




eRA Commons Accounts: Who and How and Where*

Who needs an account?	How do they get an account?	Where can information be found?
Institutions/Research Organizations	Institutions and organizations register with eRA Commons, and at the time of registration, they assign a Signing Official (SO) and an Account Administrator (AA). These people can create additional accounts after the registration process is complete.	Web page: Register in eRA Commons Online help: Registering Institutions and Organizations Video  : Institutional Registration in eRA Commons
Program Directors/Principal Investigators (PD/PI)	If a PD/PI has never had an eRA Commons account, a Signing Official (SO) or an Account Administrator (AA) can create an account for them. If a PD/PI already has an eRA Commons account, an SO or an AA can affiliate that account with their institution	Web page: Create and Edit an Account Online help: Create a New Account for an Individual Video  : How Signing Officials Create Accounts in eRA Commons
Trainees	Trainees are invited to register in eRA Commons by the supervising Principal Investigator. Or a Signing Official (SO) or Accounts Administrator (AA) can create the account for the trainee.	Web page: For Grantees – Manage Trainees, Fellows Online help: Trainee Information Video  : How PIs Invite Trainees to eRA Commons
Scientist Post-Doc Graduate Students Undergraduate Students Project Personnel	These classifications or roles have no functional abilities within eRA Commons. They are used for reporting purposes in relation to workforce tracking. Accounts for these users are created by a Signing Official (SO) or Accounts Administrator (AA).	Resource: eRA Commons Roles
Anyone entering data in ASSIST	Accounts for these users are created by a Signing Official (SO) or Accounts Administrator (AA).	

Questions or help with these instructions? Contact the eRA Service Desk at <https://grants.nih.gov/support/index.html>

*NIH typically awards grants to organizations, not individuals. In rare cases (e.g. Loan Repayment Program), an individual who is not affiliated with a research organization may need to register. See [Special Instructions for Unaffiliated/Independent Applicants](#) and video on [How Scholars Register in Commons](#).