

Technical Note
Completing Your Non-Competing Continuation Application
In Grants.gov and HRSA Electronic Handbooks:
Supplemental Instructions for Grantees

The non-competing continuation application process changed in January 2006. The information below will provide you with an overview of key points to consider as you complete your non-competing continuation.

- The non-competing continuation application process is now a two-part process in which grantees must submit through Grants.gov and HRSA's Electronic Handbooks (EHB).
- Data is transferred from Grants.gov to HRSA EHB. A validation process is conducted during the transfer. You will receive emails throughout the transfer and validation process informing you of the progress of the data transfer.
- You must first register and submit the first part of the non-competing continuation through Grants.gov before you can access and complete your application in EHB.
- You must be registered in both electronic systems. Registrations may be conducted simultaneously. We strongly encourage you to register in Grants.gov as soon as possible, even before your guidance is available. At the minimum, you should register in Grants.gov at least 3-4 weeks prior to your application due date.
- URLs
 - Grants.gov – <http://www.grants.gov>
 - EHB – <https://grants.hrsa.gov/webexternal/>

Grants.gov

Grants.gov is the first part of the non-competing continuation application process. Your organization must be registered prior to application submission. If you do not register, you will not be able to submit your application through Grants.gov. You will complete the SF424 face sheet and the checklist in Grants.gov. The Authorizing Official must submit the application to Grants.gov.

URL:

- <http://www.grants.gov>

Registration

- Applicant organizations must complete one-time only registration
 - Registration is organization specific. If your organization has multiple HRSA grants, your organization should only register once in Grants.gov.
 - Detailed instructions for registering at: <http://www.grants.gov/GetStarted>
 - Grants.gov registration requires organizations to:
 - Obtain a Data Universal Numbering System (DUNS) number
 - Register in Central Contractor Registry (CCR)
- Authorizing Officials (AO) and Business Officials (BOs) need to register with Grants.gov.
- Program Directors (PDs) or Principal Investigators (PIs) do not need to register with Grants.gov.

Application

1. Download application package
 - a. Click "Apply for Grants" tab on the Grants.gov homepage.
 - You must download PureEdge viewer from the Grants.gov website in order to view application packages and instructions.
2. Complete forms
 - a. SF424

- Line 15 – requires an attachment for the project abstract/summary. **Do not** upload a detailed project abstract into this section. You will submit a detailed project abstract via EHB, Program Specific Information, Form 6.
 - Attach a single WORD/WORDPERFECT document for the project abstract/summary with the following language: “The project abstract is being submitted via HRSA’s Electronic Handbooks, Program Specific Information, Form 6.”
- b. Checklist
- Part A and Part B have line items that ask if a particular assurance or form is included. This information includes data such as detailed budget information that will not be provided until the EHB portion of the submission.
 - We advise checking “included” or “yes” for those items on the checklist even though they are not submitted during the Grants.gov submission.
 - Data provided in the Grants.gov and EHB submissions are considered your entire application.
3. Submit
- a. Only your Authorized Organization Representative (AOR) can submit the application in Grants.gov.
4. Data Transfer
- a. You will receive an email from Grants.gov if the application passes the Grants.gov data validation.
- b. Another email will be sent by Grants.gov stating that the application was sent to the grantor agency.
- a. Once the application is available in HRSA EHB, another email will be sent by Grants.gov stating the application is now available in EHB.

Electronic Handbooks (EHB)

The Electronic Handbooks is the second part of the non-competing continuation application process. You must register before starting the non-competing continuation application. You will not be able to start the second part of the application process until you receive an email from Grants.gov indicating that the application is available in EHB. You will complete the supplemental data in HRSA’s EHB which includes the budget, narratives and the program specific information. The supplemental data in EHB is due two weeks after the Grants.gov due date. The project director can submit the application via EHB; however, the Authorizing Official must sign the application face page.

URL:

- <https://grants.hrsa.gov/webexternal/>

Registration

- If you have already registered, don’t register again. Use your existing username and password.
- Project Director and Authorizing Official must register in the system.
- Registration is a two part process
 - Individual registration
 - Link to organization – Use your grant number to identify your organization

Application

1. Begin the application
 - Process to start application:
 1. Once logged in, click “View Portfolio” on the left menu.
 2. You will see a summary of your grant. Click “View/Manage”
 3. Click “Non-competing continuation” on the left menu.

- Your grant must be in your portfolio before you are able to start the non-competing continuation. If you have added your grant to the portfolio previously, you will not need to add the grant to the portfolio again.
 - The Project Director must add the grant to the portfolio in order to access and complete the non-competing continuation.
 - Click “Add to Portfolio” on the left menu.
 - You must your 10-digit grant number
 - You must have the last issued Notice of Grant Award (NGA) for your grant. You will need the NGA Issue Date and the CRS-EIN from the NGA
2. Complete forms
 - Once you access your application, you will see a status screen.
 - You must complete all sections in order to submit.
 3. Submit
 - The Project Director submits the non-competing continuation via EHB and prints the application face page.
 - The Authorizing Official signs the application face page and mails it to the Grants Application Center.

Help Desks

1. Grants.gov contact information
 - Hours of Operation: Monday – Friday, 7:00AM – 9:00PM ET
 - Phone Number: 1-800-518-4726
 - Email: support@grants.gov
2. HRSA Call Center contact information
 - Hours of Operation: Monday – Friday 9:00AM – 5:30PM ET
 - Phone Number: 1-877-464-4772
 - Email: callcenter@hrsa.gov