

GMO Guide: How do I submit a CDMRP Grant Application?

CDMRP = US Department of Defence Congressionally Directed Medical Research Program

Applicants should also refer to the [CDMRP User Guide](#), the relevant Program Announcement and the [Grants.gov User Guide](#).

Step 1: Register with the Online Proposal System- [eBRAP](#).

Step 2: Print and read the [Program Announcement](#).

Step 3: Complete the Pre Application requirements on the CDMRP Online Proposal system (if required)

1. CDMRP requires a Pre-application submission to the eBRAP system – check the program announcement for other requirements specific to each program. Note that this does not need the approval of a UNSW institutional representative.
2. You should nominate a UNSW “Business Official” for your application at this time. This is done in the “Application Contacts” section. Select ‘Daniel Owens’ from the list of UNSW representatives so that the Grants Management Office has access to review your application record. (When searching for UNSW, use New South Wales, University of).

Step 4: Download the Full Application Package

1. [Download the full application package](#) from Grants.gov at for the relevant CDMRP program using the Funding Opportunity Number stated on the Program Announcement.
2. Install or check that you have installed the correct version of Adobe Reader, for the application package.

Step 5: Complete the Application

The application package will list the mandatory forms needed for this program and how each question should be completed. Follow the instructions in the application package and complete all mandatory fields and upload documents. Once you have downloaded the application package, you can complete the application offline following the instructions on the application package cover sheet.

Information for the SF 424 (R& R) form:

UNSW DUNS	751020900
ENTITY IDENTIFICATION NUMBER (EIN)	980501479
HUMAN SUBJECTS ASSURANCE NUMBER	000643
ANIMAL WELFARE ASSURANCE NUMBER	A5097-01
AUTHORIZED REPRESENTATIVE	Daniel Owens, Director, UNSW Grants Management Office University of New South Wales Sydney NSW 2052 Australia Phone: 612 9385 7254 Fax: 612 9385 9797 Email: mygrants.gmo@unsw.edu.au

Budget

- Use the budget template provided in the Application Instructions package.
- Include on-costs for each salary requested in the “Fringe Benefits” fields.
- Indirect costs of 3% of your total direct costs should be included and use the following statement “compliance costs as per UNSW policy” in the “indirect cost type” field.

Some other useful information

- Save your application to your computer as changes are NOT automatically saved.
- The package cannot be submitted until all required fields have been completed.
- Press the “Check package for errors” button and correct any errors identified until “Validation Passed” is reported. Note that not all errors are detected at this stage and other error messages may be received once the application is submitted so this should not be left to the last minute.

Step 6: Submit completed Grant Application Package to UNSW Grants Management Office for Review

1. Email your application to mygrants.gmo@unsw.edu.au for compliance review at least two weeks prior to the external closing date.
2. A Grants Officer from your Team will be allocated to check your application and will advise you of any changes that need to be made. Your allocated Grants Officer will arrange approval from your Head of School to submit your application.

Step 7: Grants Management Office submits application via Grants.gov

Step 8: Application is validated by Grants.gov

1. Following each step of the validation process a confirming email will be sent by the relevant system advising that your application has been received, validated, referred to an agency for review and allocated a tracking number. This number is used to track the status of your application in Grants.gov and should be quoted when corresponding with the agency regarding your application.
2. If any errors are identified (and this is very common for foreign applicants as often the Grants.gov fields are not logical for Australian researchers) then an email will be sent to Grants Management Office and the PI advising that the applicant will need to log in to the Commons system to access a report showing errors and warnings identified from the application. The identified errors need to be addressed and the application resubmitted by Grants Management Office prior to the external closing date (warnings may not need to be fixed and can be addressed at a later date or not at all as appropriate).

Step 9: Track the Status of a Completed Grant Application Package

Once an application has been submitted, you can check the status on the [Track My Application Page](#).

You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

If your application is successful the following additional forms will be required:

- **Certificate of Environmental Compliance** – this needs to be completed for each proposal and a separate form for each site that research will be conducted at for the project and signed by the Officer responsible for Environmental Compliance. Contact the Risk Management Unit for more information- x52916.
- **Principal Investigator Safety Program Assurance** – to be completed by the PI. If multiple proposals are to be submitted, the same form can be attached to each application.
- **Certifications and Assurance for Assistance Agreement** – this is a generic document for all CDMRP applications submitted by UNSW.
- **Representations for Assistance Agreements** – this is a generic document for all CDMRP applications submitted by UNSW.
- **Rate Agreement** – not included in UNSW applications (relates to Indirect Costs).