HRSA NONCOMPETING CONTINUATION INSTRUCTIONS FOR ALLOWING SPS ACCESS TO YOUR PROPOSAL THROUGH HRSA EHB SYSTEM

Once your application is viewable in HRSA EHB please call us with your HRSA grant # so we can request view/submit access.

Once we have requested access you will need to follow the 9 steps outlined below to give Sponsored Projects submit/view access on your HRSA Noncompeting Continuation.

Please remember that only an Authorized Official should be submitting your application, and you must allow us access to submit before we will sign the face sheet to include with your paper submission.

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Mard History	HRSA Grant EHB overview	
 New Users Existing Users Deliverables Monitor Schedules Noncompeting Continuations Performance Reports Progress Reports Other Deliverables 	Grant EHB provides the appropriate individuals a means to perform various post award activities continuation application, and other deliverables. In order to get access to this handbook, users have process that ensures that only the right individuals from the organization have access to grant da control the privileges of various users and delegate certain responsibilities to other users from the sam Note that your left handside menu will change based on your privileges! HRSA EHBs can be accessed from anywhere on the Internet using just a standard web browser. Learn	such as submitting a noncompeting to undergo an additional registration ata. It also allows project director to be organization.
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	This section provides the project director with the ability to perform administrative actions on the gra users with the appropriate privileges, may use:	nt. The project director, or registered
	• the <u>New Users</u> link to review requests from other employees within the organization who wish Requests can either be approved or disapproved. Notifications are sent to individuals to commun	n to add the grant to their portfolio.
	 the <u>Existing Users</u> link to manage the privileges for all the users who have the grant in their po director can control the granularity of access to the grant handbook. For example, award dat 	rtfolio. Using this feature the project ta for a grant may be protected from
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E-HANDBOOK HOME Grant Menu Grant Mag Grant NGA Gra	Welcom ast login date and time 5/4/2006 10:40:00 AM) New USers home alossary hele questions/comments Following is the list of new users requesting to add this grant to their portfolio. To approve or disapprove a request, choose the respect option from the dropdown and click on the "Go" button. To search for a specific user request, click on the "Search" button. To view the history of a user request click on the respective "View Action History" link. Displaying 1-1 of 1 Se ADMINISTER NEW USERS Input Parameters: User First Name like: All ; User Last Name like: All ; Requested Date: From (mm/dd/yyyy) All To (mm/dd/yyyy) All ; Sort By: User Name ; Page Size: 50 Mary Gerrow Status: Pending Approve Functional Role Other Requested Date 5/4/2006 10:49:22 AM Approve G View Action History View Action History Approve G G	HELP tive arch
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