

Prior Approval Requests FAQs

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Prior Approval Request Help Videos

Prior Approval Request Type	Video Below	Audience	Duration
How to Request a Project Director Change	How to Change Project Director	EHBs External Users	3.52 minutes
How to Request a Prior Approval for a Carryover of Unobligated Balances	How to Request a Carryover of Unobligated Balances	EHBs External Users	4.52 minutes

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> or call 877 464-4772) for assistance with your username and password.

Via Tasks Tab

1. Go to <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> 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/> 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/> and click the **Tasks** tab.
2. Click the [Prior Approvals](#) link in the left navigation panel. The **Prior Approvals - Incomplete List** page opens.
3. Click the **Recently Completed** tab or the **All** tab.
 - 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.
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** - Choose 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/> 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.