Grantee Registration Process in NIH eRA Commons
Detailed Steps

STEP 1. Begin registration process in the Commons

1.1 What is the purpose of registering?

By registering, you will be able to:

- Submit your application(s) electronically. You cannot submit a grant application electronically until you have registered in the eRA Commons.
- See the status of your grant
- See the summary statement(s)
- Submit documents such as Just-in-Time information, Financial Status Reports, Closeout requirements, etc.

1.2 How can I tell if my institution is already registered?

To see if your institution is already registered go here:
http://era.nih.gov/userreports/ipf_com_org_list.cfm

1.3 Who registers my institution and how?

Only the person who signs grant applications for the recipient organization, sometimes referred to as the Business Official, can register an institution in the eRA Commons. In Commons, this person is called the Signing Official (SO); in Grants.gov, this person is called an Authorized Organizational Representative (AOR). Once the AOR/SO has an account, they (or their designee) can create individual accounts for Principal Investigators (PI) and other users.

The AOR/SO can click here to register.

1.4 Make sure you have a DUNS Number.

Your business or institution needs a DUNS number in order to create an account in the eRA Commons and to submit a grant application. If your institution does not have one, then you can find out how to get one here: http://www.dnb.com/us/.

It is recommended that this registration process be completed at least 2 to 4 weeks prior to the submittal date of any Grants.gov submission.

STEP 2. Choose your user name

2.1 What are the rules for user names?

Your user name for the eRA Commons must comply with the following rules:

- It **must** be at least six characters long
- It may *not* be more than 20 characters long

- It **may** include numbers
- It **must** contain letters
- It may **not** contain spaces
- It must be unique (someone else cannot already be using it). If it is not unique, Commons will display a message telling you the user name already exists, and you will have to choose another one.

STEP 3. Fill out the required fields and click Submit.

STEP 4. The Registration Confirmation Page appears. Print out the page, sign it (for original signature) and fax it to 301-451-5675

4.1 NIH confirms registration by sending a verification email. Note that your institution is not registered until this NIH confirmation. NIH confirms most registrations within 3-5 business days.

4.2 Respond to said email by clicking on link

STEP 5. Receive and respond to email confirming registration information is complete

5.1 Receive email with temporary password

5.2 Log on to the Commons with supplied temporary password

5.3 Change password

5.3.1 What are the rules for passwords?

Your password for the eRA Commons must comply with the following rules:

- It **must** be at least eight characters long
- It **must** include at least one number
- It **must** include letters
- It **must** contain one of the following characters:! # $ % * - _ = + < >
- It may **not** contain spaces
- It may **not** contain the following characters: @, &, or period
- It may **not** contain your user name
- Password **IS** case sensitive
- It **must** be changed every 180 days
- It may **not** be reused within one year
- EXAMPLE of a password: **Dollar1!**

5.3.2 What happens if I forget my password?
If you forget your password, Commons can help:

1. On the Commons Login page, directly below the Login button, click the link that says, **"Forgot Password?"** The Reset Password window appears.
2. In the **User ID** box, type the user name you created for your Commons account.

3. In the **Email Address** box, type the email address you used when you created your Commons account. Commons sends an email containing a new password to the email address you provided.

If you still have problems resetting your password, you have a couple of options. You can:

- Send an email to the Commons Help Desk at commons@od.nih.gov
- You can call the Commons Helpdesk (business hours are M-F 7am – 8pm EST) at 1-800-504-9552 (toll-free) or 301-402-7469; 301-451-5939 (TTY)
- Contact an AOR/SO or AA at your institution; they are able to reset passwords.

STEP 6. Create user accounts

6.1 What are the roles?

Important roles to know:

SO - The Signing Official registers your institution, as well as creates and modifies the institutional profile (IPF) and user accounts. The SO can view all grants within the institution, including status and award information. An SO can create additional SO accounts, as well as accounts for any other role or combination of roles. An SO is also called an AOR.
PI - A Principal Investigator is chosen by your organization to direct the project or activity being supported by the grant. In the Commons, the PI is the one who completes the required forms, or delegates this task to someone else. A PI may only access information about the grants for which they are the designated PI.
AA - An Account Administrator is chosen by an SO at your organization to assist with Commons account administration. While the AA can create and modify individual accounts for certain roles, they cannot modify IPF information.

To learn about the FSR, ASST and AO roles, see:
http://era.nih.gov/Docs/Commons_FAQ_final_04-14-03.pdf

6.2 Who creates accounts and how?

Accounts are created by your organization's SO/AOR or their designee, who may be an AA or AO. The administrator creates the account in Commons using the Create a New Account page (click the **Administrator** tab, **Accounts**, and then **Create Account**).

The NIH eRA Commons System User Guide has complete instructions for creating and maintaining user accounts, and can be found here: http://era.nih.gov/Docs/COM_UGV2630.pdf

STEP 7. Submit a grant electronically

For information about submitting a grant electronically, go here:
http://era.nih.gov/ElectronicReceipt/

STEP 8. Check the status of a grant

For information about checking the status of a grant, go here:
https://commons.era.nih.gov/commons/

STEP 9.

After logging in to Commons, the AOR/SO should complete the *required fields in the 'personal profile' and 'institution profile' sections located on the blue task bar of the Commons. This will ensure trouble-free use of the Commons.