

Creating a COMMONS DEMO Account

Please try this at home!

Access the NIH eRA COMMONS at <https://commons.era.nih.gov/commons>

Commons - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://commons.era.nih.gov/commons/> Go

NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome Guest
Institution: Not Affiliated
Authority:

Version 2.6.3

Home Links Help

Commons Login ?

* indicates required field.

Username *

Password *

Login Reset

[Forgot Password?](#)

System Notification

1. An updated version (2.6.3) of the NIH eRA Commons System was deployed on April 8, 2004. Release notes for all the system changes have been posted to the "[Commons Support Page](#)." Please review release notes carefully as there have been a number of changes to and fixes applied to the system..

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What's NEW on the COMMONS

A new release of NIH Commons is now available and registration is open to all NIH grantee organizations. Please reference the [Commons Support Page](#) for specific features of this release.

For NIH grantee organizations that have not registered, go to [Registration](#). NIH eRA Commons now includes the following functionality:

- ◆ **Status** — Allows Principal Investigators to review the current status of all their grant applications and review detailed information associated with their grants. Institution Officials (i.e., Signing Official (SO) or Administrative Official (AO) associated with the institution) can see a summary view of grant applications, review the Notice of Grant Award, and access the Progress Report face page.
- IN PILOT** ◆ **eSNAP** — Allows an institution to review non-competing grant data and submit a progress report online.
- ◆ **X-Train** — Not currently available.
- ◆ **Internet Assisted Review (IAR)** — Allows reviewer to submit critiques and preliminary scores for applications they are reviewing. Allows Reviewers, SRAs, and GTAs to view all critiques in preparation for a meeting. IAR creates a preliminary summary statement body containing submitted critiques for the SRA or GTA.
- ◆ **Financial Status Reports (FSR)** — Allows electronic submission of financial information associated with a grant.
- ◆ **Administration** — Provides the ability for an Institution to create and manage user accounts associated with its institution. Additionally, it allows the institution's Signing Official (SO) to maintain the institution information on file at the NIH.
- ◆ **Demo Facility** — [Demo Facility](#) allows you to try most of the capabilities of the NIH eRA Commons in a sample environment.


Click on either link to enter the Demo Facility

Commons - Microsoft Internet Explorer

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Address <https://commonsdemo.era.nih.gov/commons-demo/> Go

 NATIONAL INSTITUTES OF HEALTH
eRA Commons
Version 2.2.4.0

Welcome Guest
Institution:
Authority:

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Links Help

Commons Login ?

* indicates required field.

Username *

Password *

Login Reset

[Forgot Password?](#)
[Click here to Create a new Account](#)


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What's NEW on the COMMONS

The NIH eRA Commons Demo Facility contains all the features of the NIH eRA Commons (exceptions are listed below) but in a sample data environment. To use the Demo Facility, you need to [Create An Account](#), which will create both a Signing Official (SO) and Principal Investigator account for you to use. In addition to creating these Accounts, the process creates a sample institution and a number of sample applications/grants for you to use in learning all the features of the NIH eRA Commons. Once you log in to your account, you can try all the features of the NIH eRA Commons with the following exceptions:

- X-Train
- Roster listing in Status

New in November
(Note: You will need to create new accounts/institution to use these features.)


- See IAR section in the [NIH eRA Commons Release Notes](#).

Demo Facility accounts are kept active for 180 days.

Done Internet

Use the “Create An Account” button to create your own demo account.

Address <https://commonsdemo.era.nih.gov/commons-demo/createDemoAcct.do;jsessionid=57e24a4a2f9c455db5039781562bfdac.mR9Ps2TxxoleIpAzC-ArJrxCNa30Lcybtah85-x8NagSSbw5R> Go

 NATIONAL INSTITUTES OF HEALTH
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Welcome Guest
Institution:
Authority:

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Create a New Demo Account ?

- NIH Commons Training/Demo Facility provides anyone the ability to create a sample institution, accounts, and applications/grants allowing you to better understand the NIH Commons without affecting any production data. All functionality of the NIH Commons is available with the exception of Internet Assisted Review and X-Train, which will become available in Demo/Training Facility later in 2003.
- Through Demo/Training Facility, you can create a sample institution and accounts by filling out the form provided below. By Default, a Signing Official (SO) is created and a number of applications/grants are assigned to that institution. If you choose to create a Principal Investigator (PI) account, many of those grants will be assigned to that specific PI account. Once your institution is created and initial accounts are assigned, the Demo/Training Facility version of NIH Commons will work exactly like the production version of Commons, but modify only sample data. Therefore, it will be possible to create new accounts, submit an eSNAP or FSR, review application/grant Status and even affiliate other sample users to your sample institution.

Account Information

* indicates required field.

First Name*:

Last Name*:

Account Name must be a minimum of 6 characters and must not already be in use

SO User Name*:



PI User Name*:


Role* SO PI FSR IAR ← Check all desired roles.

E-mail Address*:




Institution*:



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 Internet

Fill in all of the fields with any information you like, but you must use a legitimate email address. Remember to check each of the roles you want to use with the account. Click on Submit when you are finished.

Address  https://commonsdemo.era.nih.gov/commons-demo/demo/VerifyDemoAccount.jsp  

 NATIONAL INSTITUTES OF HEALTH
eRA Commons  Version 2.2.4.0

Welcome Guest
Institution:
Authority:

COMMONS DEMONSTRATION SITE **COMMONS DEMONSTRATION SITE** **COMMONS DEMONSTRATION SITE**

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Create a New Demo Account ?

Please verify the data you entered for the new account.

First Name : Spongebob
Last Name : Squarepants
SO User Name : mrcrabbs
PI User Name: spongebob
Roles : so pi fsr iar
Email Address : spongebob@bikinibottom.com
Institution : Bikini Bottom University

→

The Save Action will create test institution accounts and a number of sample applications for your personal use. Please be patient, this may take up to a minute.

Check the information on the verification page. If everything is correct, click on the Save button.

Microsoft Internet Explorer window titled "Create a New Demo Account". The address bar shows the URL: <https://commonsdemo.era.nih.gov/commons-demo/demo/DemoAccountCreateMsg.jsp>.

The page header includes the National Institutes of Health (NIH) logo and the text "NATIONAL INSTITUTES OF HEALTH eRA Commons". It also displays "Version 2.2.4.0" and three red links labeled "COMMONS DEMONSTRATION SITE".

Navigation links include "Home", "Links", and "Help". The main heading is "Create a New Demo Account" with a help icon.

The main content area contains the following text:

Your Sample Institution has been created with the Accounts and Passwords listed below. Please write down this information and login to the NIH Commons Training/Demo Facility using this information. Like NIH Commons, you will be asked to change your password the first time you login. Once you have successfully authenticated, you will be able to use the NIH Commons in the same way as you would the production version.

The account details listed are:

- SO User Name:** mcrabbs
- SO Password:** trainso
- PI User Name:** spongebob
- PI Password:** trainpi

A [Continue](#) link is provided below the account details.

The footer contains several links: [Contact Us](#), [Privacy Notice](#), [Disclaimer](#), and [Accessibility](#). It also includes contact information for the National Institutes of Health (NIH) and the Department of Health and Human Services, along with copyright information: © 2003 NIH. All Rights Reserved. Screen Rendered: 04/12/2004 08:21:50 EDT. Screen Id: [unreadable].

The bottom right corner features the GRANTS.GOV logo with the tagline "FIND. APPLY. SUCCEED." and a small "Internet" icon.

Note that the SO account password is always defaulted to *trainso*. The PI account password is always defaulted to *trainpi*. Click on the Continue link to go back to the Commons Demo Page..



Commons Login ?

* indicates required field.

Username *

spongebob

Password *

••••••

Login

Reset

[Forgot Password?](#)

[Click here to Create a new Account](#)

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- See IAR section in the [NIH eRA Commons Release Notes](#).

Demo Facility accounts are kept active for 180 days.

These steps are the same for the SO and PI accounts. Enter the user name and the default password and click on Login.



Change Password

Your password has expired, you must change your password now in order to log into the system.

* indicates required field

New password must meet the following standards:

- At least eight (8) non-blank characters in length
- Must contain a mixture of letters, numbers and at least one of the following special characters: ! # \$ % - _ = + < > Other special characters are not allowed.
- First and last characters cannot be numbers
- Cannot contain username
- Cannot be reused within one (1) year

Your password will be changed immediately in eRA production (IMPP) applications. For IRDB applications - such as OVR - password changes will take effect within one hour.

For additional guidance, please review the [eRA Password Policy](#).

* Old Password:	<input type="password"/>
* New Password:	<input type="password"/>
* Retype New Password:	<input type="password"/>
<input type="button" value="Submit"/> <input type="button" value="clear"/>	



You are immediately asked to change your password, just as in the production Commons system. Enter the old password and then whatever new password you would like. Note the password standards that apply to production and demo! 7
Now, click on the Submit button and you're ready to go.

Address: <https://commonsdemo.era.nih.gov/commons-demo/changeUserPassword.do> Go



NATIONAL INSTITUTES OF HEALTH

eRA Commons

Version 2.2.4.0

Welcome spongebob
 Institution: BIKINI BOTTOM UNIVERSITY
 Authority: FSR IAR PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

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You have successfully changed your password.

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Note that you are logged in.

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Done
Internet