Getting Started
HRSA Electronic Handbook
New Applications and
Competing Continuations

HRSA Electronic Handbooks Website

The Health Resources and Services Administration (HRSA) Electronic Handbooks (EHB) Website is located at:

https://grants.hrsa.gov/webexternal

Before You Begin

Several people within an organization may participate in the grant application process. These individuals may include the Project Director, the Authorizing Official, the Business Official, a Single Point of Contact, and other staff members. Each individual contributes in a specific way.

- The Project Director most likely creates the application and provides the project information related to the application;
- The Authorizing Official reviews and approves the application and is the only individual who can submit the application to HRSA;
- The Business Official is responsible for financial and budgetary data and typically completes the financial forms;
- The Single Point of Contact serves as the contact person for the application; and
- Other staff are individuals who may complete additional sections as assigned or assist with data entry.

In some organizations, one person may fulfill multiple roles. For example, an organization may only have a Project Director and an Authorizing Official; therefore the Project Director may fulfill the roles of Project Director, Business Official and Single Point of Contact. In order to submit the application to HRSA, the Program Director, Single Point of Contact, Business Official and Authorizing Official must be assigned to the grant application.

Before you begin an application, it is strongly recommended that you identify the individuals who will fulfill each of these roles, and have them register in HRSA EHB. This will ease the application process and prevent delays in submitting the application. **Note**: Only the individual who created the application will be able to assign peers and the Authorizing Official to the application. You will only be able to assign access to individuals who are already registered in EHB as members of your organization. You will be able to add additional people to the application at a later date, as necessary.

This Getting Started guide will provide information on:

- Registering New Users
- Finding Funding Opportunities and Starting an Application

- Assigning Peers
- Assigning Authorizing Official
- Completing and Submitting Application
- Monitoring Application Submittal

Registering New Users

If you have already registered in HRSA EHB, please do not register again. You only need to register in HRSA EHB one time. You may apply to multiple grants using one username and password.

From the HRSA EHB home page:

1. Click the ***Registration*** link on the left sidebar menu.
2. In the ***Registration Information*** page, complete all required fields in the following sections: ***User Information***, ***Contact Address*** and ***Mailing Address***. **Note**: Enter your mailing address even though this section is listed as Optional. This will simplify your application submittal process.
3. In the last section of the ***Registration Information*** page, click in the "***Yes, I would like to register as"*** checkbox. In the ***Roles*** section, select either ***Authorizing Official***, ***Business Official***, or ***Other Employee (Project Director, AO Designee, Staff)***.
4. Click the ***Save and Continue*** button. If all the information that you have entered is valid, the ***Registration Confirm Information*** page will display.
5. In the ***Registration Confirm Information*** page, verify that all information is correct.
    - To modify this information, click the ***Edit*** button.
    - To confirm the information and continue, click the ***Register*** button. This will register your username and display a ***Registration Result*** page.
6. In the ***Registration Result*** page, click the ***Continue to Register Organization*** button. This will bring up the ***Search for Organization*** page.
7. In the ***Search for Organization*** page, enter one or more search criteria:
    a. Enter the grant number in the ***Grant Number*** fields if your organization currently has or has received a grant from HRSA in the past, OR
    b. Enter your organization's Employer Identification Number (EIN) in the ***EIN*** fields, and/or
    c. Enter your organization's Central Registry System – Entity Identification Number (CRS-EIN) in the ***CRS-EIN*** fields, and/or
    d. Enter all or part of the name of your organization in the ***Organization Name*** field.
        - **Note**: If you search on the name of the organization, you can specify the search criteria by selecting either "Contains," "Begins With," or "Ends With." To ensure that the organization search identifies your organization, we recommend that you enter the partial name of the organization, using the key organization names (e.g., Montgomery County). The organization search will identify and display all organizations with these key elements. If you enter the entire name of the organization, the organization search may not display your organization because the organization name may be slightly different than the one in the database.

Once you have entered the search criteria, click the **Search Organization** button. The ***Organization Search Result*** page will appear on the screen.

- If your organization does not appear in the ***Organization Search Result*** page, proceed to "***New Organization***."
- If your organization appears in the ***Organization Search Result*** page, proceed to "***Existing Organization***."

New Organization

8. If your organization does not appear in the ***Organization Search Result*** page, click the ***Register New Organization*** button. The ***Register New Organization*** page will appear and you can enter information for a new organization. Complete the form.
9. Click the ***Continue*** button. If all the information you have entered is valid, this will take you to the ***New Organization Confirmation*** page.
10. Verify that the information in the confirmation screen is correct.
    - To modify this information, click the ***Edit*** button.
    - To confirm the information and continue, click the ***Continue*** button. This will register the new organization and add your newly created username to it. Once complete, you will see an ***Organization Registration Result*** screen.
11. Click the ***Log into HRSA*** button. A screen titled "One time User Agreement – Rules of Behavior" appears.
12. Read the agreement and click the ***Accept*** button. You are now logged into EHB as the user you just registered.

Existing Organization

8. If your organization appears in the ***Organization Search Result*** page, select your organization by clicking on the ***Register New User*** button to the right of the organization address. This will take you to the ***Organization Registration Confirm*** page.
    - **Note**: Please select the organization listed on the ***Organization Search Result*** page *even if you notice errors (e.g., spelling)* rather than re-entering the organization and address. Doing so will result in multiple entries for your organization and may result in delays in submitting your application. To correct the address, you must contact the primary Authorizing Official for your organization, and this person will be able to correct the address by updating the organization's profile.
9. Verify that the information in the ***Organization Registration Confirm*** page is correct. Then click the ***Continue*** button. This will add your newly created username to the organization. Once complete, you will see an ***Organization Registration Result*** screen.
10. Click the ***Log into HRSA*** button. A screen titled "One time User Agreement – Rules of Behavior" appears.
11. Read the agreement and click the ***Accept*** button. You are now logged into EHB as the user you just registered.

ONLY REGISTER ONE TIME!

Please note your username and password

Finding Funding Opportunities and Starting Application

If you are not logged into HRSA EHB, go to the HRSA EHB login page and log in using your username and password.

After you have logged into HRSA EHB:

1. Click the ***Funding Opportunities*** link under ***Manage Applications*** on the left sidebar menu.
2. In the ***Funding Opportunities*** search page, select the ***Maternal & Child Health*** checkbox in the ***Key Program Areas***, and enter EITHER the CFDA Number OR the HRSA Preview Announcement Number (e.g., HRSA-05-003). Click the ***Search*** button. The ***Funding Opportunities Results*** page will appear.
    - **Note**: If you would like to search for all open MCHB funding opportunities, simply select the ***Maternal & Child Health*** checkbox in the ***Key Program Areas*** and then click the ***Search*** button.
3. In the ***Funding Opportunities Results*** page, confirm that the funding opportunity is correct. Select ***Begin Application*** from the dropdown list and click the ***Go*** button.
4. In the ***Type of Application*** section, select ***New*** and click on the ***Continue*** button. This will create a new application and give you a tracking number. Note this tracking number. It will be used to find your application in the system if you require technical assistance.
5. Click ***Continue*** again. You are taken to the EHB status page of the application.

Assigning Peers

Before you can assign peers, two activities **must** occur:

1. The application to which you will assign peers must have been started. If you have not started an application, you must find the funding opportunity and start an application (see the section "Finding Funding Opportunities and Starting Application").
2. The peer from your organization who will be assigned to the application must be registered in EHB.

If you are not logged into HRSA EHB, go to the HRSA EHB login page and log in using your username and password.

After you have logged into HRSA EHB:

1. The ***Pending Applications*** page will appear on screen with the application(s) that you have already started. Click ***Edit*** in the Action column under the application to which you would like to assign peers. You are taken to the ***Status Overview*** page of the application.
2. Under ***Application Process Status***, click ***Manage Peers*** in the ***Creator*** section. A peer access page will appear on the screen.
3. In the list box, select the application to which you would like to assign peers and click the ***Add New User*** button. A ***Search for Users*** page will appear.
4. Enter the last name, first name and/or username and select ***All Users*** or ***Specific*** in the ***Roles*** section. The more detailed information that is entered will result in more specific results. Click the ***Search*** button. A ***User Search Result*** page will appear.
5. In the ***User Search Result*** page, a list of users matching the search criteria will be displayed. Identify the correct user and click the ***Update Permissions*** button to update user privileges for selected application. An ***Update Privileges*** page will be displayed.
6. In the ***Update Privileges*** page, select the privileges for the peer assigned to the application.

- If you want this individual to be able to view the application, but not edit it, select View Application.
- If you want this individual to be able to edit the application, select both View Application and Edit Application.
- If you want this individual to be able to submit the application to your organization's Authorizing Official for final approval, select View Application, Edit Application, and Submit Application to AO.
- If this individual is the Authorizing Official who will be responsible for final approval of the application on behalf of your organization, and formal submission of the application to HRSA, select View Application, Edit Application, and Submit Application to HRSA. Note that the option "Submit Application to HRSA" will ONLY appear for individuals registered as Authorizing Officials with your organization.

7. Click the ***Save and Continue*** button. The ***Confirm Action to be Taken*** page will appear.
8. In the ***Confirm Action to be Taken*** page, confirm that the information is correct.
    - To cancel, click the ***Cancel*** button.
    - To confirm, click the ***Continue to Manage Peer Access*** button. This will take you to the ***Peer Access Management*** page.
8. From the ***Peer Access Management*** page, you can add additional peers to the application or update or revoke permissions by selecting Update Permissions or Revoke All Permissions in the list box.
9. To return to your application, click ***View Applications*** in the left sidebar menu. This will take you to the ***Pending Applications*** page. Click ***Edit*** in the Action column under the application that you would like to enter data. You are taken to the ***Status Overview*** page of the application.

Assigning Authorizing Official

Before you can assign an Authorizing Official, two activities **must** occur:

1. The application to which you will assign an Authorizing Official must have been started. If you have not started an application, you must find the funding opportunity and start an application (see the section "Find Funding Opportunities and Start Application").
2. The Authorizing Official (AO) from your organization must be registered in EHB. S/he must have selected "Authorizing Official" as his or her role during registration.

If you are not logged into HRSA EHB, go to the HRSA EHB login page and log in using your username and password.

After you have logged into HRSA EHB:

1. The ***Pending Applications*** page will appear on screen with the application(s) that you have already started. Click ***Edit*** in the Action column under the application to which you would like to assign an Authorizing Official. You are taken to the ***Status Overview*** page of the application.
2. Under ***Application Process Status***, click ***Assign AO*** in the ***Assigned AO*** section. You are taken to the ***Authorizing Official*** section of the ***Applicant Organization Information*** page. **Note**: If you see ***Register AO*** in the ***Assigned AO*** section, this indicates that no Authorizing Official has registered for your organization. We recommend that you stop the process of assigning an Authorizing Official and contact your Authorizing Official to register in HRSA EHB.

3. In the ***Authorizing Official*** section, click the ***Add/Change AO*** button. A ***Choose Person to Add*** page appears on the screen.
4. If your Authorizing Official has already registered in EHB, the name of your AO will appear above the ***Add Selected Person as AO*** button. If the name of your AO is not listed, we recommend that you stop the process of assigning an Authorizing Official and contact your AO to have him/her register in EHB. **Note:** If more than one individual with your organization has registered as an authorizing official, all of their names will appear here.
5. Select the radio button next to the AO that you want to assign to **this** application. Click the ***Add Selected Person as AO*** button. The ***Contact Information*** page will appear.
6. In the ***Contact Information*** page, the name, mailing address and contact information of your AO will be displayed. Confirm that the information is correct. Click ***Save and Continue***. The ***Authorizing Official*** section of the ***Applicant Organization Information*** page will appear.
   - **Note**: You may receive a page that asks you to select which address that you would like entered into the database, either the USPS standardized address or the address that you entered. Select the radio button for the address that you would like entered into the database, and click the ***Save and Continue*** button.
7. In the ***Authorizing Official*** section, the name, phone number and email of the Authorizing Official will be displayed.
8. Click the ***Status*** link on the left sidebar menu. The ***Status Overview*** page of the application will appear.

Completing and Submitting the Application

If you are not logged into HRSA EHB, go to the HRSA EHB login page and log in using your username and password.

After you have logged into HRSA EHB:

1. The ***Pending Applications*** page will appear on screen with the application(s) that you have already started. Click ***Edit*** in the Action column under the application to which you would like to complete and submit. You are taken to the ***Status Overview*** page of the application.
2. Complete all the required sections of the PHS form (e.g., PHS 5161, 6025, 398 or 2590).
3. Complete all required sections of the Program Specific Information forms.
4. Confirm that each section on the ***Application Forms Status*** on the ***Status Overview*** on the PHS Application indicate ***Complete*** in the ***Status*** column.
5. Once all sections indicate ***Complete***, click ***Review*** in the left sidebar menu under the section labeled ***Review and Submit***. You will be taken to a new page containing your face sheet of your application.
6. To review various sections of the application, choose a section from the list box to the right of ***Application for Federal Assistance***. To print the form on your screen, click the ***Print*** button. To print your entire application, click ***Print All Application Forms*** button.
7. Once you have reviewed your forms, click ***Submit*** in the left sidebar menu under the section labeled ***Review and Submit***. The Status Overview page of the application will appear.
8. At the top of the page, information appears regarding the status of the application and the suggested next step. If your application is complete and you have assigned your Authorizing Official, the text will state: “The table below shows the Status of the application. The application is currently **Complete**. The suggested next step is to Submit the Application to AO.”
9. Click the ***Submit to AO*** button at the bottom of the Application Forms Status table. On the subsequent page, the system will prompt you to electronically sign the underlying certifications and acceptances (by checking the appropriate checkboxes). After you have electronically signed the

application, click the ***Submit Application*** button. **Note**: Once the application has been submitted, you will not be able to change it without approval from the AO.

10. Once you have clicked the ***Submit Application*** button, a notification page is displayed. This page states "Application was successfully submitted with an email notification to the Authorizing Official (AO). Only the AO can now edit this application. If you need to modify the application, you must contact the AO to send the application back to you." The page also displays a copy of the email that is sent to the Authorizing Official notifying him/her that the application has been submitted for review. Click the ***Return to Home*** button to return to the ***Pending Applications*** page.

Monitoring Application Submittal

You are able to monitor the status of the application process after it has been submitted to the AO by periodically logging into HRSA EHB using your username and password.

After you have logged into HRSA EHB:

1. Once you are logged into HRSA EHB, the ***Pending Applications*** page will appear on screen with the application(s) that you have already started. Click ***View*** in the Action column under the application that you would like to check the status. You are taken to the ***Face Page*** of the application.
    a. Once you submit your application to the AO, the following text appears at the top of the ***Face Page***: "The application has been submitted to the Authorizing Official. The Authorizing Official is responsible for submitting the application to HRSA." Click the Close button to return to the ***Pending Applications*** page.
    b. Once the AO has submitted the application to HRSA, the following text appears at the top of the ***Face Page***: "The Application was successfully submitted to HRSA. You are required to mail a signed copy of the face page of this application to HRSA. Please mail the signed face page to the following address:

       HRSA Grants Application Center
       901 Russell Avenue
       Suite 450
       Gaithersburg, MD 20879"

       Click the Close button to return to the ***Pending Applications*** page.