

## HRSA Electronic Handbooks (EHB)

### Submitting Information for 2012 Quality Improvement In Health Centers Supplemental Funding Opportunity

A Quick Reference Sheet for Applicants

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This quick reference sheet describes the steps you need to follow for completing and submitting the *2012 Quality Improvement In Health Centers Supplemental Funding Opportunity* application through HRSA EHB. This is done through the EHB “Other Submissions” functionality. (The 2012 Quality Improvement In Health Centers Supplemental Funding Opportunity is sometimes referred to as ‘2012 Supplemental Information’ in this document.)

#### Accessing ‘2012 Supplemental Information’ Submission

To access your ‘2012 Supplemental Information’ submission, you need to login to HRSA EHB and open the H80 grant handbook.

##### Logging In

1. Point your browser to <https://grants.hrsa.gov/webexternal/login.asp>.
2. At the Login prompt, enter your username and password.
3. Click the **[Login]** button.  
*If you do not have a username, then you must register. (Do not create duplicate accounts.)*

##### Opening the Grant Handbook

After logging in, navigate to and open the H80 grant handbook.

1. On the Home page, click the [Grants](#) tab located at the top of the page.
2. Locate your H80 grant in the list. Click the [Grant Folder](#) link.  
*If you do not see your grant, you need to complete the grant portfolio registration.*

##### Locating the ‘2012 Supplemental Information’ Submission

1. In the grant handbook, click the [Work on Other Submissions](#) link under the **Submissions** heading.  
*If you do not see the link under Submission heading, you do not have the appropriate permissions. Refer to the instructions on the grant handbook home page.*
2. Locate the record with the heading 2012 Quality Improvement In Health Centers Supplemental Funding Opportunity. Click the [Start](#) link to start working on the submission.  
*The [Start](#) link will become [Submission](#) the next time you access this page.*

#### Completing the ‘2012 Supplemental Information’ Items

There are three items that must be completed and submitted for the ‘2012 Supplemental Information’ submission:

- SF-424A (Budget) Form
- Work Plan/Narrative
- Program Specific Section – Application Form

##### SF-424A (Budget) and Work Plan/Narrative Forms

1. Click the [Download](#) link for **SF-424A** under the **Download Templates** section to download the SF-424A template (form).
2. When prompted, click the **[Open]** button to open the SF-424A form in .PDF format.
3. Complete the SF-424A form and save it with an appropriate name in a file folder that you can remember.
4. Repeat step 1 to 3 for the Work Plan/Narrative form.
5. Upload the completed SF-424A and Work Plan/Narrative forms:
  - a. Click the **[Attach File]** button under **SF-424A section** to upload the completed SF-424A form.
  - b. Click the **[Browse]** button and navigate to the file folder where you saved the SF-424A form.
  - c. Optionally enter a description for the file in the text box provided.
  - d. Click the **[Attach]** button to attach the document and complete the document upload.
  - e. Repeat steps 5.a to 5.d to upload the Work Plan/Narrative form.

##### Program-Specific Section – Application Form

1. Click the [Update](#) link in the Program-Specific Section to display the Supplemental Information form.

2. Complete the Supplemental Information form and save it.

### Notice of Intent (NoI), Proof of Recognition and Budget Narrative Forms

3. Upload the completed Notice of Intent document (if required based on your selection in the Supplemental Information form):
  - a. Click the **[Attach]** button under **Notice of Intent** section to upload the completed NoI form.
  - b. Click the **[Browse]** button and navigate to the file folder where you saved the NoI form.
  - c. Click the **[Attach Document]** button to attach the document and complete the document upload.
  - d. Repeat steps 3.a to 3.c to upload the Proof of Recognition document (if required based on your selection in the Supplemental Information form) and Budget Narrative (required for all applicants).
4. After resolving any errors, click the **[Save and Return to Submission]** button to submit the application and return to the 2012 Quality Improvement In Health Centers Supplemental Funding Opportunity submission page.

### Submitting the 2012 Quality Improvement In Health Centers Supplemental Funding Opportunity

After you have successfully completed all three items for the 2012 Quality Improvement In Health Centers Supplemental Funding Opportunity and uploaded your budget narrative and PCMH Notice of Intent and/or Proof of Recognition, its **Status** (located under the heading at the top right side of the page) should state "Complete". You are now ready to submit it to HRSA.

1. Select **Submit to HRSA** from the Choose Action drop-down at the bottom of the page, and then click the **[Go]** button. You will be taken to a confirmation screen.
2. The last step is to confirm the application submission. Your application has not been submitted until you confirm it. Click the **[Confirm]** button in the lower right corner of the screen.