terms and conditions

for instance, submit progress reports. Anything else related to your grant would be done through EHBs.

(Darlene Anderson): Okay now what - to access the EHB system is that a different login or can I just go to it by clicking on the tab with the Payment Management System?

Man: No. The two systems are not connected.

(Darlene Anderson): Okay.

Man: So you would need a complete different login and access rights.

(Darlene Anderson): Okay. And so how would I get the information on how to login and to get my password and user ID and so forth?

Woman: Yes so there's the EHB's URL which is <https://grants.hrsa.gov/webexternal>. On that page you'll find instructions for registering.

(Darlene Anderson): Okay. Okay and so is this EHB system, this is brand new?

Woman: No.

Man: No it's not brand-new.

(Darlene Anderson): Okay, all right. Then I can just find out from somebody here at the organization if they've done it. So I guess someone has. All right that's it. Thank you very much.

Man: Thank you.

Coordinator: You next question comes from (Marson Graves). Your line is open.

(Sean Cassidy): Hi. This is a question regarding multiyear grants that end and then are continued on another grant with a different document number say ending in VO or CO as opposed to the previous ones that ended in AO or BO.

Man: Yes okay.

(Sean Cassidy): We have it carried forward on it grant on the final year of an AO document. And there's a new grant under a BO document. How do we get the carry forward amount transferred to the BO document?

Woman: You have to submit a prior approval request asking for that carryover.

(Sean Cassidy): Even though it's under the 25%?

Woman: Are you on did it under expanded authority?

(Sean Cassidy): Yes.

Woman: You're - when you submitted your final FFR for that A0 document did you make mention on the FFR that you wanted to carry it over for expanded authority?

(Sean Cassidy): Yes.

Woman: You did. Okay, can we have your grant number?

(Sean Cassidy): This is example D as in David 09HP07967.

Woman: In order for money to move from one document or segment to another that has to be done through a revised notice of award. So we will look into that for you.

(Sean Cassidy): So it's basically we have to go to are grants management specialist and get them to do a new notice of award?

Woman: That's correct.

(Sean Cassidy): Okay.

Woman: Okay can I have your name again sir?

(Sean Cassidy): My name is actually (Sean Cassidy).

Woman: Okay. We'll look at the specifics.

(Sean Cassidy): Thank you.

Man: Thank you.

Coordinator: Next question comes from (Katrina Davis). Your line is open.

(Katrina Davis): Hi. I work in the Central Grants Office at my organization. And I coordinate our reports between the SO the PI. We also help with the financial reporting.

Now we already have a person who handles the draws. That's taken care of. But I kind of manage the financial report. I don't submit them but I'd to compile the numbers, edit, make sure everything's in order and then have her submit them.

But I'm having problems getting access in the ERH - I mean EHBs to be able to access the information I need for the financial reporting and everything else actually like the progress reports.

I'm able to look at the performance report needs which is another question. But I'm not sure how to go about getting access.

I have requested access through the PI and from the financial reporting administrator. But neither of them really are capable of helping me.

Have you tried contacting the HRSA Contact Center?

(Katrina Davis): Yes. And we have administrator here who was supposed to get have access to be able to give me - to help me get the access I need and it's just not working. And the reports are due at the end of July.

Woman: Okay. Let's make sure I have it correct. So you've requested the privilege to view or edit the financial reports from the FRA?

(Katrina Davis): Correct.

Woman: And they are unable to help you? Do you know why? Is it because they can't?

(Katrina Davis): She said that she doesn't even have the option through the handbook to do it.

Woman: Okay can we have your telephone number?

(Katrina Davis): Sure. It's area code 860-837-5278.

Woman: Okay do you have the grant number by any chance?

(Katrina Davis): Yes I do. It is H34MC10576.

Woman: Okay and your name again?

(Katrina Davis): (Katrina Davis).

Woman: Okay (Katrina). We'll be able to go in and check the status of your request and then give you a call back with some additional guidance.

(Katrina Davis): Sounds great. Thank you.

Coordinator: Your next question comes from (Cheryl Clark). Your line is open.

(Cheryl Clark): Hi. I'm calling from Florida. I'm on the SSTI grant. And I've had - I've been listening to the people dial-in. And I've had a lot of problems with submission rights on my performance reports. And those are soon to be resolved.

But now I'm having a problem with selecting a new authorizing official. My supervisor was on there as well as division director. They have since left the department. And I've tried to put in one but that was offered as a - one that was already approved but I can't get it to go through. And I'm just - I'm worried because I have to submit a non-continuing - I mean a noncompeting progress report next month. Is there any feedback on what I could possibly do?

Woman: From within that page you would have the option to add, you know, show people that are registered with your organization.

If you're having problems with that there should be an option to create a new authorizing official.

(Cheryl Clark): Right. I've done that and it keeps bouncing back to me as not deliverable. And that may be a problem with our email system.

But I was told by a person who submits the Title V block grant that he always gets those bounce back error messages but they still go through. But mine doesn't seem to be going through. And it seemed to be in line with the other issues I've been having with the electronic handbook.

Woman: Okay so that email is not necessary for the correct authorizing official to register in the EHBs. So if you can't communicate with that person and they can register to create an account.

(Cheryl Clark): Okay so the ones that - you know, they have the ones that there already listed and approved and you can just do the Radio button to select them.

But they also when you want to request a new one they have people who are authorized I guess already and not on that first list.

And I entered the name of our interim division director who is listed so she already has rights. So I just need to have her go and personally sign?

Woman: Right. If she's ready listed there that would mean that she's already registered. We would have to look into the exact error that you're receiving. Have you tried contacting the HRSA Contact Center?

(Cheryl Clark): I've done it so many times and I'm not trying to whine on this call about that but, you know, I've gotten very, very, you know, I've had some successes but I've had the call numerous times.

And I know they're are probably overwhelmed and getting a lot of phone calls. But when you're dealing with a time deadline as some people have on this call have noted that that's not termed as an excuse for you not submitting your paperwork on time or your grant forms on time.

And it has delayed me, you know, numerous times so far. So I completely missed the performance report and I was told that that was - that train had left the station so to speak.

So I will try to do that but I just want to, you know, iterate that, you know, there's something going wrong at least with all of the submissions I've had.

I had a submission like the last year and all of a sudden it got wiped out. And my project director left. I tried to change my name to be the project director. That took months to do. And that's the main reason why I did miss the performance report because I didn't have any submission rights on this grant.

So now we're having the authorizing official issue. And like I said those people - the name that was - I want to add didn't appear on the first list where you can do the Radio button. But when you do, you select it you can add an authorizing official then the name that I want to put there is listed in a group of other names. But when I add her, you know, name her, you know, put her email address it doesn't register.

Man: Can we have your phone number (Cheryl) and will have somebody get back in touch with you?

(Cheryl Clark): Okay my - 850-245-4497.

Man: And I am sorry did you say you had your grant number handy?

(Cheryl Clark): Oh I can give it to you. Hold on.

Okay I'm sorry. It's 818NC00010.

Man: And that was 850-245-4497?

(Cheryl Clark): Yes.

Man: And the name of your organization?

(Cheryl Clark): Florida Department of Health.

Man: We'll reach back to you (Cheryl) so we can try to help get you through it.

(Cheryl Clark): All right. Thank you.

Coordinator: Your next question comes from (Maureen Mitchell). Your line is open.

(Maureen Mitchell): Yes good morning. Thank you for your patience. I am a new grant recipient and a PI. And I share the same overwhelming concern that that one gentleman had earlier in our conversation about what all this stuff means.

My grant number is E as an Edward 01H as in Harry, P as in Paul 22244.

And I am on your handbook site. And the question I have is when I look at the left-hand column where it has grant menu and I click on noncompeting continuation performance report -- all those things, none of those reports show up in when I search for then them.

So the question is is it - could it be that they're not available yet for release so I can complete them?

Woman: Yes.

(Maureen Mitchell): Okay. And then I hear many callers talking about this noncompeting continuation. Can you give me just a short definition of what that means?

Woman: The noncompeting continuation is when we have - when the grant contains multiple years every year we do require the progress.

(Maureen Mitchell): Yes.

Woman: So it's a progress report that they have to submit to get their continuation funding. The E01s are not multiyear.

(Maureen Mitchell): Oh. Okay. So that's one report I don't have to worry about?

Woman: Correct.

(Maureen Mitchell): Okay let me see. And as one lady mentioned the university should be filling out that ccr.gov for the DUNS number otherwise I wouldn't have been able to submit this grant correct?

Man: That is correct.

Woman: Right.

(Maureen Mitchell): Okay. Thanks so much. This has been very helpful. I'm beginning to learn about your system. I appreciate your help. That's the end of my questions. Have a good day.

Man: Thank you.

Coordinator: The next question comes from (Kathy Sinapica). Your line is open.

(Kathy) with the Illinois Academy of Pediatrics your line is open. Please check your mute button.

The next question comes from (Michael Nolan). Your line is open.

(Michael Nolan): Hi. My question regards the timing of granting access each year. I'm in finance and I have to do various nursing reports on the student loans, STS and nurse faculty.

And it - I was just wondering, I am in a tight time frame once the year end start working on the year end close stuff and then trying to get these out. And I spend time chasing people around to grant me access.

Is there any way of getting these opened prior to July 1?

Woman: That is controlled within the - so we can certainly send your feedback to them and let them know that it does raise some concerns for the timing (options)...

((Crosstalk))

(Michael Nolan): Yes...

Woman: ...to consider.

(Michael Nolan): Yes because a lot of them don't, you know, they don't have much activity on them. So, you know, I could populate them and then check them then in July and, you know, have the time to go back to them before submitting them in August.

That's really it. And I just want to make sure for the AORs we're still in the same Web site grants.hrsa.gov?

Woman: That's correct.

(Michael Nolan): And anything that we are able to submit between 7-1 and 7-26 will just roll over to the new view?

Man: That's right. The upgrade will account for everybody that has any information in the system now (Michael).

(Michael Nolan): Okay. And should we have to request access each year for every single grant? Or if I see something in there that I've been granted access to already and I just don't see the new year out there that that's the one I need to request access to?

Like I see one here now that ends June 30 '12. But when I go into it I don't see anything. You know I just see a - something to fill out the report.

Woman: Regarding having to get access every year it really depends on if there's a new grant number every year. If there was a new grant number then you'd have to get the access each time.

One thing that I do want to note is just as far as getting access to the reports if you had let's say for this year new grant numbers the person who's listed as the project director can go in now and give you privileges to view the performance reports or the progress reports.

And then once those reports are available you'll see them as soon as they are made available.

(Michael Nolan): Okay.

Woman: So that's one thing I wanted to note. You don't have to wait until the report is available to request or to get access to the grant handbook for the grant.

(Michael Nolan): Okay. All right so that's what I could do in one shot if any of them that I've done in the past go in there and send this, you know, check off for requesting the access and they can respond to put it out there for me.

Woman: Right.

(Michael Nolan): Beauty. All right thanks so much. Have a good one.

Man: Thank you.

Coordinator: Your next question comes from (Kathy Sinapica). Your line is open.

(Kathy Sinapica): Hi everyone. Quick question, I'm in the last year of a grant and I submitted my progress report. I got an NGA that shows, well let's see. It reads something like - okay it says this revised NGA reflects a no-cost extension of the project and budget period through May 31, 2013.

So requested via electronic handbooks prior approval process so I did get my new NGA.

My question is - and I see that I have an FFR due in about four months. So I'm going to do it FFR on that - my last year. And then I have another FFR due at the end of my no-cost extension year.

My question is when I submit the FFR for the end of this year do I have to submit a no-cost extension year budget?

Woman: No. You do not.

(Kathy Sinapica): Okay so I got the revised NGA. It's giving me an extra year. I still do have to do an FFR for the end of my third year and then I do another FFR at the end of the no-cost extension year but I don't have to submit a no-cost extension budget?

Woman: That's correct. You've already got the approval for the extension.

(Kathy Sinapica): Okay.

Woman: So you have that budget within there.

(Kathy Sinapica): Okay.

Woman: You just have to do the two - you have to do the FFR for the original period of time. And then at the end of the extension will be your final FFR.

(Kathy Sinapica): Okay. Thank you very much.

Woman: You're welcome.

Coordinator: Your next question comes from (Marilyn Court). Your line is open.

(Marilyn Court): Yes, I do the performance reports for the nurse faculty loan and (HPSL) and nursing loans here. And I was wondering if they were going to have another - have a webinar about them because of the changes they've made to the layout of the electronic handbook?

Woman: I'm not certain. I would recommend contacting your project officer and asking.

(Marilyn Court): Okay, another question I had was when will the new reports be available in electronic handbook for 2012?

Woman: I believe we (unintelligible) earlier that that was by July 1.

(Marilyn Court): Okay, all right, that's it. Thank you.

Man: Thank you.

Coordinator: Your next question comes from (Jewel Thompson). Your line is open.

(Jewel Thompson): Hello, we have a grant that's pending August 31 and I just wanted to know when our final progress report - when that would be open? And also the timeline for submitting our FFR through the EHB as well as PMS?

Woman: Can you give us your grant number? We can look it up for you.

(Jewel Thompson): Sure, and we're in a no-cost extension right now. Our grant number is R40MC15594-02-01.

Woman: Okay, so you're wanting to know the timeframes for both the quarterly submission and your annual SFR?

(Jewel Thompson): Yes, in addition to wondering when the site would be available for - to submit our closeout report information because it could be possible that we'd be ready to submit before 90 days.

Woman: Okay. Okay, that's fine. So as far as the - while we're looking that up, as far as the quarterly reporting to payment management, that will open for the June 30 quarter July 1. So you have the month of July to do your quarterly reporting for the June 30 quarter.

(Jewel Thompson): Okay.

Woman: Okay.

(Jewel Thompson): Okay. And - okay, so it opens up July 1 but what's the deadline?

Woman: July 30.

(Jewel Thompson): July 30, I'm sorry I missed that.

Woman: Okay, and then your financial reports, your budget period goes to August 31 of 2012.

(Jewel Thompson): Yes.

Woman: Your financial report is due by January 30 of 2013. Now that's the last day, you certainly can submit any time prior to that.

(Jewel Thompson): Okay. And through EHB it would be open once the - once our - we reach our August 31 closing period. It would be available for them to submit the FFR at any time or would they have to make a special request to access the information?

Woman: The FFR is available now. You can technically submit it at any time if you complete sooner than the end of August, you can go ahead and submit that report.

(Jewel Thompson): Okay.

Woman: And we encourage you to do so.

(Jewel Thompson): All right, and where it concerns our final report do you have a timeline on when we have access to our reporting modules so that we could submit the report?

Woman: I don't see a timeframe here for that.

Man: One second, we're checking, (Jewel).

(Jewel Thompson): Okay.

Woman: But regarding the final performance report we would recommend that you contact your project officer.

(Jewel Thompson): Okay, okay. Thank you.

Man: Thank you.

Coordinator: Your next question comes from (Kim Fools). Your line is open.

(Kim Fools): I had the question about being able to see all our reports due out of the EHBs on one page, which was already asked earlier and answered. So thank you, we're very excited for that opportunity. It should make things smoother.

Man: Thank you.

Coordinator: Your next question comes from (Nikki Defau). Your line is open.

(Nikki Defau): Thank you, we've been contacted by the - by a HRSA closeout team regarding the closeout of two grants that were completed well over a year ago. And it references filing a final FFR and supporting documentation, which again, has been done. When I go into the EHB to look at the handbook for the specific grants I don't see that any documentation is pending or required.

Is - are there specific closeout documents in the EHBs or is that a manual verification process throughout the closeout team?

Woman: Some are in the system and some are still manual, not all programs are automated at this point. So it depends on the grant program. Could you provide us with your grant number?

(Nikki Defau): Sure, if you bear with me just one second. I had it up and then I closed the email. It's C76HF15084.

Woman: We're pulling that up, bear with us for a moment.

(Nikki Defau): Sure. I've been in contact with the HRSA - you know, people assigned to the grant and they can't see where there's anything missing.

Woman: Somebody contacting you that you still owe something?

(Nikki Defau): Contacting us regarding - yes, the closeout process and documentation.

Woman: Okay, it looks like everything is submitted. I do'nt know if everything has been reviewed at this point from HRSA's perspective so we can take a deeper look into this. And then if I could have your telephone number I can communicate back with you to let you know if everything's fine or we need more information.

(Nikki Defau): Wonderful, it's 563-333-6345.

Woman: One thing I will - you know, taking a look at is the FFR that you did submit, we - that does have to match with your disbursement reporting to the payment management system.

(Nikki Defau): Right.

Woman: So if that's inline and all the submissions are acceptable you should be okay.

(Nikki Defau): Okay, thanks for your help.

Woman: Sure.

Coordinator: Your next question comes from (Anna Gador). Your line is open.

(Anna Gador): Yes, good afternoon. I have a recent problem with my PI portfolio. When you go into the EHB handbook and look under the organizational profile, our physical address is incorrect. Now I know on the top it says to go to the CCR system to modify that sort of data. And on the CCR website the physical address is correct.

So I'm not sure what we need to do to change that.

Man: Have you looked at this information this week since we did the integration this past weekend?

(Anna Gador): Actually what I did is I got off this conference call and called CCR and looked into the computer and they show it as correct and so did their website.

Man: And did you then go into EHB's to check it?

(Anna Gador): Yes, and it is incorrect.

Man: Are you using the same DUNs number in both places?

(Anna Gador): Yes.

Man: Okay, we'll have to do a little more research then. Can I have your phone number?

(Anna Gador): It's 305-243-8070.

Man: And the name of your organization?

(Anna Gador): University of Miami.

Woman: And do you have one of the grant numbers that is associated with that?

(Anna Gador): Sure, it's H76HA00095. The problem is actually the State. It lists us as Miami, Georgia.

Woman: Okay.

(Anna Gador): And in the CCR it's correct, it's Miami, Florida. Although we do apparently have a mailing address in Georgia but the physical location address is correct in CCR but not on the EHB. And - right across the EHB it says University of Miami, Miami, Georgia.

Woman: Okay, we'll have to look at that and we'll get back in touch with you.

(Anna Gador): Okay, I appreciate it. Thanks so much.

Man: Thank you.

Coordinator: Your next question comes from (Noreen Kahn). Your line is open.

(Noreen Kahn): Yes, good morning. My question is - I'm trying to upload my audited financials into EHB but I'm not sure where I need to do that.

Man: One second, please.

Woman: Do you have your grant number?

(Noreen Kahn): I do, give me one - it is H as in Harry, 80, C as in cat, S as in Sam, 00222.

Woman: Okay, so the audit report would be something that's available under the Grant Handbook for the grant.

(Noreen Kahn): Okay, okay.

Woman: If you are someone that is responsible for financial reporting you might not have the appropriate privileges to view the audit. The project director would be able to give you privileges for that.

(Noreen Kahn): We have one log in and password for EHB that only selected users in our organization can use. And we all have access - so there's only like four or five us that have access to it.

Woman: Okay, so if you - when you log into the EHBs you would navigate to the Grant Handbook.

(Noreen Kahn): Okay.

Woman: And then if you go to Monitor Schedules...

(Noreen Kahn): Okay.

Woman: Do you see anything listed there? That looks like it's about it.

(Noreen Kahn): Let me see, (unintelligible). I apologize here.

Woman: It should be under the other submissions but right now...

(Noreen Kahn): Okay, that's what I was wondering. Report portfolio, (unintelligible), other submissions?

Woman: Right, it looks like right now I'm not seeing an audit report that's outstanding for your grant. What you can do if you want to see everything that's been submitted already, you can use this search button in the right corner of the screen. And then you would change the status to submitted.

(Noreen Kahn): Okay.

Woman: And then you would be able to see all of the submitted reports.

(Noreen Kahn): And just leave the date field blank.

Woman: Yes.

(Noreen Kahn): Okay. Would it say audit on it? Audit report submission is right there. Do I need - there's no change request, that means I don't need to upload the financials then?

Woman: I mean right now it doesn't look like there's anything in the EHBs. If your not sure and you believe that you do have an audit document due I would contact your project officer to verify.

(Noreen Kahn): Okay.

Man: Did we say this was an H80 health center grant?

(Noreen Kahn): Yes.

Man: Yes, okay.

(Noreen Kahn): Okay, that's my question, thank you.

Coordinator: Your next question comes from (Kelly Klein). Your line is open.

(Kelly Klein): Yes, I have a question on the upgrade that happened this weekend with the merging of the organizations.

Man: Yes.

(Kelly Klein): I went in to EHB today and looking at my (Ryan White) grant and so for the financial reporting section now - for the grant that just ended on 3/31 it's showing I have two financial reports due on 3/30 - or on 7/30. One from 4/1 to 3/30 and then a separate one for 3/31/12.

And then when I go to the grant that's just began there's one due on 10/30 and I'm assuming it has to do with the 75% obligation but that due date doesn't match to what the NOA states.

And then I have the final one - is not on there at all.

Woman: Okay, (Kelly), there were some EHB problems on the (Ryan White) FFRs.
Could you give us your grant number?

(Kelly Klein): Sure, it's X07HA00056.

Woman: Okay, and then tell us a number that we can call you back?

(Kelly Klein): It's 303-692-2022.

Woman: Okay, we'll look at that and get back in touch with you.

(Kelly Klein): Okay great, thank you.

Coordinator: Your next question comes from (Norka Rapaport). Your line is open.

(Norka Rapaport): Hi, yes. Have a question about - and actually a lady talked about this before.
It's a no-cost extension so filing your report for a grant that received a no-cost extension. We - I contacted the program officer and they told me that it didn't need a financial report for the annual report. But it needed for the no-cost extension only.

And I - what I heard before was different.

Woman: Do you have your grant number handy?

(Norka Rapaport): Sure, it's C76HF19957.

Woman: Okay, for that particular program it is one financial report at the end of your grants.

(Norka Rapaport): Okay.

Woman: Not all of our programs run the exact same and that's due to the other reporting requirements that are imposed on you that we are monitoring your financial status.

(Norka Rapaport): Okay, so these would be indicated on the NGA for everyone, every individual grant?

Woman: Yes, you actually see this within the electronic handbook under the FFR submission.

(Norka Rapaport): FFR submission, that's when I see that is there.

Woman: That's correct.

(Norka Rapaport): Thank you.

Coordinator: Your next question comes from Chaparral Harvard University. Your line is open.

Woman: Hi, I have a question concerning how one gets message when an FFR is due. We've had a number of financial administrators leave the University and since that time we haven't been notified. So we're wondering what we're supposed to do.

Woman: When folks leave the organization the person who has the administer grant user privileges should be updating those contacts. And then the persons who come in with that new responsibility should be registering to ensure that they're getting the notices.

Woman: So what is the position they have to have? I'm sorry, I didn't get it. What is the title or the role of what they have to have in order to get the notifications?

Woman: The Financial Report Administrator role.

Woman: And how does one get - assign that?

Woman: So you can get privileges to that. There can be multiple people with that role. In the EHBs you would add to portfolio and choose the option - I believe it's the third option on then individual responsible for financial reporting.

Woman: Okay, and so then you can - so can you assign yourself that anyway regardless of what your role is at the University or at the organization?

Woman: The EHBs will validate the - whoever is doing this process is someone who has access to the financial information using the account ID and PIN from Payment Management System.

Woman: That's how they determine it.

Woman: You could use that to access it but you would want to follow whatever your organization's policies are for accessing that in the EHB.

Woman: Okay, and one other thing, how do we remove the individuals who are assigned on - they show up their names on the website, on the EHB website, if they're no longer here.

Woman: When someone else goes in and gets the privileges then from within the grant handbook you can go in and administer user privileges and remove all of the privileges from - for those users who are no longer with the organization.

Woman: Okay, great, thank you so much.

Woman: You're welcome.

Coordinator: Your next question comes from (Leslie) (unintelligible). Your line is open.

(Leslie): Good afternoon, my question is regarding doing past financial reports. We were notified yesterday that financial report was not filed for an extension, a no-cost extension that we got ending June 30, 2011.

I don't see on the EHB anywhere that that financial report was required and I don't know how to do it in order to file it.

Woman: Okay, do you have the appropriate privileges to view and submit financial reports?

(Leslie): I do.

Woman: You do. What's your grant number?

(Leslie): It is D as in David, 11HP08388.

Woman: Okay, while we're looking it up, so you've gone into the financial report module and you do not see a report that is not submitted?

(Leslie): No, I searched up through even - you know, Saturday's date, the 30 of 2012 and I have the upcoming ones, it's an extension grant, but I don't see anything that was required in 2011.

And we'd never received a noticed that one was required which was odd because we always do.

Woman: We're pulling up your grant file now.

(Leslie): All right.

Woman: You're currently in the extension period, is that correct?

(Leslie): No, the extension period ended in 2011. We received a following grant in July with a - you know, the same grant number but we - it is 2D11HP08388-04-00.

Woman: Okay, we're showing that you are current on your financial report. You said you received a notice?

(Leslie): Yes, someone called me yesterday and said that we hadn't filed one for the year July 2010 through June 2011. And I can't find where to file that report.

Man: Do you have only one grant with HRSA?

(Leslie): Yes, we do, but it's been ongoing for a long time, since 2007.

Man: Okay.

(Leslie): And it's an extension grant so it all has the same grant number, just different dash - 04 as I said for this newest one.

Woman: Okay, we see a potential problem here within the grant file. Can we have your telephone number and we can reach back to you?

(Leslie): Yes, of course. My phone number is 303-715-0343 and my extension is 13.

Woman: And your name was (Leslie), correct?

(Leslie): That's correct.

Woman: Okay, (Leslie), we'll take a look at this and get back to you.

(Leslie): Thank you very much.

Coordinator: Your next question comes from (Gerald Murry). Your line is opened.

(Gerald Murry): Hi, I have a question on the - well, actually a comment. Some of - I hate to belabor the point but they keep talking about the printing this and I've printed this several different times and that toolbar at the bottom still appears on my print job.

So I just didn't want that to go away as a - as something that needs to be fixed, okay. And I used the toolbar at the bottom like they said, but that still didn't correct the problem.

Also, when you print the report if you don't print it in color it doesn't look as clear and crisp on a black and white printer.

Man: Okay, we've - thank you, (Gerald). We're going to need to do some more investigation on that printing issue. Thank you for the input.

(Gerald Murry): And a couple other things, I tried to attach a file, the radio button is way off to the right and I couldn't find it so I called the Help Desk, which they were able to tell me that, okay, you've got to - you just got to move over. So I don't know if anybody else is going to have that issue or not but it's kind of strange, it's stuck off there way off by itself.

And my final comment is on - you have several questions about the Internet Explorer and if they go to the Help button or the question mark button and - so it's about Internet Explorer, that will tell them what version of Internet Explorer they have.

Man: You mean on their individual PCs?

(Gerald Murry): Yes.

Man: Yes, thank you.

(Gerald Murry): Okay, that's all I have.

Coordinator: Your next question comes from (Barbara Bruntlinger). Your line is open.

Man: Excuse me, Operator, do we have more than five callers in the queue still?

Coordinator: No, sir. That's exactly what you have.

Man: Thank you. Go ahead, caller.

(Barbara Bruntlinger): Okay, what I have is it's not really more of a question concerning the kinds of issues that we've talked about but it does cover one of the same

issues and that is trying to get a carryover request in. We have made efforts to get that done, in fact, you know, filled out the forms in the electronic handbook and uploaded them and there were problems.

I am not the CFO and he is not here today, he was unable to be here, but - and it needs to be addressed with him. But the main thing is that we keep getting notices saying that if we do not revise the prior approach carryover request in the EHB by July 6 then, you know, we run the risk of not being able to get our carryover, especially if it's not totally completed by the end of July.

So I'm really concerned about that because if the support is not in - it has nothing to do with the fact that we haven't been trying to - we just have not been able to get the upload process through. Our CFO is relatively new to the hospital and - you know, he's had some problems.

We've talked through several times with our project officer as well as the technical support people and evidently from the emails I get from (Anne) we're still not there. So I'm very concerned about that and I think my question is, I know that - and I'll give you our grant number and I'll give you (Tim Mitchell)'s phone number. He is our CFO.

And I wanted to see if you could possibly try to contact him and help him to maybe understand what element is missing or what is not being completed that we have got to get done within just relatively speaking a few days.

Man: Okay, we'll take that phone number.

(Barbara Bruntlinger): Okay, (Tim Mitchell)'s phone number is 803-635-0247 and again, that's (Tim Mitchell), CFO.

Man: And do have the grant number?

(Barbara Bruntlinger): Yes, I do. The grant number is G as in girl, 20, R as in Ronald, H as in Harry, 19283.

Man: Hold on one second for us. We'll just do a callback on that. Okay, I'm sorry, we'll be back in touch with Mr. (Mitchell).

(Barbara Bruntlinger): Thank you, I appreciate that very much.

Coordinator: The next question comes from (Karen Stanley). Your line is open.

(Karen Stanley): Hi, I have a question about something that was already asked which is Line 6 on the 425 reports because it defaults to quarterly. Is it okay for us to go ahead and submit our report and put something in the comment box about that it's actually an annual report? Or do we need to wait until that is correct?

Woman: You can go ahead and do that.

(Karen Stanley): Okay, all right, thank you.

Coordinator: Your next question comes from Glori Lange. Your line is open.

Glori Lange: Hi, can you hear me?

Man: Yes, go ahead.

Glori Lange: I have a HRSA grant, the number is T as in Tom, 08HP22306. We've used all the money and when we filed our last quarterly report it's saying that we have

unobligated funds. And I was going to file the FFR but I don't want to do that until I get it cleared up.

I put a call into the call desk but I haven't heard anything and it's been over a month.

Woman: Okay, so your FFR is showing that you have an unobligated balance.

Glori Lange: When I did the quarterly report it showed we had an unobligated balance.

Woman: The quarterly report to (unintelligible).

Glori Lange: Yes, and I don't want to file the FFR - I don't want to file my final report until somebody looks into it but I haven't gotten the call back.

Woman: Okay, so you contacted the PMF help desk?

Glori Lange: I just called the 800 number on the grant award, the call center.

Woman: If it's the quarterly report into Payment Management you should be contacting their help desk. So is it that...

Glori Lange: And it's saying that the unobligated balance is more than what my award even was. And we haven't had a HRSA grant in, like, over two years besides this one.

Woman: So you're talking the cash on hand is showing more?

Glori Lange: No, it showed the right balance when I did that part of it but then it - when you get to the bottom part and it shows unobligated balance, it showed, like, \$70,000 something. And this award was only for \$40,000.

Woman: Okay, can you provide me with your telephone number?

Glori Lange: Yes, it's 262-524-7207.

Woman: Okay, and your name again?

Glori Lange: It's Glory - G-L-O-R-I Lange, L-A-N-G-E.

Woman: Okay, we'll look at that and get back to you.

Glori Lange: Thanks.

Coordinator: Your next question comes from (Lori) (unintelligible). Your line is open.

(Lori): Hi, I came on late because of my time difference, I got it wrong. I'm not sure if this has been discussed, we had an email saying we would be integrated with CCR. Does it mean we're going to start submitting our financial reports to CCR?

Man: No, that just means that the information that you provide in CCR.gov in terms of your organization name and DUNs number will be reflected in EHBs.

(Lori): Okay, so we're still doing it at the EHBs.

Man: That's correct.

(Lori): All right, that's all I have, thank you.

Man: Thank you.

Coordinator: Your last question comes from (Tina Lee). Your line is open.

(Tina Lee): (Unintelligible) this late time and it's not a question but from (Thomas) - from - some person earlier had a question about when they see all the report and they receive the incorrect data. This happened to me for other federal grants.

I think there might be just their web server's problem. One time I was submitting a new report for new grant and I used the Firefox and I entered the correct number in (unintelligible) somehow, you know, they still showed the different number on that.

And the (unintelligible) tried to work with me to get it corrected but I couldn't get it done. And (unintelligible) I used the Internet Explorer so that problem was gone.

So I don't know if that's going to help that person or not. Thank you.

Man: Thank you for the feedback.

(Tina Lee): Your welcome.

Man: Are there any more questions, Operator?

Coordinator: Sir, you do have one additional question from (Noreen Kahn). Would you like to take that?

Man: Yes, please.

Coordinator: Thank you, ma'am, your line is open.

(Noreen Kahn): Yes, thank you again for taking my question at the last minute. We are due to renew our CCR at the end of July. Am I still doing that through the CCR website or am do I do that through the HRSA website, through the EHB now?

Man: You would still do that through CCR.

(Noreen Kahn): Okay, thank you.

Man: Thank you.

Coordinator: At this time there are no further questions.

Man: Okay, I want to thank everybody for joining the call today and if we said we would get back in touch with you we will be back in touch. Thank you very much. Could we go into post-conference, please, Operator?

Coordinator: Yes, sir, one moment please. This does conclude today's conference. Thank you for attending, you may disconnect at this time.

END