

eRA Commons

Access to Commons
PI's "Personal Profile"
Information

eRA Commons Access PI's

- PIs must be registered in eRA Commons (NIH Notice NOT-OD-06-066, dated 5/3/06).
- PIs requiring an eRA Commons account must completed the "Request Access to the eRA Commons" form located @ <http://www.hopkinsmedicine.org/Research/ora/Forms/index.html>
 - JHU ORA receives the access form and will set up an eRA Commons account (approximatley one business day to set up an eRA Commons account).
 - Once JHU ORA requests an account, the PI will receive an email from NIH that includes a temporary password.
 - The email will also contain the eRA Commons weblink to access accounts.



JOHNS HOPKINS
MEDICINE

SEARCH:

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OFFICE OF RESEARCH
ADMINISTRATION



INFORMATION:

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Proposal Processes

Information, Model
Agreements and Policies

Training

Sponsored Projects
Handbook

Clinical Research
Resources

JHM Research

Research Affairs Offices

News and Publications

Research Centers/
CORE Facilities

Research Compliance

Resources and Directories

How Do I...?

Forms and Electronic Proposal Processes

SOM Internal Forms

[eIS \(electronic Information Sheet\)](#)

[eIS Login Screen](#)

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[Request Access to the eIS](#)

[Supplemental Information Form for Corporate Sponsored Agreements](#)

[Subcontract Information Sheet](#)

Department of Defense (DoD)

[Congressionally Directed Medical Research Programs eReceipt](#)

Grants.gov

[Grants.gov](#)

National Institutes of Health (NIH)

[eRA Commons Login screen](#)

[eRA Commons FAQs](#)

[Request Access to the eRA Commons](#)

[NIH Forms and Applications](#)

National Science Foundation (NSF)



eRA Commons Name for PD/PI

- Effective May 10, 2006 an eRA Commons name must be used on all submitted applications to NIH.
- The PI name listed on the grant forms must match Commons account name:
 - PI name must be identical to the way the PI name is listed in the commons account (same words, spaces, capitalizations, punctuations, etc).
 - If corrections to your Personal Profile information are required enter the Commons website to make corrections:
<https://commons.era.nih.gov/commons/index.jsp>
 - Select "Personal Profile" section and complete all items.
 - PI's may delegate "ASST" authority to another individual who will maintain their Personal Profile account.

NIH Announces Plans to Eliminate Mailing of Paper Assignment and Change of Assignment Letters

Notice Number: NOT-OD-06-066

Key Dates

Release Date: May 3, 2006

Issued by

National Institutes of Health (NIH), (<http://www.nih.gov>)

The purpose of this Notice is to inform the research community of a change, effective June 1, 2006 in business process concerning assignment and change of assignment notification letters.

In September 2005, NIH announced the elimination of the mailing of Peer Review Outcome Letters and Summary Statements (see NOT-OD-05-075; <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-05-075.html>). As the NIH continues towards its goal of a paperless grants process, **effective June 1, 2006 NIH will no longer send paper notification of assignment and change of assignment letters.**

A major motivation for this change is that effective May 10, 2006 all applications submitted to NIH must include the eRA Commons User name for all Project Directors/Principal Investigators (PD/PIs). This applies to paper applications as well as electronic applications. For additional information see the following sites:

- "NIH Announces Interim Changes to the PHS 398 Application and Instructions": <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-056.html>)
- SF424RR Application Guide: <http://grants1.nih.gov/grants/funding/424/index.htm>).

Therefore, investigators will need to use the eRA Commons, a Web interface where NIH and the applicant organizations are able to conduct extramural research administrative business electronically, to obtain this information.

Applicant Organizations must be registered in the eRA Commons before an account may be established for its investigators. The NIH strongly encourages Principal Investigators contact their institution's Office of Sponsored Programs for registration guidance. The following resources for the eRA Commons should be of assistance in the process:

- Home Page for registration and updates: <https://commons.era.nih.gov/commons/>
- Frequently Asked Questions: <https://commons.era.nih.gov/commons/fag.jsp>
- Commons Helpdesk at 1-866-504-9552 or via e-mail at commons@od.nih.gov

Principal Investigator eRA Commons

■ Personal Profile

- PI's must log-in to the eRA Commons to verify "Personal Profile" information.
- <https://commons.era.nih.gov/commons/>



Electronic Submission Alert (3/27/2006): Please continue submitting any corrections. You will have 2 business days from the time the image is available on the Commons to verify the image.

During our initial transition period to electronic application submission, applicant institutions can submit changed/corrected applications in the weeks following the submission deadline as long as the changes made are needed to address errors encountered when the eRA Commons checks the application for conformance with application guidelines. The AOR/SO and PI still will need to verify the final application image within two business days of its availability in eRA Commons. NIH expects all registration requirements to be met prior to the initial application submission and that the initial application is submitted to Grants.gov on or before the submission deadline. Learn about the most frequent application errors and how to address them at http://era.nih.gov/ElectronicReceipt/tips_tools.htm.

Electronic Submission Alert (4/4/2006): We encourage you to take advantage of our new web support at <http://ithelpdesk.nih.gov/eRA/>. When requesting support please provide your eRA Commons username and contact information, Grants.gov tracking number and your specific question.

Electronic Submission Tip: Learn about the most frequent application errors at http://era.nih.gov/ElectronicReceipt/tips_tools.htm.

Elimination of Summary Statements: NIH is eliminating the mailing of paper summary statements. Click [here for the NIH Guide Notice](#).

Commons Login

* indicates required field.

Username *

Password *

Login

Reset

[Forgot Password?](#)

System Notification

Primary Features of Commons include:

- ◆ **Status** - Allows Principal Investigators to review the current status of all their grant applications and review detailed information associated with their grants. Institution Officials (i.e., Signing Official (SO) or Administrative Official (AO) associated with the institution) can see a summary view of grant applications, review the Notice of Grant Award, and access the Progress Report face page.
- ◆ **eSNAP** - Allows an institution to review non-competing grant data and submit a progress report online.
- ◆ **X-Train** - Not currently available.
- ◆ **Internet Assisted Review (IAR)** - Allows reviewer to submit critiques and preliminary scores for applications they are reviewing. Allows Reviewers, SRAs, and GTAs to view all critiques in preparation for a meeting. IAR creates a preliminary summary statement body containing submitted critiques for the SRA or GTA.
- ◆ **Financial Status Reports (FSR)** - Allows electronic submission of financial information associated with a grant.
- ◆ **Administration** - Provides the ability for an institution to create and manage user accounts

About the Commons

- ▶ [Scope and Purpose](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Grantee Organization Requirements](#)
- ▶ [eRA Contacts](#)
- ▶ [Enter eRA NIH Commons](#)

Links

- ▶ [Commons Support Page](#)
- ▶ [CRISP](#)
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- ▶ [Electronic Application Receipt](#)
- ▶ [Grants.gov](#)
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- ▶ [Loan Repayment Program](#)



NATIONAL INSTITUTES OF HEALTH

eRA Commons



Version 2.7.3.12

Welcome reese1

Institution: JOHNS HOPKINS UNIVERSITY

Authority: SO

[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [eSNAP](#) [Links](#) [Help](#)


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- ▶ [Loan Repayment Program](#)

**Personal Information**

* indicates required field

Identifying Information

Name Prefix:	<input type="text"/>	First Name:*	<input type="text"/>
Middle Name:	<input type="text"/>	Last Name:*	<input type="text"/>
Name Suffix:	<input type="text"/>	SSN:	<input type="text"/>
Gender:*	WITHHELD <input type="button" value="v"/>	DOB:*	<input type="text"/> (mm/dd/yyyy)
U.S. Citizenship:	<input type="button" value="v"/>	Withheld?	<input type="checkbox"/>
eRA Email:*	reese@hmi.edu	Citizenship Country:	<input type="button" value="v"/>
		System	No <input type="button" value="v"/>
		Notifications:*	

Disabilities (select all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Hearing | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Missing Extremities | <input type="checkbox"/> Nonparalytic Orthopedic |
| <input type="checkbox"/> Partial Paralysis | <input type="checkbox"/> Complete paralysis |
| <input type="checkbox"/> Speech | <input type="checkbox"/> Motor (temp code) |
| <input type="checkbox"/> Other | |



Race/Ethnicity ?

* indicates required field

Changes to Race and Ethnicity must be captured using the new format approved by the Office of Management and Budget. However, your current information may be stored in old format. However, if you change this information, it will be captured using the new format.

Current Information

Race(s):

Ethnicity:

New Information

Check here to intentionally withhold this information

Race(s):*

American Indian or Alaska Native

Asian

Black or African American

White

Native Hawaiian or Pacific Islander

Ethnicity:*

(Required if multiple race selected)





Employment List

Employments 1 - 1 out of 1 records Prev 1 Next

Employer	Start Date	End Date	E-mail	Preferred Address?	Action
JOHNS HOPKINS UNIVERSITY	08/03/2004		reese@jhmi.edu	true	Edit Delete

Add New Employment ?

* indicates required field

Employer (select one)* NIH Recognized Institution: [input] Find NIH Institute or Center: [input]

Employment Information Start Date:* [input] End Date: [input] Title: [input] Employment Status:* Full-Time [dropdown] Academic Rank: [dropdown] Position: [dropdown] Employment Type:* Non Federal [dropdown] Is this your primary employment? [checkbox]

Employment Address Line 1:* [input] City:* [input] Line 2: [input] State:* [dropdown] Line 3: [input] Zip Code:* [input] Line 4: [input] Country:* UNITED STATES [dropdown] Phone:* [input] Fax: [input] E-mail:* [input] Is this your preferred employment address? [checkbox]



NATIONAL INSTITUTES OF HEALTH eRA Commons



Version 2.7.3.12

Welcome reese1
Institution: JOHNS HOPKINS UNIVERSITY
Authority: SO

Home Admin Institution Profile **Personal Profile** Status eSNAP Links Help

Personal Information Race/Ethnicity Employments **Reviewer Address** Residential Address Degrees Publications

Reviewer Address ?

* indicates required field

Reviewer Address

Line 1:*	<input type="text"/>	City:*	<input type="text"/>
Line 2:	<input type="text"/>	State:*	<input type="text"/>
Line 3:	<input type="text"/>	Zip Code:*	<input type="text"/>
Line 4:	<input type="text"/>	Country:*	UNITED STATES <input type="text"/>
Phone:*	<input type="text"/>	Fax:	<input type="text"/>
E-mail:*	<input type="text"/>		



NATIONAL INSTITUTES OF HEALTH eRA Commons



Version 2.7.3.12

Welcome reese1
Institution: JOHNS HOPKINS UNIVERSITY
Authority: SO

Residential Address ?

* indicates required field

Residential Address

Line 1:*	<input type="text"/>	City:*	<input type="text"/>
Line 2:	<input type="text"/>	State:*	<input type="text"/>
Line 3:	<input type="text"/>	Zip Code:*	<input type="text"/>
Line 4:	<input type="text"/>	Country:*	UNITED STATES <input type="text"/>
Phone:*	<input type="text"/>	Fax:	<input type="text"/>
E-mail:*	<input type="text"/>		



NATIONAL INSTITUTES OF HEALTH eRA Commons



Version 2.7.3.12

Welcome rreese1
Institution: JOHNS HOPKINS UNIVERSITY
Authority: SO

List of Degrees ?

Degrees 0 - 0 out of 0 records

Degree	Institution	Year	Earned?	Major	Action
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No degree available.

Add New Degree

Close





Add New Degree ?

* indicates required field

Degree Information

Degree Name:*	<input type="text" value="AB:BACHELOR OF ARTS"/>	<input type="button" value="v"/>	Degree Text:	<input type="text"/>	(for 'Other' degrees only)
Major:	<input type="text"/>		Minor:	<input type="text"/>	
Institution:*	<input type="text"/>		Degree Earned?*	<input type="radio"/> Yes <input type="radio"/> No	
If Degree Earned, Put Year:*	<input type="text" value=""/> (yyy)		Length of Program :	<input type="text" value=""/> (years)	



NATIONAL INSTITUTES OF HEALTH eRA Commons



Version 2.7.3.12

Welcome reese1
Institution: JOHNS HOPKINS UNIVERSITY
Authority: SO

Add New Publication ?

* indicates required field

Publication Information

PubMed Citation Number:

Citation Text:*

Submit Reset Cancel

