



eBRAP

(Electronic Biomedical Research Application Portal)

Applicant User Guide

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Overview

The Congressionally Directed Medical Research Programs (CDMRP) Electronic Biomedical Research Application Portal application (eBRAP) is designed to allow Principal Investigators (PIs) to submit their pre-applications electronically through a secure connection, and view and edit the contents of their full applications following submission through Grants.gov. PIs can access eBRAP at <https://eBRAP.org/>.

A pre-application is required for all applications submitted to CDMRP. Full applications must be submitted through Grants.gov. Further information about pre-application and full application preparation, forms and submission is available in the Program Announcements and Forms section in eBRAP or at www.Grants.gov. Additional information may be found in the eBRAP Regulatory File Drop-off Instruction Guide and the eBRAP Technical Reports Instructional Guide, both of which are available at <https://eBRAP.org>.

Purpose and User Roles

This User Guide provides instructions for the use of the eBRAP for users in the following roles:

Principal Investigator / Study Personnel (Organization Affiliate)

- View, edit, and submit pre-applications
- View and edit full applications
- Submit required post-award information and reports

Alternate Submitter (Organization Affiliate)

- To serve as alternate submitter, the individual must be registered as a Principal Investigator and named as the alternate submitter in the pre-application contacts.
- View, edit, and submit all pre-applications
- View and edit full applications.

Business Official (Organization Representative)

- View and edit pre-applications, full applications, and associated files for their organization; fulfill post award responsibilities associated with funded applications.
- Manage Organization Affiliates to view details of all active affiliates, manage user requests for affiliation, and invite/deactivate users to affiliate with their organization.

Account Administrator (Organization Representative)

- Same capabilities as Business Officials but intended to assist with organization responsibilities, such as organization files, etc.
- To serve as alternate submitter, the individual must be registered as a Principal Investigator and named in pre-application contacts as the alternate submitter.

Authorized Organizational Representative (Primary Organization Representative)

- Responsible for registering the organization, affiliate Business Officials, and Principal Investigators to

the organization.

- View and edit all pre-applications, full applications, and associated files for their organization, along with fulfilling post award management responsibilities associated with funded applications.
- Manage Organization Affiliates to view details of all active affiliates and manage user requests for affiliation including inviting and deactivating user affiliation for the organization. Authorized Organizational Representatives can also start and submit pre-applications (e.g, for a small company a user only has to register as an AOR) and can participate in both roles of PI and AOR with one account.

Operating System and Browser Compatibility

eBRAP is accessible through internet browsers on the Microsoft Windows and Apple Macintosh operating systems. Internet Browsers used to run eBRAP must accept non-persistent cookies. The eBRAP System is not designed to support access with mobile devices. Please refer to the web site for current information on browser compatibility.

Registration and Sign-in

Sign In

Existing users may sign in to eBRAP from the home page. Passwords expire every 60 days. To reset a lost or expired password, click the [Forgot your Password?](#) link.

Welcome to eBRAP

Register

I am a new: Principal Investigator/Study Personnel ▼

*Select from drop down

[Start Registration](#)

Program News and Updates

- Welcome to eBRAP. To access the user guide, please [click here](#).

Email Subscriptions

- To subscribe to program specific news and updates, please [click here](#)
- To remove your email from program subscription list, please [click here](#)

Help

- [Frequently Asked Questions](#)
- [Commonly Made Mistakes](#)
- [Contact the helpdesk/webmaster](#)

Already registered or returning user. Sign In

Username:

Password:

US DEPARTMENT OF DEFENSE WARNING STATEMENT

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may inspect and seize data stored on this IS. -Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search and may be disclosed or used for any USG-authorized purpose. -This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. -Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

[Login](#)

[Forgot your password?](#)

Registration

A new user can register as a Principal Investigator, Business Official, Account Administrator or an Authorized Organizational Representative. Please see Purpose and User Roles for more information. Please note that users may only register for one account in eBRAP, even if filling multiple roles.

Search Organization

The first step of registration is to determine if your organization is registered with eBRAP. Begin your search for your organization either by entering the organization's name, state or country. If you cannot find your organization, you can invite your Authorized Organizational Representative to register your organization. If you are an Authorized Organizational Representative, see [**Organization Registration \(AOR\)**](#) for information regarding registering your organization.

If your organization appears among the results, select the "Choose this Organization and Continue" button to continue to the Account Information page of the registration process. If your organization was not found, select the "Invite AOR to Register Your Organization" link to invite your Authorized Organizational Representative to register your organization.

Register
Please fill in the form below to create an account on the eBRAP system. Users should only have one account. If you have an existing user account, please [login here](#).
Invite AOR to Register Organization
Please invite your Authorized Organizational Representative to register your organization.
Organization Name
Please review the organizations in the drop-down list and select an organization. If your organization is not listed, please enter your organization in the Other Organization field displayed below.
Other Organization
Organization Department
Authorized Organizational Representative Full Name*
Authorized Organizational Representative Email Address*
Inviter's Full Name*
Inviter's Email Address*
< Previous Next >

Note - Submission of the pre-application to eBRAP and the application to Grants.gov does not require registering an organization and affiliating its Business Officials and Principal Investigators (PIs) in eBRAP; however, you will only be able to view and modify your full application submission in eBRAP if you are accepted/ affiliated in eBRAP by the organization that is listed in blocks 5 & 19 of the SF424 form in the Grants.gov application package. You will receive an email from eBRAP once this organization has accepted you.

Please fill in the form below to create an account on the eBRAP system. Users should only have one account. If you have an existing user account, please [login here](#).

Find Organization
Cannot find your organization? [Invite AOR to Register Your Organization](#).
Search Organizations
Enter Organization, State, or Country
Acme University
Cannot find your organization? [Invite AOR to Register Your Organization](#) >
Organizations Matching Search Criteria: 1

Org Status	Organization Name/Department	Address	DUNS (Plus 4)	Action
ORG_ACTIVE	Acme University	Progress Drive Frederick, MARYLAND 21701	123456789	Choose This Organization and Continue >

< Previous Clear Search

Account Information

The Account Information page collects personal/contact information. This page allows you to create a username and password. Please be sure to select a security question and answer so that you can reset the password if it is lost or expired. Please note the security question response is case-sensitive.

Register

Please fill in the form below to create an account on the eBRAP system. Users should only have one account. If you have an existing user account, please [login here](#).

The entries marked with * are required

Account Information

Role	Principal Investigator.	Login Username*	<input type="text"/> (No spaces)
Salutation*	<input type="text"/>	Password*	<input type="text"/>
First Name*	<input type="text"/>	Password must be at least 15 characters long, no spaces, and contain a minimum of 2 uppercase letters, lowercase letters, numbers (0-9), and special characters.	
Middle Initial	<input type="text"/>	Confirm Password*	<input type="text"/>
Last Name*	<input type="text"/>	Security Question*	<input type="text"/>
Suffix	<input type="text"/>	Security Answer*	<input type="text"/>
Date Of Birth	Month: <input type="text"/> Day: <input type="text"/>	eRA Commons User Name	<input type="text"/>
		Job Title	<input type="text"/>

Contact Info

Please enter your contact information below. You will have the opportunity to add additional contact records, if needed, in your profile at a later time.

The entries marked with * are required

Contact Description*	<input type="text"/> Work Address	Zip/Postal Code*	<input type="text"/>
Address*	<input type="text"/>	Country*	<input type="text"/> United States of America
Address 2	<input type="text"/>	Phone*	<input type="text"/>
City*	<input type="text"/>	Fax	<input type="text"/>
State*	<input type="text"/>	Email*	<input type="text"/>
Required for USA or Canada only.		Confirm Email*	<input type="text"/>
Foreign Province	<input type="text"/>		

Although not required for registration, please enter your demographic information, including gender, degrees, race, ethnicity, and organization information.

Demographic Info

Gender	<input type="radio"/> Male	<input type="radio"/> Female	<input type="radio"/> Gender non-binary	<input type="radio"/> Prefer not to answer	Type of Organization: (select all that apply)
Degrees	<input type="checkbox"/> D.D.S.				<input type="checkbox"/> Private Institution of Higher Education
	<input type="checkbox"/> D.M.D.				<input type="checkbox"/> Public/State Controlled Institution of Higher Education
	<input type="checkbox"/> D.O.				
	<input type="checkbox"/> D.V.M.				<input type="checkbox"/> DoD - U.S. Air Force
	<input type="checkbox"/> M.D.				<input type="checkbox"/> DoD - U.S. Army
	<input type="checkbox"/> Ph.D.				<input type="checkbox"/> DoD - U.S. Marine Corp
	<input type="checkbox"/> V.M.D.				<input type="checkbox"/> DoD - U.S. Navy
	<input type="checkbox"/> Other	<input type="text"/>			<input type="checkbox"/> DoD - U.S. National Guard
Ethnicity	<input type="checkbox"/> Prefer not to disclose				<input type="checkbox"/> Department of Veteran Affairs
	<input type="checkbox"/> American Indian				<input type="checkbox"/> MTF and DoD - Other
	<input type="checkbox"/> Alaska Native				
	<input type="checkbox"/> Asian				<input type="checkbox"/> County Government
	<input type="checkbox"/> Black Or African American				<input type="checkbox"/> Federal Government
	<input type="checkbox"/> Hispanic or Latino				<input type="checkbox"/> State Government
	<input type="checkbox"/> Native Hawaiian or Pacific Islander				
	<input type="checkbox"/> White				<input type="checkbox"/> Small Business (<500 employees)
	<input type="checkbox"/> Other	<input type="text"/>			<input type="checkbox"/> Large Business (Profit Organization)
					<input type="checkbox"/> Individual
					<input type="checkbox"/> Nonprofit Agency (Other than educational)

During registration, users may opt to subscribe to program updates and news releases (see [***News Release Subscriptions***](#), below).

Authorized Organizational Representative (AOR) Registration

On the [Register Organization](#) page, you can indicate your organization and provide unique identification numbers that are registered to your organization.

Before registering, first do an organizational search to ensure your organization is not already registered.

1. In the Search Organizations text box, begin typing the name, state or country of your organization to retrieve a list of registered organizations. If your organization is found in the text box, select the organization name and choose the “Search” button to display the organization details.
2. If no results match the text entered, choose the “Search button”.
3. Review the search results.
 - a) Select the “Choose this Organization and Continue” button associated with your organization to continue the registration process.
 - b) If your organization is not found, select the “Register Your Organization” button.

Register

Please fill in the form below to create an account on the eBRAP system. Users should only have one account. If you have an existing user account, please [login here](#).

Find Organization

If your organization has not yet been registered, then [register your organization](#).

Search Organizations

Enter Organization, State, or Country
AOR

Search

Cannot find your organization?
Register Your Organization

Organizations Matching Search Criteria: 2

Org Status	Organization Name/Department	Address	DUNS (Plus 4)	Action
ORG_ACTIVE	Legal Name: AOR	123 Test Drive AOR , MARYLAND 21702		Choose This Organization and Continue >

< Previous

Clear Search

Organization Registration (AOR)

If your organization is already registered, complete the fields in the [Account Information](#) Page.

If your organization was not found, select the “Register Your Organization” button to start the registration process. Complete the following steps to register your organization:

1. Start typing your organization name in the text box above and then select it in the drop-down list that appears. If your organization does not appear in the dropdown list, please enter your organization in the "Other Organization" field displayed below. Note: You must enter at least three characters in the Legal Organization Name field for the drop-down list to appear.

Register

Please fill in the form below to create an account on the eBRAP system. Users should only have one account. If you have an existing user account, please [login here](#).

Register Organization

Please Register your organization

Legal
Organization
Name

Start typing your organization name in the text box above and then select it in the drop-down list that appears. If your organization does not appear in the drop-down list, please enter your organization in the "Other Organization" field displayed below. Note: You must enter at least three characters in the Legal Organization Name field for the drop-down list to appear.

Organization
Other

Organization
Department

Organizational Identifiers - UEIs, DUNS Numbers and DoDAAC Numbers

☐ Yes ☒ No Does your organization have a UEI?

☒ Yes ☐ No Does your organization have a DUNS Number?

☐ Yes ☒ No Does your organization have a DoDAAC Number?

Identifier Group 1

DUNS Number* DUNS Number fields are 9 or 13 digit values.

CAGE
Code* CAGE Code fields are alphanumeric values.

TIN Number* TIN Number fields are alphanumeric values.

Add TIN Number

EIN EIN is a 9-digit value.

FICE
Number FICE Number fields are alphanumeric values.

Add FICE Number


Add DUNS
Number

2. All organizations must have a DUNS or a DoDAAC number to register. Select the appropriate organization identifier for your organization. Complete the fields associated with the DUNS or DoDAAC identifier.
3. Enter the organization's address and contact information.

Organization Address*	<input type="text"/>
Organization Address 2	<input type="text"/>
Organization City*	<input type="text"/>
Organization State	<input type="text" value="-- Please Select --"/> USA or Canada only.
Organization Foreign Province	<input type="text"/>
Organization Zip/Postal Code*	<input type="text"/>
Organization Country	<input type="text" value="United States of America"/>
Organization Phone*	<input type="text"/>
Organization Fax	<input type="text"/>
Organization Email*	<input type="text"/>

4. If your organization is a corporation, a "Required Representations (Corporations) Form" must be uploaded. Please note this form is uploaded in the "Organization Files" tab under My Organization after registration is complete.
5. Complete the organizational demographics.

Please complete the following questions as they relate to your organization

* The Organization is a Corporation? (If yes, complete "Required Representations (Corporations) Form")  ☐ Yes ☒ No

[Required Representations \(Corporations\) Form](#)

1. Indicate which of the following the organization represents and/or operates as: (select all that apply)

- ☐ DoD - U.S. Air Force
- ☐ DoD - U.S. Army
- ☐ DoD - U.S. Marine Corp
- ☐ DoD - U.S. Navy
- ☐ DoD - U.S. National Guard
- ☐ Department of Veteran Affairs

- ☐ County Government
- ☐ Federal Government
- ☐ Municipal or Township Government
- ☐ Special District Government
- ☐ State Government
- ☐ Indian Tribe

- ☐ Independent School District
- ☐ Private Institution of Higher Education
- ☐ Public/State Controlled Institution of Higher Education

- ☐ Small Business (<500 employees)
- ☐ Large Business (Profit Organization)
- ☐ Individual
- ☐ Nonprofit Agency (Other than educational)

2. Indicate which of the following apply to your organization: (select all that apply)

- ☐ Federally Funded Research and Development Center (Academic)
- ☐ Federally Funded Research and Development Center (Nonprofit)
- ☐ Foreign organization
- ☐ Historically Black College or University
- ☐ Minority Institution
- ☐ None Applicable

[< Previous](#)

[Next >](#)

6. Select the "Next" button to complete the [Account Information](#) page.

Registration Confirmation

On the [Registration Confirmation](#) page you can view the information that you entered on the [Account Information](#) page. You can use the previous option to navigate back to Account Information or select next to continue with registration.

Registration Confirmation

Please verify the information below and if correct, select Next.

Account Information

Role	Principal Investigator
Salutation	Mr.
First Name:	Principal
Middle Name:	
Last Name	Investigator
Suffix	
Date Of Birth	Month: 1 Day: 1
Login Username	MrPrincipalInvestigator
Security Question	In what city were you born?
Security Answer	London
eRA Commons User Name	
Job Title	

Contact Information

Organization	Acme University
Contact Description	Work Address
Address	1234 Main Stree
Address 2	
City	City
State	Alabama
Foreign Province	
Zip Postal Code	12345
Country	United States of America
Phone	3011234567
Fax	
Email	JohnSmith@someuniversity.org
Confirm Email	JohnSmith@someuniversity.org

Demographics

Gender	Male
Degrees	D.D.S.
Ethnicity	Prefer not to disclose
Type of Organization:	Private Institution of Higher Education

☒ Leave this box checked to link your eReceipt account to your eBRAP account.

[< Previous](#)

[Next >](#)

Accept System User Agreement

On the [Department of Defense Information System User Agreement](#) page, please review the terms of the System User Agreement.

Register

Department of Defense Information System User Agreement

By assessing this document, you acknowledge and consent that when you access DoD Information Systems (IS):

1. You are accessing a U.S. Government IS (which includes any device attached to this IS) that is provided for U.S. Government authorized use only.
2. You consent to the following conditions:
 - a. The U.S. Government routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, communications security monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
 - b. At any time, the U.S. Government may inspect and seize data stored on this IS.
 - c. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.
 - d. This IS includes security measures (e.g., authentication and access controls) to protect U.S. Government interests—not for your personal benefit or privacy.
 - e. Notwithstanding the above, using an IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below:
 - f. Nothing in this User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all communications and data on an IS, regardless of any applicable privilege or confidentiality.
 - g. The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose (including PM, LE, or CI investigation). However, consent to interception/capture or seizure of communications and data is not consent to the use of privileged communications or data for PM, LE, or CI investigation against any party and does not negate any applicable privilege or confidentiality that otherwise applies.
 - h. Whether any particular communication or data qualifies for the protection of a privilege, or is covered by a duty of confidentiality, is determined in accordance with established legal standards and DoD policy. Users are strongly encouraged to seek personal legal counsel on such matters prior to using an IS if the user intends to rely on the protections of a privilege or confidentiality.
 - i. Users should take reasonable steps to identify such communications or data that the user asserts are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or confidentiality is not sufficient to create such protection where none exists under established legal standards and DoD policy.
 - j. A user's failure to take reasonable steps to identify such communications or data as privileged or confidential does not waive the privilege or confidentiality if such protections otherwise exist under established legal standards and DoD policy. However, in such cases the U.S. Government is authorized to take reasonable actions to identify such communications or data as being subject to a privilege or confidentiality, and such actions do not negate any applicable privilege or confidentiality.
 - k. These conditions preserve the confidentiality of the communication or data and the legal protections regarding the use and disclosure of privileged information, and thus such communications and data are private and confidential. Further, the U.S. Government shall take all reasonable measures to protect the content of captured/seized privileged communications and data to ensure they are appropriately protected.
 - l. These conditions preserve the confidentiality of the communication or data, and the legal protections regarding the use and disclosure of privileged information, and thus such communications and data are private and confidential. Further, the U.S. Government shall take all reasonable measures to protect the content of captured/seized privileged communications and data to ensure they are appropriately protected.
3. In cases when the user has consented to content searching or monitoring of communications or data for personnel misconduct, law enforcement, or counterintelligence investigative searching, (i.e., for all communications and data other than privileged communications or data that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants), the U.S. Government may, solely at its discretion and in accordance with DoD policy, elect to apply a privilege or other restriction on the U.S. Government's otherwise-authorized use or disclosure of such information.
4. All of the above conditions apply regardless of whether the access or use of an IS includes the display of a Notice and Consent Banner ("banner"). When a banner is used, the banner functions to remind the user of the conditions that are set forth in this User Agreement, regardless of whether the banner describes these conditions in full detail or provides a summary of such conditions, and regardless of whether the banner expressly references this User Agreement.

☐ I have read and agree with the System User Agreement

[< Previous](#) [Create User Account](#)

To confirm agreement, select the checkbox option displayed at the bottom of the page and click "Create User Account." eBRAP will then create your user account and a request for organization affiliation. If you have opted to invite your Authorized Organizational Representative (AOR) to register a new organization, an invitation will be sent to the AOR at this time.

My Profile

The [My Profile](#) page provides the ability to review and update your account information, add or change, news release subscriptions, and change your password.

Account Info:

The [Account Info](#) tab allows you to review and update your basic account information. On this tab, you can update/change the security question/answer for your account. It is important to note this question, as it will be used if you should need to reset your password. Please note the security answer is case-sensitive.

My Profile: Account Info

Account Info

Demographics

Contact Information

News Releases Subscriptions

Change Password

Account Info

Your account information is comprised of basic identification. You may edit this information at any time.

The entries marked with * are required

Role	Principal Investigator	
User Number	38900	
Salutation *	Mrs. ▼	
First Name *	<input type="text" value="Jane"/>	
M.I.	<input type="text"/>	
Last Name *	<input type="text" value="Smith"/>	
Suffix	-- Please Select -- ▼	
Date of Birth	Month: ▼	Day: ▼
Security Question *	What is the name of your high school? ▼	
Security Answer *	<input type="text" value="My High School Name Here"/>	
eRA Commons User Name	<input type="text"/>	
Open Research & Contributor ID (ORCID):	<input type="text"/>	(format: [xxxx-xxxx-xxxx-xxxx]) For more information, go to http://orcid.org
<input type="button" value="Save Changes"/>		

Principal Investigators Only - Enter your Open Research & Collaborator ID (ORCID) in the field provided. The ORCID Registry is available free of charge. For more information on ORCID, please visit <http://orcid.org>.

Demographics:

The Demographics tab allows you to review and update your gender, degrees, race and ethnicity.

My Profile: Demographics

Account Info	Demographics	Contact Information	News Releases Subscriptions	Change Password
--------------	---------------------	---------------------	-----------------------------	-----------------

Demographics

Gender: ☐ Male ☐ Female

Degrees

- ☐ D.D.S.
- ☐ D.M.D.
- ☐ D.O.
- ☐ D.V.M.
- ☐ M.D.
- ☐ Ph.D.
- ☐ V.M.D.
- ☐ Other

Ethnicity

- ☐ Prefer not to disclose
- ☐ American Indian
- ☐ Alaska Native
- ☐ Asian
- ☐ Black Or African American
- ☐ Hispanic or Latino
- ☐ Native Hawaiian or Pacific Islander
- ☐ White
- ☐ Other

Contact Information:

On the Contact Information tab, you can review and update your default contact information as well as enter multiple contact records by selecting the “create a new contact record” link. Please note you must have at least one contact address selected as the default. The default contact information will be pre-populated in all pre-applications submissions and will be used for all email communications sent from eBRAP.

My Profile: Contact Information

Account Info

Demographics

Contact Information

News Releases Subscriptions

Change Password

Contact Information

Users may maintain multiple sets of contact information (when applicable), but one must always be specified as the "default" contact record. You may [create a new contact record](#) at any time, or edit or delete the records shown below.

Active Contact Records: 1

Work Address (Default)

Address

Address2

City

State

Foreign Province

Zip/Postal Code

Country

Phone

Fax

Email

Edit

123 Street Name

Suite 200

City Name

Maryland

21702

United States of America

555-555-5555

FirstName@someorg.edu

News Release Subscriptions

On the News Release Subscriptions tab, you can subscribe/unsubscribe to receive communications for the programs supported by CDMRP.

To subscribe, click on the checkbox next to the programs for which you would like to receive information. Click on the Submit button to save your changes.

To unsubscribe, click on the checkboxes to remove the check next to the programs for which you no longer wish to receive communications. Click on the Submit button to save your changes.

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Subscribe to News Releases

Enter your email address:

test@test.com

Select all programs you want to subscribe to then click the Submit button [☐ Check/Un-Check All]

- | | |
|--|---|
| <input type="checkbox"/> Alcohol and Substance Abuse Disorders Research Program | <input type="checkbox"/> Military Operational Medicine Research Program |
| <input type="checkbox"/> Amyotrophic Lateral Sclerosis Research Program | <input type="checkbox"/> Multiple Sclerosis Research Program |
| <input type="checkbox"/> Armed Forces Institute of Regenerative Medicine | <input type="checkbox"/> NVYPG |
| <input type="checkbox"/> Army Rapid Innovation Fund | <input type="checkbox"/> Neurofibromatosis Research Program |
| <input type="checkbox"/> Autism Research Program | <input type="checkbox"/> Neurotoxin Exposure Treatment Parkinson's |
| <input type="checkbox"/> Bone Marrow Failure Research Program | <input type="checkbox"/> Orthotics and Prosthetics Outcomes Research Program |
| <input type="checkbox"/> Breast Cancer Research Program | <input type="checkbox"/> Ovarian Cancer Research Program |
| <input type="checkbox"/> Broad Agency Announcement | <input type="checkbox"/> Pancreatic Cancer Research Program |
| <input type="checkbox"/> Chronic Pain Management Research Program | <input type="checkbox"/> Peer Reviewed Alzheimer's Research Program |
| <input type="checkbox"/> Combat Readiness-Medical Research Program | <input type="checkbox"/> Peer Reviewed Cancer Research Program |
| <input type="checkbox"/> Defense Medical Research and Development Program | <input type="checkbox"/> Peer Reviewed Medical Research Program |
| <input checked="" type="checkbox"/> Duchenne Muscular Dystrophy Research Program | <input type="checkbox"/> Peer Reviewed Orthopaedic Research Program |
| <input type="checkbox"/> Epilepsy Research Program | <input type="checkbox"/> Prostate Cancer Research Program |
| <input type="checkbox"/> Gulf War Illness Research Program | <input type="checkbox"/> Rare Cancers Research Program |
| <input type="checkbox"/> Hearing Restoration Research Program | <input type="checkbox"/> Reconstructive Transplant Research Program |
| <input type="checkbox"/> Integrative Cardiac Health Project Award | <input type="checkbox"/> Scleroderma Research Program |
| <input type="checkbox"/> JPC-2 Military Infectious Diseases Research Program | <input type="checkbox"/> Special Operations Command |
| <input type="checkbox"/> JPC-6 Combat Casualty Care Research Program | <input type="checkbox"/> Spinal Cord Injury Research Program |
| <input type="checkbox"/> JPC-7 Radiation Health Effects Research Program | <input type="checkbox"/> Tick-Borne Disease Research Program |
| <input type="checkbox"/> JPC-8 Clinical and Rehabilitative Medicine Research Program | <input type="checkbox"/> Trauma Clinical Research Program |
| <input type="checkbox"/> Joint Warfighter Medical Research Program | <input type="checkbox"/> Traumatic Brain Injury and Psychological Health Research Program |
| <input type="checkbox"/> Kidney Cancer Research Program | <input type="checkbox"/> Tuberous Sclerosis Complex Research Program |
| <input type="checkbox"/> Lung Cancer Research Program | <input type="checkbox"/> Vision Research Program |
| <input type="checkbox"/> Lupus Research Program | |
| <input type="checkbox"/> Melanoma Research Program | |
| <input type="checkbox"/> Military Burn Research Program | |
| <input type="checkbox"/> Military HIV Research Program | |

Change Password:

The Change Password tab allows you to update your password. To update your password, enter your old password, the new password, and confirm the fields provided. Click on the "Save Changes" button to save your new password. Password must be at least 15 characters long, no spaces, and contain a minimum of 2 uppercase letters, lowercase letters, numbers (0-9), and special characters. Passwords are case-sensitive, and users are not permitted to re-use any of the last 5 passwords.

My Profile: Account Info

[Account Info](#)[Demographics](#)[Contact Information](#)[News Releases Subscriptions](#)[Change Password](#)

Change Password

The entries marked with * are required

Old Password *

Password *

Confirm Password *

Password must be at least 15 characters long, no spaces, and contain a minimum of 2 each of uppercase letters, lowercase letters, numbers (0-9), and special characters.

My Applications

On the [My Applications](#) page, you will have the option to start a new pre-application, filter the list of applications, and view a list of all your applications. For each application you can view the status, pre-app and full app due dates, and delete or withdraw pre-applications or full applications. Links will be available to view Full Application information after submission through Grants.gov. Links for accessing award management information will become available for funded applications after funding decisions are announced.

Pre-Application

My Applications

This tab allows you to manage your applications.

For programs currently accepting Pre-application submissions, click [start a new Pre-application](#).

Filter Application List

Display Applications: All Programs	<input checked="" type="radio"/> Since FY <input type="radio"/> Only for FY	FY: 2012	Pre-application Status of: <input type="checkbox"/> Draft <input type="checkbox"/> Submitted <input type="checkbox"/> Deleted <input type="checkbox"/> Withdrawn	Full Application Status of: <input type="checkbox"/> Draft <input type="checkbox"/> Verified <input type="checkbox"/> Withdrawn <input type="checkbox"/> BO Approval Pending <input type="checkbox"/> BO Return to PI <input type="checkbox"/> BO Approved <input type="checkbox"/> BO Not Approved	<input type="button" value="Refresh List"/>
Display by Organization: All Programs					

A filtered list of your applications is displayed below. You can sort this list by clicking on any of the underlined table headings. To view all of you applications, you may need to adjust the filters in the above table and press the "Refresh List" button.

<u>Log No</u>	<u>Title</u>	<u>Principal Investigator</u>	<u>Pre-App Due Date</u>	<u>Pre-App Status</u>	<u>Full App Due Date</u>	<u>Full App Status</u>	<u>Actions</u>
TE000012	Pre-Proposal: Test	Doe, Jane	N/A	Draft	06/30/2016		View Pre-Proposal Information
TE000023	Pre-Proposal: Test	Doe, Jane	N/A	Draft	06/30/2016		View Pre-Proposal Information
TE000034	Pre-Proposal: Test	Doe, Jane	N/A	Draft	06/30/2016		View Pre-Proposal Information
TE000045	Pre-Proposal: Test	Doe, Jane	N/A	Draft	06/30/2016		View/Edit Pre-Proposal Information Delete Pre-Proposal

Create New Pre-Application: Funding Opportunities

On the [Create New Pre-application](#) page, you will view a list of:

- Available Programs
- Award Mechanisms
- Open Date

- Submission Deadlines for Pre-application and Full Application

To start a new pre-application select the New Pre-application link associated with the relevant program and award mechanism. This will take you to the [Create New Pre-Application](#) page, which includes application identification and application classifications.

My Applications: Create New Pre-application				
Below are listed all current research programs for which funding opportunities (Program Announcements) are available. Please select a program and award mechanism to begin the pre-application submission process, or select one of your previously created pre-applications .				
Research Program	Award Mechanism	Opens	Submission Deadline*	Actions
Test Program	Idea Award	02-19-16	06-28-16 (Pre-application - Pre Proposal) 06-29-16 (Application)	New Pre-application
	Impact Award	10-16-15	12-29-16 (Pre-application - Pre Proposal) 12-30-16 (Application)	New Pre-application
	Metric Development and Validation Award	02-19-16	05-29-16 (Pre-application - Pre Proposal) 05-30-16 (Application)	New Pre-application
	Visionary Postdoctoral Fellowship Award	03-30-16	04-22-16 (Pre-application - Letter Of Intent) 05-31-16 (Application)	New Pre-application

In the Application Identification section, enter information used to identify your pre-application, such as an application title and application keywords. Select the “?” icon for information/assistance in completing a given field. Selecting the “?” icon will direct to the corresponding section of the help page.

In the Application Classification section, indicate standard research classification, CDMRP research classification and common scientific outline (CSO) research classifications or areas of encouragement, as required by the award mechanism.

In the Submitter Role section, specify your submitter role type. Every pre-application must have a principal investigator. It is recommended to include an alternate submitter to assist with the submission. Shown below is an example; please refer to the specific Program Announcement or eBRAP for instructions.

My Applications: Create New Pre-application

The following information is required to begin a new pre-application, but may be changed at any time until submitted. Once submitted, you may reset your pre-application as “Draft” for further editing.

REQUIRED fields are color coded as: ***Field Name**

OPTIONAL fields are color coded as: **Field Name**

(Required/Optional fields are those that may be required for completion if certain others have been complete (i.e., a State entry would be required if the Country selected is the United States or Canada; but, State would not be required if another Country [e.g. Germany] was selected.)

Click on the “?” icon for information/assistance in completing a given field.

Application Identification

Award Mechanism

Advanced Technology

*Mechanism Option: Basic Research ▼

*Application Title

Test

4/160 character limit

*Application Keywords

Test

4/200 character limit

Pre-Application: Summary

The Pre-Application Summary page displays the information previously entered for your pre-application, such as application title, principal investigator, business official, performing organization, contracting organization, program, award type, submission type, and pre-application deadline. As you complete the steps of your pre-application, additional information such as performing and contracting organization will display on the Pre-Application Summary Page. If applicable, pre-application screening status information will be displayed as it becomes available. Consult the funding opportunity for specific timelines. You can also select the option to check current official time.

The next section outlines the steps that are required to complete the submission of the pre-application. You can click on a tab link name or use the linked step number to navigate directly to the corresponding tab.

The Documents and Forms section below provides program/award type relevant forms for application submission, along with organizational forms, in Word, PDF, and PowerPoint formats, if available. The information shown below is an example only; information specific to each award mechanism will be displayed in eBRAP.

My Applications: Pre-application Summary

Summary	(1) Application Information	(2) Application Contacts	(3) Collaborators and Key Personnel	(4) Conflicts of Interest	(5) Pre-application Files	(6) Submit Pre-application
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Pre-application TE160057 Summary

Status: **DRAFT**

Application Title: test
Principal Investigator: Jane Doe
Business Official: unassigned
Performing Organization:
Contracting Organization:
Program: Test Program 2016
Award Mechanism: Idea Award
Submission Type: Extramural
Pre Proposal Deadline: June 28, 2016 by 05:01 PM, Eastern Daylight Time ([check current official time](#))

Pre-application Screening:

Pre-application submissions in eBRAP require naming or inviting a Business Official in the "Application Contacts" tab but do not require approval by an Organization's Authorized Representative. You may update this information or upload a revised pre-application at any time prior to the pre-application deadline.

The following steps are required to complete submission of a pre-application:

Step	Pre-application Steps
1	Application Information
2	Application Contacts
3	Collaborators and Key Personnel
4	Conflicts of Interest
5	Pre-application Files
6	Submit Pre-application

Program/Award Type Specific		
Document	Word	PDF
No files available for download.	-	-
Generic Forms for Application Submission		
Form	Word	PDF
CDMRP Biographical Sketch		n/a
FY13/14 Quad Chart		n/a
FY14 IND/IDE Documentation Form	n/a	
SOW (Statement of Work) Generic Format		n/a
SOW for Basic Research (Training Section optional)		n/a
SOW for Clinical Research (Including Trials, Special Populations)		n/a
SOW for Advanced Tech Development Research		n/a
SOW for Collaborative PI projects		n/a
FY11 CDMRP Biographical Sketches		
FY12 DMRDP Quad Chart		n/a
Organizational Forms		
Form	Word	PDF
Organizational Data Form	n/a	
Required Representations (Corporation)	n/a	

Pre-Application: Application Information

The [Application Information](#) page will be pre-filled with information you entered on the [Create New Pre-application](#) page.

In the Application Identification section you may update or enter information used to identify your pre-application, such as an application title, application keywords, mechanism option, and research classifications.

In the Human and Animal Use section, indicate information pertaining to human subjects, source of human subjects, human anatomical substances, or human data and animal use for your pre-application.

In the Location of Work to be Performed section, indicate information pertaining to facilities in which your work will be performed.

My Applications: Pre-application Information

Summary

(1) Application Information

(2) Application Contacts

(3) Collaborators and Key Personnel

(4) Conflicts of Interest

(5) Pre-application Files

(6) Submit Pre-application

Pre-application BG160006 information

Status: **DRAFT**

Pre-application Information: Your Pre-application may be saved and forwarded to CDMRP by clicking on the **Save** button on the bottom of the pre-application form.

Note: All required fields must be completed before the deadline

REQUIRED fields are color coded as: ***Field Name**

OPTIONAL fields are color coded as: **Field Name**

(Required/Optional fields are those that may be required for completion if certain others have been complete (i.e., a State entry would be required if the Country selected is the United States or Canada; but, State would not be required if another Country [e.g. Germany] was selected.)

Click on the "?" icon for information/assistance in completing a given field.

Application Identification

Award Mechanism

Advanced Technology

*Mechanism Option: No option

*Application Title

0 /160 character limit

*Application Keywords

0 /200 character limit

Application Classification

Standard Research Classification ?

*1st

Human and Animal Use

Human Subjects

In the proposed work:

Human Subjects will be used.

☐ Yes ☐ No

A clinical trial will be supported with these research funds. Not all award mechanisms support a clinical trial - check the specific program announcement / application instructions.

☐ Yes ☐ No

Human Anatomical Substances and/or human data will be used.

☐ Yes ☐ No

The Human Anatomical Substances or human data can be traceable to a specific donor.

☐ Yes ☐ No

Source of Human Subjects, Human Anatomical Substances, or Human Data

Select all that apply:

<input type="checkbox"/> Commercial	<input type="checkbox"/> U.S. Army
<input type="checkbox"/> General Public	<input type="checkbox"/> U.S. Marine Corp
<input type="checkbox"/> Industry Large Business (>500 employees)	<input type="checkbox"/> U.S. Navy
<input type="checkbox"/> Industry Small Business (<500 employees)	<input type="checkbox"/> U.S. National Guard
<input type="checkbox"/> Private Source	<input type="checkbox"/> U.S. Reserves
<input type="checkbox"/> Private Institution of Higher Education	<input type="checkbox"/> U.S. Military dependents or retirees
<input type="checkbox"/> Public/State Controlled Institution of Higher Education	<input type="checkbox"/> Veterans
<input type="checkbox"/> State Government	<input type="checkbox"/> Other
<input type="checkbox"/> U.S. Air Force	

Pre-Application: Application Contacts

Pre-Application Contacts are assigned on the Application Contacts tab. This includes the performing and contracting organization; once specified, save the organization(s) by selecting the "Add Organization to this Pre-application" button. If you cannot find your performing or contracting organization, you can invite an Authorized Organizational Representative to register your organization.

If you are the Principal Investigator, you can edit the profile, apply a different profile from your “My Profile” contact records, search or invite an Alternate Submitter, and search or invite a **Primary Business Official and Alternate Business Officials**. Pre-application submission requires either the assignment or invitation of a Primary Business Official. Primary Business Official will be responsible for assigning a Post Award Business Official, if applicable.

If logged in as an Alternate Submitter or Business Official, you will be required to assign a Principal Investigator prior to submission of the pre-application.

My Applications: Pre-application Contacts

Summary	(1) Application Information	(2) Application Contacts	(3) Collaborators and Key Personnel	(4) Conflicts of Interest	(5) Pre-application Files	(6) Submit Pre-application
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Pre-application BG200043 Contacts

The following are required for the Pre-application submission:


- Principal Investigator - name and contact information
- Business Official - either named or invited
- Performing Organization - either named or invited
- Contracting Organization - either named or invited

Optional - an Alternate Submitter may be named with contact information.

You can modify application contacts and your contact information below at any time prior to the pre-application deadline.

Under the “Collaborators & Key Personnel” tab, you must specify **at least three Team PIs** for this award mechanism

Organization(s)

Is your Contracting Organization same as your Performing Organization? 

☐ Yes ☐ No

Can't find your organization?

[Invite AOR to Register Your Performing Organization\(s\)](#)

[Invite AOR to Register Your Contracting Organization\(s\)](#)

Principal Investigator

Name	Mrs. Brenda Robinson
Address	0 Zero Street
Address 2	
City	Zeroville
State	Maryland
Foreign Province	
Zip/Postal Code	00000-0000
Country	United States of America
Phone	000-000-0000
Fax	
Email	brenda.robinson3@gdit.com

[Edit Principal Investigator](#)

[Remove](#)

Pre-Application: Collaborators and Key Personnel

On the Collaborators and Key Personnel page, add one or more collaborators or key personnel. Identify their role in the pre-application, type of organization, and ethnicity. Collaborators and key personnel will display in a table above the form. Consult the funding opportunity for applicable specific collaborator roles.

Alternate Submitter

Primary Business Official - R&R SF424 Block 5 of Grants.gov application

Alternate Business Official

Award Management Business Official

(can be assigned by the Business Official only)

My Applications: Pre-application Collaborators and Key Personnel

Summary	(1) Application Information	(2) Application Contacts	(3) Collaborators and Key Personnel	(4) Conflicts of Interest	(5) Pre-application Files	(6) Submit Pre-application
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Pre-application TE160057 Collaborators and Key Personnel

Status: **DRAFT**

Collaborators and Key Personnel

To avoid real and apparent conflicts during the review process:

Add all participants in the application including collaborators, consultants (paid or unpaid) and subawardees.

First Name	Last Name	Organization Name	Phone	Email	Role	Action
John	Smith	Acme University	301-123-4567	John_Smith@someuniversity.org	Co-Investigator	Delete

Add Collaborator or Key Personnel

First Name*	Last Name*	Organization Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number	Email Address	Role*
<input type="text"/>	<input type="text"/>	-- Select a Role --

DISCLAIMER: The following information is being requested to assist us for statistical tracking and reporting. This information is for internal use for reporting purposes only. The information will not be forwarded to peer or programmatic review. Thank you for your assistance.

Type of Organization

Select all that apply.

- ☐ Private Institution of Higher Education
☐ Public/State Controlled Institution of Higher Education

☐ DoD - U.S. Air Force

☐ DoD - U.S. Army

☐ DoD - U.S. Navy

Ethnicity

Select all that apply.

- ☐ Prefer not to disclose
☐ American Indian
☐ Alaska Native
☐ Asian
☐ Black Or African American

Pre-Application: Conflicts of Interest

On the [Conflicts of Interest](#) page, you may add one or more conflicts of interests (COIs) that you may have. You should identify any COI by name, organization, contact information, and include a brief explanation of the conflict. Conflicts of Interest will display in a table above the form.

My Applications: Pre-application Conflicts of Interest (COI)

Summary	(1) Application Information	(2) Application Contacts	(3) Collaborators and Key Personnel	(4) Conflicts of Interest	(5) Pre-application Files	(6) Submit Pre-application
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Pre-application TE160057 Conflicts of Interest (COI)

Status: **DRAFT**

Conflicts of Interest (COI)

To avoid real and apparent conflicts during the review process:

Add all individuals outside of this application who may have a conflict of interest in the review of this application, and include a brief explanation (less than 100 characters including spaces) as to why this individual is in conflict.

First Name	Last Name	Organization Name	Phone	Email	Role	Action
No Conflicts of Interest have been entered.						

Add Conflicts of Interest (COI)

First Name*	Last Name*	Organization Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number	Email Address	Explanation of Conflict
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>		

Pre-Application: Pre-application Files

The Pre-application Files page displays a list of all required documents, specified page limits, and allowed file types for each required document. You may browse and upload a document for each required file. Once uploaded you will be able to view the file, the date/time uploaded, and file size, along with the username of the individual who uploaded the file. You may also delete the file and upload a new file prior to the pre-application deadline. Some mechanisms include data to be submitted in text boxes. Character limits are provided with each text box. Text boxes are not optional.

My Applications: Pre-application Files

Summary	(1) Application Information	(2) Application Contacts	(3) Collaborators and Key Personnel	(4) Conflicts of Interest	(5) Pre-application Files	(6) Submit Pre-application
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Pre-application TE160057 Files Status: **DRAFT**

The following files are required to complete submission of a pre-application. In the boxes below, please upload a separate file for each required file type for this mechanism option. Note that the newly uploaded file will replace the version previously uploaded for that section.

Please follow the steps below to complete this "Files" section. These steps may be completed in any order.

1. [Upload the Pre-Application Narrative document](#). 2 page limit - Allowed File Types are PDF - Required
2. [Upload the References Cited document](#). 1 page limit - Allowed File Types are PDF - Required
3. [Upload the List of Abbreviations document](#). Allowed File Types are PDF - Required
4. [Upload the Key Personnel Biographical Sketches document](#). Allowed File Types are PDF - Required

Pre-Application Narrative
(2 page limit - Allowed File Types are PDF - Required)
File Uploaded: Pre_Application_Narrative.pdf
File Size: 49165
Uploaded On: 2016-04-21 08:06:54.24 By: Jane Doe
File to be Uploaded:

Pre-Application: Submit Pre-application

The Submit Pre-Application page lists the pre-application sections, including the status of each pre-application step. You may click on a specific step to navigate directly to the corresponding tab.

Upon verifying that the information in your pre-application is correct and complete, you can submit your pre-application, by entering your password and selecting submit.

My Applications: Pre-application Submission

Summary

(1) Application Information

(2) Application Contacts

(3) Collaborators and Key Personnel

(4) Conflicts of Interest

(5) Pre-application Files

(6) Submit Pre-application

Pre-application BG160013 Submission

Status: DRAFT

To submit your pre-application, enter your password below. After submission, you may edit any section of your pre-application prior to the deadline by selecting the Reset button. Please remember to re-submit your pre-application after making edits. Only SUBMITTED pre-applications will be considered.

Pre-application Sections

Step	Application Parts	Status
1	Application Information	Completed
2	Application Contacts	Completed
3	Collaborators and Key Personnel	1 Partnering PIs entered. 0 Collaborators & Key Personnel entered.
4	Conflicts Of Interest	1 Conflicts of Interest(COIs) entered.
5	Pre-application Files	Completed

Submit Pre-application

I hereby submit this pre-application.

Enter Your Password Here:

Pre-Application Submission: Confirmation

Upon entering your password and selecting submit, you will be directed to the [Pre-Application Submission](#) page. On the [Pre-Application Submission](#) page you can either select the option to continue submitting your pre-application or cancel. You must select the Continue button to complete your submission.

My Applications: Pre-application Submission

Summary

(1) Application Information

(2) Application Contacts

(3) Collaborators and Key Personnel

(4) Conflicts of Interest

(5) Pre-application Files

(6) Submit Pre-application

Pre-application TE160057 Submission

Status: DRAFT

PI Approval for Pre-application TE160057
Pre-application Status: DRAFT

You are about to complete the pre-application submission process to TEST Idea Award.

Log Number: TE160057
PI: Doe, Jane (Jane_Doe@someuniversity.org)
Title Test Application

Upon selecting the option to continue, you will be directed to the [Pre-Application Submission Confirmation](#) Page and will be able to view information regarding your pre-application, including a change in pre-application status from DRAFT to SUBMITTED. Once the pre-application is submitted, email notifications will be sent to all pre-application contacts and Partnering Principal Investigators. Select the “Return to My Applications” link to return to the [My Applications](#) page.

My Applications: Pre-application Submission

Summary	(1) Application Information	(2) Application Contacts	(3) Collaborators and Key Personnel	(4) Conflicts of Interest	(5) Pre-application Files	(6) Submit Pre-application
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Pre-application TE160057 Submission

Status: **SUBMITTED**

This notification is confirmation of submission of Pre-application TE160057 "Test Application", to TEST Idea Award.

Pre-application submission was registered on April 21, 2016 at 08:20 AM, Eastern Daylight Time .

[Return to My Applications](#)

Submitted pre-applications may be reset to DRAFT status prior to the pre-application deadline. At the pre-application deadline, eBRAP will automatically submit pre-applications for which all required components complete, but that remain in DRAFT status. An email notification of the submission will be sent to the contacts listed on the pre-applications.

My Applications: Pre-application Submission

Summary	(1) Application Information	(2) Application Contacts	(3) Collaborators and Key Personnel	(4) Conflicts of Interest	(5) Pre-application Files	(6) Submit Pre-application
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Pre-application BG160013 Submission

Status: **SUBMITTED**

Application log number BG160013 was submitted on Monday, August 1, 2016.

Pre-application Sections

Step	Application Parts	Status
1	Application Information	Completed
2	Application Contacts	Completed
3	Collaborators and Key Personnel	1 Partnering PIs entered. 0 Collaborators & Key Personnel entered.
4	Conflicts of Interest	1 Conflicts of Interest(COIs) entered.
5	Pre-application Files	Completed

Reset Pre-application Submission to Draft

Submit Pre-application

I hereby submit this pre-application.

(Application Log Number BG160013 has already been submitted)

Full Application

Full Application: Application Review and Verification

Applications submitted through and validated by Grants.gov will be processed by eBRAP to allow investigators and their organizational representatives to review, modify, and verify the submission. The Principal Investigator and organizational representatives will receive an email request from eBRAP to initiate the process.

During this verification period, the Principal Investigator may upload specific missing files, replace files, and re-categorize files. Files that fail eBRAP validation will be noted in both the email and in the [Full Application Files](#) tab. eBRAP does not validate the accuracy or completeness of content in the files. Principal Investigators are strongly encouraged to review all application components.

If either the Project Narrative or the Budget fail eBRAP validation, an updated Grants.gov application package must be submitted via Grants.gov prior to the application submission deadline, which occurs earlier than the end of the application verification period. *The Project Narrative and Budget cannot be changed after the application submission deadline. Any other application component can be changed during the verification period noted in the Program Announcement.*

All modifications, except for the Project Narrative and Budget, must be completed by the end of the verification

period.

Note - the ability to view and modify the Grants.gov application in eBRAP is contingent upon the registration and affiliation of the Business Officials and Principal Investigators in eBRAP. Your Organization and Business Official must be registered and you must be affiliated to your organization (organization listed in blocks 5 & 19 of the SF-424 form of the Grants.gov application package) in eBRAP before you can view and/or your application submission in eBRAP.

To review and modify your full application, select the “View/Edit Full Application” link in the *Action* column for the relevant log number.

My Applications

This tab allows you to manage your applications.
For programs currently accepting Pre-application submissions, click [start a new Pre-application](#).

Filter Application List

Display Applications: All Programs ▼	<input checked="" type="radio"/> Since FY	FY: 2012 ▼	Pre-application Status of:	Full Application Status of:	Refresh List
Display by Organization: ▼	<input type="radio"/> Only for FY		<input type="checkbox"/> Draft <input type="checkbox"/> Submitted <input type="checkbox"/> Deleted <input type="checkbox"/> Withdrawn	<input type="checkbox"/> Draft <input type="checkbox"/> Verified <input type="checkbox"/> Withdrawn <input type="checkbox"/> BO Approval Pending <input type="checkbox"/> BO Return to PI <input type="checkbox"/> BO Approved <input type="checkbox"/> BO Not Approved	

A filtered list of your applications is displayed below. You can sort this list by clicking on any of the underlined table headings. To view all of you applications, you may need to adjust the filters in the above table and press the “Refresh List” button.

<u>Log No</u>	<u>Title</u>	<u>Principal Investigator</u>	<u>Pre-App Due Date</u>	<u>Pre-App Status</u>	<u>Full App Due Date</u>	<u>Full App Status</u>	<u>Actions</u>
TE130066	Full Application: Test	Doe, Jane	05/01/15 (Pre-Proposal)	Submitted	05/02/15	Verified	View Pre-Proposal Information View/Edit Full Application
TE130067	Full Application: Test	Doe, Jane	05/01/15 (Pre-Proposal)	Submitted	05/02/15	Verified	View Pre-Proposal Information View/Edit Full Application
TE130068	Full Application: Test	Doe, Jane	05/01/15 (Pre-Proposal)	Submitted	05/02/15	Verified	View Pre-Proposal Information View/Edit Full Application
TE130069	Full Application: Test	Doe, Jane	05/01/15 (Pre-Proposal)	Submitted	05/02/15	Verified	View Pre-Proposal Information View/Edit Full Application

Full Application: Summary Page

The Full Application Summary page provides an overview of the full application submitted via grants.gov such as the title, grants.gov tracking number, Principal Investigator, Business Official, Organization, program award type, and the full application deadline. The full application and verification deadlines are available as well as the pre-application screening status, if applicable.

In the Steps section, you can view the steps that are required to complete the verification of the full application. Click on a tab name to navigate directly to the corresponding tab.

Summary

Budget & SF424 Data

SF424 Contacts

Full Application Files

Verify Full Application

Full Application BC120023

Status: **DRAFT**

Application Title: Test for Idea Expansion - BC120023
 Grants.gov Tracking Number: GRANT00563635
 Funding Opportunity Number: W81XWH-12-BCRP-IDEX
 Principal Investigator: Jane Doe
 Business Official: Zee Zero
 Organization: Zero, Inc.
 Program: Breast Cancer Research Program 2012
 Award Mechanism: Idea Expansion Award
 Mechanism Option: Collaborative Option
 Submission Type: Extramural
 Full Application Deadline: July 12, 2016 by 12:55 PM, Eastern Daylight Time ([check current official time](#))

Invite Status: Invited 03-30-2016
 Invitation Letter: [Invitation Letter](#)

Please refer to the [program announcement](#) applicable to your application for more details on the timeline.

Instructions












Much of the information for Full Application submission in eBRAP is taken from the Pre-application. However, some of that information can be updated, and there is additional information that needs to be provided.

Below is a list of files that are required for submitting a Full Application, as well as a list of optional files.

If we require that our form be used, then the file will appear as a hyperlink in the lists below, which will open the form, so it can be downloaded, filled in, and uploaded on the on the Full Application Files page.

If we do not require that our form be used, then you may provide your own, or select one from the Generic Forms for Application Submission list, or the Organizational Forms list, at the bottom of this page.

In the Documents and Forms section, you can access relevant application and organizational forms in Word, PDF and PowerPoint formats, as applicable.

Program/Award Type Specific		
Document	Word	PDF
No files available for download.	-	-
Generic Forms for Application Submission		
Form	Word	PDF
CDMRP Biographical Sketch		n/a
FY13/14 Quad Chart		n/a
FY14 IND/IDE Documentation Form	n/a	
SOW (Statement of Work) Generic Format		n/a
SOW for Basic Research (Training Section optional)		n/a
SOW for Clinical Research (Including Trials, Special Populations)		n/a
SOW for Advanced Tech Development Research		n/a
SOW for Collaborative PI projects		n/a
FY11 CDMRP Biographical Sketches		
FY12 DMRDP Quad Chart		n/a

Full Application: Budget & SF424 Data

The [Budget & SF424 Data](#) page will be pre-filled with information entered in the SF424 during Grants.gov submission.

You may update the type of submission, title, project start date and project end date by selecting the “Edit Application Information” button. The title of the pre-application should match the title of the full application.

Research and Related Budget Data cannot be edited within eBRAP. To update this information, a new application must be uploaded via Grants.gov.

Summary	Budget & SF424 Data	SF424 Contacts	Full Application Files	Verify Full Application
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Full Application BC120023

Status: **DRAFT**

Application Information

Type of Submission: Application

Descriptive Title of Applicant's Project: Test for Idea Expansion - BC120023

Proposed Project Start Date: 01/01/2014

Proposed Project End Date: 12/31/2015

[Edit Application Information](#)

SF424 Estimated Project Funding

Total Federal Funds Requested: \$150.00

Total Non-Federal Funds: \$0.00

Total Federal & Non-Federal Funds: \$150.00

Research & Related Budget Data

Total Direct Cost: \$150.00

Total Indirect Cost: \$0.00

Total Budget: \$150.00

*If you need to update this budget information, please submit a complete revised application package via Grants.gov. The complete application package must be resubmitted with the 'Changed/Corrected Application' box selected.

In the application information section, you can choose the type of submission from the drop-down list and update the data in the title, project start date, and project end date.

Summary	Budget & SF424 Data	SF424 Contacts	Full Application Files	Verify Full Application
---------	--------------------------------	----------------	------------------------	-------------------------

Full Application BC120023

Status: **DRAFT**

Application Information

Type of Submission:

Descriptive Title of Applicant's Project:

Proposed Project Start Date:

Proposed Project End Date:

[Save](#) [Cancel](#)

Select the "Save" button to save your changes.

Full Application: SF424 Contacts

The [SF424 Contacts](#) page will be pre-filled with contacts entered in the SF424 during Grants.gov submission.

If you need to edit the information of the Principal Investigator, Primary Business Official, Alternate Business Official or the Authorized Organization Representative, click the corresponding "Edit Address Information" button. To change the Primary Business Official press the "Change Primary Business Official" button.

The pre-application Principal Investigator and Primary and Alternate Business Officials are displayed at the bottom of the page.

Full Application: Full Application Files

The [Full Application Files](#) tab displays a list of all documents submitted via grants.gov. At the top of the page, a

message will be displayed if any required files are missing. Except for the files denoted by the ⚠ symbol, files can be deleted, replaced, and moved to a different category.

Summary
Budget & SF 424 Data
SF 424 Contacts
Full Application Files
Verify Full Application

Full Application BC120023
Status: DRAFT

Performing Organization(s): Zero, Inc.
Contracting Organization(s): Zero, Inc.
Full Application Contacts
Principal Investigator
Name: Dr. Jane Doe
Address: 123 Main Street
Address 2:
City: North Pole
State: MARYLAND
Foreign Province:
Zip/Postal Code: 21701-5012
Country: UNITED_STATES_OF_AMERICA
Phone: 301-123-4567
Fax:
Email: prgm-test7@srghosting.com
Edit Address Information

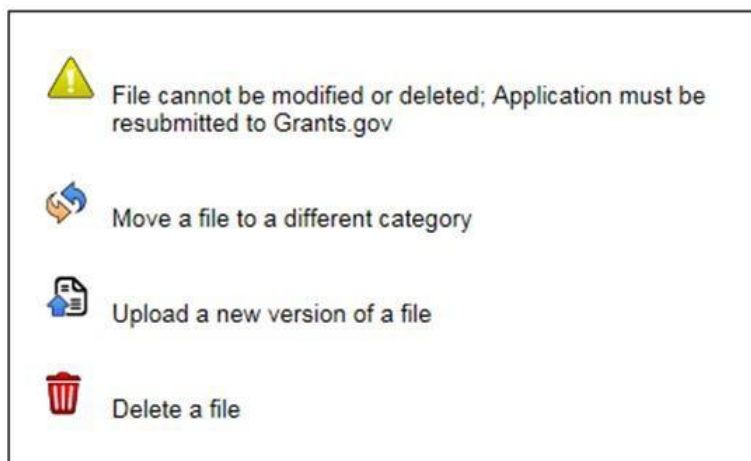
Business Official
Name: Mr. Zee Zero
Address: 0 Zero Street
Address 2:
City: Zeroville
State: MARYLAND
Foreign Province:
Zip/Postal Code: 21701-5012
Country: UNITED_STATES_OF_AMERICA
Phone: 000-000-0000
Fax:
Email: prgm-test7@srghosting.com
Edit Address Information
Change Business Official

Authorized Organization Representative
Name: Mr. David Zero
Address: 0 Zero Street
Address 2:
City: Zeroville
State: MARYLAND USA or Canadian Only
Foreign Province:
Zip/Postal Code: 21701-5012
Country: UNITED_STATES_OF_AMERICA
Phone: 000-000-0000
Fax:
Email: prgm-test7@srghosting.com
Edit Address Information

Letter Of Intent Contacts
Principal Investigator
Name: Dr. Jane Doe
Address: 123 Main Street
Address 2:
City: North Pole
State: MARYLAND USA or Canadian Only
Foreign Province:
Zip/Postal Code: 21701
Country: UNITED_STATES_OF_AMERICA
Phone: 301-123-4567
Fax:
Email: prgm-test7@srghosting.com
Business Official
Name: Mr. Zee Zero
Address: 0 Zero Street
Address 2:
City: Zeroville
State: MARYLAND USA or Canadian Only
Foreign Province:
Zip/Postal Code: 21701-5012
Country: UNITED_STATES_OF_AMERICA
Phone: 000-000-0000
Fax:
Email: prgm-test7@srghosting.com

Files denoted by the ⚠ symbol are read-only files. Any changes to these files must be done via grants.gov. At this time, the Project Narrative and Budget cannot be changed after the application submission deadline. All other application components can be changed up until the end of the application verification period.

Review each category to verify accuracy by selecting the component in the Application Components box. Except for read-only files, use the icons to the right of the file name to delete, replace, or move the file to a different category.



Legend: Full Application File Icons

After all changes are made, select the "Validate" button to check all validations. There cannot be any validation issues with this page in order to verify.

Proceed to Verify Full Application tab **prior** to the verification deadline.

Summary

Budget & SF424 Data

SF424 Contacts

Full Application Files

Verify Full Application

Full Application BC120023

Status: **DRAFT**

Application Title: Testing eBRAP II

Award Mechanism: Idea Expansion Award

Mechanism Option: Collaborative Option

Files Retrieved from Grants.gov On: 01-22-2016 12:39 PM

eBRAP will validate Grants.gov application files against the specific Program Announcement/Funding Opportunity requirements and discrepancies will be displayed above. It is the applicant's responsibility to review all application components for accuracy as well as ensure proper ordering as specified in this Program Announcement/Funding Opportunity.

Click on each Application Component to review and modify attachments

Validate

Application Components

Restricted

Key Personnel

Budget

Required Attachments

Other

File cannot be modified or deleted; Application must be resubmitted to Grants.gov

Move a file to a different category

Upload a new version of a file

Delete a file

Details

Viewing: Attachments

Read-only Grants.gov Form - Performance Site Location(s)

Form PerformanceSite_2_0-V2.0.pdf

2016-03-30 09:03:55.624

Read-only Grants.gov Form - R & R Senior/Key Person Profile

Form RR_KeyPersonExpanded_2_0-V2.0.pdf

2016-03-30 09:04:15.228

Lay Abstract

Lay Abstract.pdf

2016-03-30 09:04:35.894

Technical Abstract

Technical Abstract.pdf

2016-03-30 09:04:53.956

Statement of Work

Statement of Work.pdf

2016-03-30 09:05:57.544

Upload New File



Validate

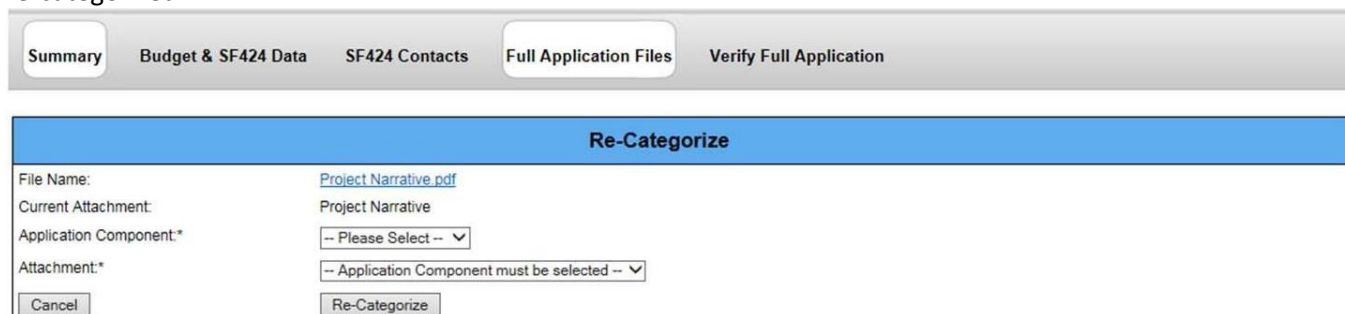
Full Application: Full Application Files – Upload New File

Select the "Upload New File" button or the symbol to upload a new file. Choose the appropriate component from the drop-down list and find the file by selecting the "Browse" button. Select the "Upload New File" button to

save your file. Uploading of a new file in the same component overwrites files.

Full Application: Full Application Files – Re-Categorize

To re-categorize files on the Full Application File tab press the  symbol to the right of the file you are trying to change. Choose the appropriate application component and the attachment from the drop downs, then select the “Re-Categorize” button. Note any file with the  symbol cannot be deleted, replaced, or re-categorized.



The screenshot shows the 'Full Application Files' tab selected in the top navigation bar. Below it is a 'Re-Categorize' form. The form has the following fields and buttons:

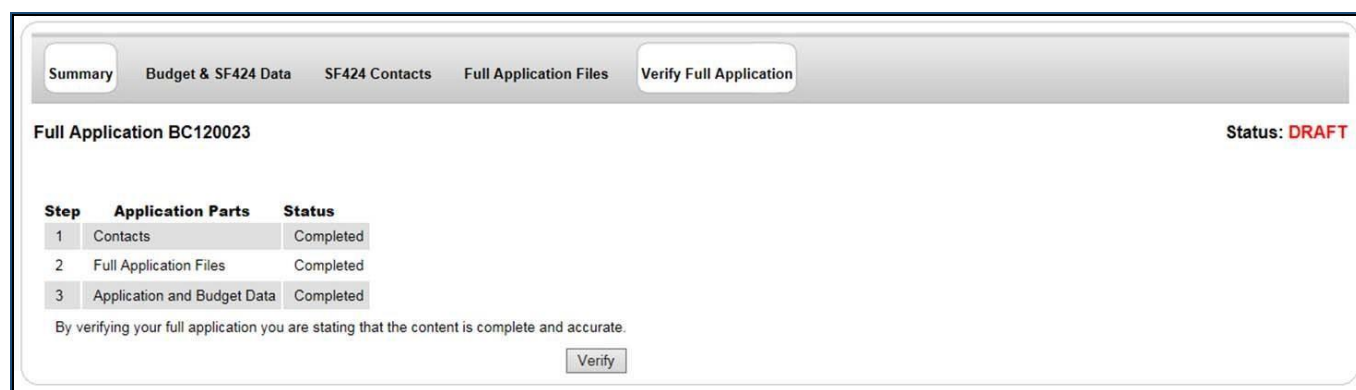
- File Name:** Project Narrative.pdf
- Current Attachment:** Project Narrative
- Application Component:*** -- Please Select -- (dropdown menu)
- Attachment:*** -- Application Component must be selected -- (dropdown menu)
- Buttons:** Cancel, Re-Categorize

Full Application: Verify Full Application

Prior to submitting the application, review the table provided to confirm all application parts in the status column are “Completed.” There cannot be any validation issues in order to verify.

Select the “Verify” button prior to the deadline to verify your full application. Any validation errors will appear at the top of the page.

You can reset to draft and verify multiple times prior to the verification deadline. At the verification deadline, eBRAP will automatically submit all full applications that remain in DRAFT status. An email notification of the submission will be sent to the contacts listed on the full application.



The screenshot shows the 'Verify Full Application' form. At the top, the 'Full Application BC120023' is displayed with a status of **DRAFT**. Below this is a table showing the status of application parts:

Step	Application Parts	Status
1	Contacts	Completed
2	Full Application Files	Completed
3	Application and Budget Data	Completed

Below the table, a message states: "By verifying your full application you are stating that the content is complete and accurate." A "Verify" button is located at the bottom right of the form.

Full Application: Reset Full Application to Draft

You can reset to draft and verify multiple times prior to the verification deadline by selecting the “Reset to Draft” button.

[Summary](#)
[Budget & SF424 Data](#)
[SF424 Contacts](#)
[Full Application Files](#)
[Verify Full Application](#)

Full Application BC120023
Status: **VERIFIED**

Your application has been set to verified

Step	Application Parts	Status
1	Contacts	Completed
2	Full Application Files	Completed
3	Application and Budget Data	Completed

After resetting to draft, you can make any necessary changes. You will need to re-verify your full application before the verification deadline.

Reset to Draft

At the verification deadline, eBRAP will automatically submit all full applications that remain in DRAFT status. An email notification of the submission will be sent to the contacts listed on the full application.

My Organization(s)

Users can view a list of their current active organizations, organization affiliation requests, invitations to register a new organization, and organizations they were formerly affiliated with. Users may also edit their job title, leave the organization, and request affiliation in another organization.

My Organization(s)

[My Organization\(s\)](#)
[Register New Organization](#)
[Invitations to Register New Organizations](#)
[Organization Profile](#)
[Manage Affiliates](#)
[Organization Files](#)
[Organization Applications](#)

Current Active Organizations

The following is a list of the organizations of which you are currently affiliated. Remember: you must be affiliated with an organization in order to view the grants.gov application submitted to these programs.

Organization Name	Organization Status	Organization Department	Job Title	Role in Organization	Commands
Acme University	Active	Sponsored Programs		Authorized Organizational Representative	Edit Job Title Leave Organization View All Applications

Organization Affiliation Requests

The following is a list of organizations of which you have a pending request for affiliation.

[Request Affiliation in Another Organization](#)

Organization Name	Requested Role	Contact Information	Notes from Request	Request Sent	Commands
ABC	Business Official	123 ABC Way Frederick, Maryland 21701 United States of America 1112223333 JohnDoe@someuniversity.org		01-23-2014	Cancel Affiliation Request

Organization Invitations

The following is a list of invitations to Register a New Organization

Former Organizations

The following is a list with the organizations of which you used to be a affiliated.

Request Affiliation in Another Organization

The Request Affiliation in Another Organization allows you to request an affiliation with another organization. Following the selection of the requested role, your contact information (from My Profile), the organization you wish to affiliate with, and adding a note to the organization's Authorized Organizational Representative on your reasons for requesting affiliation, an email notification will be sent to the Authorized Organizational Representative of the organization notifying them of your request. If the organization is not currently listed in the

organization list, you may invite the Authorized Organizational Representative to register their organization.

This screenshot shows a web form titled "Request Affiliation in Organization". The form contains the following fields and controls:

- Name:** John Smith
- Role:** A dropdown menu with "Principal Investigator" selected.
- Contact Information:** A radio button is selected next to "Work Address (default)". Below it, the address is listed: "8490 Prog-ress Drive", "Frederick, Maryland 21701", "301-360-2150", and the email "JohnDoe@someuniversity.org".
- Organization*:** A dropdown menu with "20/20 Gene Systems Inc." selected.
- Note:** A large, empty text area for additional comments.
- Action:** A button labeled "Request Affiliation in Organization" at the bottom left.

This screenshot shows a web form titled "Invite AOR to Register Organization". The form includes the following elements:

- Header:** "Invite AOR to Register Organization"
- Instruction:** "Please invite your Authorized Organizational Representative to register your organization"
- Organization Name:** A dropdown menu.
- Other Organization:** A text input field.
- Organization Department:** A text input field.
- Authorized Organizational Representative Full Name*:** A text input field.
- Authorized Organizational Representative Email Address*:** A text input field.
- Inviter's Full Name*:** A text input field.
- Inviter's Email Address*:** A text input field.
- Footer:** A red text line stating: "Upon submission of this invitation, an email invitation notification will be sent to the AOR listed above requesting registration of the organization."
- Buttons:** "Cancel" and "Submit" buttons at the bottom left.

Register New Organization (AOR only)

On the [Register New Organization](#) page you can indicate your organization and provide unique identification numbers that are registered to your organization. Upon completion, your newly registered organization will be added to your [My Organization\(s\)](#) page as a current active organization. This page is only accessible to an Authorized Organizational Representative.

Please fill in the form below to create an account on the eBRAP system. Users should only have one account. If you have an existing user account, please [login here](#).

Register Organization

Please Register your organization

Organization Name

Organization Other

Organization Department

Organization DUNS Number* [Add Additional DUNS Number](#)

Invitations to Register New Organizations (Home page for AOR)

Invitations for the Authorized Organizational Representative to register new organizations are sent from three places within the eBRAP system:

- During user registration
- In the pre-application from the applications contacts page (invite AOR to register your organization – performing and contracting)
- In My Organization(s) upon requesting affiliation in organization

This page is only accessible to an Authorized Organizational Representative.

Invitations to Register Organizations

My Organization(s) Register New Organization **Invitations to Register New Organizations** Organization Profile Manage Affiliates Organization Files Organization Applications

Pending Invitations

The following pending invitations require actions. Please process these invitations as soon as possible.

Date/Time	Inviter	Organization Name	Organization Department	AOR Full Name	AOR Email Address	Performing Contracting Org	Pre-App #	Invitation Status	Commands
23-Jan-2014	M Jones	New Organization		John Smith	AOR@someuniversity.org	Contracting	TE130045	Invited	view details

Processed Invitations

Date/Time	Inviter	Organization Name	Organization Department	AOR Full Name	AOR Email Address	Performing Contracting Org	Pre-App #	Invitation Status	Processed Date
23-Jan-2014	M Jones	Organization Name		John Smith	AOR@someuniversity.org	Performing	TE130026	Accepted	23-Jan-2014

Response to Invite New Organization Request

Invitations for the Authorized Organizational Representative to register new organizations are sent via e-mail. Each Register New Organization invitation must be acknowledged with the link in the invitation in order for the Authorized Organizational Representative to view the invitation in the eBRAP system. The invitation e-mail will contain a link for the Authorized Organizational Representative to navigate to the Response to Organization Request page.

The Authorized Organizational Representative selects the option to log in (if they have an existing account) and will be immediately directed to the Invitations to Register New Organizations page to view the pending invitation(s). If the Authorized Organizational Representative does not have an account, they will select option #2 (does not have an eBRAP account) and will be directed to the eBRAP home page to register.

Register New Organization Invitation

M Jones prsm-test3@srahosting.com has requested that you register your organization on the eBRAP system. Please select one of the options listed below.

Organization Name:	New Organization
Organization Department:	
Authorized Organizational Representative Full Name:	John Smith
Authorized Organizational Representative Email:	JohnSmith@someuniversity.org
Inviter's Full Name:	M Jones
Inviter's Email Address:	JaneDoe@someuniversity.org

☐ I accept this invitation as the following organization:

Select an Organization from the current list of registered eBRAP Organizations associated with your account.

[Select here to register a new organization.](#)

☐ I decline this invitation. (Justification required)

Response to Organization Request

In order to respond to the organization registration request, you must be logged in to the eBRAP system. Please review the following before making a selection from the following two links.

If you already created an eBRAP account, please click on the following link and you will be directed to the eBRAP Home Page. On the right-side of the page, go to the "Already Registered or Returning User Sign In" section and enter your username and password. As an AOR you will be immediately directed to the My Organizations > Invitations to Register Organizations page in order to acknowledge this invitation to register an organization.

[Login and respond to the organization registration request](#)

If you are not yet registered with the eBRAP system, select the following link and you will be directed to the eBRAP Home Page. On the left-side of the eBRAP Home Page, select the Authorized Organizational Representative eBRAP role from the "I am a new" drop-down list and select "Start Registration." Once you have created an account, you will be directed to the eBRAP Home Page and you may login using the "Already Registered or Returning User Sign In" section on the right-side of the page. As an AOR you will be immediately directed to the My Organizations > Invitations to Register Organizations page in order to register an organization.

[Register and respond to organization request](#)

If you are not an Authorized Organizational Representative (AOR) for your organization, please forward the email invitation to the appropriate AOR.

Register New Organization Invitation

Upon logging into the eBRAP system and viewing the [Register New Organization Invitation](#) page, you have three options:

- Accept this invitation and select an organization from the drop-down list of organizations you are currently affiliated with. An email notification will be sent to the Inviter with acceptance of the invitation.
- If the invited organization is not an organization you are currently affiliated with but needs to be registered in the eBRAP system, select the "Register New Organization" link and complete the new organization registration. Once registered, you can choose to accept this invitation by selecting the newly registered organization from your drop-down list of affiliated organizations. An email notification will be sent to the Inviter with acceptance of the invitation.
- Decline the invitation and provide a justification – only if you are not affiliated with the invited organization. An email notification will be sent to the inviter providing the justification for declining the invitation.

Organization Profile

Upon selecting an organization that you are affiliated with, the Organization Profile page will display information for your organization, including unique identification numbers that are registered to your organization. You can also select another organization from this page to view its organization profile. Authorized Organizational Representatives, Business Officials, and Account Administrators can edit the organization's profile.

The screenshot shows the 'My Organization(s): Manage Affiliates' page for 'Acme University [AOR]'. The page has a navigation bar with links: 'My Organization(s)', 'Register New Organization', 'Invitations to Register New Organizations', 'Organization Profile', 'Manage Affiliates' (selected), 'Organization Files', and 'Organization Applications'. Below the navigation bar, the title is 'Manage Affiliates of Acme University'. There are links for 'Summary', 'Active Affiliates', 'Affiliation Requests', 'Former Affiliates', 'Invited Users', and 'Invite Affiliate'. The 'Summary' section shows: 'Number of Active Affiliates: 2', 'Number of Affiliation Requests: 1', 'Number of Former Affiliates: 1', and 'Number of Invited Users: 0'.

The screenshot shows the 'Organization Profile' page for 'Acme University [AOR]'. The page has a navigation bar with links: 'My Organization(s)', 'Register New Organization', 'Invitations to Register New Organizations', 'Organization Profile' (selected), 'Manage Affiliates', 'Organization Files', and 'Organization Applications'. Below the navigation bar, the title is 'Organization Profile'. The page displays various organization details in a table-like format: 'Organization Name: Acme University', 'Organization Department: Sponsored Programs', 'Organization DUNS Number (& DUNS Plus 4): 123456789', 'Organization CAGE Code: 12345', 'Organization TIN: 12345A', 'Organization FICE: 12345B', 'Organization EIN: 012345678', 'Organization Address 1: 8400 Progress Drive', 'Organization Address 2: ', 'Organization City: Frederick', 'Organization State: Maryland', 'Organization Foreign Province: ', 'Organization Zip/Postal Code: 21701', 'Organization Country: United States of America', 'Organization Phone: 301-555-1212', 'Organization Fax: ', and 'Organization Email: johnsmith@someuniversity.org'. Below the table, there is a section for questions: 'Please complete the following questions as they relate to your organization'. The first question is 'The Organization is a Corporation? (If yes, complete "Required Representations (Corporations) Form")' with a 'No' answer. The second question is '1. Indicate which of the following the organization represents and/or operates as:'.

Manage Affiliates

On the Manage Affiliates page, Authorized Organizational Representatives, Business Officials, and Account Administrators can view and edit the role and status of active affiliates. They can view a list of affiliation requests, and accept or reject the request. They are also able to view a list of former affiliates and reactivate former affiliates. They can also invite a user to affiliate with the organization, view a list of users invited to affiliate with the organization, or cancel a request.

On the Manage Affiliates Invited User page, Authorized Organizational Representatives, Business Officials, and Account Administrators have the ability to search for and invite an existing eBRAP user to affiliate with their organization. If the invited user is not currently registered in eBRAP, an invitation may be sent. When a user is invited to affiliate, the invitation will be displayed on the Invited Users page of manage affiliates.

[Germany](#) | [Active Amrites](#) | [Amrites Requests](#) | [Former Amrites](#) | [Invited Users](#) | [Invite Amrites](#)

Send Affiliation invitation

By logging as existing eBRAP user to become a partner or organization, an email will be sent to that person requesting that he or she log in to their account with eBRAP which is automatically set as application for affiliation for your approval.

Role:

From Email: Principal Investigator
Business Official

To Email: Account Administrator
Authorized Organizational Representative

To Full Name: Mrs. Jane Smith

The text of the email sent will read as follows:

From: JohnSmith@someuniversity.org
To: JaneSmith@someuniversity.org
Subject: Invitation to join Acme University
Message:

Dear Mrs. Jane Smith,

Mr. John Smith has requested that you join the Acme University in the Department of Defense Congressionally Directed Medical Research Programs (CDMRP) eBRAP System. This message is being sent to you because you have been identified as a member of the organization.

Please click on or copy the link in your browser's address bar to go to CDMRP's eBRAP site to log in.

<http://www.cdmrp.com/eBRAP/default.asp?link=tojoin&id=7777777777>

After following the above link, upon successful login, you will automatically apply for final approval as a member of the Acme University organization. If you cannot recall your password, you may retrieve it from the "Forgot your Password" link on the log in form.

If you experience any difficulty completing the actions described, please contact the CDMRP Helpdesk at help@eBRAP.org or 301-692-6922.

Thank you,
Help@eBRAP.org
301-692-6922

Organization Files

On the Organization Files page, you may:

- View a list of all organizational files currently uploaded in eBRAP, along with the file name, date uploaded, and file size.
- Upload new organization files.
- View organization files after upload.
- Mark the uploaded files as verified.
- After reviewing the uploaded file, verify that the file is correct.
- Organization Files with a verified date more than one year old must be re-verified or a new file uploaded.

Upload New File Here

File:

File:

Description:
Please provide a brief description of the file in the description field above.

Files Currently Uploaded

File Type	Description	Uploaded File	Upload Date/Time	Last Verified Date/Time	File Size (bytes)	Actions
Organizational Data Form	test	Organizational Data Form.pdf	12-29-2013 20:07:08		183,206	View Verified Delete
Institute's Rate Agreement	test	Institution's Rate Agreement.pdf	11-10-2013 22:40:45	10-06-2012 22:43:06	102,684	View Verified Delete

Organization Applications

Organization Applications will display a list of all applications associated with the organization, including pre-application due dates, full application due dates, and status.

Filter Application List

Display Applications: All Programs

Display by Organization: Acme University

☐ Since FY

☐ Only for FY

FY: 2013

Pre-application Status of

☐ Draft

☐ Submitted

☐ Deleted

☐ Withdrawn

Full Application Status of

☐ Draft

☐ Verified

☐ Withdrawn

Refresh List

A filtered list of your applications is displayed below. You can sort this list by clicking on any of the underlined table headings. To view all of your applications, you may need to adjust the filters in the above table and press the "Refresh List" button.

<u>Log No.</u>	<u>Title</u>	<u>Principal Investigator</u>	<u>Pre-App Due Date</u>	<u>Pre-App Status</u>	<u>Full App Due Date</u>	<u>Full App Status</u>
TE130035	Pre-Proposal: test	Smith, Jane	02/28/14 (Pre-Proposal)	Draft	03/31/14	
TE130045	Pre-Proposal: Test Application	Smith, Jane	02/28/14 (Pre-Proposal)	Submitted	03/31/14	
TE130049	Pre-Proposal: test	Smith, John	02/28/14 (Pre-Proposal)	Draft	03/31/14	

* Pre-applications marked "past due" were not submitted by the deadline and can no longer be edited or submitted. We recommend that you delete pre-applications marked as "past due" in order to keep your list of active pre-applications manageable.