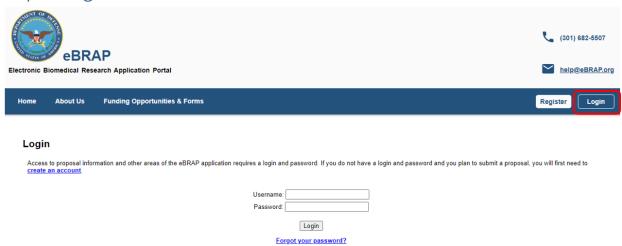# Uploading Technical Reports to eBRAP

This Guide outlines the steps for uploading Technical Progress Reports and related documents (Quad Charts, Inclusion Enrollment Report Forms, DD882 forms, Award Expiration Transition Plans, etc.) in eBRAP.

For guidance on preparation of Annual or Final Technical Reports please refer to the following website: https://mrdc.health.mil/index.cfm/resources/researcher_resources/reporting/technical

For guidance on preparation of Monthly, Quarterly, or Semi-Annual Reports please reference your agreement document.

Please *DO NOT* upload SF425 Federal Financial Reports in the "Technical Reports and Other Reporting Requirements" section of eBRAP. These reports should be submitted via the "Administrative and Revised Documents" tab in eBRAP.

Step 1: Log into eBRAP

Step 2: Go to "My Applications"

Step 3: Click on the application log number to open link options

Step 4: Click on "View Award Management Information"

Step 5: Select "Technical Reports and Other Reporting Requirements" tab

Step 6: To upload a new report, select the "Upload New Report" button

- Note: if you are uploading a REVISED version of a previously submitted report, please skip ahead to **Step 11**

Step 7: Enter report information

Summary	Required Pre-Award Information	Regulatory Documents	Administrative and Revised Documents	Technical Reports and Other Reporting Requirements

* Report Type
- Monthly
- Quarterly
- Semi-Annual
- Annual
- Final

To download report template, please visit MRDC website: http[...]_____r_resources/reporting/technical
The following documents can be loaded with reports:
-Technical Reports (Monthly, Quarterly, Annual and Final)
-DD882 (Invention Disclosure)
-Inclusion Enrollment Report
-Closeout documents (Equipment Purchase, Transition Plans)
-Quad charts, SBIR/STTR Invoices

Uploaded Documents ✕

STEP 1 : Enter Report Info

* Report Type
Select ▾

Label: ⓘ
e.g. 2018 Quarterly ✕

* Report Start Date
MM/DD/YYYY 📅

* Report End Date
MM/DD/YYYY 📅

Step 8: Attach Files

Uploaded Documents ✕

STEP 1 : Enter Report Info

* Report Type
Annual ▾

Label: ⓘ
Annual 1 ✕

* Report Start Date
7/1/2023 📅

* Report End Date
6/29/2024 📅

* Limited Distribution? ⓘ
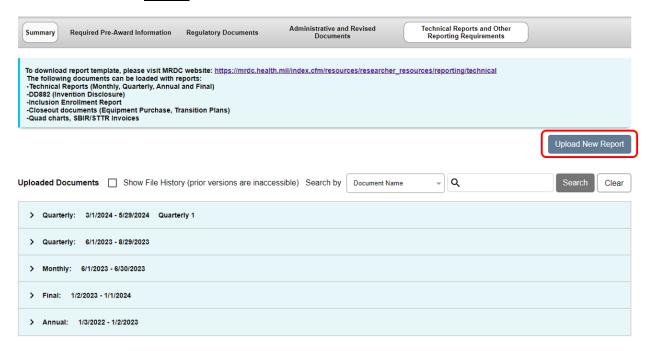(Note: Limited distribution selection must match your cover page.)

◯ Approved for public release; distribution is unlimited

◉ Distribution authorized to U.S. Government agencies only.

STEP 2 : Upload Files

Attach Files (Maximum 6 files at a time)

Browse Files OR ☁ Drag & Drop Files

Allowed File Types: doc, docx, ppt, pptx, xls, xlsx, pdf, jpg,
Maximum File Size: 90 MB

**Step 3
Tag Files**

Step 9: Tag each file

- Note: the example above incorporates an Inclusion Enrollment Report (IER) Form as an example of additional documentation that *may* need to be submitted along with a technical report. An Inclusion Enrollment Report form is only required if it is specified in your agreement document.

Step 10: Submit the file(s)

Submission of a REVISED version of a previously uploaded file:

Step 11: To upload a revised report, select the arrow next to the existing report submission bundle for which a revised report has been requested

Summary	Required Pre-Award Information	Regulatory Documents	Administrative and Revised Documents	Technical Reports and Other Reporting Requirements

To download report template, please visit MRDC website: https://mrdc.health.mil/index.cfm/resources/researcher_resources/reporting/technical
The following documents can be loaded with reports:
- Technical Reports (Monthly, Quarterly, Annual and Final)
- DD882 (Invention Disclosure)
- Inclusion Enrollment Report
- Closeout documents (Equipment Purchase, Transition Plans)
- Quad charts, SBIR/STTR Invoices

Upload New Report

Uploaded Documents ☐ Show File History (prior versions are inaccessible)   Search by   Document Name ▼   🔍 [   ]   Search   Clear

> **Annual:**   9/1/2021 - 8/31/2022   Annual 2
> **Annual:**   9/1/2020 - 8/31/2021   Annual 1
> **Final:**   9/1/2020 - 8/31/2023   Final

Step 12: Select the "Add/Revise Document" button

- Do NOT upload a revised report using the "Upload New Report" button.

Upload New Report ❌

Uploaded Documents ☐ Show File History (prior versions are inaccessible)   Search by   Document Name ▼   🔍 [   ]   Search   Clear

∨ **Annual:**   9/1/2021 - 8/31/2022   Annual 2

Document Type	File Name	Description	Upload By	Upload Date	Version
Annual Report	Annual 2 Report.pdf	Annual 2	John Smith	9/20/2023, 12:52:56 PM	New

Add/Revise Document

> **Annual:**   9/1/2020 - 8/31/2021   Annual 1
> **Final:**   9/1/2020 - 8/31/2023   Final

Step 13: Attach Files

Uploaded Documents ☐ Show File History (prior versions are inaccessible)   Search by   [Document Name ▼]   [🔍   ]   [Search] [Clear]

ˇ **Annual:**   9/1/2021 - 8/31/2022   **Annual 2**

Document Type	File Name	Description	Upload By	Upload Date	Version
Annual Report	Annual 2 Report.pdf	Annual 2	John Smith	9/20/2023, 12:52:56 PM	New

Uploaded Documents   ✕

STEP 1 : Upload Files

Attach Files (Maximum 6 files at a time)

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| |
| (Browse Files) OR ☁⬆ |
| Drag & Drop Files|
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Allowed File Types: doc, docx, ppt, pptx, xls, xlsx, pdf, jpg
Maximum File Size: 90 MB

**Step 2
Tag Files**

Step 14: Tag each file

Uploaded Documents ☐ Show File History (prior versions are inaccessible)   Search by   [Document Name ▼]   [🔍   ]   [Search] [Clear]

ˇ **Annual:**   9/1/2021 - 8/31/2022   **Annual 2**

Document Type	File Name	Description	Upload By	Upload Date	Version
Annual Report	Annual 2 Report.pdf	Annual 2	Ashley Schneekloth	9/20/2023, 12:52:56 PM	New

Uploaded Documents   ✕

STEP 1 : Upload Files		STEP 2 : Tag Each File

Attach Files (Maximum 6 files at a time)

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| |
| (Browse Files) OR ☁⬆ |
| Drag & Drop Files|
| |
└ - - - - - - - - - - - - - - - - - - - ┘

Allowed File Types: doc, docx, ppt, pptx, xls, xlsx, pdf, jpg
Maximum File Size: 90 MB

Annual 2 Report_Revise...   ✕

┌──────────────────────────┐
| Annual Report |
| DD882 |
[Enter description (optional) | Quad Chart |
| SBIR/STTR Invoice |
| Transition Plan |
└──────────────────────────┘

[Cancel]   [Submit]

Step 15: Submit the file

Uploaded Documents ☐ Show File History (prior versions are inaccessible) Search by [Document Name ▾] [🔍 _____] [Search] [Clear]

| ⌄ **Annual:** | 9/1/2021 - 8/31/2022 | **Annual 2** | | | | |

Document Type	File Name	Description	Upload By	Upload Date	Version
Annual Report	Annual 2 Report.pdf	Annual 2	Ashley Schneekloth	9/20/2023, 12:52:56 PM	New

Uploaded Documents   ✕

STEP 1 : Upload Files	STEP 2 : Tag Each File

Attach Files (Maximum 6 files at a time)

✓ Annual 2 Report_Re...   [Annual Report ▾]   ✕

```
┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
           ☁
  ( Browse Files )  OR
      Drag & Drop Files
└ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘
```

[Enter description (optional)]

0/255 characters

Allowed File Types: doc, docx, ppt, pptx, xls, xlsx, pdf, jpg
Maximum File Size: 90 MB

[Cancel] [**Submit**]

Step 16: Identify whether the revised document was requested by the Program Office ("Revised") or if it is an "Administrative Correction"

File Name	Description	Upload By	Upload Date

✕

You have elected to replace a previously submitted report file; please specify the reason for replacing the file. Your previously submitted file has already been transferred to the program office and will not be accessible in eBRAP after replacement.

Select Revised if your previously submitted report was rejected by the Program Office and you have been directed by your Science Officer/Technical POC to submit a revised report.

Select Administrative Correction if you have been notified that your file was corrupt, is missing a cover page or other non-scientific reasons.

Annual 2 Report_Revised.pdf:

○ Revised   ○ Administrative Correction

[**Close**] [**Submit**]

Note: once a revised document has been uploaded to replace a previous version, eBRAP will only show the revised document by default. In order to see previously submitted versions of documents, click the checkbox at the top of the file section, as shown below.

Uploaded Documents ☑ Show File History (prior versions are inaccessible) | Search by | Document Name ▼ | 🔍 | | Search | Clear

| | Annual: | 9/1/2021 - 8/31/2022 | Annual 2 |

Document Type	File Name	Description	Upload By	Upload Date	Version
Annual Report	Annual 2 Report_Revised.pdf		John Smith	7/31/2024, 02:19:35 PM	Revised
**Annual Report	Annual 2 Report.pdf	Annual 2	John Smith	9/20/2023, 12:52:56 PM	Prior Version

**Prior version

Add/Revise Document