



DOD Pre-application Guidance FORM

Complete this form to secure approval from appropriate officials to submit a pre-application for a DOD mechanism. VERAM Contracts and Grants Division will provide you with proposal or contract support based upon the information provided. We recommend submission of this form at a **minimum of 4-6 weeks** prior to a submission due date. If you have questions, please e-mail cgm@veram.org.

Instructions:

**For Prime Award
-(Steps 1-16)**

**For subaward:
-Complete Section A**

1. Log in to **eBRAP** as PI;
2. Complete/confirm profile information as appropriate. To confirm VERAM affiliation, review instructions [here](#).
3. On the **My Applications** page, select 'start a new pre-application'
3. Select **Research Program/Award Mechanism>Pre-Application**
4. **Summary:** A pre-application summary page will display including pre-application summary information, required steps and forms for completion.
5. **Submission type:** VERAM is an **extramural** organization
6. **Application Information:** Address all required application information
7. **Research classification codes;** the list of codes can be found at <https://ebrap.org/eBRAP/public/>
8. **Application Contacts:** When prompted for a response, 'is the performance site the same as the contracting organization site', respond **no**. To select organization from the pre-populated drop down menu, type **very slowly** the following:
 - Contracting organization:** Veterans Education and Research Association of Michigan>**ADD**;
 - Performance site:** VA Medical Center, Ann Arbor, MI or VAAAHS>**ADD**;
 - Principal Investigator:** enter PI name and email>**SEARCH**. If PI is not found, contact cgm@veram.org to be added as VAAAHS/VERAM PI.
9. **Primary Business Official (BO):** The PI must identify a BO from the list of Business Officials registered with eBRAP. Contact cgm@veram.org for this information.
10. **Collaborators and Key Personnel:** Add each member inclusive of first and last name, organization (affiliation) name, phone number, email address and role. All are required.
11. **Conflicts of Interest (COI):** Add all individuals who may have a conflict of interest in the review of the application. Include a brief explanation (less than 100 characters including spaces) as to why this individual is in conflict.
12. **Pre-application files:** upload all required files per the FOA.
13. **Complete all required** information **within each subsequent tab** presented. Refer to the FOA for additional submission requirements.
14. Notify the **Business Official** to prompt a pre-application submission review. PI(s) will be notified of submission status.
15. Attach required files listed below to the e-mail with this form (refer to Section B: Grants for additional proposal components requested)
 - a. VA Financial Conflict of Interest Form ([initiate via IRBNet](#))
 - b. [NIH Biosketch](#)
 - c. [Project Personnel Attestation Form](#)

If you have additional questions specific to eBRAP, you may contact the eBRAP help desk at 301-682-5507 or via email help@eBRAP.org

SECTION A: PERSONNEL

1. Principal Investigator:

Last Name	First Name	Department	Email Address	Commons Username

2. Additional named Senior/Key Personnel (use additional sheets, if necessary)

Last Name	First Name	Department	Email Address	Commons Username

Proposal Title: _____

Link to FOA: _____

Award Mechanism Type: _____ Agency Submission Deadline: _____

Project Start Date: _____ Project End Date: _____

VERAM is Prime recipient?	YES	NO	If yes, does this proposal involve subcontractor and/or subrecipients?	YES	NO
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List subcontractors and/or subrecipients:	List subcontract POC information:
1.	POC #1 Name: _____ POC #1 Email: _____
2.	POC #2 Name: _____ POC #2 Email: _____
3.	POC #3 Name: _____ POC #3 Email: _____

FOR CGM USE ONLY Type of Proposal: FEDERAL INVESTIGATOR-INITIATED FOUNDATION OTHER(Specify): _____

Supporting Materials Attached YES NO _____

NEW CONTINUATION RENEWAL SUPPLEMENTAL REVISION/RESUBMISSION

GRANT CONTRACT SUBCONTRACT FELLOWSHIP COOPERATIVE AGREEMENT

Reviewed by CGM _____ APPROVED: YES NO Comments: _____