**NIH eraCommons Account Registration Form**

**First Time NIH eraCommons Registration**

**Applying for a NIH eraCommons account. Fill out the information below. In word format only (No PDF, Fax or Handwritten Form NOT accepted). Email the attached form to** **nu-reshc@northeastern.edu**

|  |  |
| --- | --- |
| **FIRST NAME** |  |
| **MIDDLE NAME** |  |
| **LAST NAME** |  |
| **USER NAME****(More than 8 characters)** |  |
| **EMAIL ADDRESS** |  |

|  |  |
| --- | --- |
| **NIH ROLE** **(select role from list below)** |  |

**AFFLILIATE Changing current or previous NIH eraCommons Account to Northeastern University**

1. **Log into eRA Commons.**
2. **Click the Person icon in the upper right of any screen. If you are affiliated with multiple organizations, you see a Change Institution link.**
3. **Click the Change Institution link.**

**Upon receipt of successful registration and/or account affiliation, a confirmation will be emailed by NIH eraCommons and myself.**

**NIH ROLES**

* **AA**: Account Administrator at an organization, who facilitates the administration of Commons accounts.
* **ASST**: An assistant who may be delegated to perform tasks on behalf of the PD/PI.
* **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: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html>.
* **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: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html>.
* **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: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html>.