



eRA System Update: Commons Alert

National Institutes of Health: Electronic Research Administration
Integrating the [NIH eRA Commons](#) and [IMPAC II](#) projects

June 20, 2005

Contact: eRA Commons Help Desk
commons@od.nih.gov

eRA continues to revise and update system modules based on your comments and suggestions as well as government rules and regulations. Here is a System Update to keep you in the loop.

New Assurances Require Institutions to Update IPF

New assurances, approved by the OMB, will require institutions to update their institutional profile (IPF) in the eRA Commons so that eSNAP progress report submissions are not affected.

The three new assurances and two reworded assurances will be added to the eRA Commons institutional profiles (IPF) in the near future. After the changes are made to the eRA Commons, the Signing Official will have to log in to the eRA Commons and check off these new assurances in the IPF before their institution can submit any progress reports through the eSNAP module in the eRA Commons. An email will go out to institutional officials when these new assurances are added.

The three new assurances are:

- Smoke-free workplace
- Prohibited research
- Select agents and toxins

The two reworded assurances are:

- “Human Subjects” is becoming “Human Subject Research”
- “Recombinant DNA Research” is becoming “Recombinant DNA Research, including Human Gene Transfer Research”

If you need more information about any of the assurances included in the PHS 398 and PHS 2590 forms, refer to the Assurances & Certifications section of the Policies, Assurances, Definitions document located on the NIH Web site: <http://grants1.nih.gov/grants/funding/phs398/phs398.html>. This document is available in both Microsoft Word format and PDF format.

To update your IPF, you must have SO authority. The steps to make the appropriate updates are:

1. Log in to the Commons (<https://commons.era.nih.gov/commons/>).
2. Click **Institution Profile** on the blue navigation bar.
3. Click **Assurances & Certifications** on the second blue navigation bar.
4. Click **Edit**, which is above and to the right of the assurances list.
5. Check the unchecked boxes for the new assurances.

6. Click the **Submit** button.