

Questions and Answers from Grants.gov/EHB Web Cast

Q: Programs were advised to begin the narrative portion of the non-competing grant submissions. Have submission dates been determined?

A: We expect that the long-term non-competing continuation guidance will be released during the week of April 17th. If it is released during the week of the 17th, you will have 45 days to submit your application. We expect that the application will be due during the last week of May. We will keep you informed.

Q: Who gets the emails about the status of the application submission? Is it the person who submitted the application or the E-business point of contact?

A: The person who receives the notifications is the person who submitted the application.

Q: If we are currently registered with HRSA, do we have to re-register with Grants.gov?

A: Yes, you will need to register at Grants.gov. Please reference this section on the website to learn more: <http://www.grants.gov/Register>.

Q: If non-competing continuations are not listed in the "Find" aspect of grants.gov, how will we locate them in order to download the SF424?

A: You will receive notification from HRSA regarding this information, but you will need to know specifically either the CFDA Number or the Funding Opportunity Number. You will be able to find the application package with either of those two numbers and you will enter it at the following location on Grants.gov:
https://apply.grants.gov/forms_apps_idx.html.

Q: Is there a way to confirm that registration for both Grants.gov and EHB has been verified?

A: With regards to Grants.gov, you can log into the system at any time to see if you have been authorized. There is a Status button that states where you are in the registration process. Please refer to the following URL to locate the log-in for Grants.gov:
<https://apply.grants.gov/ApplicantLoginGetID>

With regards to EHB, it does not have a lengthy verification process for registration like Grants.gov. Upon successful registration within EHB, a confirmation page will be displayed which you may print for your records. If you believe you may have registered in EHB before, you may call the HRSA Call Center so they may check in the EHB system for any previously registered accounts under your name. Unfortunately, there is not a way to verify registration in both systems at the same time.

The HRSA Call Center is open Monday through Friday 9:00AM – 5:30PM EST.

Phone: 1-877-464-4772

Email: callcenter@hrsa.gov

Q: Where in the guidance are the instructions for the abstract that needs to be uploaded on grants.gov. I see Appendix E- it provides guidance for the abstract for EHB--should the grants.gov submission also use Appendix E?

A: For **MCHB non-competing continuation applications only**, you may follow the procedure specified below regarding the attachment for the abstract in grants.gov.

Grantees should provide an attachment that has the language as follows in a single WORD/WORDPERFECT document:

The project abstract is being submitted via HRSA's Electronic Handbooks, Program Specific Information, Form 6.

Q: Can one individual prepare an application, send it to another person and then have that person submit it? (this would assume that both individuals were registered)?

A: For non-competing application submissions in EHB, the default privileges are set so that only the project director's account may submit to HRSA. Any individual who needs access to the application would need to be registered. Privileges to access the non-competing application in the grant portfolio within EHB would need to be approved by the project director. The project director also has the ability to grant another user the ability to submit the non-competing continuation. The application would not need to be literally sent to another person to work on it. Any individual with an account in EHB that was given privileges to access the non-competing continuation within the grants portfolio in EHB can edit the application and/or submit (if given the appropriate privileges by the project director).

Please call the HRSA Call Center if you need assistance regarding how to grant privileges to users in the grants portfolio in EHB. Make sure to have your grant number available when you call.

HRSA Call Center

Mon-Fri 9:00AM – 5:30PM EST

1-877-464-4772

CallCenter@hrsa.gov

Q: My E-Point of Contact informed me that their office will submit all proposals/reports to Grants.gov. She will not authorize me. She said to complete the application in EHB and send it to them for submission.

A: Authorization to submit in Grants.gov is not necessary in order to work on the non-competing continuation in EHB. In most cases, the portion in Grants.gov is completed

and submitted by your Authorizing Official only. Once the Grants.gov portion of the application is submitted, the non-competing may take a minimum of 3-4 business days to be available in EHB. The officials specified on the grants.gov portion will be emailed when the non competing application is available in EHB.

Once the application is available, the project director must register in EHB if they have not done so already, and add the grant to the portfolio in order to access the non-competing continuation. Keep in mind that the project director does not have to wait for the application to be available to register. Registration can be done at any time. Once they have completed registration and adding the grant to the portfolio; the project director will be able to access the non-competing continuation, and eventually submit the application to HRSA upon completion of all sections.

Note: The Authorizing Official (AO) must register in EHB as well if they do not have an account. The Authorizing Official cannot be selected for the application if they do not have an account. The project director will not be able to submit to HRSA if an AO is not selected. Be sure to use your grant number when registering in EHB to associate your account with your organization properly.

The project director has the ability to submit to HRSA directly upon completion of all sections online. The application will not be sent to the AO for review, so make sure to have them review the application prior to the project director clicking on the submit button.

Q: The "Assurances" page (SF -424B) and the PHS-5161-1 "Certifications" page are accessible only through the EHB, correct, which we cannot access until we submit through grants.gov? Shall we check "included" anyway, even though they have not been included in this first stage of the process?

A: We would advise to check "included" because the Grants.gov submission and EHB submission are considered your entire application in which Assurances and so forth will be "included" upon successful submission of both stages of the process.

Q: Will we be able to access the EHB application once we submit through EHB, or will the application become available on a specified date?

A: The non-competing continuation application will be available in EHB at a minimum of 3-4 business days after submission through Grants.gov. The officials specified on your grants.gov submission will be emailed when the application is available in EHB.

Note: Please remember that you do not have to wait for the application to be available in EHB to register if you have not done so already.

Q: On checklist form PHS-5161, page 2, Part B, Question 5 asks if the SF-424A has been included. We are instructed to submit the budget in the EHB on the HRSA website, not with Grants.gov. If I do not answer this question, will the form be considered

incomplete? If I answer yes, but do not include the 424A form, will the application be considered incomplete?

A: We would advise answering “yes” to the question, because the Grants.gov submission and the EHB submission are considered the entire application. You will be including the SF-424-A information in EHB which will be associated with the information you submit in Grants.gov.