USING eRA COMMONS for LRP APPLICATIONS

Overview
When you apply for an LRP award, **you must have an eRA Commons account with the Principal Investigator (PI) role affiliated at your current organization.**

You may initiate an LRP application and work on the LRP application without the PI role, but you cannot submit the application until you have the appropriate role and affiliation.

Obtaining a Commons ID
If you do not have an eRA Commons ID, you need to obtain one through the grants management office at your organization. An official with an eRA Commons Signing Official (SO) or Administrative Official (AO) role at your institution can provide you with a Commons ID and the PI role.

Some organizations may be reluctant to create an eRA Commons account with the PI role for LRP applicants. Designating the PI role for an individual in eRA Commons does not bestow on them any special status or privilege. It is merely the label of the role within the electronic system that provides the administrative authority an applicant needs to see pertinent information regarding their application.

Affiliation
When you initiate your application, you will be asked to select your current primary organization from the Organization drop down menu. This menu is populated from the Personal Profile in your eRA Commons account, so it is important that you have a complete and accurate profile.

You will identify an Institutional Business Official (IBO) in the Colleague Information section of your application. An IBO represents your organization in an official capacity and will be asked to certify your LRP application by the submission deadline.

IBOs are required to have an eRA Commons Business Official (BO) role to certify an LRP application. The organization affiliated with your LRP application must match the organization affiliated with the IBO's eRA Commons account. Any LRP application with an incorrect affiliation will be withdrawn, so you must ensure that your Commons account is affiliated with your current organization.

User Roles in eRA Commons
The following is a list of user roles which may be associated to your LRP application. Refer to the links on each role for more information.

- **AO**: Administrative Official of an organization, who may have authority to assign Commons ID and roles
- **BO**: Institutional Business Official at an organization who certifies LRP applications
- **PI**: LRP applicant
- **SO**: Organization's Signing Official, who may have authority to assign Commons ID and roles