

## Reviewer Reimbursement Instructions

NIH requires registration in the Secure Payee Registration System (SPRS) to disburse your reimbursable expenses and honoraria. (The SPRS registration system replaces the DUNS and CCR systems, which are no longer required for reviewer reimbursement.) The NIH Office of Financial Management controls this secure payment site. However, *only you can access this page containing your information, using your eRA Commons user name and password.*

### To complete the registration process you will need:

- Your NIH eRA Commons account username and password
- Your financial institution account and routing number

**Note:** If you have forgotten your Commons account login name, please contact your designated [Institute/Center SREA Administrator](#). If you have forgotten your password, click on 'Forgot Password?' for help.

### STEP 1: UPDATE RESIDENTIAL ADDRESS

- Log in to your eRA Commons account at <https://commons.era.nih.gov/commons/>.

The screenshot shows the eRA Commons interface. At the top, there is a navigation bar with tabs: Home, Admin, Institution Profile, Personal Profile, Status, eSNAP, Internet Assisted Review, xTrain, Links, eRA Partners, and Help. Below this is a sub-navigation bar with tabs: Personal Information, Race/Ethnicity, Employments, Reviewer Address, Residential Address (highlighted), Degrees/Residency, Publications, and Trainee-Specific. The main content area is titled 'Residential Address' and contains a 'Notes' section with two bullet points: 'Trainees: Please provide the address where they can be reached by mail after completion of their program (i.e., permanent address).' and 'Reviewers: Until the section below is completed, the link to the Secure Payee Registration System (SPRS) will not be available.' Below the notes is a form titled 'Residential Address' with a legend: '\* indicates required field'. The form fields are: Line 1, Line 2, Line 3, Line 4, Phone, E-mail, City, State, Zip Code, Country, and Fax. The 'City', 'State', 'Zip Code', and 'Country' fields are highlighted in yellow. At the bottom of the form are 'Submit', 'Reset', and 'Cancel' buttons. The footer contains contact information for the National Institutes of Health (NIH) and the Department of Health and Human Services, along with copyright information and the GRANTS.GOV logo.

- Click on Personal Profile on the light blue tab across the top of the screen.
- Click on Residential Address on the dark blue tab across the top of the screen.
- Enter the fields shown on the Residential Address screen. Fields marked with an asterisk are required fields. It is extremely important that the address entered here is your **current residential address**.
  - Foreign reviewers, this is the address where your check will be sent.
  - U.S. reviewers, this is the address where your tax documentation will be sent.
- Click the submit button at the bottom of the screen.

- Once you enter information in the required fields, the 'Secure Payee Registration System' link becomes active at the bottom of the screen. Click on this link.
- You will be taken to a second screen where you will again log in, using your eRA Commons user name and password.

## STEP 2: UPDATE SECURE PAYEE REGISTRATION SYSTEM

- The Secure Payee Registration System screen below will appear.

Tools Help

Search Favorites

.nih.gov/ext/SREA/secure.aspx

Office of Financial Management  
**SPRS**  
OFM Secure Payee Registration System

## Peer Reviewers

Please respond to the questions below as completely as possible to ensure prompt and accurate payment.

Reviewer Name/ID [?](#) New Registration (MNUSS) [\[log out\]](#)

Registration Status [?](#) New Registration

Registration Date N/A; Last modified: N/A

1. Please provide your US Social Security Number or check the  (numbers only, no dashes or spaces) box provided:  
 I do not have a US Social Security Number. [?](#)
2. The US Government requires that payments be made by electronic funds transfer (EFT) through the Automated Clearing House (ACH) network for all domestic payments. Please enter the information requested below for your ACH-enabled US bank account. Refer to the image at right to help locate your Routing number and Account number on one of your personal checks. If you do not have a US bank account and you are not a permanent US resident, please select the alternate option below.
 

My ACH-enabled US bank account information is as follows:

Routing #  [?](#)

Account #  [?](#)

Checking or Savings  [?](#)

My permanent residence is outside the US, and I do not have a US bank account. [?](#)

**Personal Check Sample:**

The routing & transit # is 9 digits surrounded by \* | The account # is usually left of # - If check # is left of account #, ignore check # | The check # should match the # in the upper-right corner

*Note: These sets of numbers may appear in a different order on your check.*

Secure Payee Registration System, Version 1.0-beta, 23 Nov 2008; [\[about SPRS\]](#) [\[frequently asked questions\]](#)

National Institutes of Health

The Office of Financial Management (OFM) is at the hub of program budget and resource accounting at the National Institutes of Health (NIH), developing, presenting, executing and reconciling a budget of over \$20 billion, that is appropriated to the 27 institutes and centers.

Department of Health and Human Services

- In box 1, enter your U.S. Social Security Number (no dashes, just nine digits). If you do not have a Social Security Number, check the box that states 'I do not have a U.S. Social Security Number.'
- If you have a U.S. bank account, **enter your account number, routing number and account type** (even if you don't live in the U.S.) and you will be reimbursed via direct deposit.
- If your permanent residence is outside the U.S. **and** you do not have a U.S. bank account, click the 'My permanent residence is outside the U.S.' radio button and your registration will be reviewed by the NIH Office of Financial Management. You may be contacted directly for more information if needed. If approved, a check will be mailed to you.
- Remember to click the 'submit' button to finalize the registration.
- Click on 'Log Out' next to your reviewer name near the right hand top of the screen.
- The question mark icon provides a list of Frequently Asked Questions.