

Transcript – Institutional Registration

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Welcome to this tutorial video on How to Register an Institution in eRA Commons.

Individuals, on their own, cannot access eRA Commons.

Since Commons is used to track, submit reports, and manage federal grants awarded to an institution; research administrators, Principal Investigators, scientists, students, and others, will receive access to Commons through their awarded institution or organization.

The process starts with an institution or organization that wishes to submit for an NIH or partner agency grant.

The first step is for the institution to register with eRA Commons.

In this initial step, the institution must have an authorized person be assigned as the Signing Official.

A Signing Official (SO) has institutional authority to legally bind the institution in grants administration matters.

The label, "Signing Official," is used in conjunction with the NIH eRA Commons.

The SO can register the institution, and create and modify the institutional profile and user accounts.

The SO also can view all grants within the institution, including status and award information.

An SO can create additional SO accounts as well as accounts with any other role or combination of roles.

For most institutions, the Signing Official is located in his or her Office of Sponsored Research, or equivalent.

Before beginning the registration process, check to make sure your institution is not already registered with eRA Commons.

You can do this rather easily.

Go to the eRA Commons Home Page

Click Commons Quick Queries along the right side.

Then click Commons Registered Organizations

Click the Run Query button to have the system build the list of currently registered organizations.

The system will display the names in alphabetical order.

Because there are thousands of registered organizations, it may take a few seconds to build the list, so be patient.

You can then search through the list to see if your organization is registered.

Before an institution can begin the registration process in eRA Commons, it must have a valid and verifiable Dunn and Bradstreet (DUNS) number.

A nine-digit DUNS number is an NIH requirement that is used to uniquely identify a business entity.

NOTE: Start the registration process early!

Before an institution can successfully submit a grant application, the institution must also be registered in the System for Award Management (SAM) and Grants.gov.

And if your organization is a new business, it will need to apply to the Internal Revenue Service (IRS) for an Employer Identification Number (EIN) to complete the SAM registration. Combined, these registrations can take up to 8 weeks to complete.

At the time of initial eRA Commons registration, the SO will also have the option of designating an Account Administrator (AA).

The AA is an individual typically in the institution's central research administration office to facilitate the administration of NIH eRA Commons accounts.

Here are the steps to register an institution with eRA Commons:

1. On the Commons home page, select the Register Grantee Organization link in the upper right corner. The Online Registration screen displays.
2. Read the instructional steps and click the Register Now button. The Register Institution screen displays with required fields for institution and account information.
3. Complete the fields for the Institution Information and Accounts Information sections, noting the following:
 - All fields identified by a red asterisk (*) are required.
 - A minimum of one address line (Street 1) is required.
 - The Institution Name may contain a maximum of 100 characters
 - An Official's Title may contain a maximum of 240 characters

- The User Name must have a minimum of six (6) characters (numbers and letters can be combined but no spaces can be used).

Usernames may not exceed the maximum of twenty (20) characters.

- The AA position and information is optional.

When completing information for the AA, fill in the required account information fields.

4. Verify that all entered information is correct before selecting Save, which generates a completed registration form with signature and date lines.

5. Print, sign, and date the registration form.

NOTE: Only the SO may sign the form.

6. Fax the completed registration form to NIH at three zero one four five one five six seven five.

NIH will send an email to the designated SO that contains a hyperlink to verify the SO's email address.

7. Click the email hyperlink to verify the SO email address.

The Email verification screen confirms that the email address provided for the SO is valid.

NIH then reviews the registration, which is now pending approval.

Once the SOs email address is confirmed and the registration request is reviewed by the NIH, a second email is sent stating the status of the registration, either approved or rejected.

If approved, select the hyperlink in the message to finalize the registration process.

Once the institution information is confirmed, the final two registration emails are sent with the Commons user name in one and a temporary password for logging into the Commons system in another.

After successfully logging into Commons using the temporary password provided in the final email, the user is prompted to change the password to one of his choosing in accordance with the NIH password policy.

If an Account Administrator (AA) account is created at the same time as the SO account, the AA will go through the same process; receiving two emails, one for the user name and one for the temporary password.

This concludes this video tutorial on How to Register an Institution in eRA Commons.

Thank you for watching.