

**Figure 2. PI's eBRAP User Name**

PROFILE - Project Director/Principal Investigator

Prefix:  \* First Name:  Middle Name:

\* Last Name:  Suffix:

Position/Title:  Department:

Organization Name:  Division:

\* Street1:

Street2:

\* City:  County/ Parish:

\* State:  Province:

\* Country: USA: UNITED STATES \* Zip / Postal Code:

\* Phone Number:  Fax Number:

\* E-Mail:

Credential, e.g., agency login:

**Biographical Sketch Suggested Format:** The suggested biographical sketch format is available in a Microsoft Word document on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. Use of this document is optional. The NIH Biographical Sketch may also be used. Each biographical sketch must be in PDF format prior to attachment. Page limitations will be specified in the program announcement.

- **PI Biographical Sketch:** This file must be titled “Biosketch\_LastName.pdf” where “LastName” is the last name of the PI.
- **PI Previous/Current/Pending Support:** This file must be titled “Support\_LastName.pdf” where “LastName” is the last name of the PI.

*For all previous (award period of performance ending within the past 5 years), current, and pending (includes period of time awaiting funding status and/or period of time awaiting start date) research support, include the title, time commitments, supporting agency, name and address of the funding agency’s procuring Contracting/Grants Officer, performance period, level of funding, brief description of the project’s goals, and list of the specific aims. If applicable, identify where the proposed project overlaps with other existing and pending research projects. Clearly state if there is no overlap.*

List all positions and scientific appointments, both domestic and foreign, held by senior/key personnel that are relevant to an application, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

Report all resources and other support for all individuals designated in an application as senior/key personnel – including for the PI and for other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they request salaries or compensation. Information must be provided about all current support for ongoing projects, whether such support is provided through the applicant organization, through another domestic or foreign organization, or is

directly provided to an individual who supports the senior/key personnel's research efforts.

Report all current projects and activities that involve senior/key personnel, even if the support received is only in-kind (e.g., office/laboratory space, equipment, supplies, employees). All research resources including, but not limited to, foreign financial support, research or laboratory personnel, lab space, scientific materials, selection to a foreign "talents" or similar-type program, or other foreign or domestic support must be reported.

Provide the total award amount for the entire award period covered (including facilities and administrative costs), as well as the number of person-months (or partial person-months) per year to be devoted to the project by the senior/key personnel involved.

If there is no previous, current, or pending support, enter "None." An updated previous, current, and pending support document will be required if an award is recommended for funding.

- **Key Personnel Biographical Sketches:** Each file must be titled "Biosketch\_LastName.pdf" where "LastName" is the last name of the respective individual.
- **Key Personnel Previous/Current/Pending Support:** Each file must be titled "Support\_LastName.pdf" where "LastName" is the last name of the respective individual. Refer to content requirements under "PI Previous/Current/Pending Support" listed above.

**Note:** Other support includes all resources made available to a researcher in support of and/or related to all of their research endeavors, regardless of monetary value and/or where they are based. This includes resource and/or financial support from all foreign and domestic entities, including but not limited to, financial support for laboratory personnel, and provision of high-value materials that are not freely available (biologics, chemical, model systems, technology, etc.).

**New Requirement:** Certification Regarding Disclosure of Funding Sources. The proposing entity must comply with Section 223(a) of the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021, which requires that the PI, Partnering PIs (if applicable), and all key personnel:

- Certify that the current and pending support provided on the application is current, accurate, and complete;
- Agree to update such disclosure at the request of the agency prior to the award of support and at any subsequent time the agency determines appropriate during the term of the award; and
- Have been made aware of the requirements under Section 223(a)(1) of this Act.

False, fictitious, or fraudulent statements or claims may result in criminal, civil, or administrative penalties (U.S. Code, Title 218, Section 1001).

## 5. Research & Related Budget

An estimate of the total proposed research project cost, with a breakdown of all cost categories for each year, must be submitted on the Grants.gov Research & Related Budget Form. For limits on funding amounts, types of costs, and period of performance, refer to the program announcement. The budget and budget justification should include sufficient detail for the government to determine whether the proposed costs are allowable, allocable, and reasonable for the proposed research. ***The budget justification for the entire period of performance must be uploaded to the Research & Related Budget after completion of the budget for Period 1.*** At the time of application submission to Grants.gov, the AOR is certifying to the best of their knowledge that all costs are current, accurate, and complete.

***If the budget fails eBRAP validation or needs to be modified, an updated Grants.gov application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID prior to the application submission deadline.***

No budget will be approved by the government exceeding the cost limit stated in the specific program announcement or using an indirect rate exceeding the organization’s negotiated rate.

### **Budget Regulations and Restrictions:**

- **Administrative and Cost Principles:** Recipients will be required to comply with the following, as applicable:
  - Code of Federal Regulations, Title 2, Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (2 CFR 200), as implemented by Chapter XI of Title 2 CFR
  - Provisions of Chapter I, Subchapter C of Title 32, CFR, “DOD Grant and Agreement Regulations,” Parts 26, 28, 34, 37, and Title 2, CFR Part 1125
  - Federal Acquisition Regulation (FAR) Part 31
- **Pre-Award Costs:** An institution of higher education, hospital, or other non-profit organization may, at its own risk and without the government’s prior approval, incur obligations and expenditures to cover costs up to 90 days before the beginning date of the initial budget period of a new award if such costs (1) are necessary to conduct the project and (2) would be allowable under the award, if awarded. If specific expenditures would otherwise require prior approval, the recipient must obtain the Grants Officer’s approval before incurring the cost. Government prior approval is required for any costs to be