



eRA Commons Registration – Business Process Guide

eRA Commons is the online grants management system used by applicants, grantees/recipients, and federal staff at grantor agencies to access and share administrative information relating to grants. Department of Commerce (DOC) applicants are required to register in eRA Commons to submit grant applications. The organization must be registered by someone with signature authority to legally bind the organization in grants administration matters; this individual is referred to as a Signing Official (SO). Only authorized organization officials are qualified to be an SO for their organization.

Registration is a one-time process, during which the SO will have the option to create an Account Administrator (AA) account. Once registered, these two authorized individuals can create new user accounts for personnel within their organization, including additional SO accounts.

Registration Requirements

All applicants must be registered with SAM.gov and have an active Unique Entity Identifier (UEI) to complete the registration process. However, the initial Commons registration request described in this information sheet can proceed absent the inclusion of a valid UEI (see [“Step 2: Verify Information”](#) below for more information).

Applicants should also register with Grants.gov. While registration with Grants.gov is not required to complete the Commons registration process, applicants must submit their grant application through the Grants.gov portal, which does require a Grants.gov registration.

Additional registrations may be required depending on the Notice of Funding Opportunity (NOFO) requirements.

How to Register

An organization’s SO can register their organization by clicking the Commons homepage (<https://public.era.nih.gov/commonsplus>) “Register Organization” link (<https://public.era.nih.gov/commonsplus/public/registration/initRegistration.era>).

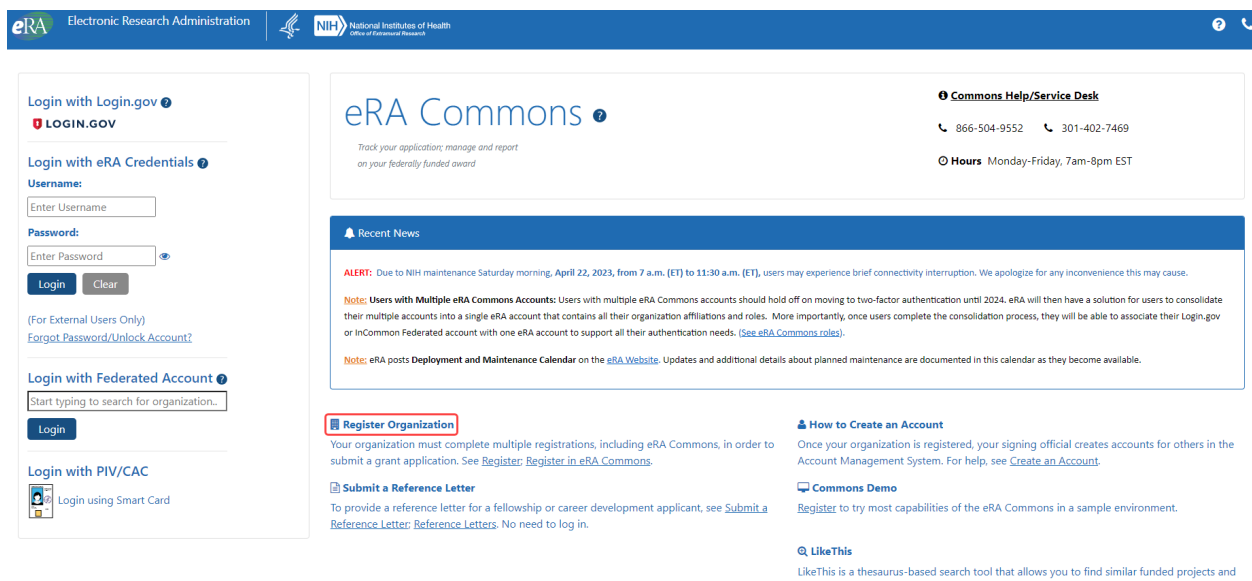


Figure 1: eRA Commons Homepage Registration Link



Registration Process

There are five steps to submit a registration request. A red asterisk is listed next to required fields in the registration form (<https://public.era.nih.gov/commonsplus/public/registration/initRegistration.era>).

Step 1: Specify Purpose

DOC grant applicants should choose the “Non-NIH Grants/Contracts” option before clicking the “Next” button in the lower right of the registration webpage.

Register Institution ?

Completing this process will register your institution in eRA Commons and establish up to two user accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution. See [Prepare to Apply and Register at grants.nih.gov](#); [How to Register in eRA Commons](#).

Step 1: Registration Purpose

Figure 2: Register Institution Form Step 1: Registration Purpose

Step 2: Verify Identification

The second step to register an organization requires you enter the organization’s Unique Entity Identifier (UEI) and verifying that the organization is registered in SAM.gov. If the UEI is verified, a success message will display on the screen. If the UEI cannot be verified, a warning message will display with possible reasons, including that SAM.gov has not processed the registration, it has expired, or the UEI was entered incorrectly. A verified UEI is required by both eRA Commons and Grants.gov to apply for a grant, and the UEI must remain active when the grant is awarded. However, you can continue to register the organization absent a SAM.gov verified UEI by entering a 12-digit alphanumeric number, pressing the “Verify” button, and then pressing the “Next” button in the lower right of the webpage.

Step 2: Verify Identification

Figure 3: Commons Registration Step 2: Verify Identification



Step 3: Institution Details

The third step requires the entry of organizational information. If a UEI was verified in step two, the information will be prepopulated from SAM. Please note that a valid email address is required for the “Closeout Email” and “Notice of Award (NOA) Email” fields. If necessary, the SO can modify these email addresses once registration is complete.

Step 3: Institution Details

Step 1 Purpose Step 2 Verify Identification **Step 3 Institution Details** Step 4 Accounts Step 5 Review & Submit

* Required Field

Institution Name *

Total remaining allowed limit is 100 characters.

Closeout Email *

Notice of Award (NoA) Email *

Institution Address (Line 1) *

Institution Address (Line 2)

Institution Address (Line 3)

Institution Address (Line 4)

Institution City *

Institution State *

Institution Zip Code *

Institution Country *

Figure 4: Commons Registration Step 3: Institution Details With Closeout and NOA Email Fields Highlighted

Step 4: Accounts

The fourth step will create the SO account and provide the option to create an account for the AA.

Step 4: Accounts

Step 1 Purpose Step 2 Verify Identification Step 3 Institution Details **Step 4 Accounts** Step 5 Review & Submit

* Required Field

Once NIH has approved this institution’s registration and the account(s) created have been verified, changes or additional account(s) can be made through the Signing Official (SO) account in eRA Commons.

Principal Signing Official

Email *

Username *

Name Prefix

Title *

First Name *

Middle Name

Last Name *

Phone *

Username Criteria
 Will be used when submitting official NIH Grant Applications
 Will be used to login to your eRA Commons account
 Username will be permanent once submitted
 Username length should be between 6 and 30 characters
 Username should NOT contain special characters except the @ sign, the hyphen, the period, and the underscore.
 Is not Case Sensitive

Figure 5: Commons Registration Step 4: Accounts With Optional AA Account Setup Button Highlighted

Step 5: Review & Submit

The SO should review the information and submit the request for processing. A message will appear on the screen verifying that the registration request was successful upon completion of the registration request process.



The SO will receive an email to verify their email address and has eight days to respond to the verification request or the registration will be rejected. Upon clicking the link to verify the SO's email address, the page that loads will display a success message stating the email address has been successfully verified.

Registration can take up to four weeks to process. Subsequent emails from eRA will be sent to the SO regarding the status of the registration.

If the registration request is rejected, the SO will receive an email addressing why the registration was rejected. The SO will need to repeat the registration request process if they wish to attempt to register again.

If the registration request is approved, the SO will receive an approval email with a link to verify their registration. Clicking the link loads a page displaying a success message indicating the organization's registration is confirmed. Immediately following registration confirmation, two emails will be sent to the SO, one listing their username that states their account has been created and another that includes a temporary password to sign into Commons that will only be valid for 48 hours.

The SO should log into Commons using the temporary password and will be prompted to update their password after logging in. After updating the password, the system will require the SO to logout and log back into the system using their new credentials, at which point they will be asked to read and acknowledge a "Acknowledgement of Signing Official Responsibilities" form.

Additional information on eRA Commons registration can be found here: <https://www.era.nih.gov/register-accounts/register-in-era-commons.htm>