PRIOR APPROVAL PROCESS FOR PROJECT DIRECTOR AND KEY STAFF

RELEVANT LINKS
**Click on the Icons for the website

AWARD MANAGEMENT TUTORIALS   **HRSATube EHB MODULES**   **ELECTRONIC HANDBOOK CONTACT CENTER**

Prior Approval is required for new personnel, the replacement of key personnel assigned to the award, or significant changes in the level of effort (LOE) of key personnel assigned to the award.

- Key personnel include roles that may be required by the Funding Opportunity Announcement, specified in the approved application, or on the Notice of Award as the project director (PD)

PA FOR STAFF IS NEEDED WHEN:

- Change in **Project Director (PD) or other key personnel** listed in the grant application.

- PD or key personnel specifically named in the NoA will withdraw from the project entirely, be absent from the project during any continuous period of 3 months or more, or reduce time devoted to the project by 25% or more from the level that was approved at the time of award.

- Change in key persons specified on the staffing plan, which include *FTE, Salary or Fringe costs, new or replacement hire.*

NECESSARY INFORMATION NEEDED FOR SUBMISSION:

A. Short description for change: Enter this information under Request Details Section on the PA cover page.

B. Justification narrative written in letter format on your **organization's letterhead, signed by awardee's PD and authorized business official,** which includes:

- An explanation describing the proposed duties or responsibilities that have changed and why. The request must also talk about the impact, if any, that the change in personnel or LOE will have on the budget and scope of work for the approved grant.
    - o Position Title and Responsibilities: the responsibilities listed on the grant application for the corresponding position may be used if there is no change; document any changes in roles if applicable.
    - o If, the personnel occupied another position on the grant, document who will fulfill the previous role and when that position was filled. Address any changes from the grant application related to the position.
- Name of new personnel, start date, annual salary and description of qualification of personal for the position.
- Amount of grant funds used for salary including benefits (if applicable). If other funds are used in lieu or to supplement the personnel, describe where and how much.
    - o Projected amount of Full Time Equivalent (FTE) of staff involvement on the project [e.g., 1 FTE= 40-hour work week; .50 FTE=20 hours per week].

C. Resume or CV

HOW TO SUBMIT A PRIOR APPROVAL?

Step 1: Go to **EHB** and click the **Tasks** tab.

Step 2: Click the **Create New Prior Approval** button, just below the page title. The **My Grant Portfolio - List** page open.

Prior Approval (PA) requests are reviewed by the HRSA PO and GMS, and approval is official when a revised **NoA** is issued reflecting the approved request.

GRANT RECIPIENT COPY

Step 3: Click the **Grant Folder** drop-down in the **Options** column.	Step 4: Click the **Request Prior Approval** link. The **Prior Approval Request - Acknowledge Documentation Review** page opens. Click on the link to the documentation provided to read or review.
Step 5: Click the **Acknowledgment** check box and then click the **Continue** button. The **Prior Approval Request Type - Select** page opens	Step 6: Click the radio button for the *Request Type Box*, select one of the following: Project Director for PD changes or Other for None Project Director change. Then, click the **Create** button.
Step 7: The **Prior Approval - Status Overview** page opens displaying a "Success" banner. Attached the necessary documents	Step 8: **Save and Continue,** when complete • Click **Submit button** and the **Prior Approval- Submit Confirm** page opens • Check the box to certify the document. Click **Confirm**

Unless an on-screen confirmation message stating that the request has been successfully submitted to HRSA, the request is still in the **Editing Phase** and not available to HRSA for review.

After PA is approved, update Contact Information on **PROFILE PAGE** and Authorized Users on your **MY GRANT PORTFOLIO[1]**.

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[1] *See EHB ROLES Reference Sheet or Click corresponding links above for instructions.

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