

Part A Minority AIDS Initiative (MAI) Report:

***Screen Shots of the
MAI Annual Report Process
Using the Electronic Handbook***

Prepared for the June 5, 2007
Part A Ryan White Grantee
National Technical Assistance Conference Call

Health Resources and Services Administration
HIV/AIDS Bureau
Division of Service Systems
Room 7A-55 Parklawn Building
5600 Fishers Lane
Rockville, MD 20857

Prepared for HRSA by SAIC, Inc.
Contract No: GovWorks 61368

Introduction

The Minority AIDS Initiative (MAI), first established in fiscal year (FY) 1999, was codified by the Congress under Title XXVI of the Public Health Service (PHS) Act by the Ryan White HIV/AIDS Treatment Modernization Act of 2006 (Ryan White HIV/AIDS Program). As of FY 2007, the MAI includes competitive grants for eligible metropolitan areas (EMAs) and transitional grant areas (TGAs) funded under Part A of the Ryan White HIV/AIDS Program for the purpose of improving “...*HIV-related health outcomes to reduce existing racial and ethnic health disparities.*¹” Eligible EMAs and TGAs are those that have received a Part A award for FY 2007.

Prior to codification of the MAI, the Congress directed a portion of Part A supplemental grant funds to the MAI to improve access and health outcomes for disproportionately impacted minority communities beginning in FY 1999 and continuing through FY 2006. The Health Resources and Services Administration (HRSA), HIV/AIDS Bureau (HAB), which administers the Ryan White HIV/AIDS Program, disbursed the MAI funds to Part A grantees using a formula based on the distribution of minority AIDS cases.

As recipients of the MAI funds between FY 1999 – FY 2006, Part A grantees have been required to submit a separate: 1) MAI Annual Plan, within 90 days of receiving their MAI grant funds, detailing how funds will be used; and 2) MAI Annual Report, within 90 days of the end of the Part A grant fiscal year, documenting actual expenditures, services provided, the numbers of clients served, and client-level outcomes achieved.

In 2006, HRSA contracted with SAIC, Inc. to develop a reporting system for Part A grantees to use in preparing and submitting their MAI Annual Plans and Annual Reports that would utilize the Electronic Handbook (EHB), the HRSA web portal. The new system was pilot-tested in December 2006, and approved by the Office of Management and Budget in March 2007.

This document is a compilation of “screen shots” that Part A grantees will see when they log onto the EHB to prepare and submit their *FY 2006 MAI Annual Report*. It has been prepared by SAIC, Inc. for use in providing grantee training on how to use the new MAI reporting system, and distributed to grantees in advance of the Part A National Technical Assistance Conference Call conducted on June 5, 2007. Grantees will be able to access the new MAI Report via the EHB starting June 11, 2007; the deadline for completing their FY 2006 MAI Annual Report submission is July 11, 2007.

Additional technical assistance in using the new MAI reporting system is available at:

- Online Help <https://performance.hrsa.gov/hab/maiApp/help/>
- HRSA Call Center
 - CallCenter@hrsa.gov
 - 1-877-Go4-HRSA (1.877.464.4772)

¹ Section 2693(b)(2)(A) of the Public Health Service Act

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1. Start Submission (All Users)

1.1 Welcome Screen (Logged In): Work on Other Post Award Submissions

Department of Health and Human Services
HRSA
Human Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

HELP

-Tools Menu- Go

Welcome
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Contact Us:
Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373
Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday
Email: CallCenter@HRSA.GOV

Applicant/Grantee Electronic Handbook (EHB) provides all potential and existing grantees a means to conduct various activities electronically.

WHAT WOULD YOU LIKE TO DO TODAY?

- Manage Competing Applications
 - [Read Electronic Submission Guide](#)
 - [Verify Grants.gov Application \(if Organization to work on my Application\)](#)
 - [Search Funding Opportunities](#)
- Manage Grants Portfolio
 - [Read About Grant Registration](#)
 - [Add a Grant to My Portfolio](#)
 - [View Grants in My Portfolio](#)
 - [Work on a Grant](#)
 - [Work on My Noncompeting Application](#)
 - [Work on Other Post Award Submissions](#)

Click the Work on Other Post Award Submissions link

1.2 Grants List: Open Grant Handbook

Department of Health and Human Services
HRSA
Human Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

HELP

-Tools Menu- Go

The **grants list** contains all grants for which you have obtained privileges either because you are the project director and you have validated your account or the project director has approved your request to access the grant

Following are the grants for which you have been registered either as a project director or an employee. Click on the "View/Manage" link to manage a grant.

GRANTS LIST

H89HA99999: HAB Grant Program			Issued on: 1/04/2007
Project Period	7/1/2005-6/30/2008	Bud	
CRS EIN	1141368361A2	Number of Support Years	1
Project Director	Tom Jones, Email: CallCenter@hrsa.gov , Phone: (877) 464-4772		
Grant Contact	GMS, Email: CallCenter@hrsa.gov , Phone: (877) 464-4772		
Program Contact	Project Officer, Email: CallCenter@hrsa.gov , Phone: (877) 464-4772		

Click the Open Grant Handbook link

[Open Grant Handbook](#)

Acceptable Use Policy

Start Submission (All Users)

1.3 Grant Handbook: Work on Performance Reports or Other Submissions

The Grant Handbook Home Page will open

us | glossary | help | questions/comments

Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373
Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday
Email: CallCenter@HRSA.GOV

Grant Electronic Handbook (EHB) provides authorized users of the grantee organization a means to conduct various activities electronically.

WHAT WOULD YOU LIKE TO DO TODAY?

- View Grant Information
 - View Most Recent Notice of Grant Award
 - View Prior Notices of Grant Awards
 - Change/Control Who Can View this Information
- Administer Grant Handbook
 - Learn About Grant Access Privileges
 - Allow Other Users from My Organization to Work on this Grant
 - Change/Control How Others Can Work on this Grant
- Manage Post Award Submissions
 - Learn About Post Award Submissions
 - View Available Post Award Submission Schedule
 - Work on Noncompeting Continuation Application
 - Work on Performance Report or Other Submissions**
 - Control How Others Can Work on Submissions

Click the Work on Performance Report or Other Submissions link

1.4 Grant Handbook: Monitor Schedules

Microsoft Internet Explorer

You will see a listing of all post-award reports available for submission through the EHBs for this grant

Grant Handbook

Grant Menu

- Overview
- View Awards
 - Last NGA
 - Award History
- Administer
 - New Users
 - Existing Users
- Submissions
 - Monitor Schedules
 - Noncompeting Continuations
 - Performance Reports
 - Other Submissions

Logout

Following is the list of post award submission requirements for this grant. You can click on the submission type to edit/view/submit the submissions. Online submission is currently not supported for submissions whose name does not appear as a link. You should continue to mail those submissions.

Note: Please refer to all notice of grant awards for a complete list of post award submission requirements.

Displaying 1-5 of 5

MONITOR SCHEDULES

Input Parameters: (Show Parameters)

Submission Name	Type	Due Date	Schedule Status	Reporting Cycle
Part A M&I Report	Other Submissions	7/1/2007	Not Started	CY (03/01/2006 - 02/28/2007)

Click the Other Submissions link

Start Submission (All Users)

1.5 Grant Handbook: Other Submissions > Start Submission

The MAI Report is an "Other Submission" in the EHB Grant Handbook. You will see the MAI listed along with reporting and submission information

Displaying 1-1 of 1

Schedule Status: Not Started			
Type	Other Submissions	Due Date	7/1/2007 11:59:59 PM
Available Date	6/1/2007 9:00:00 AM	Submission Tracking Number	000000
Reporting Cycle	Annual	Reporting Period	03/01/2006-02/28/2007
Online Submission			Not Started
Started by			
Start Submission			

1.6 Part A MAI Report Web Application (New Window)

The MAI System will open in a separate window. This is where you will enter data to complete your MAI Reports.

will expire in: 29:52  Help

Workflow - Inbox

Action List		MAI List							
Filter: Grant Year:	2006	Report Type:	Annual	Status:	Supervisor Review	Page			
						Size:	15		
Page 1 of 1 (Total 1 Records)							[Help]		
Year	Type	Grantee	Lock	Status	Open	Comments	History	Validate	Narrative
2006	Annual		N/A						view

base call 1-877-Go4-HRSA (1-877-464-4772). For data support, please call 1-888-640-9356, Ext. 7300.

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2. 2006 MAI Annual Report – Complete Web Forms

2.1 Step 1: Grantee and Funding Information

The Grantee Information Form (Step 1) page opens

HAB MAI
Data Entry | Workflow | Logout

MAI Administration
Release Lock
Validate
Add Comments
View Comments
Print
Upload Narrative
View Narrative

MAI Navigation
Customize MAI
Step 1
Step 2A
Step 2B
Step 3

MAI Report Sheets
EIS-Asian
Medical-Asian

2006 Annual Report
Step 1 of 3
Access Mode: **edit** - Data can be edited by: **None** only - MAI Status: **worki**

CUSTOMIZE WORKBOOK
This should be completed by all MAI Grantees.

Step 1: Grantee and Funding Information
Fields with a red star (*) are required

1A. Grantee Information:
a. Prepared By: Mark Pepler
b. Title: Tester
c. Email: reitester1@hotmail.com
d. Telephone: 5129725081

1B. Funding Information:
a. Title I MAI Award: \$ 1250000
b. MAI \$\$ Approved For Carryover: \$ 5129725081
c. MAI Funds to Be Used for Grantee Administration: \$ 60000

1A: Pre-Populated with Information from EHBs
1Ba: From Plan (Read Only)
1Bb: Enter MAI \$\$ Approved for Carryover
1Bc: From Plan (Read Only)

< Previous Page Next Page > Save Restore Initial Values

Click the Next Page > button

2.2 Report Sheet Web Form – Overview

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration

HAB MAI
Home | Workflow | Administration | Logout

MAI Administration
Release Lock
Validate
Add Comments
View Comments
Print
Upload Narrative
View Narrative

MAI Navigation
Customize MAI
Step 1
Step 2A
Step 2B
Step 3

MAI Report Sheets
EIS-Asian
Medical-Asian

2006 Annual Report
Step 1 of 3
Access Mode: **edit** - Data can be edited by: **None**

Report Sheet Name
Appears at the top of the web form

complete each report you selected
Fields with a red star (*) are required

Report Sheet: EIS-Asian

Service Information
1. Service or Activity: Early Intervention Services
2. Ethnic or Racial Community To Receive This Service: Asian
3. New, Continuing, or Expanded Effort: New

Budget and Expenditure Information
4A. FY MAI funds budgeted for this service to this client group: \$3,333
4B. MAI carryover budgeted for this service to this client group: \$0
4C. Total MAI funds budgeted or spent for this service to this client group: \$3,333

Service Information
Items 1-3 Display the Service, Ethnic or Racial Community, and Level of Effort

Service Units
524
Plan
7A. Total Unduplicated Number of Clients: 344

MAI Report Sheets
A report sheet web form appears for each service category race/ethnicity combination submitted in the FY 06 MAI Plan.

2.3 Report Sheet Web Form – Annual Report Data Entry

2006 Annual Report Access Mode: **edit** - Data can be edited by: **None** only - MAI Status

Data Entry: Please use the form below to complete each report sheet

Report Sheet: EIS-Asian

Service Information

- Service or Activity:
- Ethnic or Racial Community To Receive This Service
- New, Continuing, or Expanded Effort

Budget and Expenditure Information

	Plan	Annual
4A. FY MAI funds budgeted for this service to this client group:	\$ 3333	
4B. MAI carryover budgeted for this service to this client group:	\$	
4C. Total MAI funds budgeted or spent for this service to this client group:	\$3,333	\$ 2222

Service Units

- Service Unit Name and Definition:
- Record of service units provided:

Record of Clients Served

	Plan	Annual
7A. Total Unduplicated Number of Clients:	344	222
7B. Total Unduplicated Number of Women:	566	233
7C. Total Unduplicated Number of Infants:	566	458
7D. Total Unduplicated Number of Children:	125	444
7E. Total Unduplicated Number of Youth:	300	555

For Each Report Sheet Complete:

- Approved Carryover
- Amount Spent
- Service Units Provided
- Number of Clients Served
- Outcome Measures

2.4 Upload Narrative

MAI Administration

- Release Lock
- Validate
- Add Comments
- View Comments
- Print
- Upload Narrative
- View Narrative

MAI Navigation

- Customize
- Step 1
- Step 2A
- Step 2B
- Step 3

MAI Report Sheets

- EIS-Asian
- Medical-Asian

2006 Annual Report Access Mode: **edit**

Data Entry: Please use the form below to complete each report sheet

Report Sheet: EIS-Asian

Service Information

- Service or Activity:
- Ethnic or Racial Community To Receive This Service
- New, Continuing, or Expanded Effort

Budget and Expenditure Information

- 4A. FY MAI funds budgeted for this service to this client group:
- 4B. MAI carryover budgeted for this service to this client group:
- 4C. Total MAI funds budgeted or spent for this service to this client group:

Service Units

- Service Unit Name and Definition:

Click Upload Narrative

2.5 Validate Annual Report

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration

Home

MAI Administration

2006 Annual Report

Data Entry: Please use the form below to complete

Report Sheet: EIS-Asian

Service Information

1. Service or Activity:

2. Ethnic or Racial Community To Receive This Service

3. New, Continuing, or Expanded Effort

Budget and Expenditure Information

4A. FY MAI funds budgeted for this service to this client

4B. MAI carryover budgeted for this service to this client

4C. Total MAI funds budgeted or spent for this service group:

Service Units

5. Service Unit Name and Definition:

Click Validate

2.6 Submit Annual Report

Grant Number

MAI Administration

2006 Annual Report

Data Entry: Please use the form below to complete

Report Sheet: HealthEdu-Black

Service Information

1. Service or Activity:

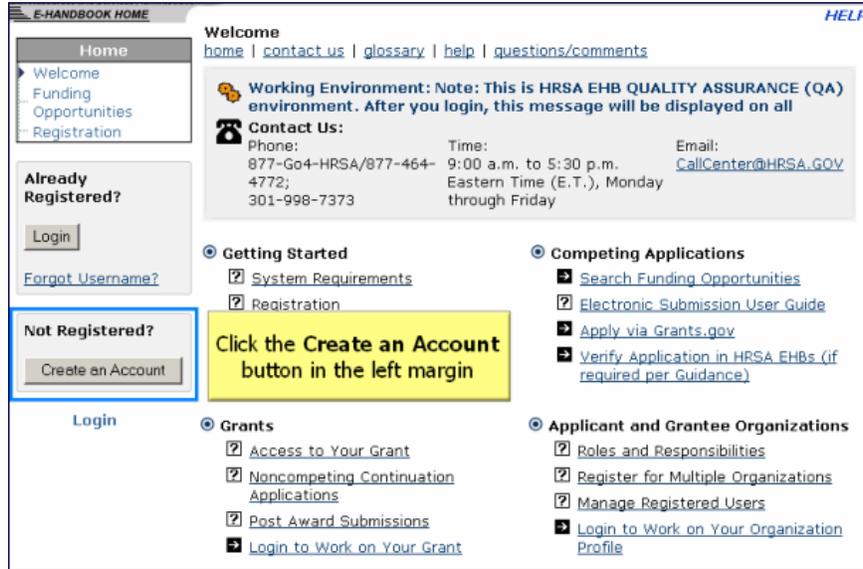
2. Ethnic or Racial Community To Receive This Service

3. New, Continuing, or Expanded Effort

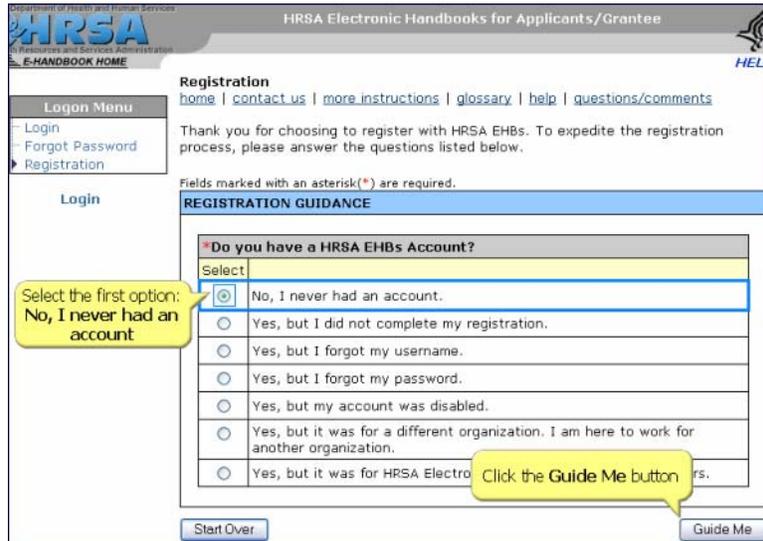
Click Submit

3. EHB Registration

3.1 Welcome Screen



3.2 Registration Guidance



3.3 Create an Account

The screenshot shows the HRSA Electronic Handbooks for Applicants/Grantee registration page. On the left is a 'Logon Menu' with options for Login, Forgot Password, and Registration. The main content area is titled 'Registration' and includes a 'Registration GUIDANCE' section. A yellow callout box points to the 'Create an Account' button, with the text 'Click the Create an Account button'. The registration form includes a question: '*Do you have a HRSA EHBs Account?' with a radio button selected for 'No, I never had an account.' Below this, it lists two steps for creating an account and provides a 'Create an Account' button. A second radio button option is 'Yes, but I did not complete my registration.'

3.4 Step 1 of 2: Create User Account – Registration Form

The screenshot shows the 'STEP 1 OF 2: CREATE USER ACCOUNT' registration form in a Microsoft Internet Explorer browser window. A yellow callout box at the top says 'Complete the registration form by entering your personal information.' Another yellow callout box on the left says 'Required Fields are preceded by a red asterisk'. The form is divided into 'User Information' and 'Contact Address' sections. The 'User Information' section includes fields for First Name (Jillian), Middle Initial, Last Name (Smith-Doe), Username (jsmithdoe), Password, Retype Password, Security Question (What is your favorite past-time?), and Security Answer (Reading). The 'Contact Address' section includes fields for Email Address (CallCenter@hrsa.gov), Phone Number (877-464-4772), and Fax Number.

3.5 Step 1 of 2: Create User Account – Registration Form – Save and Continue

Mailstop Code (Internal Routing)

Division / Department Name

Select an option (Street Address or PO Box Only or Rural Route)

*Street Address Number *Name

Select one Number

*PO Box Only Number

*Rural Route *Type *Number *Box

*City (Required if Zip is not specified)

Urbanization

*State (Required if Zip is not specified)

*Zip Code [Lookup](#) - (Required if Zip is not specified)

[Privacy Policy](#) | [Disclaimer](#)

3.6 Step 1 of 2: Confirm User Account

Department of Health and Human Services
HRSA HRSA Electronic Handbooks for Applicants/Grantees
E-HANDBOOK HOME

Registration
[home](#) | [contact us](#) | [more instructions](#) | [glossary](#) | [help](#) | [questions/comments](#)

Registration Status
Step 1 of 2: User account creation is **not complete**.
Step 2 of 2: User account affiliation to an organization record is **not complete**.

This is a confirmation page! You MUST click on the appropriate button to complete your action.

STEP 1 OF 2: CONFIRM USER ACCOUNT CREATION

User Information

First Name	Jillian
Last Name	Smith-Doe
Username	jsmithdoe
Security Question	What is your favorite past-time?
Security Answer	Reading

Contact Address

Email Address	CallCenter@hrsa.gov
Phone Number	(877)464-4772

Physical Location Address
Your physical address will not be saved into the database.

Mailing Address
Your mailing address will not be saved into the database.

Click the **Register to Continue** Button

3.7 Step 2 of 2: Register Account to Organization

Choose from the following three functional roles one role that best describes your participation in the HRSA grants management process.

*Role

- Authorizing Official (AO)
- Business Official (BO)
- Other Employee (Project Director, AO Designee, Staff)

[More Information](#)

Select the Other Employee radio button

Select your organization, please choose from the options that best describes your purpose of registration.

Select	Reason
<input type="radio"/>	My organization has submitted a competing application in Grants.gov. I am here to submit supplemental information for that application per the program guidance.
<input type="radio"/>	I am the authorizing official/designee and want to review and submit a competing application.
<input checked="" type="radio"/>	I am here to work on a grant, i.e., perform activities such as post award submission or manage grant access.
<input type="radio"/>	I am the authorizing official/designee and want to manage my organization's information.
<input type="radio"/>	None of the above.

Continue

Select the I am here to work on a grant, i.e. perform activities such as post award submission or manage grant access option

3.8 Step 2 of 2: Register Account to Organization – Search Organization

HRSA Electronic Handbooks for Applicants/Grantee

Registration

home | contact us | more instructions | glossary | help | questions/comments

Registration Status

Step 1 of 2: User account creation is **complete**.

Step 2 of 2: User account affiliation to an organization record is **not complete**.

STEP 2 OF 2: ADD ACCOUNT TO AN ORGANIZATION - SEARCH ORGANIZATION

If you are here to work on your grant, you must provide the Grant Number for it so that we find your organization for you.

Grant Number (box 4b from most recent NGA)
(Example: A10HP01111)

H89HA99999 [More Information](#)

Search Organization

Enter your organization's 10-digit grant number

Click the Search Organization button

Guide Me

I can identify my organization, just let me complete my registration.

Take Me There

3.9 Step 2 of 2: Register Account to Organization – Organization Search

The EHBs will locate your organization using the grant number you entered

Registration Status
Step 1 of 2: User account creation is **complete**.
Step 2 of 2: User account affiliation to an organization record is **not complete**.

Following are the results of your search. Review the results below and use the "Add me to this Organization" button to associate your account with the appropriate organization.

STEP 2 OF 2: ADD ACCOUNT TO AN ORGANIZATION - ORGANIZATION SEARCH
Search Parameters: Grant Number: H89HA99999

HCC Grantee Organization			
Organization	HCC Grantee Organization		
EIN		CRS-EIN	19999998A1
DUNS		UDS	
Location	12530 Parklawn Dr. Rockville, MD 20852	Mailing Address	12530 Parklawn Dr. Rockville, MD 20852

Action:

Click the Add me to this Organization button

3.10 Step 2 of 2: Confirm Addition of Account to Organization

Registration Status
Your Organization Information will appear record is **not complete**.

You have chosen to associate your account with the following organization. Verify the information displayed below. Click on "Cancel" button to return to the previous screen. Click on the "Confirm" button to proceed with the registration.

This is a confirmation page! You MUST click on the appropriate button to complete your action.

STEP 2 OF 2: CONFIRM ADDITION OF ACCOUNT TO AN ORGANIZATION

HCC Grantee Organization	
Organization Address	12530 Parklawn Dr. Rockville, MD 20852
Registering As (Role)	Other Employee (Project Director) (Staff)
Registered AO Name(s)	

Click the Confirm button

3.11 Log in to HRSA

Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

Registration
[home](#) | [contact us](#) | [more instructions](#) | [glossary](#) | [help](#) | [questions/comments](#)

Logon Menu
Login
Forgot Password
Registration

Registration Status
Step 1 of 2: User account creation is **complete**.
Step 2 of 2: User account affiliation to an organization record is **complete**.

Congratulations! Your registration is now complete.

STEP 2 OF 2: CONFIRM ADDITION OF ACCOUNT TO AN ORGANIZATION

HCC Grantee Organization	
Organization Address	12530 Parklawn Dr. Rockville, MD 20852
Registering As (Role)	Other Employee/Resident Director, AO Designee, Staff
Registered AO Name	

Click the Log into HRSA button

Log into HRSA

3.12 Accept Annual User Agreement

Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

Please read this information carefully and accept by clicking on the 'Accept' button below to proceed. You may decline it by clicking on the 'Decline' button, and you will not be able to log in.

ANNUAL USER ACKNOWLEDGEMENT

Rules of Behavior
The following rules and procedures are to be followed by all users of the HRSA Electronic Handbooks (EHBs).
a. Responsibilities
Before logging in to the EHBs, you must read and accept the "Annual User Acknowledgement".
The system is to be used for official Government business pertaining to the inquiring, applying and managing of grants. Unauthorized access or use of this system may subject violators to criminal, civil and/or administrative action.

Intrusion Detection
This site is maintained for the U.S. Government. It is protected by various provisions of Title 18, US Code. Violations of Title 18 are subject to criminal prosecution in federal court.
This is a U.S. government site. Individuals using this system are subject to having their activities on the system monitored. If one using this system expressly consents to such monitoring and is advised that such monitoring is necessary to detect and prevent possible evidence of criminal activity, system personnel may provide the information to law enforcement agencies.

I acknowledge and understand my responsibilities and agree to comply with the rules of behavior for HRSA EHBs.

Click Accept

Accept Decline

3.13 Email Confirmation

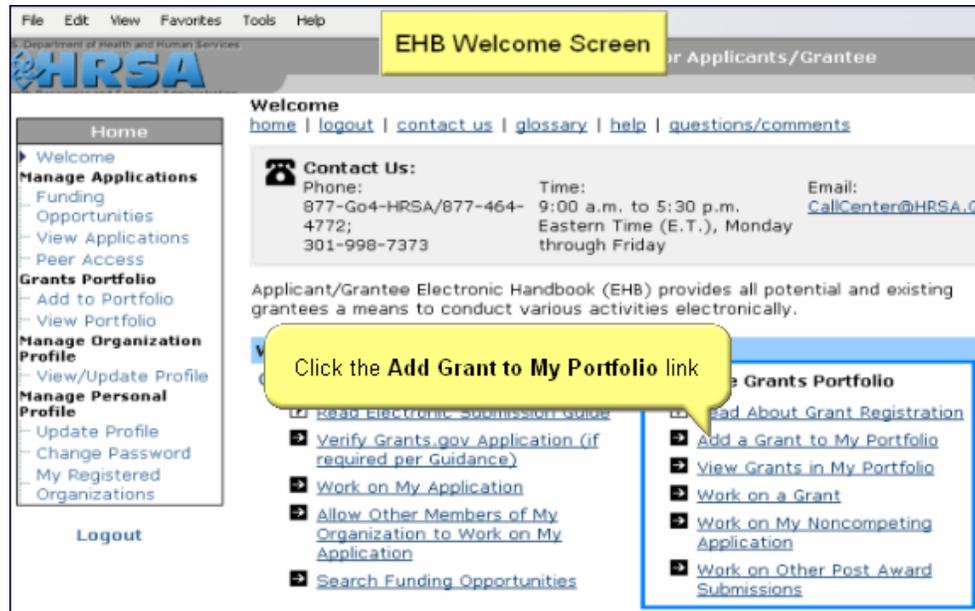
The screenshot shows the HRSA EHB registration email confirmation page. At the top, there is a yellow box with the text: "The EHBs will send you an email in order to ensure you are able to receive emails at the address you entered in your registration. Read the instructions in the email to verify your email address." Below this, a white box contains the message: "Your email address on file has not been verified at this time. [What's this?](#) We recommend that you complete the email verification process at the earliest convenience. You will continue to receive this message each time you log in until you complete the verification process." The main text of the page reads: "To complete the email verification process, find the email that was sent to your email address on file by the system and click on the link provided in the email. To learn more about the verification process, [click here](#)." Below this, there is a checkbox and the text: "If you have not received the verification email for the following email addresses, please check the box to resend the verification email to that address." At the bottom, there is a "Continue" button and a yellow callout bubble that says "Click Continue".

3.14 EHB Welcome Screen (Logged In)

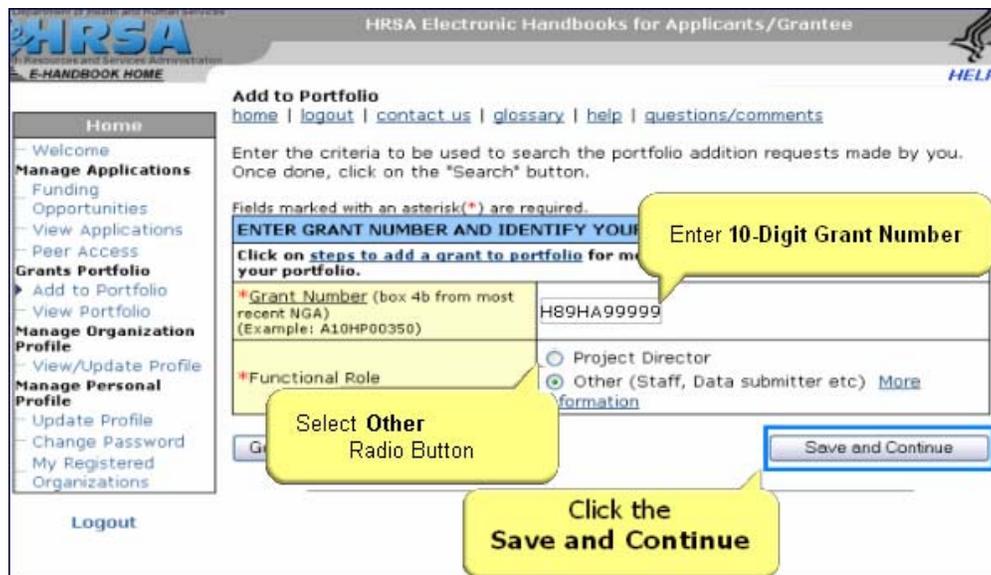
The screenshot shows the HRSA EHB Welcome Screen for a logged-in user. The page header includes the HRSA logo, "Department of Health and Human Services", "HRSA Electronic Handbooks for Applicants/Grantee", and "HELP". A navigation menu on the left includes "Home", "Welcome Applications", "Grants Portfolio", "Manage Organization Profile", "Manage Personal Profile", and "Logout". The main content area features a "Welcome" message with links to "home", "logout", "contact us", "glossary", "help", and "questions/comments". A "Contact Us" section provides phone numbers (877-Go4-HRSA/877-464-4772 and 301-998-7373) and email (CallCenter@HRSA.GOV). Below this, a section titled "WHAT WOULD YOU LIKE TO DO TODAY?" offers two main options: "Manage Competing Applications" and "Manage Grants Portfolio". Each option has several sub-links, such as "Read Electronic Submission Guide", "Verify Grants.gov Application (if required per Guidance)", "Work on My Application", "Allow Other Members of My Organization to Work on My Application", "Search Funding Opportunities", "Read About Grant Registration", "Add a Grant to My Portfolio", "View Grants in My Portfolio", "Work on a Grant", "Work on My Noncompeting Application", and "Work on Other Post Award Submissions".

4. Add to Portfolio (Other Users)

4.1 Welcome Screen (Logged In)



4.2 Add To Portfolio: Choose Role



4.3 Add to Portfolio: Request Access from Project Director

ENTER YOUR COMMENTS

***To** Tom Jones

***Comments**
I am responsible for performing data entry for the Reports. Please approve privileges to the grant handbook so I may access these reports through the EHBs.

Performance Reports
 Progress Report
 Noncompeting Continuations
 Other Submissions

***Notification** Notify project director of your request to add this grant to your portfolio.

The following standard message will be sent

Subject - Request for Grant Handbook Access

Body
Dear Tom Jones,
Jillian Robey has requested access to the grant handbook for grant . Use the following link to login into the HRSA EHBs and act on this request. Unless you approve this request, the user will not be able to perform any post award acti

Complete the form to request access to the grant by typing your comments in the comment box.

Select the Other Submissions check box

Click the Continue button

4.4 Add to Portfolio: Confirmation

Department of Health and Human Services
HRSA Electronic Handbooks for Applicants/Grantee

HEL

E-HANDBOOK HOME
-Tools Menu-

Home

- Welcome
- Manage Applications**
- Funding
- Opportunities
- View Applications
- Peer Access
- Grants Portfolio**
- ▶ Add to Portfolio
- View Portfolio
- Manage Organization Profile**
- View/Update Profile
- Manage Personal Profile**
- Update Profile
- Change Password
- My Registered Organizations

Add to Portfolio

[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Your request to add the following grant to your portfolio as other staff was successful and has been forwarded to the PD. The Grant will be added to your portfolio once the PD approves your request.

You can continue to request access for other grants or proceed to view your portfolio

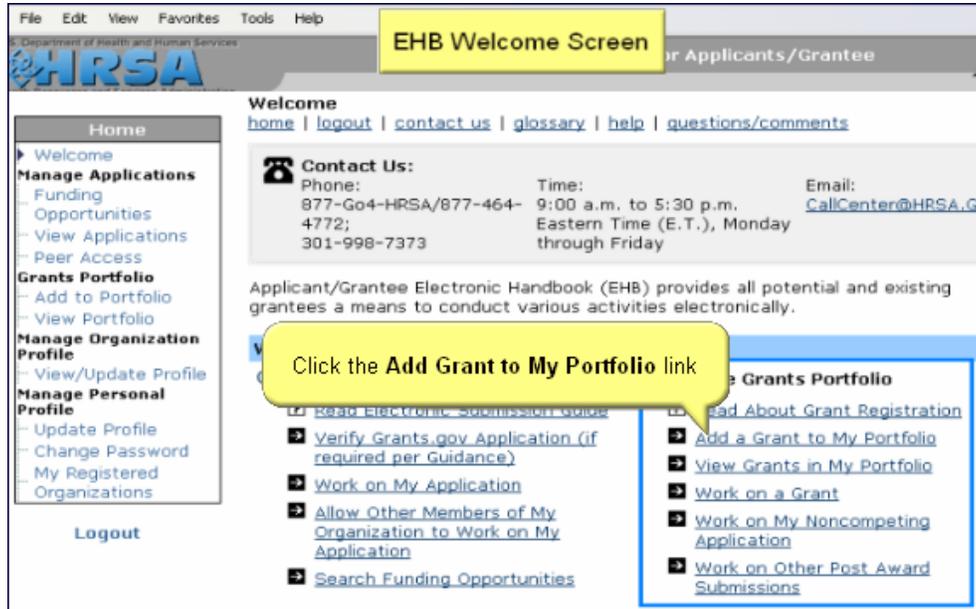
REQUEST ACCESS FROM PROJECT DIRECTOR - RESULT

Project Director: Tom Jones		Status: Registered to Grant	
Email: CallCenter@hrsa.gov		Phone: (877) 464-4772	
Grantee: HCC Grantee Organization			

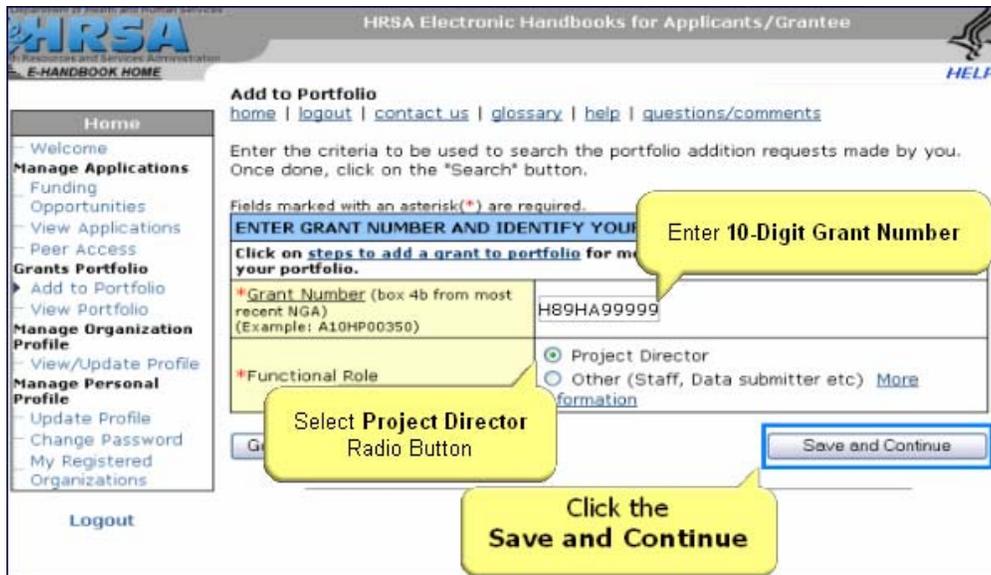
You will see confirmation that your request to add the grant to your grant portfolio has been sent to the project director

5. Add to Portfolio (Project Director)

5.1 Welcome Screen (Logged In)



5.2 Add To Portfolio: Choose Role



5.3 Add to Portfolio: Verify Project Director Identity

Department of Health and Human Services
HRSA
U.S. Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

Home | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Fields marked with an asterisk(*) are required.

VERIFY PROJECT DIRECTOR IDENTITY

H89HA99999: HAB Grant Program

Project Director: Tom Jones	Status: Not Registered to Grant
Email: CallCenter@hrsa.gov	Phone: (877) 464-4772
Grantee: HCC University, Rockville, MD	

YOUR SELECTION

Functional Role	Project Director
-----------------	------------------

NAME VALIDATION STATUS

Project Director Name on NSA	Project Director Name on NSA
Tom Jones	Tom Jones

ENTER THE FOLLOWING INFORMATION FROM NSA

H89HA99999-02-03

Issue Date for 6 H89HA99999-02-03 (Item 1 on NSA, Format: mm/dd/yyyy)	01/04/2007
S-EIN for 6 H89HA99999-02-03 (Item 18 on NSA, Format: 1999999X9)	19999998A1

CERTIFICATION

I, Tom Jones, certify that I am the Project Director for this grant.

Cancel Continue

Check the Certification check box

Enter Award Issue Date and CRS-EIN

Click the Continue button

5.4 Add to Portfolio: Result

Department of Health and Human Services
HRSA
U.S. Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

Home | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Your request to add the following grant to your portfolio as project director was successful

ADDITION OF GRANT TO PORTFOLIO - RESULT

H89HA99999: HAB Grant Program

Project Director: Tom Jones	Status: Registered to Grant
Email: CallCenter@hrsa.gov	Phone: (877) 464-4772
Grantee: HCC University, Rockville, MD	

Proceed to Manage Grant Proceed to View Portfolio

Click Proceed to View Portfolio

6. Approve User Privileges (Project Director)

6.1 Welcome Screen (Logged In): View Portfolio

Department of Health and Human Services
HRSA
 Resources and Services Administration
 E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

HELP

Home | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Welcome

Contact Us:
 Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373
 Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday
 Email: CallCenter@HRSA.GOV

Applicant/Grantee Electronic Handbook (EHB) provides all potential and existing grantees a means to conduct various activities electronically.

WHAT WOULD YOU LIKE TO DO TODAY?

- Manage Competing Applications**
 - [Read Electronic Submission Guide](#)
 - [Verify Grants.gov Application \(if Organization to work on my Application\)](#)
 - [Search Funding Opportunities](#)
- Manage Grants Portfolio**
 - [Read About Grant Registration](#)
 - [Add a Grant to My Portfolio](#)
 - [View Grants in My Portfolio](#)
 - [Work on a Grant](#)
 - [Work on My Noncompeting Application](#)
 - [Work on Other Post Award Submissions](#)

Click the **Work on Other Post Award Submissions** link

6.2 Grants List: Open Grant Handbook

Department of Health and Human Services
HRSA
 Resources and Services Administration
 E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

HELP

Home | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The grants list contains all grants for which you have obtained privileges either because you are the project director and you have validated your account or the project director has approved your request to access the grant

Following are the grants for which you have been registered either as a project director or an employee. Click on the "View/Manage" link to manage a grant.

GRANTS LIST

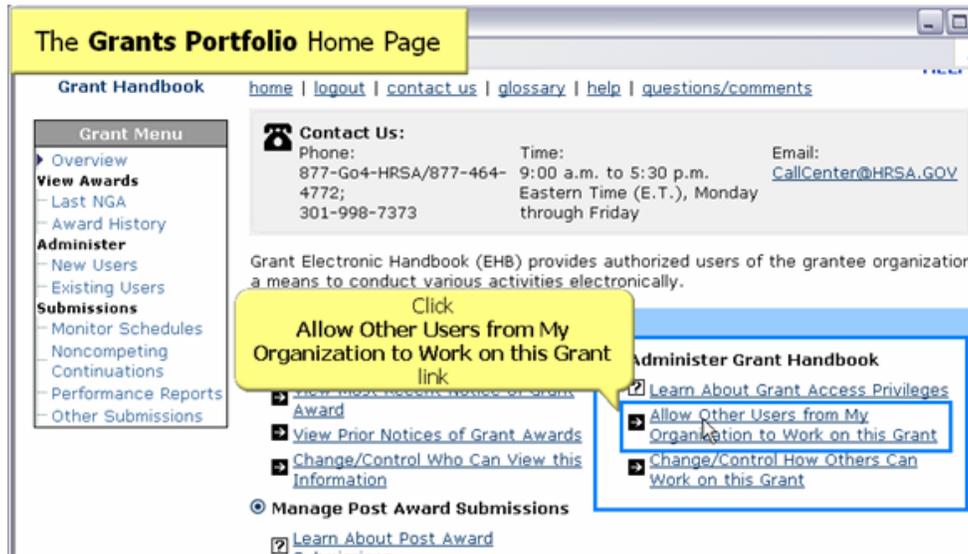
H89HA99999: HAB Grant Program		Award Issued on: 1/04/2007	
Project Period	7/1/2005-6/30/2008	Budget	
CRS EIN	1141368361A2	Number of Support Years	1
Project Director	Tom Jones, Email: CallCenter@hrsa.gov , Phone: (877) 464-4772		
Grant Contact	GMS, Email: CallCenter@hrsa.gov , Phone: (877) 464-4772		
Program Contact	Project Officer, Email: CallCenter@hrsa.gov , Phone: (877) 464-4772		

Click the **Open Grant Handbook** link

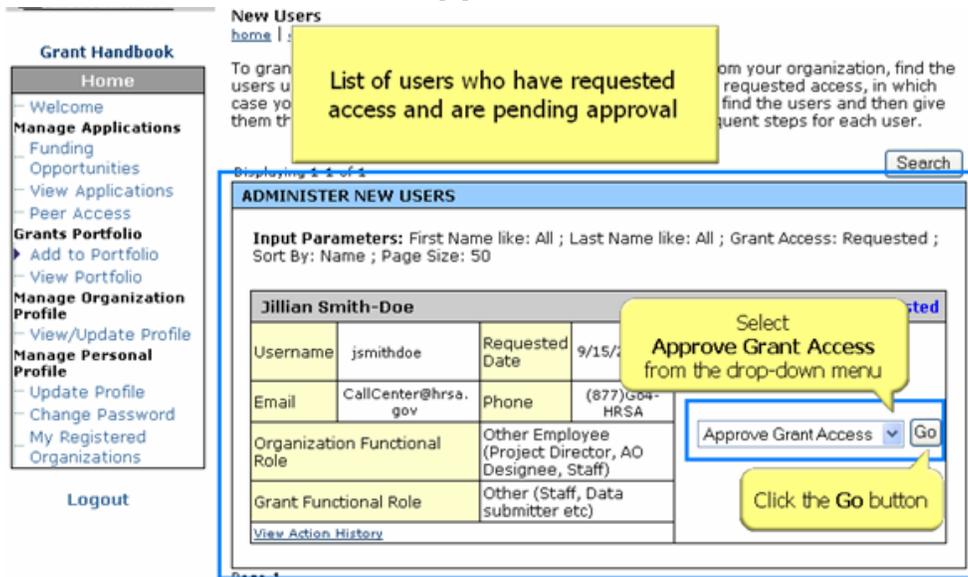
[Open Grant Handbook](#)

Acceptable Use Policy

6.3 Grant Handbook: Manage Users



6.4 Administer New Users: Approve Grant Access



6.5 Approve Request to Access Grant: Enter Comment

[E-HANDBOOK HOME](#) [New Users](#)
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

Home
- Welcome
Manage Applications
- Funding
- Opportunities
- View Applications
- Peer Access
Grants Portfolio
- Add to Portfolio
- View Portfolio
Manage Organization
- Change Password
- My Registered Organizations
Logout

You have chosen to approve the request of the following user. To proceed, provide the 'Comments' and then click on the "Continue" button. Click on the "Cancel" button to go back to the list page.
Fields marked with an asterisk(*) are required.

APPROVE REQUEST TO ACCESS GRANT

Jillian Smith-Doe			
Username	jsmithdoe	Requested Date	9/15/2006
Email	CallCenter@hrsa.gov	Phone	(877)Go4-HRSA
Organization	Other Employee (Project Director, AO Designee, Staff)		
Functional Role	Other (Staff, Data submitter etc)		

COMMENTS

*To: Jillian Other (Staff, Data submitter etc)

*Comments:

*Notification: Notify Selected User of this action

Click Continue

Cancel Continue

6.6 Approve Request to Access Grant: Confirmation

[E-HANDBOOK HOME](#) [Confirmation Page: Approve Request to Access Grant](#) [HELP](#)

Grant Handbook
Home
- Welcome
Manage Applications
- Funding
- Opportunities
- View Applications
- Peer Access
Grants Portfolio
- Add to Portfolio
- View Portfolio
Manage Organization Profile
- View/Update Profile
Manage Personal Profile
- Update Profile
- Change Password
- My Registered Organizations
Logout

This is a confirmation page! You MUST click on the appropriate button to complete your action.

APPROVE REQUEST TO ACCESS GRANT - CONFIRM

Jillian Smith-Doe			
Username	jsmithdoe	Requested Date	9/15/2006
Email	CallCenter@hrsa.gov	Phone	(877)Go4-HRSA
Organization	Other Employee (Project Director, AO Designee, Staff)		
Grant Functional Role	Other (Staff, Data submitter etc)		

YOUR COMMENTS

To: Jillian (Other (Staff, Data submitter etc))

Comments: Approving your request to Access Grant.

Notification: Notify the user of your action.

The following standard message will be sent

Subject: Grant Handbook Access Approved

Body: Dear Jillian. Your request to get access to HRSA EHE has been approved.

Click Continue

Cancel Continue

6.7 Approve Request to Access Grant – Result: Continue to Manage Privileges

Results Page: Approve Request to Access Grant

The grant will now appear in the user's grants list in the EHB grants portfolio.

APPROVE REQUEST TO ACCESS GRANT - RESULT			
Jillian Smith-Doe			
Username	jsmithdoe	Requested Date	9/15/2006
Email	CallCenter@hrsa.gov	Phone	(877)Go4-HRSA
Organization	Other Employee (Project Director, AO Designee, Staff) (etc)		

Continue to Manage New Users Continue to Manage Privileges for This User

6.8 Manage User Privileges

Manage User Privileges Page Appears

Jillian Smith-Doe		
Functional Role	Other	
Email	CallCenter@hrsa.gov	Phone (877) 464-4772

PRIVILEGES

<input type="checkbox"/> Allow Actions on Grant Portfolio	<input checked="" type="checkbox"/> Access Grant	<input type="checkbox"/> Administer Grant Users
<input type="checkbox"/> View Awards	<input type="checkbox"/> Edit Noncompeting Continuations	<input type="checkbox"/> Submit Noncompeting Continuations
<input type="checkbox"/> View Noncompeting Continuation	<input type="checkbox"/> Edit Progress Report	<input type="checkbox"/> Submit Report
<input type="checkbox"/> View Progress Report	<input type="checkbox"/> Edit Performance Report	<input type="checkbox"/> Submit Report
<input type="checkbox"/> View Performance Report	<input type="checkbox"/> Edit Other Submissions	<input type="checkbox"/> Submit Other Submissions
<input type="checkbox"/> View Other Submissions		

View Edit Submit

Click the Update Privileges button

Cancel Update Privileges

6.9 Manage User Privileges - Confirmation

Existing Users
home | glossary | help | questions/comments

Following is the summary of the privileges updated by you for the selected user. Granting of new privileges and revoking of existing privileges are grouped separately. To save the changes, click on the "Continue" button. To cancel the changes, click on the "Cancel" button.

MANAGE USER PRIVILEGES - CONFIRMATION

Jillian Smith-Doe

Functional Role	Other		
Email	CallCenter@hrsa.gov	Phone	(877)Go4-HRSA

Current Privileges

- Access Grant

List of privileges granted

- View Other Submissions
- Edit Other Submissions
- Submit Other Submissions

List of privileges revoked

- None

Buttons: Cancel, Continue

6.10 Manage User Privileges - Result

HRSA Electronic Handbooks
Grantee/Applicant Handbook

Once you have completed this step, the staff member responsible for entering and submitting data will be able to proceed with data entry.

Privileges updated successfully.

MANAGE USER PRIVILEGES - RESULT

Jillian Smith-Doe

Functional Role	Other		
Email	CallCenter@hrsa.gov	Phone	(877)Go4-HRSA

Continue to Manage Existing Users