Contents

1. Performance Report

BHW grantee organizations are required to complete Performance Reports every year. You will need to complete this report by its due date, which can be found on the **Submissions Incomplete – List** page, as well as on the **Status Overview** page of the report. Follow the steps below to access the Performance Report:

1. Log in to the EHBs (https://grants.hrsa.gov/webexternal/login.asp)
2. Click the **Tasks** tab at the top of the page. The **Pending Tasks – List** page will be displayed.
3. Click the Submissions link on the left navigation panel. The **Submissions – Incomplete List** page will be displayed.
4. Click the Start link for the Performance Report, for the appropriate Grant.
   (If you are returning to the Performance Report" you will see an Edit link.)

   Please make sure you select the correct Performance Report, as your Institution may have multiple grants.
5. The **Performance Report – Status Overview** page will be displayed in a separate window. You need to start the report by first completing the **Setup Data** section.

2. Completing the Setup Data Section

The forms in the **Setup Data** section must be completed before you can enter any data in the **Performance Data** section. The forms in this section define the business rules, parameters, and validation checks for the **Performance Data** that you will complete next.

The top of ***any*** page, including the **Performance Report – Status Overview** displays a set of links for helpful resources: Last NoA | Current Performance Report |Prior Performance Report |Program Manual | Glossary | FAQs.

The Program Manual link contains detailed guidance for completing your program's performance report. You are encouraged to print and review this document before beginning any data entry.

If your grant program requires you to complete the forms in the **Setup Data** section, there are a variety of forms to complete, depending on your program.

Setup Data may will require you to complete the Grant Purpose, Training Program - Setup and/or Faculty Development - Setup forms.

Follow the steps below to access and complete the **Setup Data** section:

1. In the left navigation panel, under the Setup Data heading, click the link for the first form listed. The corresponding form is displayed.
2. Answer all the required questions.
3. To complete the form, click the **Save and Validate** button at the bottom of the form. Validation checks are performed on the form.
   - If there aren't any validation errors, the form is marked complete, and you will be taken directly to the next required form of the report.

     Completed forms have a green checkmark (✔) in the left navigation panel, to allow you to easily track your progress.

- If errors are identified, the **Report Validation Summary** page is displayed. All errors must be corrected before you can proceed with your data entry.

  For help, see the Resources topic, below, for a link to BPMH Help. In addition, training videos are available to assist you in completing the Performance Report.

3. Completing the Performance Data Section

Once you have completed the **Setup Data** portion of the Performance Report, you will be required to complete all the forms in the **Performance Data** section

1. To access a form, in the left navigation panel, under the **Performance Data** heading, click the link corresponding to the form that you want displayed.
2. Answer all the required questions.
3. Comments can be added for each form, if necessary. To add comments:
   a. Click the **▶ Comments** heading at the bottom of the form, to expand the Comments section.
   b. Click the Add Comments link to display a text box to enter your comment.
   c. Enter your comment.
   d. Click the **Save** button to save your comment.
4. To complete the form, click the **Save and Validate** button at the bottom of the page. Validation checks are performed on the form.
   - If there aren't any validation errors, the form is marked complete, and you will be taken directly to the next required form of the report.
     Completed forms have a green *checkmark (✔) in the left navigation panel, to allow you to easily track your progress.*
   - If errors are identified, the **Report Validation Summary** page is displayed. All errors must be corrected before you can submit the Performance Report. However data entry for the **Performance Data** forms can continue without the errors being fixed.

     For help, see the Resources topic, below, for a link to BPMH Help. In addition, training videos are available to assist you in completing the Performance Report.

4. Other Forms

The description, below, describes the following forms: **Manage Comments**, **Review**, and **Submit**.

- The **Manage Comments** form displays all the comments entered on each form. The form's Report Comments section allows you to enter comments for the overall report.
- The following three forms are contained in the **Review and Submit** section: **Report Validation Summary**, **Review**, and **Submit**.
  - The **Report Validation Summary** form displays any remaining validation errors and warnings in your report. The errors must be corrected before you submit the report.
  - The **Review** form displays a list of all the forms in your Performance Report. Clicking on the View link beside each form displays a read-only version of that form.
  - The **Submit** form displays a list of all the forms required in your Performance Report. Before you can submit your Performance Report, all the forms must be complete.
    - Forms with a status of Complete are identified by a green checkmark (✔).
    - Forms with a status of Incomplete are identified by a green checkmark with a red line through it (✘).

    (Note that forms previously marked as Complete, may revert to an Incomplete status, depending upon any

data changed while either editing the form, itself or by editing any of the ***Setup Data*** *forms.)*

Once you have reviewed the Performance Report, and all forms show a Complete status, you may submit the report.

5. Revise a Submitted Performance Report

The EHBs allow grantees to revise a previously submitted Performance Report if a Project Officer requests changes. To revise a previously submitted Performance Report:

1. Locate the previously Submitted Performance report (see Topic 1)
2. Click the Edit link in the Options column. The **Status Overview** page is displayed.
3. Once the Performance Report is open, you should review the **Manage Comments** form to view comments entered by a PO.
4. Once you have revised the report, verify that all forms are complete, and click the **Submit** button to re-submit your report to HRSA.

6. Resources

Table 1: Resources

Program-Specific Questions	Contact the Project Officer (PO) listed on the Notice of Grant Award
EHBs-Related Assistance	**Contact Us:** Phone: (877) Go4-HRSA; (877) 464-4772 Link to contact us: http://www.hrsa.gov/about/contact/ehbhelp.aspx
BPMH Help	**Access FAQs, and videos for BPMH at:** https://help.hrsa.gov/display/EHBSKBFG/Index
EHBs URL	https://grants.hrsa.gov/webexternal/login.asp
HRSA/BHPr URL	http://bhpr.hrsa.gov/grants/reporting/index.html