

# Bureau of Health Professions (BHPr)

## American Recovery and Reinvestment Act (ARRA)

### User Guide for Applicants



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## 1. Introduction

The purpose of this document is to provide detailed assistance for completing and submitting program specific applications that are available through the American Recovery and Reinvestment Act (ARRA) using a two-tier process that includes both Grants.gov and the HRSA Electronic Handbooks (EHBs).



**This document is not a substitute for Program Information Notices (PINs) or Program Assistance Letters (PALs).**

### 1.1. Background

Through the Recovery Act HRSA is making funds available to increase the Nation's ability to address the shortages of health care practitioners. The objective of the Health Professions Programs as supported through ARRA is to address health professions workforce shortages. Programs funded promote training in nursing and public health, help educational institutions, and increase the diversity of the health professions workforce.

Several types of activities will be funded with ARRA dollars including direct student support/training, loan repayment and a program offering support for the purchase of health professions training equipment. The grant programs funded under ARRA will help increase the diversity of students entering health professions programs, support the training of disadvantaged students, provide training in primary care disciplines where shortages exists, and improve training programs by providing better access to equipment.

### 1.2. General Information

Applicants must review the individual HRSA Guidance documents published on the website for any required proof or certifications which must be submitted prior to or simultaneous with submission of an application package. OMB Circular No. A-87 applies to this program. The HRSA Guidance documents will also contain the program specific guidelines detailing the required information (including but not limited to submission deadlines) needed to complete the application.

## 2. Before You Apply

### 2.1. Grantee Organization Must Register with Grants.gov (if not already registered)

 **If an applicant organization has already completed Grants.gov registration for another Federal agency, this section can be skipped.**

Grants.gov requires a **one-time** registration by the applicant organization. This is a six-step process and should be completed by any organization wishing to apply for grants. If you do not complete this registration process you will not be able to submit an application. The registration process will require some time (“The registration process for an Organization ... can take between three-five business days or as long as two weeks if all steps are not completed on a timely basis,” according to Grants.gov). Therefore, applicants or those considering applying at some point in the future should register as soon as possible. Registration with Grants.gov provides the individuals from the organization the required credentials to apply. One step in this process is the registration with the Central Contractor Registry (CCR). An organization must update or renew this registration at least once per year to maintain an active status.

For those applicant organizations needing to register with Grants.gov, registration information can be found at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).

Please direct questions regarding Grants.gov registration to the Grants.gov Contact Center. Visit the following URL: <http://www.grants.gov/contactus/contactus.jsp>.

### 2.2. Project Director and Authorizing Official Must Register with HRSA EHBs (if not already registered)

 **Registration with HRSA EHBs is independent of Grants.gov registration. Do not confuse the two.**

In order to complete your application, you will have to access the HRSA Electronic Handbooks (EHBs). To do this, you must register within the EHBs. The purpose of the registration process is to collect consistent information from all users, avoid collection of redundant information and allow for the unique identification of each system user. Note that **registration within HRSA EHBs is required only once for each user for each organization they represent. Each user must register in the EHBs and associate themselves with the organization on whose applications they will be working.**

For registration information, see *HRSA’s Electronic Submission User Guide* (<http://www.hrsa.gov/grants/userguide.htm>).

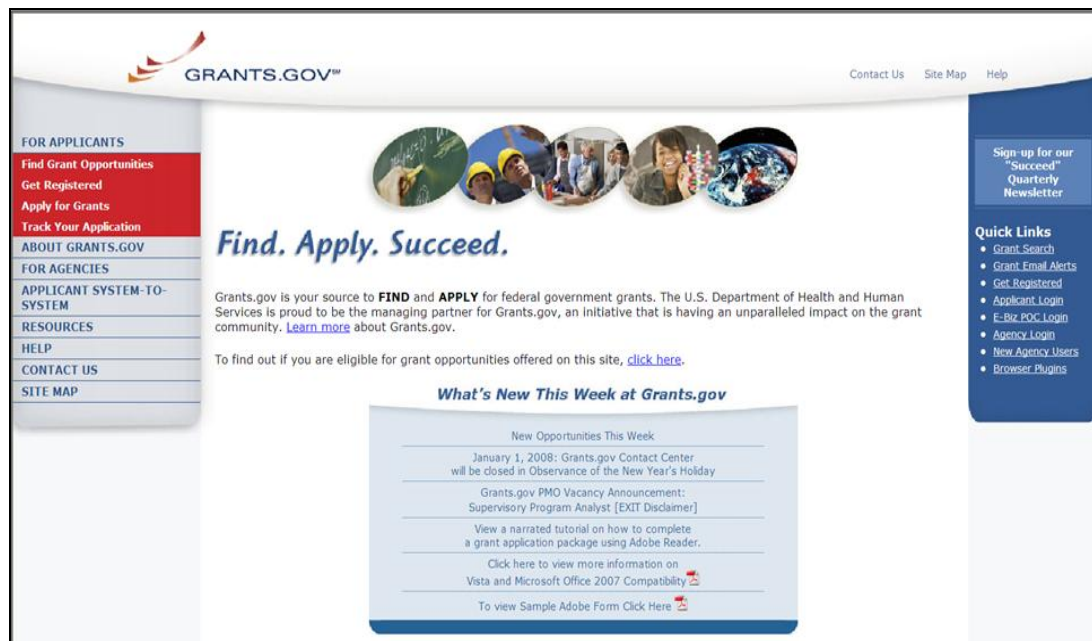
For assistance in registering with HRSA EHBs, call 877-GO4-HRSA (877-464-4772) between 9:00 am to 5:30 pm ET or email [callcenter@hrsa.gov](mailto:callcenter@hrsa.gov).

### 3. Applying through Grants.gov


To submit an application through Grants.gov, you must do the following:

1. Go to the Grants.gov website (Figure 1) and locate the funding opportunity.
2. Download the application package and instructions. The program guidance is also part of the instructions that must be downloaded.
3. Save a local copy of the application package on your computer and complete all the forms based on the instructions provided in the program guidance.
4. Submit the application package through Grants.gov. (Requires registration)
5. Track the status of your submitted application at Grants.gov until you receive a notification from Grants.gov that your application has been received by HRSA.

Figure 1: Grants.gov Home Page

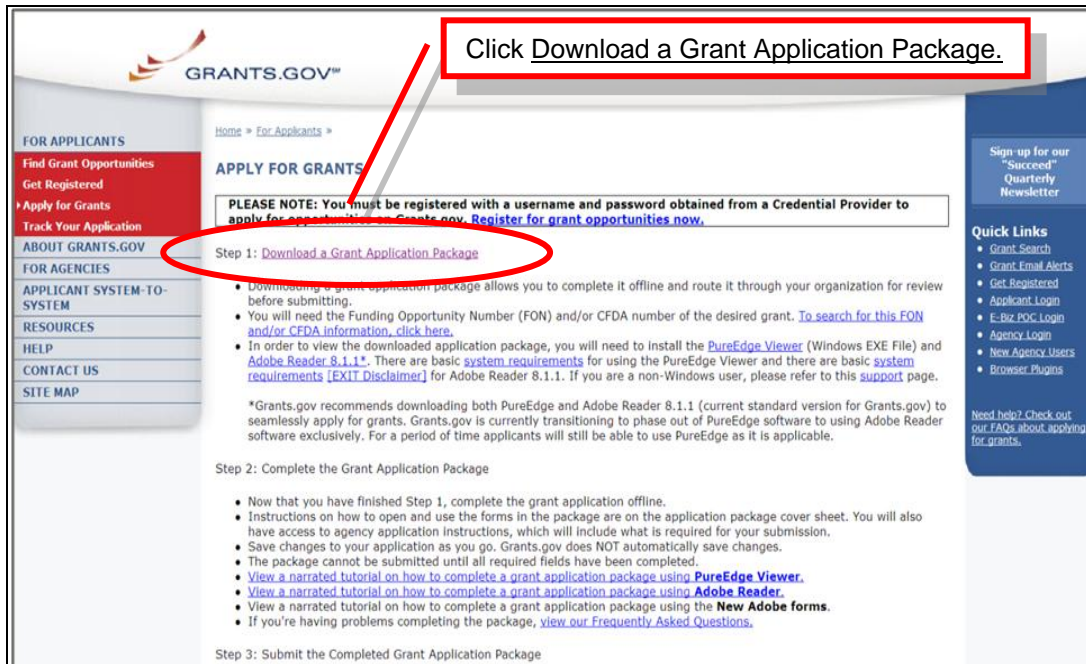


### 3.1. Locate Funding Opportunity

 The following instructions assume that you know the Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance (CFDA) number for the program you are applying for. If this is not the case, go to [http://www.grants.gov/applicants/find\\_grant\\_opportunities.jsp](http://www.grants.gov/applicants/find_grant_opportunities.jsp) to locate this information.

1. Point your browser to [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp) (Figure 2). Note that the entire Grants.gov portion of the application process is described on this page.
2. Click the [Download a Grant Application Package](#) link.

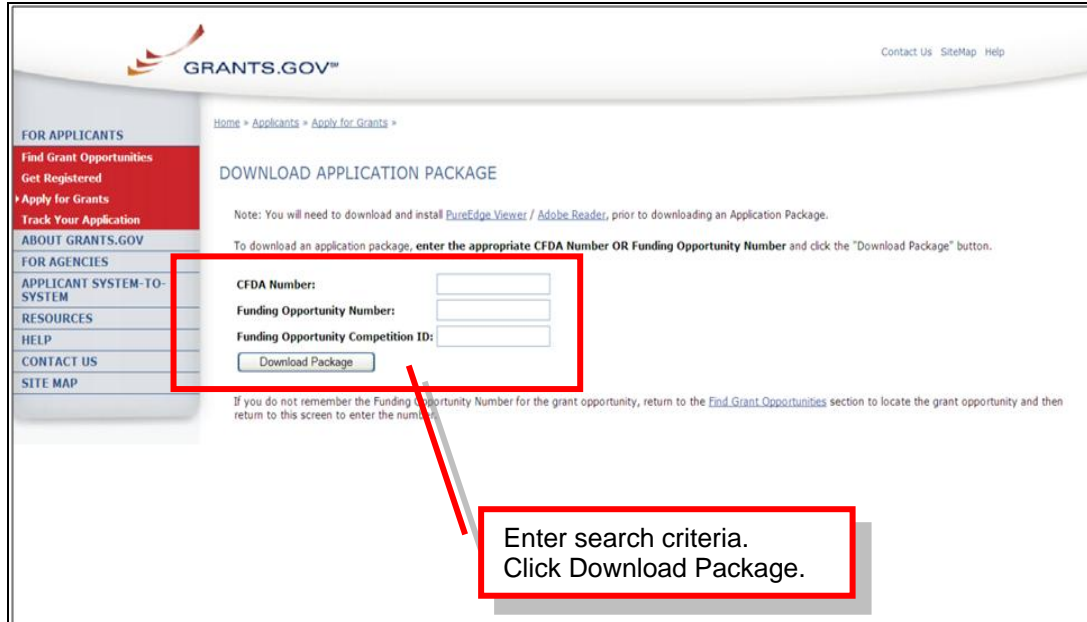
Figure 2: Apply for Grants Page at Grants.gov







3. On the Download Application Package page (Figure 3), enter the CFDA number in the field *CFDA Number*, or the announcement number in the field *Funding Opportunity Number*.
4. Click the "Download Package" button.

**Figure 3: Download Application Package Page at Grants.gov**



### 3.2. Download Application Package and Instructions

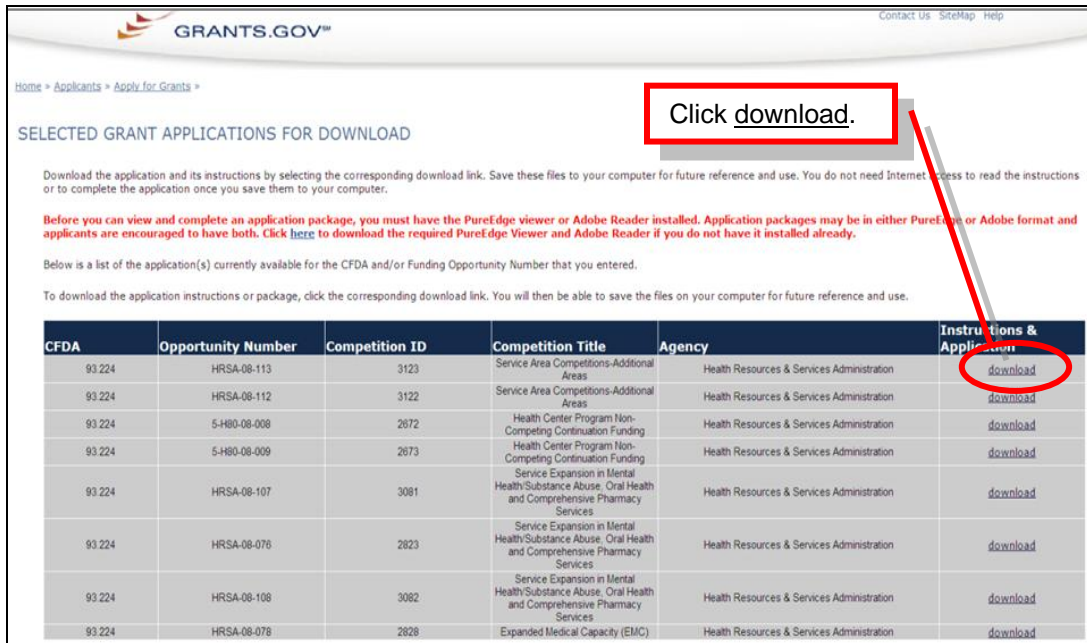
 To view application package and instructions, you will need to download and install the PureEdge Viewer and Adobe Reader 8.1.1. These free programs will allow you to access, complete, and submit applications electronically and securely.

 Please review the system requirements for these programs at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

Running the search described in section 3.1 above opens the Selected Grant Applications for Download page (Figure 4).

1. Click the download link for the funding opportunity.

**Figure 4: Selected Grant Applications for Download Page at Grants.gov**



GRANTS.GOV™

Home > Applicants > Apply for Grants >

#### SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

**Before you can view and complete an application package, you must have the PureEdge viewer or Adobe Reader installed. Application packages may be in either PureEdge or Adobe format and applicants are encouraged to have both. Click [here](#) to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.**

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
93.224	HRSA-08-113	3123	Service Area Competitions-Additional Areas	Health Resources & Services Administration	<a href="#">download</a>
93.224	HRSA-08-112	3122	Service Area Competitions-Additional Areas	Health Resources & Services Administration	<a href="#">download</a>
93.224	5-H80-08-008	2672	Health Center Program Non-Competing Continuation Funding	Health Resources & Services Administration	<a href="#">download</a>
93.224	5-H80-08-009	2673	Health Center Program Non-Competing Continuation Funding	Health Resources & Services Administration	<a href="#">download</a>
93.224	HRSA-08-107	3081	Service Expansion in Mental Health/Substance Abuse, Oral Health and Comprehensive Pharmacy Services	Health Resources & Services Administration	<a href="#">download</a>
93.224	HRSA-08-076	2823	Service Expansion in Mental Health/Substance Abuse, Oral Health and Comprehensive Pharmacy Services	Health Resources & Services Administration	<a href="#">download</a>
93.224	HRSA-08-108	3082	Service Expansion in Mental Health/Substance Abuse, Oral Health and Comprehensive Pharmacy Services	Health Resources & Services Administration	<a href="#">download</a>
93.224	HRSA-08-078	2828	Expanded Medical Capacity (EMC)	Health Resources & Services Administration	<a href="#">download</a>

2. The Download Opportunity Instructions and Application page (Figure 5) opens.
3. Click the [Download Application Instructions](#) and [Download Application Package](#) links to download the application package and instructions, respectively.

**Figure 5: Download Opportunity Instructions and Application Page at Grants.gov**

GRANTS.GOV™ [Contact Us](#) [SiteMap](#) [Help](#)

### DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

**CFDA Number:** 93.224: Consolidated Health Centers (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, Public Housing Primary Care, and School Based Health Centers)  
**Opportunity Number:** HRSA-08-113: Service Area Competitions-Additional Areas  
**Competition ID:** 3123  
**Competition Title:** Service Area Competitions-Additional Areas  
**Agency:** Health Resources & Services Administration  
**Opening Date:** 01/08/2008  
**Closing Date:** 02/11/2008

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

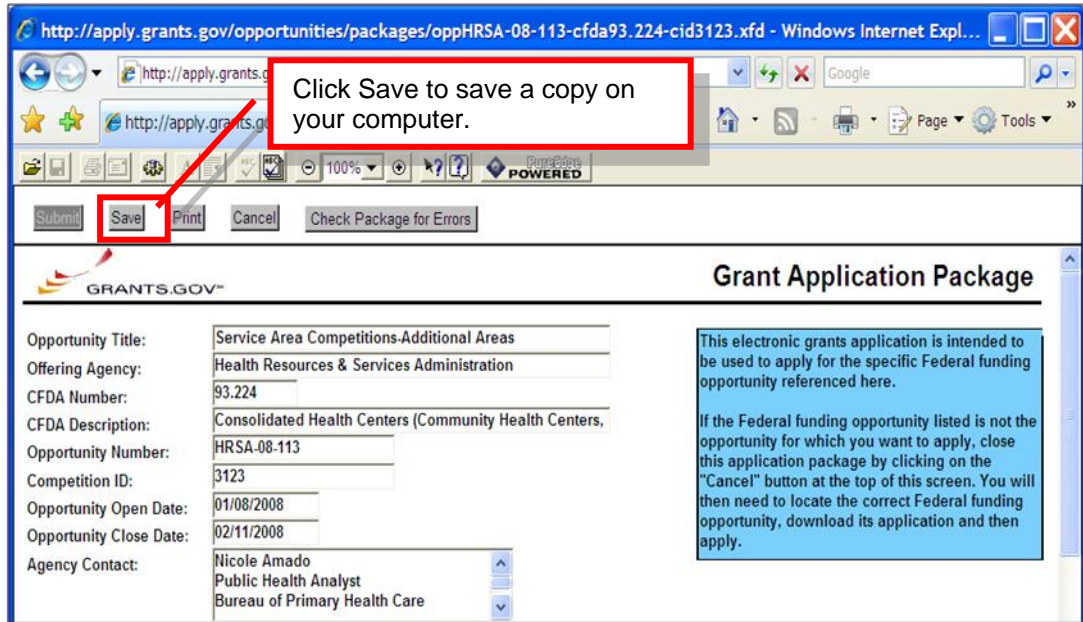
Click the links to download the application package and instructions.

### 3.3. Complete Application

Clicking the [Download Application Package](#) link as described in section 3.2 above opens the application package in a new window (Figure 6).

Click the “Save” button on the application package cover page to save a copy of the application on your computer.

**Figure 6: Grant Application Package**





Complete the application using both the built-in instructions and the instructions provided in the program guidance.

**You can complete the application offline – you do not have to be connected to the Internet.**

For assistance with questions related to program guidance, please contact the program contact listed on the program guidance.

### 3.4. Submit Application

 You must be connected to the Internet and must have a Grants.gov username and password to submit the application package.

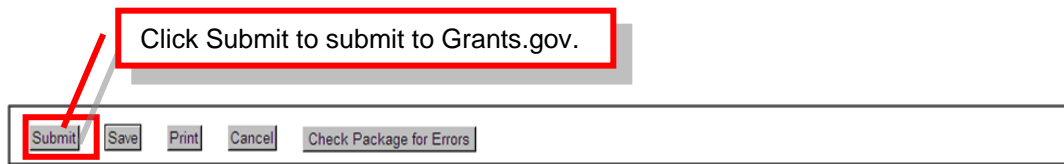
 Please direct questions regarding application submission to the Grants.gov Contact Center at Tel.: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time, excluding Federal holidays.

The "Submit" button on the application package cover page (Figure 7) will become active once you have downloaded the application package, completed all required forms, attached all required documents, and saved your application package.

Follow these steps when you have done all this and are ready to send your completed application to Grants.gov.

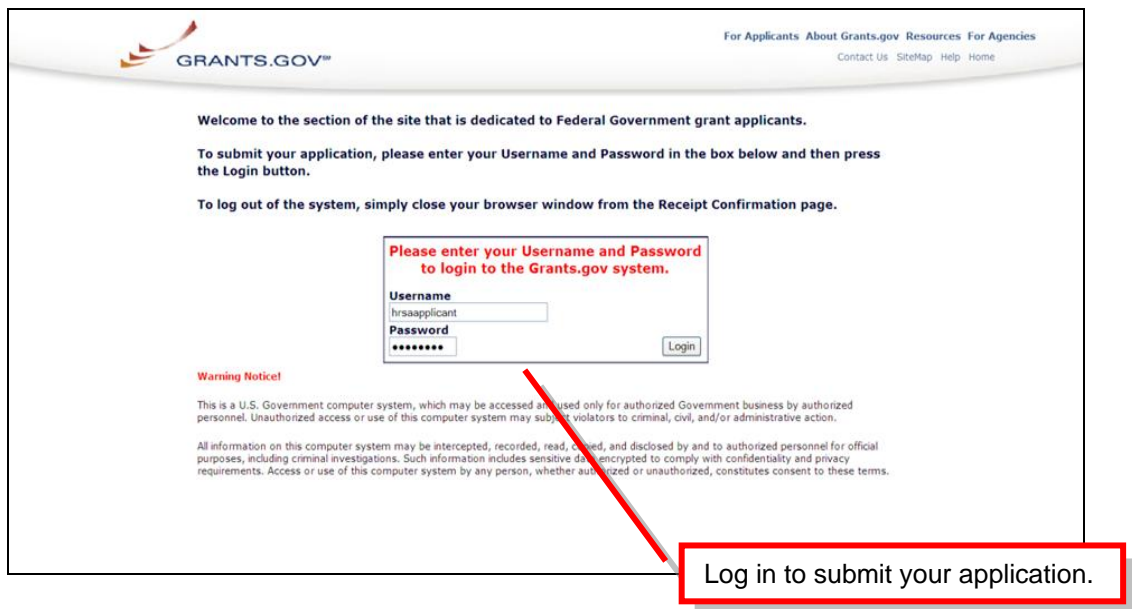
1. Click on the "Submit" button on the application package cover page.

**Figure 7: Command Buttons on the Grant Application Package Cover Page**



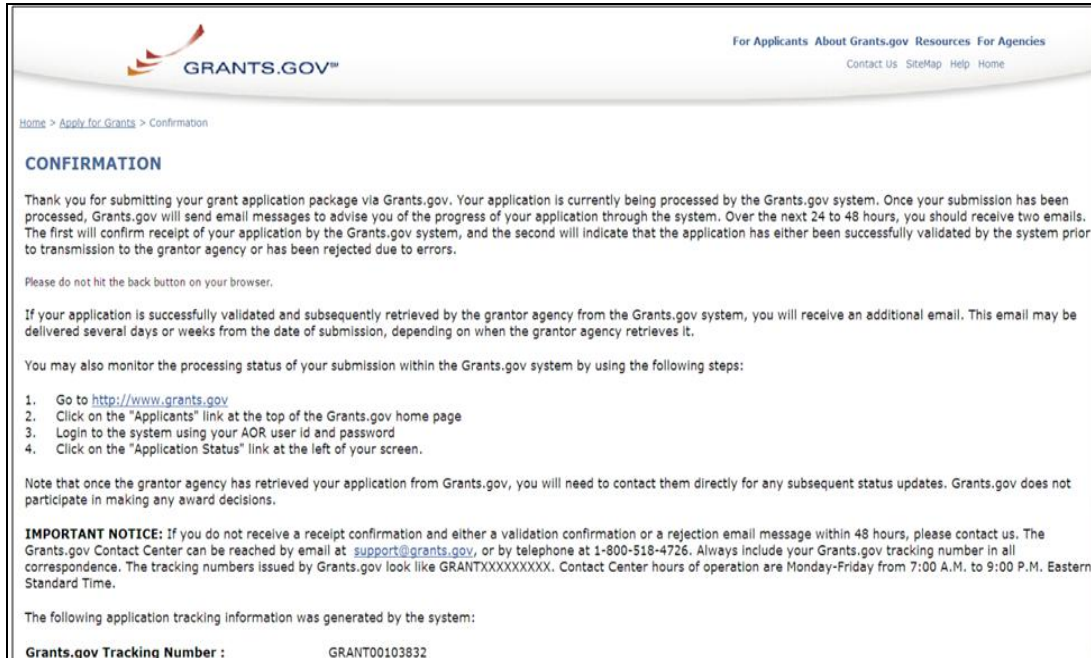
2. When prompted, log into Grants.gov (Figure 8).

**Figure 8: Grants.gov Login Prompt**



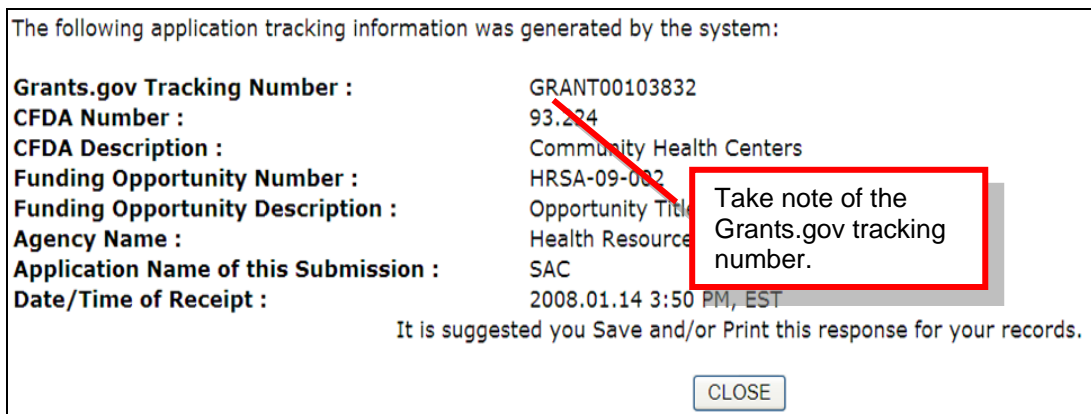
- Your application package is automatically uploaded to Grants.gov. A confirmation screen (Figure 9) will appear once the upload is complete.

**Figure 9: Application Submission Confirmation Page at Grants.gov**





- A Grants.gov Tracking number is provided on the Submission Confirmation page (Figure 10). Please record this number so that you may refer to it for all subsequent help.

**Figure 10: Application Submission Confirmation Page at Grants.gov, showing Tracking Number**



### 3.5. Track Status of Application

-  **It is recommended that you check the status of your application in Grants.gov until the status is changed to “Agency Tracking Number Assigned”.**
-  **Once your application has been sent to HRSA you will have a separate EHB application number assigned, you will use this number to track the status of your application in the HRSA EHBs.**

You can check the status of your application(s) any time after submission by visiting Grants.gov at [http://www.grants.gov/applicants/track\\_your\\_application.jsp](http://www.grants.gov/applicants/track_your_application.jsp).

If there are no errors, the application will be downloaded by HRSA. On successful download at HRSA, the status of the application will change to “Received by Agency” and you will receive an e-mail from Grants.gov. Within two to three business days the status will change to “Agency Tracking Number Assigned.” At this point, your application is ready for review and submission in HRSA EHBs.

## 4. Completing the Application in the HRSA Electronic Handbook

The next step is to complete your application in the HRSA Electronic Handbook (HRSA EHBs).

You will generally have two weeks from the date the application was due in Grants.gov to submit the remaining information in HRSA EHBs. The new due date will be listed in HRSA EHBs.

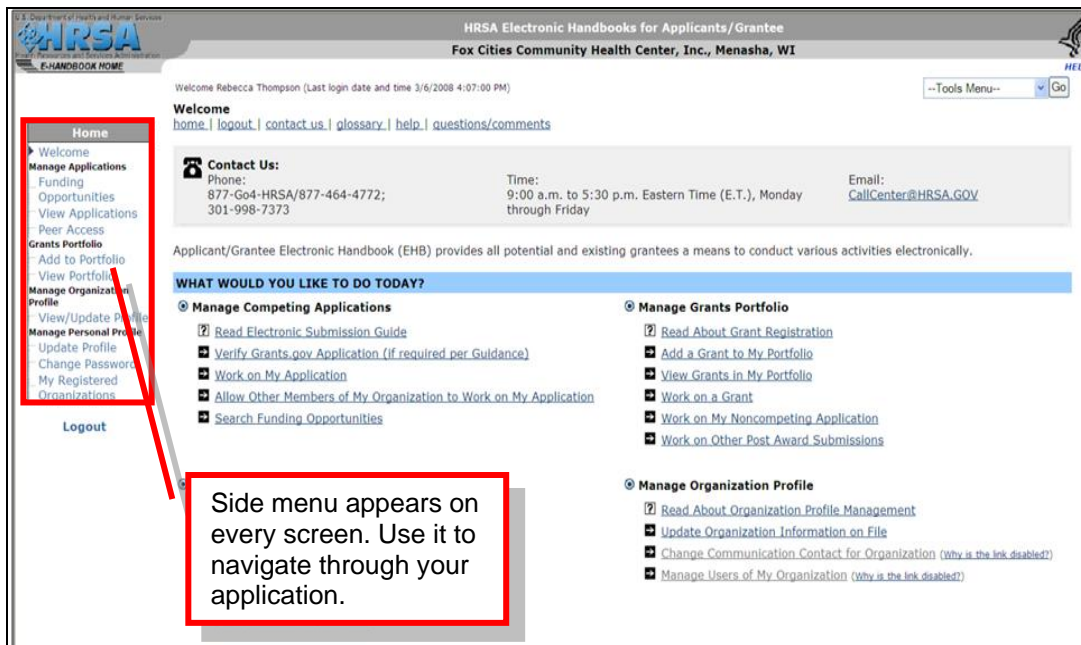
Users new to the EHBs should be mindful that the system “times out” after 30 minutes of inactivity. Some forms may take a long time to complete. Users should be in the habit of saving their work at frequent intervals.

### 4.1. Login and Access the Application

#### 4.1.1 Logging In to the HRSA Electronic Handbook

1. Point your browser to <https://grants.hrsa.gov/webexternal/login.asp>.
2. Enter your username and password.
3. Click Login. The HRSA EHBs Home page (Figure 11) opens.

Figure 11: HRSA Electronic Handbook Home Page

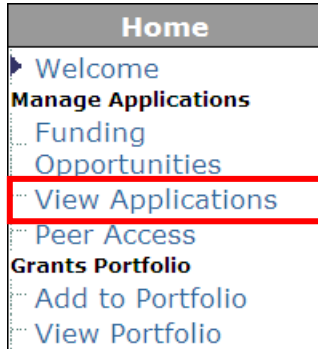




#### 4.1.2 Accessing the Application (First Time)

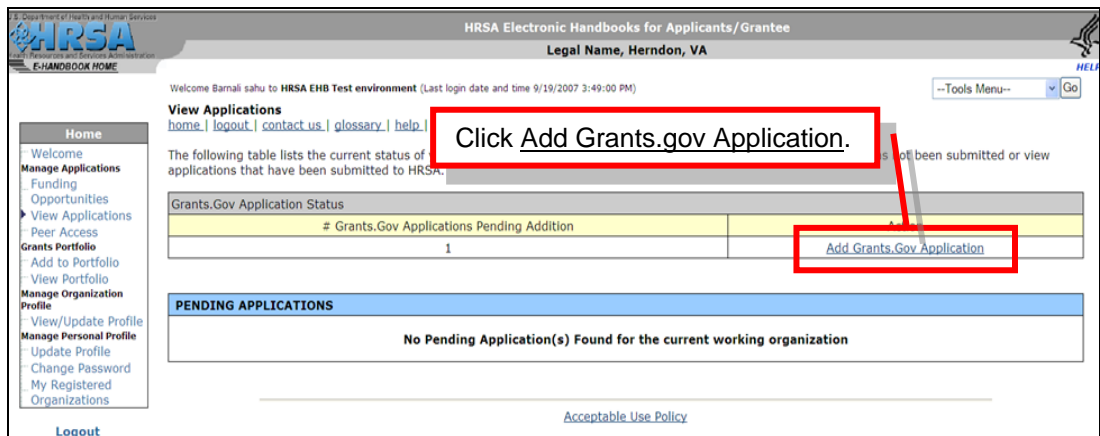
A user who is accessing their application for the first time should follow these steps to add it to the list of pending applications. Email notification(s) will be sent to everyone listed on the Grants.gov application. Anyone notified by the email can add this application to the institution's handbook. Examples are: Project Director, Authorizing Official and Business Official.

1. On the HRSA EHBs Home page, select View Applications under Manage Applications on the side menu.



2. The View Applications page (Figure 12) opens. If you are accessing your application for the first time, you will find it under Grants.gov Applications Pending Addition. Click the Add Grants.gov Application link to add your application to the list of pending applications.

**Figure 12: View Applications Page in Grantee Handbook before Grants.gov Application is Added**



3. The Validate Grants.gov Application page (Figure 13) opens. Enter the required validation information.
4. Click the “Validate” button.

**Figure 13: Validate Grants.gov Application Page**

HRSA Electronic Handbooks for Applicants/Grantee  
 Legal Name, Herndon, VA

Welcome Barnali sahu to HRSA EHB Test environment (Last login date and time 9/19/2007 3:49:00 PM)

**VALIDATE GRANTS.GOV APPLICATION**

Announcement Information  
 Announcement Number (Example: HRSA-04-063 or 04-016)  (From submitted Grants.gov application)

Grants.gov Application Information  
 Grants.gov Tracking Number (Example: GRANT00059900)  (From submitted Grants.gov application)

HRSA EHBs Application Information  
 HRSA EHBs Application Tracking Number (Example: 09025328)  (From email notification)

5. The Confirmation page (Figure 14) opens. Read the advisory.
6. Click the “Continue” button.

**Figure 14: Grants.gov Application Validation Confirmation Page**

Grants.Gov Application Validated Successfully

**IMPORTANT NOTE**

This application was originally submitted through Grant.gov (tracking# GRANT00099228). HRSA has received this application and assigned it the tracking number listed below. Please note it down and use it for future correspondence or inquiries from HRSA.

HRSA EHBs tracking number: 00043345

HRSA EHBs software has applied HRSA specific business rules to the data received through Grants.gov. Note that some data may not have passed the validation rules and you must review and make necessary corrections. A summary of the data validation comments is available on the application status page by clicking 'Grants.gov Data Validation Comments' link.

You must complete all the required forms and submit this application in HRSA.

Click on the 'Continue' button to view the application status page.

7. The application opens to the Application Status page.

**Figure 15: Grant Application Status page in Grantee Handbook**

The screenshot displays the HRSA Electronic Handbooks for Applicants/Grantee interface. The main content area shows the application status for SF424 R&R Short Form for FY2010. The application is currently **INCOMPLETE**. A **SUGGESTED NEXT STEP** is to [Assign AO](#). The **APPLICATION PROCESS STATUS** table provides details on the deadline (Sep 5 2010 5:00PM ET) and full announcement. The **APPLICATION FORMS STATUS** table lists various sections like General Information, Key Contact, and Program Specific Information, all of which are marked as **NOT COMPLETE**.

APPLICATION PROCESS STATUS		
Deadline	Sep 5 2010 5:00PM ET (You have <b>310</b> days to complete and submit the application.)	
Full Announcement (Includes Program Guidance)	Original announcement posted on 09/25/2008.... <a href="#">View Details</a>	
Assigned AO	N/A (One or more AOs currently registered. <a href="#">Assign AO</a> )	
Created On	10/29/2009 1:48:28 PM ET	
Last Updated By	N/A	
Peer Information	No peers associated with this Application.	

APPLICATION FORMS STATUS			
Section	Action	Status	
<b>General Information</b>			
Cover Page		NOT COMPLETE	
Cover Page1	<a href="#">Update</a>	NOT COMPLETE	
Cover Page2	<a href="#">Update</a>	NOT COMPLETE	
Key Contact	<a href="#">Update</a>	NOT COMPLETE	
<b>Program Specific Information</b>			
Program Specific Information	<a href="#">Update</a>	NOT COMPLETE	
<b>Assurances and Certifications</b>			
Assurances	<a href="#">Update</a>	NOT COMPLETE	
<b>Other Information</b>			
Other Project Information	<a href="#">Update</a>	NOT COMPLETE	

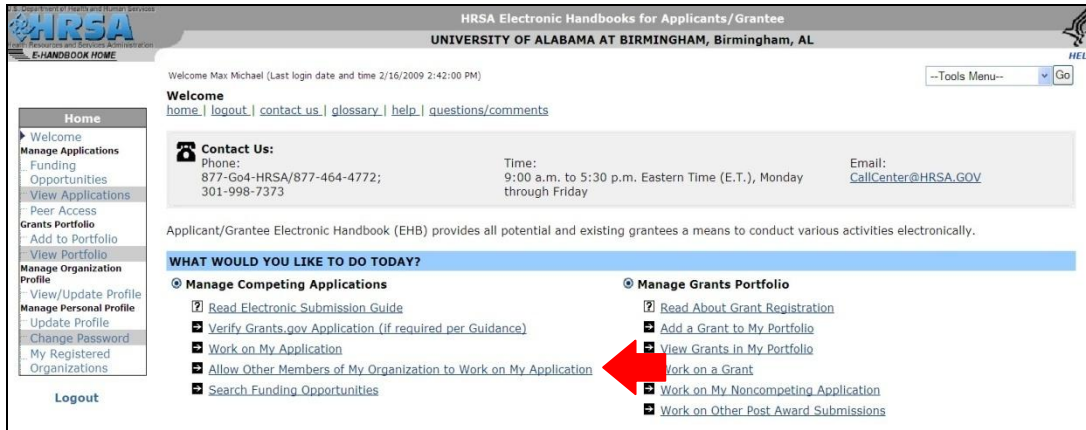
**Proceed to Section 4.1.5 below.**

### 4.1.3 Granting User Permissions

The institution designate who added the application (section 4.1.2) will be designated to grant user permissions to others at the institution. These permissions are View, Edit or Submit to AO. This institution designate could be any one who was notified by the Grants.gov e-mail.

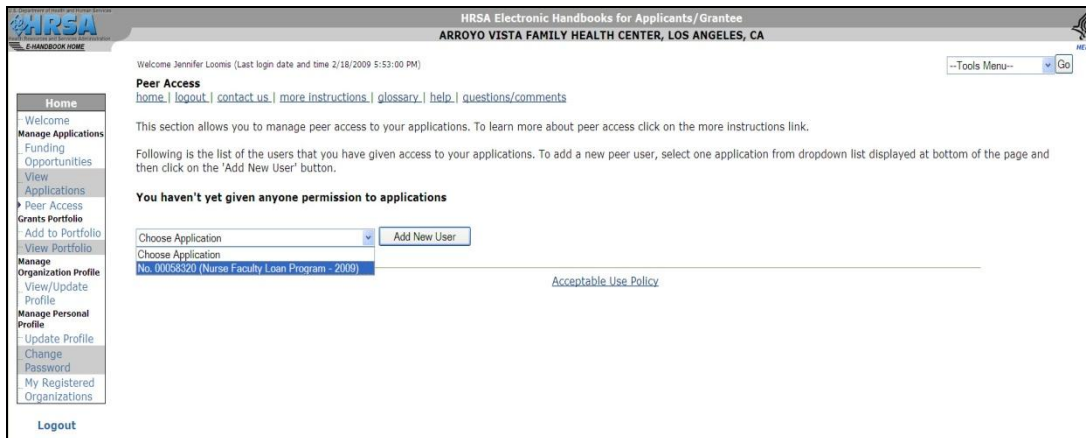
1. Open the Welcome Page.
2. Click the 'Allow Other Members of My Organization to Work on My Application' link to set up permissions for other users. (Figure 16).

**Figure 16: Allow Other Members of My Organization to Work on My Application Link on Welcome Page in Grantee Handbook**



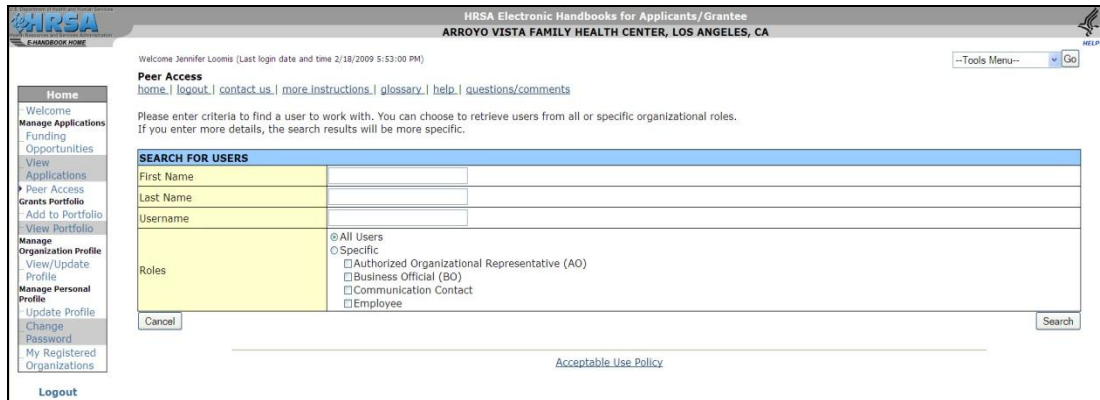
3. The 'Peer Access' page will appear, select the 'BHP Application' from the dropdown list. (Figure 17)
4. Click the 'Add New User' button.

**Figure 17: Peer Access Page in Grantee Handbook**



5. The screen will refresh, to search for peer users that need access use the following fields: 'Last Name', 'First Name', 'User Name', or search by the EHBS Role. (Figure 18)

**Figure 18: Peer Access Search Users Page in Grantee Handbook**



6. Click the 'Update Permission' button from the list of employee results.
7. Set the appropriate permissions using the checkboxes on the 'Update Privileges' screen. (Figure 19)

**Figure 19: Update Privileges Page in Grantee Handbook**



8. Select the appropriate privileges and 'Save and Continue' button.
9. An 'Action Confirmation' page will appear, click the 'Continue to Manage Peer Access' button to complete the process. You will return to the main 'Peer Access' page.
10. Repeat this process for everyone who needs access to the application.

There are three main privileges available to the BHP Application:

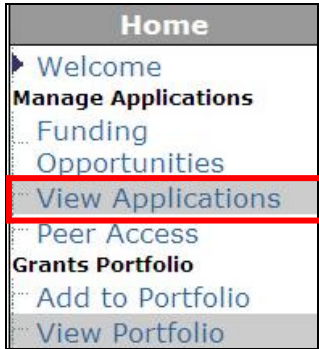
- ▶ View Application: Allows users to access a read-only version of the BHP Application
- ▶ Edit Application: Allows users to view and enter and edit data in the BHP Application
- ▶ Submit Application to AO: Allows users to view, enter and edit data, and submit the BHP Application to Authorizing Official.

The institution's 'Authorizing Official' will submit the application to HRSA; that designated person will need to be given 'Submit Application to HRSA' privileges.

#### 4.1.4 Accessing the Application

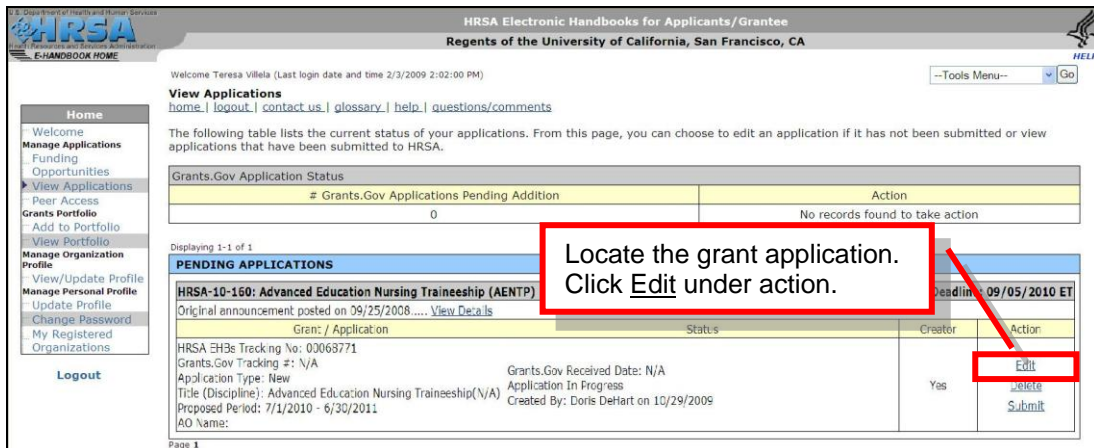
Users who have already added their application to the list of pending applications in the HRSA EHBs should follow these steps to access their application.

1. On the HRSA EHBs Home page, select View Applications under Manage Applications on the side menu.



2. The View Applications page (Figure 20) opens. Locate the application in the list of pending applications.
3. Click the Edit link.

**Figure 20: View Applications Page in Grantee Handbook**



**Note your HRSA EHBs Tracking No: provided here on the “Pending Applications” page, you will use this number to track the status of your application in the HRSA EHBs.**

The application opens to the Application Status page (Figure 21).

**Figure 21: Grant Application Status page in Grantee Handbook**

**HRSA Electronic Handbooks for Applicants/Grantee**  
 Application SF424 R&R Short Form for FY2010

Welcome Doris Dehart to **HRSA EHB Test environment** (Last login date and time 10/30/2009 9:26:00 AM)

**Application Tracking # 00068771**

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

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

**This application was originally submitted through Grants.gov (tracking# ). Summary of HRSA business rules validation comments is available below by clicking 'Grants.gov Data Validation Comments' link.**  
[Read Complete Note](#)

**STATUS OVERVIEW**

**SUGGESTED NEXT STEP**  
[Assign AO](#)

**APPLICATION PROCESS STATUS**

Deadline	Sep 5 2010 5:00PM ET (You have <b>310</b> days to complete and submit the application.)
Full Announcement (Includes Program Guidance)	Original announcement posted on 09/25/2008..... <a href="#">View Details</a>
Assigned AO	N/A (One or more AOs currently registered. <a href="#">Assign AO</a> )
Created On	10/29/2009 1:48:28 PM ET
Last Updated By	N/A
Peer Information	No peers associated with this Application.

[View Application](#) | [Grants.gov Data Validation Comments](#)

**APPLICATION FORMS STATUS**

Section	Action	Status
<b>General Information</b>		
Cover Page		NOT COMPLETE
Cover Page1	<a href="#">Update</a>	NOT COMPLETE
Cover Page2	<a href="#">Update</a>	NOT COMPLETE
Key Contact	<a href="#">Update</a>	NOT COMPLETE
<b>Program Specific Information</b>		
Program Specific Information	<a href="#">Update</a>	NOT COMPLETE
<b>Assurances and Certifications</b>		
Assurances	<a href="#">Update</a>	NOT COMPLETE
<b>Other Information</b>		

#### 4.1.5 Navigating within the Application

A navigation menu (Figure 22) appears on the left side of every screen in the Electronic Handbook. Use this menu to access the various pages of your application.

To access the information that was imported from Grants.gov, click the appropriate link under the General Information, Assurances and Certifications, or Other Information heading.

To access program specific forms, click the Program Specific Information link under the Program Specific Information heading. (Program Specific Information has its own side menu.)

You will go to the Review and Submit pages when it is time for you to review and submit your submission, and you can go to the Status page to check your progress toward completing your submission.

Click Status to go to the Status page.

Click Review to go to the Review page.

Click Submit to go to the Submit page.

Figure 22: Navigation Menu in Grantee Handbook





## 4.2. Fix Errors and Complete Application

The HRSA EHBs will apply HRSA's business rules to the application received through Grants.gov. Validation errors (if any) are recorded and displayed to the applicant.

To view validation errors, click the Grants.gov Data Validation Comments link on the application status page in the HRSA EHBs (Figure 23).

Figure 23: Grants.gov Data Validation Comments Link on Status Page in Grantee Handbook

HRSA Electronic Handbooks for Applicants/Grantees  
 Application SF424 R&R Short Form for FY2010

Welcome Doris Delhart to HRSA EHB Test environment (Last login date and time 10/30/2009 9:26:00 AM)

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

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

This application was originally submitted through Grants.gov (tracking# ). Summary of HRSA business rules validation comments is available below by clicking [Grants.gov Data Validation Comments](#) link.

**Read Complete Note**

**STATUS OVERVIEW**

**SUGGESTED NEXT STEP**  
[Assign AO](#)

**APPLICATION PROCESS STATUS**

Deadline	Sep 5 2010 5:00PM ET (You have 310 days to complete and submit the application.)
Full Announcement (Includes Program Guidance)	Original announcement posted on 09/25/2008..... <a href="#">View Details</a>
Assigned AO	N/A (One or more AOs currently registered. <a href="#">Assign AO</a> )
Created On	10/29/2009 1:48:28 PM ET
Last Updated By	N/A
Peer Information	No peers associated with this Application.

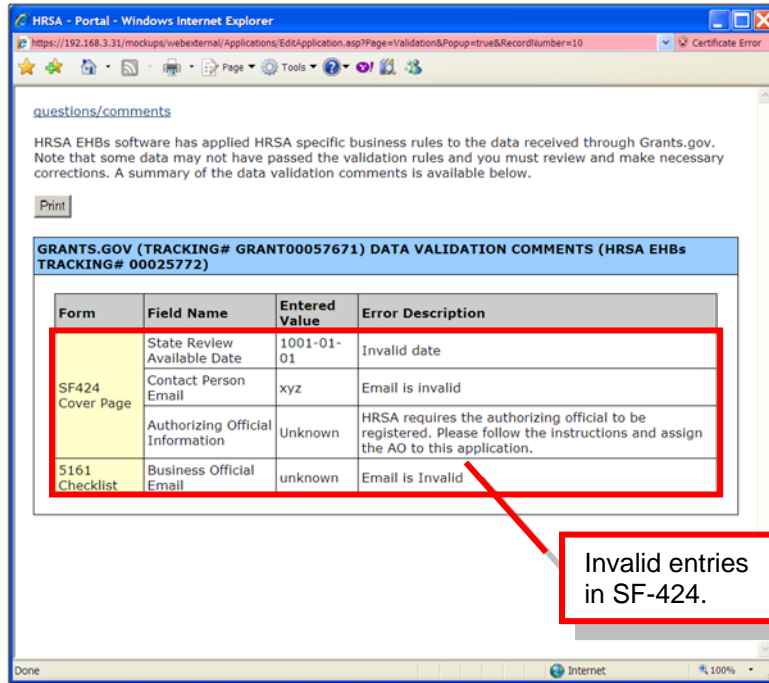
View: [Application](#) | [Grants.gov Data Validation Comments](#)

**APPLICATION FORMS STATUS**

Section	Action	Status
<b>General Information</b>		
Cover Page		NOT COMPLETE
Cover Page1	<a href="#">Update</a>	NOT COMPLETE
Cover Page2	<a href="#">Update</a>	NOT COMPLETE
Key Contact	<a href="#">Update</a>	NOT COMPLETE
<b>Program Specific Information</b>		
Program Specific Information	<a href="#">Update</a>	NOT COMPLETE
<b>Assurances and Certifications</b>		
Assurances	<a href="#">Update</a>	NOT COMPLETE
<b>Other Information</b>		

If validation errors were found, they are displayed in a table that opens in a new window (Figure 244).

**Figure 24: Grants.gov Data Validation Comments Window**



If necessary, review the errors and correct them.

### 4.3. Standard Forms (SF-424)

When you open your application, the first screen that appears is the Application Status page (Figure 25), showing the various sections of SF-424. Note that this is the information that was imported from Grants.gov, and that has undergone a data validation check.

The Application Form Status table on the Application Status page shows the status of each form. You cannot submit your application until all forms in all sections are complete.

For any form, click the Update link to open the form.

**Figure 25: Status Page for SF-424**

The screenshot displays the HRSA Electronic Handbooks for Applicants/Grantee interface. The main content area shows the application status for SF424 R&R Short Form for FY2010. A sidebar on the left contains navigation links for Application Tracking # 00068771, Application Process, Overview, Status, General Information, Cover Page, Key Contact, Program Specific Information, Assurances and Certifications, Other Information, and Review and Submission. The main content includes a 'STATUS OVERVIEW' section with a 'SUGGESTED NEXT STEP' to 'Assign AO' and an 'APPLICATION PROCESS STATUS' table. Below this is a table of application forms with columns for 'Action' and 'Status'. A red box highlights the text 'Click Update under Action to work on any form.' with an arrow pointing to the 'Update' link in the 'Action' column of the 'Program Specific Information' row. The 'Status' column for this row and several others shows 'NOT COMPLETE'.

Section	Action	Status
General Information		
Cover Page		NOT COMPLETE
Cover Page	<a href="#">Update</a>	NOT COMPLETE
Cover Page	<a href="#">Update</a>	NOT COMPLETE
Key Contact	<a href="#">Update</a>	NOT COMPLETE
Program Specific Information	<a href="#">Update</a>	NOT COMPLETE
Assurances and Certifications		
Assurances	<a href="#">Update</a>	NOT COMPLETE
Other Information		

## 4.4. Program Specific Forms

### 4.4.1 Accessing Program Specific Forms

Navigation within the BHPr application reflects the conventions used within the EHBs. It is designed to facilitate data entry by streamlining the flow of pages. All the pages in the report can be accessed through the side menu of the handbook (Figure 26).

Figure 26: Accessing Program Specific Forms - Side Menu

The screenshot displays the HRSA Electronic Handbooks for Applicants/Grantee interface. The side menu on the left is highlighted with a red box, showing the following navigation options:

- Application Tracking # 00000000
- Application Process
- Overview
- Status
- General Information
  - Cover Page
  - Key Contact
  - Senior/Key Person Profile
  - Performance
  - Site Locations
- Budget Information
  - Section A
  - Section B
  - Section C
  - Section D
  - Section E
  - Section F
  - Section G - J
- Section K
- Other Information
  - Other Project Information
- Assurances and Certifications
- Program Specific Information
  - Program Specific Information
- Review and Submission
  - Review
  - Submit
- Logout

The main content area shows the application status overview for Application SF424 R&R for FY2010. The status is **INCOMPLETE**. The suggested next step is to **Assign AO**. The application process status table is as follows:

Field	Value
Deadline	Dec 12 2010 5:00PM ET (You have 335 days to complete and submit the application.)
Full Announcement (Includes Program Guidance)	Original announcement posted on 03/03/2011..... <a href="#">View Details</a>
Assigned AO	N/A (One or more AO's currently registered. <a href="#">assign AO</a> )
Created On	11/3/2009 5:33:26 PM ET
Last Updated By	N/A
Peer Information	No peers associated with this Application.

The application forms status table is as follows:

Section	Action	Status
<b>General Information</b>		
Cover Page		NOT COMPLETE
Cover Page1	<a href="#">Update</a>	NOT COMPLETE
Cover Page2	<a href="#">Update</a>	NOT COMPLETE
Key Contact	<a href="#">Update</a>	NOT COMPLETE
Senior/Key Person Profile	<a href="#">Update</a>	NOT COMPLETE
Performance Site Locations	<a href="#">Update</a>	NOT COMPLETE
<b>Budget Information</b>		
Section A	<a href="#">Update</a>	NOT COMPLETE
Section B	<a href="#">Update</a>	NOT COMPLETE
Section C	<a href="#">Update</a>	NOT COMPLETE
Section D	<a href="#">Update</a>	NOT COMPLETE
Section E	<a href="#">Update</a>	NOT COMPLETE
Section F	<a href="#">Update</a>	NOT COMPLETE
Section G - J	<a href="#">Update</a>	NOT COMPLETE

## 4.5. Status Page

The *Status* page (Figure 27) displays the completion status of each section of the ARRA application. The ARRA Application status table on the *Status* page lists the sections of the report. The completion status is displayed to the right.

Click the Update link under **Action** to open a section for editing.

**Figure 27: Status Page**


The screenshot shows the HRSA AENT Tables for 2010 Status Overview page. The page includes a navigation menu on the left and a main content area with a table of program specific forms. The table has three columns: Section, Action, and Status. The 'Update' link in the Action column for 'Table 1 - Other and Table 2: N (First Year)' is highlighted with a red circle and a red arrow pointing to it. A text box with a red border says 'Click Update under Action to work on any form.'

Section	Action	Status
<b>PROGRAM SPECIFIC FORMS STATUS</b>		
<b>AENT Tables</b>		
Table 1 - Other and Table 2: N (First Year)	Update	NOT COMPLETE
Table 1 - Other and Table 2: N (First Year)	Update	NOT COMPLETE
Table 1 - Other and Table 2: N (First Year)	Update	NOT COMPLETE
Table 2: N (First Year)	Update	NOT COMPLETE
<b>Table 3: Doctoral Enrollment, Traineeship Support and Graduate Data</b>		
Table 3: Part I - Enrollment	Update	NOT COMPLETE
Table 3: Part II - Traineeship Support & Graduate	Update	NOT COMPLETE
Table 4: Graduate Data - Rural, Underserved, or Public Health	Update	NOT COMPLETE
Table 5: Ethnicity Data	Update	NOT COMPLETE
Table 6: Minority/Disadvantaged Status Data	Update	NOT COMPLETE
<b>Special Consideration</b>		
Assurance Statement	Update	NOT COMPLETE
<b>ALL FORMS (STANDARD FORMS)</b>		
Complete Status	View	
Submit	Go To	

This screen is an example of one program specific “Status Overview” page, the information required for completing the application will change based on the program requirements.

## 4.6. Program Specific Information

The only program specific requirement for an ARRA application for BHPr will be the completion of the form SF-PPR-2, however each program will have different requirements. The following three (3) examples show the same SF-PPR-2 form each with different required information. These differences are program specific and determined by the type of program you are completing.

 **Note these are only three examples and are not intended to show the completion process for each program. However, the completion process is the same regardless of the program.**

### 4.6.1 Example I – Preventive Medicine Residency

**Figure 28: SF-PPR-2 - Preventive Medicine Residency**

The screenshot shows the HRSA Electronic Handbooks for Applicants/Grantee interface. The page title is "ARRA - Preventive Medicine Residency". The user is logged in as Denise Helm. The form is titled "PERFORMANCE PROGRESS REPORT (SF-PPR-2)" and has a status of "Complete".

Applicant Information			
DUNS #	806345542	EIN	742579628
Reporting Period End Date	9/30/2010		

Grantee or Grant Project Information Requested	
*PPR-2-001. Estimate how many students will be trained in this grant and will not have graduated by end of the grant period in which you will be receiving funding?	2
*PPR-2-003. Estimate how many students will receive a portion of their training in underserved areas?	2

Buttons: Save, Save and Continue

1. Click in each field to enter the required information.
2. Click **“Save”** or **“Save and Continue”** when you have completed your data entry. The EHBs will return you to the Status Overview page.

### 4.6.2 Example II – Residency Training in Primary Care

**Figure 29: SF-PPR-2 - Residency Training in Primary Care**

The screenshot shows the HRSA Electronic Handbooks for Applicants/Grantee interface. The page title is "ARRA - Residency Training in Primary". The user is logged in as Denise Helm. The form is titled "PERFORMANCE PROGRESS REPORT (SF-PPR-2)" and has a status of "Complete".

Applicant Information			
DUNS #	806345542	EIN	742579628
Reporting Period End Date	9/30/2010		

Grantee or Grant Project Information Requested	
PPR-2-001. Estimate how many students will be trained in this grant and will not have graduated by end of the grant period in which you will be receiving funding?	<input type="text"/>
PPR-2-003. Estimate how many students will receive a portion of their training in underserved areas?	<input type="text"/>
PPR-2-009. How many accredited residency slots (residents) are in your program?	<input type="text"/>
PPR-2-010. How many slots/residents are filled in your program?	<input type="text"/>
PPR-2-011. How many slots/residents in your program are currently supported by HRSA?	<input type="text"/>
PPR-2-012. How many slots/residents are expected to be supported through this application?	<input type="text"/>

Buttons: Save, Save and Continue

1. Click in each field to enter the required information.

2. Click **“Save”** or **“Save and Continue”** when you have completed your data entry. The EHBs will return you to the Status Overview page.

### 4.6.3 Example III – Administrative Academic Units in Primary Care

**Figure 30: SF-PPR-2 - Administrative Academic Units in Primary Care**

The screenshot shows the HRSA Electronic Handbooks for Applicants/Grantee interface. The page title is "ARRA - Administrative Academic Units". The user is logged in as Denise Helm, with a last login date and time of 1/11/2010 9:23:00 PM. The page displays the "Performance Progress Report" for the SF-PPR-2 Form, with Application Tracking # 0069652. The form is titled "PERFORMANCE PROGRESS REPORT (SF-PPR-2)" and has a status of "Complete".

The form includes the following sections:

- Applicant Information:**

DUNS #	806345542	EIN	742579628	Reporting Period End Date	9/30/2010
--------	-----------	-----	-----------	---------------------------	-----------
- Grantee or Grant Project Information Requested:**
  - \*PPR-2-001. Estimate how many students will be trained in this grant and will not have graduated by end of the grant period in which you will be receiving funding?
  - \*PPR-2-003. Estimate how many students will receive a portion of their training in underserved areas?

At the bottom right of the form, there are two buttons: "Save" and "Save and Continue".

1. Click the **“Update”** button to enter information on this screen.
2. Click **“Save”** or **“Save and Continue”** when you have completed your data entry. The EHBs will return you to the Status Overview page.

## 5. Reviewing and Submitting the Application

### 5.1. Review

The *Table of Contents* page (Figure 31) displays all the sections of the BHP application in a printable format. It allows you to view or print any or all data you have previously entered.

You will be navigated to the *Table of Contents* page if you click the “**Review**” link at the bottom of the *Status Overview* page.

**Figure 31: Review Page**

Additional Equipment - Budget Period 4	Document	Not Available
SF-424RR Budget Period 4 - Section F - J	HTML	<a href="#">View</a>
SF-424RR Budget Period 5 - Section A - B	HTML	<a href="#">View</a>
Additional Senior Key Persons - Budget Period 5	Document	Not Available
SF-424RR Budget Period 5 - Section C - E	HTML	<a href="#">View</a>
Additional Equipment - Budget Period 5	Document	Not Available
SF-424RR Budget Period 5 - Section F - J	HTML	<a href="#">View</a>
SF-424RR Cumulative Budget (Total Project Period)	HTML	<a href="#">View</a>
Budget Justification	Document	Not Available
<b>Assurances and Certifications</b>		
Assurances for Non-Construction Programs	HTML	<a href="#">View</a>
<b>Other Project Information</b>		
SF-424RR Other Project Information	HTML	<a href="#">View</a>
Bibliography & References	Document	Not Available
Facilities & Other Resources	Document	Not Available
Equipment	Document	Not Available
<b>Attachments List</b>		
Attachment 1	Document	Not Available
Attachment 2	Document	Not Available
Attachment 3	Document	Not Available
Attachment 4	Document	Not Available
Attachment 5	Document	Not Available
Attachment 6	Document	Not Available
Attachment 7	Document	Not Available
Attachment 8	Document	Not Available
Attachment 9	Document	Not Available
Attachment 10	Document	Not Available
Attachment 11	Document	Not Available
Attachment 12	Document	Not Available
Attachment 13	Document	Not Available
Attachment 14	Document	Not Available
Attachment 15	Document	Not Available
<b>Program Specific Information</b>		
Program Specific OMB Approved Forms	HTML	<a href="#">View</a>

[Proceed to Submit Page](#)

1. Click the “**View**” link to review any section of the application. It will open in a new window, in read-only (HTML) format.

**Figure 32: Review Each Section**

PERFORMANCE PROGRESS REPORT (SF-PPR-2)				
<b>Note:</b> This form is used to collect estimates of the impact on the project.				
<b>1. Federal Agency and Organization Element to Which Report is Submitted</b>	<b>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</b>	<b>3a. DUNS #</b>	<b>806345542</b>	<b>4. Reporting Period End Date</b>
<b>Health Resources and Services Administration (HRSA)</b>	Application #: <b>69650</b>	<b>3b. EIN</b>	<b>742579628</b>	<b>9/30/2010</b>
Supplemental Continuation of SF-PPR Cover Page				
PPR-2-001. Estimate how many students will be trained in this grant and will not have graduated by end of the grant period in which you will be receiving funding?			<b>2</b>	
PPR-2-003. Estimate how many students will receive a portion of their training in underserved areas?			<b>2</b>	
OMB Approval Number: 0970-0334 Expiration Date: 10/31/2012				

2. Close the section and click the “**Proceed to Submit**” button to proceed to the submit page.



## 5.2. Submit Page

The *Submit* page (Figure 33) is the page from which you start the report submission process. It displays, in table format, the sections of the report and their completion status. All sections must be in “**Complete**” status before you can submit the report.

You will be navigated to the *Submit* page if you click the “**Continue**” button at the bottom of the *Review* page. You may also access the *Submit* page by choosing Submit from the left side menu.

Figure 33: Review Page

Cover Page		COMPLETE
Cover Page1	<a href="#">Update</a>	COMPLETE
Cover Page2	<a href="#">Update</a>	COMPLETE
Key Contact	<a href="#">Update</a>	COMPLETE
Senior/Key Person Profile	<a href="#">Update</a>	COMPLETE
Performance Site Locations	<a href="#">Update</a>	COMPLETE
<b>Budget Information</b>		
Section A	<a href="#">Update</a>	COMPLETE
Section B	<a href="#">Update</a>	COMPLETE
Section C	<a href="#">Update</a>	COMPLETE
Section D	<a href="#">Update</a>	COMPLETE
Section E	<a href="#">Update</a>	COMPLETE
Section F	<a href="#">Update</a>	COMPLETE
Section G - J	<a href="#">Update</a>	COMPLETE
Section K	<a href="#">Update</a>	COMPLETE
<b>Other Information</b>		
Other Project Information		COMPLETE
Other Project Information - Page1	<a href="#">Update</a>	COMPLETE
Other Project Information - Page2	<a href="#">Update</a>	COMPLETE
<b>Assurances and Certifications</b>		
Assurances	<a href="#">Update</a>	COMPLETE
<b>Program Specific</b>		
Program Specific Information	<a href="#">Update</a>	COMPLETE

[Submit To HRSA](#)

1. Click the “**Submit To HRSA**” button when you are ready to submit the report. This will take the user to an acknowledgement page.


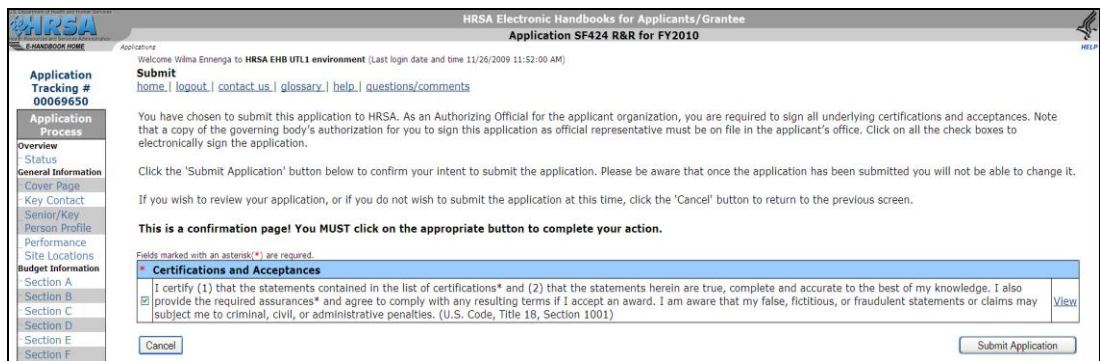
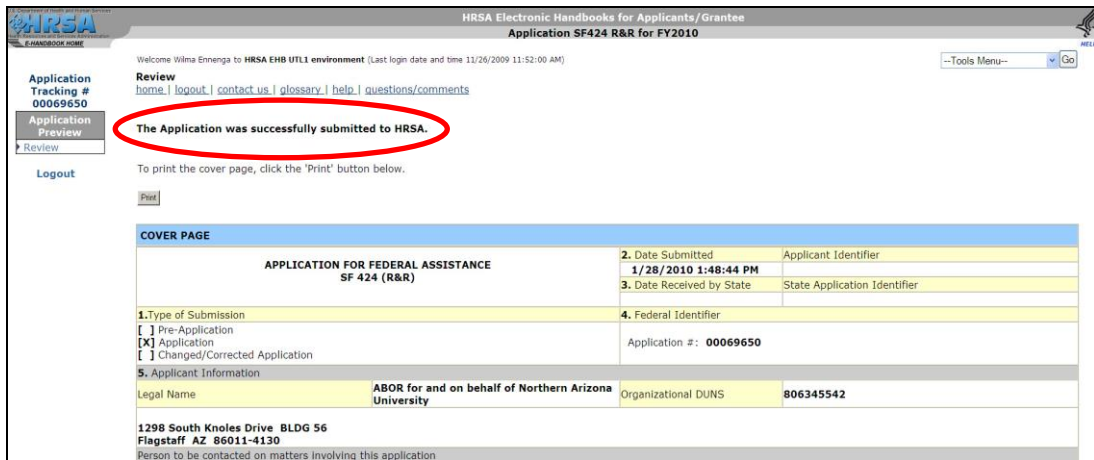
 **The “Submit To HRSA” button appears only if all sections are deemed “Complete.” At all other times, the button will not be available. This prevents the user from submitting an incomplete application. Once all the sections are complete the Authorizing Official may submit the application to HRSA. It is important to note that only the Authorizing Official may submit the application to HRSA.**

Figure 34: Acknowledgement Page



2. Click the “**Submit Application**” button after you have read and checked the “**Certification and Acceptance**” block provided on the Submit page.

Figure 35: Submission Complete



### 5.3. Viewing a Submitted Application

From the HRSA EHBs Home page, you will be able to view all your applications. This includes “In Progress/Not Yet Submitted” and “Completed/Submitted” applications.

1. Click “View Applications” under Manage Applications on the side menu.
2. The “View Applications” page will open, previously submitted applications can be viewed from this page.
3. Locate the application in the list of applications, Click the “View” link.

Figure 36: Application List

HRSA-10-181: Grants to States for Loan Repayment (SLRP)		Deadline: 12/12/2010 ET	
Original announcement posted on 07/10/2009..... View Details			
Grant / Application	Status	Creator	Action
HRSA EHBs Tracking No: 00069658 Grants.Gov Tracking #: N/A Application Type: New Title (Discipline): ARRA - State Loan Repayment Program(N/A) Proposed Period: 10/1/2009 - 9/30/2010 AO Name:	Grants.Gov Received Date: N/A Application In Progress Created By: Denise Helm on 11/03/2009	Yes	Edit Delete Submit
HRSA-10-182: ARRA - Preventive Medicine Residency Program		Deadline: 12/12/2010 ET	
Original announcement posted on 03/03/2011..... View Details			
Grant / Application	Status	Creator	Action
HRSA EHBs Tracking No: 00069650 Grants.Gov Tracking #: N/A Application Type: New Title (Discipline): ARRA - Preventive Medicine Residency Program(N/A) Proposed Period: 10/1/2009 - 9/30/2010 AO Name: Wilma Ennenga	Grants.Gov Received Date: N/A Application Submitted to HRSA Created By: Denise Helm on 11/03/2009 Date Submitted: 01/28/2010 Signed Cover Page Received: No	Yes	View
HRSA-10-183: Centers of Excellence (COES)		Deadline: 12/12/2010 ET	
Original announcement posted on 06/17/2009..... View Details			
Grant / Application	Status	Creator	Action
HRSA EHBs Tracking No: 00069651 Grants.Gov Tracking #: N/A Application Type: New Title (Discipline): ARRA - Centers for Excellence(N/A) Proposed Period: 10/1/2009 - 9/30/2010 AO Name:	Grants.Gov Received Date: N/A Application In Progress Created By: Denise Helm on 11/03/2009	Yes	Edit Delete Submit

**Note your “HRSA EHBs Tracking No:” provided here on the application list page, you will use this number when contacting the HRSA Call Center to track the status of your application. Contact information for the HRSA Call Center is provided in Section 6 of this text.**

## 6. Help and Support

**Table 1: Resources for Support**

Resource	Type	Purpose
<a href="https://grants.hrsa.gov/webexternal/home.asp">https://grants.hrsa.gov/webexternal/home.asp</a>	Website	HRSA Electronic Handbooks URL
HRSA Call Center Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373 (9:00 AM to 5:30 PM ET M-F) Email: <a href="mailto:callcenter@hrsa.gov">callcenter@hrsa.gov</a>	Phone and/or E-mail	<u>Systems</u> help by phone or via e-mail. Do not use for program questions.