



Registration

(eRA Commons)

June 23, 2026



Training Agenda



- Registration Requirements
- Who Can Register?
- How Long Does It Take?
- How to Register
- Demonstration – How to Register
- SO Email Verification
- Registration Rejected
- Registration Approved
- Upcoming Trainings
- Training Resources



Registration Requirements



In order to submit an application, applicants must be registered with the following:

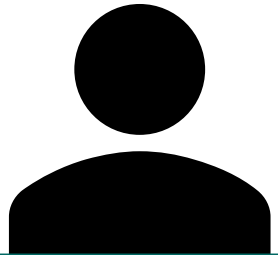
Registration Checklist

- ✓ SAM.gov
- ✓ eRA Commons
- ✓ Grants.gov
- ✓ Check NOFO for additional registration requirements

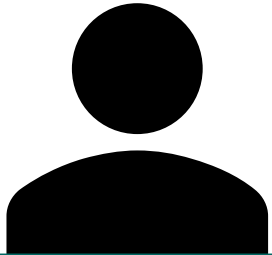
Who Can Register?



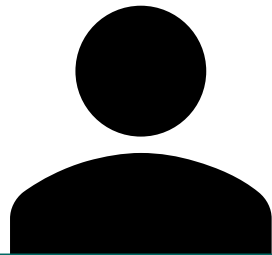
The organization must be registered by someone with signature authority to legally bind the organization in award administration matters; this individual is referred to as a Signing Official (SO). Only authorized organization officials are qualified to be an SO for their organization.



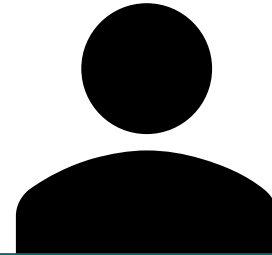
CEO



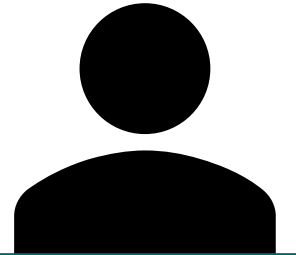
President



Director



Chancellor

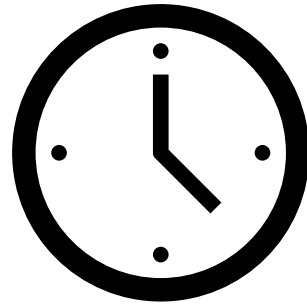


Provost

How Long Does It Take?



Registering with eRA Commons can take up to four weeks to process. It is encouraged that applicants register with eRA Commons as soon as possible to avoid any delays.



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 SO accounts.

How to Register



Register with eRA Commons by visiting the eRA Commons Home Page:
<https://public.era.nih.gov/commonsplus/>

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



Login with Login.gov ?
 LOGIN.GOV

Login with eRA Credentials ?
Username:

Password:
 

Login Clear

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

Login with Federated Account ?

Login

Login with PIV/CAC


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 ([SCIENcv](#)).

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](#)

Login with Federated Account ?

Start typing to search for organization..

Login

Login with PIV/CAC



Login using Smart Card

this time.

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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 agreements to report subject inventions to the federal funding agency and complete other reporting as required by the Bayh-Dole Act and its implementing regulations.

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.

Learn How to Use eRA Systems

Need more Help? [Submit a Service Desk ticket](#)



Help Topics for Applicants



Help Topics for Grantees



Help Topics for Reviewers

Privacy Act Statement

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose. Use of the eRA Commons website requires gathering personal

How to Register



- Live Demonstration -

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

SO Email Verification



Commons



National Institutes of Health
Office of Extramural Research



Success! Registration request was submitted to the Agency for review:

DOC NIST TEST DEMO with the Signing Official, Kwon Linda

! NEXT STEPS

An email has been sent to **linda.kwon@nih.gov** for verification. Follow the instructions in the email to **verify this email address** before the Agency can move forward with accepting your registration. You have **8 days** from this date to respond or the registration is rejected and you will have to register again

All email notifications are sent to the individual listed as Signing Official (SO).

You should receive an email notification immediately after submitting your request. Check your spam/junk mailbox.

You must verify your email within 8 days, or your registration will be rejected.

SO Email Verification (cont.)



UAT : Email confirmation for DOC NIST TEST DEMO



era-notify-uat@mail.nih.gov

To ● Shakhman, Linda (NIH/OD) [E]



Mon 6/8/2026 3:19 PM

Your registration request has been received. The next step is for the NIH to verify this email address, which we have recorded for the Signing Official of your institution. Please click on the email link below to confirm this information.

[https://public.uat.era.nih.gov/commonsplus/public/registration/verifyEmail.era?encryptedParam=.\(v2\)ATMsDgAAAZ6orLjcABRBRVMvQ0JDL1BLQ1M1UGFkZGluZwCAABAAEAJ2-RY0C1RV2AoUZ4yG4jsAAAAQ-mZ6Tqy9g46SteF5ZJ6HxgAUlun5_q_IX5WWrwABijkU2aDHgdl](https://public.uat.era.nih.gov/commonsplus/public/registration/verifyEmail.era?encryptedParam=.(v2)ATMsDgAAAZ6orLjcABRBRVMvQ0JDL1BLQ1M1UGFkZGluZwCAABAAEAJ2-RY0C1RV2AoUZ4yG4jsAAAAQ-mZ6Tqy9g46SteF5ZJ6HxgAUlun5_q_IX5WWrwABijkU2aDHgdl)

If you are unable to click on the above email link or have other concerns or questions, contact the NIH eRA Service Desk using the contact information listed below.

Thank you for registering your institution with the NIH eRA Commons.

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

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

SO Email Verification (cont.)

A screenshot of the eRA Commons website showing a successful email verification message. The header includes the eRA Commons logo, the NIH logo, and the text 'National Institutes of Health Office of Extramural Research'. The main content area has a green background and displays a success message for the email address linda.kwon@nih.gov, followed by a 'NEXT STEP' instruction about a follow-up email.

Email Verification ?

✓ **Success!** Your email address **linda.kwon@nih.gov** has been verified

! **NEXT STEP** Once reviewed by the agency, another email will be sent to **linda.kwon@nih.gov** stating the status of your application. Further instruction will be provided in the email to complete the registration process.

At this time, eRA will review your request and reach out if additional clarification is needed.

Once the registration request has been reviewed, eRA will send either an approval or rejection email notification.

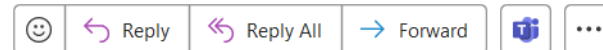
Registration Rejected



The NIH is unable to approve your institution registration request



Shakhman, Linda (NIH/OD) [E]
To: ● Shakhman, Linda (NIH/OD) [E]



Mon 6/8/2026 3:45 PM

We are sorry, but we were unable to approve your registration request for your institution: Integrated Senior Foundation on June 5, 2026. The reason for this is as follows:

eRA Commons is unable to verify the executive authority of the Signing Official listed on the Commons registration. The individual listed for the Principal Signing Official must hold signatory authority with the organization to legally bind it as it pertains to grant funding.

Only Signing Officials can register their institution or organization with the eRA Commons. eRA Commons accepts titles such as the following for the Signing Official role: Business Official (SAMHSA only), President, CEO, Executive Director, Owner or Partner. For colleges or universities, eRA Commons accepts titles such as the following: President, Chancellor, Provost, Rector or Director of Research.

If you have any questions or concerns concerning this email, contact the eRA Service Desk using the information provided below.

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

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

Registration Rejected – Common Reasons



Common reasons for eRA to reject your registration request:

- Duplicate registration requests
- Organization is already registered under a different name
- PO Box addresses are not accepted
- Signing Official (SO) is not adequate
 - eRA is unable to verify the executive authority of the Signing Official listed on the request
 - The verified email address provided did not belong to the Signing Official of the organization

If rejected, the applicant organization must register again.

Registration Approved



UAT : Your institution registration has been approved for eRA Commons



era-notify-uat@mail.nih.gov

To: ● Shakhman, Linda (NIH/OD) [E]



Reply

Reply All

Forward



Mon 6/8/2026 3:35 PM

Congratulations! The following eRA Commons registration request has been approved:

Organization Name: DOC NIST TEST DEMO

Requested date: June 8, 2026

Organization Address: 123 Main St

Bethesda, MD 20817

Please Click on the link below to confirm your registration.

[https://public.uat.era.nih.gov/commonsplus/public/registration/confirmIpfView.era?encryptedParam=.\(v2\)ATMsDgAAAZ6ouxciABRBRVMvQ0JDL1BLQ1M1UGFkZGluZwCAABAAEJqhfb-K-H3JYGHSdIXYbzQAAAAQGezyUHUTxvVWQwg7w0vQXAAUe9s_DvYju2UUoXNfrPYtESUU6A](https://public.uat.era.nih.gov/commonsplus/public/registration/confirmIpfView.era?encryptedParam=.(v2)ATMsDgAAAZ6ouxciABRBRVMvQ0JDL1BLQ1M1UGFkZGluZwCAABAAEJqhfb-K-H3JYGHSdIXYbzQAAAAQGezyUHUTxvVWQwg7w0vQXAAUe9s_DvYju2UUoXNfrPYtESUU6A)

Once you have confirmed your registration, another email with the Signing Official's account information will then be sent to linda.kwon@nih.gov

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

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

Registration Approved (cont.)

A screenshot of the eRA Commons website showing a registration confirmation message. The header includes the eRA Commons logo, the NIH Office of Extramural Research logo, and navigation icons. The main content area has a green background with a checkmark icon and the text 'Registration Confirmed Thank you for confirming your registration in the eRA Commons.' Below this, it says 'NEXT STEP' and provides instructions to wait for an email from linda.kwon@nih.gov to complete the registration process.

Home |

☒ **Registration Confirmed** Thank you for confirming your registration in the eRA Commons.

! NEXT STEP

You will soon receive another email at linda.kwon@nih.gov, with the Signing Official's account information. Please follow the instructions provided in that email, to login to your new eRA Commons account and complete the registration process.

The Signing Official (SO) and Account Administrator (AA) (if included) will receive 2 email notifications including the username and temporary password to log in.

The SO must log in to complete the registration.

Registration Approved (cont.)



Commons



National Institutes of Health
Office of Extramural Research



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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

Institution Name

Notice of Award (NOA) Email

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Institution Details

Institution Name	Notice of Award (NOA) Email
DOC NIST TEST DEMO	linda.kwon@nih.gov
Closeout Email	Fax Received
linda.kwon@nih.gov	N
Unique Entity Identifier (UEI)	
123456789012	
Address	IPF Code
123 Main St Bethesda MD 20817	455455642

Accounts

Principal Signing Official

Email	User Name
linda.kwon@nih.gov	LINDANISTDEMO
Name Prefix	Name Suffix

Account Administrator

No Account Administrator account was requested at time of registration.

Institution Name DOC NIST TEST DEMO	Notice of Award (NOA) Email linda.kwon@nih.gov
Closeout Email linda.kwon@nih.gov	Fax Received N
Unique Entity Identifier (UEI) 123456789012	
Address 123 Main St Bethesda MD 20817	IPF Code 455455642

Accounts

Principal Signing Official	Account Administrator										
<table><tr><td>Email linda.kwon@nih.gov</td><td>User Name LINDANISTDEMO</td></tr><tr><td>Name Prefix</td><td>Name Suffix</td></tr><tr><td>First Name Linda</td><td>Middle Name</td></tr><tr><td>Last Name Kwon</td><td>Title CEO</td></tr><tr><td>Phone 301-555-5555</td><td></td></tr></table>	Email linda.kwon@nih.gov	User Name LINDANISTDEMO	Name Prefix	Name Suffix	First Name Linda	Middle Name	Last Name Kwon	Title CEO	Phone 301-555-5555		No Account Administrator account was requested at time of registration.
Email linda.kwon@nih.gov	User Name LINDANISTDEMO										
Name Prefix	Name Suffix										
First Name Linda	Middle Name										
Last Name Kwon	Title CEO										
Phone 301-555-5555											

Registration Approved (cont.)



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Institution Details

Institution Name

Notice of Award (NOA) Email

Registration Approved (cont.)



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Office of Extramural Research

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☒ I Accept

Institution Name**Notice of Award (NOA) Email**

Registration Approved (cont.)



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

Home |

Acknowledgment

* Required Field

Thank you, your acknowledgment was recorded successfully.

You will now be directed to **Commons Home** in 12 seconds.

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Institution Details

Institution Name	Notice of Award (NOA) Email
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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