CDMRP Application Process Overview

Review Program Announcement/Broad Agency Announcement — BO, PI

Register/Update eBRAP Account — BO, PI

Verify/Update SAM Registration — BO

Step 1

Submit Preapplication in eBRAP — PI

- **Preproposal**
  - **Receive Invitation to Submit Full Proposal Application**
- **Letter of Intent**

Step 2

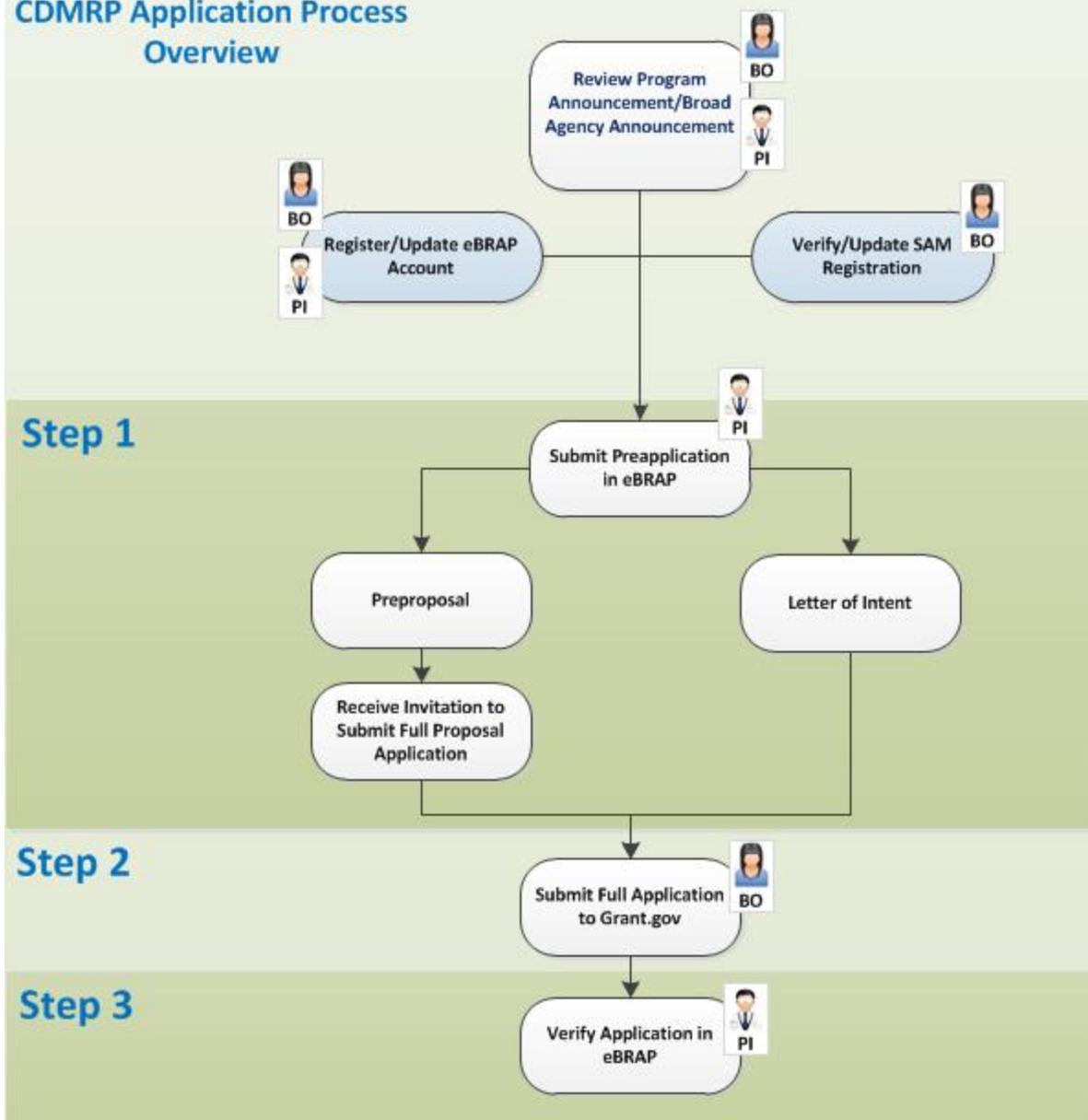**Submit Full Application to Grant.gov** — BO

Step 3

Verify Application in eBRAP — PI

BO: Business Official from applicant organization
PI: Principal Investigator from the applicant organization
eBRAP: CDMRPs Eelectronic Biomedical Research Application Portal
SAM: System of Award Management

Please note: This information should not be construed as the official requirements for any specific application submission. For official requirements please refer to the specific Program Announcement (PA) or Broad Agency Announcement (BAA).

General Tips for Submission Success

A. Download a copy of the PA/BAA from the CDMRP website (http://cdmrp.army.mil/funding/default), eBRAP (https://ebrap.org), or Grants.gov.
B. Carefully read the PA/BAA to understand its key elements
C. Start application submission early to allow adequate time to address issues that may arise during the process
D. Adhere to PA/BAA timelines
E. Ensure spelling of names and emails are correct and consistent throughout the process
F. Remember that corrections to the project narrative and budget requires the application to be submitted through Grants.gov before the application submission deadline

Electronic Biomedical Research Application Portal (eBRAP)

A. Subscribe to email notifications for specific research programs in eBRAP
B. Register in eBRAP before applying
   i. User registration for Principal Investigator (PI), Business Official (BO), Account Administrator, Authorized Organizational Representative (AOR)
   ii. PI must invite their organization AOR and BO to register if not found in the drop down list
   iii. PI must request to be affiliated with his/her organization (update affiliation as needed)

Step 1: Submit a pre-application in eBRAP (required!)

A. Two types of pre-applications depending on award mechanism, LOI or pre-proposal
B. Pre-application submission is MANDATORY and must be ON TIME
C. Choose correct funding opportunity and "option"

Step 2: Submit the application in Grants.gov

A. If the pre-application was a pre-proposal, an invitation is required
B. Sponsored Program Office (or equivalent) submits through Grants.gov
C. System-to-system submissions are sometimes problematic so start early
D. Application submission must be ON TIME, no grace periods allowed
E. Be aware/note the various Grants.gov requirements, i.e., limitation on file sizes, use of special characters, naming conventions, Adobe software compatibility, etc.
F. Everyone working on the application package must use the same compatible version of Adobe software

Step 3: Application Verification in eBRAP

Researchers may review and modify allowable Grants.gov application components during the verification period specified in the PA or BAA.

A. Applicants will receive an auto-email notification after eBRAP has processed the Grants.gov application
B. Grants.gov validation may take up to 72 hours
C. After validation and processing the applicant will receive an email notifying them the application is available for review and modification in eBRAP
D. Affiliation with the submitting organization is required to be able to view and modify an application
E. Review and modify allowable components – **changes to the Project Narrative or Budget are not allowed in eBRAP**
F. Include eBRAP log number in application (SF424 (R&R) block 4a Federal Identifier)