

## 1. Substance Abuse (SA) Quarterly Progress Report

Grantee organizations are required to complete Quarterly Progress Reports. You will need to complete this report by its due date, which can be found on the **Submissions Incomplete – List** page in the HRSA Electronic Handbooks, as well as on the **Status Overview** page of the report. Follow the steps below to access the Quarterly Progress Report:

1. Log in to the EHBs (<https://grants.hrsa.gov/2010/WebEPSExternal/Interface/Common/AccessControl/Login.aspx>).
2. On the **Welcome** page, click the “Tasks” tab in the Top Navigation panel.
3. The **Pending Tasks – List** page opens. Click **Submissions** on the Left Navigation panel.
4. The **Submissions – Incomplete List** page opens. Find your SA Quarterly Progress Report in the list. Click **Start** (or **Edit**, if you started the report previously and are returning to complete it now).
5. The **Progress Reports – Status Overview** page (figure below) opens in a separate window.



## 2. Completing the QPR

There are two sections in the Substance Abuse (SA) Quarterly Progress Report: Contact Information and SA Form. To complete the report, simply complete these two sections. Click **Update** under Options for the Contact Information section to begin.

- In each section, answer all required questions, and then mark the section complete.
- To mark a section complete, click the “Save and Continue” button at the bottom. Validation checks are performed on the form.
  - If there aren’t any validation errors, the section is marked complete, and you will be taken directly to the next one
  - If there are errors, the system will let you continue, but the section will not be marked complete. Both sections must be marked complete before you can submit your report.

*Completed sections have a green checkmark (✓) in the Left Navigation panel to allow you to easily track your progress.*

## 3. Contact Information Form

The **Contact Information** form opens when you click **Update** under Options on the **Progress Reports – Status Overview** page. You can also access it by clicking its name in the Left Navigation panel.

Complete the form. If you don’t have a fax number, you can leave that field blank.

Click the “Save and Continue” button to continue to the next section.

## 4. Substance Abuse (SA) Form

The **Substance Abuse** form opens when you click the “Save and Continue” button on the **Contact Information** form. You can also access it by clicking **Update** under Options on the **Progress Reports – Status Overview** page or by clicking its name in the Left Navigation panel.

The **SA Form** consists of three questions. Question 1 has four parts.

Enter the values requested for question 1, and then enter your responses in the spaces provided for questions 2 and 3. The system will not mark the section complete if you leave any field blank.

Click the “Save and Continue” button to continue to the next section.

### 5. Review Page

The **Review** page opens when you when you click the “Save and Continue” button on the **SA** form.

From the **Review** page, you can review any section of your report by clicking **View** under Options. The report section will open in a separate window, in read-only HTML format.

When you have finished reviewing your report, click the “Continue” button.

### 6. Submitting the Report

The **Submit Report** page opens when you click the “Continue” button on the **Review** page. You can also access it by clicking **Submit** on the Left Navigation panel.

The **Submit Report** page shows the completion status of all sections of the report. All sections must be marked as complete. (If any section is not marked as complete, click **Update** to return to it and complete it.

If all the sections are marked as complete, click the “Submit” button to open the confirmation page (not shown). Follow the instructions on screen to submit your report.

### 7. Revising a Submitted Progress Report

The EHBs allow grantees to revise a previously-submitted report if a Project Officer requests changes. In this case, the system will make your report available again. Simply locate your report in the EHBs as described in topic 1, make the requested changes, and then submit the report again, as described in topic 6.