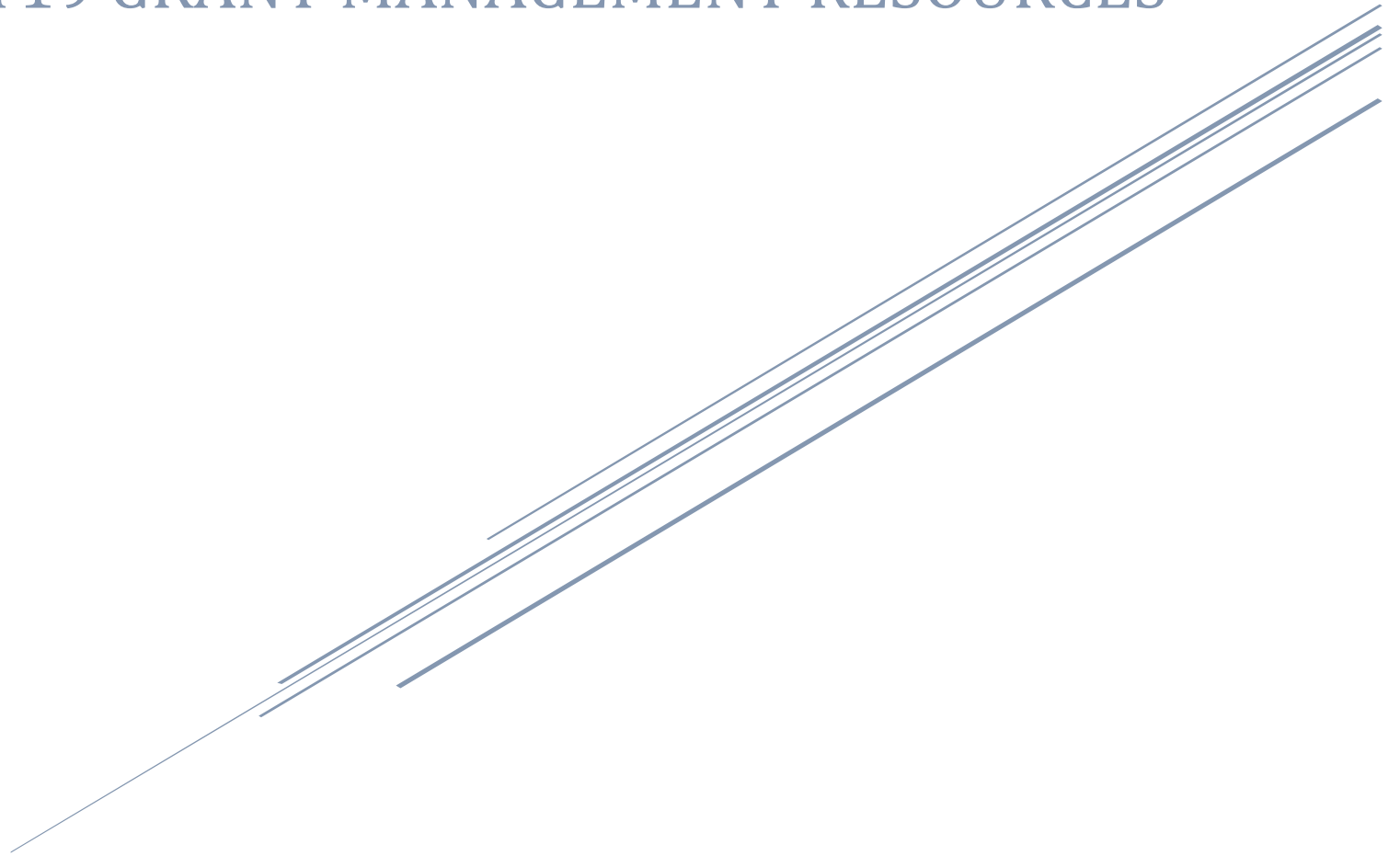


SMALL RURAL HOSPITAL IMPROVEMENT GRANT PROGRAM (SHIP)

FY19 GRANT MANAGEMENT RESOURCES



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Updated Sept 2019

SHIP GRANTS MANAGEMENT & EHB: GUIDES & LINKS FOR GRANTEEES

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Grants Management Relevant Links

[HRSA "Manage Your Grant" Website](#)

[HRSA Award Management Tutorial](#)

[HHS Grant Policy Statement Manual](#)

[HRSA "Manage Your Grant" Online Workshop](#)

[Payment Management System: One-Stop Shop for Grant Payments](#)

- Assistance with [Federal Financial Report \(FFR\) Guide](#)
- [PMS New Users Guide](#)- Sign up for the PMS's [Grant Recipient Webinar](#) training sessions for Grant Recipients

EHB Relevant Links

[EHB FAQs and Other Resources Homepage](#)

EHB Contact Center [Email](#) or
877-464-4772

[HRSAtube: Grants Management YouTube Channel](#)

- [PDF Guide](#)
- [Update Contact Information](#)
- [Retrieve Username & Password](#)
- [Navigating EHB's New Interface Guide](#)
- [EHBs Quick Reference Guides](#)

TASC Website

- [SHIP Coordinator Resources](#)
- [SHIP Events](#)
- [Grant Application Guidance](#)

SHIP GRANTS MANAGEMENT & EHB: GUIDES & LINKS FOR GRANTEES

EHBs User Permission & Privileges

The purpose of the registration process is to collect consistent information from all users, avoid collection of redundant information, and uniquely identify each system user. This process ensures that only authorized individuals from an organization can view application and grant related information. What are the different roles available for registration?

Authorizing Official: The individual, named by the applicant organization, who is authorized to act for the applicant and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or grant awards. If you are the designated authorizing official for your organization use this role.

Business Official: The individual, named by the applicant organization, who is authorized to review and submit the financial status report, and, interact with the payment management system. If you are the designated business official for your organization use this role.

Other: All other individuals of an organization who wish to participate in the electronic process should register using this role. HRSA's electronic process allows for additional functional roles such as Application Preparer, Project Director, Communication Contact etc.

[Click Here](#) for video on overview of the EHBs Roles and Permissions for Organizations and Grants, and a walkthrough of the different types of privileges associated with Grantee and Applicant roles

Key Roles on EHB Overview

To ensure that only authorized individuals from your organization have access to grant-related information and the ability to perform post award activities, HRSA EHBs require all users to explicitly register to one or more grants.

[Click Here](#) for instructions and video to manage roles for my grant.

Project Director (PD)

- This is the individual who is most closely tied to programmatic aspects of the grant. The PD's name appears on the Notice of Award (NoA). This person will have all permissions to non-financial submissions for the grant after successful registration and will be responsible for approving grant handbook privileges for other individuals in the organization. Non-financial submissions include performance reports, progress reports, noncompeting continuations, and other submissions

Financial Reporting Administrator (FRA)

- This is the individual who is responsible for financial reporting for grants given to the organization. The FRA is typically the Business Official for the organization and must use the PIN from the Payment Management System (PMS) to register to the grant. The FRA will have all permissions to financial reports for the grant after successful registration and will be responsible for approving privileges to financial reports for other individuals in the organization. The Federal Financial Report (FFR), SF269, is currently the only Financial Report available for submission in the EHBs.

Other Employee

- Other individuals include anyone from the organization, other than the PD or FRA, who will need access to financial or non-financial submissions for a grant. It includes:
Users responsible for assisting in the non-financial post award activities for the grant and who are not the PD: Approval and authorization by the PD are required to access the non-financial grant reports.
Users responsible for viewing, editing, or submitting financial reports for a grant, but who do not have the PIN from PMS: Approval and authorization by the FRA are required to access the financial grant reports.

Your Team

PC/PO Support

- [SALLAY BARRIE](#)
- [JEANENE MEYERS](#)

GMS Support

- [JAMES PADGETT](#)
- [KIMBERLY DEWS](#)
- [POTIE PETTWAY](#)
- [JESSICA SANDERS](#)
- [BEN WHITE](#)

TA Support

- [KATE STENEHJEM](#)
- [SYNNEVA HACKMAN](#)
- [SHIP TA WEBSITE](#)