

# Registration Instructions for NIH Reviewers to Receive Reimbursement and Honoraria for Participation in NIH Peer Review

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The NIH has implemented a simplified and secure registration process for reviewers to receive reimbursement and honoraria for their valued participation in NIH peer review meetings. If you are not registered in this system — the Secure Payee Registration System (SPRS) — NIH will be unable to disburse your reimbursable expenses and honoraria.

The NIH Office of Financial Management controls this secure payment site. However, *only you can access this page containing your information, using your eRA Commons user name and password.*

## To complete the registration process you will need:

- Your NIH eRA Commons account username and password
- Your financial institution account and routing number

## Notes:

- If you have forgotten your Commons account login name, please contact Commons Support at **1-866-504-9552**.
- If you have forgotten your Commons password, click on '[Forgot Password/Unlock Account?](#)'.

## STEP 1. UPDATE HOME ADDRESS

- Log in to your eRA Commons account at <https://commons.era.nih.gov/commons/>.
- Click on the Personal Profile tab located near the top of the screen.
- Go to the Reviewer Information section and click on Edit.
- Go to the Home Address section and fill out the fields shown. Fields marked with an asterisk are required fields. It is extremely important that the address entered here is your **current residential address**.
  - Foreign reviewers, this is the address where your check will be sent.
  - U.S. reviewers, this is the address where your tax documentation from the NIH will be sent.
- Click on Save All at the top of the screen.
- Once you enter information in the required fields, the 'Go to the Secure Payment Registration System.' link becomes active at the bottom of the Reviewer Payments section. Click on this link.

## Home Address

You must provide a home address to be paid for your work as a reviewer. This address should be the same as the one you use for filing your Federal income tax. Once you have entered your address, you will be able to register in the Secure Payment Registration System (SPRS).

*Street Address	52 Memory Lane
*City	Thistown
*Country	UNITED STATES
*State/Province	VIRGINIA
*Zip Code	12345
*Phone	703-555-5678
*Email	Jane@myemail.com

## Reviewer Payments

Reviewer payments are made through the Secure Payment Registration System (SPRS). You must set up your bank account and other payment information there.

[Go to the Secure Payment Registration System »](#)

## STEP 2. UPDATE SECURE PAYEE REGISTRATION SYSTEM

- The Secure Payee Registration System screen below will appear.

Tools Help

Search Favorites

nh.gov/ext/SREA/secure.aspx

Office of Financial Management  
**SPRS**  
OFM Secure Payee Registration System

## Peer Reviewers

Please respond to the questions below as completely as possible to ensure prompt and accurate payment.

Reviewer Name/ID? New Registration (MNUSS) [log out]  
Registration Status? **New Registration**  
Registration Date N/A; Last modified: N/A

1. Please provide your US Social Security Number or check the  (numbers only, no dashes or spaces) box provided:  
 I do not have a US Social Security Number. ?

2. The US Government requires that payments be made by electronic funds transfer (EFT) through the Automated Clearing House (ACH) network for all domestic payments. Please enter the information requested below for your ACH-enabled US bank account. Refer to the image at right to help locate your Routing number and Account number on one of your personal checks. If you do not have a US bank account and you are not a permanent US resident, please select the alternate option below.

My ACH-enabled US bank account information is as follows:

Routing #  ?  
Account #  ?  
Checking or Savings

**Personal Check Sample:**

The routing & transit # is 9 digits surrounded by @. The account # is usually left of @ - If check # is left of account #, ignore check #. The check # should match the # in the upper-right corner of the check.


*Note: These sets of numbers may appear in a different order on your check.*

My permanent residence is outside the US, and I do not have a US bank account. ?

Secure Payee Registration System, Version 1.0-beta, 23 Nov 2008; [about SPRS] [frequently asked questions]

National Institutes of Health  
The Office of Financial Management (OFM) is at the hub of program budget and resource accounting at the National Institutes of Health (NIH), developing, presenting, executing and reconciling a budget of over \$20 billion, that is appropriated to the 27 institutes and centers.

Department of Health and Human Services

- In box 1, enter your U.S. Social Security Number (no dashes, just nine digits). If you do not have a Social Security Number, check the box that states 'I do not have a U.S. Social Security Number.'
- If you have a U.S. bank account, **enter your account number, routing number and account type** (even if you don't live in the U.S.) and you will be reimbursed via direct deposit.
- If your permanent residence is outside the U.S. **and** you do not have a U.S. bank account, click the 'My permanent residence is outside the U.S.' radio button and your registration will be reviewed by the NIH Office of Financial Management. You may be contacted directly for more information if needed. If approved, a check will be mailed to you.
- Remember to click the 'submit' button to finalize the registration.
- Click on 'Log Out' next to your reviewer name near the right hand top of the screen.
- If you have questions, please click on the  icon for a list of Frequently Asked Questions.

***Your registration is complete! Payment will be sent to you electronically via direct deposit if you live in the U.S., or by check if you live outside the U.S.***

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