

Providing BVARI appropriate eBRAP access for pre-applications

1. Navigate to the pre-application page in eBRAP, select the **Application Contacts** tab, and scroll down to select the “Search For Or Invite Primary Business Official” under the “Primary Business Official” sub-heading.

Primary Business Official - R&R SF424 Block 5 of Grants.gov application

Search For Or Invite Primary Business Official

2. Search for Kristen Harding using the following search criteria and then select “Add Contact.” Contact information will display on the **Application Contacts** tab after adding.

Search For Primary Business Official

You may search on one or more of the following criteria. Click on “Search Contacts” when you have entered the desired search criteria.

| | | |
|--------------|-------------------------------------------------------------------------|------------------------------------------------|
| Last Name | <input type="text" value="Harding"/> | <input type="button" value="Search Contacts"/> |
| Email | <input type="text"/> | |
| Organization | <input type="text" value="Boston VA Research Institute, Inc. (BVARI)"/> | |

Search Results

All Potential Primary Business Official matching search criteria

| Name, Email | Organization(s) | Phone | Actions |
|------------------------------------------------------------------------------------------------|--------------------------------------------|------------|--------------------------------------------|
| Harding, Kristen kristen.harding@bvvari.org | Boston VA Research Institute, Inc. (BVARI) | 8573643800 | <input type="button" value="Add Contact"/> |

3. Next, select the “Search For Or Invite Alternate Business Official” under the “Alternate Business Official” sub-heading.

Alternate Business Official

Search For Or Invite Alternate Business Official

4. Search for BVARI SPA using the following search criteria and then select “Add Contact.” Please note that the Last Name should be “SPA” and not “BVARI” or “BVARI SPA”

Search For Primary Business Official

You may search on one or more of the following criteria. Click on “Search Contacts” when you have entered the desired search criteria.

| | | |
|--------------|-------------------------------------------------------------------------|------------------------------------------------|
| Last Name | <input type="text" value="SPA"/> | <input type="button" value="Search Contacts"/> |
| Email | <input type="text" value="spa@bvvari.org"/> | |
| Organization | <input type="text" value="Boston VA Research Institute, Inc. (BVARI)"/> | |

Search Results

All Potential Primary Business Official matching search criteria

| Name, Email | Organization(s) | Phone | Actions |
|------------------------------------------------------------------|--------------------------------------------|----------------|--------------------------------------------|
| SPA, BVARI spa@bvvari.org | Boston VA Research Institute, Inc. (BVARI) | (857) 364-3800 | <input type="button" value="Add Contact"/> |