eRA Commons Personal Profile Module User Guide

January 4, 2021
CONTACT US

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Troubleshooting support:
Please contact the eRA Service Desk:

Toll-free: 1-866-504-9552
Phone: 301-402-7469
TTY: 301-451-5939
Web: https://grants.nih.gov/support (Preferred method of contact)
Email: helpdesk@od.nih.gov (for IMPAC II Support)
Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

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# DOCUMENT HISTORY

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<td>eRA Communications</td>
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The most current version of this document will be available on the eRA website: [http://era.nih.gov](http://era.nih.gov).
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1 eRA Commons Personal Profile Module

The Personal Profile module in Commons is the central repository of information for all Commons registered users. It is designed so that individual eRA system users hold and maintain ownership over the accuracy of their own profile information. This profile information is then integrated throughout eRA's systems and used for a variety of agency business such as peer review, application data, and trainee data.

You can delegate the authority to maintain your profile to other users within your institution.

The personal profile is divided into sections of information and includes:

- **Name and ID**: Personal information such as name, contact information, date of birth
- **Demographics**: Race, ethnicity, gender
- **Employment**: Current employment and past employment history
- **Reviewer Information**: Reviewer work address for those users performing tasks in IAR as a Reviewer
- **Trainee Information**: Trainee permanent address for those with Trainee roles using the xTrain module
- **Education**: Degree and Post-Graduate Clinical Training Information
- **Reference Letters**: Letters of reference submitted to NIH
- **Publications**: Access to MY NCBI, at which publications can be viewed

Depending on your Commons role, you might not have access to all sections of the Personal Profile.

The information found in this user guide also is available as online help (https://era.nih.gov/erahelp/ppf).

1.1 Selecting a Profile to Edit

Any active Commons user can grant another active user the ability to enter his or her Personal Profile by delegating PPF authority. If you have been designated with this authority, you must select which profile you wish to access.

After selecting the Personal Profile tab from the Commons menu, you will be instructed to choose a profile for editing.

Select a name from the Profile to Edit drop-down list and click the Select Profile button. The profile of your selected person displays and changes made will be reflected on that profile.

To switch profiles, select the Personal Profile tab again and choose a different profile from the list.
1.2 Personal Profile Summary

The Personal Profile Summary page provides access to viewing and editing the different components of the Personal Profile.
1.2.1 Dashboard

The left side of the summary page contains the dashboard of user information including user name, ID, and a list of user roles; update and access information for the Personal Profile and for eRA Commons; and eRA Service Desk contact information.
### Personal Profile

**Jane Austen**

Roles:
- PI - Principal Investigator
- IAR - Internet Assisted Review
- User- Assigned by an SRO (Scientific Review Officer) when a user will be involved in the peer review of applications.

Person ID: 1234567

ORCID ID: [prcld.org/0000-0001-2345-6789](prcld.org/0000-0001-2345-6789)

### Personal Profile Summary

- Name and ID: ✔
- Demographics: ❌
- Employment: ✔
- Reviewer Information: ✔
- Education: ✔
- Reference Letters: ✔
- Publications: ✔

### Information

Profile updated: 04/08/2019

Change your password by:
- Date unknown
- PPF Privacy Act Notification Statement

### eRA Service Desk

- Hours: Mon-Fri, 7AM-8PM EDT/EST
- Web: [http://grants.nih.gov/support](http://grants.nih.gov/support)
- Toll-free: 866-504-9552
- Phone: 301-402-7469

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.
Personal Profile Information:

- Name of the personal profile
- List of roles associated with the personal profile
- Person ID associated with the personal profile
- ORCID ID (or link to set up an ORCID ID)

  - Additional Instructions for Fellowship:
    For NIH fellowship applications submitted to due dates on or after January 25, 2020, the personal profile associated with the eRA Commons username entered in the Credential field for the PD/PI (fellowship applicant) must include an ORCID ID (e.g., orcid.org/0000-0001-2345-6789) in order to pass NIH validation requirements.

  - Additional Instructions for Career Development:
    For NIH career development award applications submitted to due dates on or after January 25, 2020, the personal profile associated with the eRA Commons username entered in the Credential field for the PD/PI (candidate) must include an ORCID ID (e.g., orcid.org/0000-0001-2345-6789) in order to pass NIH validation requirements.

Personal Profile Navigation Links

The largest block of information in the left side column is the set of navigation links for each of the components of the Personal Profile.

- Name and ID
- Demographics
- Employment
- Reviewer Information
- Trainee Information
- Education
- Reference Letters
- Publications

Next to each link is a status indicator, providing a visual indication of whether all required fields for that component are complete. A green check indicates that the information is complete, while a red X informs that information is missing. The status indicators are updated each time you save the personal profile. Clicking a link opens the corresponding component of the personal profile in a read-only view mode.

The links displayed in the left column vary depending on your user role. Not all profile components are available for all Commons users. If you are affiliated with multiple institutions and hold different roles at each, your profile will display the components applicable for all roles across affiliations.

Update and Access Information:
Personal Profile Module User Guide

- **Profile Updated**: system displays date when the user last performed a save on the Personal Profile
- **Change your password**: Date when password will expire plus a link for accessing the Change Password feature

*eRA Service Desk Information*

Includes the hours, phone numbers, and web address for contacting and creating a ticket for system support.

1.2.2 Main Section

The main section of the *Personal Profile Summary* displays profile information for each component in expandable and collapsible tiles. Each component contains certain required information. If any of this information is missing from a section, a message displays across the top of the screen as well as in the header for the incomplete component.
You can expand the component tiles partially for viewing (read-only) or entirely for editing. Tiles can be expanded:

- By clicking the **View All** button to expand all components
- By clicking the section header to expand that individual component
- By clicking the **Edit** icon to update the component

---

**Personal Profile Summary**

**Error:**
There are problems in the Demographics section

**IMPORTANT**
Changes to your Personal Profile will **NOT** save if there is any missing data in the required fields. Before navigating away from or closing the Personal Profile, review and enter missing information.

[View All] [Save All] [Discard Changes]

**Name and ID**

[Edit]

**Demographics**

[Edit]

---

All incomplete sections must be updated with the minimum required information in order to save the changes. If any sections remain incomplete, none of the changes will be saved. Use the **Save All** button once all sections are complete or use the **Discard Changes** button if you will update the information later.

---

If you are using Internet Explorer and a tile of the Personal Profile does not expand correctly, try clicking the **Compatibility View** button on your browser's address bar.

**1.2.3 Personal Profile Online Help**

Click any of the question mark icons ('?') within the Personal Profile to access content specific help. The help icons are located on the **Personal Profile Summary** page heading as well as within each component's heading and will lead you to topics related to the page you are on (e.g., the icon on the **Name and ID** heading opens the help topic pertaining to **Name and ID** component of the Personal Profile).

Online help is accessible on the following page: [https://era.nih.gov/erahelp/ppf](https://era.nih.gov/erahelp/ppf)
1.3 What’s the Difference Between View and Edit?

The Personal Profile provides you two ways to access your information: view mode and edit mode.

1.3.1 Viewing the Information in Your Profile

View mode provides a read-only summary of the information within a specific component of the profile. In view mode, not all maintained fields are displayed. There are several methods for viewing the components of your profile:

- Select a link from the dashboard on the left side of the Personal Profile Summary screen to view that component's summary
- Click the View button from the header of an individual component to view that component's summary (Click Close to hide it). When you click View, the current topic collapses when the selected one expands.
- Click the View All button to display the summaries of all components of your profile (Click Hide All to hide them)
1.3.2 Editing the Information in Your Profile

You can edit any available component of your profile by clicking the **Edit** button on the section's header. This expands the tile and displays the fields for editing. You can then update the information as necessary.

Not all components can be edited. Those components do not have an **Edit** button.

Keep in mind that when you click the **Edit** button for a component, it places you in edit mode for all components of your profile. While in edit mode, you can continue updating the other components of the profile by clicking the **View** button for each one, which collapses the tile of the current component you are editing and expands the one you have selected.

As in the view mode, if you'd like to expand all tiles for editing at the same time, click the **View All** button at the top of the profile.
When you are done editing your profile, click the **Save All** button. This is the only method of saving the changes you’ve made. Clicking **Save All** keeps you in edit mode, so you can keep saving your work along the way.

Hiding or closing individual components of the profile is not the same thing as saving the information. If you navigate away from the personal profile, your changes will be lost. You must select the **Save All** button to save your changes!

If you wish to discard your changes, click the **Discard Changes** button, then click **Yes** from the confirmation pop-up message. Keep in mind that any information you’ve added since the last time you clicked **Save All** will be discarded when you click the **Discard Changes** button!

Refer to the help topics for each individual profile component to see what fields are available for editing.
2 Name and ID

The **Name and ID** component of the Personal Profile lets you view, add, or update your:

- Name
- Email address
- Preferred address information for all communication generated from Commons
- Identification information to differentiate you from other Commons users with a similar name
- Citizenship status

All Commons users have access to the **Name and ID** component of the Personal Profile.

### 2.1 Viewing Name and ID

You can view the information in the **Name and ID** component of the profile by:

- Clicking the **Name and ID** link from the left side dashboard of the *Personal Profile Summary*
- Clicking the **View** button from the **Name and ID** component tile header

The information displays as read-only.

- **Name**
- **Username**
- **eRA Person ID**
- **Email for Account-Related Communications**
- **Contact Information for Commons Communications**
2.2 Editing Name and ID

Click the **Edit** button on the **Name and ID** header to display all the editable fields available in this component of the Personal Profile. The following fields are available for editing:

**Name**
- **Prefix**: Select a choice from the drop-down list.
- **First Name** (required): Enter your first name.
- **Middle Name**: If you have a very common name, it is helpful to enter your middle name.
- **Last Name** (required): Enter your last name.
- **Suffix**: Select a choice from the drop-down list.

**Email Address**
- **For account-related communications**

Enter the email address at which you prefer to receive communications from Commons about managing your profile, including reminders for re-setting your password. This will also be the addresses used if no other means of reaching you is provided. Required
Personal Profile Module User Guide

- **Replace other email addresses?**
  Select this checkbox if you would like this account-related communications email address to replace the email address(es) you provided for Grants Communication and Reviewer Correspondence in the other sections of the Personal Profile. Required field.

**Address for Grants-Related Communications**
- **Use contact information from current job**
  Select a job from the drop-down list.
  Remember: you can update your jobs on the Employment section of the profile. A link to Employment is provided next to this field.

**Identification**
- **Date of Birth** (required)
  Enter your date of birth in the format MM/DD/YYYY or select a date from the calendar icon.
- **SSN** (optional)
  Enter the last four digits of your Social Security Number (SSN) to help eRA identify you better.

As a security measure, the **Date of Birth** and **SSN** fields are only editable if blank or filled with all zeroes. Once populated with other data, these fields become read-only to prevent accidental updates to the wrong person profile. Should you need to make changes to either of these fields and cannot, contact the eRA Service Desk for assistance.

**Citizenship Status**
- **What country are you a citizen of?** (required)
  Select a country from the drop-down list.
  **Citizenship Status** (required)
  Select the appropriate radio button.

When you are done with your edits, click the **Save All** button at the top or bottom of the profile to save your changes.

As a security measure, after if you are updating the value of a previously entered email address, date of birth, and/or Social Security Number, Commons will send an email to the former (if changed) email address in a person's Commons profile as an alert to the change.
If you receive this email after making these changes, no further action is required. If you have not made these changes to your profile and receive this alert, please contact the eRA Commons Help Desk immediately.
3 Demographics

The Demographics component of the Personal Profile lets you view, add, or update your:

- Gender
- Ethnicity and race
- Disability

If you are in a training or career development program, you must answer questions concerning:

- Repayment of federal debt (required if you have a Trainee role)
- Disadvantaged background (required if you have a Trainee role)

All Commons users have access to the Demographics component of the Personal Profile.

3.1 Viewing Demographics

You can view the information in the Demographics component of the profile by:

- Clicking the Demographics link from the left side dashboard of the Personal Profile Summary
- Clicking the View button from the Demographics component tile header

The following information displays as read-only:

- Gender
- Ethnicity
- Race
- Disability
- Disadvantaged
- Federal Debt
3.2 **Edit Demographics**

Click the **Edit** button on the **Demographics** header to display all the editable fields available in this component of the Personal Profile. The following fields are available for editing:

**Gender**

Select the radio button for one of the options (required):

- **Female**
- **Male**
- **Do not wish to provide**

**Ethnicity and Race**

Select the radio button for the appropriate response to:

- **Ethnicity** (required): Select one option.
- **Race** (required): Select all that apply.

**Disability**

Select a response to the question **Do you have a disability?**. If Yes, select the checkbox for the disability you have. This is a required field.

**Questions for Those in Training and Career Development Programs**
The following questions are required for those persons appointed to and supported by NRSA or non-NRSA research training, institutional career award, or research education award.

- **Are you delinquent on the repayment of any U.S. Federal debts?**
  
  Select the appropriate radio button. For a response of Yes, use the text box for a mandatory explanation. Use the link provided next to this field to see examples of debts requiring a Yes response.

- **Are you from a disadvantaged background?**
  
  Select the appropriate radio button. Use the link provided next to this field to see the full definition of disadvantaged background.

When you are done with your edits, click the **Save All** button at the top or bottom of the profile to save your changes.
Demographics

The information you give for gender, race, ethnicity, and disadvantaged background is used only for aggregated statistical reporting. Your individual information for these items is confidential and protected by the Privacy Act of 1974. By filling in these items, you help NIH gather information on participation in NIH programs by people from diverse groups. That, in turn, helps NIH identify inequities in recruitment and retention, and promote diversity in science.

**Gender**
- **Female**
- **Male**
- **Do not wish to provide**

**Ethnicity and Race**
- **Hispanic/Latino**
- **Non-Hispanic**
- **Do not wish to provide**
- **American Indian or Alaskan**
- **Asian**
- **Black or African American**
- **White**
- **Native Hawaiian or Pacific Isl**
- **Do not wish to provide**

**Disability**
- **Do you have a disability?**
  - **No**
  - **Yes (Check all that apply)**
    - **Hearing**
    - **Mobility/Orthopedic Impairment**
    - **Visual**
    - **Other**
    - **Do not wish to provide**

**Questions for Those in Training and Career Development Programs**
*Required for a person appointed to and supported by a NRSA or non-NRSA research training award (Trainee), institutional career award (Scholar) or research education award (Participant)*

Are you delinquent on the repayment of any U.S. Federal debts?
- **No**
- **Yes**

If your answer is "yes" you must explain.

A "yes" answer with an explanation will not necessarily keep you from getting an appointment as a trainee. However, you may be contacted to provide more information.

**Are you from a disadvantaged background?**
- **No**
- **Yes**
- **Do not wish to provide**

You may be from a disadvantaged background if you are from one of the following: a family with below-average income or a social, cultural, or educational environment that kept you from obtaining the knowledge, skills, and abilities you need for a research career.

**See the full definition of "disadvantaged background"**
4 Employment

The Employment component of the Personal Profile lets you view, add, or update your research and professional employment history for current and past employment.

The Employment component is considered complete if:

- PI and IAR roles: Personal Profile contains employment for the past 3 years
- Trainee roles: Personal Profile contains at least one employment entry
- Admin roles: Personal Profile contains at least one current employment entry

All Commons users have access to the Employment component of the Personal Profile.

4.1 View Employment

You can view the information in the Employment component of the Personal Profile by:

- Clicking the Employment link from the left side dashboard of the Personal Profile Summary
- Clicking the View button from the Employment component tile header

The following information displays as read-only:

- Current Jobs: Includes any employment entered into the profile with no end date or an end date in the future
- Past Jobs: Includes any employment entered into the profile with an end date in the past
4.2 Edit Employment

Click the Edit button on the Employment header to display all the editable fields available in this component of the Personal Profile.

In the edit mode of Employment, you can add, update, or remove current and past jobs.

When you are done with your edits, click the Save All button at the top or bottom of the profile to save your changes.
4.2.1 Current Jobs

Displays all current jobs (i.e., jobs with no end date entered) information, including:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Employment and Contact Details</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2013 to present</td>
<td>COUNTY COLLEGE Professor 123 Main Street Thistown, VA 12345 UNITED STATES Email: <a href="mailto:austen@email.edu">austen@email.edu</a> Phone: 7031234567</td>
<td>You are affiliated with this Institution. This is your Primary Employment.</td>
</tr>
<tr>
<td>September 2009 to present</td>
<td>SAMPLE UNIVERSITY Professor 123 University Blvd Building 10 College Town, VA 12345 UNITED STATES Email: <a href="mailto:L_Austen@sample.edu">L_Austen@sample.edu</a> Phone: 7035552345</td>
<td>You are affiliated with this Institution.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates</th>
<th>Institution and Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2007 to July 2009</td>
<td>SOMEOTHER UNIVERSITY</td>
<td></td>
</tr>
</tbody>
</table>
• **Dates**: Indicates the start date to present
• **Employment and Contact Details**: Includes information such as name of the institution; department; street address; phone; email address
• **Status**: Includes information such as current affiliation with institution; whether this job has been selected as your address for communication; whether this job is your Primary Employment

From within the **Current Job** section, you can perform the following tasks:

• **Add a New Job**: Provides access for entering details for another current job
• **Edit**: Provides access for editing all details of the specific current job
• **Quick Update**: Provides access for editing basic information of the specific current job.
• **Leave Job**: Provides access for entering an end date for the specific job

### 4.2.2 Past Jobs
Displays all past jobs (i.e., jobs with an end date entered) information, including:

• **Dates**: Indicates the start date to present
• **Institution and Position**: Includes information such as name of the institution and position held there
• **Status**: Includes information such as your current affiliation with institution

From within the **Past Jobs** section, you can perform the following tasks:

• **Add a Past Job**: Provides access for entering details for another past job
• **Edit**: Provides access for editing all details of the specific current job

### 4.3 Updating Your Current Job(s)

#### 4.3.1 Adding a Current Job
If a current job is missing from the list, you can add a new one using the **Add a New Job** button in the Employment component of the Personal Profile.

1. Click the **Add a New Job** button from within **Current Jobs**.

   The **Add Current Job** data fields display.

2. Enter the new job information in the following fields:

   **Employer** (required)
   Select the appropriate radio button.
   
   • I work for a company or institution outside NIH
- Click the **Chose from List** button to search for and select a company or institution.
- Click the Name of Company **Change** button to change the name of the company.

**I work inside NIH**
- Select the institute from the drop-down list.

**Start Date** (required)
Enter the start date of the job in a MM/YYYY format.

**End Date**
Enter the end date only if not currently in the job, otherwise leave this field blank.

**Job Title**
Enter the position/title held at the job.

**About this job**
Select all applicable checkboxes:

- **This is my primary employment**
  - Choose: This job is **Full** time or **Part** time (required)
  - Choose: This is a job working directly for the federal government **Yes/No** (required)

- **This is a faculty teaching position**
  - Select an option from the drop-down list that best matches your academic rank.

- **This is an academic administrative position**
  - Select an option from the drop-down list that best matches your administrative position.

**Your address and contact information at this job**
Select the appropriate checkbox(es):

- **Use this contact information for Commons communications**
- **Use this contact information for Reviewer communications**

Enter the address information:

- **Street Address** (required)
- **City** (required)
- **Country** (required)
- **State/Province** (required)
• ZIP Code (required)
• Phone (required)

Select the appropriate checkbox(es):

• Use this email for Commons communications
• Use this email for Reviewer communications

Enter your email address in the Email field (required).

3. Click the Add button.

4. You can continue editing your profile as necessary, but you must click the Save All button to save the information.
4.3.2 Editing a Current Job

1. Click the **Edit** button for the current job.

   The **Edit Current Job** data fields display.

2. Enter information for the following fields:

   **Employer** (required)
Select the appropriate radio button.

- **I work for a company or institution outside NIH**
  - Click the **Chose from List** button to search for a select a company or institution.
  - Click the **Name of Company Change** button to change the name of the company.

- **I work inside NIH**
  - Select the institute from the drop-down list.

**Start Date** (required)
Enter the start date of the job in a MM/YYYY format.

**End Date**
Enter the end date only if not currently in the job, otherwise leave this field blank.

**Job Title**
Enter the position/title held at the job.

**About this job**
Select all applicable checkboxes.

- **This is my primary employment**
  - Choose: This job is **Full** time or **Part** time (required)
  - Choose: This is a job working directly for the federal government **Yes/No** (required)

- **This is a faculty teaching position**
  - Select an option from the drop-down list that best matches your academic rank.

- **This is an academic administrative position**
  - Select an option from the drop-down list that best matches your administrative position.

**Your address and contact information at this job**
Select the appropriate checkbox(es):

- Use this contact information for Commons communications
- Use this contact information for Reviewer communications

Enter the address information:

- **Street Address** (required)
- **City** (required)
- Country (required)
- State/Province (required)
- ZIP Code (required)
- Phone (required)

Select the appropriate checkbox(es):

- Use this email for Commons communications
- Use this email for Reviewer communications

Enter your email address in the Email field (required).

3. Click the Update button.
4. You can continue editing your profile as necessary, but you must click the Save All button to save the information.
You have 2 current job(s) and 1 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

### Current Jobs

<table>
<thead>
<tr>
<th>Dates</th>
<th>Employment and Contact Details</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2013 to present</td>
<td>COUNTY COLLEGE Professor 123 Main Street Thistown, VA 12345 UNITED STATES Email: <a href="mailto:austen@email.edu">austen@email.edu</a> Phone: 7031234567</td>
<td>You are affiliated with this institution. This is your Primary Employment.</td>
</tr>
</tbody>
</table>

**Employment Module User Guide**

**Employment**

29 January 4, 2021
4.3.3 Performing a Quick Update for a Current Job

Perform a quick update of a current job when you only need to update the more common items related to a job, such as your phone number, email address, and/or title.

1. Click the **Quick Update** button for the current job.

   The **Update Info** data fields display.

2. From the **Update Information** box, update the following fields.

   - My information has changed at this job:
     - **Phone**
     - **Email**
     - **Title**

3. Click the **Update** button.
4. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

### 4.3.4 Leaving a Current Job

When you leave a current job, you can use the **Leave Job** button to update your personal profile.

1. Click the **Leave Job** button for the current job.

   The **Leave Job** box displays.

   ![Leave Job Box](image)

   **Leave Job**

   - **I have left this job as of:**
     - **End Date** (enter in MM/YYYY format)

2. Update the following fields:
   - **I have left this job as of:**
     - **End Date** (enter in MM/YYYY format)
- Contact information at this job is currently used for:
  
  <type of communication is listed if applicable>

- What address should NIH use instead?
  
  Select an option from the drop-down list.

3. Click the **Leave Job** button.
4. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

### 4.3.5 Deleting a Current Job

You can remove a current job from your personal profile by using the Delete Job feature. Use this information if you do not want the job listed in your profile; deleting a job permanently removes the information. If you accidentally remove this information, you will need to re-add it.

Do not use the Delete Job feature to indicate that you are no longer at a job. If you wish to update your profile to show a past job, use the Leave Job feature. Refer to the section of this document titled *Leaving a Current Job* on Page 31.

To delete a current job from your profile:

1. Click the **Delete** button for the current job.

  The **Delete Job** box displays.
2. Click the **Delete Job** button.

3. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

**4.4 Updating Your Past Job(s)**

**4.4.1 Adding a Past Job**

If you would like to add a past job, you may do so by using the **Add a Past Job** button in the Past Jobs section.

1. Click the **Add a Past Job** button.

   The **Add Past Job** data fields display.
2. Enter the information for the following fields:

**Employer** (required)
Select the appropriate radio button.

- **I work for a company or institution outside NIH**
  - Click the **Chose from List** button to search for and select a company or institution.
  - Click the **Name of Company Change** button to change the name of the company.

- **I work inside NIH**
  - Select the institute from the drop-down list.

**Start Date** (required)
Enter the start date of the past job in a MM/YYYY format.

**End Date**
Enter the date (MM/YYYY) when you left this job.

**Job Title**
Enter the position/title held at the job.

**About this job**
Select all applicable checkboxes.

- **This is my primary employment**
  - Choose: This job is **Full** time or **Part** time (required)
  - Choose: This is a job working directly for the federal government **Yes/No** (required)

- **This is a faculty teaching position**
  - Select an option from the drop-down list that best matches your academic rank.

- **This is an academic administrative position**
  - Select an option from the drop-down list that best matches your administrative position.

3. Click the **Add** button.
4. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

### 4.4.2 Editing a Past Job

1. Click the **Edit** button of the past job.

   The **Edit Past Job** data fields display.
2. Enter information for the following fields:

**Employer** (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
  - Click the **Chose from List** button to search for and select a company or institution.
  - Click the Name of Company **Change** button to change the name of the company.

- **I work inside NIH**
  - Select the institute from the drop-down list.

**Start Date** (required)

Enter the start date of the past job in a MM/YYYY format.
End Date
Enter the date (MM/YYYY) when you left this job.

Job Title
Enter the position/title held at the job.

About this job
Select all applicable checkboxes.

- This is my primary employment
  - Choose: This job is **Full** time or **Part** time (required)
  - Choose: This is a job working directly for the federal government **Yes/No**
    (required)

- This is a faculty teaching position
  - Select an option from the drop-down list that best matches your academic rank.

- This is an academic administrative position
  - Select an option from the drop-down list that best matches your administrative position.

3. Click the **Update** button.
4. You can continue editing your profile as necessary, but you must click the **Save All**
   button to save the information.

4.4.3 Deleting a Past Job
You can remove a past job from your personal profile by using the Delete Job feature. Use this
information if you do not want the job listed in your profile; deleting a job permanently
removes the information. If you accidentally remove this information, you will need to re-add
it manually.

To delete a current job from your profile:

1. Click the **Delete** button for the past job.
   
   The **Delete Job** box displays.
2. Click the **Delete Job** button.

3. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.
5 Reviewer Information

If you have one of the following Commons user roles, you are required to complete fields within the **Reviewer Information** component of the Personal Profile:

- IAR
- PI

If you are a Reviewer using Internet Assisted Review (IAR) via the Commons system, please keep in mind that accurate Reviewer information is essential for successfully using IAR for the review process.

The **Reviewer Information** section lets you view, add, update, and/or access:

- Your preferred method of contact for review meetings
- Your home address information
- Secure Payment Registration System (SPRS)
- Your eligibility for continuous submission

Please remember to keep your profile updated with employment information from the last 3 years. This information is vital to NIH and its SROs for determining any conflicts of interest with applications. Employment information is maintained in the **Employment** section of your profile. Refer to the section of this document titled **Employment on Page 20** for steps on completing this information.

### 5.1 Viewing Reviewer Information

You can view the information in the **Reviewer Information** component of the Personal Profile by:

- Clicking the **Reviewer Information** link from the left side dashboard of the **Personal Profile Summary**
- Clicking the **View** button from the **Reviewer Information** component tile header

The information displays the following fields as read-only.

- **Reviewer Correspondence**
- **Reviewer Payments**
- **Continuous Submission Eligibility Status**

You can view your Continuous Submission Eligibility status while in the view mode of the **Reviewers Information** by clicking one of the **Show Eligibility Status** links. Refer to the section titled **Continuous Submission Eligibility Status on Page 42**.
5.2 Editing Reviewer Information

Click the **Edit** button on the **Reviewer Information** header to display all the editable fields available in this component of the Personal Profile.

**Reviewer Communications**

You must provide NIH with a means of contacting you for communications specific to review meetings, such as your initial invitation by the SRO* to participate in a review meeting.
• **What address should NIH use to contact you for reviews?** Select one of the radio buttons provided.
  
  **Use my work address at:**

  Select this option to use a work address that we have for you in your profile. You can select the specific one from the drop-down list.

  If the work address you want to use is not listed, it means it is not in your profile. In this case, update your Employment section by adding a new job, save the profile, and then return to this field to select it.

• **Use the home address on this page**

  Select this option if you want to use the home address listed in this Reviewer Information section of the Personal Profile. When you choose this option, you must also enter your Phone and Email on the required fields that are provided.

• **Provide a different address**

  Select this option if you wish to provide another address not already in your profile. Selecting this option displays editable address fields.

**Home Address**

You must provide a home address in order to be paid for your services as a Reviewer. This address should be the same one you use to file your federal income tax. All fields in this section are required.
• **Street Address**
• **City**
• **Country** (select from drop-down)
• **State** (select from drop-down)
• **ZIP Code**

**Reviewer Payments**

This section includes a link to the Secure Payment Registration System (SPRS). Reviewer payments are made through this system. Use the provided link to access SPRS and register your bank account and payment information there.

**Continuous Submission Eligibility Status**

Displays *Eligible Until* `<Date and Time>` or *Not Eligible* as appropriate.

Use the **What is Continuous Submission?** and **Continuous Submission FAQs** links in this section to access information on Continuous Submission Eligibility.
Click the **Show Eligibility Status** links to view details of your eligibility based on current appointed membership or recent substantial service. Once expanded, the details can be collapsed by clicking the **Hide Eligibility Status** links.

### Eligibility for Continuous Submission based on current appointed membership

Use this section to check if you are eligible based on current appointed membership to NIH review and advisory groups. Details of the current eligible committee service team(s) display including the **From** and **To** date and **Committee Name**.

If ineligible, the following message displays: *There are no eligible committee memberships available.*

### Eligibility for Continuous Submission based on recent substantial service

Use this section to check if you are eligible based on recent substantial service. Choose a fiscal year from the drop-down list. When you select an option, information concerning your status displays for that fiscal year. This includes whether you are eligible; the number of meetings in which you have participated; the details for those meetings.
Additionally, there is a link offering information on what to do if meetings are missing from the link. Click the **What do I do if meetings that I think should count are missing from this list?** link to view that information.

When you are done with your edits, click the **Save All** button at the top or bottom of the profile to save your changes.

*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is being used across NIH. These changes will typically not be visible to NIH or agency reviewers.*
6 Trainee Information

If you hold a Commons Trainee user role and are using the xTrain module, you have access to the **Trainee Information** component of the Personal Profile. This section of the profile lets you view, add, or update your permanent address where you can be contacted after the training program is completed.

If you have the Trainee Commons user role, you have access to the **Trainee Information** component of the Personal Profile.

### 6.1 View Trainee Permanent Address

You can view the information in the **Trainee Information** component of the Personal Profile by:

- Clicking the **Trainee Information** link from the left side dashboard of the Personal Profile Summary
- Clicking the **View** button from the **Trainee Information** component tile header

The Trainee’s permanent address information displays in this view.
6.2 *Edit Trainee Permanent Address*

Click the **Edit** button on the **Trainee Information** header to display all the editable fields available in this component of the Personal Profile.

The information - both the street and email addresses - you provide should be one at which you can be reached after your current trainee period ends. All fields are required.

- **Street Address**
- **City**
- **Country** (select from drop-down)
- **State** (select from drop-down)
- **ZIP code**
- **Phone**
- **Email**

When you are done with your edits, click the **Save All** button at the top or bottom of the profile to save your changes.
7 Education

The Education component of the Personal Profile lets you view, add, update, and/or access your:

- Awarded and expected degree information
- Areas of Post-Graduate Clinical Training
- Eligibility for continuous submission

The Education component is considered complete when the profile contains at least one degree (complete or in progress).

If you have one of the following Commons user roles, you have access to the Education component of the Personal Profile:

- ASST
- IAR
- PI
- Postdoc
- Scientist
- Sponsor
- Trainee

7.1 Viewing Education

You can view the information in the Education component of the Personal Profile by:

- Clicking the Education link from the left side dashboard of the Personal Profile Summary
- Clicking the View button from the Education component tile header

The information displays as read-only.

- Your Degrees
  Date Completed
  Degree and Institution
- Your Post-Graduate Clinical Training Information
  Date Completed
  Area of Post-Graduate Clinical Training
- Early Stage Investigator (ESI) Status
7.2 Editing Education

While in the edit mode, you can edit or delete your individual degree and/or Post-Graduate Clinical Training Information records or add new information using the Edit, Delete, and Add a Degree buttons.

When you are done with your edits, click the Save All button at the top or bottom of the profile to save your changes.

Your Early Stage Investigator (ESI) Status displays in edit mode. Look to the bottom of the Education tile to view Your Status.
You have 3 completed degrees or post-graduate clinical training, and 0 in progress

Enter all post-high school degrees completed or in progress. It should also include your latest medical residency, if you have one. You may enter degrees in any order.

Your degree information is sometimes checked against grant applications or used to populate other forms. Your highest degree can affect eligibility for awards or appointments.

Trains: This information is critical. We use it to determine eligibility, and it can affect stipends.

Post-Graduate Clinical Training: If you entered at least one completed degree, you can also add post-graduate clinical training information. Commons includes information on only one clinical training at a time. If you already have clinical training information listed and you now want to tell us about a new post-graduate clinical training, use Edit Post-Graduate Clinical Training Information to change the information.

Fellowships: Enter post-doctoral fellowships and assistantships on the Employment page.

Click the For translation of degree codes click here link to open the Degree Codebook file. This link is only available while in edit mode.
### 7.3 Updating Your Degrees

#### 7.3.1 Adding a Degree

You can add another degree to your profile using the **Add Degree** button in the **Education** component of the Personal Profile.

1. Click the **Add Degree** button.
   
   The **Add Degree** box displays.

2. Enter information for the following fields:

   **Degree Name** *(required)*
   
   Select your type of degree from the drop-down list or choose **Other Degree** if not available.
   
   For a translation of degree codes, please refer to the Degree Codebook spreadsheet located online ([http://era.nih.gov/files/degree_codebook.xlsx](http://era.nih.gov/files/degree_codebook.xlsx)).

   **Status** *(required)*
   
   Select the appropriate radio button concerning the status of your degree and enter the month/year in MM/YYYY format:
   
   - **Completed in**
   - **In Progress, expected**
     
     Choose a **Length of program in progress** from the drop-down box if your status is in progress.

   **Institution** *(required)*
   
   Enter the name of the institution. If outside the United States, enter the city and country in the next box.

   **Is this your terminal degree**
   
   Select the checkbox if this is the highest degree available in the field of study.

   **Area of Study**
   
   - Enter a **Primary** area of study
   - Enter a **Secondary** area of study

3. Click the **Add** button.
   
   -OR-
   
   Select the **Add another Degree** button to repeat the steps for another degree.
7.3.2 Editing a Degree

You can edit or delete existing degree information using the **Edit** and **Delete** buttons.

To edit a degree:

1. Click the **Edit** button for your degree.
   
   The **Edit Degree** box displays.

2. From the **Edit Degree** box, update the following fields:

   **Degree Name** (required)
   
   Select your type of degree from the drop-down list or choose **Other Degree** if not available.

   For a translation of degree codes, please refer to the Degree Codebook spreadsheet located online ([http://era.nih.gov/files/degree_codebook.xlsx](http://era.nih.gov/files/degree_codebook.xlsx)).

   **Status** (required)
   
   Select the appropriate radio button concerning the status of your degree and enter the
month/year:

- **Completed in**
- **In Progress, expected**
  Choose a *Length of program in progress* from the drop-down box if your status is in progress.

**Institution** (required)

Enter the name of the institution. If outside the United States, enter the city and country in the next box.

**Is this your terminal degree**

Select the checkbox if this is the highest degree available in the field of study.

**Area of Study**

- Enter a **Primary** area of study
- Enter a **Secondary** area of study

3. Click the **Update** button.
7.3.3 Deleting a Degree

You can remove a degree from your personal profile by using the Delete Degree feature. Use this information if you do not want the degree information listed in your profile; deleting a degree permanently removes the information. If you accidentally remove this information, you will need to re-add it.

To delete a degree:

1. Click the **Delete** link next to the degree being removed.
   
   The **Delete Degree** box displays.

2. Click the **Delete Degree** button.
The degree information is permanently removed from your profile.

### 7.4 Updating Your Post-Graduate Clinical Training

#### 7.4.1 Adding Post-Graduate Clinical Training Information

If Post-Graduate Clinical Training Information is missing from the list, you can add a new one using the Add Post-Graduate Clinical Training Information button in the Education component of the Personal Profile.

To add Post-Graduate Clinical Training Information:

1. Click the Add Post-Graduate Clinical Training Information button for your Clinical Training.

   The Edit Post-Graduate Clinical Training box displays.

2. Update the following fields:

   - **Area of Post-Graduate Clinical Training**
   - **Date Completed (or expected)** in MM/YYYY format (required field)

3. Click the Add button.
7.4.2 Editing Post-Graduate Clinical Training Information

You can edit or delete existing Post-Graduate Clinical Training Information using the **Edit** and **Delete** buttons.

To edit your Post-Graduate Clinical Training Information:

1. Click the **Edit** button for your Post-Graduate Clinical Training.

   The **Edit Post-Graduate Clinical Training Information** box displays.

2. Update the following fields:
   - **Area of Post-Graduate Clinical Training Information**
   - **Date Completed (or expected)** in MM/YYYY format (required field)

3. Click the **Update** button.

7.4.3 Deleting Post-Graduate Clinical Training Information

You can remove Post-Graduate Clinical Training Information from your personal profile by using the Delete Post-Graduate Clinical Training Information feature. Use this information if
you do not want the Post-Graduate Clinical Training Information listed in your profile; deleting Post-Graduate Clinical Training Information permanently removes the information. If you accidentally remove this information, you will need to re-add it.

To delete Post-Graduate Clinical Training Information:

1. Click the Delete link next to your Post-Graduate Clinical Training Information.
   The Delete Post-Graduate Clinical Training Information box displays.

2. Click the Delete Post-Graduate Clinical Training Information button.
   The Post-Graduate Clinical Training Information is permanently removed from your profile.

### 7.5 Overview--Early Stage Investigator (ESI) Status

NOTE: This topic is duplicated between ESIE project and eRA_Commons>PPF>ESIE section, with some small differences. If you make changes to one, make corresponding changes to other.

An Early Stage Investigator (ESI) is a Program Director/Principal Investigator (PD/PI) who meets the following qualifications:

- Completed terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years, and
- Has not previously successfully competed as PD/PI for a substantial NIH independent research award.

ESI applications with meritorious scores will be prioritized for funding by the institute or center receiving the application.

Some ESIs will experience a lapse in their research or research training or periods of less than full-time effort during the 10-year ESI period. To accommodate such lapses, NIH will consider requests to extend the ESI period, on a case by case basis at the sole discretion of NIH.
Investigators should consult the FAQs, Section IV, *Extension of Early State Investigator Status* prior to submitting a request.

Extensions may be granted for the following reasons as described in NOT-OD-09-034:

- Childbirth
- Family Care Responsibilities
- Required Clinical Training for Degree
- Clinical Loan Repayment Requirements
- Disability or Illness
- Active Duty Military Service
- Natural or Other Disaster
- Public Health Emergency
- Other

Investigators can submit a request via an **ESI Extension Request** button in the *Education* section of the Personal Profile in eRA Commons. The PI must provide a justification for requesting the extension. **NOTE:** ESI buttons and information do NOT appear until and unless you click the **Edit** link for the Education pane.

**NOTE:** Only the PD/PI can request the ESI extension. Although filling out the Personal Profile can be delegated by the PI, the request for ESI extension cannot be delegated.

The information described in the request for ESI extension will be considered confidential and will be maintained under the Privacy Act record system SORN, 09-25-0036, “Extramural Awards”. The individual submitting a request for ESI extension is responsible for providing true, accurate, and complete information.

See also:

*Determining Your ESI Status*

*How to Access the Link for Requesting an ESI Extension*

*Complete and Submit the ESI Extension Request Form*

### 7.5.1 How to Access the Link for Requesting an ESI Extension

1. Log in to eRA Commons and navigate to the Personal Profile module to open your profile.
2. Click the *Edit* link for the *Education* section.

**NOTE:** ESI buttons and information do NOT appear until and unless you click the **Edit** link for the Education pane.
3. Click the ESI Extension Request button.
The ESI Status Request form opens.
7.5.2 Determining Your ESI Status

You can find your ESI Status in your Personal Profile. To find your ESI Status:

1. Log into an eRA Commons account with a Program Director/Principal Investigator (PD/PI) role.
2. Click Personal Profile on the main navigation bar. The Personal Profile Summary appears.
3. On the Personal Profile Summary screen, scroll down to the *Education* section and click its Edit link. The Education section expands to show your information.

   ![Education Edit Link]

**NOTE:** ESI buttons and information do NOT appear until and unless you click the *Edit* link for the Education pane.

4. Scroll down to the bottom of the Education section, and you will see an area labeled Early Stage Investigator (ESI) Status.

   ![Early Stage Investigator Status]

   If you are still an Early Stage Investigator, you will see the date when your ESI status ends.
If you are near your ESI Status end date, and you experienced a qualified event where you were unable to work, such as a natural disaster, you can apply for an extension of your ESI Status to cover the time period lost to the qualified event. See How to Access the Link for Requesting an ESI Extension.

7.5.3 Complete and Submit the ESI Extension Request Form

For COVID-19 questions, see Can ESI Status Be Extended Due to Disruptions From COVID-19?
1. On the request form screen, fill out the fields.

All fields on the ESI Extension Request screen form are required unless they are marked "(Optional)".

2. Enter the total number of months requested in whole numbers.
3. Select Yes or No for the childbirth question.

The system will check that the extension request falls within the ESI eligibility window. When entering the childbirth date, the date should fall within the ESI eligibility window.

4. Click the **Add Hiatus** button to open the Reason for Hiatus window.

5. Use the drop-down menu in the **Reason for Hiatus** field to select a reason:
   - Clinical or Didactic Training
   - Disability or Illness
   - Family Care - Child/Children
   - Family Care - Other than Children
   - Lab Issue (i.e. lose animal colony, cell line, lab relocation, personnel)
   - Military Service
   - Natural Disaster
   - Pay Back Obligation
   - Visa Issues
• Other/Miscellaneous
• Public Health Emergency

6. Use the calendar icon to select the hiatus Duration From/To dates.
7. In the Time Away from Research field, enter the percent of time that you will be away from research during the hiatus (whole numbers only). When you tab to the next field, the Time Working percentage will be automatically calculated for you.
8. Optionally, enter a Description of Hiatus.
9. Click the Save button.
10. Now you will see the request form screen again with the hiatus information displayed.

General Principles for Extending the Period of ESI Status
An Early Stage Investigator (ESI) is a Program Director/Principal Investigator (PD/PI) who has completed their terminal research degree or end of postgraduate clinical training, whichever date is later, within the past 10 years and has not previously competed successfully as PD/PI for a substantial NIH independent research award. Some ESIs will experience a lapse in their research or research training or periods of less than full-time effort during the 10-year ESI period. To accommodate such lapses, the NIH will consider requests to extend the ESI period for reasons that can include family care responsibilities, extended periods of clinical training medical concerns, disability or illness, active military service, and natural disasters. Investigators should consult the FAQs prior to submitting a request.

Attachment(s) (Optional)
11. Use the **Upload/Browse** button to add attachments (PDF only), if needed.

12. You can edit your selections:
   - To change the **Reason for Hiatus**, click the item's three-dot ellipsis menu and select **Edit** or **Delete**.
   - To view or delete the **Attachments**, click the item's three-dot ellipsis menu and select **View** or **Delete**.

13. When finished, click the **Submit & Submit** button. Use the **Save** button if you are not ready to submit the request. Click **Cancel** to leave the request form without making or saving any changes.

When a decision is made regarding your request, you will receive an email at the email address specified in your eRA Commons account. In addition, the ESI indicator in your eRA Commons Account will change and the end date of your ESI status period will be modified to reflect the extension granted. In most cases it is expected that a decision will be made within a few weeks. If there are large numbers of requests for extensions or if there are unanswered questions after the first request, the process and the decision may take longer.
8 Reference Letters

If you have the PI role, you have access to the Reference Letters component of the Personal Profile.

The Reference Letters component contains a list of all reference letters received by NIH on your behalf. The information is read-only and cannot be changed.

The Personal Profile does not provide access to the actual reference letters.

You can view the information in the Reference Letters component of the Personal Profile by:

- Clicking the Reference Letters link from the left side dashboard of the Personal Profile Summary
- Clicking the View icon from the Reference Letters component tile header

The following read-only information displays for each letter received:

- Date Received
- Reference Letter From
- Supporting Application
9 Publications

eRA Commons has partnered with the National Center for Biotechnology Information (NCBI) to link NCBI's personal online tool, My NCBI, to Commons. My NCBI offers an online portal - My Bibliography - for users to maintain and manage a list of all their authored works, such as journal articles, manuscripts accepted for publication, books, and book chapters.

The **Publications** section of the personal profile provides links to the following:

- NIH Public Access website
- NIH Manuscript Submission System
- National Center for Biotechnology Information [My NCBI](#) tool

If you have the PI role, you have access to this component of the personal profile.

Click here for an image of the **Publications** block of the personal profile.
Publications that have a gold lock on them in your My NCBI bibliography cannot be removed from the RPPR. A gold lock (🔒) indicates that the award was associated with the publication through NIHMS. To delete a citation with a gold lock, contact the NIHMS help desk through their web form which is accessible at http://www.nihms.nih.gov/. Additional information and instructions are also available at the FAQ found here: "This award did not support this research".