
Account Management

For Applicants/Recipient



Training Objectives



- eRA Commons User Accounts/Roles
 - Administrative Roles
 - Scientific Roles
- How to Get an eRA Commons Account
- Logging In
- Navigating in eRA Commons
- Personal Profile (PPF)
- Demonstration on How to Complete the Personal Profile
- What's Next?
- Where Can I Get Help?

eRA Commons User Accounts/Roles



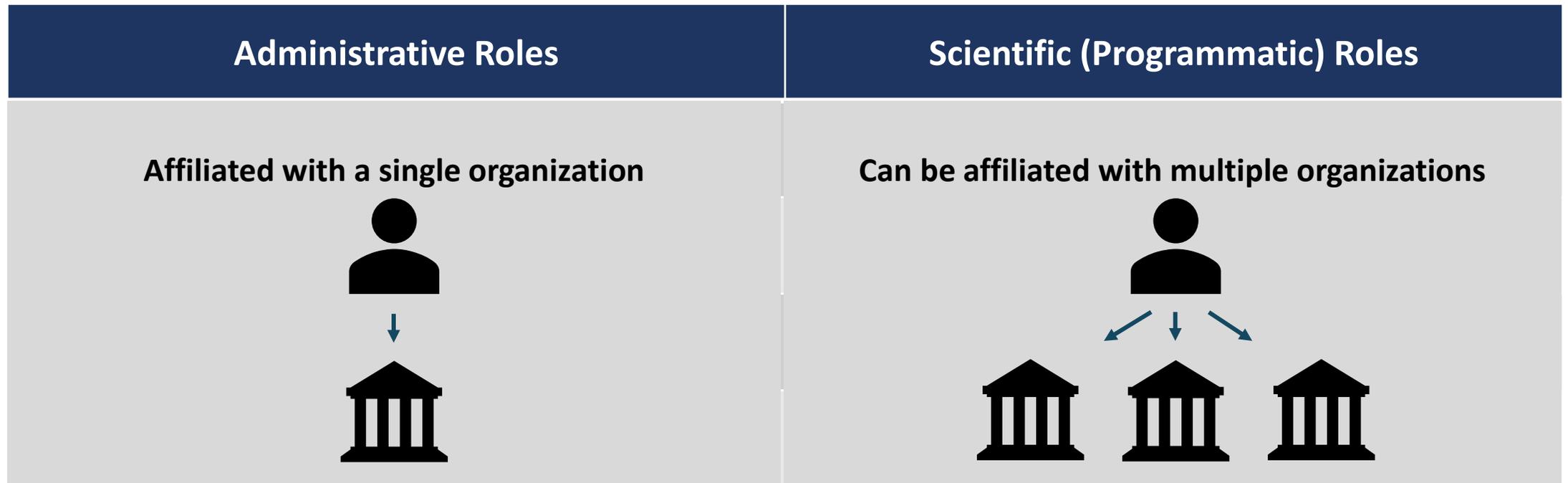
To have an eRA Commons account created, your organization must first be registered with eRA Commons.

If your organization is registered, there will be designated administrators at the organization that can assist you with getting an eRA Commons account.

eRA Commons User Accounts/Roles



Each eRA user must have their own account. Accounts should not be shared by multiple individuals. The following eRA Commons roles will be used by DOC:



A complete description of all available eRA Commons roles, including roles not utilized by DOC, is located here: [https://www.era.nih.gov/files/eRA Commons Roles.pdf](https://www.era.nih.gov/files/eRA_Commons_Roles.pdf).

Administrative Roles



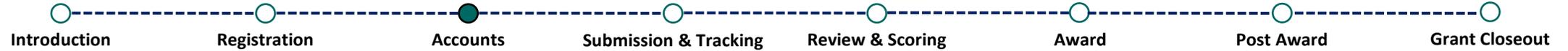
Role	Description
Signing Official (SO)	Has authority to legally bind the institution in grants administration matters, register the organization in eRA Commons, create and manage additional accounts, view all grants within the organization, and submit various reports (excluding the Federal Financial Report {FFR}).
Administrative Official (AO)	Can create and manage additional accounts (excluding the SO), review all grant applications and various reports (excluding the Federal Financial Report {FFR}) within the organization for accuracy before the SO submits.
Account Administrator (AA)	Can create and manage additional accounts (excluding the SO).
Financial Status Reporter (FSR)	Can access the Federal Financial Report (FFR) module and submit financial reports.

Scientific Roles



Role	Description
Project Director/Principal Investigator (PD/PI)	Designated by the applicant organization to have the appropriate level of authority and responsibility to direct the project or program to be support by the award. The PD/PI has access to their own grants and various reports (excluding the Federal Financial Report {FFR}).

How to Get an eRA Commons Accounts



Contact your Signing Official (SO), Administrative Official (AO), or Account Administrator (AA) to get your account created!

But first, do you have an existing account?

- If so, what is your username?

To have a new account created, they will need the following information:

- First and last name
- Email address
- Desired username
- What role(s) do you need?

About Your Username!

- It will be used to log into eRA Commons
- It is permanent and cannot be modified once your account is created
- It must be between 6-30 characters
- It cannot contain special characters other than the @sign, hyphen, period, and underscore
- It is not case sensitive but will always appear in uppercase letters through the eRA system

How to Get an eRA Commons Accounts



Once your account is created, you'll receive two (2) emails:

From: eRAFPCommons <ERAFPCommons@mail.nih.gov>
Sent: Tuesday, June 13, 2023 9:37 PM
To: <Your Email>
Subject: eRA Commons: Notification of Password for New Account

*** This is an automated notification - Please do not reply to this message. ***

The password associated with your recently created account is **XXXXXXXXXX**.

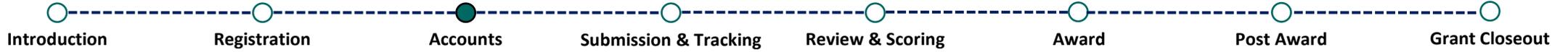
The above password is temporary, and will expire in 48 hours. You will be required to change your password the first time you successfully log into the system. On the Change Password page, enter the temporary password in the Current Password field. Please read the instructions on the Change Password page carefully before selecting a new password. If the temporary password expires, you will be taken to the Reset Password page where you can request another temporary password.

To access the system use the username and password provided in these emails.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to <https://grants.nih.gov/support> for additional methods of contact. Please access Commons at <https://public.era.nih.gov/commonsplus>.

For more information please visit <https://era.nih.gov/>

Logging In



eRA Commons users access the site from the eRA Commons homepage:

<https://public.era.nih.gov/commonsplus>

Currently, there are three ways to log into eRA Commons:

- Login with Login.gov
- Login with eRA Credentials
- Login with Federated Account

Login with Login.gov ?
LOGIN.GOV

Login with eRA Credentials ?
Username:

Password:
 

(For External Users Only)
[Forgot Password/Unlock Account?](#)

Login with Federated Account ?

Login with PIV/CAC
 Login using Smart Card

Logging In



Users will be prompted to change their password as soon as they log in.

Change Password

Your password is temporary. You must change the password now in order to log into the system. ✕

i INFORMATION! ✕

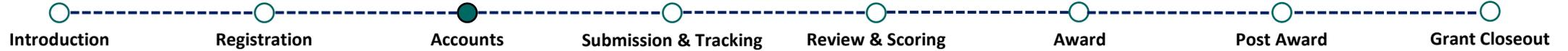
- The password length must be between 15-64 characters
- Cannot re-use previous 10 generations of passwords
- Allows user selection of long passwords and passphrases, including spaces and all printable characters

Current Password:

New Password:

Confirm New Password:

Resetting Your Password



Users may need to reset their password in the following scenarios:

- Forgot password
- Did not log in and update their temporary password within 48-hours
- Five failed attempts to log in within a 120-minute window

Login with Login.gov ?
LOGIN.GOV

Login with eRA Credentials ?

Username:

Password:

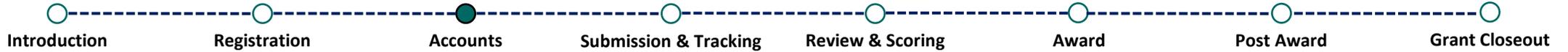
(For External Users Only)
[Forgot Password/Unlock Account?](#)

Login with Federated Account ?

Login with PIV/CAC

Login using Smart Card

Navigating in eRA Commons



Once logged in, users will reach the following page:

Home |

Change Affiliation

List of Current Affiliations by Institute Name Current Default

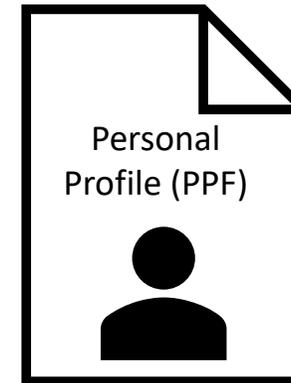
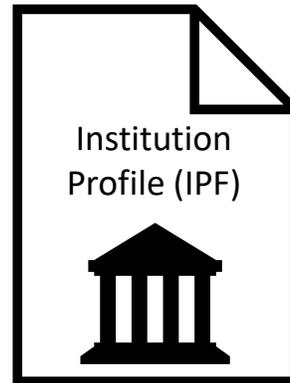
<input type="radio"/>	OZAUKEE COUNTY Role(s): PI	
<input checked="" type="radio"/>	ZERODIVIDE Role(s): PI	<input checked="" type="checkbox"/>
<input type="radio"/>	EARLY COUNTY BOARD OF EDUCATION Role(s): PI	

eRA Partners Amendments Go Report your patent in iEdison (also see [Invention website](#))

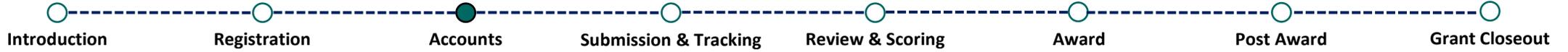
Navigating in eRA Commons



The following modules are accessible to all eRA users, regardless of their role:



Institution Profile (IPF)



Institution Profile for
DOC TEST, LLC.
IPF Code: 455437780

Institution Basic Information ?

+ View All

Institution Name



VIEW

Institution Contact Information



VIEW

About the Institution



VIEW

Indirect Cost Negotiations



VIEW

Signing Officials



VIEW

Institution Address



VIEW

+ View All

Accounts:

1 Affiliated Accounts

Profile updated:

06/13/2023

ORI Certification Expires:

unknown

SAM Registration Expires:

No Registration Found!

eRA Service Desk

Hours: Mon-Fri, 7AM-8PM EDIT/EST

Web: <http://grants.nih.gov/support>

Toll-free: 866-504-9552

Phone: 301-402-7469

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

Personal Profile (PPF)



Personal Profile

Linda Kwon

Roles:
PI - Principal Investigator

Person ID:
79105826
ORCID ID: [?](#)
Unavailable [?](#)

[Create or Connect your ORCID ID](#) [Create or Connect your ORCID ID](#)

Personal Profile Summary	✓
Name and ID	✓
Demographics	✓
Employment	✓
Reviewer Information	✓
Education	✓
Reference Letters	✓
Publications	✓
xTRACT Information	✓

Information

Profile updated:
06/14/2023
Change your password [?](#) by:
08/30/2023

[PPF Privacy Act Notification Statement](#)

Personal Profile Summary [?](#)

Changes to your Personal Profile will NOT save if there is any missing data in the

Helpful Tip! Start with the Employment section. Then, complete the rest!

- [Name and ID \[?\]\(#\)](#) [Edit](#)
- [Demographics \[?\]\(#\)](#) [Edit](#)
- [Employment \[?\]\(#\)](#) [Edit](#)
- [Reviewer Information \[?\]\(#\)](#) [Edit](#)
- [Education \[?\]\(#\)](#) [Edit](#)
- [Reference Letters \[?\]\(#\)](#)
- [Publications \[?\]\(#\)](#)
- [xTRACT Information \[?\]\(#\)](#)

[+ View All](#)

Personal Profile (PPF)



Demonstration

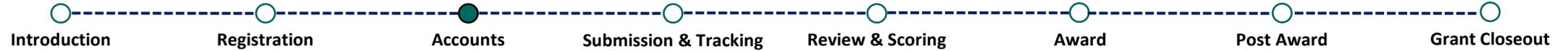
What Happens Next?



Once all user accounts are established and Personal Profiles are complete, the next step is to complete and submit your application.

Reminder: Make sure to have a PD/PI account created. You'll need to include their username on your application.

Where Can I Get Help?



If you are experiencing technical difficulties and need help, you have options!

Personal Profile Summary



-  eRA's Online Help
- Call and speak to an eRA Service Desk staff member
- Submit a ticket via <https://public.era.nih.gov/submithelp>

Online Resources:

- [Register | Accounts | eRA](#)
- [Two-Factor Authentication/Login.gov](#)
- [Overview of Personal Profile](#)
- [eRA Commons Frequently Asked Questions](#)

eRA Service Desk

Hours of Operation:

Monday – Friday 7AM to 8PM Eastern Time
(closed on federal holidays)

Toll Free: (866) 504-9552

Phone: (301) 402-7469

**Press 1 for
eRA Commons
inquiries!**