Switching Institutions? Forget Password?

Stick with your existing eRA Commons account!

If you are moving from one institution to another, you do not need to establish a new Electronic Research Administration (eRA) Commons account. Principal Investigators (PIs) should maintain a single Commons account throughout their career. You can simply affiliate your new institution with your existing Commons account.

Likewise, if you have forgotten your password, **do not create a new Commons account**. There are a few ways to retrieve your account information.

1.) Reset the password yourself at the below link, making sure to follow required password structure very closely.
   https://public.era.nih.gov/ams/public/account/resetPassword.jsp
2.) Contact your institutional official (i.e. Signing Official or Administrative Official) and have them reset your password. This person is generally in your grants office.
3.) If you have trouble getting a hold of your institutional official, contact the eRA Service Desk for assistance. commons@od.nih.gov or http://grants.nih.gov/support/index.html

Duplicate Commons profiles can be a headache for applicants and reviewers as well as the NIH. There is currently an effort under way at NIH to collapse duplicate profiles. Maintaining one eRA Commons account throughout your career is not only beneficial to you as a user but also helps the NIH ensure accurate data and reporting.

Advantages of one eRA Commons account:

• A PI's grant record history will be kept together instead of being split across two or more accounts.
• A reviewer's service on study sections will be recorded properly and will be accounted for in determining eligibility for continuous submission (http://grants.nih.gov/grants/peer/continuous_submission.htm)
• Records maintained by NIH will be more accurate.
• With one account, an applicant's degree information is in one place and is more likely to be reviewed in consideration for Early Stage Investigator eligibility.

What you can do:

• Request the Signing Official at your new university/organization to use your existing eRA Commons account and affiliate that account with your new university/organization. See the steps for the SO to affiliate the PI via (http://era.nih.gov/erahelp/AMS/default.htm#cshid=1001)
• If you realize you have more than one Commons account, contact the eRA Service Desk with a request to merge the accounts into one
• Keep your Personal Profile in eRA Commons updated. This includes the address fields and the end dates of your employment (for example, employment dates are critical for identifying conflict of interest issues when serving as a reviewer).