STEP 1
- Identify a sponsor for your idea
- Click here to find funders

STEP 2
Discuss project with your Business Administrator (BA). Budget considerations are decided.

STEP 3
- Request sponsor forms and register with Temple’s Electronic Research Administration System (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 RA Pre-Award 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 RA Pre-Award specialist for Temple and sponsor compliance issues

STEP 9
PI/BA are notified by RA Pre-Award specialist of required changes for submission

STEP 10
Modified Application record is submitted for final review to RA Pre-Award specialist for submission to sponsor.

SUCCESS!

RECOMMENDED

NEED ERA TRAINING?