



Research and Sponsored Programs

ELECTRONIC BIOMEDICAL RESEARCH APPLICATION PORTAL (eBRAP)

The Congressionally Directed Medical Research Programs (CDMRP) uses the Electronic Biomedical Research Application Portal (eBRAP) for pre-application submission and application tracking. A pre-application is required before a full CDMRP application may be submitted. Principal Investigators (PIs) use eBRAP to submit pre-applications and to view, verify, and, when permitted, modify full applications submitted through Grants.gov. **Always follow the requirements and deadlines in the specific funding opportunity announcement.**

Pre-application:

1. Before beginning a pre-application, the PI and their alternate submitter must register in eBRAP and affiliate with "University of Wisconsin-Madison"
 - *Alternate submitters:* PIs may designate an Alternate Submitter in eBRAP to assist with preparing and submitting the pre-application. This individual must have an eBRAP account registered with "University of Wisconsin-Madison" as a PI/Study Personnel and must be added as the Alternate Submitter in the pre-application contacts by the PI.
2. The PI should select Brenda Egan as the Business Official (BO).
3. **The PI is responsible for submitting the pre-application via eBRAP. A RAMP Funding Proposal (FP) record is not required for the pre-application.**
4. When the pre-application is created, eBRAP assigns it a unique eBRAP "log number". Retain this number because it must be used throughout the full application process.
5. Submission notifications and other communications are sent to the contacts identified in the pre-application.
6. Depending on the funding opportunity, the pre-application may be a letter of intent or a pre-proposal. **If screening or an invitation is required, the results will be posted in eBRAP, and the PI will receive a notification when they are available.** Review the funding opportunity announcement to determine whether an invitation is required before submitting a full application.
 - *Letter of Intent:* There is no review and selection process for LOIs. CDMRP uses LOIs for planning purposes only, e.g., reviewer recruitment. **Applicants will not receive an invitation and may proceed directly to full application submission.**
 - *Pre-Proposal:* Pre-proposals undergo a review and selection process, and applicants will receive an "invite" or "not invite" decision for full application submission. **Applicants that receive an invitation may proceed to full application submission. Applicants will not receive feedback at this stage.**
7. Partnering PI option: After the Initiating PI submits the pre-application, the Partnering PI will receive an email with instructions for assigning their organization and Business Official to their portion of the pre-application. **The Partnering PI should complete this step before the pre-application deadline.** If assistance is needed, contact the eBRAP Help Desk at help@eBRAP.org.

- *Note:* Both the Initiating PI and the Partnering PI receive separate unique eBRAP log numbers for tracking.

8. PI Submits pre-application

Full Application:

1. Full applications are submitted to Grants.gov through RAMP or Cayuse SF-424 applications. **A RAMP Funding Proposal (FP) record must be created, completed, and routed for divisional and institutional review prior to submission of the proposal.**
2. Ensure that identifying information in the full application matches the pre-application, including the **eBRAP log number, application title, PI information, Business Official information, performing organization and contracting organization.** Inconsistencies may delay processing or prevent the application from being viewed, modified, or verified in eBRAP.
 - Remember to enter the eBRAP log number in Block 4a, Federal Identifier, on SF-424. This is required to link the Grants.gov full application to the corresponding eBRAP pre-application.
3. In the RAMP Funding Proposal (FP) submission instructions, identify the application as an eBRAP submission and include the eBRAP log number. *For example: "RSP: Please submit this eBRAP application through RAMP SF-424. The eBRAP log number is [insert number]."*
4. RSP Submits full application

Post-Submission:

1. After the full application is submitted by RSP and processed by eBRAP, the PI will receive an email from eBRAP requesting that they review and verify the application. **The PI should review all files and application components for accuracy and completeness and make any necessary corrections before the end of the verification period specified in the funding opportunity announcement.**
 - *Note:* The Project Narrative and Research & Related (R&R) Budget Form cannot be changed after the application submission deadline; other application components may be corrected during the verification period as allowed by eBRAP and the funding opportunity.

If Selected for Funding:

1. The PI and organizational representatives will receive an email indicating that a notification letter has been posted in eBRAP. A recommendation for funding is not a guarantee that an award will be issued.
2. The notification letter will identify the documents and information required before an award can be issued. Requirements vary by funding opportunity and may include:
 - a. Revised budget and budget justification
 - b. Revised statement of work or milestone plan
 - c. Current and pending research support information
 - d. IRB, IACUC, or other regulatory approvals, if applicable
 - e. Responses to compliance or administrative questions
 - f. Representations, certifications, or documents requiring institutional review or signature

3. The PI and department or division research administrator should provide the notification letter and requested materials to RSP through the appropriate RAMP record. Materials requiring institutional approval or signature must be reviewed and submitted by RSP.

If Not Recommended for Funding:

The PI and organizational representatives will receive an email indicating that a notification letter has been posted in eBRAP. The PI should log in to eBRAP to review the funding decision and any available application feedback.

For More Information:

Review CDMRP-developed resources for details about the application process including Frequently Asked Questions

