FTCA for Section 330 Grantees

This page contains Frequently Asked Questions (FAQs) pertaining to FTCA for Section 330 Grantees.

- How do I access my FTCA program?
- How do I complete my FTCA Application?
- Why don't I see an FTCA Application that I think should be there?

How do I access my FTCA program?

1. Click the Grants tab.
2. Locate the H80 grant and click the **Grant Folder** context menu link
3. Click the **FTCA Program** link.

   ⚠ **Note:**

   If you do not see the **FTCA Program** link, you may not have the appropriate permissions to access the program. Use the following steps to request permission to the program.

4. Click the Grants tab.
5. On the **My Grant Portfolio - List** page, click the **Add Grant to Portfolio** button under the page title.
6. When the **Add Grant to Portfolio** page opens, select the Request Grant Access option and click the **Continue** button. The **Request Grant Access - Select Grants** page opens.
7. Locate the H80 grant and then click the Request Access link in the **Options** column. The **Grant Access - Request** page opens.
8. In the **Comments** box, enter your reason for requesting access or other relevant information.
9. Select the **Program Specific** privilege and any other privileges you are requesting by clicking in the appropriate check boxes.
10. Click the **Request Access** button. The **Grant Access - Request Results** page opens with a "Success" banner.

How do I complete my FTCA Application?

1. Click the Grants tab, locate the H80 grant.
2. Click the Grant Folder context menu link.
3. Click the FTCA Program link.
4. Click the Work on my FTCA Applicationscolor} link.
   # Click the Edit link for the Application.

Why don't I see an FTCA Application that I think should be there?

You may not have the appropriate permissions to access the application. Use the following steps to request permissions to the application.

1. Go to the **HRSA Electronic Handbooks** home page and click the Grants tab.
2. On the **My Grant Portfolio - List** page, click the **Add Grant to Portfolio** button under the page title.
3. When the **Add Grant to Portfolio** page opens, select the **Request Grant Access** option and click the **Continue** button. The **Request Grant Access - Select Grants** page opens.
4. Locate the H80 grant and then click the Request Access link in the **Options** column. The **Grant Access - Request** page opens.
5. In the **Comments** box, enter your reason for requesting access or other relevant information.
6. Select the **Program Specific** privilege and any other privileges you are requesting by clicking in the appropriate check boxes.
7. Click the **Request Access** button. The **Grant Access - Request Results** page opens with a "Success" banner.