





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

Who Needs an account?	How do they get an account?	Where can information be found?
<b>Institutions/Research Organizations</b>	<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/reg_accounts/register_commons.cfm">https://era.nih.gov/reg_accounts/register_commons.cfm</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.cfm#reginstitution">https://era.nih.gov/era_training/era_videos.cfm#reginstitution</a></p>
<b>Program Directors/Principal Investigators (PD/PI)</b>	<p>If a PD/PI has never had an eRA Commons account, an SO or an AA can create an account for them.</p> <p>If a PD/PI already has an eRA Commons account, an SO or an AA can affiliate that account with their institution</p>	<p>Webpage: <a href="https://era.nih.gov/reg_accounts/create_edit_accounts.cfm">https://era.nih.gov/reg_accounts/create_edit_accounts.cfm</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.cfm#socreates">https://era.nih.gov/era_training/era_videos.cfm#socreates</a></p>
<b>Trainees</b>	<p>Trainees are invited to register in eRA Commons by the supervising Principal Investigator.</p> <p>Or an SO or AA can create the account for the trainee.</p>	<p>Webpage: <a href="https://era.nih.gov/grantees/manage_trainees_fellows.cfm">https://era.nih.gov/grantees/manage_trainees_fellows.cfm</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.cfm#piinvite">https://era.nih.gov/era_training/era_videos.cfm#piinvite</a></p>
<b>NIH Scholars</b>	<p>NIH Scholars can create an account in eRA Commons by registering themselves as an institution.</p> <p>So they must complete all the same steps and registrations as an institution/research organization.</p>	<p>Webpage: <a href="https://grants.nih.gov/grants/glossary.htm#PostdoctoralScholar">https://grants.nih.gov/grants/glossary.htm#PostdoctoralScholar</a></p> <p>Online Help: <a href="https://grants.nih.gov/grants/ElectronicReceipt/UnaffiliatedUserRegistration.pdf">https://grants.nih.gov/grants/ElectronicReceipt/UnaffiliatedUserRegistration.pdf</a></p> <p>Video  <a href="https://era.nih.gov/era_training/era_videos.cfm#scholar">https://era.nih.gov/era_training/era_videos.cfm#scholar</a></p>
<b>Scientist Post-Doc Graduate Students Undergraduate Students Project Personnel</b>	<p>These classifications or roles have no functional abilities within eRA Commons. They are used for reporting purposes in relation to the Biomedical Research Workforce initiative.</p> <p>Accounts for these users are created by an SO or 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/files/eRA_Commons_Roles.pdf">https://era.nih.gov/files/eRA_Commons_Roles.pdf</a></p>

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