

## Individual Account Registration with eRA Commons

### Department Policy/Procedure

**Campus:** All

**Approved:** February 12, 2007

**Department:** All

**Next Review:** February 2009

#### Purpose

To outline the requirements and processes for obtaining access to eRA Commons for all individuals who plan to submit grant applications to the National Institutes of Health.

#### Population Covered

All Principal Investigators associated with Swedish Health Services conducting research projects supported by the NIH.

#### Responsible Persons

Principle Investigators, Swedish Research Center Authorized Organizational Representative/Signing Official

#### Definitions

Electronic Research Administration (eRA) Commons: A virtual meeting place where NIH extramural grantee organizations, institutes, and the public can receive and transmit information about the administration of biomedical and behavioral research. The eRA Commons is divided into both unrestricted and restricted portions that provide for public and confidential information, respectively.

PI: Principal Investigator

DUNS: Dun and Bradstreet (D&B) is a company that provides business information for credit, marketing, and purchasing decisions. Its "data universal numbering system," known as DUNS, issues unique 9-digit numbers that are used by businesses and the federal government to keep track of more than 70 million businesses world-wide.

CCR Registration: US Treasury Central Contractor Registration required for NIH peer-reviewer reimbursement.

GCA: Grants and Contracts Analyst

#### Supplemental Information

If a PI is also an NIH peer-reviewer with an Individual DUNS and CCR registration, that particular DUNS number and CCR registration are for the individual reviewer only. These are different from any DUNS numbers and CCR Registrations used by or through an applicant

organization. Individuals are to use the organizational numbers and not their own DUNS or CCR Registration when applying for a grant.

Individual DUNS and CCR registration are to be used only for the purposes of personal reimbursement and not be used on any grant applications submitted through Swedish Health Services to the Federal Government.

## Content

eRA Commons is the primary clearing house for all work with the NIH. Anyone whose work includes the ability to submit, update, or check on status of a grant is required to have their own access and password.

Failure to register in the eRA Commons, and to include a valid PI Commons ID in the Credential field of the Senior/Key Profile Component found within the SF424 application, will prevent the successful submission of the electronic application to NIH.

## Steps

1. Individuals who do not already have access to eRA Commons need to contact their SRC Grants and Contracts Analyst (GCA) at least **three weeks prior** to the due date of a Grants.gov submission.
2. In order to set up the account the GCA will need the first name, last name, user name, role (PI), and email address of the person seeking an account.
3. The GCA will forward a request via email (applicant copied (cc'd)) to the Swedish Authorized Organizational Representative (AOR) to register the PI in eRA Commons.
4. Once the applicant has received email confirming his/her registration within the Commons, log on to <https://commons.era.nih.gov/commons> and verify that all Personal Information entered by the AOR is accurate.
5. Go to the Personal Profile tab to review and update, as needed, data elements such as first name, middle initial, last name, prefix and/or suffix (including all embedded punctuation), email, phone, fax, street address, city, state, country, zip and degrees earned. This data must contain the most recent information in order for all applications and updates to be processed accurately.
6. Be sure to make a note of your valid PI Commons ID in order to be able to use it in the Credential field of the Senior/Key Profile Component in the SF424 application.
7. All changes to the above noted information should be kept up to date and verified each time the system is accessed

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### Expert Consultant

N/A

**Author**

David Story, Grants and Contracts Analyst  
Jennifer Hansberry, Director, Swedish Research Center  
Charles Buchanan, Grants and Contracts Analyst Lead

**Regulatory Requirement**

NIH

**References**

Grants.gov Application Guide SF424 (R&R) Version 2, November 13, 2006  
2.2.2.2 Commons Registration for the Project Director/Principal Investigator (PD/PI)  
[http://grants1.nih.gov/grants/funding/424/SF424\\_RR\\_Guide\\_General\\_Ver2.doc#\\_Toc144091233](http://grants1.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc#_Toc144091233)

**Manual**

SRC Internal Policy and Procedure Manual

**Additional Computer Search Words/Terms**

N/A

**Addendum (Addenda, if plural)**

N/A