



## OFFICE OF RESEARCH AND SPONSORED PROGRAMS

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### ELECTRONIC BIOMEDICAL RESEARCH APPLICATION PORTAL (eBRAP)

The CDMRP eBRAP System (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.

#### **Pre-application:**

1. Please affiliate with "Wisconsin, University of, Madison" as a PI in eBRAP before submitting a pre-application.
2. When completing a pre-application, please select Brenda Egan as the Business Official.
3. The PI submits the pre-application, no WISPER record is needed.
4. An email notification of the submission will be sent to the contacts listed in the pre-application.
5. Pre-application screening results showing invitation status are posted in eBRAP. The PI will receive a notification that it has been posted.
6. *Partnering PI Option:* After the Initiating PI submits the pre-application the Partnering PI will receive a link via email to assign the Organization and Business Official to their portion of the pre-application. This link is valid up until the pre-application deadline, after the deadline please send this information to the [eBRAP Helpdesk](#) and they will input the information.

#### **Full Application:**

1. Full applications are submitted in Grants.gov via Cayuse or a Grants.gov Adobe Package.
2. Confirm that the contact information for the PI is exactly the same as in the pre-application. Common differences are: Mr./Ms./Mrs./Dr., MD/PhD, zip code (+4), middle initial. If information is slightly different, the PI may not be able to view/modify the full application in eBRAP.
3. WISPER records for full application proposals will include language in submission instructions to communicate that this is an eBRAP application. ("*RSP please submit this eBRAP application*")
  - o This language should be written in prior to WISPER records being routed to the Divisions.
4. You must include the unique eBRAP Proposal ID in the Application Submission Field. This number should also be listed in the WISPER record in the sponsor reference box.
5. RSP will submit all full applications, both Cayuse and Grant.gov Adobe packages. Brenda Egan will be listed in Box 5 and Box 19.

6. Please route the WISPER record through the Dean's office to RSP.
7. Please route the Cayuse record through the Dean's office to RSP for final submission.
8. As always, try to submit early! RSP closes at 4:30pm.

**Post-Submission:**

1. The PI will receive an email request from eBRAP to review the full application, verify the accuracy of the files and content and if needed, update or make corrections to select files prior to the end of the verification period outlined in the announcement (3-5 business days).

**If selected for funding:**

1. The PI will receive an email notifying him/her that a funding notification letter has been posted in eBRAP.
2. "JIT" information is required prior to the release of an award. This information is outlined in the letter but will commonly be:
  - a. Other Support for the last 5 years
  - b. IACUC approval
  - c. IRB approval
  - d. Compliance questions answered by PI in eBRAP
  - e. A letter signed by RSP approving the above items

**If not selected for funding:**

1. The PI will receive an email notifying him/her that a notification letter has been posted in eBRAP.