Vendors can use this quick start guide to determine actions they need to take before updating contract information in eRA Commons.

On this page:

- If vendor organization is registered in eRA Commons and a principal investigator (PI) is assigned to the contract

- If a PI is not assigned to a contract project

Getting Set Up: Logistics for Contract Vendor Organizations

If vendor organization is registered in eRA Commons and a PI is assigned to the contract

The contract project officer (CPO) will send the PI at the vendor organization a system-generated email requesting R&D post-award contract project data to be entered. The data must be submitted within 15 calendar days of receiving the request from NIH.

1. Vendors who already have access to eRA Commons can use their existing Commons credentials.
2. After receiving a system-generated email from a CPO seeking R&D contract project data, the PI assigned to the contract logs in to eRA Commons and enters the relevant data; see quick start guide at http://era.nih.gov/files/PI_QS_Guide_Contracts_Data_final.pdf.

If a PI is not assigned to a contract project

The CPO will send all signing officials (SOs) at the vendor organization an email requesting contract data to be entered. The data must be submitted within 15 calendar days of receiving the request from NIH.

1. If a PI is not assigned to a contract project, a system generated email from the CPO will be sent all the SOs at the vendor organization. The SO for that particular contract project will:
   a. Assign a PI to the project and have that PI enter the scientific data, or
   b. Assign a PI to the project and enter the scientific data themselves

For signing officials, see the quick start guide for the instructions on the above tasks at http://era.nih.gov/files/SO_QS_Guide_Contracts_Data_final.pdf.

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