



INTERNAL USER GUIDE

A Guide to Applicants for eRA Commons Registration

A Quick Guide to eRA Commons On-line Registration for Applicants

eRA Commons *web page*: <https://commons.era.nih.gov/commons/>

NATIONAL INSTITUTES OF HEALTH
eRA Commons

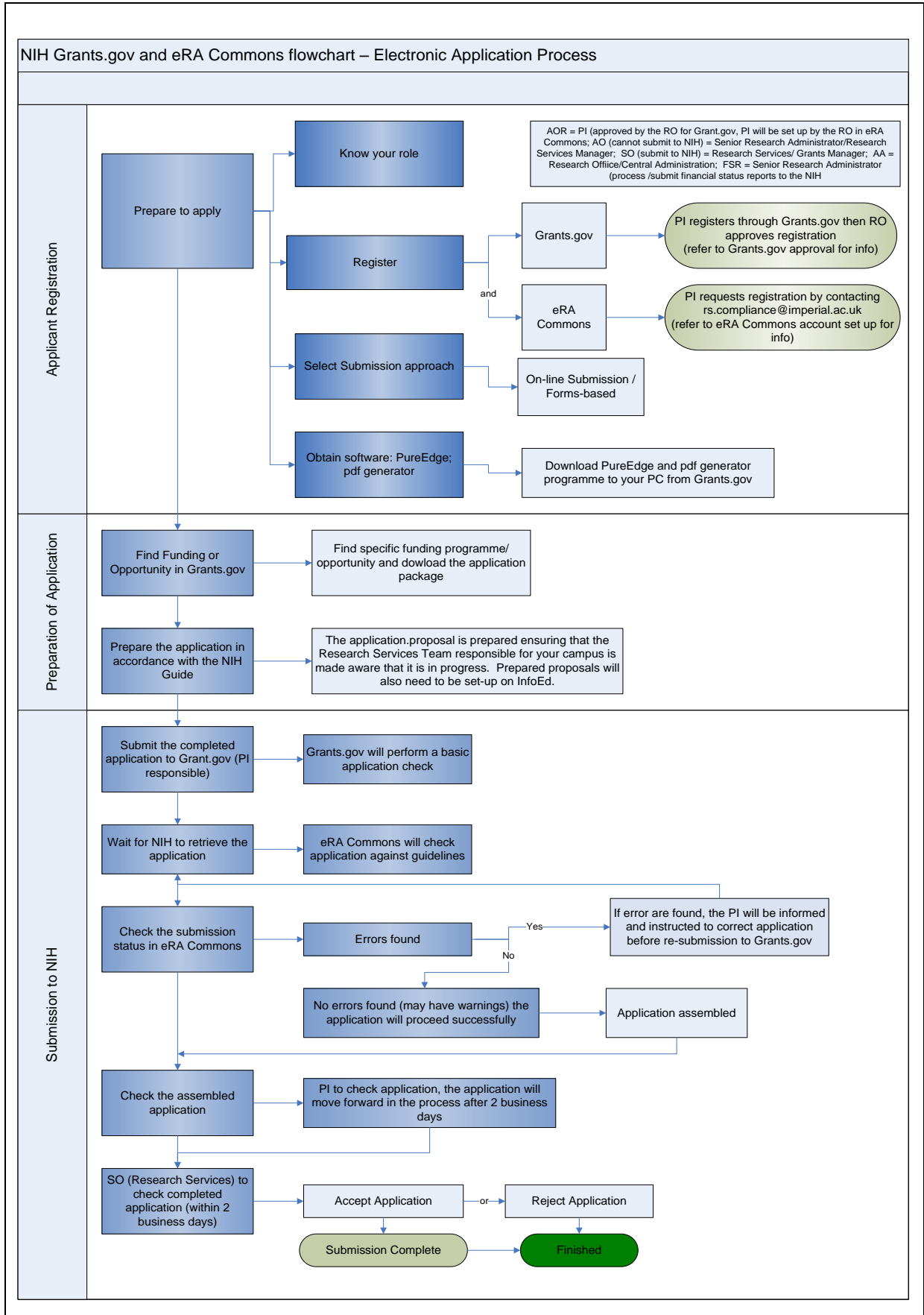


It is recommended that the registration request be carried out at least 2 to 4 weeks prior to the submittal date of any Grants.gov submission.

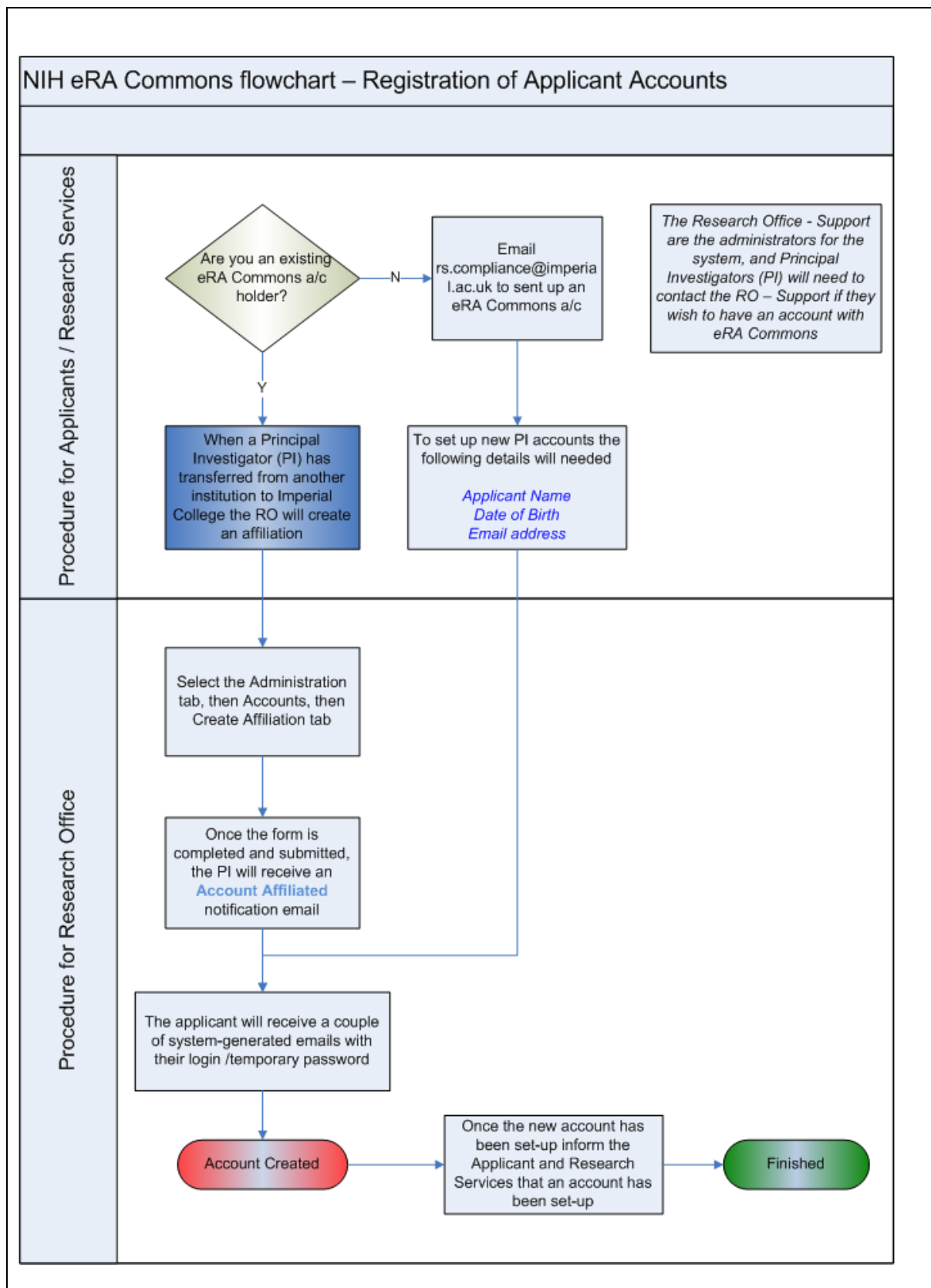
Contents

	Page
Overview of the NIH Grants Applicant process	3
Overview of the Applicant Account Set-up	4
A Requesting Access as a Signing or Administrative Official (RS ONLY)	5
B Requesting Access as a Principal Investigator (PI) for a an eRA Commons Account	5
C Information on the Role of the Authorised Official within Imperial	6
D Helpdesks	6


Overview of the NIH Grants Applicant process



Overview of the Applicant Account Set-up



A.	REQUESTING ACCESS AS A SIGNING OR ADMINISTRATIVE OFFICIAL (RESEARCH SERVICES ONLY)
1.	<p><i>The Research Office - Support are the administrators for the system, and Research Services Faculty Teams and will need to contact the RO – Support if they wish to have an account with eRA Commons to submit reports to the NIH. Please refer to page 4 for further information.</i></p> <p>Imperial College has registered with NIH eRA Commons (Electronic Research Administration). eRA Commons is a package used by the National Institutes of Health (NIH), USA, for electronic submission of project progress reports and no cost extensions using eSNAP.</p> <ul style="list-style-type: none"> • eSNAP, the electronic Streamlined Non-competing Award Process, is a component of the NIH eRA Commons online application system • eSNAP is accessed through NIH eRA Commons and it is this tool which enables PI’s to submit their progress reports online. • submission to NIH may only be done by Signing Officials (SO) – at Imperial that is the RSMs, Grants Managers and Senior Administrators. <ul style="list-style-type: none"> ○ email rs.compliance@imperial.ac.uk to request to be added as an SO
B.	REQUESTING ACCESS AS PRINCIPAL INVESTIGATOR (PI)
1.	<p><i>The Research Office - Support are the administrators for the system, and applicants will need to contact the RO – Support if they wish to have an account with eRA Commons to apply for grants and submit reports to the NIH via this route</i></p> <p>To set up new PI accounts the following details will need to be forwarded to the email address listed below (<i>Please refer to page 4 for further information</i>):</p> <ul style="list-style-type: none"> • PI First Name • PI Middle Name • PI Surname • Role <ul style="list-style-type: none"> ○ Signing Official (SO) ○ Principle Investigator (PI) • Email Address: • DOB: <p>Email: rs.compliance@imperial.ac.uk</p> <p><i>If you have previously worked at an institution as a PI or Applicant other than Imperial College, please provide details of your prior support from the NIH.</i></p> <ul style="list-style-type: none"> • User Name or User ID • Email address <p><i>Upon receipt of the above the Research Office will be able to set-up an Account Affiliation which move the applications and reports from one institution to another.</i></p>

C	INFORMATION ON THE ROLE OF AUTHORISED OFFICIALS WITHIN THE COLLEGE
1.	<p>Signing Official (SO) or Administrative Official (AO)</p> <p>A Signing Official or SO is a Business Official within a University. The SO has institutional authority to legally bind Imperial College in grant administration matters by providing signature approval of submissions. An Administrative Official (AO) reviews the grant application for accuracy before the SO submits the final application to the NIH. AOs are not authorised to transmit applications to the NIH.</p> <p>The SO can performing the following actions:</p> <ul style="list-style-type: none"> • Serve as an authority responsible for submission of grant applications to the NIH. • View all grants within the institution, including status and award information.
2.	<p>Principal Investigator (PI)</p> <p>A Principal Investigator will direct a research project or program supported by the NIH. The role of the PI within the NIH eRA Commons is to complete the grant process, either by completing the required forms through the NIH eRA Commons or by delegating this responsibility to another individual.</p> <p>The PI performs the following actions:</p> <ul style="list-style-type: none"> • Access information for any grant and only those grants for which they are the designated PI.
3.	<p>Other Roles for Research Services</p> <p>Other roles are available including: AA (Account Administrator), FSR (Financial Status Reports), ASST (Assistant) roles</p> <p>https://commons.era.nih.gov/commons/faq.jsp</p> <p>Once the SO or PI has been registered, an email will be sent to the PI from eRA Commons, confirming their username and password. The PI will then be requested to activate their account using the link provided in the email. At this stage the PI will be asked to change their password.</p> <p>They are now ready to use eRA Commons.</p>
D	HELP AND FURTHER INFORMATION
1.	 <p>eRA Commons Help Desk Hours of Operation: Monday - Friday, 7 a.m. - 8 p.m. ET 24 hr. Web Ticket: http://ithelpdesk.nih.gov/era/ Phone: +001 866-504-9552 Web site: http://era.nih.gov/</p>