HRSA NONCOMPETING CONTINUATION
INSTRUCTIONS FOR ALLOWING SPS ACCESS TO
YOUR PROPOSAL THROUGH HRSA EHB SYSTEM

Once your application is viewable in HRSA EHB please call us
with your HRSA grant # so we can request view/submit access.

Once we have requested access you will need to follow the 9 steps
outlined below to give Sponsored Projects submit/view access on
your HRSA Noncompeeting Continuation.

Please remember that only an Authorized Official should be
submitting your application, and you must allow us access to
submit before we will sign the face sheet to include with your
paper submission.
Step 1: Once you sign-in click **View Portfolio**
Step 2: Choose the appropriate proposal and click **View/Manage**
Step 3: Click New Users
Step 4: Select **Approve** from the drop down box for the Sponsored Projects Administrator and click **Go**
Step 5: To proceed you must enter something in the Comments Box and then click Continue
Step 6: Confirm request information and click **Continue**
Step 7: Check all **privilege boxes** and then click **Update Privileges**
Step 8: Review all access information and click Continue
Step 9: The final step to assign privileges is clicking Continue to Manage Existing Users.
YOU’RE DONE!!!!
You have successfully assigned privileges and your SPS administrator now has access to view/submit your proposal. Thank you