eRA Commons Registration

For Applicants/Recipients

Training Objectives

- Registration Requirements

- Who Can Register?

- How Long Does It Take?

- Demonstration on How to Register

- What Happens Next?

Registration Requirements

In order to submit a DOC application via Grants.gov, applicants must be registered with the following:

Registration Checklist
- ✓ SAM.gov
- ✓ eRA Commons
- ✓ Grants.gov
- ✓ Check NOFO for additional registration requirements

Have you previously applied for an NIH grant or any other federal grant that currently uses eRA?
If so, you're covered! No need to register again!

Who Can Register?

The organization must be registered by someone with signature authority to legally bind the organization in grants administration matters; this individual is referred to as a Signing Official (SO). Only authorized organization officials are qualified to be a Signing Official (SO) for their organization.

CEO   President   Director   Chancellor   Provost

How Long Does It Take?

Registering with eRA Commons can take up to four weeks to process. It is encouraged that applicants register with eRA Commons as soon as possible to avoid any delays.
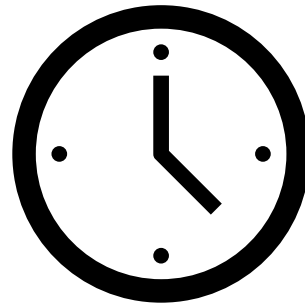
Registration is a one-time process, during which the Signing Official (SO) will have the option to create an Account Administrator (AA) account. Once registered, these two authorized individuals can create new user accounts for personnel within their organization, including additional Signing Official (SO) accounts.

How to Register

Introduction — Registration — Accounts — Submission & Tracking — Review & Scoring — Award — Post Award — Grant Closeout

Demonstration

What Happens Next?

Your institution registration has been approved for eRA Commons

↩ Reply ↩ Reply All → Forward

EN era-notify@mail.nih.gov
To ⊖ Kwon, Linda (NIH/OD) [E]

Congratulations! The following eRA Commons registration request has been approved:

Organization Name: DOC Test, LLC.
Request Date: June 1, 2023
Organization Address: 123 Happy Street
BETHESDA, MD 20817

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eRA Electronic Research Administration | NIH National Institutes of Health *Office of Extramural Research* ❓ ☎

Email Verification ❓

✔ **Success!** Your email address **linda.kwon@nih.gov** has been verified

! **NEXT STEP** Once reviewed by the agency, another email will be sent to **linda.kwon@nih.gov** stating the status of your application. Further instruction will be provided in the email to complete the registration process.

Thank you for registering your institution with the NIH eRA Commons.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to https://era.nih.gov
http://public.era.nih.gov/commons/.
For more information please visit http://era.nih.gov/

Email with User Credentials

The SO and AA will receive 2 emails each (one including their username and the other with a temporary password).

What Happens Next?
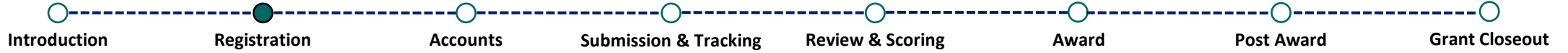
The Signing Official (SO) should log into eRA Commons using their username and temporary password. They will be prompted to update their password. The temporary password is valid for 48-hours.

To request for a new temporary password, click on the 'Forgot Password/Unlock Account?' link.

Login with Login.gov ❓

🛡 LOGIN.GOV

Login with eRA Credentials ❓

Username:

Enter Username

Password:

Enter Password 👁

Login   Clear

(For External Users Only)
Forgot Password/Unlock Account?

Login with Federated Account ❓

Start typing to search for organization..

Login

Login with PIV/CAC

Login using Smart Card

What Happens Next?

After updating the password, the Signing Official (SO) will reach a screen where they need to review and accept the "Acknowledgement of Signing Official Responsibilities".

Acknowledgment of Signing Official Responsibilities

* Required Field

ℹ In order to protect the confidentiality of certain information, access to the secure eRA Commons server is limited to authorized users. The registration of authorized eRA Commons users will be administered by the Principal Signing Official, or their designee, serving as the grantee organization Commons Account Administrator.

The grantee organization Principal Signing Official serving as administrator of the Commons accounts, and signatory of this form, should be the Official with institutional authority in so far as legally binding grants administration actions with the NIH are concerned, including serving as the grantee organization authority responsible for submission of grant applications to the NIH. As Commons Account Administrator, this Official will have the authority to create, modify and delete Commons accounts for additional Signing Officials, Administrative Officials, Principal Investigators, Program Directors, and other scientific and/or administrative staff for the grantee organization.

Solely for the purpose of facilitating administration of Commons accounts, and distinct from submitting grant applications to the NIH, the Principal Signing Official can extend authority to a Primary Commons Account Administrator. Designation of such a Primary Commons Account Administrator can be acknowledged herein, as detailed below, so long as both Principal Signing Official and Primary Commons Account Administrator are signatories of this form.

☑ • By checking this box, you acknowledge responsibility for maintaining the security and confidentiality of the grantee organization's information through the administration of all Commons accounts established for the grantee organization.

✔ I Accept

Once this final step has been completed, the Signing Official (SO) will be able to log into eRA Commons and access various modules.