

### 03 Transcript - Reimbursement of Expenses & Honoraria

\*\*\*\*\*DISCLAIMER!!!\*\*\*\*\*

THIS FILE MAY CONTAIN ERRORS. THIS IS NOT A LEGAL DOCUMENT AND IS NOT FOR USE IN A COURT OF LAW.

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This tutorial will walk reviewers through the process of entering information in the Secure Payee Registration System (SPRS) to get paid the honoraria and expenses for their review-related service.

For reimbursement, NIH requires registration in the Secure Payee Registration System. You will first need to enter or update your home address in the Personal Profile. Then move on to enter your personal information in SPRS.

Log in to eRA Commons with your IAR account. Then click on the Personal Profile tab on the blue bar at the top of the screen. This opens the Personal Profile form. To enter or edit your home address click on 'Edit' in the Reviewer Information section.

Enter or verify the current home address. For foreign reviewers this is the address where the check will be sent. For U.S. reviewers this is the address where your tax documentation is sent. Remember, for US reviewers, the check will be deposited directly in your bank once you enter your banking information.

Enter street address

City, Country, State

Zip Code, Phone number

and email address

After you enter information in the required fields, click on the 'Secure Payee Registration System' link at the bottom of the screen. This link takes you to the SPRS Registration screen. Fill out the required information and click submit. Remember to log out of the SPRS screen. Once approved, the amount will be sent to you.

If you do not have a US bank account click 'My permanent residence is outside the US and I do not have a US bank account'. If your registration is approved a check will be mailed to you.

A number of resources are available to you for more information about SPRS and IAR. Screen help is available by clicking on the question mark on the IAR screens. We very much appreciate your service as a reviewer.

If you still need help, contact your SRO or the eRA Service Desk. Note that for SPRS issues, please call the phone number shown here. Thanks for watching. (301-435-1125)