

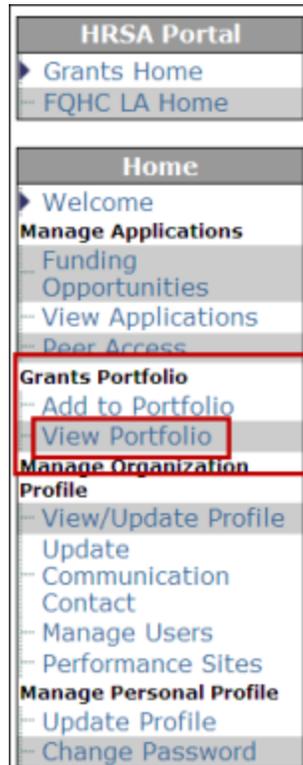
How to Access the Progress Report

(pages 12-14 of the NCC User Guide)

To access the Progress Report:

1. After logging into EHB (<https://grants.hrsa.gov/webexternal>), on the **Grants Home Page**, click the [View Portfolio](#) link under the **Grants Portfolio** heading on the left side menu (Figure 3).

Figure 1: View Portfolio Link on the Left Side Menu



- The **View Portfolio Page** (Figure 4) will be displayed.
1. Choose the appropriate grant record and click the [Open Grant Handbook](#) link.

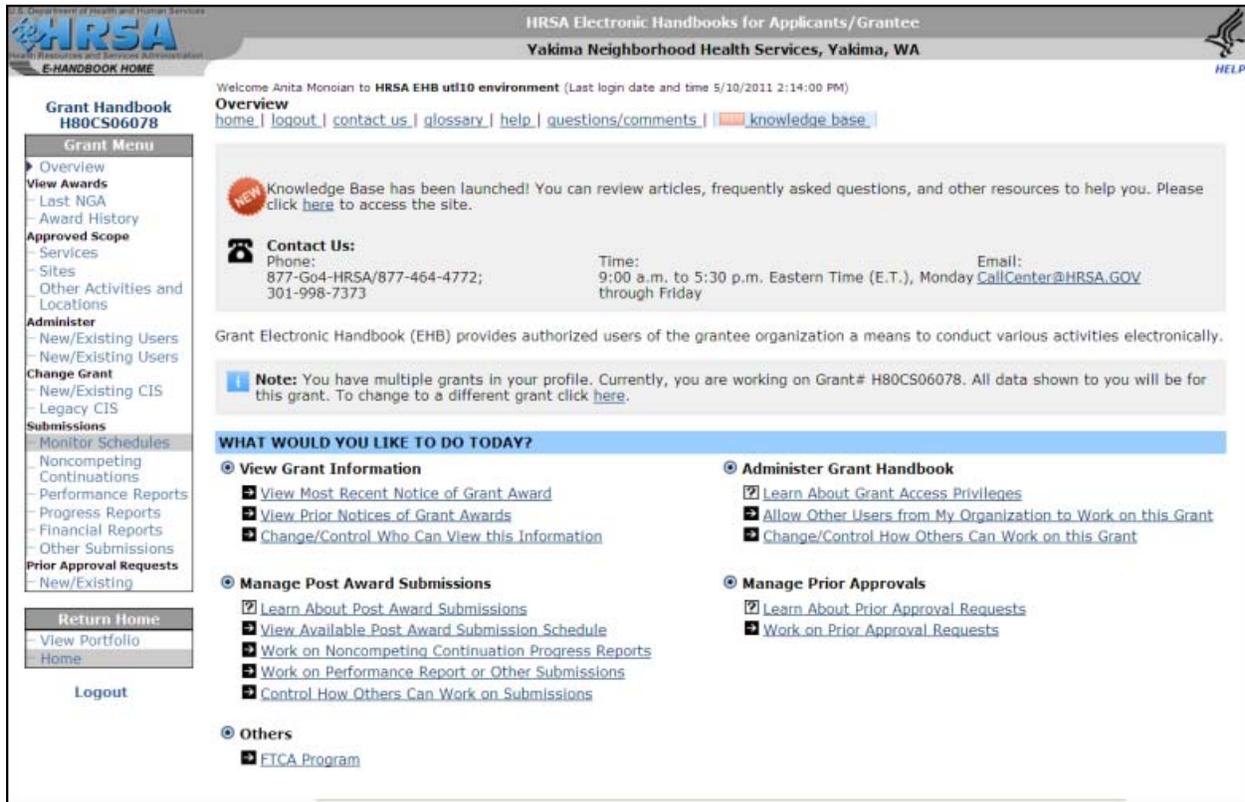
Figure 2: View Portfolio Page

GRANTS LIST			
H80CS06078:Health Center Cluster			Last Award Issued on: 04/03/2011
Project Period	9/1/2005-4/30/2016	Budget Period	5/1/2011-4/30/2012
CRS EIN	1910928817A1	Number of Support Years	7
Project Director	Anita Monoian, Email: reitester1@hotmail.com, Phone: (509) 574-5550	Open Grant Handbook	
Grant Contact	Shelia Burks, Email: reitester1@hotmail.com, Phone: (301) 443-6452		
Program Contact	Kathy Shafer, Email: reitester1@hotmail.com, Phone: (301) 594-0823		
H8BCS11674:ARRA - Increased Demand for Services			Last Award Issued on: 09/18/2009
Project Period	3/27/2009-3/26/2011	Budget Period	3/27/2009-3/26/2011
CRS EIN	1910928817A1	Number of Support Years	1
Project Director	Anita Monoian, Email: reitester1@hotmail.com, Phone: (509) 574-5550	Open Grant Handbook	
Grant Contact	Shelia Burks, Email: reitester1@hotmail.com, Phone: (301) 443-6452		
Program Contact	Karen Cook, Email: reitester1@hotmail.com, Phone: (301) 301-3628		

- The **Overview Page for the Grant Handbook** (Figure 5) will be displayed.

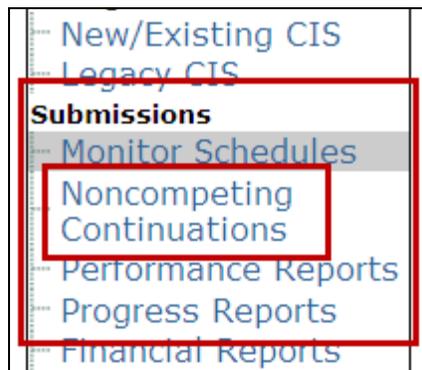
The Grant Number appears in the upper left hand corner.

Figure 3: Grant Overview Page



2. Click the [Noncompeting Continuations](#) link under the **Submissions** heading on the left side menu (Figure 6).

Figure 4: Noncompeting Continuations Link



- The **Noncompeting Continuations Page** will be displayed (Figure 7).
3. Click the [Start Submission](#) (or [Edit Submission](#)) link corresponding to the progress report that you want to enter.

Figure 5: Noncompeting Continuation Page

Displaying 1-1 of 1 Search

NONCOMPETING CONTINUATION

Input Parameters: ([Show Parameters](#))

Noncompeting Continuation Progress Report			Schedule Status: Not Started
Type	Noncompeting Continuations	Due Date	7/31/2011 5:00:00 PM Due In: 82 days
Available Date	5/2/2011	Submission Tracking Number	00090993
Reporting Cycle	Budget Period Start Date	Reporting Period	05/01/2012
Online Submission	Yes (Preferred)	Submission Status	Not Started
Started by:			
Start Submission 			

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After you start a Progress Report, you will see an Edit Submission link instead of the Start Submission link.

- The **NCC Progress Report Process Status Page** (Figure 8) will be displayed.

Figure 6: NCC Progress Report Process Status Page

STATUS OVERVIEW

NCC PROGRESS REPORT PROCESS STATUS

Deadline	Jul 31 2011 5:00PM (You have 80 days to complete and submit the application.)
Created On	5/4/2011 10:47:31 AM
Last Updated By	Anita Monoian on 5/11/2011 9:30:51 AM
View:	NCC Progress Report Program Instructions NCC User Guide

Users with Permissions on NCC Request ([Show Details](#))

Section	Action	Status
Basic Information		
SF-PPR	Update	COMPLETE
SF-PPR-2 (Cover Page Continuation)	Update	COMPLETE
Budget Information		
Budget Details		
Support Year 1	Update	COMPLETE
Budget Narrative	Update	COMPLETE
Other Information		
Program Specific Information	Update	COMPLETE
Appendices	Update	COMPLETE

- The BPR Instructions and NCC User Guide will be accessible for reference.