##### eRA Account Request Form

Please complete this form and return it to the Sponsored Programs Administration in the Office of Research Affairs.

|  |
| --- |
| **Account User Information:** |
| Last Name: | Click here to enter text. |
| First Name: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| If applicable, former Last Name: | Click here to enter text. |
| If applicable, former Institution Name: | Click here to enter text. |
| Are you already an online reviewer for NIH? | [ ]  Yes [ ]  No |
| If yes, please provide NIH username: | Click here to enter text. |
| What role are you requesting with your eRA commons account? *(please check one or all that apply)* |
| [ ]  AA | [ ]  FSR | [ ]  SCIENTIST |
| [ ]  AO | [ ]  GRADUATE\_STUDENT | [ ]  SO |
| [ ]  ASST | [ ]  IAR | [ ]  SPONSOR |
| [ ]  BO | [ ]  PACR | [ ]  TRAINEE |
| [ ]  FCOI | [ ]  PI | [ ]  UNDERGRADUATE |
| [ ]  FCOI\_ASST | [ ]  POSTDOC |  |
| [ ]  FCOI\_VIEW | [ ]  PROJECT\_PERSONNEL |  |

The following is a list of user roles which may be associated to your account. Refer to the help topic on that role for more information.

* **AA**: Account Administrator at an organization, who facilitates the administration of Commons accounts.
* **AO**: Administrative Official of an organization.
* **ASST**: An assistant who may be delegated to perform tasks on behalf of the PD/PI.
* **BO**: Business Official at an organization who manages trainee grants and uses the xTrain module.
* **FCOI**: Those at an organization who manage the Financial Conflict of Interest module and report submission.
* **FSR**: A person in an organization responsible for completing and submitting Federal Financial Reports (FFR).
* **Graduate**: Role assigned to an individual who is a graduate student and is participating in an NIH-funded project for at least one person month. Refer to the following guide notice for more information: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html>.
* **IAR**: A Reviewer selected by Scientific Review Officer (SRO) assigned to critique and score applications in a review meeting. These Reviewers use the Internet Assisted Review (IAR) module.
* **PACR**: Having this role provides access to the Public Access Compliance Report system via the Commons home page.
* **PI**: Program Director/Principal Investigator (also called PD/PI), who directs a research project or program supported by the NIH.
* **POSTDOC**: POSTDOC role exists in Commons for those at an institution serving in a postdoctoral role. This could be someone who is being mentored and not yet in a permanent position.
* **Project Personnel**: Role assigned to an individual performing other project roles on a project. Refer to the following guide notice for more information: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html>.
* **SO**: Organization's Signing Official, who has the institutional authority to legally bind the institution in grant-administration matters.
* **SPONSOR**: Sponsors supervise the research training experience of individual fellows supported by fellowship awards in the xTrain module.
* **TRAINEE**: TRAINEE user manages the electronic appointments of their own awarded training grants.
* **Undergraduate**: Role assigned to an individual who is in an undergraduate program and is participating in an NIH-funded project for at least one person month. Refer to the following guide notice for more information: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html>.