VERSION 1.0

JULY 2024

PHIVE USER GUIDE

FOR NATIONAL PARTNERS COOPERATIVE AGREEMENT RECIPIENTS

REVISION HISTORY

VERSION	DATE	DESCRIPTION OF UPDATES & CHANGES
V1.0	July 2024	Original user guide with Work Plan and Budget details for July Release

TABLE OF CONTENTS

1. INTRODUCTION

This user guide serves as a comprehensive resource to facilitate use of the Public Health Infrastructure Virtual Engagement (PHIVE) Application within CDC's ELC Cooperative Agreement Management Platform (CAMP). To ensure an optimal user experience, the guide includes:

- Overview of PHIVE Application functionalities
- Step-by-Step instructions with illustrations
- Important tips, tricks, & related information

1.1. Intended User

This guide has been crafted as a resource for National Partners Cooperative Agreement Recipients with access to PHIVE.

1.2. Overview of PHIVE

PHIVE is a central platform designed to support grant & cooperative agreement administration and technical assistance at the Public Health Infrastructure Center (PHIC), including the National Partners Cooperative Agreement. PHIVE is designed to improve customer service, increase efficiency, and facilitate connections with Technical Monitors, Recipients, and Project Officers to strengthen public health infrastructure and workforce development. PHIVE is one of five systems under the ELC CAMP Salesforce Organization. All five systems share a foundation, which allows for functionality to be shared for consistent user experiences across common users. This system aims to improve consistency across grant and cooperative agreement administration for multiple CDC grants and cooperative agreements.

1.3. Document Conventions

The following table lists the typographical conventions used throughout this guide.

CONVENTION KEY	
📝	Emphasizes important information or provides a reference to related information
★	Provides a tip, guidance, or advice
Bold	Boldface text indicates a page name
Bold Italic	Boldface italic text indicates a feature or field name
>>	Right Arrow is used to identify a menu choice and command selection. For example: **File** > ***Print***

2. GETTING STARTED

This section provides information on how to gain PHIVE access.

2.1 Access Requirements

All users require SAMS credentialing to access PHIVE. If you or someone from your team needs access to PHIVE, please e-mail PHIVEHelp@cdc.gov with the information below to be granted access:

- Full Name
- E-mail Address
- Jurisdiction or National Partner organization

The PHIVE team will submit a request for SAMS credentialing if needed. After SAMS credentialing is complete, you will be granted access to PHIVE and notified via e-mail.

2.2 Accessing PHIVE

Steps to log in to PHIVE are outlined below:

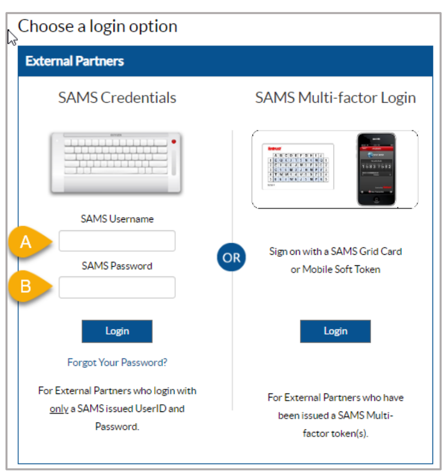
Step 1. Navigate to **phive.cdc.gov** using Google Chrome or Microsoft Edge

A. Click on **SAMS External**

Step 2. You should now see the **Secure Access Management Services (SAMS)** page to log in.

A. Enter your ***SAMS Username***

B. Enter your ***SAMS Password***



Step 3. You should now see the **PHIVE Community Page**

3. WORK PLANS AND BUDGETS

3.1 Overview of Work Plans and Budgets

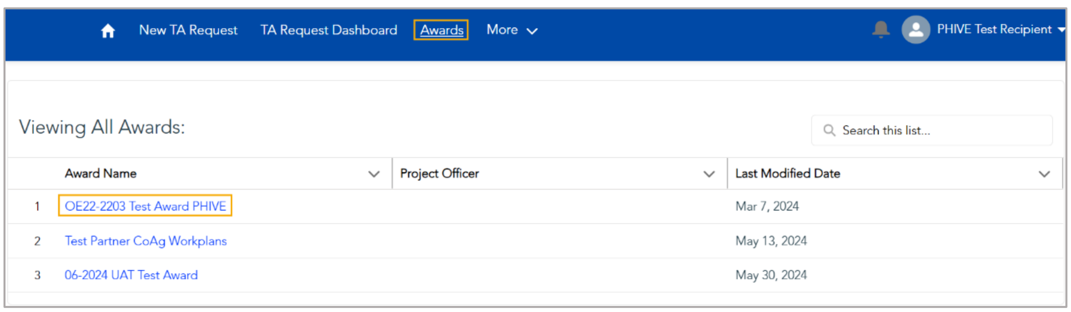
Each project plan included in supplements to the National Partners Cooperative Agreement NOFO will be available for application in PHIVE. Recipients may submit “Work Plans in Response to Project Plans” and budgets that align with the population of focus category and selected population of focus ONLY for which they were awarded funding under Funding Strategy 1. Applications received that do not align with the population of focus of initial award will be deemed non-responsive and will not be considered. Technical review will also be conducted within the PHIVE system after applications are submitted.

3.2 Create Work Plans and Budgets

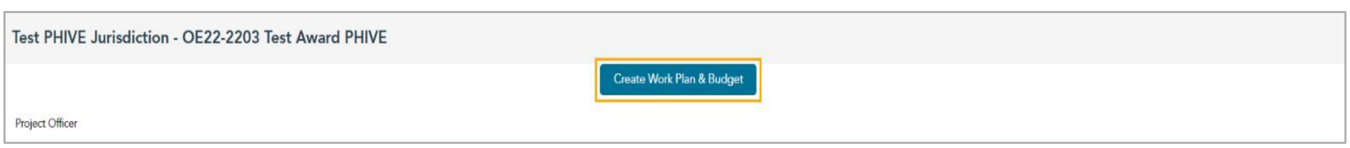
Follow the steps below to create new Work Plan(s) and Budget(s).

Work Plans and Budgets are categorized as “Work Products” in PHIVE.

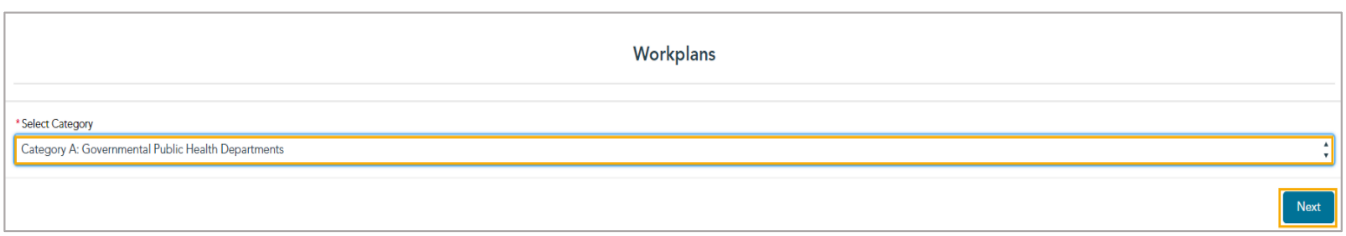
Step 1. Click the ***Awards*** tab and click the hyperlinked ***Award Name*** for the current year to access your current year award.



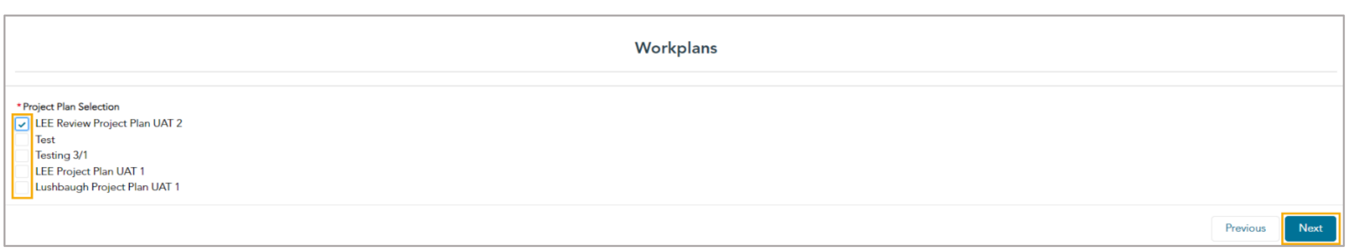
Step 2. Click the ***Create Workplan & Budget*** button.



Step 3. Select the desired Population of Focus from the drop-down list and click ***Next***.

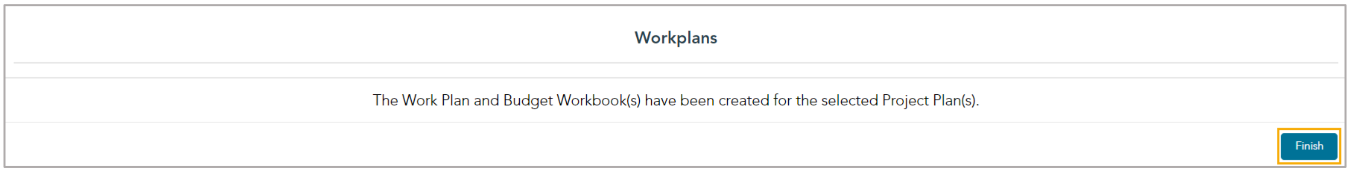


Step 4. Check the box(es) next to the project plan(s) for which you wish to create a Work Plan and Budget and click ***Next***.



You may select up to all of the listed project plans. You will only see project plans within the selected category for which you have not yet applied. One Work Plan and one Budget will be created for each project plan that you selected from the list.

Step 5. Review the confirmation of Work Product creation and click ***Finish*.**



Clicking ***Finish*** will return you to the main dashboard for your selected award. Your newly created Work Plan(s) and Budget(s) will appear in the **Work Products** table.

Once you have created a Work Plan and Budget for a project plan, you must follow subsequent steps in Section 3.3 and Section 3.4 to develop the Work Plan and Budget and follow the steps in Section 3.6 to submit them for review.

A new Work Product will automatically be assigned to the "Development" stage and "Draft" status. In the "Development" stage and "Draft" status, the Work Plan has not yet been submitted for review. Work Plans will remain unlocked and editable until they are submitted for review. See Section 3.7 for a complete overview of Work Plan stages and statuses.

Work Products Table Overview

After completing the steps for creating a new Work Plan and Budget, you will be able to view your newly created Work Plan(s) and Budget(s) within the **Work Products** table.

The **Work Products** table includes all Work Plans and Budgets that have been created in the system by users from your organization. The **Work Products** table includes the following columns:

Work Products

Work Product Type A	Project Title B	Budget Period C	Last Modified Date D	Stage E	Status F
Work Plan	TAYLOR Review Project Plan UAT 2 Project		May 08 2024, 02:45 PM	Development	Draft
Budget Workbook	TAYLOR Review Project Plan UAT 2 Project		May 08 2024, 02:45 PM		
Work Plan	Strategy A3: Core DMI	BP1	May 31 2024, 10:59 AM	Development	Draft
Work Plan	Strategy A3: Core DMI	BP2	May 31 2024, 10:59 AM	Development	Draft

A. Work Product Type
   - Includes hyperlinks for each created Work Product within the selected award year.

B. Project Title
   - Includes the project plan title for which each Work Product has been created.

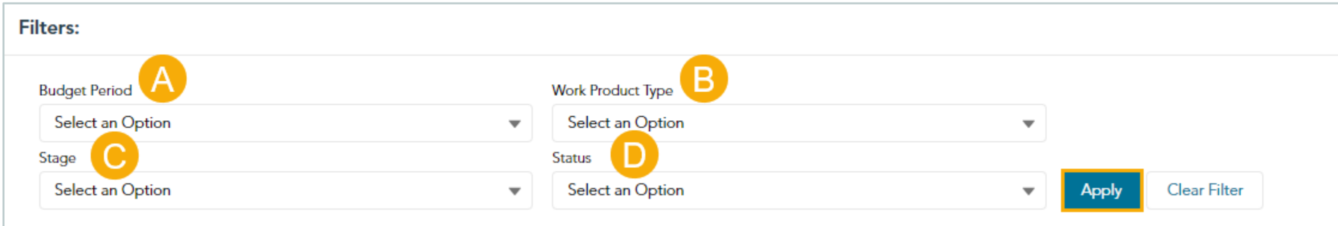
C. Budget Period
   - Includes the Budget period under which each Work Product has been created.

D. Last Modified Date
   - Includes the date and time on which each Work Product was last modified.

E. Stage
   - Includes the stage in which each Work Product currently exists (see Section 3.7 to learn more about Work Plan and Budget stages). Stage refers to the phase of the project lifecycle.

F. Status
   - Includes the status in which each Work Product currently exists (see Section 3.7 to learn more about Work Plan and Budget statuses).

Filters are available to quickly locate your Work Plans and Budget in the Work Product table:



A. “Budget Period” Filter
   - To filter the Work Plans and Budget by a particular Budget period, select the desired Budget period from the **Budget Period** drop-down menu and click ***Apply***.

B. “Work Product Type” Filter
   - To filter the Work Plans and Budget by a particular work product type, select the desired work product type from the **Work Product Type** drop-down menu click ***Apply***.

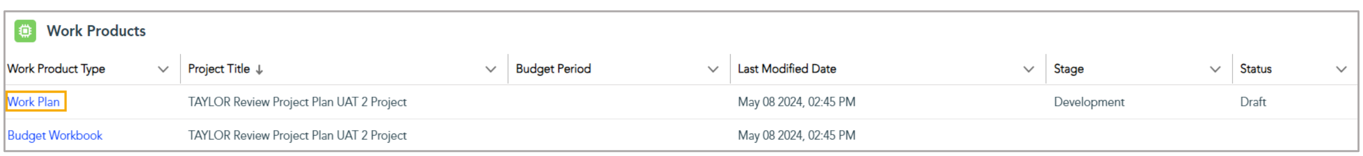
C. “Stage” Filter
   - To filter the Work Plans and Budget by a particular stage, select the desired stage from the **Stage** drop-down menu click ***Apply***.

D. “Status” Filter
   - To filter the Work Plans and Budget by a particular status, select the desired stage from the **Status** drop-down menu click ***Apply***.

3.3 Develop Work Plans

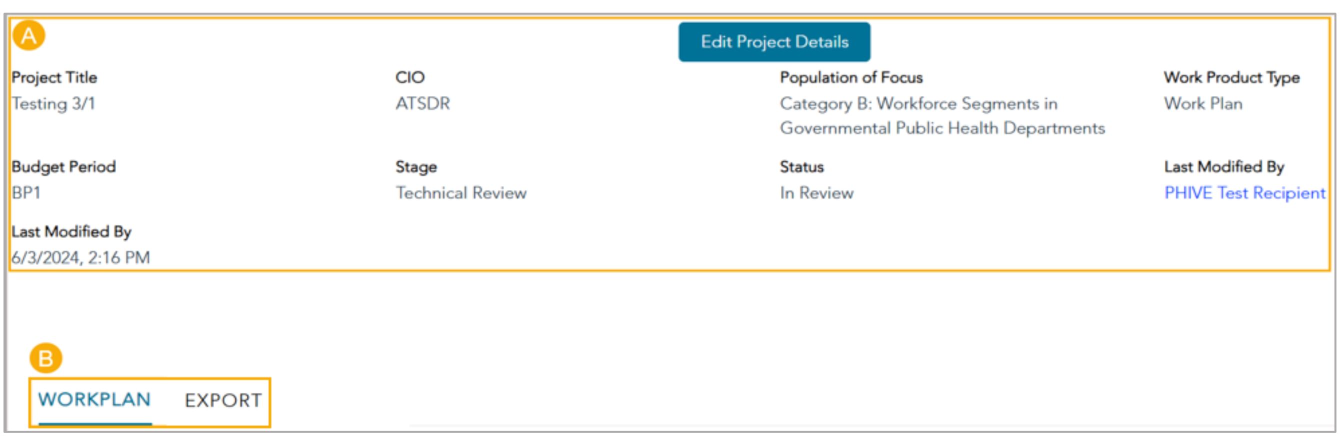
This section provides instructions on how to review and edit related project details, as well as add outcomes and activities, within your created Work Plans.

Navigate to the **Work Products** table within your current award year and click on the hyperlinked ***Work Plan*** that you wish to review and develop.



Work Plan Record Page Overview

On the **Work Plan Record Page**, you will view two general sections: a **Project/Work Plan Overview** section and a **Work Plan Components** section. See below for more description on each section.



A. **Project/Work Plan Overview** section:

- Includes the ***Edit Project Details*** button, which you will use to review and edit project details.
- Provides overview details pertaining to the Work Plan and related Project Plan, including:
  - Project Title – The title of the related Project Plan.
  - CIO – The CDC Center/Institute/Office (CIO) that developed the scope of work in the Project Plan.
  - Population of Focus – The population of focus category targeted by the related Project Plan.
  - Budget Period
  - Stage – The current stage of the selected Work Plan.
  - Status – The current status of the selected Work Plan.
  - Last Modified By – Information on who last modified the Work Plan and when it was last modified.

The project details included in this overview are not editable by Recipients. To view the editable project detail fields, see the Review and Edit Project Details section.

B. **Work Plan Components** section:

- Includes three tabs pertaining to the created Work Plan:
  - **Workplan** tab – Navigate here to edit associated outcomes and add activities within the related Project Plan's strategic areas.
  - **Export** tab – Navigate here to export your Work Plan as a word document or PDF.

Review and Edit Project Details

All project details are prepopulated from the original project plan. Recipients are able to edit the project details for their Work Plan.

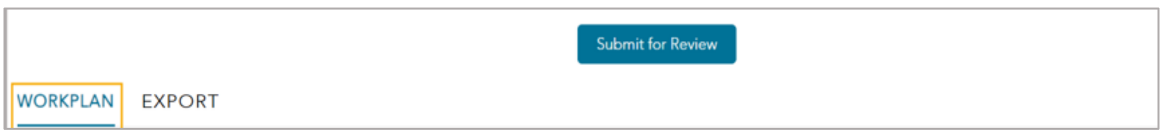
To review and edit the project details, click the ***Edit Project Details*** button within the **Project/Work Plan Overview** section at the top of the **Work Plan Record Page**.

Make desired edits to any of the following project detail fields and click ***Save*** to confirm the changes.

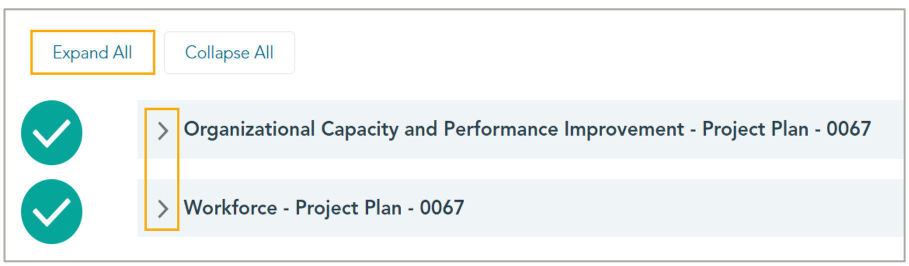
A. **Population of Focus Description** – Description of the population to benefit from the capacity-building assistance (CBA) services.
B. **Project Description** – Description of the project purpose.
C. **Organizational Capacity** – Description of the organizational capacity (skills, technology, organizational reach, infrastructure) required to effectively conduct the work described in the project details section.
D. **Program Experience** – Description of the program experience (content expertise) and population of focus relationship required to effectively conduct the described work.
E. **Collaborative Work** – Description of the expected collaborative work.
F. **Contractual Work** -- Suggested funding amounts, period of performance, activities, and selection criteria for expected subcontracted work.

Review Work Plan Strategic Areas

Navi gate to the **Workplan** tab within the **Work Plan Record Page** to review and edit the pre-populated strategic areas. The **Workplan** tab will display each strategic area and associated outcomes selected on the related project plan. Here, Recipients can edit associated outcomes (see the Review and Edit Work Plan Outcomes section) and add activities (see the Add and Edit Work Plan Activities section) to every expanded strategic area.



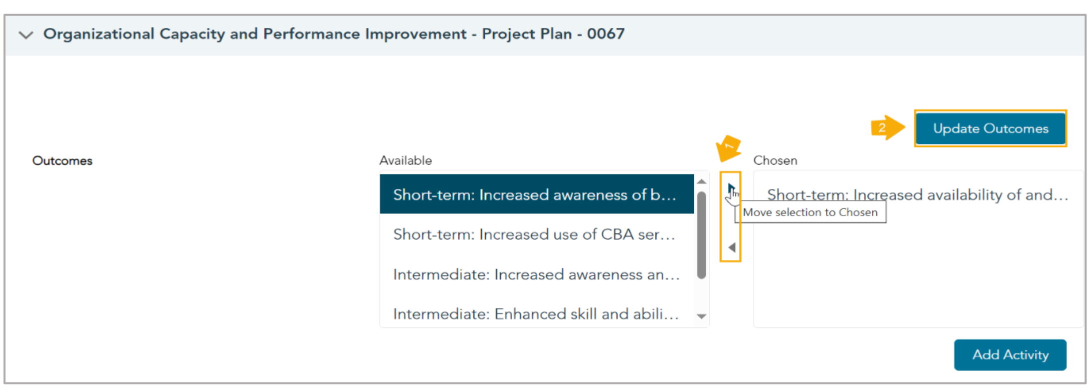
Click the ***Right-Facing Arrow*** by each strategic area that you would like to expand or click the ***Expand All*** button to expand all strategies at once.



Review and Edit Work Plan Outcomes

Follow the steps below to edit the chosen program outcomes for an expanded strategic area.

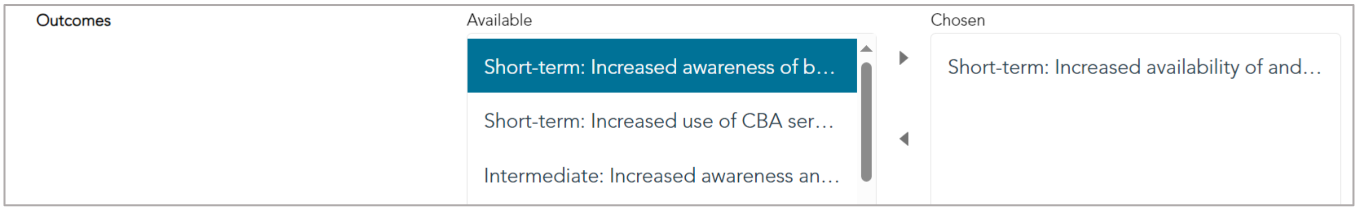
To choose an additional outcome, select the desired outcome from the **Available** window (left) and click the ***Right-Facing Arrow*** to move it to the **Chosen** window (right). Alternatively, to remove a previously chosen outcome, select the outcome from the **Chosen** window (right) and click the ***Left-Facing Arrow*** to move it to the **Available** window (left). Repeat this step for every outcome you wish to add to or remove from the expanded strategic area. Click the ***Updated Outcomes*** button to save your changes.



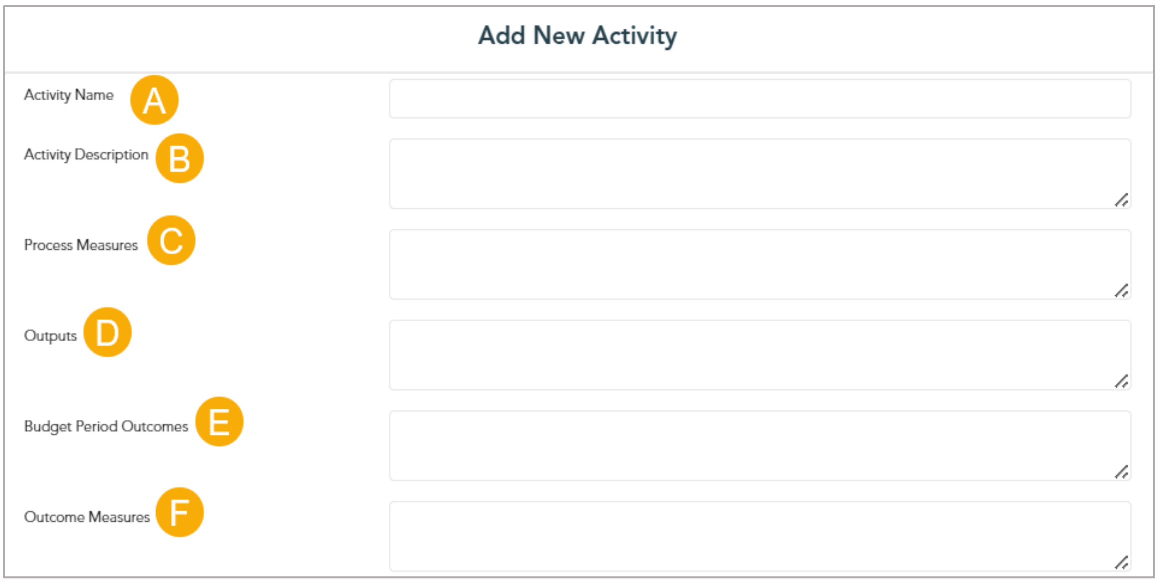
Add and Edit Work Plan Activities

Follow the steps below to add an activity to an expanded strategic area.

Step 1. Click the **Add Activity** button below the Outcomes field.



Step 2. Fill out details for the following fields within the **Add New Activity** pop-up window.



A. Type in the ***Activity Name***. Enter a brief title to identify the work proposed under the activity. A clear and meaningful title will facilitate communication with CDC collaborators.

B. Type in the ***Activity Description***. Further describe the activity, ensuring it aligns with the description of the selected strategic area.

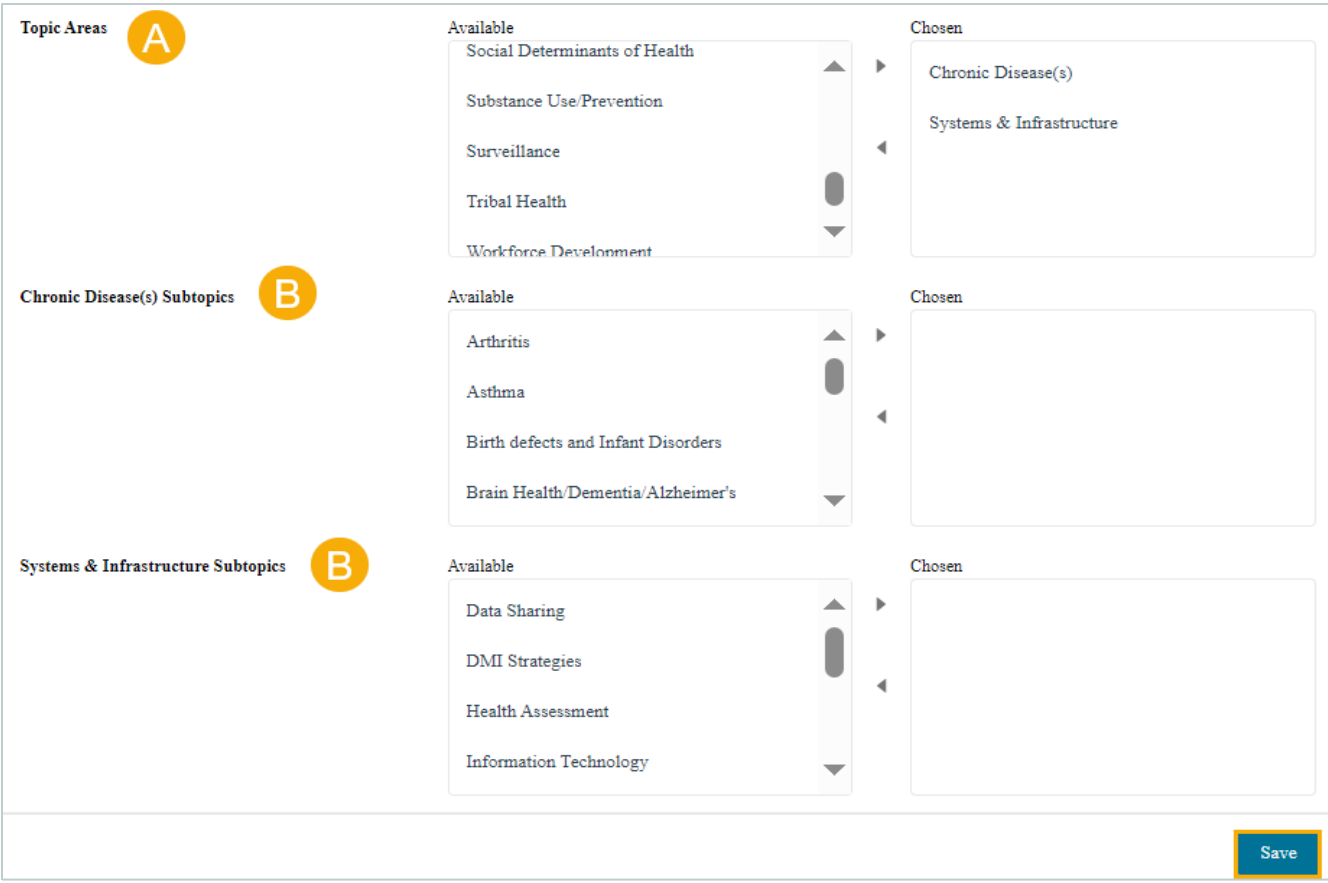
C. Type in the ***Process Measures***. Identify at least one process measure to be used to track implementation progress of the proposed activity. Effective measures indicate a unit of measurement (proportion, percentage, etc.) and direction of change (increase, decrease, maintain, etc.).

D. Type in the ***Outputs***. List the expected output(s) of the activity. Outputs are the direct, tangible results of activities (e.g., resources, tools, and products to be developed).

E. Type in the ***Budget Period Outcomes***. List the expected budget period outcome(s) associated with completion of the activity. Budget period outcomes are the desired project results achieved by the end of the budget period (July 31). Enter “N/A” if the project is tracking progress only toward the program outcome selected in the previous section (see the Review and Edit Work Plan Outcomes section).

F. Type in the ***Outcome Measures***. Propose at least one outcome measure for each program outcome selected. Outcome measures are used to track progress toward achieving the expected outcomes. Effective measures indicate a unit of measurement (proportion, percentage, etc.) and direction of change (increase, decrease, maintain, etc.).

Step 3. Select desired Topic Area(s) and Subtopic Area(s) (when applicable) within the **Add New Activity** pop-up window.



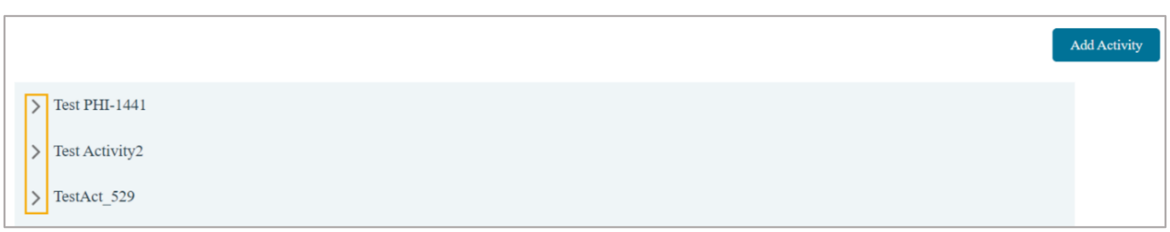
A. Select desired Topic Areas from the **Available** window and click the ***Right-Facing Arrow*** to move it to the **Chosen** window (right). Alternatively, to remove a previously chosen topic area, select the topic area from the **Chosen** window and click the ***Left-Facing Arrow*** to move it to the **Available** window (left). Repeat this step for every topic area you wish to add to or remove.

B. Follow directions from Step A to select desired Subtopic Areas within the Topic Areas for which subtopics are applicable.

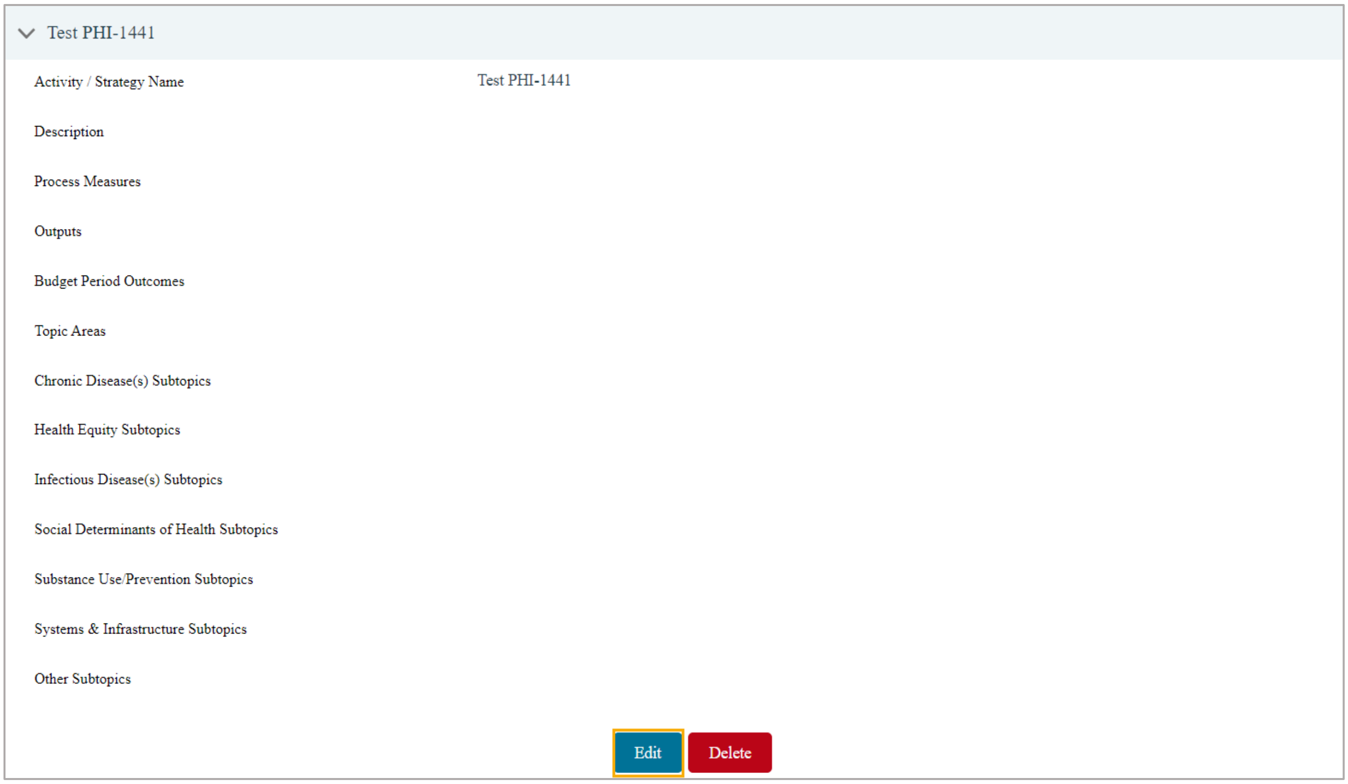
C. Click **Save**.

Each activity added can be found below the **Outcomes** section for the chosen strategic area. Follow the steps below to edit an activity after it has been added.

Step 1. Click the ***Right-Facing Arrow*** by the activity that you would like to edit to expand it.



Step 2. Click the ***Edit*** button at the bottom of the expanded activity.

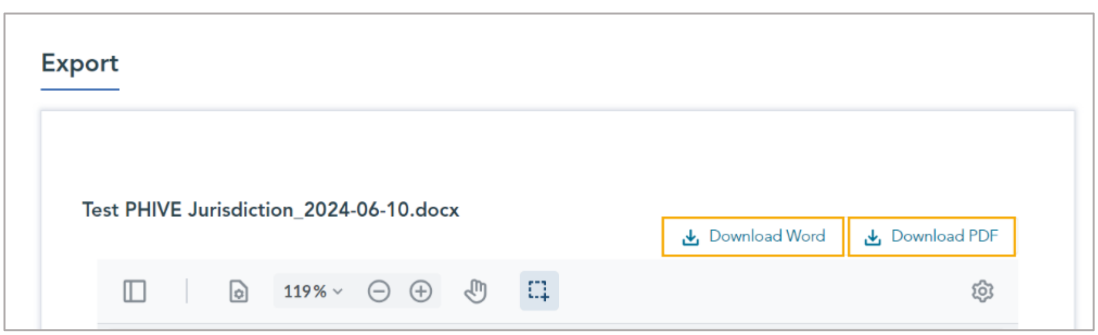


Step 3. Make your desired edits in the **Edit Activity** pop-up window and click the ***Save*** button.

Export Work Plan Details

Navigate to the **Export** tab within the **Work Plan Record Page** to export the data you have saved to your Work Plan.

Review the Work Plan file on the page. Click the **Download Word** button to download the file as a Microsoft Word document and the **Download PDF** button to download the file as a PDF.



3.4 Develop Budget Workbooks

This section provides instructions on how to develop and edit your Budget Workbook, after you have created the Budget in the system.

Navigate to the **Work Products** table within your current award year and click on the hyperlinked ***Budget Workbook*** that you wish to develop.

Work Products

Work Product Type	Project Title ↓	Budget Period	Last Modified Date	Stage	Status
Work Plan	TAYLOR Review Project Plan UAT 2 Project		May 08 2024, 02:45 PM	Development	Draft
Budget Workbook	TAYLOR Review Project Plan UAT 2 Project		May 08 2024, 02:45 PM		

Budget Workbook Record Page Overview

On the **Budget Workbook Record Page**, view two general sections: a **Project/Budget Overview** section and a **Budget Components** section. See below for more description on each section.

Project Title	CIO	Work Product Type	Stage
Testing 3/1	ATSDR	Budget Workbook	Development
Status	**Budget Period**	**Last Modified By**	**Last Modified By**
Draft	BP1	PHIVE Test Recipient	6/4/2024, 7:04 AM

A

Submit for Review

Budget Files

B

- **Project/Budget Overview** section:
  - Provides overview details pertaining to the Budget and related Project Plan, including:
    - Project Title – The title of the related Project Plan.
    - CIO – The CDC Center/Institute/Office (CIO) that developed the scope of work in the Project Plan.
    - Budget Period
    - Stage – The current stage of the selected Budget workbook.
    - Status – The current status of the selected Budget workbook.
    - Last Modified By – Information on who last modified the Budget workbook and when it was last modified.

Please note that the **Project Title**, **CIO**, and **Budget**, field data within the **Project/Budget Overview** section will be identical to the data in the respective **Project Title**, **CIO**, and **Budget** fields within the **Project/Work Plan Overview** section. Only the **Stage** and **Status** field data will be unique/specific to each Work Product.

- **Budget Components** section:
  - Includes two tabs pertaining to the created Budget:
    - **Budget** tab – Navigate here to develop your budget workbook.
    - **Files** tab – Navigate here to upload files and review uploaded files within the chosen Budget, such as the budget narrative and indirect cost rate agreement.

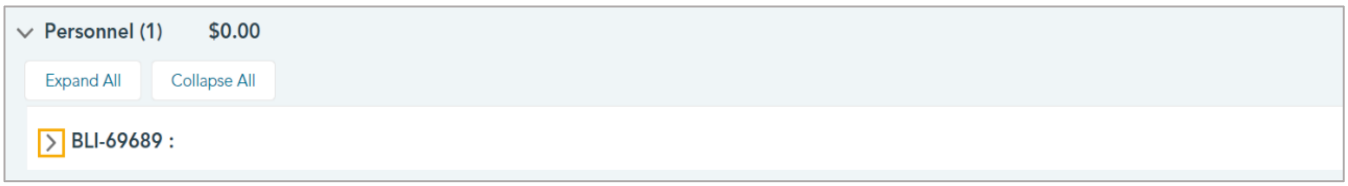
Edit Budget Workbook

Follow the below steps to add totals to all cost categories within your Budget workbook for the project.

Please note that only cost category totals are entered in PHIVE. To develop and submit the more detailed budget narrative, follow program and OGS guidance.

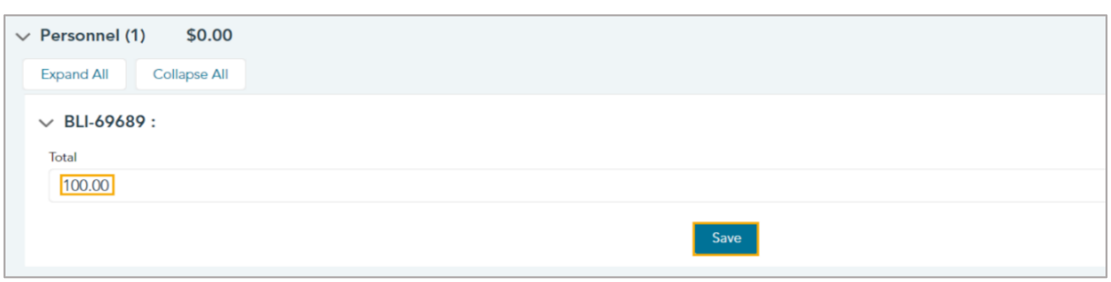
Step 1. Navigate to the **Budget** tab within the **Budget Workbook Page**.

Step 2. Click the Right-Facing Arrow by each cost category that you would like to expand and edit.



Step 3. Click the ***Right-Facing Arrow*** by the Budget line item within the expanded cost category.

Step 4. Enter a numerical value within the chosen cost category and press **Save**. Only whole (non-negative) numbers can be entered as totals for each cost category. Do <u>not</u> enter a dollar sign with any of the values.



The following cost category totals will be automatically added together to calculate the **Direct Costs Total** value at the bottom of the Budget workbook:

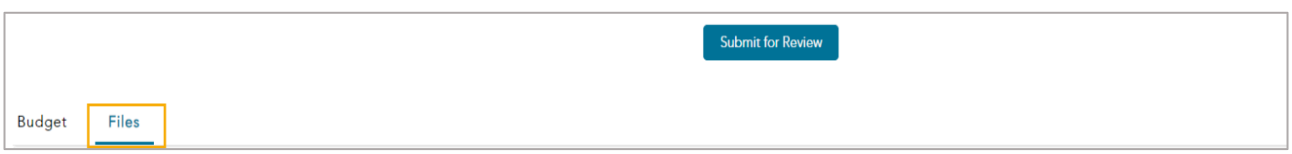
A. Personnel
B. Fringe Benefits
C. Consultant Costs
D. Equipment
E. Supplies
F. Travel
G. Contractual Costs
H. Other

The following cost category totals will be automatically added together to calculate the **Budget Total** value at the bottom of the Budget workbook:

A. Personnel
B. Fringe Benefits
C. Consultant Costs
D. Equipment
E. Supplies
F. Travel
G. Contractual Costs
H. Other
I. Indirect Costs

3.5 Upload Files

Navigate to the **Files** tab within the **Budget Workbook Record Page** to upload files and review uploaded files.



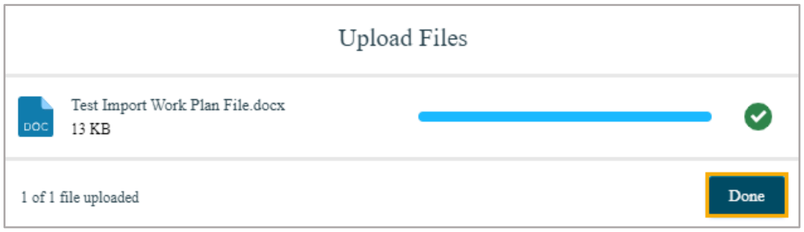
The following documents may be attached:

- Indirect Cost Rate (required)
- Budget Narrative (required)
- Revised Budget Narrative (if applicable)
- Other Attachments
  - Budget Summary Spreadsheet
  - Contractor Requests (if applicable)

Follow the below steps to upload a file to the Work Product.

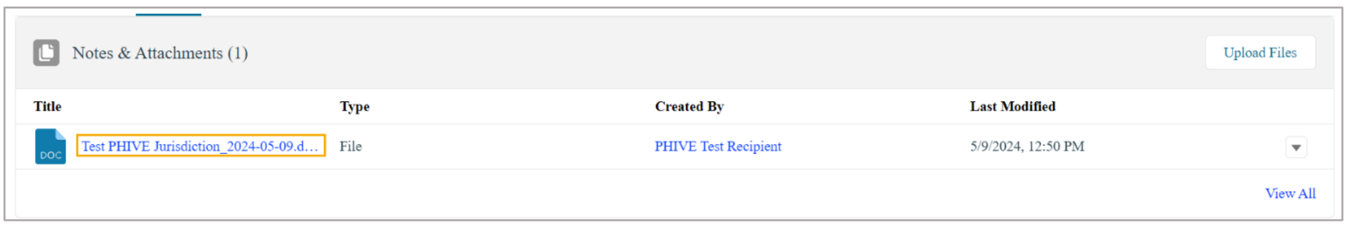
Step 1. Click the ***Upload Files*** button within the **Notes & Attachments** banner and select a file to upload.

Step 2. Click ***Done*** within the **Upload Files** pop-up window once the upload has been confirmed.

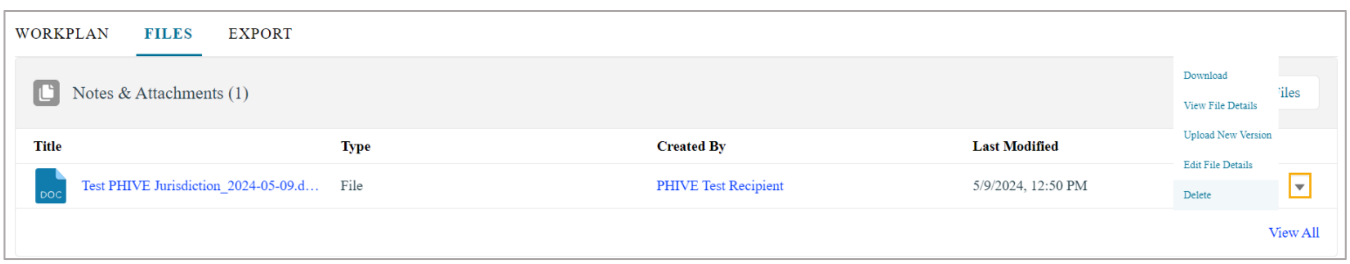


All uploaded files will be viewable within the **Notes & Attachments** table.

Click the hyperlinked ***File Title*** to view a preview of the selected uploaded file.



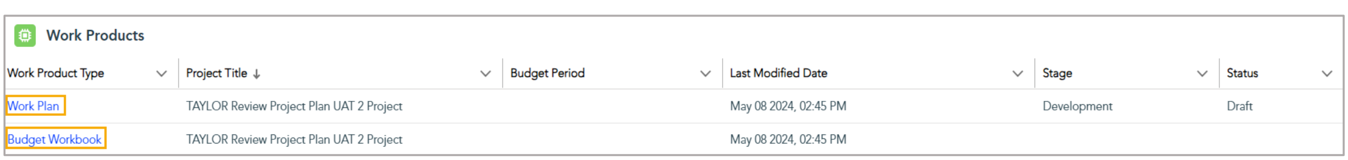
Click the drop-down arrow within the line of an uploaded file to expand action options. These options include downloading the file, viewing file details, uploading a new file version, editing file details, and deleting the file from the Work Product.



3.6 Submit Work Plan and Budget for Review

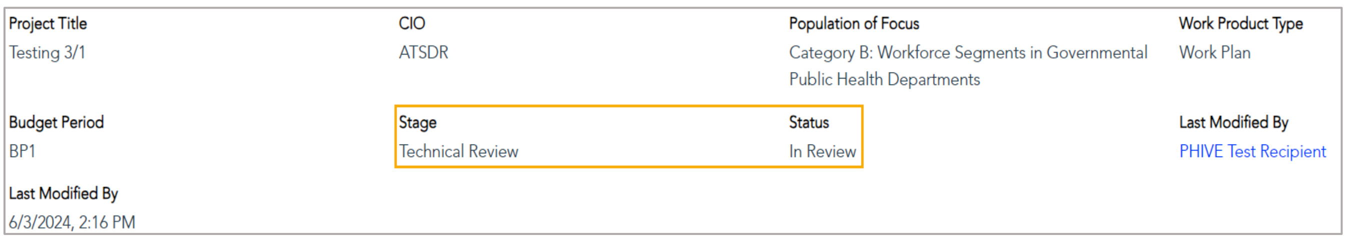
The process for submission of Work Plans and Budgets is identical. Follow the steps below to complete submission of a Work Product.

Step 1. Click the hyperlinked ***Work Product*** of choice.



Step 2. Click the ***Submit for Review*** button at the top of the **Work Plan or Budget Workbook Record Page**.

Once you have submitted a Work Product for review, the stage and status of your submitted Work Product will appear as "Technical Review" and "In Review," respectively, on the **Record Page** and also within the **Work Products** table on the **Current Award Year Page**.



Once submitted, the Work Product is locked/uneditable for Recipients. While the Work Product is in "Technical Review" stage and "In Review" status, technical review of the Work Product will be conducted.

3.7 Work Plan and Budget Stages and Statuses

Work Plans and Budgets will be labeled with one of 3 stages in PHIVE, depending on whether they are in the process of being created or reviewed in the pre-award phase, or being finalized in the post-award phase. The 3 stages and their various statuses are detailed below:

A) "Development" Stage
- The "Development" stage indicates that a work product has been created and is being developed by the recipient.
- Status:
  - Draft
    - "Draft" is the only possible status within the "Development" stage. This status is assigned to all work products until they are submitted for review.
    - *Work products are **editable** by Recipients under this status.*

B) "Technical Review" Stage
- The "Technical Review" stage indicates that a work product is being reviewed by CDC.
- Statuses:
  - In Review
    - This status is automatically assigned to a work product when a Recipient submits the work product for review. Work products remain labeled with the "In Review" status until the review is complete.
      - The "Technical Review" stage/ "In Review" status will be re-assigned to work products if Recipients submit revisions during the "Post-Award" stage, initiating an additional round of technical review.

        - *Work products are **not** editable by Recipients under this status.*
    - Review Complete
        - This status is assigned to a work product when review of the work product is complete. Work products remain labeled with the “Review Complete” status until the Notice of Award (NOA) is released.
        - *Work products are **not** editable by Recipients under this status.*

C) “Post-Award” Stage

- The “Post-Award” stage indicates that the NOA has been released.
- Statuses:
    - Response Required
        - This status will be assigned to all work products when the NOA is released. Work products remain labeled with the “Response Required” status until Recipients re-submit the work products (either for review or for implementation).

          If the Technical Monitor included recommendations and/or weaknesses in their technical review note, the Recipient will be required to respond to the technical review notes before re-submitting the work product.

          If the Technical Monitor did not include recommendations and/or weaknesses in their technical review note, the Recipient will be prompted to indicate whether or not they need to revise their work product based on the terms and conditions included in the NOA. Recipients will be given the chance to either make necessary edits and send the work product back to technical review or submit for implementation.

        - *Work products are **editable** by Recipients under this status.*
    - Implementation
        - This status is assigned to a work product once all technical review notes are satisfied, and the Recipient indicates that the NOA requires no additional revisions of the work plan or budget. Work products labeled with the “Implementation” status will enter the implementation phase.
        - *Work products are **not** editable by Recipients under this status.*

3.8 Coming Soon to PHIVE: Next Steps Following Work Plan and Budget Technical Review

Following a prospective release of July 2024, Recipients will also use PHIVE to respond to technical review notes and submit Work Plan(s) and Budget(s) for implementation.