STEP 1

- Identify a sponsor for your idea

- **Click here to find funders**

STEP 2

Discuss project with your Business Administrator. Budget (BA) considerations are decided.

STEP 3

- Request sponsor forms and register with Temple's Electronic Research Administration System (eRA)

- **Click here to access eRA**

STEP 4

Get familiar with Temple's policy on securing extramural funding for your research. Start STEP 4 Process 3 to 6 months before sponsor deadline

- **Read here**

STEP 5

- Contact your Grants Management GM specialist to discuss timelines and other important factors

- **Who is my processor?**

STEP 6

- Start to develop record for submission in eRA. Complete all tabs except "Research Plan and Reference cited" (see STEP 7 for required tabs)

STEP 7

Route eRA application record for Preliminary review:

- Complete the eSPAF
- Personnel (biosketches/CV) (if required include Other Support)
- Abstract (If not sponsor required, please provide a brief summary)
- Performance Sites with DUNS, Zip code+4
- Budget & Budget Justification
- Research Plan/Scope of Work (Not required during Preliminary route)
- Approvals (IRB, IACUC, IBC, EHRS)
- Temple Documents
- Sponsor Guidelines, Required Forms, Excel Spreadsheet, Special instructions regarding F&A (if applicable), etc.
- Temporary PI Form, Subrecipient Commitment Form,
- Subcontracts with Scope of Work, LOI, Budget and Justification (if applicable)

STEP 8

Research Plan is uploaded by PI/BA. All Tabs are completed by PI/BA. Project is reviewed by GM specialist for Temple and sponsor compliance issues

STEP 9

PI/BA are notified by GM specialist of required changes for submission

STEP 10

Modified Application record is submitted for final review to GM specialist for submission to sponsor.

SUCCESS!

RECOMENDED

NEED ERA TRAINING?