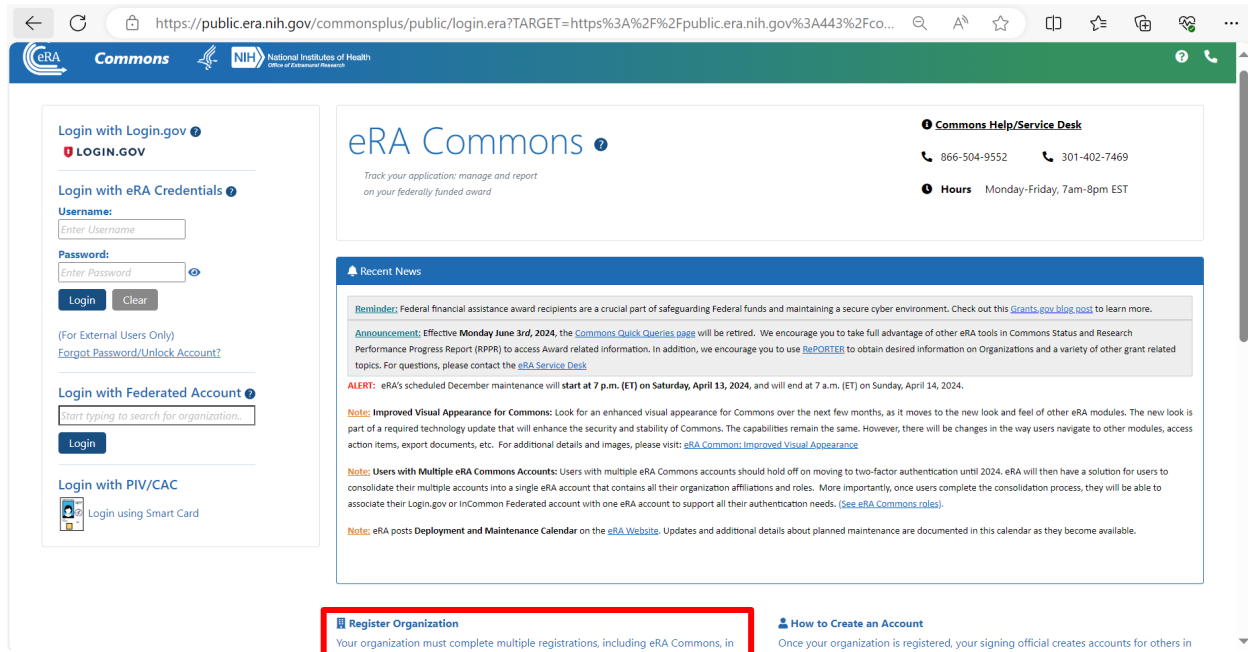
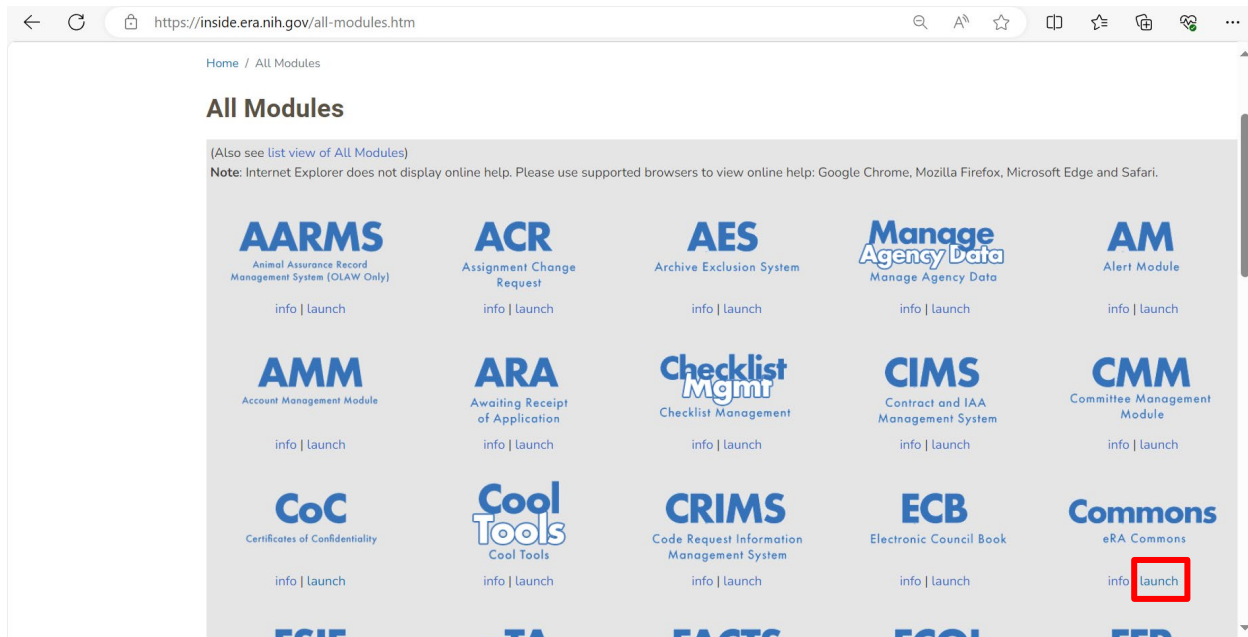


Registering in eRA Commons as an Individual (no SAM.gov UEI required)

Use following link: [All Modules | eRA Intranet \(nih.gov\)](#)



← ↻ 🔒 https://public.era.nih.gov/commonsplus/public/registration/initRegistration.era 🔍 🗨️ ☆ 📖 🏠 🔄 🛡️

 Commons  National Institutes of Health
Office of Extramural Research

[Commons Home](#) > Register Institution

Register Institution ?

📌 Completing this process will register your institution in eRA Commons and establish up to two user accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution. See [Prepare to Apply and Register at grants.nih.gov: How to Register in eRA Commons](#).

Step 1: Registration Purpose

Step 1 Purpose Step 2 Verify Identification Step 3 Institution Details Step 4 Accounts Step 5 Review & Submit

⚠️ Only **Signing Officials** can register their institutions with NIH.

★ Required Field

My organization wishes to apply for...(Check all that apply) ★

☐ NIH Grants/Contracts

☐ Non-NIH Grants/Contracts

☐ NIH Other Transaction Authority (OTA) Opportunities

Back ➔ Next

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Registering in eRA Commons as an Individual (no SAM.gov UEI required)

← ↻ 🔍 https://public.era.nih.gov/commonsplus/public/registration/initRegistration.era

Commons Home > Register Institution

Register Institution ?

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Step 2: Verify Identification

Step 1 Purpose → **Step 2 Verify Identification** → Step 3 Institution Details → Step 4 Accounts → Step 5 Review & Submit

⚠️ DUNS numbers are still accepted, but will be retiring in the near future. Please obtain a Unique Entity Identifier (UEI) as soon as possible.

❗ To be eligible to submit for NIH or non-NIH grants/contracts and to expedite approval of your registration, you will need a valid institution identifier. Register for an institution identifier at [Sam.gov](#) or go back and [Change Registration Purpose](#).

* Required Field

Select Which Identifier*

☐ DUNS Number
☐ Unique Entity Identifier
☒ I don't have one

☒ I understand eRA and Grants.gov do not accept award applications from organizations without current, active SAM registrations, and my institution registration approval may be delayed. This warning is for the Signing Official (SO) can update a valid identifier in their eRA Commons Institutional Profile (IPF) at any time after registration has been approved. [Legal Implications for NIH Applications](#).

Back Next

NOTE: The yellow banners are warnings. We understand from eRA that the registration for a UEI will not be required for individuals.

← ↻ 🔍 https://public.era.nih.gov/commonsplus/public/registration/initRegistration.era

eRA Commons NIH National Institutes of Health Office of Extramural Research

Commons Home > Register Institution

Register Institution ?

❗ Completing this process will register your institution in eRA Commons and establish up to two user accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution. See [Prepare to Apply and Register at grants.nih.gov](#); [How to Register in eRA Commons](#).

Step 3: Institution Details

Step 1 Purpose → Step 2 Verify Identification → **Step 3 Institution Details** → Step 4 Accounts → Step 5 Review & Submit

* Required Field

Institution Name * ❶	Closeout Email * ❶	Notice of Award (NoA) Email * ❶	
Enter your name here 100 characters remaining	ex: abc@gmail.com	ex: abc@gmail.com	
Institution Address (Line 1) *	Institution Address (Line 2)	Institution Address (Line 3)	Institution Address (Line 4)
ex: 123 Main St 50 characters remaining			
Institution City *	Institution State *	Institution Zip Code *	Institution Country *
		ex: 12345 or 12345-1234	

Back Next

Fill in the necessary information above.

Registering in eRA Commons as an Individual (no SAM.gov UEI required)

← ↻ <https://public.era.nih.gov/commonsplus/public/registration/initRegistration.era> 🔍 A ☆ 📄 📌 📁 ⋮

[Commons Home](#) > [Register Institution](#)

Register Institution ?

❗ Completing this process will register your institution in eRA Commons and establish up to two user accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution. See [Prepare to Apply and Register at grants.nih.gov: How to Register in eRA Commons](#).

Step 4: Accounts

Step 1 Purpose → Step 2 Verify Identification → Step 3 Institution Details → **Step 4 Accounts** → Step 5 Review & Submit

★ Required Field

❗ Once NIH has approved this institution's registration and the account(s) created have been verified, changes or additional account(s) can be made through the Signing Official (SO) account in eRA Commons.

Principal Signing Official

Email * ex: abc@gmail.com	Username * ex: WashingtonG
Name Prefix 	Title * ex: CEO, President, Executive Director
First Name * 	Middle Name
Last Name * 	Phone * ex: 555-555-5555

[Add an Account Administrator\(Optional\)](#)

Username Criteria
Will be used when submitting official NIH Grant Applications
Will be used to login to your eRA Commons account
Username will be permanent once submitted
Username length should be between 6 and 30 characters
Username should NOT contain special characters except the @ sign, the hyphen, the period, and the underscore.
Is not Case Sensitive

Fill in the necessary information above. Use your first and last name. Refer to the grey box for pertinent information.

 **Commons**  **NIH** National Institutes of Health
Office of Extramural Research

[Commons Home](#) > [Register Institution](#)

Register Institution ?

❗ Completing this process will register your institution in eRA Commons and establish up to two user accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution. See [Commons](#).

Step 4: Accounts

Step 1 Purpose → Step 2 Verify Identification → Step 3 Institution Details → **Step 4 Accounts** → Step 5 Review & Submit

★ Required Field

❗ Once NIH has approved this institution's registration and the account(s) created have been verified, changes or additional account(s) can be made through the Signing Official (SO) account in eRA Commons.

Principal Signing Official

Email * 	Username *
Name Prefix 	Title * Director
First Name * 	Middle Name
Last Name * 	Phone *

[Add an Account Administrator\(Optional\)](#)

Username Criteria
Will be used when submitting official NIH Grant Applications
Will be used to login to your eRA Commons account
Username will be permanent once submitted
Username length should be between 6 and 30 characters
Username should NOT contain special characters except the @ sign, the hyphen, the period, and the underscore.
Is not Case Sensitive

[Back](#) [Next](#)

Registering in eRA Commons as an Individual (no SAM.gov UEI required)

The test information has been redacted; the information you entered will be displayed here.

The screenshot shows the 'Register Institution' page in the eRA Commons system. The browser address bar displays 'https://public.era.nih.gov/commonsplus/public/registration/initRegistration.era'. The page header includes the eRA Commons logo and the NIH Office of Extramural Research. The main heading is 'Register Institution' with a help icon. A blue banner explains that completing this process registers the institution and establishes up to two user accounts. Below this, a progress bar shows five steps: Step 1 Purpose, Step 2 Verify Identification, Step 3 Institution Details, Step 4 Accounts, and Step 5 Review & Submit (which is the current step). The 'Registration Purpose' section indicates the organization wishes to apply for Other Transaction Authority (OTA) Opportunities. The 'Institution identifier' section shows redacted fields for DUNS Number and Unique Entity Identifier (UEI). The 'Institution Details' section shows redacted fields for Institution Name, NOA Email, Institution Address, and Closeout Email. The 'Account(s)' section is titled 'Principal Signing Official' and shows redacted fields for Email, Username, Name Prefix, Title, First Name, Middle Name, Last Name, and Phone. Below this, the 'Account Administrator' section has a yellow warning banner stating 'No Account Administrator details provided.' and another warning banner stating 'The Signing Official must verify the email address provided within 8 days of this submission in order for any users to login to eRA Commons. Failure to verify the email within the 8 day timeline will result in an automatic rejection of your registration application.' At the bottom right, there are 'Back' and 'Submit' buttons, with the 'Submit' button highlighted by a red box. The footer contains links for Help, Privacy Notice, Accessibility, and Disclaimer, as well as NIH and HHS logos and a screen rendering timestamp.

Commons Home > Register Institution

Register Institution ?

Completing this process will register your institution in eRA Commons and establish up to two user accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution. See [Prepare to Apply and Register at grants.nih.gov](#); [How to Register in eRA Commons](#).

Step 5: Review & Submit

Step 1 Purpose Step 2 Verify Identification Step 3 Institution Details Step 4 Accounts Step 5 Review & Submit

Registration Purpose

My organization wishes to apply for...
Other Transaction Authority (OTA) Opportunities

Institution identifier

DUNS Number Unique Entity Identifier (UEI)

Institution Details

Institution Name NOA Email
Institution Address Closeout Email

Account(s)

Principal Signing Official

Email Username
Name Prefix Title
First Name Middle Name
Last Name Phone

Account Administrator

No Account Administrator details provided.

The Signing Official must verify the email address provided within 8 days of this submission in order for any users to login to eRA Commons. Failure to verify the email within the 8 day timeline will result in an automatic rejection of your registration application.

Back Submit

Help Contact Us Privacy Notice Accessibility Disclaimer NIH - Office of Extramural Research NIH - National Institutes of Health U.S. Department of Health and Human Services HHS Vulnerability Disclosure Screen Rendered: 04/11/2024 05:12:08 PM EDT | RG0002@6242

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Please save the specifics shown here (Institution Name, etc) as this information will need to be shared with NOAA.

The yellow warning banner for Account Administrator details can be ignored, as that is optional.

The email you entered, as the Signing Official, will receive the verifying email almost immediately.

Registering in eRA Commons as an Individual (no SAM.gov UEI required)

The screenshot shows a web browser at the URL <https://public.era.nih.gov/commonsplus/public/registration/submit.era>. The page header includes the eRA Commons logo and the NIH National Institutes of Health logo. The main content area has a green background with a checkmark icon and the text: "Success! Registration request was submitted to the Agency for review: [redacted]". Below this, under the heading "NEXT STEPS", it says: "An email has been sent to [redacted] for verification. Follow the instructions in the email to **verify this email address** before the Agency can move forward with accepting your registration. You have **8 days** from this date to respond or the registration is rejected and you will have to register again". The footer contains links for Help, Contact Us, Privacy Notice, Accessibility, and Disclaimer, as well as information about the NIH - Office of Extramural Research, NIH - National Institutes of Health, U.S. Department of Health and Human Services, and HHS Vulnerability Disclosure. It also includes a screen rendering timestamp: "Screen Rendered: 04/11/2024 05:28:23 PM EDT | RG0002@6242".

You are finished with the eRA registration process. Check your email for the next key step to complete.

The screenshot shows an email interface with the subject "Email confirmation for [redacted]". The email is from "era-notify@mail.nih.gov" and was received "5:28 PM (3 minutes ago)". The body of the email states: "Your registration request has been received. The next step is for the NIH to verify this email address, which we have recorded for the Signing Official of your institution. Please click on the email link below to confirm this information." A red box highlights the verification link: [https://public.era.nih.gov/commonsplus/public/registration/verifyEmail.era?encryptedParam=\(v2\)ATMsDgAAAY7PD82uABRBRVMvQ0JDL1BLQ1M1UGFkZGluZwCAABAAEJT0AXZBdeOAb6wtj1P-iUIAAAAQnElbHIntckANfon8e9G1-AAUs-R-TaSjbF0D8Bd5rTWZJVTJfQ8](https://public.era.nih.gov/commonsplus/public/registration/verifyEmail.era?encryptedParam=(v2)ATMsDgAAAY7PD82uABRBRVMvQ0JDL1BLQ1M1UGFkZGluZwCAABAAEJT0AXZBdeOAb6wtj1P-iUIAAAAQnElbHIntckANfon8e9G1-AAUs-R-TaSjbF0D8Bd5rTWZJVTJfQ8). Below the link, it says: "If you are unable to click on the above email link or have other concerns or questions, contact the NIH eRA Service Desk using the contact information listed below." and "Thank you for registering your institution with the NIH eRA Commons." At the bottom, it provides contact information for the eRA Service Desk: "For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to <https://era.nih.gov/need-help> for additional methods of contact. Please access Commons at <http://public.era.nih.gov/commons/>. For more information please visit <http://era.nih.gov/>". The email interface also shows standard actions like Reply, Forward, and a smiley face icon.

This is the email sent by the eRA system almost immediately. Simply click on the link.

eRA

Commons

NIH

National Institutes of Health
Office of Extramural Research

?

Email Verification ?

✓Success!

Your email address [REDACTED] has been verified.

! NEXT STEP

Once reviewed by the agency, another email will be sent to [REDACTED], stating the status of your application. Further instruction will be provided in the email to complete the registration process.

Help

Contact Us

Privacy Notice

Accessibility

Disclaimer

NIH - Office of Extramural Research

NIH - National Institutes of Health

U.S. Department of Health and Human Services

HHS Vulnerability Disclosure

Screen Rendered: 04/11/2024
05:31:45 PM EDT | RG0003@6242

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A screenshot of an email interface. The header shows navigation icons and a status bar with '1 of 10,407'. The email subject is 'Your institution registration has been approved for eRA Commons'. The sender is 'era-notify@mail.nih.gov' with a profile icon. The recipient is 'to me'. The email body says 'Congratulations! The following eRA Commons registration request has been approved:' followed by redacted information for Organization Name, Requested date (April 11, 2024), and Organization Address. It then says 'Please Click on the link below to confirm your registration.' followed by a redacted link. The footer contains contact information for the eRA Service Desk and links to Commons and the eRA website.

Registering in eRA Commons as an Individual (no SAM.gov UEI required)

https://public.era.nih.gov/commonsplus/public/registration/confirmIpView.era?encryptedParam={v2}ATMsDgAAAY7ox2KUABR8RVmVQ0...

 **Commons**  **NIH** National Institutes of Health
Office of Extramural Research

 **Registration Confirmed** Thank you for confirming your registration in the eRA Commons.

! NEXT STEP
You will soon receive another email at [REDACTED], with the Signing Official's account information. Please follow the instructions provided in that email, to login to your new eRA Commons account and complete the registration process.

 **eRA - End-to-End Grants Management Solutions**
NIH Grants and Funding
National Institutes of Health
HHS - U.S. Dept. of Health and Human Services

Resources
Privacy Notice | Accessibility | Disclaimer
HHS Vulnerability Disclosure
04/17/2024 11:45:56 AM EST

← [Icons] 1 of 10

eRA Commons Notification of Authentication Credentials and New eRA Account [Inbox x]

 **commons@od.nih.gov** 11:45 AM (0 minutes ago)
to me ▾

*** This is an automated notification - Please do not reply to this message. ***

[REDACTED]

An eRA account has been created for you on Apr 17, 2024

Your account details are:

- Account holder: [REDACTED]
- Username: [REDACTED]
- Organization: [REDACTED]
- System(s): Commons

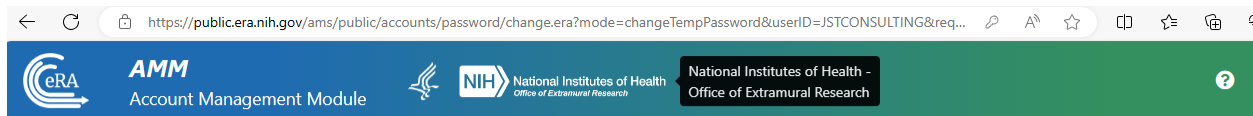
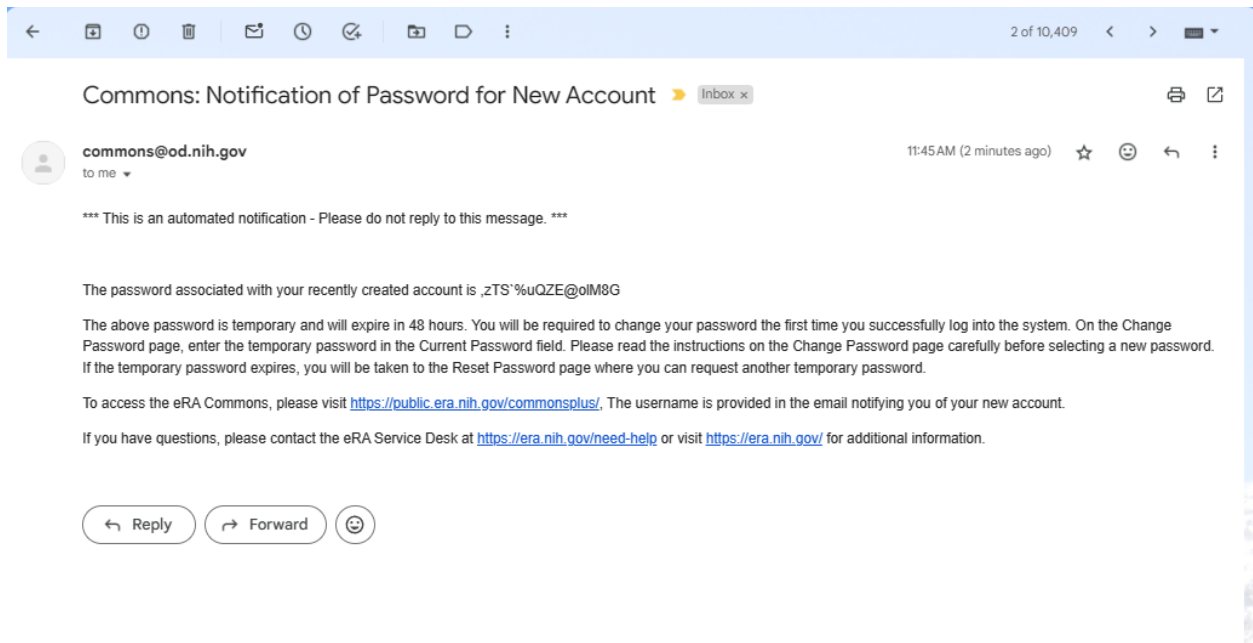
Roles Granted:

Role	Organization
SO	[REDACTED]

Shortly, you will be receiving another email containing your password. To access the system use the username and password provided in these emails.

If you have questions, please contact the eRA Service Desk at <https://era.nih.gov/need-help> or visit <https://era.nih.gov/> for additional information.

Registering in eRA Commons as an Individual (no SAM.gov UEI required)



Change Password

Your password is temporary. You must change the password now in order to log into the system.

INFORMATION

- The password length must be between 15-64 characters
- Cannot re-use previous 10 generations of passwords
- Allows user selection of long passwords and passphrases, including spaces and all printable characters

Current Password: *

New Password: *

Confirm New Password: *

Registering in eRA Commons as an Individual (no SAM.gov UEI required)

 **AMM**
Account Management Module

 **NIH** National Institutes of Health
Office of Extramural Research

 **SUCCESS!**
Your password has been changed successfully.**Continue**

 **Commons**

 **NIH** National Institutes of Health
Office of Extramural Research

 In order to protect the confidentiality of certain information, access to the secure eRA Commons server is limited to authorized users. The registration of authorized eRA Commons users will be administered by the Principal Signing Official, or their designee, serving as the grantee organization Commons Account Administrator.

The grantee organization Principal Signing Official serving as administrator of the Commons accounts, and signatory of this form, should be the Official with institutional authority in so far as legally binding grants administration actions with the NIH are concerned, including serving as the grantee organization authority responsible for submission of grant applications to the NIH. As Commons Account Administrator, this Official will have the authority to create, modify and delete Commons accounts for additional Signing Officials, Administrative Officials, Principal Investigators, Program Directors, and other scientific and/or administrative staff for the grantee organization.

Solely for the purpose of facilitating administration of Commons accounts, and distinct from submitting grant applications to the NIH, the Principal Signing Official can extend authority to a Primary Commons Account Administrator. Designation of such a Primary Commons Account Administrator can be acknowledged herein, as detailed below, so long as both Principal Signing Official and Primary Commons Account Administrator are signatories of this form.

☒ * By checking this box, you acknowledge responsibility for maintaining the security and confidentiality of the grantee organization's information through the administration of all Commons accounts established for the grantee organization.

Registering in eRA Commons as an Individual (no SAM.gov UEI required)

Thank you, your acknowledgment was recorded successfully.
You will now be directed to [Commons Home](#) in 13 seconds.

Acknowledgment of Signing Official Responsibilities

* Required Field

i In order to protect the confidentiality of certain information, access to the secure eRA Commons server is limited to authorized users. The registration of authorized eRA Commons users will be administered by the Principal Signing Official, or their designee, serving as the grantee organization Commons Account Administrator.

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☒ * By checking this box, you acknowledge responsibility for maintaining the security and confidentiality of the grantee organization's information through the administration of all Commons accounts established for the grantee organization.

☒ I Accept

Congratulations!

As a registered Signing Official in eRA, you also must create yourself a second user account with a role of Principal Investigator (PI). This is required for the application. Refer to the website provided in the NOFO for creating new accounts in eRA.