





## eRA Commons Accounts: Who and How and Where?

Who Needs an account?	How do they get an account?	Where can information be found?
<p><b>Institutions / Research Organizations</b></p>	<p>Institutions and organizations register with eRA Commons, and at the time of registration, they assign a Signing Official (SO) and an Account Administrator (AA).</p> <p>These people can create additional accounts after the registration process is complete.</p>	<p>Webpage: <a href="https://era.nih.gov/register-accounts/register-in-era-commons.htm">https://era.nih.gov/register-accounts/register-in-era-commons.htm</a></p> <p>Online Help: <a href="https://era.nih.gov/erahelp/Commons/default.htm#Commons/access/register_inst.htm">https://era.nih.gov/erahelp/Commons/default.htm#Commons/access/register_inst.htm</a></p> <p>Video  <a href="https://era.nih.gov/era-training/era-videos.htm#reinstitution">https://era.nih.gov/era-training/era-videos.htm#reinstitution</a></p>
<p><b>Program Directors / Principal Investigators (PD/PI)</b></p>	<p>If a PD/PI has never had an eRA Commons account, a signing official (SO) or an account administrator (AA) at their institution can create an account for them.</p> <p>If a PD/PI already has an eRA Commons account and is switching institutions, an SO or an AA at the new institution can affiliate that account with the new institution.*</p>	<p>Webpage: <a href="https://era.nih.gov/register-accounts/create-and-edit-an-account.htm">https://era.nih.gov/register-accounts/create-and-edit-an-account.htm</a></p> <p>Online Help: <a href="https://era.nih.gov/erahelp/AMS_NEW/#Create_Accounts/Create_Accts.htm">https://era.nih.gov/erahelp/AMS_NEW/#Create_Accounts/Create_Accts.htm</a></p> <p>Video  <a href="https://era.nih.gov/era-training/era-videos.htm#socreates">https://era.nih.gov/era-training/era-videos.htm#socreates</a></p> <p>*Once an account has been created, or the PD/PI has moved to a new institution, they need to complete or update their Personal Profile to make sure it is complete and accurate.</p>
<p><b>Trainees</b></p>	<p>The supervising principal investigator (PI) can invite trainees to register in eRA Commons when initiating an xTrain appointment.</p> <p>If that is not convenient, a signing official (SO) or account administrator (AA) can create the account for the trainee on behalf of the PI.</p>	<p>Webpage: <a href="https://era.nih.gov/grantees/manage-trainees-fellows.htm">https://era.nih.gov/grantees/manage-trainees-fellows.htm</a></p> <p>Online Help: <a href="https://era.nih.gov/erahelp/xTrain/default.htm">https://era.nih.gov/erahelp/xTrain/default.htm</a> (click on Account Setup)</p> <p>Video  <a href="https://era.nih.gov/era-training/era-videos.htm#piinvite">https://era.nih.gov/era-training/era-videos.htm#piinvite</a></p>

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<b>Scientist, Post-Doc, Graduate Students, Undergraduate Students, Project Personnel</b>	<p>These eRA Commons roles have no functional abilities within eRA Commons. They are required for reporting purposes in the Research Performance Progress Report (RPPR) in support of NIH's Biomedical Research Workforce initiative.</p> <p>Accounts for these users are created by a Signing Official (SO) or Accounts Administrator (AA).</p>	<p>Webpage: <a href="https://biomedicalresearchworkforce.nih.gov/index.htm">https://biomedicalresearchworkforce.nih.gov/index.htm</a></p> <p>Online Help: <a href="https://era.nih.gov/erahelp/Commons/default.htm#cshid=1057">https://era.nih.gov/erahelp/Commons/default.htm#cshid=1057</a></p> <p>PDF: <a href="#">eRA Commons User Roles</a></p>
<b>Anyone Entering Data in ASSIST</b>	<p>Anyone with an eRA Commons account can initiate an application and enter data in ASSIST. Accounts are created by a signing official (SO) or accounts administrator (AA) in eRA Commons. Access to an application in ASSIST can be given (or revoked) to any eRA Commons user via the Manage Access feature.</p> <p>Only an SO can submit applications to the funding agency and there is only one eRA Commons role specific to ASSIST. That role is the ASSIST_ACCESS_MAINTAINER_ROLE, which provides the authority to manage access to applications in ASSIST on behalf of the organization. Only the SO has the authority to provide this role to a user.</p>	<p>Webpage: <a href="https://era.nih.gov/help-tutorials/assist/overview.htm">https://era.nih.gov/help-tutorials/assist/overview.htm</a></p> <p>Online Help: <a href="https://era.nih.gov/erahelp/ASSIST/default.htm">https://era.nih.gov/erahelp/ASSIST/default.htm</a></p> <p>Video  <a href="https://grants.nih.gov/grants/how-to-apply-application-guide/prepare-to-apply-and-register/submission-options/assist.htm">https://grants.nih.gov/grants/how-to-apply-application-guide/prepare-to-apply-and-register/submission-options/assist.htm</a></p>

**Questions or help with these instructions?** Contact the eRA Service Desk at: <https://grants.nih.gov/support/index.html>