

<b>SIGNING OFFICIAL (SO)</b>	
Account Creator/Delegator	The NIH creates the first SO account. The SO then optionally creates additional SO accounts.
Creation/Delegation Process	<p><i>First SO</i>—Created by eRA as part of the registration process.</p> <p><i>Additional SOs:</i></p> <ul style="list-style-type: none"> <li>• Log in to the Commons.</li> <li>• Select “Administration.”</li> <li>• Select “Accounts.”</li> <li>• Select “Create Account.”</li> <li>• Create new user using “SO” as the role.</li> </ul>
Role Privileges	<ul style="list-style-type: none"> <li>• Register the institution in the eRA Commons.</li> <li>• Create and modify the Institutional Profile (IPF).</li> <li>• Create additional SO accounts.</li> <li>• Create/edit/update all Commons accounts (except IAR accounts). Note: The SO cannot create/modify a user’s Personal Profile (PPF).</li> <li>• Delegate submit authority for progress report to PI.</li> <li>• Delegate eSNAP edit authority to another user on behalf of the PI.</li> <li>• View status and award information for all institution grants.</li> <li>• Create affiliation of an existing Commons account and the institution.</li> <li>• Submit eSNAPs on behalf of the institution.</li> </ul>