



**eBRAP**

Electronic Biomedical Research Application Portal

# eBRAP Regulatory File Drop-Off Instruction Guide

Version 1.0

## Regulatory File Drop-Off

<b>METHOD 1: Uploading Regulatory Files (All Users)</b> .....	2
<b>Viewing Submitted Files</b> .....	5
<b>Document Upload Notification Emails</b> .....	6
<b>METHOD 2: Uploading/Accessing Files (Inside an Award Management Record)</b> .....	7
<b>Regulatory Resources</b> .....	9

## METHOD 1: Uploading Regulatory Files (All Users)

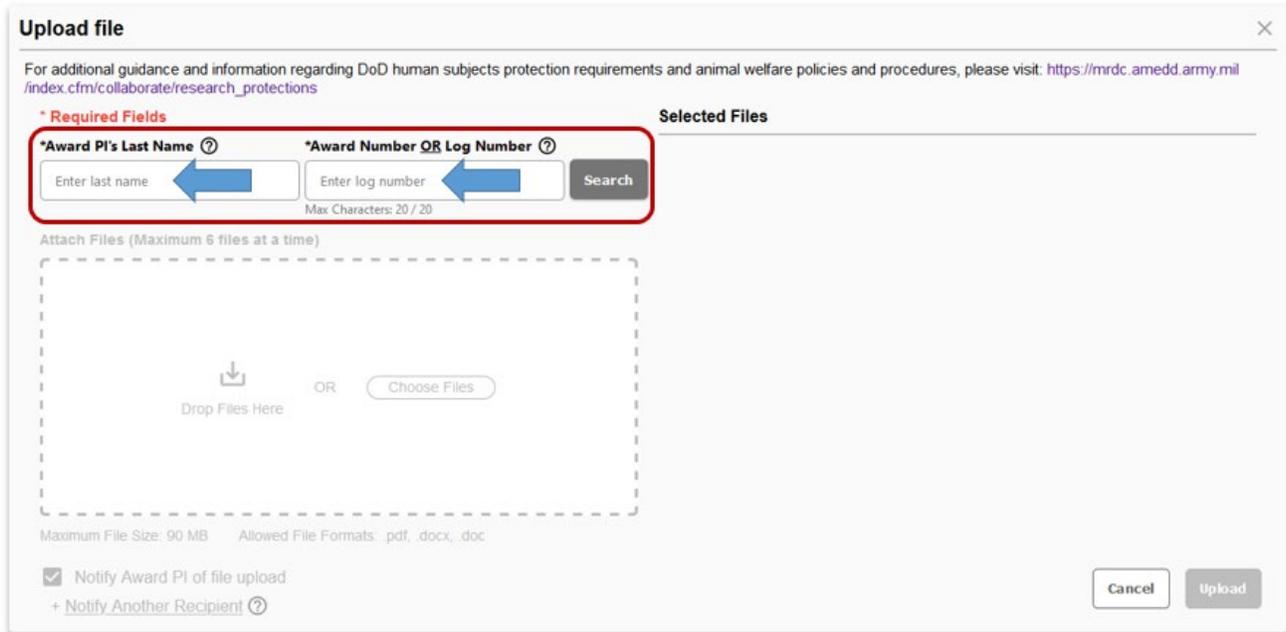
To access the Regulatory File Drop-Off within eBRAP, first create a Principal Investigator account, or log in to an existing account.

Once logged in, access the drop-down menu from the upper right corner of the screen, next to your name and click "Regulatory File Drop-Off."

The screenshot displays the eBRAP (Electronic Biomedical Research Application Portal) interface. At the top left is the Department of Defense seal and the eBRAP logo. The top right corner shows a phone icon with the number (301) 682-5507 and an email icon with the address help@eBRAP.org. Below this is a dark blue navigation bar with two tabs: 'My Applications' (highlighted in orange) and 'Funding Opportunities & Forms'. On the right side of this bar, the user's name 'David Johnson' is displayed next to a profile icon and a 'Log Out' button. A red circle highlights the user profile dropdown menu, which contains the following options: 'My Profile', 'My Organization(s)', and 'Regulatory File Drop-Off' (highlighted in yellow). Below the navigation bar, the 'My Applications' section is visible, with a sub-header and a paragraph of text. At the bottom of the page, there is a filter section with the text 'Filter By:' followed by a text input field for 'Award Numbers', an 'or' separator, and four dropdown menus for 'Programs', 'FYs', 'Orgs', and 'Statuses'. To the right of these dropdowns are 'Filter' and 'Clear' buttons. A small note at the bottom left of the page reads: '\* 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.'

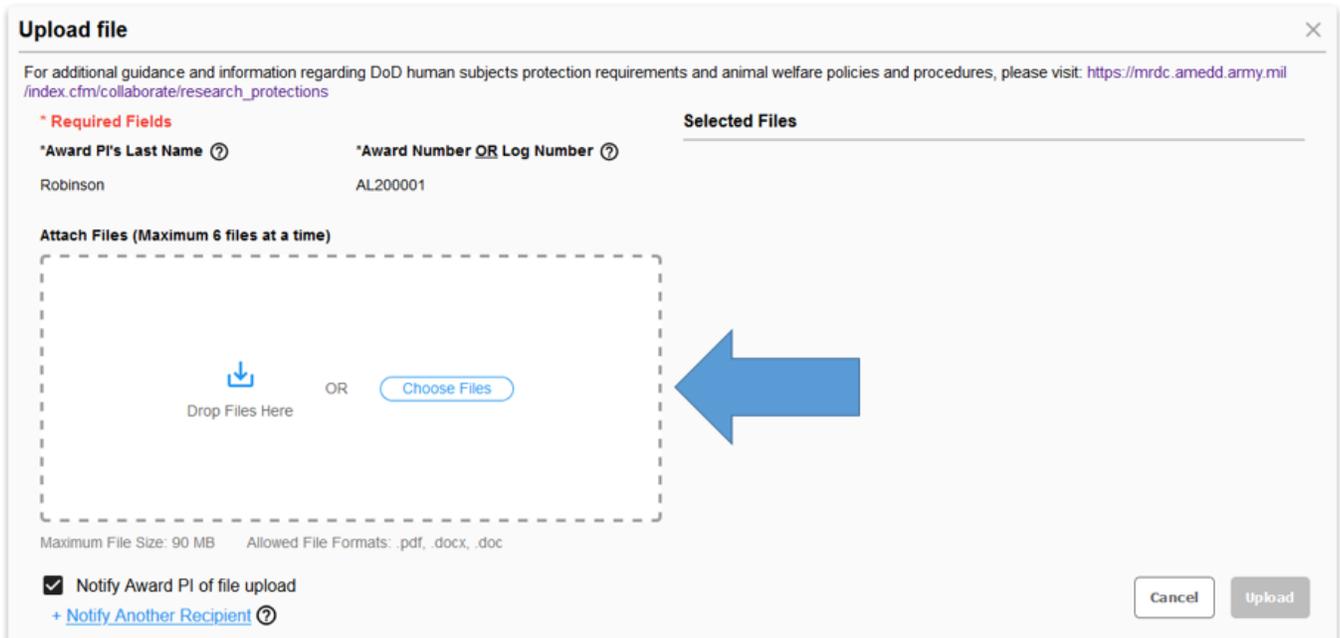
This will take you to the **Regulatory File Drop-Off** page, shown below.

Enter the **last name** of the Award PI (Principal Investigator for the primary award), and either the **Log Number or Award Number** for the relevant award in the boxes circled below, then click “Search.”



The screenshot shows the 'Upload file' dialog box. At the top, there is a title bar with a close button. Below the title bar, a link provides additional guidance: [https://mrdc.amedd.army.mil/index.cfm/collaborate/research\\_protections](https://mrdc.amedd.army.mil/index.cfm/collaborate/research_protections). The dialog is divided into two main sections: '\* Required Fields' and 'Selected Files'. In the '\* Required Fields' section, there are two input fields: '\*Award PI's Last Name' and '\*Award Number OR Log Number'. Both input fields are circled in red, and blue arrows point to them from the left. A 'Search' button is located to the right of the second input field. Below the input fields, there is a 'Max Characters: 20 / 20' indicator. Underneath, there is an 'Attach Files (Maximum 6 files at a time)' section with a dashed border. It contains a 'Drop Files Here' area with a download icon and a 'Choose Files' button. At the bottom of the dialog, there is a checkbox for 'Notify Award PI of file upload' which is checked, and a link for '+ Notify Another Recipient'. 'Cancel' and 'Upload' buttons are located at the bottom right.

If the information entered matches a funded award, the file drop upload section will become active as shown below. The user may drag and drop regulatory files or select them from a folder for upload.



The screenshot shows the 'Upload file' dialog box with the search fields populated. The '\*Award PI's Last Name' field contains 'Robinson' and the '\*Award Number OR Log Number' field contains 'AL200001'. The 'Attach Files (Maximum 6 files at a time)' section is now active, indicated by a blue arrow pointing to the dashed border. The 'Drop Files Here' area now includes a download icon and a 'Choose Files' button. The 'Notify Award PI of file upload' checkbox remains checked. The 'Cancel' and 'Upload' buttons are still present at the bottom right.

Once a file (or multiple files – **up to 6 may be uploaded at one time**) has been selected for upload, you will be prompted to select a file category from a dropdown menu and enter a description of the document. Please be as specific as possible, and include an ACURO or HRPO protocol number if known.

**Upload file**

For additional guidance and information regarding DoD human subjects protection requirements and animal welfare policies and procedures, please visit: [https://mrdc.amedd.army.mil/index.cfm/collaborate/research\\_protections](https://mrdc.amedd.army.mil/index.cfm/collaborate/research_protections)

**\* Required Fields**

*Award PI's Last Name ?	*Award Number <u>OR</u> Log Number ?
Robinson	AL200001

**Attach Files (Maximum 6 files at a time)**

Drop Files Here OR [Choose Files](#)

Maximum File Size: 90 MB Allowed File Formats: .pdf, .docx, .doc

Notify Award PI of file upload  
[+ Notify Another Recipient ?](#)

[Cancel](#) [Upload](#)

**Selected Files**

[IACUC Protocol.pdf\(184KB\)](#) ✕

Select File Category

File must be tagged - Required field

Enter document description or reference protocol number

Max Characters: 150 / 150

nts and animal welfare policies and procedures, please visit: <https://mrdc.amedd.army.mil>

**Selected Files**

[IACUC Protocol.pdf\(184KB\)](#)

Select File Category

File must be tagged - Required field

Enter document description or reference protocol number

Max Characters: 150 / 150

nts and animal welfare policies and procedures, please visit: <https://mrdc.amedd.army.mil>

**Selected Files**

[IACUC Protocol.pdf\(184KB\)](#) ✕

- Animal Use Documents ▶
- Human Use Documents ▶
- Human Cadaver Use Documents ▶
- Human Anatomical Substances Use Documents ▶

## Viewing Submitted Files

“Recently Submitted Files” tab located below the file upload module will display files uploaded **within the past 14 days**.

Award PI Last Name	File Category	File Name	File Description	Uploaded Date
▼ Log Number/Award Number : AL200001/None (1)				
Robinson	IACUC-Approved Protocol Document	<a href="#">IACUC Protocol.pdf</a>	IACUC Protocol A-3392-01	6/29/2021, 2:09:28 PM (EST/EDT)

“Previously Submitted Files” tab located below the file upload module will display history of files loaded **more than 14 days ago** however the files will not be accessible via eBRAP (file link will be disabled).

Award PI Last Name	File Category	File Name	File Description	Uploaded Date
▼ Log Number/Award Number : AL200001/None (4)				
Robinson	ORP Submission Checklist-Cadavers	Sample.pdf	Word	5/4/2021, 1:05:33 PM (EST/EDT)
Robinson	Human Research Protocol Submission Form	Sample.pdf	testing	5/4/2021, 1:05:33 PM (EST/EDT)
Robinson	IACUC-Approved Protocol Document	Sample.pdf	Document Description	5/4/2021, 1:05:32 PM (EST/EDT)
Robinson	HRPO Submission Form – Secondary Research Involving the Use of Data/Specimens	Sample.pdf	Test	4/22/2021, 2:31:17 PM (EST/EDT)

## Document Upload Notification Emails

When uploading documents via the regulatory file drop-off, the ***“Notify Award PI of file upload”*** check box will automatically be checked. Users can un-check the box if they do not wish to notify the award PI of document upload.

Furthermore, **up to three additional recipients** can be added for notification of file upload by clicking ***“Notify Another Recipient”***.

The screenshot displays the 'Attach Files (Maximum 6 files at a time)' section. It features a dashed border containing a blue download icon and the text 'Drop Files Here', followed by 'OR' and a 'Choose Files' button. Below the drop area, it specifies 'Maximum File Size: 90 MB' and 'Allowed File F'. A red oval highlights the checked checkbox for 'Notify Award PI of file upload'. To the right, a dark tooltip box explains: 'Send notifications to another recipient informing them of file upload. Maximum three recipients are allowed.' At the bottom, there is an input field for 'Enter Recipient Email Address' and a '+ Notify Another Recipient' link with a help icon.

## METHOD 2: Uploading/Accessing Files (Inside an Award Management Record)

To upload regulatory files into an existing Award, the PI of the award can access the award under the **'My Applications Tab'**.

**My Applications** Funding Opportunities & Forms David Johnson Log Out

**My Applications**

This tab allows you to manage your applications.

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

*\* 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.*

Filter By:  Award Numbers or  Programs  FYs  Orgs  Statuses

< Previous Showing 1-2 of 2 Page 1 of 1 25 Apps per page Go to Page 1 Refresh Next >

Log Number	Title	Pre-App Due Date	Pre-App Status	Full App Due Date	Full App Status	Award Number
TE061281						
TE03KD11						

Click on the **Log Number** for the award to expand the selection.

Then click the **'View Award Management Information'** link to access the record.

**Fiscal Year: 2006**

▼ TE061281

**Application Summary**

Principal Investigator: David Johnson

Primary Business Official:

Performing Organization:

Contracting Organization:

Program:

Award Mechanism: Era of Hope Postdoctoral Award

Funding Status: FUNDED

Award Number:

**Actions**

[View Award Management Information](#)

Within the award management section, the '**Regulatory Documents**' tab will take you to the regulatory file drop-off section as described in Method 1.

**Award Management: TE061281** [Guide for Funded Investigators](#)

Summary   Required Pre-Award Information   **Regulatory Documents**   Administrative and Revised Documents   Technical Reports

Application Title:  
Grants.gov Tracking Number:  
Funding Opportunity Number:  
Principal Investigator: David Johnson  
Primary Business Official: unassigned  
Organization:  
Program: Breast Cancer Research Program  
Award Type: Era of Hope Postdoctoral Award  
Full Application Deadline:

Your **Last Name** and **Log Number** will be pre-populated and the file upload section will be active, unlike in Method 1.

**Regulatory File Drop-Off**

**NOTE:** The files uploaded in this regulatory file drop-off section will be viewable on this screen for **14 days** from the date of upload. After 14 days, files are automatically deleted from eBRAP and will no longer be available.  
Please allow up to 24 hours for files to transfer to the DOD Office of Research Protections (ORP).

**Upload file** [X]

For additional guidance and information regarding DoD human subjects protection requirements and animal welfare policies and procedures, please visit: [https://mrdc.amedd.army.mil/index.cfm/collaborate/research\\_protections](https://mrdc.amedd.army.mil/index.cfm/collaborate/research_protections)

**\* Required Fields**

*Award PI's Last Name ?	*Award Number <b>OR</b> Log Number ?
Johnson	TE061281

**Selected Files**

Attach Files (Maximum 6 files at a time)

Drop Files Here   OR   Choose Files

Maximum File Size: 90 MB   Allowed File Formats: .pdf, .docx, .doc

**Note:** Using this method, you may only upload documents to your own award. If you are a site PI/collaborator on a project in which you are not the award PI but have been asked by ORP to submit documents for your site, you may load files using Method 1.

## Regulatory Resources

For additional guidance and information regarding DoD human subjects protection requirements and animal welfare policies and procedures, please visit:

[https://mrdc.amedd.army.mil/index.cfm/collaborate/research\\_protections](https://mrdc.amedd.army.mil/index.cfm/collaborate/research_protections)