HRSA EHB USER GUIDE

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**Note regarding the SF-424 *SHORT* Application:**

The following forms do not apply to SF 424 Short Application:

* Project/Performance Site Location(s)
* Project Narrative
* Budget Sections B, D, E, F
* Budget Narrative
* Disclosure of Lobbying Activities

# Accessing the Application

1. Click the **Tasks** tab in the Top Navigation Menu.
2. On the Pending Tasks – List page, in the Left Navigation Panel, click **Grant Applications** under the Requests heading.
3. For the application you want to edit, click the Edit link for the application you want to edit.

If the Application that you’re looking for was entered in Grants.gov, you first need to validate it by clicking the Validate link on the Grants.gov Applications Pending Validation Banner.

**Figure 1: Banner - Grants.gov Applications Pending Validation**



You can access the individual entry forms for an SF-424 application by clicking the section name links on the Left Navigation Panel or the Update link on the Application Status Overview page.
(For this exercise, we’ll use the links in the Left Navigation Panel.)

**Note Regarding Certain Errors on Some of the Forms:**

* Usually when you click the Save and Continue button at the bottom of a form, if there are critical errors on the form, the errors will be displayed, and the system **will NOT** automatically display the next form.
* However, for some types of errors, the system **WILL** automatically display the next form, along with a Success banner, indicating that the previous section (form) was **SAVED successfully.**

Note, that this type of Success Banner will also state that the form status of the previous section is **NOT Complete**.

**Figure 2: Banner - Success**



 *When you return to the previous form, the page* ***will*** *display the error(s).*

# Basic Information

## SF-424 Forms

Click **SF-424** under Basic Information in the Left Navigation Panel to display the SF-424– Part 1 page.

### SF-424 – Part 1

The SF-424 - Part 1 page allows you to enter organizational information.

1. Specify the Applicant Information that’s not already populated.

Under Mailing Address, if you change the Address Type from Domestic Address to an International Address or vice versa, you have to click the **Refresh** button to display the corresponding address fields.

**Figure 3: Address Type Fields - Mailing Address**



1. Under the “Person to be contacted on matters involving this application” heading, click the  button.
2. On the Point of Contact - Add page:
* Select an existing contact and click the Add Selected Person button
* Click the  button above the “Choose Person to Add as POC” heading to add a new contact.
1. On the next page, edit/enter the Point of Contact information, click the Save and Continue button, then click the Confirm button on the following confirmation page to return to the SF-424 - Part 1 page.
2. Click the Save and Continue button on the SF-424 - Part 1 page to progress to the next form.

### SF-424– Part 2

The SF-424 - Part 2 page allows you to enter miscellaneous information regarding your application (Dates, Congressional Districts, Authorized Representative, etc.).

Click the **SF-424** **- Part 2** tab on the SF-424– Part 1 page to display the SF-424 – Part 2 page, if you’re not already on it.

1. Specify the information that’s not already populated.
2. Use the Attach File buttons on the relevant headings, to attach applicable documents, as necessary.

The Estimated Funding section will be populated from the Budget Information forms that you enter later.

1. Under the “Authorized Representative” heading, click the  button.
2. On the Authorizing Official - Add page:
* Select an existing representative and click the Add Selected Person button
* Click the  button to add a new representative.
1. On the next page, edit/enter the Authorized Representative information, click the
 Save and Continue button, then click the Confirm button on the following confirmation page to return to the SF-424 - Part 2 page.

If you requested a new AO in step 3a:

* An email will be sent to the user that you requested as an AO, containing instructions as to how to register as an AO in the EHB. Once the user is registered, the user will become available to be selected as the AO.
* The requested AO will not appear in the SF-424 – Part 2 form as the Authorized Representative.
* You will still have to go back and select an existing representative as the AO.
1. Click the Save and Continue button on the SF-424 - Part 2 page to progress to the next form.

## Project/Performance Site Location(s)

The Project/Performance Site Location(s) page allows you to specify the main sites regarding the grant.

You must enter at least one site, which will be the Primary Project/Performance Site.

Click **Project/Performance Site Location(s)** under Basic Information in the Left Navigation Panel to display the Project/Performance Site Location(s) page, if you’re not already on the page.

1. Click the  button.
2. On the Project/Performance Site Location – Add page, enter the requested information and click the
 Save and Continue button.

Under Physical Address, if you change the Address Type from Domestic Address to an International Address or vice versa, you have to click the **Refresh** button to display the corresponding address fields.

**Figure 4: Address Type Fields - Physical Address**



1. Repeat steps 2-3 to add additional Project/Performance Sites.
2. Click the Save and Continue button on the Project/Performance Site Location(s) page to progress to the next form.

## Project Narrative Page

The Project Narrative Page allows you to attach documents describing the project.

Click **Project Narrative** under Basic Information in the Left Navigation Panel to display the Project Narrative page, if you’re not already on the page.

1. Click the Attach File button to attach a document describing the Project Narrative.
2. Follow the usual attachment procedure, and click the Save and Continue button, progress to the next form.

# Budget Information

For Construction programs, you don’t have to enter Budget Sections A-C and D-F. Instead, the Construction budget will be collected by the system.

## Budget Information - Section A-C

The Budget information for sections A-C is collected for one or five budget periods depending on the Funding Opportunity settings.

Section A-C allows you to enter requested financial information according to various categories (sub-programs, budget object class categories, and non-federal resources).

Click **Section A-C** under Budget Information in the Left Navigation Panel to display the Budget Information - Section A-C page, if you’re not already on the page.

### Section A – Budget Summary

1. In the “Section A” heading, click the  button to enter the budget dollars for each of the listed Sub-Programs under Grant Program Function or Activity.
2. Enter/edit the Federal and Non-Federal dollar amounts for each Sub-Program, and click the
 Save and Continue button.

To change the listed Sub-Programs, click the Update Sub Program button at the bottom of the Section A – Budget Summary section, then de-select or select the sub-programs for which you want to budget money.

### Section B – Budget Categories

1. In the “Section B” heading, click the  button to enter the budget dollars for each of the Object Class Categories.
2. Enter/edit the Federal and Non-Federal dollar amounts for each Object Class Category, and periodically click the Calculate Total button to calculate the total dollar amount entered in the Object Class Categories.

The total dollar amount of the Object Class Categories in Section B must be equal to the Total Budget specified in Budget Summary (Section A), which appears at the bottom of the form.

1. When you're finished entering Budget Categories form (and the total lines at the bottom of the form balance), click the Save and Continue button.

### Section C - Non Federal Resources

1. In the “Section C” heading, click the  button to enter the budget dollars for Non-Federal Resources.
2. Enter/edit the dollar amounts for each of the Non-Federal Resource categories, for each listed Sub-Program.

The total dollar amount of each Sub-Program in Section C must be equal to the total Non-Federal dollar amount of each Sub-Program in Section A.

1. When the Budget Information - Section A-C form is complete, click the Save and Continue button to progress to the next form.

## Budget Information - Section D-F

Section D-F allows you to enter financial forecast information by quarters and future years, as well as descriptions of other budget information.

Click **Section D-F** under Budget Information in the Left Navigation Panel to display the Budget Information - Section D-F page, if you’re not already on the page.

### Section D - Forecasted Cash Needs

1. In the “Section D” heading, click the  button to enter the budget dollars for Forecasted Cash Needs.
2. Enter/edit the Federal and Non-Federal dollar amounts for each quarter in the current year.

### Section E - Federal Funds Needed for Balance of the Project

1. In the “Section E” heading, click the  button to enter the budget dollars for Future Funding Periods (Years).
2. Enter/edit the dollar amounts of each of the next 4 years, for each listed Sub-Program.

### Section F - Other Budget Information

1. In the “Section F” heading, click the  button to enter Other Budget Information.
2. Enter/edit narrative information in the text boxes for Direct Charges, Indirect Charges, and Remarks.
3. When the Budget Information - Section D-F form is complete, click the Save and Continue button to progress to the next form.

## Budget Narrative

The Budget Narrative allows you to attach documents describing your proposed budget.

Click **Budget Narrative** under Budget Information in the Left Navigation Panel to display the Budget Narrative page, if you’re not already on the page.

1. Click the Attach File button to attach a document describing the Budget Narrative.
2. Follow the usual attachment procedure, and click the Save and Continue button, progress to the next form.

# Other Information

## Assurances

The Assurances form requires you to certify that you agree with all the statements listed on the form.

Click **Assurances** under Other Information in the Left Navigation Panel to display the Assurances page, if you’re not already on the page.

1. After reading the form, select the **Agree** option at the bottom of the form to certify that you have read, and agree to comply with the statements listed on the form upon award of funds.
2. Click the Save and Continue button to progress to the next form.

## Disclosure of Lobbying Activities

The Disclosure of Lobbying Activities form allows you to specify any lobbying activity in which your organization is involved.

Click **Disclosure of Lobbying Activities** under Other Information in the Left Navigation Panel to display the Disclosure of Lobbying Activities page, if you’re not already on the page.

1. Select the answer to the first question on the form regarding receiving more than $100 in federal funds and engaging in lobbying activities.
2. If your answer is:
* **Yes**, then you ***must*** complete the remainder of the form
* **No,** then you should proceed to the next form.
1. When you’ve completed the form, click the Save and Continue button to progress to the next form.

## Appendices

The Appendices form allows to attach miscellaneous documents that aren't already attached.

Click **Appendices** under Other Information in the Left Navigation Panel to display the Appendices page, if you’re not already on the page.

1. You may use this form to attach any relevant documents to the application, by following the usual attachment procedures.
2. When you’ve finished with this form, click the Save and Continue button to progress to the next form.

# Program specific Forms

If your application has any Program specific forms, the Left Navigation Panel will have a heading called Program specific Information.

To access Program specific forms, click **Program specific Information** under the Program specific Information heading in the Left Navigation Panel.

After you click the link, program specific forms will be displayed. Click the links for the program specific forms to access the forms.

# Review and Submit

## Review

The Review form allows you to review and print the application before submitting the application.

Click **Review** under Review and Submit in the Left Navigation Panel to display the Review page, if you’re not already on the page.

You can perform the following on the Review Page:

* To view a read-only section of the application in a pop-up window,
* Click the View link corresponding to the section.
* Select the section on the top right portion of the screen, and click the Go button.

To view the Program specific forms, click the View link for Program Specific Information in the Review page.

* To print the entire application, click the  button.
* To proceed to the Application - Submit page, click the Proceed to Submit button at the bottom of the page.

## Application - Submit

The Application - Submit form allows you to review the status of all sections of the application, update any of the sections, and finally submit the application to HRSA.

Click **Submit** under Review and Submit in the Left Navigation Panel to display the Application - Submit page, if you’re not already on the page.

You can perform the following on the Submit Page:

* Verify the completion status of any section of the application.
* Update any section of the application by clicking the Update link corresponding to the section
* Submit the application:
* Click the Submit to AO button if you're ***NOT*** an Authorizing Official.
* Click the Submit button if you ***are*** an Authorizing Official.

If you click the Submit to AO button, the application will not be submitted to HRSA, but will be sent to the Authorizing Official for review and submission.

* The AO must register in the EHB to access this application, and click on the Submit button in order for the application to be submitted to HRSA.