

# 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://mrhc.health.mil/index.cfm/resources/researcher\\_resources/reporting/technical](https://mrhc.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



The screenshot shows the eBRAP homepage. At the top left is the Department of Defense seal and the text "eBRAP Electronic Biomedical Research Application Portal". At the top right are contact details: a phone icon with "(301) 682-5507" and an email icon with "help@eBRAP.org". A dark blue navigation bar at the bottom contains links for "Home", "About Us", and "Funding Opportunities & Forms". On the right side of this bar are two buttons: "Register" and "Login", with the "Login" button highlighted by a red rectangular box.

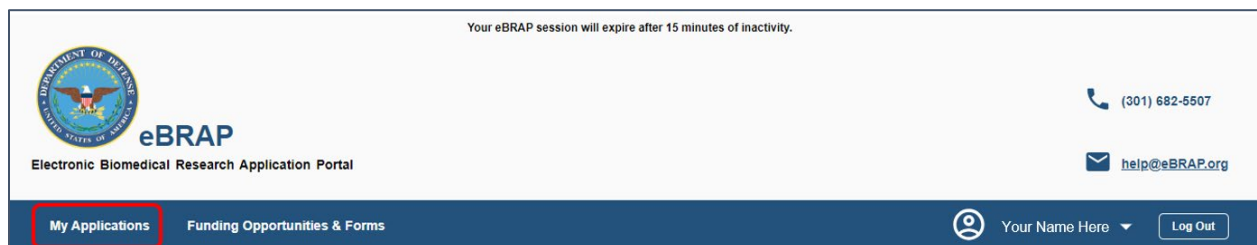
### Login

Access to proposal information and other areas of the eBRAP application requires a login and password. If you do not have a login and password and you plan to submit a proposal, you will first need to [create an account](#).

Username:   
Password:

[Forgot your password?](#)

## Step 2: Go to “My Applications”



The screenshot shows the eBRAP homepage after a user has logged in. At the top, a message reads "Your eBRAP session will expire after 15 minutes of inactivity." The header and navigation bar are identical to the previous screenshot. However, the "My Applications" link in the dark blue navigation bar is now highlighted with a red rectangular box. Additionally, a user profile icon and the text "Your Name Here" are visible on the right side of the navigation bar, along with a "Log Out" button.

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

**My Applications** Funding Opportunities & Forms Your Name Here 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:  or Select programs Select FYs Select Orgs Select Status Filter Clear

< Previous Showing 1-5 of 5 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
<b>Fiscal Year: 2023</b>						
<a href="#">TE230030</a>	Full Application: Testing 10 Year	1/25/2023 (LOI)	Submitted	2/14/2023	Verified	
<b>Fiscal Year: 2020</b>						
<a href="#">BG200006</a>	Full Application: Run concatenation on Funding Opp, Mechanism Option, or single application	6/23/2019 (LOI)	Submitted	7/25/2019	Business Official Approved	
<a href="#">BG200040</a>	Full Application: LOI - Application Title	7/4/2020 (LOI)	Submitted	12/28/2020	Business Official Approved	

## Step 4: Click on "View Award Management Information"

**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:  or Select programs Select FYs Select Orgs Select Status Filter Clear

< Previous Showing 1-5 of 5 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
<b>Fiscal Year: 2023</b>						
<a href="#">TE230030</a>	Full Application: Testing 10 Year	1/25/2023 (LOI)	Submitted	2/14/2023	Verified	

**Application Summary**

Principal Investigator:

Primary Business Official:

Performing Organization: SRA Test, Inc.

Contracting Organization: SRA Test, Inc.

Program: TEST

Award Mechanism: Innovator Award

Funding Status: FUNDED

Award Number:

**Actions**

[View LOI Information](#)

[View Full Application](#)

[View Award Management Information](#)

## Step 5: Select “Technical Reports and Other Reporting Requirements” tab

The screenshot shows the eBRAP portal interface. At the top left is the Department of Defense logo and the text "eBRAP Electronic Biomedical Research Application Portal". At the top right are contact details: a phone icon with "(301) 682-5507" and an email icon with "help@eBRAP.org". Below this is a navigation bar with "My Applications" and "Funding Opportunities & Forms" tabs, a user profile icon labeled "Your Name Here", and a "Log Out" button. The main content area is titled "Award Management: TE230030" with a link for "Guide for Funded Investigators". A horizontal menu contains five tabs: "Summary", "Required Pre-Award Information", "Regulatory Documents", "Administrative and Revised Documents", and "Technical Reports and Other Reporting Requirements", which is highlighted with a red box. Below the tabs, application details are listed: "Application Title: Testing 10 Year", "Grants.gov Tracking Number: GRANT00786735", "Funding Opportunity Number: W81XWH-23-TEST-CA", "Principal Investigator:", "Primary Business Official:", "Organization: SRA Test, Inc", "Program: Test Program", "Award Type: Concept Award", and "Full Application Deadline: February 14, 2023 by 11:59 PM Eastern Standard Time (check current official time)".

## 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**

This screenshot shows the "Technical Reports and Other Reporting Requirements" section of the eBRAP portal. The "Technical Reports and Other Reporting Requirements" tab is selected and highlighted with a red box. Below the tabs, there is a light blue informational box with the text: "To download report template, please visit MRDC website: [https://mrdc.health.mil/index.cfm/resources/researcher\\_resources/reporting/technical](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, SBI/STTR Invoices". To the right of this box, the "Upload New Report" button is highlighted with a red box. Below the informational box is a search section for "Uploaded Documents". It includes a checkbox for "Show File History (prior versions are inaccessible)", a "Search by" dropdown menu set to "Document Name", a search input field, and "Search" and "Clear" buttons. Below the search section is a table listing report categories and their respective time periods:

>	Quarterly:	3/1/2024 - 5/29/2024	Quarterly 1
>	Quarterly:	6/1/2023 - 8/29/2023	
>	Monthly:	6/1/2023 - 6/30/2023	
>	Final:	1/2/2023 - 1/1/2024	
>	Annual:	1/3/2022 - 1/2/2023	

## Step 7: Enter report information

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: [http://www.mrdc.gov/technical\\_reports](http://www.mrdc.gov/technical_reports)  
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

[er\\_resources/reporting/technical](#)

**Uploaded Documents** [X]

**STEP 1 : Enter Report Info**

\* Report Type: Select   Label: e.g. 2018 Quarterly [X]

\* Report Start Date: MM/DD/YYYY [Calendar]   \* Report End Date: MM/DD/YYYY [Calendar]

**\* Report Type**

- Monthly
- Quarterly
- Semi-Annual
- Annual
- Final

## Step 8: Attach Files

**Uploaded Documents** [X]

**STEP 1 : Enter Report Info**

\* Report Type: Annual   Label: Annual 1 [X]

\* Report Start Date: 7/1/2023 [Calendar]   \* Report End Date: 6/29/2024 [Calendar]

\* 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

**Step 3**  
**Tag Files**

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

## Step 9: Tag each file

**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 Each File**

Annual 1 Report.pdf Select File Type ✗  
File must be tagged - Required Field

Enter description (optional) 0/255 characters

IER Report.pdf Select File Type ✗  
File must be tagged - Required Field

Enter description (optional) 0/255 characters

Annual Report  
DD882  
Quad Chart  
SBIR/STTR Invoice  
Transition Plan

Cancel Submit

- 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)

**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 Each File**

✓ Annual 1 Report.pdf Annual Report ✗

1st Annual Report 17/255 characters

✓ IER Report.pdf Inclusion Enrollment Report Form ✗

Inclusion Enrollment Report Year 1 34/255 characters

Cancel Submit

## 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](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           

>	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           

▼	Annual: 9/1/2021 - 8/31/2022	Annual 2			
Document Type	File Name	Description	Upload By	Upload Date	Version
Annual Report	<a href="#">Annual 2 Report.pdf</a>	Annual 2	John Smith	9/20/2023, 12:52:56 PM	New
<a href="#">Add/Revise Document</a>					
>	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

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

Document Type	File Name	Description	Upload By	Upload Date	Version
Annual Report	<a href="#">Annual 2 Report.pdf</a>	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)

OR

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

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

Document Type	File Name	Description	Upload By	Upload Date	Version
Annual Report	<a href="#">Annual 2 Report.pdf</a>	Annual 2	Ashley Schneckloth	9/20/2023, 12:52:56 PM	New

Uploaded Documents ×

**STEP 1 : Upload Files**

Attach Files (Maximum 6 files at a time)

OR

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

**STEP 2 : Tag Each File**

[Annual 2 Report\\_Revise...](#)

Enter description (optional)

- Annual Report
- DD882
- Quad Chart
- SBIR/STR Invoice
- Transition Plan

## Step 15: Submit the file

Uploaded Documents  Show File History (prior versions are inaccessible) Search by

Document Type	File Name	Description	Upload By	Upload Date	Version
Annual Report	<a href="#">Annual 2 Report.pdf</a>	Annual 2	Ashley Schneekloth	9/20/2023, 12:52:56 PM	New

Uploaded Documents ✕

**STEP 1 : Upload Files**

Attach Files (Maximum 6 files at a time)

OR

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

**STEP 2 : Tag Each File**

✓ [Annual 2 Report\\_Re...](#)  ✕

Enter description (optional)

0/255 characters

## 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



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

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

Document Type	File Name	Description	Upload By	Upload Date	Version
Annual Report	<a href="#">Annual 2 Report_Revised.pdf</a>		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