Prior Approval Requests FAQs

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How do I create a Prior Approval Request?

**IMPORTANT**

Members of a grantee organization should register to create an account. Registration is required only once. If you have registered before, do not register again.

Contact the HRSA Contact Center (visit [http://www.hrsa.gov/about/contact/ehbhelp.aspx](http://www.hrsa.gov/about/contact/ehbhelp.aspx) or call 877-464-4772) for assistance with your username and password.

**Via Tasks Tab**

1. Go to [https://grants.hrsa.gov/webexternal](https://grants.hrsa.gov/webexternal) and click the Tasks tab. On the Pending Tasks - List page, click the Prior Approvals link in the left navigation panel. The Prior Approvals - Incomplete List page opens.
2. Click the Create New Prior Approval button, just below the page title. The My Grant Portfolio - List page opens.
3. Click the Request Prior Approval link in the Options column. The Prior Approval Request - Acknowledge Documentation Review page opens.
4. Click the link to the documentation provided in the Prior Approval Documentation section to read or review it.
5. Click the Acknowledgment check boxes and then click the Continue button. The Prior Approval Request Type - Select page opens.
6. Click the radio button for the Request Type you are selecting and then click the Create button. The Prior Approval - Status Overview page opens displaying a "Success" banner.
7. On the Prior Approval Request – Status Overview page, select the forms from the left menu and enter the details in the structured budget forms. The budget forms are based on the Prior Approval Type and Grant Type combination selected.

**Via Grants Tab**

1. Go to [https://grants.hrsa.gov/webexternal](https://grants.hrsa.gov/webexternal) and from the Grants Tab click Request New Prior Approval.
2. Click the Create New Prior Approval button, just below the page title. The My Grant Portfolio - List page opens.
3. Click Request Prior Approval in the Options column. The Prior Approval Request - Acknowledge Documentation Review page opens.
4. Review the documentation provided in the Prior Approval Documentation section.
5. Click the Acknowledgment check boxes and then click the Continue button. The Prior Approval Request Type - Select page opens.
6. Click the radio button for the Request Type and then click the Create button. The Prior Approval - Status Overview page opens displaying a "Success" banner.
7. On the Prior Approval Request – Status Overview page, enter the details in the structured budget forms available in the left navigation menu. The budget forms are based on the Prior Approval Type and Grant Type combination selected.

How do I edit a Prior Approval Request?
Prior Approval requests can only be modified or deleted before they are submitted.

1. Go to [https://grants.hrsa.gov/webexternal/](https://grants.hrsa.gov/webexternal/) and click the Tasks tab.
2. On the Pending Tasks - List page, click the Prior Approvals link in the left navigation panel. The Prior Approvals - Incomplete List page opens.
3. On the Not Completed tab, click the Edit link in the Options column for the request you want to edit. The Prior Approval - Status Overview page opens.
4. Click the Update link for the type of information you want to modify. If you choose General Information, the Prior Approval - General Information page opens. If you choose Details, the Prior Approvals - Request Details page opens.

How do I access a submitted Prior Approval Request?

Prior Approval requests cannot be modified or deleted after they are submitted.

1. Go to [https://grants.hrsa.gov/webexternal/](https://grants.hrsa.gov/webexternal/) and click the Tasks tab.
2. Click the Prior Approvals link in the left navigation panel. The Prior Approvals - Incomplete List page opens.
3. a. If you selected the Recently Completed tab, Prior Approvals submitted in the last 30 days are displayed by default. You need to search in order to view Prior Approvals submitted more than 30 days ago.
   b. If you selected the All tab, you need to search for the request you want to access.
4. Click the Search link on the right side of the page to open the Basic Search Parameters.
5. Enter, select, or de-select any appropriate parameters.
6. Click the Search button.
7. When the screen refreshes, you can use the filters provided to further refine your search for a Prior Approval Request:
   - Date Submitted On - Chose a date range (between/and) for when the Prior Approval was submitted
   - Grant # - Enter the Grant number and then click the filter icon
   - Request Tracking # - Enter the Tracking number and then click the filter icon
   - Request Type - Select one of the choices from the drop-down menu and then click the filter icon
   - Organization - Select one of the choices from the drop-down menu and then click the filter icon
   - HRSA Review Status - Select one of the choices from the drop-down menu and then click the filter icon

When the page refreshes, it displays a list of all the Prior Approval Requests that fit your search filters. Click the Detailed View link to view detailed information about the Prior Approval Requests in the list.

How do I delete an existing prior approval?

Prior Approval requests can only be modified or deleted before they are submitted.

1. Go to [https://grants.hrsa.gov/webexternal/](https://grants.hrsa.gov/webexternal/) and click the Tasks tab.
2. On the Pending Tasks - List page, click the Prior Approvals link in the left navigation panel. The Prior Approvals - Incomplete List page opens.
3. On the Not Completed tab, click the Edit drop-down in the Options column for the request you want to delete.
4. Click the Delete link in the Actions group. The Prior Approval - Delete Confirm page opens.
5. Click the Confirm button. The Prior Approvals - Incomplete List page re-opens.