

# HRSA ELECTRONIC SUBMISSION

## 1. Noncompeting Continuation Application

### A. *Process Overview*

Following is the process for submitting a noncompeting continuation application through Grants.gov:

1. HRSA will communicate noncompeting announcement number to the project director (PD) and authorizing official (AO) via email. The announcement number will be required to search for the announcement in Grants.gov.
2. Search for the announcement in Grants.gov Apply (<http://www.grants.gov/Apply>).
3. Download the application package and instructions from Grants.gov. The program guidance is also part of the instructions that must be downloaded. **Please note: The application package and instructions is specific to the announcement and each application will have different forms and requirements.**

#### **HRSA uses two standard packages from Grants.gov**

**SF424 R&R for Training Programs**

**SF424 for All Other Programs**

4. 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.
5. Refer to the Application Format chart for specific instructions on what is required and what is optional to submit through Grants.gov (see next page for example). This chart is a “cheat sheet” that provides a list of the documents, instructions and page limitations. The next 3-4 pages (after the Application Format chart) of your HRSA Program Guidance will provide more specific instructions.

***SAMPLE – THESE INSTRUCTIONS WILL CHANGE FOR EACH GRANT APPLICATION***

## SF 424 Short Form – Table of Contents

 **It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.**  
 **Failure to follow the instructions may make your application non-compliant. Non-compliant noncompeting applications will have to be resubmitted to comply with the instructions.**

 **For electronic submissions no table of contents is required. HRSA will construct an electronic table of contents in the order specified.**

<b>Application Section</b>	<b>Form Type</b>	<b>Instruction</b>	<b>HRSA/Program Guidelines</b>
Application for Federal Assistance (SF-424)	Form	Pages 1, 2 & 3 of the SF 424 face page.	Not counted in the page limit
Project Summary/Abstract	Attachment	Can be uploaded on page 2 of SF 424 - Box 15	Required attachment. Counted in the page limit. Refer guidance for detailed instructions. Provide table of contents for this document
Additional Congressional District	Attachment	Can be uploaded on page 2 of SF 424 - Box 16	If applicable; not counted in the page limit.
HHS Checklist Form PHS-5161	Form	Pages 1 & 2 of the HHS checklist.	Not counted in the page limit

 **After successful submission of the above forms in Grants.gov, and subsequent processing by HRSA, you will be notified by HRSA confirming the successful receipt of your application and requiring the Project Director and Authorizing Official to review and submit additional information in HRSA EHBs. Your application will not be considered submitted unless you review the information submitted through Grants.gov and enter and submit the additional information required through HRSA's EHBs. Refer to the HRSA Electronic Submission Guide provided in Appendix A, Section 2 of this guidance for the complete process and instructions.**

Note the following specific information related to your submission. Understand that for your non-competitive continuation application, only the forms mentioned in the Table of Contents listed above are submitted through Grants.gov. All supplemental information will be submitted through the HRSA EHBs.

6. On the Grants.gov application the first page will be pre-filled. The only field required is highlighted in yellow and is titled "Applicant Filing Name". This will be the title of your project.
7. Notice there are four boxes with, 1) Mandatory Documents, 2) Mandatory Completed Documents for Submission, 3) Optional Document, and 4) Optional Completed Documents for Submission.

**GRANTS.GOV**

**Grant Application Package**

Opportunity Title: Polio Control Stabilization and Enhancement Grant  
 Offering Agency: Health Resource S.S. Services Administration  
 CFDA Number: BE-265  
 CFDA Description: Polio Control Stabilization and Enhancement Grant  
 Opportunity Number: IC-4424-08-01  
 Competition ID: 1976  
 Opportunity Open Date: 06/16/2008  
 Opportunity Close Date: 06/16/2008  
 Agency Contact: Ms Jane Jones  
 (Email: mjones@hhs.gov)  
 Phone: 301-442-6192

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academic, or other type of organization.

\* Application Filing Name: [Yellow Highlighted Field]

**Mandatory Documents**  
 Application for Federal Assistance (SF-424)  
 HHS Checklist Form PHS-5161

**Mandatory Completed Documents for Submission**

**Optional Documents**

**Optional Completed Documents for Submission**

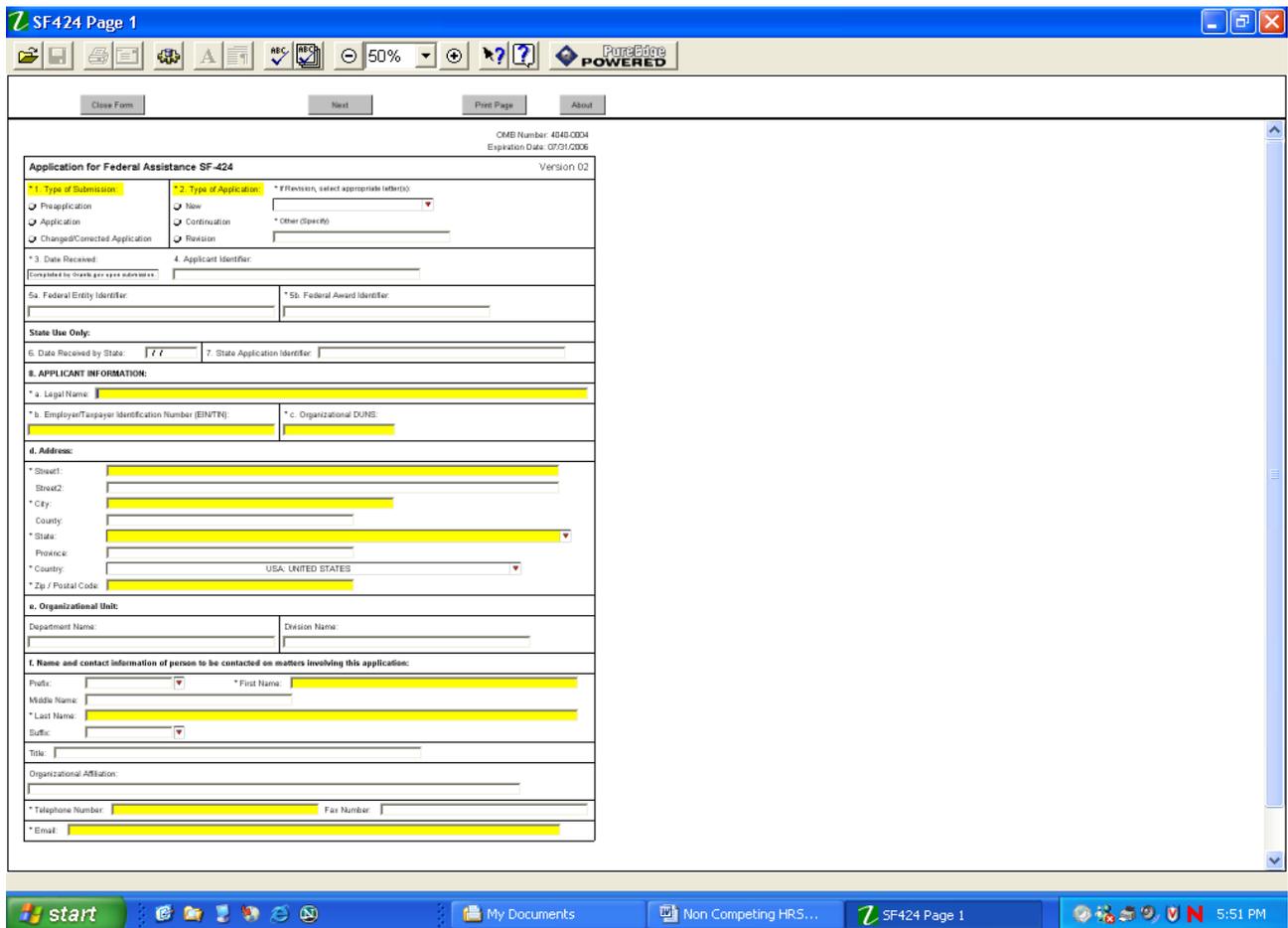
**Instructions**

1. Enter a name for the application in the Application Filing Name field.
  - This application can be completed in its entirety online; however, you will need to login to the Grants.gov website during the submit.
  - You can save your application at any time by clicking the "Save" button at the top of your screen.
  - The "Submit" button will not be functional until the application is complete and saved.
2. Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.
  - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will pop fields in other mandatory and optional forms and the user cannot enter data in these fields.
  - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be pre-filled forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative, or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grants. Reference the application package instructions for more information regarding "Optional Documents".
  - To open an item, simply click on it to select the item and then click on the "Open" button. When you have completed a form or document, the form/document name is selected, and then click the "Save" button. This will move the form/document to the "Completed Documents" box. To move a form/document from the "Completed Documents" box, click the form/document name to select it and then click the "Move" button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
  - When you open a required form, the fields which must be completed are highlighted in yellow. Optional fields and completed fields are in white. If you enter invalid or incomplete information in a field, you will receive an error message.
3. Click the "Submit" button to submit your application to Grants.gov.
  - Once you have properly completed all required documents and saved the application, the "Submit" button will become active.
  - You will be taken to a confirmation page where you will be asked to verify that this is the funding opportunity and Agency to which you submit an application.

8. To open the forms, highlight the form you want to work on and click on the "Open Form" box beneath the list of documents.
9. Once each mandatory document is completed it should be moved over to the box on the right side of the page. **YOU WILL ALSO WANT TO SAVE THE APPLICATION!**

### SF424 Form

10. Open the Application for Federal Assistance (SF424). See Page 1 below:



11. You will fill in the yellow highlighted areas and navigate through each page using the “Next” button at the top.
12. Once all pages are complete, close the form and you will be take back to the first page of the application. **SAVE THE APPLICATION** and move the form to the “Mandatory Completed Documents for

<b>HINTS FOR FILLING OUT SF424</b>			
5b.	Federal Award Identifier	This is your 10 digit grant number from your latest NGA.	
8a.	Legal Name	University of New Mexico, Health Sciences Center	
8b.	EIN/TIN:	856000642 (Do not use spaces or dashes)	
8c.	Organizational DUNS	868853094	
8f.	Name & Contact Information	This will be information for Rena Vinyard.	
19.	Executive Order 12372?	Check “Program is not covered by E.O.12372.	
21.	Authorized Representative	This will be information for your PreAward person.	

13. On the Grants.gov application, you will also need to fill out the HHS Checklist PHS 5161.

**HHS Checklist Page 1**

**CHECKLIST**

**Public Burden Statement:** Public reporting burden of this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC.

**NOTE TO APPLICANT:** This form must be completed and submitted with the original of your application. Be sure to complete both sides of this form. Check the appropriate boxes and provide the information requested. This form should be attached as the last page of the signed original of the application. This page is reserved for PHS staff use only.

**Part A:** The following checklist is provided to assure that proper signatures, assurances, and certifications have been submitted.

**Part B:** This part is provided to assure that pertinent information has been addressed and included in the application.

**Part C:** In the spaces provided below, please provide the requested information.

HINTS FOR FILLING OUT PHS 5161			
A.4	Assurances	Date for all is 7/01/1963	
C.	Business Official	Rena Vinyard	
	Applicant Organization's 12 digit DHHS EIN	This field is at the bottom of the page and is red. This should pre-fill from the SF424.	

14. Submit the application package through Grants.gov. (This step will be done by your PreAward Contract and Grants Administrator).

15. Your PreAward Contract and Grants Administrator will track the status of your submitted application at Grants.gov (4 separate e-mails) until notification is received that your application has been received by HRSA.

16. HRSA Electronic Handbooks (EHBs) software pulls the application information into EHBs and validates the data against HRSA's business rules.
17. Once HRSA has validated the data, an Electronic Handbook will be generated and you will receive an e-mail notification the handbook is available for you to access. This will be the only e-mail the PI will receive; the other notification e-mails will be received at the PreAward office.
18. Registration within HRSA EHBs will need to be completed and is a two step process:
  - A. Create an individual account for yourself. This account should not be shared with any other user. Project Directors, i.e., PI's will need to check off the Other Employee field.
  - B. Affiliate your account to your organization record by indicating the Grant Number (box 4b from the latest NGA). **Existing grantees must not create new organization records.** Each account can only be associated with one organization.
19. You will need to notify your PreAward Contract and Grants Administrator you have received this e-mail notification and completed the registration. Your PreAward Contract and Grants Administrator will need to request access to your particular handbook.
20. A second e-mail will be sent notifying you that your PreAward Contract and Grants Administrator is requesting access. You will need to log into the handbook.

The screenshot shows the HRSA Electronic Handbooks website interface. At the top, the browser title is "HRSA Electronic Handbooks - Microsoft Internet Explorer". The address bar shows the URL: "https://grants.hrsa.gov/webexternal/defaultExternalUser.asp". The page header includes the HRSA logo and the text "HRSA Electronic Handbooks Grantee/Applicant Handbook".

The main content area is titled "Welcome Susan Ponce (Last login date and time 6/27/2006 6:40:00 PM)". Below this is a "Welcome" message with links to "home", "glossary", "help", and "questions/comments". A yellow box contains contact information for the HRSA Call Center: "For assistance with HRSA EHBs, contact HRSA Call Center at 877-Go4-HRSA/877-464-4772;301-998-7373 or email CallCenter@HRSA.GOV or use the questions/comments link available on each page. HRSA Call Center hours are from 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday."

The left sidebar contains a "Home" section with the following links: "Welcome", "Manage Applications" (with sub-links for "Funding Opportunities", "View Applications", and "Peer Access"), "Grants Portfolio" (with sub-links for "Add to Portfolio" and "View Portfolio"), "Manage Organization Profile" (with sub-links for "View/Update Profile" and "Manage Personal Profile" (with sub-links for "Update Profile" and "Change Password")), and "Logout".

The main content area has three sections:
 

- Applicant/Grantee EHB overview**: "Applicant/Grantee EHB provides all potential and existing grantees a means to conduct various activities electronically. Applicants can find and apply for competitive funding opportunities in a collaborative manner. Existing grantees can manage their institutional data and perform post award activities on their grants such as submit noncompeting continuation applications and other similar deliverables."
- Manage Applications**: "Applicants can use the [Funding Opportunities](#) link to search for various competitive grants offered by HRSA. The funding opportunities listed in this section have been traditionally published in the annual HRSA Preview. Each funding opportunity is listed in a consistent format that is easy to follow and includes various options such as ability to apply online (for selected opportunities) and download guidance." "Applicants can use the [View Applications](#) link to view and edit the applications created by them. EHBs allow you to complete your application in part, save it and then return to complete and submit it at a later time. All your work-in-progress is stored in HRSA's secured environment. Once an application has been submitted, it can only be viewed."
- Grants Portfolio**: "In order to get access to grant handbook for a particular grant, project directors are first required to add it to their portfolio using the [Add to Portfolio](#) link. Learn more about the [Grant Registration Process](#)."

21. There will be a box on the left hand side of the screen once you have logged into the EHB website titled "Home". Click on the link Manage/Add User (?), You can now chose your PreAward Contract and Grants Administrator to have access to your profile. **Remember: You will need to give your PreAward Contract and Grants Administrator access to all viewing/updating functions.**

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