

# NIH eRA Commons Demo

The NIH eRA Commons demonstration site gives you the opportunity to use the new version of the NIH eRA Commons, see how to navigate through it and show some of the information that is available to you. You will log in as a Principal Investigator (PI) and look at the data for a sample grant application. Review the steps for logging into the demo site on this page and then look through the following pages for navigation tips. Finally, go to the demo site and test it yourself.

1. Go to the NIH eRA Commons Web site, <https://commons.era.nih.gov/>.
2. Click **Enter Commons Demo** under title, About the Commons.
3. Select **demo\_PI** from the dropdown menu under Commons Login.
4. Click **Login**.
5. Click **Status** on the horizontal tab bar.

The following pages provide complete instructions for entering the demo site, perusing the data and learning how to navigate.

# Commons Home Page

Commons - Microsoft Internet Explorer  
Address <https://commons.era.nih.gov/commons/index.jsp>

NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**

Welcome Guest  
Institution:  
Authority:

Home Links

Commons Login ?

\* indicates required field.

Username \*

Password \*

Login Reset

[Forgot Password?](#)

**System Notification**

1. The NIH Commons will be unavailable December 8th and 12th, from 9 a.m. to 12 (noon) to allow us time to update our firewall policies.
2. The NIH Commons version 2.2.0.0 was successfully deployed on December 6, 2002. Please see release notes on our "support page" for additional information.

**About the Commons**

- ▶ [Scope and Purpose](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Grantee Organization Registration](#)
- ▶ [ERA Contacts](#)
- ▶ [Enter Commons Demo](#)

**What's NEW on the COMMONS**

NIH Commons Version 2.2.0.0 of institutions. All institutions will be able to register and use the Commons in January 2003.

For those Institutions previously registered with the Commons, account data has been migrated. These institutions are asked to validate their institution information and account profile information upon receiving access to Commons to ensure that the migration was appropriately performed.

Commons now includes the following functionality which may be beneficial to your organization:

- ▶ **Status** – This facility allows a Principal Investigator to review the current status of all their grant applications and review detailed information associated with the grant. Institution Officials (i.e. Signing Official (SO) or Administrative Official (AO) associated with the institution) are able to see a summary view of grant applications, review the Notice of Grant Award, and access the Progress Report page.
- IN PILOT** ▶ **eSNAP** – This facility allows an institution to review non-competing grant data and perform a progress report submission online.
- ▶ **X-Train** – Through the Commons, our X-Train application is available for institutions registered to use X-Train.
- IN PILOT** ▶ **Internet Assisted Review (IAR)** – IAR allows a Reviewer to submit critiques and preliminary scores for applications they are reviewing. Allows Reviewers, SRAs, and GTAs to view all critiques in preparation for the meeting. IAR creates a preliminary summary statement body containing submitted critiques for the SRA or GTA.
- IN PILOT** ▶ **Financial Status Reports (FSR)** – FSR allows electronic submission of financial information associated with a grant.
- ▶ **Administration** – An Account Administration module includes the ability for an Institution to create and manage user accounts associated with your institution. Additionally, this module allows the Institution's Signing Official (SO) to maintain the institution information on file at the NIH.
- ▶ **Personal Profile** – Account data maintained by the NIH such as Degrees, Addresses, and Publications.

Click [Enter Commons Demo](#) link in bottom left column to enter the demo.

# Demo Home Page

Commons - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home

Commons Login ?

\* indicates required field.  
Username \*

demo\_AO  
demo\_AO  
**demo\_PI**  
demo\_SO

About the Commons

- [Scope and Purpose](#)
- [Frequently Asked Questions](#)
- [Grantee Organization Registration](#)
- [ERA Contacts](#)
- [Enter Commons](#)

Links

- [National Institutes of Health](#)
- [Support Page](#)

Select the **demo\_PI** option from the dropdown box. Click the **Login** button.

Commons now includes:

- Status - This facility allows a Principal Investigator to review the current status of all their grant applications. Institution Officials (i.e. Signing Official (SO) or Administrative Official (AO) associated with the institution) are able to see a summary view of grant applications, review the Notice of Grant Award, and access the Progress Report face page.
- eSNAP - This facility allows an institution to review non-competing grant data and perform an automated progress report submission online.
- X-Train - Through the Commons, our X-Train application is available for institutions registered to use X-Train.
- Administration - An Account Administration module includes the ability for an Institution to create and manage user accounts associated with your institution. Additionally, this module allows the Institution's Signing Official (SO) to maintain the institution information on file at the NIH.
- Personal Profile - Account data maintained by the NIH such as Degrees, Addresses, and Publications.



# Demo\_PI First Page

Notice the **session** information in the top right corner.

Welcome demo\_PI  
Institution: University of Biomedical Research  
Authority: PI [Log-out](#)

**Home** Administration Institution Profile Personal Profile **Status**

**System Notification**

**About the Commons**

- [Scope and Purpose](#)
- [Frequently Asked Questions](#)
- [Grantee Organization Registration](#)
- [ERA Contacts](#)
- [Enter Commons](#)

**What's NEW**

NIH Commons Version 2.0 is now available. This version of Commons is open to a select number of institutions. All institutions will be able to register and use the Commons prior to 2003. For those institutions previously registered with the Commons, their account data has been migrated.

**Links**

- [National Institutes of Health](#)
- [eRA](#)
- [Commons Support Page](#)
- [CRISP](#)
- [OER Home Page](#)
- [Edison](#)
- [NSF Fastlane](#)

Next, select **Status** from the Main Navigation Bar.

able to see a summary view of grant applications, review the Notice of Grant Award, and access the Progress Report face page.

- eSNAP - This facility allows an institution to review non-competing grant data and perform an automated progress report submission online.
- X-Train - Through the Commons, our X-Train application is available for institutions registered to use X-Train.
- Administration - An Account Administration module includes the ability for an Institution to create and manage user accounts associated with your institution. Additionally, this module allows the Institution's Signing Official (SO) to maintain the institution information on file at the NIH.
- Personal Profile - Account data maintained by the NIH such as Degrees, Addresses, and Publications.

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE



# Status Page Demo

Status - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://commons.era.nih.gov/commons-demo/status/statusMenu.jsp?menu\\_itemPath=Status](https://commons.era.nih.gov/commons-demo/status/statusMenu.jsp?menu_itemPath=Status)

NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**

Welcome demo\_PI  
Institution: University of Biomedical Research  
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile **Status** X-Train

PI Status | **Status**

The **Status** menu allows you to search information about status of proposals and Type 5 reports. Access to the Status of a proposal is determined by privilege. If you have Signing Official (SO) privilege, you may search the status of proposals and Type 5 reports of all Principle Investigators (PIs) for your institution. If you have PI privilege, you may view status of proposals that you are listed as the Principal Investigator. The content of the status information displayed is comprehensive, including proposal status and history, study groups and members, Scientific Review Administrator, Grants Management Specialist, Program Official, and Advisory Council.

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Department of Health  
and Human Services

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Screen Rendered: 12/13/2002 10:43:11 EST  
Screen Id: STA4015

Click [PI Status](#) in the Sub-Navigation Bar.

# Proposal Search Results

Proposal Search Results - Microsoft Internet Explorer

Address: https://commons.era.nih.gov/commons-demo/status/piProposalResults.jsp;jsessionid=b30b4a4a3b8047b0a091fa5c57044e98

NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**

Welcome demo\_PI  
Institution: University of Biomedical Research  
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile **Status** X-Train

PI Status

## Proposal Search Results

PI Information

Name: demo\_PI  
Date: 12/13/2002

Proposal Report 1 - 1 out of 1 records

Grant Number	Proposal Title	Institution	Grant Status	Status Date
<a href="#">R01CA129-1</a>	Cancer Research		Study Section review pending.	02/24/2002

This page shows the **Proposal Report** results for demo\_PI.

The user can click on the **Grant Number** returned from the search to access detailed information.

If a **Summary Statement (SS)** or a **Notice of Grant Award** is available the user can view that as well.



NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**



Welcome dwright  
Institution: UNIVERSITY OF PITTSBURGH AT PITTSBURGH  
Authority: FSR PI

[Log-out](#)

- Home
- Administration
- Institution Profile
- Personal Profile
- Status
- eSNAP**
- X-Train
- FSR
- Links
- Help

PI Search

## Organization & Performance Site List

- [Back](#)
- [Organization](#)
- [Key Personnel](#)
- [SNAP Questions and Checklist](#)

<b>Title of Project</b>		<b>Progress Report Period</b>	
BIOENGINEERING-BIOLOGIC STUDY OF NON-PULSATILE PERFUSION		<b>Start:</b> 05/01/2001	<b>End:</b> 04/30/2002
<b>Principal Investigator</b>		<b>Applicant Organization</b>	
<b>PI Name:</b>	Bartley P Griffith	<b>Name:</b>	UNIVERSITY OF PITTSBURGH AT PITTSBURGH
<b>Address:</b>	UNIVERSITY OF PITTSBURGH DEPARTMENT OF SURGERY 300 TECHNOLOGY DRIVE	<b>Address:</b>	UNIVERSITY OF PITTSBURGH 4200 5TH AVE PITTSBURGH, PA 15260
	anytown 15219 AFGHANISTAN		PITTSBURGH PA 15260 UNITED STATES
<b>Phone:</b>	(412) 383-9998	<b>Fax:</b>	(412) 383-9460
<b>E-mail:</b>		<b>EIN:</b>	1250965591A1
<b>Annual % Effort:*</b>	<input type="text" value="25"/> %	<b>Department:</b>	SURGERY
		<b>Major Subdivision:</b>	SCHOOL OF MEDICINE1
<b>Administrative Official</b>		<b>Signing Official</b>	
<b>Name:</b>	<input type="text" value="smurf, Papa"/>	<b>Name:</b>	<input type="text" value="stone, george so"/>
<b>Address:</b>	UNIVERSITY OF PITTSBURGH 4200 5TH AVE PITTSBURGH, PA 15260	<b>Address:</b>	UNIVERSITY OF PITTSBURGH 4200 5TH AVE PITTSBURGH, PA 15260
	PITTSBURGH PA 15260 UNITED STATES		PITTSBURGH PA 15260 UNITED STATES
<b>Phone:</b>	4126244141	<b>Phone:</b>	4126244141
<b>E-mail:</b>	rhonda.thompson@mitretek.org	<b>Fax:</b>	



# Grant Number Detail Page

**Status Information**

Status: Study Section review pending.

Institution Name:

PI Name: Bloggs, Joseph

Grant #: R01CA129-1

Proposal Title: Cancer Research

Proposal Receipt Date: 02/02/2000

Last Status Update Date: 02/24/2002

Budget Start Date: 05/24/2001

Progress Report Due Date: 12/30/2002

**Status History**

Effective Date	Status Message	Primary Institute or Center Assignment

**Application Information**

Priority Score: 0

Percentile: 0.0

**Contacts**

Administration

Now on the PI Status Information page.

Click [Institution Profile](#) in the Sub-Navigation Bar to continue.



# Institution Profile Page

Institution Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News

Address [https://commons.era.nih.gov/commons-demo/institution/ipfMenu.jsp?menu\\_itemPath=Institution+Profile](https://commons.era.nih.gov/commons-demo/institution/ipfMenu.jsp?menu_itemPath=Institution+Profile) Links >>

NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**

Welcome demo\_PI  
Institution: University of Biomedical Research  
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration **Institution Profile** Personal Profile Status X-Train

Basic | Assurances and Certifications

## Institution Profile

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

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Department of Health and Human Services

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Screen Rendered: 12/13/2002 11:14:53 EST  
Screen Id: IPF2008

Now on the main Institution Profile page.

Click [Basic](#) in the Sub-Navigation Bar to continue.

# View Institution Profile Page

**NATIONAL INSTITUTES OF HEALTH**  
**eRA Commons**

Welcome demo\_PI  
Institution: University of Biomedical Research  
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration **Institution Profile** Personal Profile Status X-Train

Basic **Assurances and Certifications**

## View Institution Profile

View

### Basic Institution Information

<b>Institution Name:</b>	University of Biomedical Research		
<b>Preferred Institution Name:</b>			
<b>IPF Code:</b>	7654321	<b>DUNS Number:</b>	12345678
<b>NGA E-mail:</b>	jsmith@biomedrese.edu	<b>Most Recent Date of Negotiation:</b>	01/01/2000
<b>Indirect Cost Negotiator:</b>	Jane Doe	<b>Animal Welfare Assurance Number:</b>	23401
<b>Human Subjects Assurance: Number:</b>	1234		
<b>Type of Organization:</b>	Institution of higher education		
<b>Type Of Organization - Other:</b>			
<b>Ownership Control:</b>	Private, Nonprofit Independent		

### Institution Address

<b>Address 1:</b>	6705 Rockledge Drive	<b>City:</b>	
<b>Address 2:</b>		<b>State/Province:</b>	
<b>Address 3:</b>		<b>Zip Code:</b>	
<b>Address 4:</b>			
<b>Phone Number:</b>	301-123-4567		

### Institution Contact Information

<b>Contact Name:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

### Signing Officials

Jane Arnold
DANHALL Hall
Dan Hall
Joe Manley
John Smith
dan hall
gerald rasheed

The View Institution Profile displays detailed information about the institution.

Select [Assurances and Certifications](#) from the Sub-Navigation Bar.

# IPF Assurances and Certification

IPF Assurances and Certification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://commons.era.nih.gov/commons-demo/institution/ipfAssuranceCertificationView.jsp;jsessionid=b30b4a4a3b8047b0a091fa5c57044e98> Links >>

NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**

Welcome demo\_PI  
Institution: University of Biomedical Research  
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration **Institution Profile** Personal Profile Status X-Train

Basic | Assurances and Certifications |

**IPF Assurances and Certification**

View

ORI Certification Status: Assurance Received and Accepted  
ORI Certification Date: 12/31/2005

Name	Certification	Explanation	Last Update
------	---------------	-------------	-------------

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Screen Rendering: 12/13/2002 11:22:47 EST  
Screen Id: IPF 2005

Now on the view IPF Assurances and Certifications page.

Click [Personal Profile](#) from the Main Navigation Bar to continue.

# Personal Profile Page

Personal Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://commons.era.nih.gov/commons-demo/profile/ppfMenu.jsp?menu\\_itemPath=Personal+Profile](https://commons.era.nih.gov/commons-demo/profile/ppfMenu.jsp?menu_itemPath=Personal+Profile)

NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**

Welcome demo\_PI  
Institution: University of Biomedical Research  
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile **Personal Profile** Status X-Train

[Personal Information](#) | [Race/Ethnicity](#) | [Employments](#) | [Degrees](#) | [Publications](#)

## Personal Profile

The PPF menu allows users to view and update their personal information recorded by the NIH.

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Screen Id: PPF6010

Now on the Personal Profile main page.

Click [Personal Information](#) from the Sub-Navigation Bar to continue.



# Personal Information Page

Personal Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://commons.era.nih.gov/commons-demo/profile/personalInfo.jsp;jsessionid=b30b4a4a3b8047b0a091fa5c57044e98> Links >>

NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**

Welcome demo\_PI  
Institution: University of Biomedical Research  
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile **Personal Profile** Status X-Train

Personal Information **Race/Ethnicity** Employments Degrees Publications

**Personal Information**

\* indicates required field

**Identifying Information**

Name Prefix:	<input type="text" value="Dr."/>	First Name:*	<input type="text" value="Joseph"/>
Middle Name:	<input type="text"/>	Last Name:*	<input type="text" value="Bloggs"/>
Name Suffix:	<input type="text"/>	SSN:	<input type="text"/>
Gender:*	<input type="text" value="MALE"/>	DOB:*	<input type="text" value="(mm/dd/yyyy)"/> <input type="text" value="12/09/1965"/> Withheld? <input type="checkbox"/>
U.S. Citizenship:	<input type="text" value="CITIZEN"/>	Citizenship Country:	<input type="text" value="UNITED STATES"/>

**Residence Address**

Line 1:	<input type="text" value="1703 Research Boulevard Apt 1"/>
Line 2:	<input type="text" value="Rockville"/>
Line 3:	<input type="text"/>
Line 4:	<input type="text"/>
Phone:	<input type="text" value="301-345-6780"/>
E-mail:	<input type="text" value="jbloggs@residence.hom"/>

The Personal Information page allows a PI to view and edit their personal profile information.

Click [Race/Ethnicity](#) from the Sub-Navigation Bar to continue.

# Race/Ethnicity Page

**Race/Ethnicity - Microsoft Internet Explorer**

Address: <https://commons.era.nih.gov/commons-demo/profile/racial.jsp;jsessionid=b30b4a4a3b8047b0a091fa5c57044e98>

**NATIONAL INSTITUTES OF HEALTH eRA Commons**

Welcome demo\_PI  
Institution: University of Biomedical Research  
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile **Personal Profile** Status X-Train

Personal Information **Race/Ethnicity** Employments Degrees Publications

**Race/Ethnicity** ?

\*indicates required field

Changes to Race and Ethnicity must be captured using the new format approved by the Office of Management and Budget. However, your current information may be stored in the old format. However, if you change this information, it will be captured using the new format.

**Current Information**

**Race(s):** Unknown ;  
**Ethnicity:**

**New Information**

Check here to intentionally withhold this information

**Race(s):\***

- American Indian or Alaska Native
- Asian
- Black or African American
- White
- Native Hawaiian or Pacific Islander

**Ethnicity:\***  (Required if multiple race selected)

Submit Reset Cancel

The Race/Ethnicity page allows a PI to view and edit their racial/ethnic information. Click [Employments](#) from the Sub-Navigation Bar to continue.

# Employment List Page

Employment List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://commons.era.nih.gov/commons-demo/profile/employmentList.jsp;jsessionid=b30b4a4a3b8047b0a091fa5c57044e98> Links >>

**NATIONAL INSTITUTES OF HEALTH**  
**eRA Commons**

Welcome demo\_PI  
Institution: University of Biomedical Research  
Authority: PI [Log-out](#)

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

Home Administration Institution Profile **Personal Profile** Status X-Train

Personal Information | Race/Ethnicity | Employments | **Degrees** | Publications |

## Employment List

Employments 1 - 1 out of 1 records Prev 1 Next

Employer	Start Date	End Date	E-mail	Preferred Address?	Action
University of Biomedical Research	07/01/1995		jdoe@biomr.com	true	<a href="#">Edit</a> <a href="#">Delete</a>

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

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Screen Id: PP-5006

The Employment List page allows a PI to view, add and edit their employees.

Click [Degrees](#) from the Sub-Navigation Bar to continue.

# Employment List Page

The screenshot shows a web browser window titled "List of Degrees - Microsoft Internet Explorer". The address bar contains the URL: <https://commons.era.nih.gov/commons-demo/profile/degreeList.jsp;jsessionid=b30b4a4a3b8047b0a091fa5c57044e98>. The page header includes the National Institutes of Health (NIH) logo and the text "NATIONAL INSTITUTES OF HEALTH eRA Commons". A welcome message for "demo\_PI" is displayed, along with the institution name "University of Biomedical Research" and the authority "PI". A "Log-out" link is also present.

The main navigation bar includes links for "Home", "Administration", "Institution Profile", "Personal Profile", "Status", and "X-Train". Below this, a sub-navigation bar highlights "Publications" under the "Personal Information" section. The "List of Degrees" page shows "Degrees 1 - 1 out of 1 records". A table lists the degree information:

Degree	Institution	Year	Earned?	Major	Action
MD: DOCTOR OF MEDICINE	University of Higher Medicine	1998	Y		<a href="#">Edit</a>   <a href="#">Delete</a>

Below the table, there are buttons for "Add New Degree" and "Cancel". The page footer contains contact information for the NIH and Department of Health and Human Services, along with copyright and screen rendering details.

The List of Degrees page allows a PI to view, edit and add new degrees. Click [Publications](#) from the Sub-Navigation Bar to continue.



# Employment List Page

List of Publications - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://commons.era.nih.gov/commons-demo/profile/publicationList.jsp;jsessionid=b30b4a4a3b8047b0a091fa5c57044e98>

NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**

Welcome demo\_PI  
Institution: University of Biomedical Research  
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile **Personal Profile** Status X-Train

Personal Information | Race/Ethnicity | **Employments** | Degrees | Publications |

## List of Publications ?

Publications 1 - 1 out of 1 records Prev 1 Next

NLM Accession Number	Citation Text (first 80 characters)	Action
123	"Medical-Type Things: A Comprehensive Overview" JAMA XL:11, 110-234.	<a href="#">Edit</a>

Add New Publication Cancel

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Screen Id: PPF6015

The List of Publications page allows a PI to view, edit and add new publications.

Click [Log-out](#) to end your session and exit the demo.

To start the demo, go to: <https://commons.era.nih.gov/>