

Account Management

(Administrative Staff)

June 23, 2026



Training Agenda

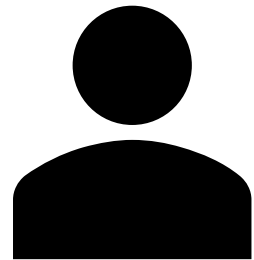


- Recap on Previous Lesson(s)
- Administrator Responsibilities
- Institution Profile (IPF)
- Account Management Module (AMM)
- Demonstration – Creating/Managing Accounts in AMM
- Account Notifications
- Key Takeaways
- Upcoming Trainings
- Training Resources

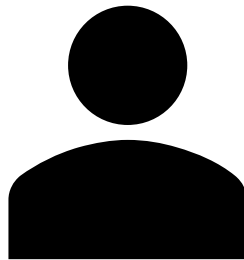
Recap on Registration



Once the applicant organization has successfully registered with eRA Commons, the following are established in eRA Commons:



Signing Official
(SO)



Account
Administrator (AA)



Institution Profile
(IPF)



SO & AA Responsibilities



The **Signing Official (SO)** is responsible for:

- Completing the Institution Profile
- Creating new accounts (including additional Signing Official accounts)
- Making modifications to existing accounts

The **Account Administrator (AA)** is responsible for assisting the SO with:

- Creating new accounts
- Making modifications to existing accounts

Note: *The AA cannot create or modify an SO account*

Institution Profile (IPF) (cont.)



To access the Institution Profile, click on the Apps menu and select Institution Profile.

The screenshot displays the eRA Commons web application. At the top, a dark blue header bar contains the eRA logo, the word "Commons", the NIH logo, and the text "National Institutes of Health Office of Extramural Research". On the right side of the header are icons for help, a phone, and a user profile. Below the header, a left-hand navigation menu is open, showing options: Home, Admin, Institution Profile (highlighted with a red box), Personal Profile, Status, FFR, Internet Assisted Review, and xTrain. Below this menu are three large buttons: "Personal Profile" (dark blue), "Internet Assisted Review (IAR)" (orange), and a partially visible "xTrain" button (light blue). The main content area features the "eRA Commons" logo with a tagline "Track your application; manage and report on your federally funded award". To the right of the logo is a "Commons Help/Service Desk" section with contact numbers (866-504-9552 and 301-402-7469) and hours (Monday-Friday, 7am-8pm EST). Below this is a "Recent News" section with a "Reminder" about federal financial assistance and an "Alert" regarding NIH Biosketch and Other Support Format Pages. At the bottom, there are "Note" sections about account consolidation and the deployment and maintenance calendar.

Home
Admin
Institution Profile
Personal Profile
Status
FFR
Internet Assisted Review
xTrain

Personal Profile

Internet Assisted Review (IAR)

eRA Commons ?
Track your application; manage and report on your federally funded award

Commons Help/Service Desk
866-504-9552 301-402-7469
Hours Monday-Friday, 7am-8pm EST

Recent News

Reminder: Federal financial assistance award recipients are a crucial part of safeguarding Federal funds and maintaining a secure cyber environment. Check out this [Grants.gov blog post](#) to learn more.

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Note: Users with multiple eRA Commons accounts should proceed with moving to two-factor authentication. To complete this action, users must first consolidate their accounts. Once users complete the consolidation process, they should associate their Login.gov or InCommon Federated account with one eRA account to support all their authentication needs. ([See eRA Commons roles](#)).

Note: eRA posts **Deployment and Maintenance Calendar** on the [eRA Website](#) Updates and additional details about planned maintenance are documented in this calendar as they become available.

Institution Profile (IPF) (cont.)



**Commons****NIH** National Institutes of Health
Office of Extramural Research



[Institution Profile](#) | [Basic Information](#) | [Assurances and Certifications](#) | [Policy Documents](#)

Institution Profile

The **Institution Profile** area of Commons enables users to view and update institution information according to their privileges.

Institution Profile (IPF) (cont.)



Commons



National Institutes of Health
Office of Extramural Research



Institution Profile

Basic Information

Assurances and Certifications

Policy Documents

Institution Profile for
ERA SERVICE DESK TEST
IPF Code: 10038301

✓ Basic Information

✓ Assurances & Certifications

Accounts:

35 Affiliated Accounts

Profile updated:

06/05/2026

ORI Certification Expires:

unknown

SAM Registration Expires:

No Registration Found!

Institution Basic Information ?

Expand All

Edit

> Institution Name



> Institution Contact Information



> About the Institution



> Indirect Cost Negotiations



> Signing Officials



> Institution Address



Institution Profile (IPF) (cont.)



Commons



National Institutes of Health
Office of Extramural Research



Institution Profile

Basic Information

Assurances and Certifications

Policy Documents

Institution Profile for
ERA SERVICE DESK TEST
IPF Code: 10038301

Institution Basic Information?

Collapse All

Discard Changes

Save All

- ✓ Basic Information
- ✓ Assurances & Certifications

Accounts:

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No Registration Found!

> Institution Name



Profile Name:

ERA SERVICE DESK TEST

> Institution Contact Information



* Required Field(s)

Notice of Award Email: *

eRAUAT@mail.nih.gov

NIH will use this address to send all notices when a grant is awarded.

Announcements and Notifications Email: *

eRAUAT@mail.nih.gov

NIH will use this address for grant reminders, system notifications, and other messages.

Closeout Correspondence Email: *

eRAUAT@mail.nih.gov

NIH will use this email address to send any Closeout related communications.

Financial Conflict of Interest
Correspondence Email: *

eRAUAT@mail.nih.gov

NIH will use this email address to send any FCOI related communications.

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NIH will use this email address to send any Closeout related communications.

Financial Conflict of Interest Correspondence Email: *

NIH will use this email address to send any FCOI related communications.

Contact Name: *

NIH will use this name as the primary contact for this institution.

Contact Phone: *

Contact Email: *

> About the Institution



Primary UEI:

Secondary UEI:

Add

Opportunity Type Eligibility:

- ☐ Your organization is eligible to apply for NIH Grants/Contracts
- ☐ Your organization is eligible to apply for Non-NIH Grants/Contracts
- ☐ Your organization is eligible to apply for NIH other transaction authority (OTA) opportunities

Federal-Wide Assurance Numbers:

Add

> About the Institution



Primary UEI:

Secondary UEI:

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Opportunity Type Eligibility:

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Federal-Wide Assurance Numbers:

Add

Animal Welfare Assurance Number:

Organization Type:

Other health, human resrces, environment/community serv org

Ownership Control:

Private, Nonprofit Independent

> Indirect Cost Negotiations



Negotiator Name:

The name of the agent who negotiated the most recent indirect cost agreement, and the date of that negotiation.

Last Negotiation Date:

MM/DD/YYYY

> Institution Address



* Required Field(s)

Street Address: *

ERA SERVICE DESK TEST

6705 ROCKLEDGE DRIVE

Organization Type:	Other health, human resrces, environment/community serv org
Ownership Control:	Private, Nonprofit Independent

> Indirect Cost Negotiations ?

Negotiator Name:		The name of the agent who negotiated the most recent indirect cost agreement, and the date of that negotiation.
Last Negotiation Date:	 MM/DD/YYYY	

> Institution Address ?

* Required Field(s)

Street Address: *	
City: *	
Country: *	UNITED STATES
State/Province: *	MARYLAND
Zip/Postal Code: *	208171838
Phone: *	301 435-9336
Fax:	

Institution Profile (IPF) (cont.)



Commons



National Institutes of Health
Office of Extramural Research



Institution Profile

Basic Information

Assurances and Certifications

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Institution Profile for
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Account Management Module (AMM)



The Account Management Module (AMM) provides users with the SO, AO, and AA roles ability to create new accounts within the organization and search existing accounts to make modifications such as:

- User's name
- User's email address
- User's role and/or affiliations (add or remove)

Accounts cannot be deleted; however, roles and affiliations may be removed.

Account Management Module (AMM) (cont.)



**Commons**National Institutes of Health
Office of Extramural Research



Home
Admin
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Personal Profile
Status
FFR
Internet Assisted Review
xTrain

**Personal Profile**

**Internet Assisted Review (IAR)**

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Status



ASSIST



Personal Profile



Internet Assisted Review (IAR)

Account Management
(Admin)

eRA Commons

Track your application; manage and report
on your federally funded award

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Submit a Reference Letter

To provide a reference letter for a fellowship or career development applicant, see [Submit a Reference Letter](#); [Reference Letters](#).

LikeThis

LikeThis is a thesaurus-based search tool that allows you to find similar funded projects and publications.

Account Management Module (AMM) (cont.)



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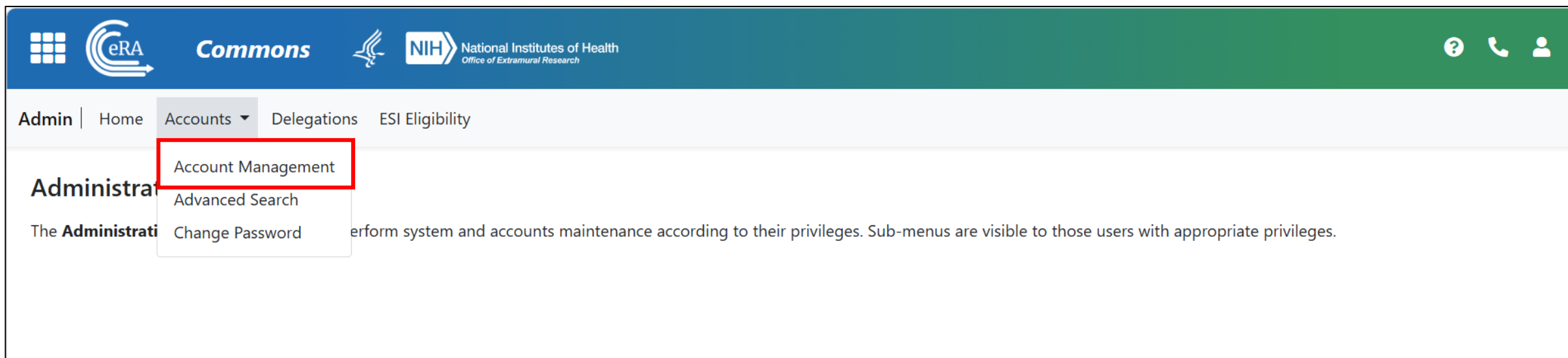


Admin | Home | **Accounts** ▼ | Delegations | ESI Eligibility

Administration

The **Administration** menu allows users to perform system and accounts maintenance according to their privileges. Sub-menus are visible to those users with appropriate privileges.

Account Management Module (AMM) (cont.)



The screenshot shows the Commons Accounts dropdown menu. The menu is open, displaying three options: 'Account Management', 'Advanced Search', and 'Change Password'. The 'Account Management' option is highlighted with a red rectangular box. The background of the page shows the Commons header with the NIH logo and the text 'National Institutes of Health Office of Extramural Research'. The main content area is partially visible, showing the 'Administrators' section.

Commons

NIH National Institutes of Health
Office of Extramural Research

Admin | Home | Accounts ▾ | Delegations | ESI Eligibility

Administrators

The **Administrators** perform system and accounts maintenance according to their privileges. Sub-menus are visible to those users with appropriate privileges.

- Account Management
- Advanced Search
- Change Password

Account Management Module (AMM) (cont.)



AMM

Account Management Module



NIH

National Institutes of Health
Office of Extramural Research



AMM | Manage Accounts | AMM Reports

Search Accounts ?

> Search Criteria

☐ Search only within my organization i

User ID

IMPACII User ID or Login ID

Name (Last, First Middle) i

%Sha%, Linda

Email

e.g. john.doe@gmail.com

Roles i

Search 1 or more role(s)

Additional Fields

Certificate Owner (For System Accounts) i

Serial# (For System Accounts)

e.g. 11:22:33:44:55

Clear

Search

Account Management Module (AMM) (cont.)



AMM

Account Management Module



National Institutes of Health
Office of Extramural Research



AMM | Manage Accounts | AMM Reports

We searched for accounts but **No Records were Found**. Here are several error resolution suggestions.

- Try to broaden your search by **adding more search parameters**.
- **Create an account**.

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e.g. john.doe@gmail.com

Roles ⓘ

Search 1 or more role(s)

Additional Fields

Certificate Owner (For System Accounts) ⓘ

Serial# (For System Accounts)

e.g. 11:22:33:44:55

Clear  Search

 Create New Account ▾

Create Commons Account

Create System Account

Creating/Managing Accounts in AMM



- Live Demonstration -

eRA Supported Web Browsers: Google Chrome, Microsoft Edge, Mozilla Firefox, Safari (for Apple users)

Account Notifications



All actions taken within the Account Management Module will generate an automated email notification to the account holder.

UAT : eRA Commons: Notification of Account Modification

 eRAFPCommons
To  Shakhman, Linda (NIH/OD) [E]
Cc  Ferreira, Sue (NIH/OD) [E]

  Reply  Reply All  Forward  

Tue 6/9/2026 11:38 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.

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

Your eRA account for Username: LINDAKWONPI was modified on Jun 9, 2026 by Susan Ferreira, an administrator of Commons.

Following changes have been made:

- **Old Primary Organization:** ERA SERVICE DESK TEST
- **New Primary Organization:** ERA SERVICE DESK TEST

Roles Granted:

Role	Organization
PD/PI	WOODS HOLE OCEANOGRAPHIC INSTITUTION - (9357501)
SO	WOODS HOLE OCEANOGRAPHIC INSTITUTION - (9357501)

If you have any questions about this account or level of access, contact the person who modified the account at: blevinsjb@nih.gov

If you have questions, please contact the eRA Service Desk at <https://era.nih.gov/need-help> or visit <https://era.nih.gov/> for additional information.

Key Takeaways



- Complete your Personal Profile (PPF)
 - Signing Officials' PPF must be complete for your contact information to be listed in the Institution Profile (IPF)
- Review your Institution Profile (IPF) for accuracy
 - Most information will be pulled from the information provided during registration
 - Ensure your organization's profile information is up to date
- Search for accounts prior to creating a new one
 - AMM requires you to conduct a search to avoid creating duplicate accounts
 - Click on the individual's name from the Search Results for more information; make sure you are using the correct profile
 - After data migration (starting 10/30), a profile should exist for PD/PIs with active awards
 - Make sure to create the PD/PI account using the existing profile for award information to map

Upcoming Trainings



Training Topics	Training Webinar Date
Introduction to eRA & Account Management	June 16, 2026 – 2PM ET
Registration & Account Management (for Admins)	June 23, 2026 – 2PM ET
Application Submission & Tracking	June 30, 2026 – 2PM ET
Internet Assisted Review (for Reviewers)	September 10, 2026 – 2PM ET
Post-Award (Part 1)	September 15, 2026 – 2PM ET
Post-Award (Part 2) & Grant Closeout	September 22, 2026 – 2PM ET

Attendees must register for *each* training session.

Training Resources



General eRA Resources:

- Online Help 
- User Guides

NIST eRA Site

- Accessible to the public, targeted to applicants and recipients
- Sent communication to recipients
- eRA/NIST Training Schedule (w/ Registration Links)
- eRA/NIST Training Materials
 - Business Process Guides & Information Sheets
 - Webinar Recordings
 - Q&A Reports (Q&A captured during webinar training sessions)
 - Presentation Slides
- Additional resources and help contacts