MCHB/DRTE Webcast

Registration/Application Process in Grants.gov and EHB

April 6, 2006

MADHAVI REDDY: Good afternoon and welcome to our training webcast. I'm Madhavi Reddy project officer in the Training Branch. I'm joined by Laura Kavanaugh the Training Branch chief and we'll hear later from Laura in the webcast when she'll comment on today's presentation and give us an update about the status of a long term and short term non-competing continuation guidances. Before we hear from here we'll see demonstrations about the "Registration/Application Process in Grants.gov and EHB". We're joined by Katie Root from the Grants.gov team and Sandra Karen. She's also joined by Judy from that same division and Mr. Eugene J. Tom from SAIC the contractor. Ms. Root will present on focusing how to find and apply for funding opportunities on Grants.gov. Ms. Sandra Karen will present HRSA's perspective on Grants.gov and EHB. Mr. Tom will talk about adding a grant to take portfolio and a general overview of the interface and submission process. If you'd like to download slides of these presentations you can visit the mchcom.com to download these slides. You can submit questions at any time during the webcast but I'll reserve -- I'll reserve posing the questions to the presenters until the end of the webcast probably about the last 10 to 15 minutes of the webcast. Now since we have three presentations I'll keep my comments short and turn the webcast over to Katie.

KATIE ROOT: Good afternoon, everyone. This is my first time using the HRSA webcast so hopefully I won't look too out of whack with the two cameras we have going on here. I'll give you a quick overview about the registration process with Grants.gov as well as talk about the finding and applying portions of Grants.gov as well. We have a lot of slides here and I don't think we'll be able to spend as much time on each of those so I'll be going fairly quickly through each of them. We have a lot of supporting material on Grants.gov as well as our contact center is always available to answer any questions that you have. With the Grants.gov registration process, you can go ahead and get into the next slide I would like to go over the three steps to registering for Grants.gov. It is not a process that can be done in one day. Please give yourselves enough time. Up to five days is a good estimate to make sure you don't rush yourself as well as are able to fully understand each different step that you're going to be processing.

The first step is to get your organization registered. We'll be going into more detail about that in the next slide. Go back one slide for me, please. Can I go back? OK. And the first step is registering your organization as well as the second step is to actually get the individuals who have authority within your organization to submit applications. Those folks will need to get registered as well. The third step is a handshake portion of a step where you're actually authorized by your organization as someone who has the authority to submit the application. It is not enough just to be registered. You also need to be authorized by your organization. Start early. You might as well get it out of the way even you have a closing in May or the end of April get the steps done so you'll be ready to submit your application on time.

Now ready for the next slide. So actually if we can jump onto the next slide which is about the DUNS number. In order to start the registration process for the organization, you will need a DUNS number. I think pretty much everybody knows about the DUNS number requirement. It became a requirement in October of 2003 for the federal government for either paper or electronic applications. You need to have a DUNS number no matter what. Going on to the next slide, we do have information about how you can get your DUNS number at Grants.gov as well as this phone number we'll provide you a way to have that information looked up.

The next slide is about the CCR registration, which is the Central Contractor Registry. You must have your organization registered within the CCR and the very first step you need is to have your DUNS number registered. That's the reason why we want to put the information about the DUNS number first so that you have that as you're getting ready to go for the CCR. Within the CCR registration there are a bunch of mandatory fields that you have to complete and two important fields for the Grants.gov registration process. One being the E-business point of contact. That point of contact will actually be the person who will authorize any individual who is attempting to register at Grants.gov. It is very important the E-business web contact knows people within the organization and also has a good understanding of who should have the right to submit an application through Grants.gov. So the E-business plan contact is the person who will authorize your organization's applicant. As well as you will need to establish an M-PIN. It stands for marketing identification number and it's a number you'll create and used as part of the authorization process. The E-business phone contact will use the M-PIN to sign into Grants.gov. We'll talk about that further along in the presentation.

So once the CCR registration process is complete, you now can actually get your individual who will be authorized to submit applications. They'll need to now get registered. If we can move on to the next slide. The step two registering yourself as an authorized organization representative. Once the CCR registration process is done it has to be done first before you can move on to this particular step. If you can get to the next slide. Registering as an AOR there are two particular steps for this. One, you need to create your username and password at our credentials provider a fancy way of saying it's a secured username and password provider who will allow you to create your username and also your password. The second step is we need you to register at Grants.gov with that username and password and establish a profile at Grants.gov. The first step creating the username and password there are links on Grants.gov that will allow you to get directly to this provider. There you'll state your username and password as well as if you do forget your password this is where you would also reset your password at any time.

Once you have that username and password, actually in the confirmation screen will be information provided to you to direct you back to Grants.gov and set up your registration profile at Grants.gov. So if you click on that link or if you go directly to Grants.gov there is a link at that site as well. This is where you would actually establish your profile. We can go ahead and move to the next slide. Here you would actually establish your username and password at Grants.gov. So you would still have the form. It's simple. Ask for your phone number, email address as well as your DUNS number. Make sure you enter the correct DUNS number for your organization. Once you complete that particular piece an email will be sent to the E-business point of contact that was registered in the CCR registration. Notifying them that someone is attempting to register on behalf of the organization at Grants.gov. So we do alert the E-business phone contact that an individual is attempting to get authorized at Grants.gov. This gets us to the third and final step for the registration process which again is like a handshake where we need the organization's authority to authorize the individuals attempting to register at Grants.gov.

If we can get to the next slide. During the authorization process and email is sent to the E-business point of contact alerting them an individual is attempting to register at Grants.gov. The E-business plan contact with log into Grants.gov using the DUNS number and the M-PIN to do that authorization process. There they'll see a full listing of every single individual who is attempting to get registered on behalf of the organization and they will be able to assign the authorized applicant role to those who qualify within the organization to be registered. Only then after this last step will you be able to submit your application through Grants.gov. It's very important that you know who your E-business point of contact is and that you take the step to make sure you get authorized. Very important to do that.

On the next slide here it's a reminder about the contact information that we have at Grants.gov. We do have a great support desk both email and phone as well as there are resources on Grants.gov, a webcast that's just about the registration process as well as a brochure to let you see something that's written out to explain further about this registration process. Again, we can't stress it enough, if you have the time right now, please go ahead and get that registration process away just knock it out because once you're done, it's a one time registration process, you're fully registered not only to submit for HRSA opportunities but for any grant opportunity that is posted at Grants.gov. One-time registration. You get the username, password and authorization you're ready to go for any future opportunities on Grants.gov.

Moving over to the -- I guess the more fun side of Grants.gov, a real quick overview. We have a lot of slides here so we'll try to go through these fairly quickly. If you can go ahead and advance to the next slide. What we're going to do here is talk about how you find the opportunities, how you access the application packages, how you fill them out. How you submit your application as well as what to expect after you've submitted your application as well. If we can go ahead and get to the next slide. So the first part is Grants.gov we do have easy access to all discretionary and competitive grant opportunities. If you're looking for something that's discretionary with a competition involved with it, it will be posted on Grants.gov. For the non-competing opportunities you can find the application package either the funding opportunity number or another one whichever you want to use for the lookup.

Going to the next slide what I have listed here is advance search opportunity information for Grants.gov. You cannot only search through the open opportunities but also look through the closed and archived opportunities that are on the system. As well as if you scroll down further, to the next slide, you can also refine your search to include either grants or cooperative agreements and search through eligibility. The different eligibilities we have there as well as by agency and sub agency. You'll notice the box at the bottom of the screen, if you need to actually select more in each of these different boxes just use the control or shift key and it will allow you to highlight more than one option in each box. The next slide I've done a basic search for a particular grant opportunity and I did this search actually by the funding opportunity number. This is an N.I.H. grant on Grants.gov so after hitting the continue key going to the next slide you'll receive a listing of what is available there and it's just one opportunity. Clicking onto the title of that particular grant will provide you a synopsis of the grant opportunity.

If we can go to the next slide. This is the grant opportunity synopsis and it has basic information about the grant. One is open and one closed. Real quick stuff. We don't want to overburden you with the whole announcement, just provides you with the facts about this particular opportunity. Scrolling down further on this particular opportunity you also find out right away who is eligible. Who are the eligible applicants for this particular grant as well as a short description, very short description, two to three paragraphs explaining the main purpose, goals and objectives for this particular grant opportunity. There is also a link to the full announcement that's also provided as part of the synopsis. You can get to the next slide. There is a link to the full announcement as well as a contact person in case any of those links do not work at that particular location.

We also have our email notification service which is a great addition for you where you don't have to come to Grants.gov every day, you can actually sign up for specific notices as well as certain categories for those particular opportunities that you're interested in. So if you're only concerned about HRSA grant opportunities you can sign up specifically for those and you'll receive an email nightly if there is anything that is posted that day which will have a full listing of those particular grant opportunities. A great way to stay on top of the information and we don't spam you. It is not every time something is posted at Grants.gov. It's a comprehensive listing of everything posted the day before, the previous day. Jumping onto the other side of Grants.gov which is the application portion, not only can you get to the grant application packages through the synopsis, but you can also find that information through our apply information that we have on Grants.gov. You can actually look it up by the funding opportunity number.

In order to view any application package on Grants.gov you need the PureEdge viewer, that information is on the next slide. The PureEdge viewer is a free piece of software we provide at Grants.gov. It is only for PCs. If you're working on a Mac or other platform you'll have to use a Citrix server solution. The PureEdge software takes a minute to two minutes to download. It doesn't take very long to download but that's the only way you'll be able to view and save the information within your application packages. So very important that you go ahead and get the PureEdge viewer onto your computer. If you're like me and have to deal with an I.T. support I could be -- put that request in and you don't see a person for five to ten days that will prevent you from being able to view the application packages. Make sure you get the software and you're ready to go.

For those that are non-windows users on the next slide, please. Within Grants.gov we have a page devoted just to our non-windows users and we now have partnered with NIH to provide a Citrix server solution for those. There is a startup guide that explains how to use the Citrix server to access the application packages and you're given the same basic functionality we have for our PC users. You'll just have to actually be connected during the period of time that you need to view the application package. You can save the data, save all the information that you're entering into application package and also be able to submit through this Citrix server. That page has a lot of information as well as we will have a non-windows version of PureEdge by November of 2006. Going back to accessing the application package. An example I provide here I'm downloading the application by looking up the CSDA number. Here we've entered in the CSDA number and clicked. Here we have a listing of the instructions and also the application package so you'll have both of those right at your fingertips.

If we can get to the next slide. By clicking on either of those two buttons you'll be taken to this particular page. Here you're able to enter in your email address which is very important to do because since you'll be downloading your application package you may not come back to Grants.gov. And since you won't be at Grants.gov, there is no way we can directly communicate to you unless you register your email address. This allows us to send out a notification if anything occurs to this particular application packages. If the instructions change or the good news the due date has been extended you'll receive an email letting you know there has been changes to this particular opportunity. Very important that you register your email address and that you've signed up to receive these notices. Right at the screen we have the directions and the application package.

Go ahead and move to the next slide. I have gone ahead and opened up just the application package. So we have within this application package this is what is called the cover page of the application. It provides you with the basic information about when this grant closes as well as an agency contact. Right away you know who you need to contact at HRSA if you have any questions regarding this particular package. You'll notice that there is a yellow field that's in the center of this particular screen for the application filing name. This is an example of a mandatory field. In order to submit your application through Grants.gov you will need to fill out any yellow fields as well as include any agency information that's required of you. Make sure you are also following the agency instructions that have been provided. Also you'll see there is a save button at the top of the screen. This is how you can save the application package to your hard drive. So by clicking on that save button it will open up your directory holders and you'll be able to select where you need to save it on your hard drive. This is taking the process online to offline so you're able to access the application without having to be connected to the Internet.

On the next slide we have -- we've called out the two different boxes here. You have the mandatory box -- mandatory documents, which list all the documents that you'll need to fill out as part of those application package. The bottom part is the optional documents and those may or may not need to be filled out depending on your eligibility. So, for example, this one has a cover letter file. If you do have one that you want to attach and include, you can do that. If not, you just go ahead and move onto the next section. You don't need to fill out the optional documents.

Going on to the next slide, to open up a form, very simple. Click on the form you like to open and click that open box. On the next screen you'll see that it looks like a form. This one is the standard form 424 R & R which stands for research and related. Specific forms created for the research field. They have standardized that across the different agencies. On the forms again you'll see a bunch of those yellow fields. You do need to fill out each of those different yellow boxes in order to submit your application package. As well as we provide you some additional help if you need it. There is a box at the top of the screen with a question mark and an arrow. If you click on that box you'll be able to get specific information for each of those different fields. You'll be able to find out the definition for each of those different boxes.

The next screen we have the requirements for getting that submit button to get activated. You'll see in my sample here the submit button is grayed out because Grants.gov does not allow you to submit a half completed application. You need to fill out all those yellow fields which are mandatory fields, as well as you must fill out all the mandatory documents and any applicable optional documents. Once you filled out and completed the mandatory document you'll move it to the right-hand side of the form into the box that says mandatory completed documents. Once you've done that it signals to the PureEdge program that you have completed this particular document. You can still open that form. You aren't prevented by doing that. Just because you moved it into the completed side you can still make changes but it allows the system to know that you have completed this particular document.

Once you have completed those three requirements, filling out all the mandatory fields. All the mandatory documents and any applicable optional document you'll be able to get the submit button to get activated. If you can't there is a check package for errors button at the top of the screen. By clicking onto that particular button it will let you know what needs to be corrected within your application package. It won't let you know that your budget information isn't correct but it will let you know what yellow fields haven't been filled out. It will list the first error that the program comes across so the first blank that hasn't been filled out, as well as we'll let you know the number of errors that are listed there as well. Very helpful if you're trying to get the submit button to get activated.

On the next screen we have an application package that has been fully completed. You'll see that the submit button is now activated. At this time you could submit this application but you must be fully registered. You must have gone through the registration process in order to submit this application. We have already done that process so we can move forward with submitting. You would click on the submit button. It might take some time for the application package to connect to Grants.gov. We're now actually going to upload that application to Grants.gov. So it is going to go from being offline to online to Grants.gov. So if it's a very large application, if you have lots of different attachments that you've put into the application package it could take a couple minutes so you might need to just be a little patient as the upload process is occurring.

What you'll see next is the sign-in box. Here is where you would enter your username and password. You would need to be fully authorized to be able to do this portion of the submission. As soon as you hit there log-in box you'll get a confirmation screen. Also I forgot to state there is a middle screen between the two that asks are you ready to submit your application. So you won't just accidentally submit it. There is a pause screen that lets you confirm you're ready to submit your application. Once you have confirmed that you don't want to submit your application you'll get the confirmation screen on the next slide and this has not only your Grants.gov tracking number but the official date and time stamp for your application. This will serve as the official time stamp for your application to the federal government and it's a time stamp that HRSA will use for your application. Make sure that you do read very closely to whatever due dates and due times that you have set up for your application. What you can expect after you submitted your application, if it's a successful submission you'll get a series of emails letting you know that first that you have passed the Grants.gov verification.

In that verification process we're checking your DUNS number and making sure it's the same DUNS number that you're registered under so that you've entered information into the application package that matches your username and password profile. So very important that you use the correct DUNS number. We'll talk about that in another second. As well as we'll check to make sure you didn't attach any viruses. We have virus detection in order to ensure it's a safe document we're handing over to the federal government. Also you'll get a notification when the application has been downloaded and received by the agency, as well as the last one, which is an optional email, which is if the agency does decide to assign a specific tracking number, we'll communicate that information to you as well. This is an optional email that may or may not occur within this particular submission. If you are unsuccessful, you'll receive an email that lets you know what exactly occurred, what error you have within your application package, and will allow you to know what you need to fix in order to resubmit. You just need to fix whatever the error states and resubmit the application through the same processes we just outlined.

The next slide talks about the reasons for the unsuccessful submission. There are three different reasons. Very simple. One is the incorrect DUNS number. If that DUNS number does not match your profile, then you will not be able to get your application through Grants.gov. It needs to be the same profile. The second one again is the virus detection. It typically doesn't occur to those working within a larger organization or an organization that has any type of virus software on your computers, but if you are working from home and working through your home office, please make sure you do have some virus protection software on that particular computer just to ensure you don't have any problems with regards to that. It happens very rarely. We don't have a lot of viruses being -- attempting to get into the Grants.gov system but please be aware this is one of the reasons why your application might get refused from Grants.gov. The last one is really simple. The due date past. If you try to submit after the due date it will get rejected from Grants.gov.

The next slide is just for contact information again in case you need that again when you're looking through your notes. We are open from 7:00 a.m. to 9:00 p.m. We cover at least the business hours for the west coast and again we have email phone support. Phone is the quickest way to get an answer if you need something right away. Email is a two-hour turnaround. Just a few housekeeping items that I want to go over before we go to Sandy Karen's presentation. Since we have three presentations and we have to take questions at the end we may go over a few minutes. I hope that everyone can stay connected past the 3:30 p.m. Eastern time that we set on this webcast. Pointing that out in case you disconnect for some reason. The slides of today's presentation were presented as note pages so the screen shots may be a little bit difficult for you to see if you downloaded the slides. I think that the best thing to do is if we can present the screen shots as slides themselves without the note page feature so that you can see the slides better when you download them. And then also in terms of questions, please feel free to submit questions throughout the presentation. I will take questions at the end of the presentation but please feel free to email them to us. Thank you. And now I'll turn the webcast over to miss Sandy Karen from HRSA.

SANDRA KAREN: Good afternoon to all of you. This is also my first time doing this so bear with me. What I'm hoping to give to you today through the next slide is an overview. It's a combination, really, of Katie's presentation as well as you'll get more details in the next presentation from E.J. as well. Today's goals and what I'm hoping to achieve is to provide an overview not only of HRSA's electronic process but also a quick overview and some information about the 424 R & R form as I understand. These are mostly training grants and as such you'll be using this new form rather than the 6025 form which most of you are used to. And as you all know because I'm sure you received the emails, as of -- (No audio)

I'm not sure where we cut off so let's just go forward and I didn't really say much that's not on the slides anyway. But as I said we're transitioning to the 424 R & R form from the 6025 as well as the new electronic process. The question then is why are we doing this? We're doing this along with public law 106, 107 as well as the president's management agenda all of which were meant to streamline and help the overall efficiency of the grant process. Can we advance about three slides, please? Thank you. Actually we can go one more. And so the question is why now? Well, there is a lot of reasons of why now. Chief among them being the 6025OMB clearance will be expiring so we have to use a form that is -- that does have OMB clearance. The 242 R & R and it has been a long time in coming and we're required to post our opportunities on both the Grants.gov find and the Grants.gov apply. We do understand the difficulty that this may pose to many of us and we are doing our best to enhance communication. We're working both with HRSA staff and with grantees to provide as much information as we can and make this as easy as possible on everybody.

I just want to give a little bit of a background here on -- because we have gotten a couple of questions if we can go forward to, I guess, two more slides. Why is it and what are the two systems that we're working with in terms of the electronic submission process? One is Grants.gov that Katie gave a nice overview earlier on. And the other is the HRSA electronic handbook. Each of these systems was developed independently at different times and therefore each is -- each does different things and therefore registration is required in each system. If you are registered in Grants.gov, you are not registered in EHB. If you're registered in the HRSA EHB you aren't registered in Grants.gov. Grants.gov gives a single portal to apply for grants from all grant making agencies. It is an important and very good resource for those looking to apply for federal grants.

Many of the requirements that HRSA must fulfill both legislatively and in order to manage the programs, cannot be encompassed in the functionalities of Grants.gov. It is just not meant to do that. What it is meant to do is to serve as a portal for grant submission. The EHBs allow for applicants, grantees, programs, grants management staff to transmit and manage the entire processing of the grant. It's not a grants management system but a project management system from cradle to grave. From the point that an opportunity is planned to all the way to the point that it's closed out. And that includes management of terms and conditions. Performance measurements, etc. They are two different entities. Each has its own registration and they work in very, very different ways and I'll go over that further. We can go to the registration requirements.

It says -- there we go. No, next. Where are we? OK, sorry. Again, for Grants.gov, and this is both for competing and non-competing but especially for the competing as well as the non-competing continuation you must be registered in Grants.gov to submit. Katie Root spoke about this as well. You can find the opportunity, you can download the application. You can fill out the application because you have saved it on your local computer. But when you go to submit, if you haven't registered you won't be able to do so. So while some might be -- might think great, I've been able to download the opportunity and fill it out so everything is fine. You'll go to submit and you won't be able to do that. So we highly suggest that you register now. And while we understand that overall the process has only taken five weeks according to Katie's to complete we've found that with our -- with many of our applicants actually taken two to four weeks to complete the entire process because the CCR registration there is a lot of information that you need to get. You have to really become familiar with your own organization's business point of contact and the whole AOR and the handshake. Please give yourself more than adequate time. Even if you don't have an opportunity or something you're applying for in the near future. Even if it's a year away, apply, -- register, get it done with and it's something you want have to deal with when you're actually dealing with the application. Once you do register or once your organization is registered and you register it is only a one time registration and again you don't need to register in order to find an opportunity or apply for it.

Registration with the EHBs is somewhat of a different process in that the application -- the individual is registering whereas in Grants.gov the applicant organization registers and they have to be registered with the CCR, and the DUNS and a authorizing and business official. All those people need to register. The first piece of it is to have the organization registered. And from there everything else follows. Also in Grants.gov the authorizing official and the business official have to register and the project direct for or principal investigator does not. There is no real role in Grants.gov, which makes sense because again Grants.gov is a portal for submission of an application, that is not where your everyday project management takes place.

Let's go to the next slide. Registration in the EHBs. The registration in the EHBs is more role oriented. E.J. will talk about this in a moment but the project director -- first the individual registers. You may be an authorizing official, a business official or a project director or have another function. Another employee, as it were, of the organization. The first thing that you do is you go in, put your name in, put your information in and then you affiliate yourself with the organization. So -- can we go forward two slides? I'm used to doing this with myself clicking.

LAURA KAVANAUGH: Advance to the next slide when you're ready.

SANDRA KAREN: The registration requirements in the EHBs, as I said, is very different in focus than Grants.gov. In the EHBs, the individual AOR, project director or business official will go in and they will type their name in and register themselves giving themselves the user I.D. and password. And then once that's done you'll be asked to associate yourself with an organization. The best way to do this especially for those of you who have grants with HRSA is to put in your grant number. That way you'll immediately -- all of the information about your organization will be brought up and you can associate yourself with that organization. And that's it. Then you're registered in the EHB.

Next slide. Within the EHBs, the applications can be shared among individuals who are registered because whereas Grants.gov everything is done on the local computer. You download the application information, on the EHBs the system is shared because you have peer rights and peers can fill out different portions of the application. It's not an application portal. It is Grants.gov. Grants.gov software requirements I'll go through this rather quickly because I know we're short of time. You have to have the PureEdge viewer for Grants.gov and Katie has more up to date information but you can still get it with the Mac support and it will take you to the Citrix server and all the things necessary in using a Mac. There are different models. Let's go on to three slides to electronic receipt and how that works. I'm just going to give a real quick overview over the competing grants. I understand most of you are non-competing. For the competing grants, the grantee will register in Grants.gov, download the application using the PureEdge viewer, fill it out and submit it through Grants.gov and the HRSA EHBs will pull it in and you'll get the third email that Katie spoke of saying that HRSA has received it and here is the HRSA tracking number.

Let's go to the five slides or four slides where it starts slides for non-competing grants. There we go. The application for non-competing continuations is somewhat of a different model. It is a two-tiered process. While I understand there have been some concerns raised about that, I would like to just review real quick why we've done this. The first part of the process is to apply through Grants.gov and what we do in Grants.gov is there is a shorter application form. Basically it's the 424 R & R face page and the 5161 checklist. You aren't familiar with that. It's a checklist. This is the stuff you'll answer no to. At the bottom there is a portion for the business official to put their name and email in. We need to capture that information so we can contact you guys and provide the business official is where the NGA gets sent to. That's information that we must capture and why we have you guys filling out that form. So those are the two pieces that you're going to submit in Grants.gov. That's the core of the application.

Once that application gets pulled into the EHB and gets pulled into the EHBs you'll receive an email. Let me just find out where we are with the slides here. We're on -- there we go, thank you. You will receive an email, the project director will receive an email authorizing official. Point of contact. Business official. All that information we have in the EHBs and we'll also email those people that are listed on the 424 R & R application face page. All of those people will get an email saying we've received your grant application, please enter the EHBs. You must be registered in the EHBs for the non-competing the continuation. Please enter the EHBs and submit the additional information required so that your application can be processed. This additional information includes the project narrative. The budget justification, as well as the performance measurement information. There will be a link and you'll click on that and be able to fill out all your performance measurement information. I'm sure the question is arising why do we have to go to the two systems? The reason is because of the need to capture performance measurements as part of the progress report for the non-competing continuations and it is not something that that functionality is not in Grants.gov and again, which is appropriate given the function that Grants.gov serves.

Again, I just -- some expected turnaround times. Again, registration in Grants.gov can take several weeks to complete. The CPR application -- the CCR registration is somewhat lengthy. Please allow yourselves at least two to four weeks in advance. Also this is not a problem for you guys because you guys already have grants so we hope -- we would expect you already have EIN numbers. There are some people who have experienced issues where they don't have the EIN number. They can't register at the CCR without that number. So please, please, register in Grants.gov early. Register in the EHBs. If you get all your registrations done you're way ahead of the game. The Grants.gov response to applications submission, before you get those emails saying yes we've received it, yes we've verified it and yes, you're fine it can take anywhere from being instantaneous to up to two days. Once Grants.gov has validated that your DUNS number is correct, at that point the EHBs will fill in the information and you will get an email. That process will take up to three days. The reason it may take up to three days is that what we do in HRSA and the EHBs, once we get the submission from the EHBs we check to make sure that you're actually eligible to apply.

If you're a non-competing continuation application we want to make sure you're applying for the right opportunity number and that you have a grant number that is eligible. So that process of linking everything up could take up to three days. At which point you will have next slide. At which point you will have about two weeks before you'll -- you'll have more than two weeks. If you start early and get everything in you'll have two weeks from the due date with Grants.gov to finish all of your forms and finish the project narrative and put all of that additional information as well as the performance measures -- measurement information into the system. You'll then submit it into the EHBs and you'll print off the face page, sign it and send it into the grants application desk. Some advice from experts. Read and follow all application instructions. We have at HRSA gone through and done quite a bit in terms of the guidance instructions. We understand that this will require a lot of support and a lot of information.

On all of the guidances we have a couple of appendix. One talks about what I've just gone through and discusses the whole application process. Another appendix talks about Grants.gov registration and for those of you with a 424 R & R there will be yet another appendix that we'll talk about before 424 R & R and provide field by field instructions. Please follow this. The information there will really help you in figuring out what you should put in each field. It is exactly what it says. Field one, item one, organization needs. Please put in the name of your organization. That's how detailed it is. And it is -- we hope that you'll find this very, very helpful. HRSA, the next steps for HRSA.

The next slide. We are going -- we are analyzing the current process. This is as new to HRSA as it is to you. And we're trying to find ways to streamline it and make it easier and more user friendly. We would appreciate any comments and feedback that you may have both positive and negative so we can make this as user friendly a system as possible. Where to go for help. For any Grants.gov -- I guess that's two slides. For anything having to do with Grants.gov registration, submission issues, questions with PureEdge viewer, etc., please go to the Grants.gov customer support. They are really the only ones that can help you even questions like is my organization registered. They will be able to tell you that. That is not something that your project officer or that anyone at HRSA or in the HRSA help desk or customer support can help you with. Only the people at Grants.gov can tell you that.

In terms of HRSA support, next slide, please. In terms of HRSA support, anything that has to do with questions on the EHBs, EHB registration, why something is the way it is, a question on the application, go to the HRSA call center. If it is a program issue they'll forward it to them and they'll tell you we need to contact your project officer. If it's another issue in terms of why am I not listed as a project director on this, they'll tell you the right avenue to pursue in order to get the problem resolve. And those are the two primary points of contact that you usually need. One is Grants.gov and the other is HRSA call center. Next slide. Get informed and spread the word. Half the battle is communications and understanding how it works. And then it's just going through and going through the process. Registrations are key. Please do them early. And I will be around if you have further questions at the end.

MADHAVI REDDY: Thanks, Sandra. Before I turn the presentation over to E.J., he will be talking about the electronic handbooks. Just to let you know once again that you can enter questions during the webcast. We'll take questions at the end and also the Power Point slides for Katie and E.J. since they have screen shots we'll try to make those available without the notes so that they're more visible to you. You'll be able to download these slides at mchcom.com or if we're able to, we might try to email them to participants who have registered for this webcast. Either way we'll try to get the slides to you in a better format. Now I would like to turn the webcast over to E.J.

EUGENE J. TOM: Thank you Madhavi. I'm going over the process through EHB after submission through Grants.gov. I'm sure that most of you have already registered in the electronic handbook system already. I'll briefly go over the registration process.

Next slide. The registration process is a two-part process in which case you'll create a user account by entering your name, address and so forth. The second part of the registration process is to associate your account with your organization. To do that you'll need your grant number.

Next slide, please. This screen shows you the main welcome page for the electronic handbook system. If you've registered before all you need to do is click on the log-in link shown on the left-hand side. If you need to register there is a registration link. On the bottom of the page is the URL for the electronic handbook assist. Here is shows you the different roles that you would use to register in the electronic handbook system. The authorizing official role is the role that should be used for the individual that will be signing on grants on behalf of your organization. The business individual is the one that handles financial matters such as the financial status report. The employee role is the project director or any other data entry staff that you have. Below there as well is where you see you enter in the grant number. You'll need to enter into the grant number to pull up the organization in the system and associate your account properly to access.

Next slide, please. After you've completed that section as you can see by entering in your grant number it will pull up your organization in which case you would need to click on the add me to this organization button to associate your account correctly. Next slide. Upon successful registration you'll be logged in. This is the screen you'll see once you log in. Your next step would be if your project direct for hasn't already done so is they would need to add to grant to the portfolio. They would need to click on the add to portfolio link as shown on the left.

Next slide. The project director would need to add the grant to the portfolio. Once they've done that successfully they would be able to approve privilege for any other users to access their non-competing or any other required report. The project director may need to have the notice of grant award handy as they are going through this process. Next screen, please. After clicking on the add to portfolio link they'll see this screen and enter the grant number as shown and you have the ability to select the two different roles. Project director and other. In this case I'm going over it with the project director. We selected project director. Any other user or data entry people would select the role of other in which case they would follow through with the preceding prompts and send a request to the contract director to approve their privileges.

Next slide. Once the project director selects their option and clicks continue if their name matches what appears on the notice of grant award you'll see in the middle of the screen where it matches the name. In which case it will say validated. After it validates they would need the notice of grant award whether they enter the issue day and they would click the box. Below there the check box to certify and they would continue on.

The next slide is the confirmation page you would receive. After they've completed this they can access the grant portfolio and view portfolio, which will be shown on the next slide. After they click on view portfolio they've give summarized information about the grant. To go within the grant portfolio they click on view/manage and proceed to the next slide.

Here is when they're within the portfolio where they have access to notice of grant awards for the last five years and click on the award history link on the left and to access their non-competing their continuation they would click where the arrow points for non-competing continuation there. The next slide goes over what I just mentioned on what you can access and how to access the non-compete or continuation.

Next slide. After taking on non-competing continuation, if your application as Sandy mentioned after it's been entered by the grants application center it will appear here for you. As you see to start the application as shown by the circle there you click on the start application link. Click on that. Next slide, please. This is the screen for the SF424. You can access all the sections by clicking the update links and you can see the sections that are currently showing as not come complete and click on the menu on the left. Also within this page you can see the deadline date, the number of information and also who is the assigned authorizing official. Next slide, please. This is basically an overview of what I mentioned on what you see on the status screen.

Next slide. This slide shows it's still the status screen on the left screen shot there. In which case there is a Grants.gov confirmation link. It opens up another pop-up menu that will show you validation data errors that have occurred as you're going through in application. Next slide. This is the first section, the cover page section where it has the single point of contact that you specified in your Grants.gov. It pulls the address information and so forth. Next slide, please. This is the cover page two section where it automatically pulls over the project director you specified. If you feel you need to update information such as phone number, email address, mailing address click on the update information button as shown there. Also within this section this is where you specify the authorizing official. To do that you would need to click on to add, change, AO button as shown below there. Next slide. Next slide, please.

MADHAVI REDDY: Can we advance one more slide, please? Can we forward one slide, please?

LAURA KAVANAUGH: We're having some technical difficulties and we're doing our best to work it out. We'll be right with you in just a moment.

MADHAVI REDDY: We are able to continue with the webcast in a couple of minutes. Since most of you were disconnected from the webcast it looks like a questions that you posed to the presenters during the webcast while we were disconnected have disappeared. I would like for you to reenter your messages or questions if possible at this time while we're waiting for the webcast to commence. We will take the questions after E.J. finishes his presentation and if we are not able to take all the questions online, we will answer your questions off line. We have your email addresses so Sandy, Katie and E.J. will divide your questions between the three presenters and ask them to answer your questions. I think now we're able to start back with E.J.'s presentation. We're starting with the slide where -- can you tell me if we can start with E.J.'s presentation or wait a few more minutes?

MADHAVI REDDY: I just got a message something about –

MADHAVI REDDY: We're ready once again. It looks like we're able to connect back. Are you able to connect back to the webcast? We'll try this one more time and commence with E.J.'s presentation in just a minute. I would like to let you know that since you were disconnected from the webcast, your messages or your questions were lost so we would like for you to reenter your questions at this time so we can take them at the end of the presentation. If for some reason we have to end the webcast before we answer all your questions we have your email addresses so we'll ask Katie, Sandy and E.J. to answer your questions offline and get -- respond back to you within the next few days if we're unable to take your questions during the webcast. So right now I would like to turn the webcast back over to E.J. and start this presentation from where he left off.

EUGENE J. TOM: This slide shows you the definition of the authorizing official. Basically the individual named by the applicant organization who is authorized by the federal laws, conditions and requirements and applying are grant applications and rewards. The next slide. The AOR must registered in order to be selected as the authorizing official for this application. You must select -- in order to submit your application. The next slide shows you a screen of that are registered as authorizing officials with the organization. All you would need to do is click on the circle and check box to select that individual and click on the add selected person button there. If they are not listed in this list, if they're not registered as an authorizing official for the organization in which case you would need to contact your authorizing official to have them register in the system or the lower right there is a button to request where you can enter in the name and email address of the authorizing official and send them an email with instructions on what to do to register as an authorizing official.

On the next slide it shows that once you have selected authorizing official it will list it for you there on the bottom of the page. If you need to select another authorizing official do not use the update information button. Click on the add change video button again in order to do that. On the next slide this shows you where you would enter in the business official, this individual is already pulled from your Grants.gov application that you submitted. If you need to update any information click on the update information button in order to change phone number, email address and so forth. On the next slide for budget information this is where you would add information for the project director for the first budget period. I think that's the slide for the performance site location. Yes, this slide is where you would add a primary placing for the performance sight where you would click on the add button to add a primary location site. On the next slide this is where you would enter in a project director for the different budget periods. Just click on the add person button in which case then you add an individual. On the following section the next slide this is where you would add other personnel or you would just click on the button to add a person and specify their funds requested.

The next slide is another budget section and you would enter in equipment and so forth. Click on the add equipment button to go ahead and do that. Click save and continue to proceed to the next section. All of these are the budget sections that you would add equipment, personnel and so forth. Proceed to the next three slides, please. To section K. This section is where you would upload your budget narrative. All you need to do is click on the attached file button. The stream will show you a browse button and search your local computer and upload that. The next slide, please. This section is where you would enter in other project information where you would enter yes and no to certain questions here. As you can see certain questions are marked by a red asterisk which are required. Other required documents can be uploaded here. Certain sections are marked by a red asterisk and you must upload a file in order to attach to this section.

The next shows the continuation of the attachment. The red arrow shows you the additional sections required such as the project abstract. You can also upload your program narrative and also your budget narrative there as well. The next slide is also for the assurances where you would read over all the different assurances and select the agree or disagree button. Click on save and continue and you'll proceed to the next section. We've gone through the sections in which case they're complete. The next section is the program specific information and when you click update it takes you to the program specific information menu here where you have listed for you all the different forms, performance measures and training data forms.

And the next slide just shows you that breakdown broken down by financial program, performance measures and additional data elements. The SF424 portion needs to be completed because some of the budget information from sections A through J which we went over regarding personnel costs, equipment and so forth would be put into those sections. Next slide, please. This next screen will show you form one which is where the breakdown of your budget is as you can see from line one it pulls over the budget you specified in the sections we went over A through J and you can specify other funds online item 4. Whenever you click save on this page it takes you back to the main menu and you need to click on the update button to proceed to the next section. The next slide is form two. Form two is where you specify the budget. You can see for 2006 the budget is automatically pulled over into the field in line one. Click save.

Go to the next section which is performance four. Form four is where you specify the breakdown of the types of services where you can break that budget down for each budget that is allocated to each of those services. We click save on this particular section. The next slide will show us the status screen. As you can see, the three budget sections are marked as complete. The next section is form six where you can specify your project abstract. The project abstract if you've completed a postal worker for non-competing within the system before your information will automatically be prepopulated into that section and you can edit information in the updates. The next –

LAURA KAVANAUGH: It's like trying to read the lines from that far away.

EUGENE J. TOM: I lost where I was a long time ago.

MADHAVI REDDY: I think you're on 42.

>> Does that mean they lost the webcast again, too?

>> We only have a small copy. What was the last slide you were posting as he was talking? Can you read the title? We don't have the numbers.

EUGENE J. TOM: Can we go to the next one? I think I was starting on the performance measure one. Yeah. Yes, yes. All right. OK. This next slide we have here shows you the interface where you would enter your performance measures. This is an example of performance measure seven. For your different grants you may have different performance measures to complete but this is an example to show you the interface. As you can see by the arrow at the bottom there is an enter edit link for you to specify for that reporting year. If you click on the link it will take you to the next slide that shows you the data collection page where you can click the dropdown menus to specify specific source to calculate the total score on the bottom as shown by the circle. As you click save it will show you where it prepopulates the total score and the data collection sheet. This is for the additional data elements. If we were to click on that section that will take you to the menu we see here where you can specify for the different training forms.

We'll go ahead and look at item number two regarding the faculty. If we were to click on that link the next slide will show you when you click on a button for adding a person. Click on that link and on the next slide it pulls up a pop-up window where you can fill out the required fields such as first name, last name and so forth. Upon completing those fields you'd click on the save button to proceed. After you click on the save button to proceed as you can see it adds that individual's name to the table in which case you can continue to add additional individuals by click than the button again. Completing that section the next slide shows you the form status checker. It is a good duly for you to use because it will show you what needs to be completed in order to complete that particular section. Upon successful completion of each section you need to return back to the 424 form where you click on SF424 form here. And that takes you back to the status screen of the SF424 page. After we return to that page you would need to proceed to click on the review link on the left-hand side. Then it will take you to the next screen to allow you to review all the pages you've completed for the application and print any of the pages.

Also circled on this slide shows you a message that says that this application has been submitted by Grants.gov. It also tells you that this application has not been submitted to HRSA EHB yet. After you reviewed the information the bottom of the page says proceed to the submit page. When you click that button that will take you back to a similar page that looks like a status screen but this will be a submit to HRSA button as shown by the arrow where you click on that particular button. On the next slide it shows you the confirmation page after you click on submit to HRSA in which case you would indeed click on the check box certifying you wish to submit. And then you would click on the buttons to proceed on the right. After you've done that, the application will be submitted and you'll see on the next slide the face page. It will give you a message shown by the top arrow saying it's been successfully submitted to HRSA and you need to print out this application face page that is shown here and have the authorizing official sign it. To print the face page there is a print button in which case you need to click on the print button and have the authorizing official sign it.

On the next slide there are a couple of notes to keep in mind. In order to associate your account you must use the grant number. In order for the project director to validate properly they must make sure their name matches exactly as it appears on the notice of grant award. And in the budget section A when you specify the project director for budget period one you must specify the same individual that was specified in the cover page two section as the project director and the last section is that the detailed project abstract will be entered in form six. On the next slide if you need any technical assistance with the electronic handbook call the HRSA call center. They open Monday through Friday 9:00 to 5:00 eastern standard time and their email and phone number are shown on this particular slide.

MADHAVI REDDY: Thank you, E.J. Now I will turn the webcast or the webcast over to Laura Kavanaugh who will share some comments about the presentations that we heard today and also share with you any status update information she has about the long term and short-term non-competing continuation guidances that you are eagerly anticipating. Laura.

LAURA KAVANAUGH: Thank you very much. Madhavi. I'm sorry we had the technical difficulties. We have had over 200 people register for this webcast. The bad news is I think that led to some technical difficulties with this webcast. You're viewing an archive of this webcast. A few things I want to emphasize from the earlier presentation. The piece of information I'm sure you're most interested is when our application guidance coming out. For those of you who start in July on July 1 we expect that guidance is going to be released any day now and we've been told that you'll have a six-week turn around. It will be -- let's say if it's released in the next several days you would have a due date the third week of may. For those projects with a June 1 start date that guidance is working its way through the system but we're now so tight in order to get a notice of grant award out to you that I've been told we've requested as a bureau that those be extended for two months. We will -- you will hear official notification from your project officer about that. We don't have the final word. It's the best information we have at this date. Please stay posted.

In the next several days for those of you with July 1 start dates you'll receive an email message from me saying the guidance is available. Here is the HRSA announcement number and use it to go on to Grants.gov to find your non-compete and continuation information. It will be specified in the email. If you have questions contact your project officer about where to start. Once you're into Grants.gov you can call the Grants.gov technical assistance folks or in EHB call the EHB help center.

There were a few items reviewed earlier that I want to make sure we emphasize. One is E.J. mentioned as you get into the electronic handbook portion if there are any issues that you want to address in EHB you're having difficulty reporting on a particular performance measure or any form, please use the note feature that's available on every page to provide feedback to us so that we can improve the forms over time. If you're confused about something there, if you're -- if you want to provide additional information about how you're collecting data for this performance measure use the notes feature and provide the data to us.

On form one, which is your budget sheet if you could submit there was a programming error last year about the unobligated balance. If you anticipate you'll have an unobligated balance use the field this year so we have a heads up that that's something that we'll be getting from you that is not your official request for carry Ford funds but your best guesstimate of what your balance will be. I believe it's form 6 in your abstract form didn't fill out your web URL. Submit that. Eventually these will be available on the web and we'd love to link directly to your URL for your training program. That's all I have for you. Recap, you still will have six weeks to apply. What will appear on the guidance is that you have four weeks to apply through Grants.gov and two weeks to apply via the electronic handbooks. Don't use all four weeks for Grants.gov. It will take you a lot longer to do the budget, budget justification, project narrative. Do the Grants.gov portion of this, the cover sheet and that one other form that Sandy mentioned as quickly as possible as soon as it's released so you have as close to the full six weeks as possible to submit via the electronic handbooks, the more detail information. We'll do our best to respond to all questions that you have. We'll send email responses back to you. We will also, I think Madhavi mentioned, posting the full slides so you'll be able to see the full slide. I'm sorry we've had technical difficulties with this. We really had interest in this webcast. I'll turn it back to Madhavi for closing. Thank you.

MADHAVI REDDY: Thank you, Laura. I just would like to say in closing that we appreciate your participation in today's webcast. We hope you found it informative even though we had several technical difficulties, just to remind you that the webcast will be available in its entirety in an archive approximately one week at the mchcom.com website. We'll also email people that the archive is available. You should receive the email within the next week that you can listen to the archive of the webcast. Also we would like to mention that like Laura said, these slides will be available without the notes feature so that you're better able to see all the slides. I also would like for you -- we don't have the ability to fill out an evaluation form, if you do have comments about this webcast, please feel free to email myself, my email is MREDDY @ HRSA.gov about the webcast. We'll try to recreate or get a copy of the questions that you presented before we had the technical difficulties to ask E.J. Sandy and Katie to answer them by email and send the answers back to you. If we're unable to get those questions that you posed during the webcast, please feel free to email me the questions that you had before we had the technical difficulties and I'll pass the questions along to E.J., Katie and Sandy so they can answer the questions for you. Once again email those questions to me. My email is MREDDY @ HRSA.gov and I'll pass them along to the appropriate recipients. Thank you once again for participating in this webcast. I hope you're able to view the archive once it's available and we'll see you at the next MCH Training webcast. Thank you.