

# eRA Commons Registration

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## Introduction

eRA Commons is the online award management system used by applicants, award recipients, and federal agencies to access and share administration information related to awards. 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 award 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 business process guide can proceed without the inclusion of an active UEI.

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.

## *Signing Official*

Only authorized organization officials are qualified to be the Principal Signing Official (SO), the individual responsible for registering the applicant organization. In most cases, this role is equivalent to the Authorized Organizational Representative (AOR) used in Grants.gov; however, the Principal SO and AOR do not have to be the same individual.

Examples of someone with signature authority include:

- President
- CEO
- Executive Director
- Owner
- Partner
- Business Official

Universities and colleges may use:

- President
- Chancellor
- Provost
- Rector
- Director of Research

## 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>).

**Login with Login.gov**

**LOGIN.GOV**

**Login with eRA Credentials**

**Username:**

Enter Username

**Password:**

Enter Password

Login Clear

(For External Users Only)

[Forgot Password/Unlock Account?](#)

**Login with Federated Account**

Start typing to search for organization...

Login

**Login with PIV/CAC**

Login using Smart Card

**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.

**Alert:** eRA's scheduled June maintenance will start at 7 p.m. (ET) on Saturday, June 13, 2026, and will end at 8 a.m. (ET) on Sunday, June 14, 2026. The systems will not be available during this time.

**Alert:** Effective May 08, 2026, use of the NIH Biosketch and Other Support Format Pages will no longer be allowed. They are being replaced with NIH's implementation of the Common Forms for Biographical Sketch, Current and Pending (Other) Support and NIH Biographical sketch Supplement. See NIH Guide Notice: [NOT-OD-26-079](#) For more information on creating your Common Forms, please refer to Science Experts Network Curriculum Vitae ([SCIENCE](#)).

**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.

**Register Organization**

Your organization must complete multiple registrations, including eRA Commons, in order to submit a grant application. See [Register: Register in eRA Commons](#).

**Submit a Reference Letter**

To provide a reference letter for a fellowship or career development applicant, see [Submit a Reference Letter: Reference Letters](#). No need to log in.

**Report your patent in iEdison**

iEdison: an interagency online reporting system for recipients of federal funding

**How to Create an Account**

Once your organization is registered, your signing official creates accounts for others in the Account Management System. For help, see [Create an Account](#).

**LikeThis**

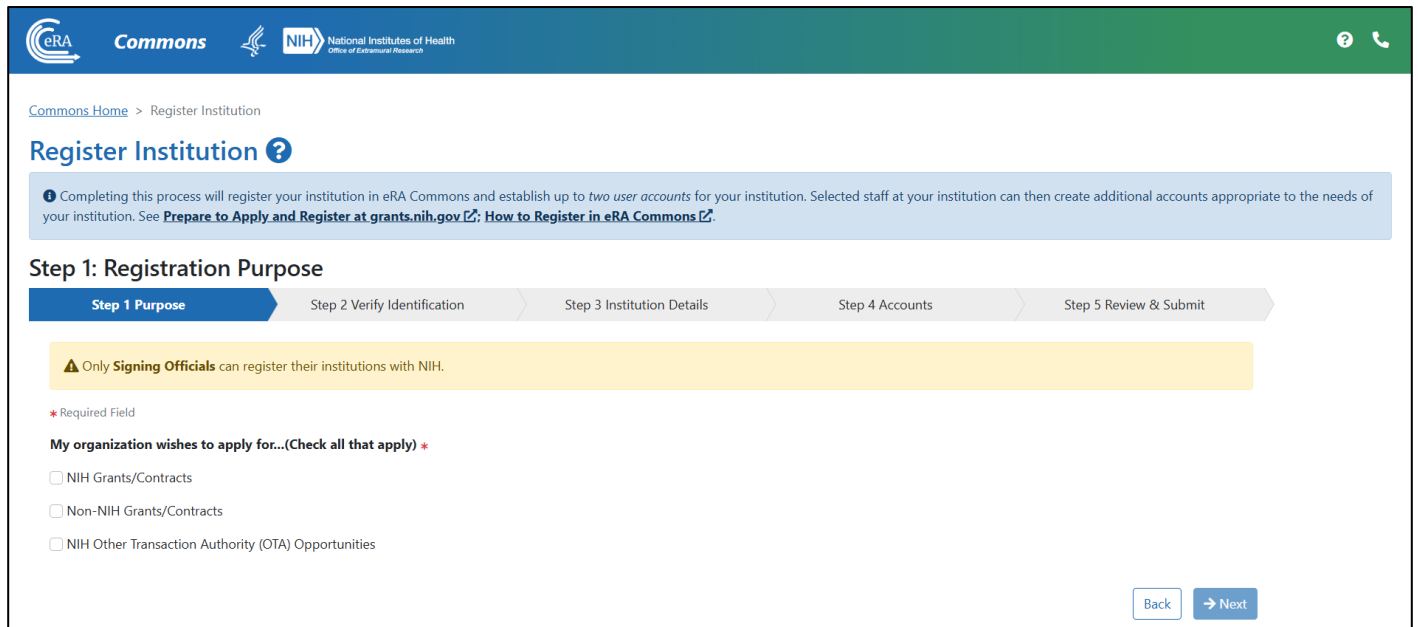
LikeThis is a thesaurus-based search tool that allows you to find similar funded projects and publications.

Figure 1: Click on the **Register Organization** link from the eRA Commons page to register.

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: Registration Purpose

DOC applicants should choose the appropriate option(s) before clicking the **Next** button in the lower right of the registration webpage.



Commons Home > Register Institution

### 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

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

⚠ Only **Signing Officials** can register their institutions with NIH.

\* Required Field

My organization wishes to apply for...(Check all that apply) \*

☐ NIH Grants/Contracts

☐ Non-NIH Grants/Contracts

☐ NIH Other Transaction Authority (OTA) Opportunities

Back Next

Figure 2: Step 1: Registration Purpose screen

## 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 be displayed 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.

Commons Home > Register Institution

## Register Institution ?

1 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 2: Verify Identification

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

1 To be eligible to submit for NIH or non-NIH grants/contracts and to expedite approval of your registration, you will need a valid institution identifier. Register for an institution identifier at [Sam.gov](#) or go back and [Change Registration Purpose](#).

\* Required Field

Unique Entity Identifier(UEI) \*

ex: 123456789ABC   [Verify](#)

[Back](#)   [Next](#)

Figure 3: Step 2: Verify Identification screen

### 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.

List an email address to receive notifications regarding award closeout in the *Closeout Email* field and award related notifications in the *Notice of Award (NoA) Email* field. If necessary, the SO can modify these email addresses once registration is complete.

Commons Home > Register Institution

## Register Institution ?

1 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 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 \*** [?](#)

100 characters remaining

**Closeout Email \*** [?](#)

ex: abc@gmail.com

**Notice of Award (NoA) Email \*** [?](#)

ex: abc@gmail.com

**Institution Address (Line 1) \***

ex: 123 Main St

50 characters remaining

**Institution Address (Line 2)**

50 characters remaining

**Institution Address (Line 3)**

**Institution Address (Line 4)**

**Institution City \***

**Institution State \***

Begin typing and select one

**Institution Zip Code \***

ex: 12345 or 12345-1234

**Institution Country \***

Begin typing and select one

[Back](#)   [Next](#)

Figure 4: Step 3: Institution Details screen

## Step 4: Accounts

The fourth step will create the SO account and provide the option to create an account for the AA. Required fields are marked with a red asterisk. The AA account is not required however all required fields must be completed if choosing to create an AA account. If an AA account is not established during registration, it may be created after the organization is successfully registered in eRA Commons.

Commons Home > Register Institution

### Register Institution ?

1 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 4: Accounts

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

\* Required Field

1 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

**Add an Account Administrator(Optional)**

Back Next

Figure 5: Step 4: Accounts screen highlighting the option to Add an Account Administrator (Optional)

## 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.

National Institutes of Health  
Office of Extramural Research

Commons Home > Register Institution

### 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 5: Review & Submit

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

##### Registration Purpose

My organization wishes to apply for...

Non-NIHGrants/Contracts

##### Institution identifier

**Unique Entity Identifier (UEI)**

123456789012

##### Institution Details

|                                                         |                        |
|---------------------------------------------------------|------------------------|
| <b>Institution Name</b>                                 | <b>NOA Email</b>       |
| DOC Applicant Organization                              | docapplicant@gmail.com |
| <b>Institution Address</b>                              | <b>Closeout Email</b>  |
| 123 Main St<br>Bethesda<br>MD<br>20817<br>UNITED STATES | docapplicant@gmail.com |

##### Account(s)

##### Principal Signing Official

|                      |                    |
|----------------------|--------------------|
| <b>Email</b>         | <b>Username</b>    |
| john.smith@gmail.com | JOHN_SMITHDOC      |
| <b>Name Prefix</b>   | <b>Title</b>       |
|                      | CEO                |
| <b>First Name</b>    | <b>Middle Name</b> |
| John                 |                    |
| <b>Last Name</b>     | <b>Phone</b>       |
| Smith                | 301-555-5555       |

##### Account Administrator

No Account Administrator details provided.

The Signing Official must verify the email address provided within 8 days of this submission in order for any users to login to eRA Commons. Failure to verify the email within the 8 day timeline will result in an automatic rejection of your registration application.

Back
Submit

Figure 6: Step 5: Review & Submit screen



## SO Email Verification & Next Steps

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.

### *Registration Rejected*

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.

### *Registration Approved*

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 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.

The SO will need to check the box, acknowledging responsibility for maintaining the security and confidentiality of the recipient organization's information through the administration of all Commons accounts established for the applicant organization. Upon clicking on the checkbox, a button will appear to click **I Agree**.

If an AA account was provided during the registration process, the SO must acknowledge the Signing Official responsibilities before the AA can log in and access any eRA modules.

Commons

National Institutes of Health  
Office of Extramural Research

?
Phone
User

Home

## Acknowledgment of Signing Official Responsibilities

\* Required Field

**i** In order to protect the confidentiality of certain information, access to the secure eRA Commons server is limited to authorized users. The registration of authorized eRA Commons users will be administered by the Principal Signing Official, or their designee, serving as the grantee organization Commons Account Administrator.

The grantee organization Principal Signing Official serving as administrator of the Commons accounts, and signatory of this form, should be the Official with institutional authority in so far as legally binding grants administration actions with the NIH are concerned, including serving as the grantee organization authority responsible for submission of grant applications to the NIH. As Commons Account Administrator, this Official will have the authority to create, modify and delete Commons accounts for additional Signing Officials, Administrative Officials, Principal Investigators, Program Directors, and other scientific and/or administrative staff for the grantee organization.

Solely for the purpose of facilitating administration of Commons accounts, and distinct from submitting grant applications to the NIH, the Principal Signing Official can extend authority to a Primary Commons Account Administrator. Designation of such a Primary Commons Account Administrator can be acknowledged herein, as detailed below, so long as both Principal Signing Official and Primary Commons Account Administrator are signatories of this form.

☐ \* By checking this box, you acknowledge responsibility for maintaining the security and confidentiality of the grantee organization's information through the administration of all Commons accounts established for the grantee organization.

### Institution Details

|                                                       |                                                              |
|-------------------------------------------------------|--------------------------------------------------------------|
| <b>Institution Name</b><br>DOC Applicant Organization | <b>Notice of Award (NOA) Email</b><br>docapplicant@gmail.com |
| <b>Closeout Email</b>                                 | <b>Fax Received</b><br>N                                     |
| <b>Unique Entity Identifier (UEI)</b><br>123456789012 |                                                              |
| <b>Address</b><br>123 Main St<br>Bethesda<br>MD 20817 | <b>IPF Code</b><br>455455642                                 |

### Accounts

#### Principal Signing Official

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| <b>Email</b><br>john.smith@gmail.com | <b>User Name</b><br>JOHN_SMITHDOC |
| <b>Name Prefix</b>                   | <b>Name Suffix</b>                |
| <b>First Name</b><br>John            | <b>Middle Name</b>                |
| <b>Last Name</b><br>Smith            | <b>Title</b><br>CEO               |
| <b>Phone</b><br>301-555-5555         |                                   |

#### Account Administrator

No Account Administrator account was requested at time of registration.

Figure 7: Acknowledgment of Signing Official Responsibilities screen



## Training Materials and Resources

NIST-specific training materials for external applicants and recipients are posted on the [External 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

## eRA Resources

eRA website: <https://www.era.nih.gov/>

Register Your Institution in eRA Commons: <https://www.era.nih.gov/register-accounts/register-in-era-commons.htm>

Registration Link: <https://public.era.nih.gov/commonsplus/public/registration/initRegistration.era>