

**Research Administration**



**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)
- **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 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!**

**RECOMENDED**



**NEED ERA TRAINING?**