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.

**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.

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.
**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.

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

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.
Accept System User Agreement

On the Department of Defense Information System User Agreement page, please review the terms of the System User Agreement.
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.
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.
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.
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.
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 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

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.

<table>
<thead>
<tr>
<th>Research Program</th>
<th>Award Mechanism</th>
<th>Opens</th>
<th>Submission Deadline*</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Program</td>
<td>Idea Award</td>
<td>02-19-16</td>
<td>06-28-16 (Pre-application - Pre Proposal)</td>
<td>New Pre-application</td>
</tr>
<tr>
<td></td>
<td>Impact Award</td>
<td>10-16-15</td>
<td>12-29-16 (Pre-application - Pre Proposal)</td>
<td>New Pre-application</td>
</tr>
<tr>
<td></td>
<td>Metric Development and Validation Award</td>
<td>02-19-16</td>
<td>05-29-16 (Pre-application - Pre Proposal)</td>
<td>New Pre-application</td>
</tr>
<tr>
<td></td>
<td>Visionary Postdoctoral Fellowship Award</td>
<td>03-30-16</td>
<td>06-23-16 (Pre-application - Letter Of Intent)</td>
<td>New Pre-application</td>
</tr>
</tbody>
</table>

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.
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**

<table>
<thead>
<tr>
<th>Step</th>
<th>Pre-application Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application Information</td>
</tr>
<tr>
<td>2</td>
<td>Application Contacts</td>
</tr>
<tr>
<td>3</td>
<td>Collaborators and Key Personnel</td>
</tr>
<tr>
<td>4</td>
<td>Conflicts of Interest</td>
</tr>
<tr>
<td>5</td>
<td>Pre-application Files</td>
</tr>
<tr>
<td>6</td>
<td>Submit Pre-application</td>
</tr>
</tbody>
</table>

---

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:
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.
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

<table>
<thead>
<tr>
<th>Summary</th>
<th>(1) Application Information</th>
<th>(2) Application Contacts</th>
<th>(3) Collaborators and Key Personnel</th>
<th>(4) Conflicts of Interest</th>
<th>(5) Pre-application Files</th>
<th>(6) Submit Pre-application</th>
</tr>
</thead>
</table>

**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

**Principal Investigator**

Name: Mrs. Brenda Robinson  
Address: 0 Zero Street  
City: Zeroville  
State: Maryland  
Zip/Postal Code: 00000-0000  
Country: United States of America  
Phone: 000-000-0000  
Fax:  
Email: brenda.robinson1@gdit.com

Can’t find your organization?  
- Invite OR to Register Your Performing Organization(s)  
- Invite OR to Register Your Contracting Organization(s)

**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.
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.
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.

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.
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.

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.
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.

**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
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.

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.
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**

<table>
<thead>
<tr>
<th>Document</th>
<th>Word</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>No files available for download.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Generic Forms for Application Submission**

<table>
<thead>
<tr>
<th>Form</th>
<th>Word</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDMRP Biographical Sketch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY13/14 Quad Chart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY14 IND/IDE Documentation Form</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>SOW (Statement of Work) Generic Format</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOW for Basic Research (Training Section optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOW for Clinical Research (Including Trials, Special Populations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOW for Advanced Tech Development Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOW for Collaborative PI projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY11 CDMRP Biographical Sketches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY12 DMRDP Quad Chart</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.
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.

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.

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.
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.

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.

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.

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.
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.

**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.

**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.
**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.

### 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 psrm-test@email.com has requested that you register your organization on the eBRAP system. Please select one of the options listed below:

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>New Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization:</td>
<td></td>
</tr>
<tr>
<td>Authorized Rep.</td>
<td>John Smith</td>
</tr>
<tr>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>Accepted Rep. Email:</td>
<td><a href="mailto:johnsmith@someuniversity.org">johnsmith@someuniversity.org</a></td>
</tr>
<tr>
<td>Applicant's Email:</td>
<td>M. Jones</td>
</tr>
</tbody>
</table>

1. I accept this invitation as the following organization:

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

   Select here to register a new organization.

2. I decline this invitation. (Justification required)

   [Text box for justification]

   Cancel  Submit

Response to Organization Request

In order to respond to this organization 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 have already created an eBRAP account, please click on the following link and you will be directed to the eBRAP homepage. On the right side of the page, go to the “Already Registered or Creating 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.

- If you have not yet registered with the eBRAP system, select the following link and you will be directed to the eBRAP homepage. On the left side of the eBRAP homepage, select the Authorized Organizational Representative/ (AOR) role from the “I am an AOR” drop-down menu and select “Start Registration.” Once you have created an account, you will be directed to the eBRAP homepage and you may log in using the “Already Registered or Creating 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 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.

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.
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.
**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.

<table>
<thead>
<tr>
<th>Log No</th>
<th>Site</th>
<th>Principal Investigator</th>
<th>Pre App Due Date</th>
<th>Pre App Status</th>
<th>Full App Due Date</th>
<th>Full App Status</th>
<th>Full App Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TE1001</td>
<td>Test</td>
<td>Smith, Jane</td>
<td>05/09/14 Draft</td>
<td>Submitted</td>
<td>05/09/14 Draft</td>
<td>Submitted</td>
<td>05/09/14</td>
</tr>
<tr>
<td>TEST001</td>
<td>Test</td>
<td>Smith, John</td>
<td>05/09/14 Draft</td>
<td>Submitted</td>
<td>05/09/14 Draft</td>
<td>Submitted</td>
<td>05/09/14</td>
</tr>
</tbody>
</table>

*For applications marked "pre-app" that were not submitted by the deadline and are no longer being edited or submitted, it is recommended that you delete pre-applications marked as "pre-app" to keep your list of active pre-applications manageable.*