ELECTRONIC BIOMEDICAL RESEARCH APPLICATION PORTAL (eBRAP)

User Guide
# Table of Contents

- **Overview**
- **Purpose and User Roles**
- **Help Desk Contact Information**
- **Operating Environment**
- **Welcome to eBRAP**
- **Register**
- **Sign In**
- **Registration - Principal Investigators, Business Officials, Account Administrators**
  - Search Organization
  - Invite Authorized Organizational Representative to Register New Organization
- **Registration – Account Information**
- **Authorized Organizational Representative (AOR) Registration**
- **Organization Registration (AOR)**
- **Registration - Confirmation**
  - Accept System User Agreement
  - eReceipt Account Information Management
- **My Profile**
  - Contact Information
  - New Release Subscriptions
  - Change Password
# Table of Contents

**My Applications**

- Create New Pre-application: Funding Opportunities 17
- Create New Pre-application 17
- Pre-application Summary 18
- Pre-application: Application Information 19
- Pre-application: Application Contacts 20
- Pre-application: Collaborators and Key Personnel 21
- Pre-application: Conflicts of Interest 22
- Pre-application: Pre-application Files 22
- Pre-application: Submit Pre-application 23
- Pre-application Submission Confirmation 23
- Full Application Review and Verification 24
- Full Application: Summary 25
- Full Application: SF424 Data 26
- Full Application: SF424 Contacts 27
- Full Application: Full Application Files 28
- Full Application: Full Application Files – Upload New File 29
- Full Application: Full Application Files – Recategorize 30
- Full Application: Verify Full Application 30
- Full Application: Reset Full Application to Draft 31
Table of Contents

My Organization(s) 32

My Organization(s) 32

Request Affiliation in Another Organization 33

Register New Organization (Authorized Organizational Representative only) 34

Invitations to Register New Organizations 34

Authorized Organizational Representative: Response to Invite New Organization Request 35

Authorized Organizational Representative: Register New Organization Invitation 35

Organization Profile 36

Manage Affiliates 36

Manage Affiliates: Invited User 37

Organization Files 38

Organization Applications 38
Overview

The CDMRP eBRAP application (eBRAP) is designed to allow Principal Investigators (PIs) to submit their pre-applications electronically over the Internet through a secure connection, and view and edit the contents of their pre-applications and full applications, as submitted through Grants.gov. PIs can access the eBRAP home page at https://eBRAP.org/. A pre-application is required for all applications submitted to CDMRP. Full applications must be submitted through Grants.gov.

For information about pre-application and full application preparation and forms, please refer to the Program Announcements and Forms section in eBRAP or at www.Grants.gov.

Purpose and User Roles

This user guide serves to provide Principal Investigators, Business Officials, Account Administrators and Authorized Organizational Representatives information and instructions regarding the use of the eBRAP. The following is a list of the roles within eBRAP.

Principal Investigator (Organization Affiliate)
- View, edit, and submit all pre-applications, view and edit full applications, along with post award responsibilities associated with funded applications.

Alternate Submitter (Organization Affiliate)
- To serve as alternate submitter, must be registered as a Principal Investigator and named in pre-application contacts as the alternate submitter
- View, edit, and submit all pre-applications, view and edit full applications

Business Official (Organization Representative)
- View and edit all pre-applications, full applications, and associated files for their organization, along with 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, 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, and 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 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.
Help Desk Contact Information

Hours: The help desk is available Monday through Friday (except Holidays).
Standard hours are 8:00 a.m. - 5:00 p.m. (ET).
E-mail: help@eBRAP.org
Phone: (301) 682-5507
Mailing Address:
   Commander
   U.S. Army Medical Research and Materiel Command
   ATTN: MCMR-CD (Program Name)
   1077 Patchel Street (Building 1077)
   Fort Detrick, MD 21702-5024

Operating Environment

This subsection describes the environment in which the software will operate, including the hardware platforms, operating systems, and versions. The eBRAP System is not designed to work with mobile devices.

eBRAP will run on Microsoft Windows Operating Systems, Windows XP and above, Windows 7 and Apple Macintosh Operating Systems. Internet Browsers used to run eBRAP must accept non-persistent cookies. The following Internet Browser versions are best for viewing the eBRAP:

Windows XP, Mozilla Firefox Version 26
Windows 7, Internet Explorer 9
Windows 7, Mozilla Firefox Version 26
Google Chrome Version 32.0.1700.41 m
Welcome to eBRAP

Register

If you are a new user, you can start registration as a Principal Investigator, Business Official, Account Administrator or an Authorized Organizational Representative. Please see list of user roles on page 5 for more information.

You can view Program News, updates, and can sign up for News Releases and Subscriptions.

You can access Help information, such as Frequently Asked Questions, Commonly Made Mistakes and Contact the helpdesk.

Sign In

On the Welcome to the eBRAP page you will be able to Sign In as an already registered or returning user, if you have a pre-existing account.

You can obtain password assistance here, by accessing the “Forgot your password?” link.
Principal Investigators, Business Officials, Account Administrators

Registration

Search Organization

The first step of registration is to determine if your organization has registered within 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 page nine for information regarding registering your organization.

If your organization is found in the search results list, select the “Choose this Organization and Continue” button associated with your organization to continue to the Account Information page of the registration process. If your organization does not display in the list of search results, 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 S424 form in the Grants.gov application package. You will receive an email from the eBRAP once this organization has accepted you.

Invite Authorized Organizational Representative to Register New Organization

Send your Authorized Organizational Representative an invitation to register in eBRAP by completing the following fields. Select “Next” to continue to the Account Information Page.
Registration – Account Information

The Account Information page collects personal information such as contact information including address, phone, and email. This page allows you to create an username and password. Please be sure to select a security question and answer to allow for the resetting of lost passwords. Please note the security answer is case-sensitive.

Although not required for registration, please enter your demographic information, including gender, degrees, ethnicity, and organization information. Select Next to move to the next page of registration.

Please note users should only have one account per role. If you have an existing user account, please return to the home page to log into eBRAP.

<table>
<thead>
<tr>
<th>Role</th>
<th>Authorized Organizational Representative.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status*</td>
<td></td>
</tr>
<tr>
<td>First Name*</td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>Last Name*</td>
<td></td>
</tr>
<tr>
<td>Sex*</td>
<td></td>
</tr>
<tr>
<td>Date Of Birth</td>
<td></td>
</tr>
<tr>
<td>Zip/Postal Code*</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>United States of America</td>
</tr>
<tr>
<td>Phone*</td>
<td></td>
</tr>
<tr>
<td>Fax*</td>
<td></td>
</tr>
<tr>
<td>Email*</td>
<td></td>
</tr>
<tr>
<td>Confirm Email*</td>
<td></td>
</tr>
<tr>
<td>eRA Commons</td>
<td></td>
</tr>
<tr>
<td>User Name</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
</tbody>
</table>

**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.

Contact Description*  Work Address
Address*
Address 2
City*
Sub*  Required for EU or Canada only.
Foreign Province

**Demographic Info**

<table>
<thead>
<tr>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degrees</td>
<td>D.O.</td>
<td>D.O.</td>
</tr>
<tr>
<td></td>
<td>D.O.</td>
<td>D.O.</td>
</tr>
<tr>
<td></td>
<td>M.D.</td>
<td>M.D.</td>
</tr>
<tr>
<td></td>
<td>Ph.D.</td>
<td>Ph.D.</td>
</tr>
<tr>
<td></td>
<td>M.D.</td>
<td>M.D.</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>Other</td>
</tr>
</tbody>
</table>

Ethnicity

- Prefer not to disclose
- American Indian
- Alaska Native
- Asian
- Black Or African American
- Hispanic or Latino
- Native Hawaiian or Pacific Islander
- White
- Other
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 Already Registered? – Account Information Page

If your organization is already registered, complete the fields in the Account Information Page.
Organization Registration (AOR)

If your organization was not found, select the “Register Your Organization” button to start the registration process of your organization.

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 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.

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.

6. Select “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 indicate if you want to link your eReceipt account to your eBRAP account. NOTE: eReceipt data will not be available in eBRAP at this time. You can use the previous option to navigate back to Account Information or select next to continue with registration.
Registration

Accept System User Agreement

On the Department of Defense Information System User Agreement page, please read and agree to the terms of the System User Agreement.

Review the terms and conditions of the System User Agreement, and select the checkbox option displayed at the bottom of the page to create your user account. Upon selecting the create user account option, the eBRAP System will create your user account and create a request for organization affiliation. If you had opted to Invite your Authorized Organizational Representative to register a new organization, the eBRAP System will send an invitation to the Authorized Organizational Representative.

eReceipt Account Information Management

Upon selecting the checkbox to link your eReceipt account to your eBRAP account, you will be able to enter your username and password for eReceipt to link your accounts in the future. If you have multiple accounts that you wish to link, you can add another link after submitting. NOTE: eReceipt data will not be available in eBRAP at this time.
My Profile

The My Profile tab provides the ability to review and update your account information, demographics, contact information, news release subscriptions, and change your password. You may edit this information at any time.

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 to individuals, who may obtain an ORCID identifier, manage their record of activities, and search for others in the Registry. For more information on ORCID, please visit http://orcid.org/.

Demographics:

The Demographics tab allows you to review and update your demographics to include your gender, degrees, and ethnicity.
My Profile

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 all of the checkboxes adding a check next to the desired programs for which you would like to receive information. Click on the Submit button to save your changes.

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

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 14 characters long, no spaces, and contain a minimum of 2 uppercase letters, lowercase letters, numbers (0-9), and special characters. **Passwords are case-sensitive.**
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, including 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 visiting award management information may become available when funding decisions are announced.

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 program and award mechanism to navigate to the Create New Pre-Application page, which includes application identification and application classifications.
My Applications

Create 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 help page, auto-scrolled to the corresponding help section selected.

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 suggested to include an alternate submitter to assist with the submission.
My Applications

Pre-application: Summary

The 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 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 Steps 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 specific generic forms for application submission and organizational forms in Word, PDF and PowerPoint formats, if available.
My Applications

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: 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 Business Official. Pre-application submission requires either the assignment or invitation of a Business Official. The Business Official will be responsible for assigning an Alternate or Post Award Business Official.

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: Collaborators and Key Personnel

On Collaborators and Key Personnel page, add one or more collaborators and key personnel and 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 specific collaborator roles applicable.

Pre-application: Conflicts of Interest

Add one or more conflicts of interests (COIs) that you may have on the Conflicts of Interest page. You can identify your COIs name, organization, contact information, and explanation of the conflict. Conflicts of Interest will display in a table above the form.
My Applications

Pre-application: Pre-application Files

The Pre-application Files page will display 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 uploaded, the date/time uploaded, and file size, and username of 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. Characters 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 can click on the step link 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: 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 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. Upon submission, 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. eBRAP will submit pre-applications, with all required components complete, that remain in DRAFT status at the pre-application deadline. An email notification of the submission will be sent to the contacts listed on the pre-applications.
My Applications

Full Application Review and Verification

Applications submitted through and validated by Grants.gov will be retrieved and processed by eBRAP to allow for review, modification, and verification. The Principal Investigator and organizational representatives will receive an email request from eBRAP to review, modify, and verify the application submitted to Grants.gov.

During this verification period, the Principal Investigator may upload 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 cannot be changed after the end of the verification deadline.**

All modifications 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 full your full application submission in eBRAP.

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

Full Application: Summary

The 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 view program/award type specific generic forms for application submission and organizational forms in Word, PDF and PowerPoint formats, if available.
My Applications

Full Application: Budget & SF424 Data

The Budget & SF424 Data page will be pre-filled with information entered in the SF424 page.

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.
My Applications

Full Application: SF424 Contacts

The SF424 Contacts page will be pre-filled with contacts entered in the SF424.

If you need to edit the information of the Principal Investigator, the Business Official, or the Authorized Organization Representative press the corresponding “Edit Address Information” button.

If you need to change the Business Official press the “Change Business Official” button.

The pre-application principal investigator and business official is displayed at the bottom of the page.
My Applications

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 ⚠ 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 component cannot be changed after 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 verification deadline.
My Applications

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 can not be deleted, replaced, or re-categorized.
My Applications

Full Application: Verify Full Application

Prior to submitting the application review the table provided to confirm all application parts in the status column read complete. 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. eBRAP will submit all full applications that remain that remain in DRAFT status at the verification deadline. 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.

eBRAP will submit all full applications that remain that remain in DRAFT status at the verification deadline. An email notification of the submission will be sent to the contacts listed on the full application.
My Organization(s)

Users can view a listing of their current active organizations, organization affiliation requests, organization 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)

Request Affiliation in Another Organization

On the Request Affiliation in Another Organization page you can send a request to affiliate with another organization by selecting a requested role, selecting your contact information (from My Profile), selecting the organization you wish to affiliate with, and add 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.
My Organization(s)

Register New Organization  (Authorized Organizational Representative only)

On the Register New Organization page you, 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 Authorized Organizational Representative)

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.
My Organization(s)

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 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.

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 list.

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 the invitation to register an organization.

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 right side of the eBRAP Home Page, select the Authorized Organizational Representative eBRAP role from the "I am an eBRAP user" drop-down list and select "Sign 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.

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

Authorized Organizational Representative: 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.
My Organization(s)

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, and view a list of users invited to affiliate with the organization, or cancel the request.
My Organization(s)

Manage Affiliates: Invited User

On the Manage Affiliates Invited User page, Authorized Organizational Representatives, Business Officials, 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.
My Organization(s)

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 of more than one year must be reverified 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 and status and full application due dates and status.