



Personal Profile User Guide

August 5, 2024

NOTE: This user guide is an identical PDF version of the online help.

Contact Us

Additional Help Needed? Please contact the eRA Service Desk (<https://www.era.nih.gov/need-help>).

Toll-free: 1-866-504-9552; **Phone:** 301-402-7469

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

Feedback on the user guide? Please email the eRA Communications Office (era-communications@mail.nih.gov).

Disclaimer STATEMENT

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

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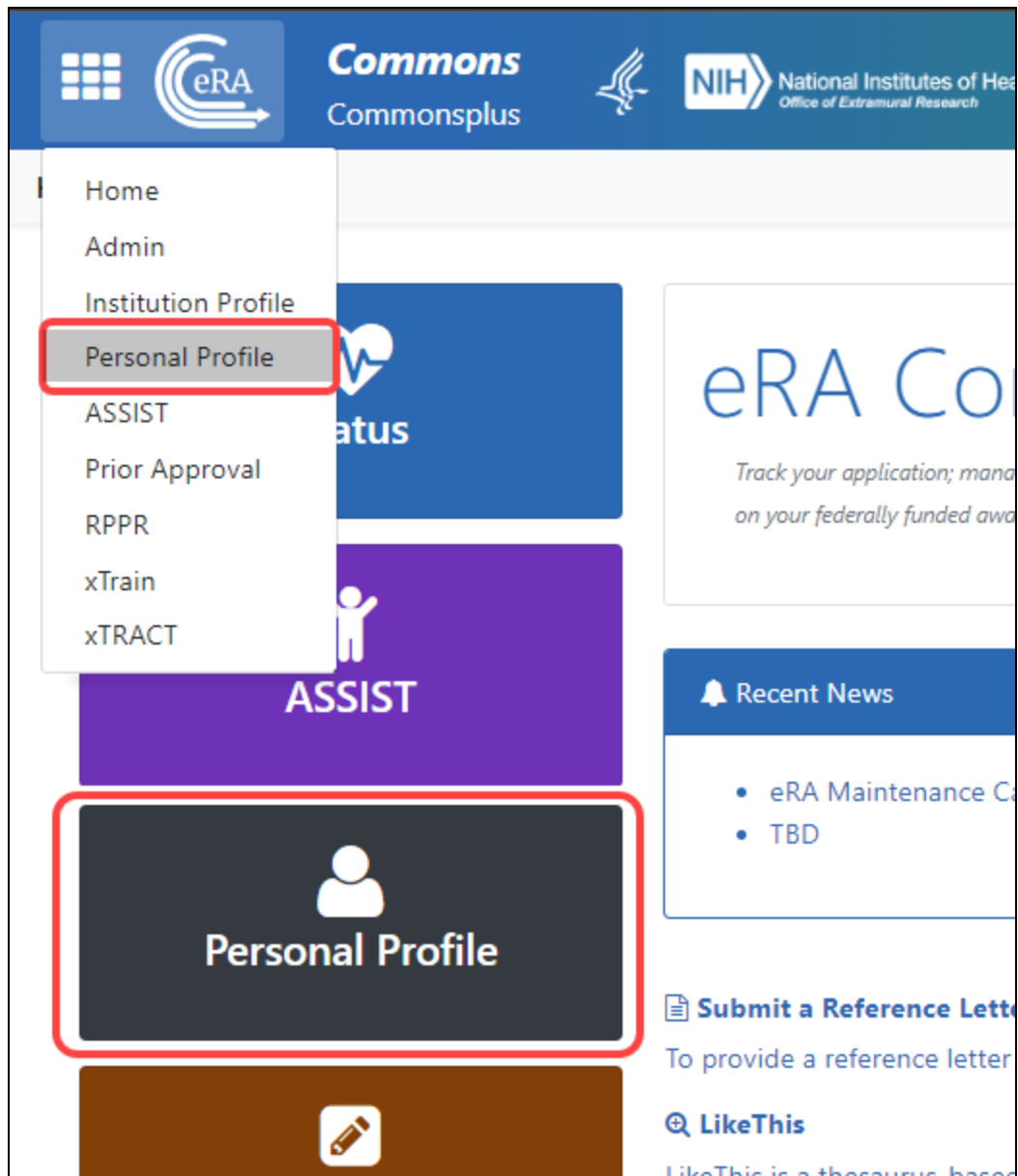
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Personal Profile Module

The Personal Profile module in Commons is the central repository of information for all Commons registered users. It is designed so that individual eRA system users hold and maintain ownership over the accuracy of their own profile information. This profile information is then integrated throughout eRA's systems and used for a variety of agency business such as peer review, application data, and trainee data. You can delegate the authority to maintain your profile to other users within your institution.

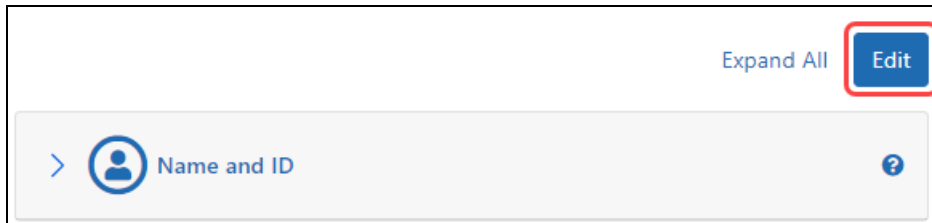
Accessing Personal Profile

Access Personal Profile by clicking the Main menu / eRA menu and selecting Personal Profile, or by clicking the Personal Profile button on the eRA Home page. See below.



Editing and Saving Personal Profile Information

To edit Personal Profile, click the **Edit** button above the *Name and ID* section, make changes, then click the **Save All** button. Navigating away from the Personal Profile turns Edit mode off without saving. Also see *What's the Difference Between View and Edit?*



IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (✘), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

The personal profile is divided into sections of information and includes:

- **Name and ID.** Personal information such as name, email, date of birth, citizenship status
- **Demographics.** Race, ethnicity, sex. Trainees are additionally asked about disadvantaged status and federal debt.
- **Employment.** Current and past employment history
- **Reviewer Information.** (only peer reviewers see this) Work address for those users serving as peer reviewers as well as honorarium information
- **Trainee Information.** (only trainees see this) Trainee permanent address for those with Trainee roles using the xTrain module
- **Education.** Degrees and post-graduate clinical training information
- **Reference Letters.** (principal investigators only) Data about letters of reference submitted to NIH
- **Publications.** (does not appear for all users) Access to MY NCBI, at which publications can be viewed
- **xTRACT Information.** (does not appear for all users) Provides a link to xTRACT module for trainees, participants, or scholars on a training grant, research edu-

cation award, or institutional career development award, where you can update the training institution on subsequent educational activities.

NOTE: Depending on your Commons role, you might not have access to all sections of the Personal Profile.

Selecting a Profile to Edit

You can grant any active eRA Commons user the ability to enter your Personal Profile information by delegating PPF authority. If you have been designated with this authority, you must select which profile you wish to access.

After selecting the **Personal Profile** tab from the Commons menu, you will be instructed to choose a profile for editing.

Select a name from the **Profile to Edit** drop-down list and click the **Select Profile** button. The profile of your selected person displays and changes made will be reflected on that profile.

To switch profiles, select the **Personal Profile** tab again and choose a different profile from the list.

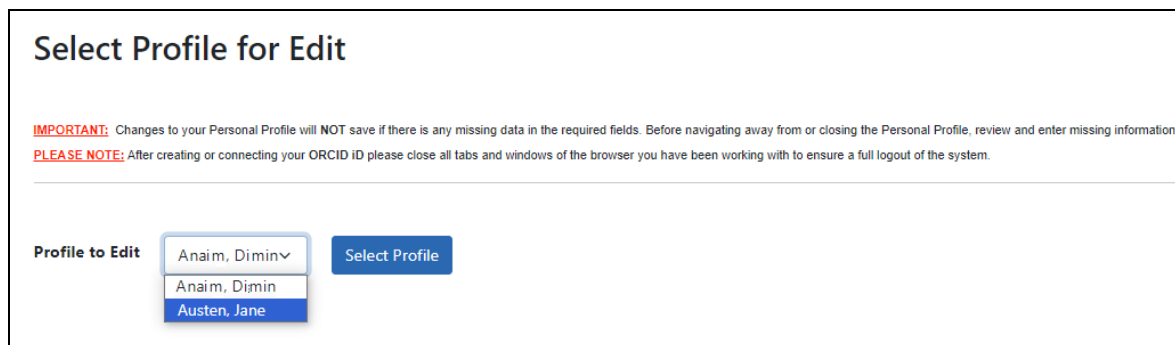


Figure 1: Select Profile for Edit

Personal Profile Summary

The *Personal Profile Summary* page lets you view or edit sections of the Personal Profile. Your name appears in the upper left.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (✘), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

Personal Profile

Dr Jane Austen

Roles:
 TRAINEE - Trainee - role is given to users that use xTrain Module
 PI - Principal Investigator
 IAR - IAR – Internet Assisted Review User- Assigned by an SRO (Scientific Review Officer) when a user will be involved in the peer review of applications.

Person ID:
11864620

ORCID ID: [?](#)
Unavailable [?](#)
[Create or Connect your ORCID iD](#)

Personal Profile Summary ✓

- Name and ID ✓
- Demographics ✓
- Employment ✓
- Reviewer Information ✓
- Trainee Information ✓
- Education ✓
- Reference Letters ✓
- Publications ✓
- xTRACT Information ✓

Information

Profile updated:
04/12/2024
[Change your password](#) [?](#) by:
06/25/2021
[PPF Privacy Act Notification Statement](#)

eRA Service Desk

Hours:
Mon-Fri, 7AM-8PM EDT/EST
Web:
<http://grants.nih.gov/support> [?](#)
Toll-free:
866-504-9552
Phone:
301-402-7469
 Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

Personal Profile Summary

IMPORTANT: Changes to your Personal Profile will NOT save if there is any missing data in the required fields. Before navigating away from or closing the Personal Profile, review and enter missing information.

PLEASE NOTE: After creating or connecting your ORCID ID please close all tabs and windows of the browser you have been working with to ensure a full logout of the system.

[Expand All](#) [Edit](#)

- >

Name and ID
?
- >

Demographics
?
- >

Employment
?
- >

Reviewer Information
?
- >

Trainee Information
?
- >

Education
?
- >

Reference Letters
?
- >

Publications
?
- >

xTRACT Information
?

Figure 2: Personal Profile Summary Page

Dashboard




The left side of the [summary page](#) contains user name, person ID, a list of user roles, and ORCID if available. Also shown is eRA Service Desk contact information.


Personal Profile



















Dr Jane Austen

Roles:
 TRAINEE - Trainee - role is given to users that use xTrain Module
 PI - Principal Investigator
 IAR - IAR – Internet Assisted Review User- Assigned by an SRO (Scientific Review Officer) when a user will be involved in the peer review of applications.

Person ID:
20202020


ORCID ID:  Unavailable 
 [Create or Connect your ORCID iD](#)


Personal Profile Summary 

 Name and ID	
 Demographics	
 Employment	
 Reviewer Information	
 Trainee Information	
 Education	
 Reference Letters	
 Publications	
 xTRACT Information	

Information


Profile updated:
03/18/2024

Change your password  **by:**
06/25/2021

[PPF Privacy Act Notification Statement](#) 

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Phone:
301-402-7469

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.







Figure 3: Personal Profile Dashboard

Personal Profile Information:

- Name of the personal profile
- List of roles associated with the personal profile
- Person ID associated with the personal profile
- ORCID ID (or link to set up an ORCID ID); see *The ORCID ID* on page 88.
 - **Additional Instructions for Fellowship:**
For NIH fellowship applications, the personal profile associated with the eRA Commons username entered in the Credential field for the PD/PI (fellowship applicant) must include an ORCID ID (e.g., orcid.org/0000-0001-2345-6789) to pass NIH validation requirements.
 - **Additional Instructions for Career Development:**
For NIH career development award applications, the personal profile associated with the eRA Commons username entered in the Credential field for the PD/PI (candidate) must include an ORCID ID (e.g., orcid.org/0000-0001-2345-6789) in order to pass NIH validation requirements.
 - **Additional Instructions for Trainees:**
For NIH trainees, the Personal Profile associated with the eRA Commons user ID must be linked to an ORCID ID (e.g., orcid.org/0000-0001-2345-6789) in order to pass NIH validation requirements.

Personal Profile Expand/Collapse Links

The left side shows links for each of the sections of the Personal Profile. Clicking these links expands the corresponding section of Personal Profile. A green checkmark mean the section's required fields are complete, while a red x means they are not.

Personal Profile Summary	✘
 Name and ID	✔
 Demographics	✘
 Employment	✔
 Reviewer Information	✔
 Education	✔
 xTRACT Information	✔

NOTE: The Personal Profile sections vary depending on your user role. Not all profile sections are available for all Commons users. If you are affiliated with multiple institutions and hold different roles at each, your profile will display the sections applicable for all roles across affiliations.

Update and Access Information:

- **Profile Updated:** system displays date when the user last performed a save on the Personal Profile
- **Change your password:** Date when password will expire plus a link for accessing the *Change Password* feature

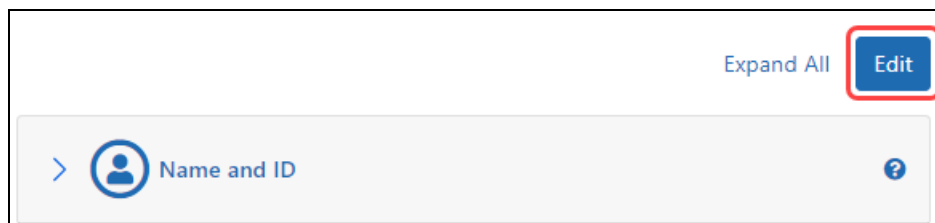
eRA Service Desk Information

Includes the hours, phone numbers, and web address for contacting and creating a ticket for system support.

Personal Profile Summary Sections

The *Personal Profile Summary* page displays profile information for each section, which you can expand or collapse by clicking the section header.

To edit any section, first click the **Edit** button at the upper right of the section headers:



To expand all sections, click the + **Expand All** button.

To save entered data, click the **Save All** button. (**Save All** is available only after clicking the **Edit** button to enter Edit mode.)

To discarded data you just entered/edited, click the **Discard Changes** button. (**Discard Changes** is available only after clicking the **Edit** button to enter Edit mode.)

IMPORTANT: All required fields in the entire Personal Profile (not just the section you edited) must be filled in prior to saving; otherwise you cannot save.

Personal Profile Errors

If any required information is missing from ANY section, a message titled **Error(s)** displays across the top of the screen as well as in the header for the incomplete section.

The screenshot displays the 'Personal Profile Summary' interface. At the top, a red banner contains the text 'Error(s)' with a close icon (X) on the right. Below this, a message states: 'There are problems in the Demographics section'. A blue 'IMPORTANT' notice follows, explaining that changes will not save if there is missing data in required fields and advising the user to review and enter missing information before navigating away. At the bottom right of the notice area are three buttons: 'Expand All', 'Discard Changes', and 'Save All'. Below the notice is a list of profile sections, each with a chevron icon on the left and a question mark icon on the right. The sections are: 'Name and ID', 'Demographics' (which is highlighted in red and includes a red error icon and the text 'Errors found'), 'Employment', 'Reviewer Information', 'Trainee Information', and 'Education'.

Figure 4: Personal Profile Summary Indicating errors/missing information

You must correct the error prior to saving. You cannot save unless you first correct the error.

What's the Difference Between View and Edit?

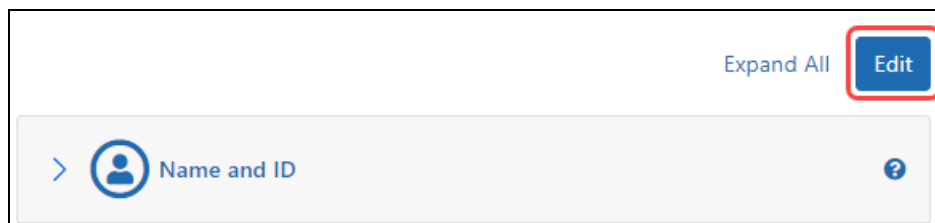
The Personal Profile provides you two ways to access your information: view mode and edit mode.

Viewing the Information in Your Profile

View mode provides a read-only summary of the information within a specific component of the profile. In view mode, not all fields are displayed. To view a section, click its heading. To expand all sections at once, click the **Expand All** button.

Editing the Information in Your Profile

You can edit any section of your profile by clicking a **Edit** button at the top right of the Personal Profile screen. This unlocks the entire profile for editing.



You can then expand sections and update the information as necessary.

Not all components can be edited. View-only components do not have an **Edit** button.

When you are done editing your profile, click the **Save All** button. Navigating away from Personal Profile turns Edit mode off.

TIP: Hiding or closing sections of the profile is not the same thing as saving the information. If you navigate away from the personal profile, your changes will be lost. You must click the **Save All** button to save your changes!

If you wish to discard your changes, click the **Discard Changes** button, then click **Yes** from the confirmation popup. Keep in mind that any information you've added since the last time you clicked **Save All** will be discarded when you click the **Discard Changes** button!

Refer to the help topics for each individual profile component to see what fields are available for editing.

Name and ID

The **Name and ID** section of the Personal Profile lets you view, add, or update your:

- Name
- Prior Names
- Email address
- Preferred address information for all communication generated from Commons
- Identification information to differentiate you from other Commons users with a similar name
- Citizenship status

All Commons users have access to the **Name and ID** section of the Personal Profile.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (✖), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

Viewing Name and ID

Click the **Name and ID** section heading to see the section content.

The information initially displays as read-only.


- **Name**
- **Username**
- **eRA Person ID**
- **Email for Account-Related Communications**
- **Contact Information for Commons Communications**

Personal Profile Summary

IMPORTANT: Changes to your Personal Profile will **NOT** save if there is any missing data in the required fields. Before navigating away from or closing Personal Profile, review and enter missing information.

PLEASE NOTE: After creating or connecting your ORCID iD please close all tabs and windows of the browser you have been working with to ensure of the system.

[Expand All](#)

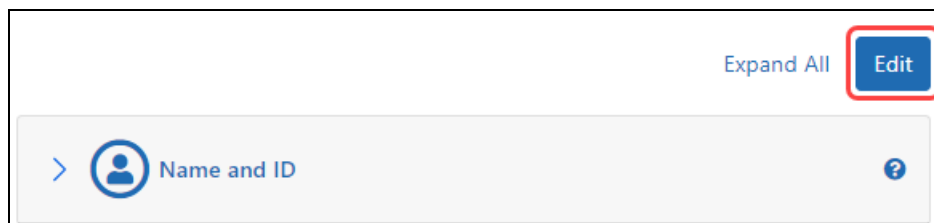
▼  **Name and ID**

Name:	Dr Jane Austen	<i>NIH uses this Information to identify you and accurately match your account.</i>
Username:	ANATE	
eRA Person ID:	11864620	
Contact Information		
Email for Account-Related Communications:	eRATest@mail.nih.gov	<i>NIH will use this email if you need to reset your password or if there is another way to reach you.</i>
Contact Information for Commons Communications:	RESEARCH INSTITUTE 1500 E. Road CA 91010 UNITED STATES Email: eRATest@mail.nih.gov Phone: 555-555-0060	<i>Select a job for NIH to use for Commons communications.</i>

Figure 5: Summary View of Personal Profile Name and ID

Editing Name and ID

To edit any section, first click the **Edit** button at the upper right of the section headers:



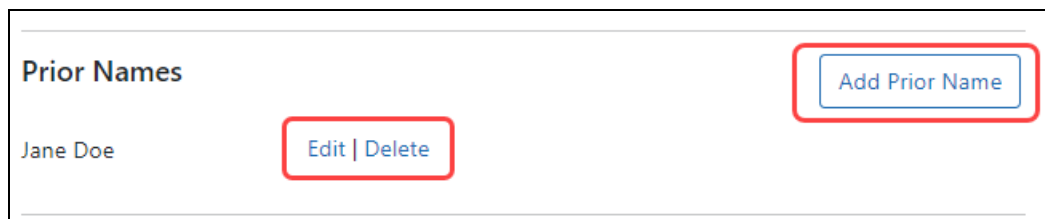
The following fields are available for editing in *Name and ID*:

Name

- **Prefix:** Select a choice from the drop-down list.
- **First Name** (required): Enter your first name.
- **Middle Name:** If you have a very common name, it is helpful to enter your middle name.
- **Last Name** (required): Enter your last name.
- **Suffix:** Select a choice from the drop-down list.

Prior Names

You can enter, view, edit, and delete prior names in the Name and ID section. Use the Prior Names section to specify other names you have used professionally in the past (such as maiden, married names, etc.), so that your award data and career progress can be better maintained and tracked in eRA Commons. The Prior Names section is only accessible for NIH official use when completing reporting requirements and will not be shared.



In the Prior Names section, which lists all previously entered names, you can enter new names and update or delete existing names.

- To add a new name, click the **Add Prior Name** button and complete the fields in the new section that drops down.

- To change an existing name, click its **Edit** link and edit the fields in the onscreen section that drops down.
- To remove an existing name, click its **Delete** link, then click the **Delete** button in the *Delete Prior Name* section that drops down.

Email Address

- **For account-related communications**

Enter the email address at which you prefer to receive communications from Commons about managing your profile. This will also be the addresses used if no other means of reaching you is provided. Required field. NIH recommends that you use an email that you will have access to even after changing jobs.

- **Replace other email addresses?**

Select this checkbox if you would like this account-related communications email address to replace the email address(es) you provided for Grants Communication and Reviewer Correspondence in the other sections of the Personal Profile.

Address for Awards-Related Communications

- **Use contact information from current job**

Select a job from the drop-down list.

Remember: you can update your jobs on the **Employment** section of the profile. A link to **Employment** is provided next to this field.

Identification

- **Date of Birth** (required)

Enter your date of birth in the format MM/DD/YYYY or select a date from the calendar icon. Selecting the **Do Not Wish to Provide** checkbox also counts as filling out this required field.

- **SSN** (optional)

Enter the last four digits of your Social Security Number (SSN) to help eRA identify you more accurately.

IMPORTANT: As a security measure, the **Date of Birth** and **SSN** fields are only editable if blank or filled with all zeroes. Once populated with other data, these fields become read-only to prevent accidental updates to the wrong personal profile. Should you need to make changes to either of these fields and cannot, contact the eRA Service Desk for assistance.

Citizenship Status

- **What country are you a citizen of?** (required)

Select a country from the drop-down list.

- **Citizenship Status** (required)

Select the appropriate radio button.

Loan Repayment Program (LRP)

Loan Repayment Program (LRP)

Click on the Secure Payee Registration System (SPRS) link below to enter your Social Security Number and/or your banking information. Note that only LRP awardees that have received a notification from the Division of Loan Repayment are required to enter their banking information.

[Secure Payee Registration System](#)

For certain LRP applicants who were selected or awardees who are eligible for reimbursement, an additional section titled **Loan Repayment Program (LRP)** appears at the end of the *Name and ID* section of Personal Profile. It contains a link to the Secure Payee Registration System; see the topic titled [Submitting Banking Information](#) in LRP online help.

When you are done with your edits, click the **Save All** button at the top of the profile to save your changes.

IMPORTANT: As a security measure, after if you are updating the value of a previously entered email address, date of birth, and/or Social Security Number, Commons will send

an email to the former (if changed) email address in a person's Commons profile as an alert to the change. If you receive this email after making these changes, no further action is required. If you have not made these changes to your profile and receive this alert, please contact the eRA Commons Help Desk immediately.

Demographics

The **Demographics** section of the Personal Profile lets you view, add, or update your:

- Sex
- Ethnicity and race
- Disability

If you are in a training or career development program, you must answer questions concerning:

- Repayment of federal debt (required if you have a Trainee role)
- Disadvantaged background (required if you have a Trainee role)

All Commons users have access to the **Demographics** section of the Personal Profile.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes ONLY after fixing ALL error items in red/pink that show a red x (✖), even those unrelated to your current change. If you save while errors exist, changes are NOT saved and you see an error message.

Viewing Demographics

Click the **Demographics** section heading to see the section content.

The following information displays as read-only:

- **Sex**
- **Ethnicity**
- **Race**
- **Disability**
- **Federal Debt** (Trainee only)
- **Disadvantaged** (Trainee only)

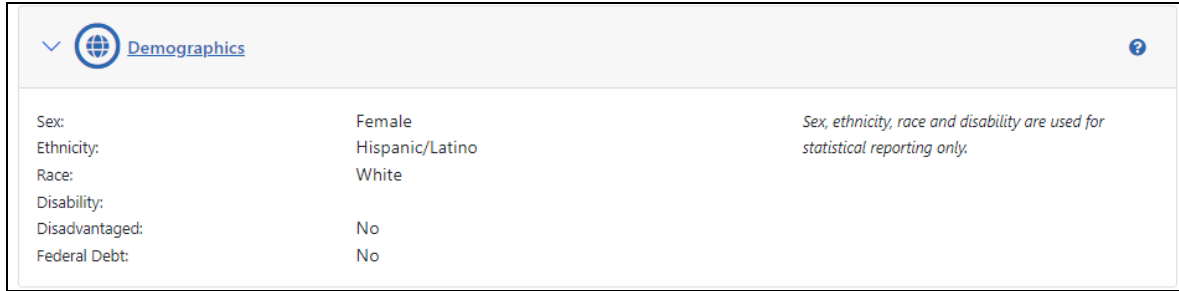
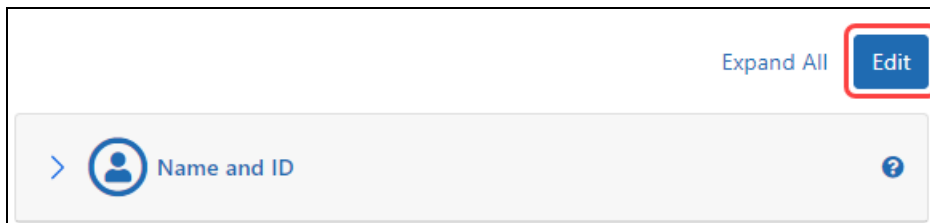


Figure 6: Summary View of the Personal Profile Demographics

Edit Demographics

To edit any section, first click the **Edit** button at the upper right of the section headers:



The following fields are available for editing in *Demographics*:

Sex

Select the radio button for one of the options (required):

- **Female**
- **Male**
- **Do not wish to provide**

Ethnicity and Race

Select the radio button for the appropriate response to:

- **Ethnicity** (required): Select one of the options.
 - Do not wish to provide
 - Hispanic/Latino
 - Non-Hispanic

- **Race** (required): Select all that apply.
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - White
 - Native Hawaiian or Other Pacific Islander
 - Other
 - Do not wish to provide

Disability

Select a response to the question **Do you have a disability?** If Yes, select the checkbox for the disability you have. This is a required field.

Questions for Those in Training and Career Development Programs

The following questions are required for those persons appointed to and supported by NRSA or non-NRSA research training, institutional career award, or research education award.

- **Are you delinquent on the repayment of any U.S. Federal debts?**

Select the appropriate radio button. For a response of Yes, use the text box for a mandatory explanation. Use the link provided next to this field to see examples of debts requiring a Yes response.

- **Are you from a disadvantaged background?**

Select the appropriate radio button. Use the link provided next to this field to see the full definition of disadvantaged background.

When you are done with your edits, click the **Save All** button at the top of the profile to save your changes.

Employment

The **Employment** section of the Personal Profile lets you view, add, or update your research and professional employment history for current and past employment.

The **Employment** section is considered complete if:

- PI and IAR roles: Personal Profile contains employment for the past 3 years
- Trainee roles: Personal Profile contains at least one employment entry
- Admin roles: Personal Profile contains at least one current employment entry

All Commons users have access to the **Employment** section of the Personal Profile.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (✖), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

View Employment

Click the **Employment** section heading to see the section content.

The following information displays as read-only:

- **Current Jobs:** Includes any employment entered into the profile with no end date or an end date in the future
- **Past Jobs:** Includes any employment entered into the profile with an end date in the past

Edit Employment

To edit any section, first click the **Edit** button at the upper right of the section headers:



In the edit mode of Employment, you can add, update, or remove current and past jobs.

When you are done with your edits, click the **Save All** button at the top of the profile to save your changes.

A screenshot of the 'Employment' section in edit mode. The section title is 'Employment' with a dropdown arrow and a question mark icon. Below the title, there is a summary: 'You have 1 current job(s) and 1 past job(s)'. This is followed by instructions: 'Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your awards and for your own work as a reviewer.' and 'Enter post-doctoral fellowships on this page as a job.' A note states: 'If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.'

The section is divided into two main areas: 'Current Jobs' and 'Past Jobs'. Each area has a blue button to 'Add a New Job' or 'Add a Past Job'.

Current Jobs Table:

Dates	Employment and Contact Details	Status
September 2021 to present	RESEARCH INSTITUTE Assistant Professor 1500 E. Road CA 91010 UNITED STATES Email: eRATest@mail.nih.gov Phone: 555-555-0060 Edit Quick Update Leave Job Delete	<ul style="list-style-type: none"> ✓ You are affiliated with this institution. i This is your Primary Employment.

Past Jobs Table:

Dates	Institution and Position	Status
September 2013 to July 2021	UNIVERSITY HEALTH SCIENCES Assistant Professor Edit Delete	<ul style="list-style-type: none"> ✓ You are still affiliated with this institution. If this is incorrect, contact the institution.

Figure 7: Edit Mode of Personal Profile Employment

Current Jobs

Displays all current jobs (i.e., jobs with no end date entered) information, including:

- **Dates:** Indicates the start date to present
- **Employment and Contact Details:** Includes information such as name of the institution; department; street address; phone; email address
- **Status:** Includes information such as current affiliation with institution; whether this job has been selected as your address for communication; whether this job is your Primary Employment

From within the **Current Job** section, you can perform the following tasks:

- **Add a New Job:** Provides access for entering details for another current job
- **Edit:** Provides access for editing all details of the specific current job
- **Quick Update:** Provides access for editing basic information of the specific current job.
- **Leave Job:** Provides access for entering an end date for the specific job
- **Delete:** Remove the specific job

Past Jobs

Displays all past jobs (i.e., jobs with an end date entered) information, including:

- **Dates:** Indicates the start date to present
- **Institution and Position:** Includes information such as name of the institution and position held there
- **Status:** Includes information such as your current affiliation with institution

From within the **Past Jobs** section, you can perform the following tasks:

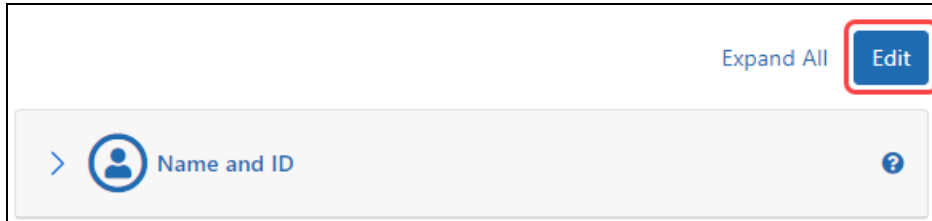
- **Add a Past Job:** Provides access for entering details for another past job
- **Edit:** Provides access for editing all details of the specific current job
- **Delete:** Remove the specific past job

Updating Your Current Job(s)

Adding a Current Job

If a current job is missing from the list, you can add a new one using the **Add a New Job** button in the **Employment** section of the Personal Profile.

To edit any section, first click the **Edit** button at the upper right of the section headers:



1. Click the **Add a New Job** button from within **Current Jobs**.

The **Add Current Job** data fields display.

Employment

You have 1 current job(s) and 1 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your awards and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs Add a New Job

* Required Field(s)

Add Current Job

Employer *

I work in a company or institution outside NIH
(No organization selected)
Change

I work inside NIH
Select One

Start Date * MM/YYYY

End Date * MM/YYYY (leave blank if still in this job)

Job Title *

About this job
NIH uses this information for statistical analysis

This is my primary employment

This job is *

Full time Part time

This is a job working directly for the federal government *

Yes No

This is a faculty teaching position
 This is an academic administrative position

Your address and contact information at this job

Street Address *

City *

Country *

State *

Zip Code *

Phone *

Email *

Add Cancel

2. Enter the new job information in the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
 - Click the **Chose from List** button to search for and select a company or institution.
 - Click the Name of Company **Change** button to change the name of the company.
- **I work inside NIH**
 - Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the job in a MM/YYYY format.

End Date

Enter the end date only if not currently in the job, otherwise leave this field blank.

Job Title (required)

Enter the position/title held at the job.

About this job

Select all applicable checkboxes:

- **This is my primary employment.** . Mark this checkbox ONLY if this job is where you are CURRENTLY employed.
- **This job is.** Choose: **Full** time or **Part** time (required)
- **This is a job working directly for the federal government.** Choose **Yes** or **No** (required)
- **This is a faculty teaching position.** A dropdown appears; select an option that best matches your academic rank.
- **This is an academic administrative position.** A dropdown appears; select an option that best matches your administrative position.

Your address and contact information at this job

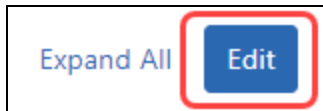
Enter the address information:

- **Street Address** (required)
- **City** (required)
- **Country** (required)
- **State/Province** (required)
- **ZIP Code** (required)
- **Phone** (required)
- **Email** (required)

3. Click the **Add** button.
4. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

Editing a Current Job

Before editing your profile, remember to first click the **Edit** button at the top of the Personal Profile screen to make it editable.



1. Click the **Edit** button for the current job.

The **Edit Current Job** data fields display.

Current Jobs

[Add a New Job](#)

Dates	Employment and Contact Details	Status
September 2021 to present	RESEARCH INSTITUTE Assistant Professor 1500 E. Road CA 91010 UNITED STATES Email: eRATest@mail.nih.gov Phone: 555-555-0060	✓ You are affiliated with this institution. i This is your Primary Employment.

[Edit](#) [Quick Update](#) [Leave Job](#) [Delete](#)

* Required Field(s)

Edit Current Job

Employer *

I work in a company or institution outside NIH
RESEARCH INSTITUTE
[Change](#)

I work inside NIH
Select One

Start Date * 09/2021

End Date * MM/YYYY (leave blank if still in this job)

Job Title * Assistant Professor

About this job
NIH uses this information for statistical analysis

This is my primary employment

This job is *

Full time Part time

This is a job working directly for the federal government *

Yes No

This is a faculty teaching position
Select the best match to your teaching position

Assistant Professor

This is an academic administrative position

Your address and contact information at this job

Street Address * 1500 E. Road

City * Dutear

Country * UNITED STATES

State * CALIFORNIA

Zip Code * 91010

Phone * 555-555-0060

Email * eRATest@mail.nih.gov

[Update](#) [Cancel](#)

2. Enter information for the following fields:

Employer (required)

Select the appropriate radio button.

- **I work in a company or institution outside NIH**
 - Click the Name of Company **Change** button to change the name of the company.
- **I work inside NIH**
 - Select the institute from the dropdown.

Start Date (required)

Enter the start date of the job in a MM/YYYY format.

End Date

Enter the end date only if not currently in the job, otherwise leave this field blank.

Job Title(required)

Enter the position/title held at the job.

About this job

Select all applicable checkboxes.

- **This is my primary employment.** . Mark this checkbox ONLY if this job is where you are CURRENTLY employed.
- **This job is.** Choose: **Full** time or **Part** time (required)
- **This is a job working directly for the federal government.** Choose **Yes** or **No** (required)
- **This is a faculty teaching position.** A dropdown appears; select an option that best matches your academic rank.
- **This is an academic administrative position.** A dropdown appears; select an option that best matches your administrative position.

Your address and contact information at this job

Enter the address information:

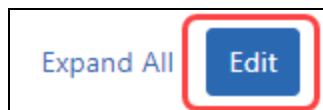
- **Street Address** (required)
- **City** (required)
- **Country** (required)
- **State/Province** (required if applicable)
- **ZIP Code** (required)
- **Phone** (required)
- **Email** (required)

3. Click the **Update** button.
4. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

Performing a Quick Update for a Current Job

Perform a quick update of a current job when you only need to update the more common items related to a job, such as your phone number, email address, and/or title.

Before editing your profile, remember to first click the **Edit** button at the top of the Personal Profile screen to make it editable.



1. Click the **Quick Update** link for the current job.

The **Update Info** data fields display.

2. In the **Update Info** section that drops down, update the following fields.
 - My information has changed at this job:
 - **Phone**
 - **Email**
 - **Title**

3. Click the **Update** button.

Employment
 ?

You have 1 current job(s) and 1 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your awards and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs

Dates	Employment and Contact Details	Status
September 2021 to present	RESEARCH INSTITUTE Assistant Professor 1500 E. Road CA 91010 UNITED STATES Email: eRATest@mail.nih.gov Phone: 555-555-0060 Edit Quick Update Leave Job Delete	✓ You are affiliated with this institution. ⓘ This is your Primary Employment.

Add a New Job

Update Info

My information has changed at this job:

Phone	<input type="text" value="555-555-0060"/>
Email	<input type="text" value="eRATest@mail.nih.gov"/>
Title	<input type="text" value="Assistant Professor"/>

Update

Cancel

Past Jobs

Dates	Institution and Position	Status
September 2013 to July 2021	UNIVERSITY HEALTH SCIENCES Assistant Professor Edit Delete	✓ You are still affiliated with this institution. If this is incorrect, contact the institution.

Add a Past Job

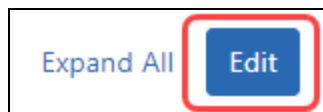
Figure 8: Personal Profile Employment Quick Update

4. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

Leaving a Current Job

When you leave a current job, you can use the **Leave Job** link to update your personal profile.

Before editing your profile, remember to first click the **Edit** button at the top of the Personal Profile screen to make it editable.



1. Click the **Leave Job** link for the current job.

The **Leave Job** box displays.

Employment

You have 1 current job(s) and 0 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your awards and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs Add a New Job

Dates	Employment and Contact Details	Status
April 2005 to present	RESEARCH INSTITUTE Assistant Professor 1500 E. Road CA 91010 UNITED STATES Email: eRATest@mail.nih.gov Phone: 555-555-0060 Edit Quick Update Leave Job Delete	✓ You are affiliated with this institution.

Leave Job

I have left this job as of:

End Date

Cancel Leave Job

Figure 9: Leave Job Feature of Personal Profile

2. Update the following field:

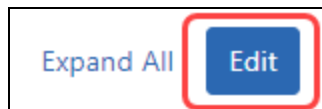
- **End Date** (enter in MM/YYYY format):

3. Click the **Leave Job** button.
4. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

Deleting a Current Job

You can remove a current job from your personal profile by using the Delete Job feature. Use this information if you do not want the job listed in your profile; deleting a job permanently removes the information. If you accidentally remove this information, you will need to re-add it.

Before editing your profile, remember to first click the **Edit** button at the top of the Personal Profile screen to make it editable.



NOTE: Do not use the Delete Job option to indicate that you are no longer at a job. If you wish to update your profile to show a past job, use the Leave Job feature. Refer to *Leaving a Current Job* on page 40.

To delete a current job from your profile:

1. Click the **Delete** link for the current job.

The **Delete Job** section displays.

Employment

You have 1 current job(s) and 1 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your awards and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs Add a New Job

Dates	Employment and Contact Details	Status
September 2021 to present	RESEARCH INSTITUTE Assistant Professor 1500 E. Road CA 91010 UNITED STATES Email: eRATest@mail.nih.gov Phone: 555-555-0060 Edit Quick Update Leave Job Delete	<p>✓ You are affiliated with this institution.</p> <p>i This is your Primary Employment.</p>

Delete Job

Do you really wish to delete the job above? Your changes will be permanent when you save this profile, although you can always re-add it later.

Cancel Delete Job

Figure 10: Delete Job section for a Current Job

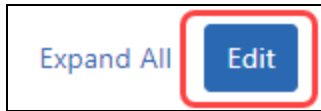
2. Click the **Delete Job** button.
3. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

Updating Your Past Job(s)

Adding a Past Job

If you would like to add a past job, you can do so by using the **Add a Past Job** button in the Past Jobs section.

Before editing your profile, remember to first click the **Edit** button at the top of the Personal Profile screen to make it editable.



1. Click the **Add a Past Job** button.

The **Add Past Job** section appears.

The screenshot shows the 'Add Past Job' form. At the top right is a blue button labeled 'Add a Past Job'. The form contains several sections:

- Employer ***: Radio buttons for 'I worked in a company or institution outside NIH (No organization selected)' and 'I worked inside NIH'. A 'Change' button is below the first option, and a dropdown menu is below the second.
- Start Date ***: Text input field with placeholder 'MM/YYYY'.
- End Date ***: Text input field with placeholder 'MM/YYYY (leave blank if still in this job)'.
- Job Title ***: Text input field.
- About this job**: Text stating 'NIH uses this information for statistical analysis'.
- Checkboxes for 'This is my primary employment', 'This is a faculty teaching position', and 'This is an academic administrative position'.
- Radio buttons for 'This job was *' with options 'Full time' and 'Part time'.
- Radio buttons for 'This was a job working directly for the federal government *' with options 'Yes' and 'No'.

 At the bottom left are 'Add' and 'Cancel' buttons. Below the form is a table with columns 'Dates', 'Institution and Position', and 'Status'.

Dates	Institution and Position	Status
September 2013 to July 2021	UNIVERSITY HEALTH SCIENCES Assistant Professor	✓ You are still affiliated with this institution. If this is incorrect, contact the institution.
	Edit Delete	

Figure 11: Adding a Past Job

2. Enter the information for the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
 - Click the **Change** button to search for and select a company or institution.
- **I worked inside NIH**
 - Select the institute/agency/department/organization from the dropdown list. This includes organizations beyond the scope of NIH.

Start Date (required)

Enter the start date of the past job in a MM/YYYY format.

End Date (required)

Enter the date (MM/YYYY) when you left this job.

Job Title (required)

Enter the position/title held at the job.

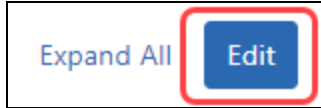
About this job

Select all applicable checkboxes.

- **This is my primary employment.** . Mark this checkbox ONLY if this job is where you are CURRENTLY employed.
 - **This job was.** Choose: **Full** time or **Part** time (required)
 - **This was a job working directly for the federal government.** Choose **Yes** or **No** (required)
 - **This is a faculty teaching position.** A dropdown appears; select an option that best matches your academic rank.
 - **This is an academic administrative position.** A dropdown appears; select an option that best matches your administrative position.
3. Click the **Add** button.
 4. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

Editing a Past Job

Before editing your profile, remember to first click the **Edit** button at the top of the Personal Profile screen to make it editable.



1. Click the **Edit** link of the past job.

The **Edit Past Job** section appears.

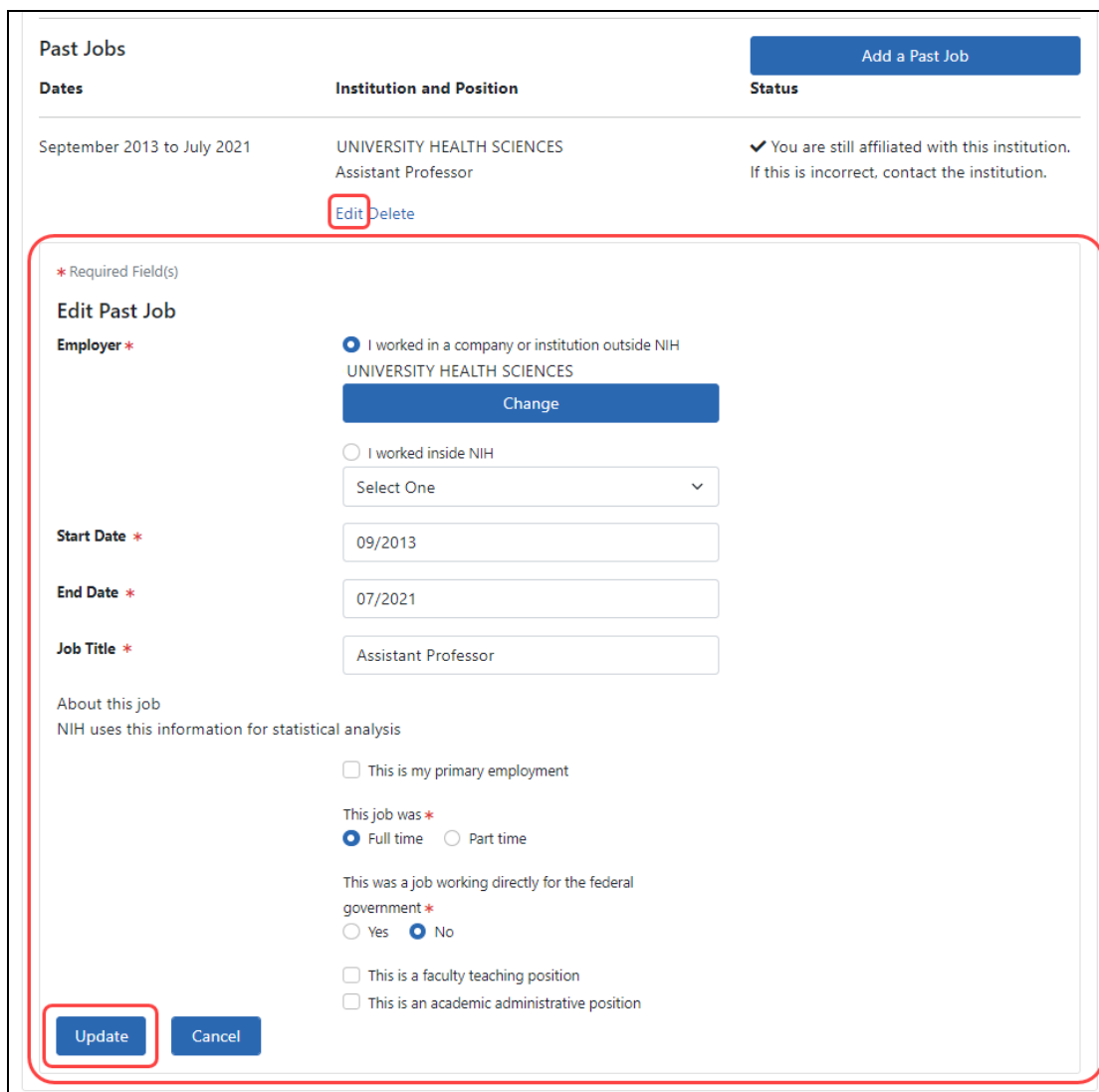
A screenshot of the 'Edit Past Job' form. The form is titled 'Edit Past Job' and contains several sections. At the top, there is a blue button labeled 'Add a Past Job'. Below this, there is a table with columns for 'Dates', 'Institution and Position', and 'Status'. The first row shows 'September 2013 to July 2021', 'UNIVERSITY HEALTH SCIENCES Assistant Professor', and 'You are still affiliated with this institution. If this is incorrect, contact the institution.' Below the table, there are 'Edit' and 'Delete' links. The 'Edit' link is highlighted with a red box. Below the table, there is a section titled 'Edit Past Job' with a red border. This section contains a 'Required Field(s)' warning, an 'Employer' field with a radio button for 'I worked in a company or institution outside NIH' (selected) and a 'Change' button, and another radio button for 'I worked inside NIH' with a dropdown menu. Below this are 'Start Date' (09/2013), 'End Date' (07/2021), and 'Job Title' (Assistant Professor) fields. At the bottom of the form, there is a section titled 'About this job' with a note 'NIH uses this information for statistical analysis' and several checkboxes: 'This is my primary employment', 'This job was Full time' (selected), 'This was a job working directly for the federal government' (No selected), 'This is a faculty teaching position', and 'This is an academic administrative position'. At the bottom left of the form, there are 'Update' and 'Cancel' buttons. The 'Update' button is highlighted with a red box.

Figure 12: Edit Past Job Data Fields

2. Enter information for the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
 - Click the **Chose from List** button to search for and select a company or institution.
 - Click the Name of Company **Change** button to change the name of the company.
- **I work inside NIH**
 - Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the past job in a MM/YYYY format.

End Date (required)

Enter the date (MM/YYYY) when you left this job.

Job Title (required)

Enter the position/title held at the job.

About this job

Select all applicable checkboxes.

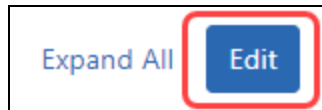
- **This is my primary employment.** . Mark this checkbox ONLY if this job is where you are CURRENTLY employed.
- **This job was.** Choose: **Full** time or **Part** time (required)
- **This was a job working directly for the federal government.** Choose **Yes** or **No** (required)
- **This is a faculty teaching position.** A dropdown appears; select an option that best matches your academic rank.
- **This is an academic administrative position.** A dropdown appears; select an option that best matches your administrative position.

3. Click the **Update** button.
4. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

Deleting a Past Job

You can remove a past job from your personal profile by using the Delete Job feature. Use this information if you do not want the job listed in your profile; deleting a job permanently removes the information. If you accidentally remove this information, you will need to re-add it manually.

Before editing your profile, remember to first click the **Edit** button at the top of the Personal Profile screen to make it editable.



To delete a current job from your profile:

1. Click the **Delete** button for the past job.

The **Delete Job** box displays.

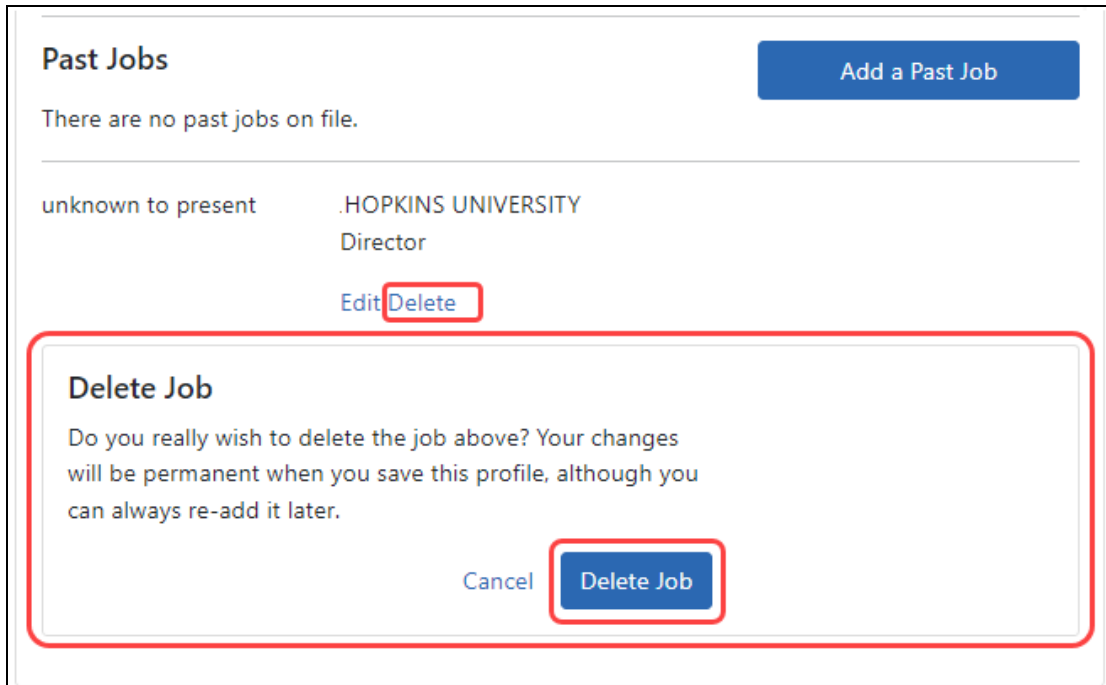


Figure 13: Delete Job section for a Past Job

2. Click the **Delete Job** button.
3. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

Reviewer Information

If you have one of the following Commons user roles, you are required to complete fields within the **Reviewer Information** section of the Personal Profile:

- IAR
- PI

If you are a Reviewer using Internet Assisted Review (IAR) via the Commons system, keep in mind that accurate Reviewer information is essential for successfully using IAR for the review process.

The **Reviewer Information** section lets you view, add, update, and/or access:

- Your preferred method of contact for review meetings
- Your home address information
- Secure Payment Registration System (SPRS)
- Your eligibility for continuous submission

Keep your profile updated with employment information from the last 3 years. This information is vital to NIH and its SROs for determining any conflicts of interest with applications. Employment information is maintained in the **Employment** section of your profile. Refer to *Employment* on page 29 for steps on completing this information.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (✘), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

Viewing Reviewer Information

Click the **Reviewer Information** section heading to see the section content.

Initially the following fields appear as read-only.

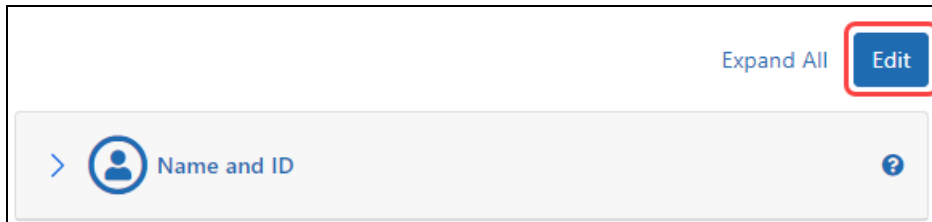
- **Reviewer Correspondence**
- **Reviewer Payments**

- **Continuous Submission Eligibility Status**

You can view your Continuous Submission Eligibility status while in the view mode of the **Reviewers Information** by clicking the **Show Eligibility Status** link. Refer to the section titled Refer to *Continuous Submission Eligibility Status* on page 54.

Editing Reviewer Information

To edit any section, first click the **Edit** button at the upper right of the section headers:



Review Information

Choose the address for reviewer communications and enter a home address for payments.

Please remember to enter employment information for the last 3 years, so that NIH can determine any conflicts of interest.

Reviewer Communications

* Required Field(s)

What address should NIH use to contact you for reviews? *

- Use my work address at:
Select One
- Use the home address on this page
- Provide a different address

To use a new work address, go to the Employment section of this form, where you can provide a new address or update an existing one.

Street Address *
1500 E. Road

City *
Dutear

Country *
UNITED STATES

State *
CALIFORNIA

Zip Code *
91010

Phone *
555-555-0060

Email *
eRATest@mail.nih.gov

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 Payee Registration System (SPRS).

Street Address *
593 N Ave, Apt 8

City *
Padena

Country *
UNITED STATES

State *
CALIFORNIA

Zip Code *
91101

Phone *
5555557192

Email *
eRATest@mail.nih.gov

Reviewer Payments

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

[Go to the Secure Payee Registration System](#)

Continuous Submission Eligibility Status:
Eligible Until 08/16/2027 5:00 PM ET

[What is Continuous Submission?](#)
[Continuous Submission FAQs](#)

Reviewer Communications

You must provide NIH with a means of contacting you for review meeting communications, such as your initial invitation by the SRO* to participate in a review meeting.

- **What address should NIH use to contact you for reviews?** Select one of the radio buttons provided.

- **Use my work address at:**

Select this option to use a work address that we have for you in your profile. You can select the specific one from the drop-down list.

If the work address you want to use is not listed, it means it is not in your profile. In this case, update your **Employment** section by adding a new job, save the profile, and then return to this field to select it.

- **Use the home address on this page**

Select this option if you want to use the home address listed in this Reviewer Information section of the Personal Profile. When you choose this option, you must also enter your **Phone** and **Email** on the required fields that are provided.

- **Provide a different address**

Select this option if you wish to provide another address not already in your profile. Selecting this option displays editable address fields.

Home Address

You must provide a home address in order to be paid for your services as a Reviewer. This address should be the same one you use to file your federal income tax. All fields in this section are required.

Reviewer Payments

This section, which only appears while you are in Edit mode, includes a link to the Secure Payee Registration System (SPRS). Reviewer payments are made through this system. Use the provided link to access SPRS and register your bank account and payment information there.

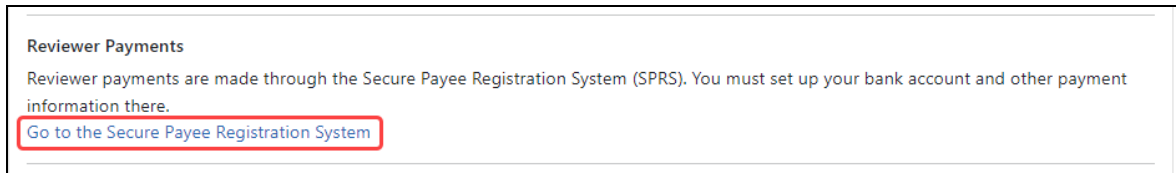


Figure 14: Reviewer Payments Section of Reviewer Information

Continuous Submission Eligibility Status

Displays *Eligible Until* <Date and Time> or *Not Eligible* as appropriate.

Use the **What is Continuous Submission?** and **Continuous Submission FAQs** links in this section to access information on Continuous Submission Eligibility.

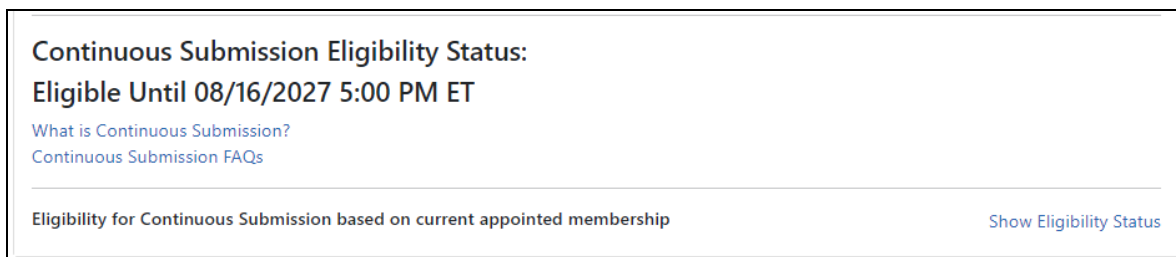


Figure 15: Continuous Submission Eligibility Status Section of Reviewer Information

Click the **Show Eligibility Status** link to view details of your eligibility based on current appointed membership. Click **Hide Eligibility Status** to again hide details.

Eligibility for Continuous Submission based on current appointed membership

Use this section to check if you are eligible for continuous submission based on current appointed membership to NIH review and advisory groups. Details of the current eligible committee service team(s) display including the **From** and **To** date and **Committee Name**.

If ineligible, the following message displays: There are no eligible committee memberships available.

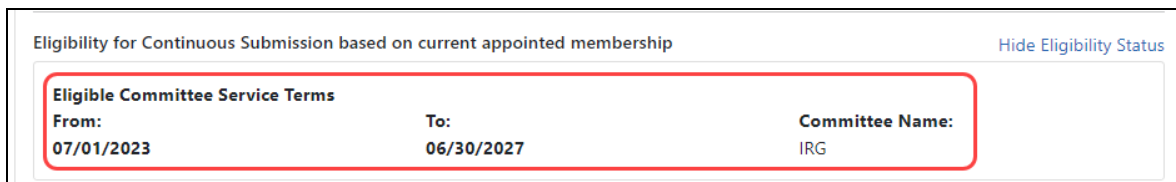


Figure 16: Eligibility Based on Current Appointed Membership

When you are done with your edits, click the **Save All** button at the top of the profile to save your changes.

TIP: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is being used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Trainee Information

If you hold a Commons Trainee user role and are using the xTrain module, you have access to the **Trainee Information** section of the Personal Profile. This section of the profile lets you view, add, or update your permanent address where you can be contacted after the training program is completed.

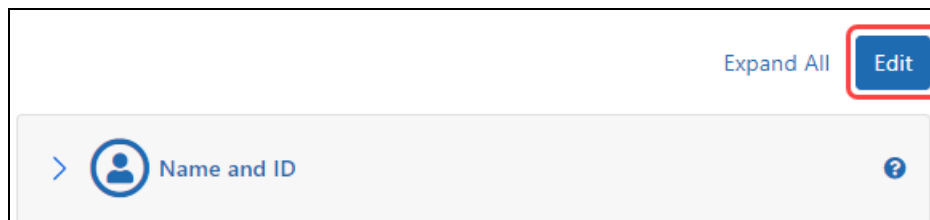
IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (✖), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

View Trainee Permanent Address

Click the **Trainee Information** section heading to see the section content, which consists only of a permanent address and email.

Edit Trainee Permanent Address

To edit any section, first click the **Edit** button at the upper right of the section headers:



In *Trainee Information*, make sure the contact information - both the street and email addresses - are valid to reach you **after your current trainee period ends**. Do not use institutional contact information that will be unavailable later. All fields are required.

- **Street Address**
- **City**
- **Country** (select from drop-down)
- **State** (select from drop-down)

- **ZIP code**
- **Phone**
- **Email**

When you are done with your edits, click the **Save All** button at the top of the profile to save your changes.

Traine Information

This permanent address should be one where you can be reached for follow-up surveys after your training program is complete. Do not give your current home address, unless it is also your permanent address.

* Required Field(s)

Street Address * 2209 Barn Enter an address where we can reach you after your current student or trainee period is over. It may be "in care of" someone.

City * Swallow Drive Enter an email address where NIH can contact you after you complete this trainee position.

Country * UNITED STATES

State * COLORADO

Zip Code * 80504

Phone * 555 555 1212

Email * eRAtest@mail.nih.gov

Figure 17: Edit Mode for Personal Profile Trainee Information

Education

The **Education** section of the Personal Profile lets you view, add, update, and/or access your:

- Awarded and expected degree information
- Areas of Post-Graduate Clinical Training
- Eligibility for continuous submission

The **Education** section is considered complete when the profile contains at least one degree (complete or in progress).

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (✖), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

If you have one of the following Commons user roles, you have access to the **Education** section of the Personal Profile:

- ASST
- IAR
- PI
- Postdoc
- Scientist
- Sponsor
- Trainee

Viewing Education

Click the **Education** section heading to see the section content.

The information displays as read-only.

- **Your Degrees**
Date Completed

Degree and Institution

- **Your Post-Graduate Clinical Training Information**

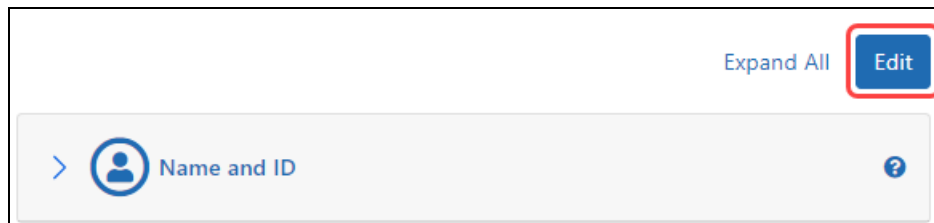
Date Completed

Area of Post-Graduate Clinical Training

- **Early Stage Investigator (ESI) Status (appears ONLY in Edit mode)**

Editing Education

To edit any section, first click the **Edit** button at the upper right of the section headers:



While in edit mode, you can edit or delete your individual degrees and/or Post-Graduate Clinical Training Information records or add new information using **Add a Degree** or **Add Post Graduate Clinical Training Information** buttons.

When you are done with your edits, click the **Save All** button at the top of the profile to save your changes.

Your **Early Stage Investigator (ESI) Status** displays in edit mode ONLY. Look to the bottom of the **Education** section to view **Your ESI Status**. See *How to Access the Link for Requesting an ESI Extension* on page 73.

Education
?

You have 4 completed degrees or post-graduate clinical training, and 0 in progress

Enter all post-high school degrees completed or in progress. It should also include your latest post-graduate clinical training information, if there is any. You may enter degrees in any order.

Your degree information is sometimes checked against award applications or used to populate other forms. Your highest degree can affect eligibility for awards or appointments.

Trainees: This information is critical. We use it to determine eligibility, and it can affect stipends.

Post-Graduate Clinical Training: If you entered at least one completed degree, you can add post-graduate clinical training information. Commons includes information on only one post-graduate clinical training at a time. If you already have post-graduate clinical training information listed and you now want to tell us about a new post-graduate clinical training, use Edit Post-Graduate Clinical Training Information to change the information.

Fellowships: Enter post-doctoral fellowships and assistantships on the Employment page.

[For translation of degree codes click here](#)

Your degrees

Date Completed	Degree and Institution	Action
May 2011	MPH School of Public Health <input checked="" type="checkbox"/> This is your terminal degree.	Edit Delete
May 2006	MD School of Medicine	Edit Delete
May 2000	BS University of Health	Edit Delete

Add a Degree

Your Post-Graduate Clinical Training Information

Date Completed	Area of Post-Graduate Clinical Training	Action
June 2013	Clinical Fellowship	Edit Delete

Add Post-Graduate Clinical Training Information

Early Stage Investigator (ESI) Status

ESI status may give you special funding consideration when applying for certain grants.

Your ESI Status

No longer an Early Stage Investigator: Your terminal degree or post-graduate clinical training was completed in June 2013, over 10 years ago.

[See more Information on ESI](#)

ESI Extension Request

Reference Letters
?

Figure 18: Edit Mode for Personal Profile Education

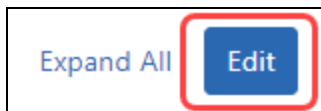
NOTE: Click the link titled **For translation of degree codes click hereto** to open the Degree Codebook file. This link is only available while in edit mode.

Updating Your Degrees

Adding a Degree

You can add another degree to your profile using the **Add Degree** button in the **Education** component of the Personal Profile.

Before editing your profile, remember to first click the **Edit** button at the top of the Personal Profile screen to make it editable.



1. Click the **Add Degree** button.

The **Add Degree** box displays.

Education
?

You have 2 completed degrees or post-graduate clinical training, and 0 in progress

Enter all post-high school degrees completed or in progress. It should also include your latest post-graduate clinical training information, if there is any. You may enter degrees in any order.

Your degree information is sometimes checked against award applications or used to populate other forms. Your highest degree can affect eligibility for awards or appointments.

Trainees: This information is critical. We use it to determine eligibility, and it can affect stipends.

Post-Graduate Clinical Training: If you entered at least one completed degree, you can add post-graduate clinical training information. Commons includes information on only one post-graduate clinical training at a time. If you already have post-graduate clinical training information listed and you now want to tell us about a new post-graduate clinical training, use Edit Post-Graduate Clinical Training Information to change the information.

Fellowships: Enter post-doctoral fellowships and assistantships on the Employment page.

[For translation of degree codes click here](#)

Your degrees

Add a Degree

Add Degree

* Required Field(s)

Degree Name *

Select One

▼

Other Degree

If you do not expect to complete this degree, leave the date blank.

Status *

Completed in

MM/YYYY

In Progress, expected

MM/YYYY

Length of program in progress

Select

Institution *

If the institution is outside the US, enter the city and country where it is located:

Is this your terminal degree?

Area of Study

Primary

Secondary

Cancel

Add another Degree

Add

Date Completed	Degree and Institution	Action
October 1995	PHD in Economics Yale University	Edit Delete

2. Enter information for the following fields:

Degree Name (required)

Select your type of degree from the drop-down list or choose *Other Degree* if not available.

For a translation of degree codes, please refer to the Degree Codebook spreadsheet located online (http://www.era.nih.gov/files/degree_codebook.xlsx).

Status (required)

Select the appropriate radio button concerning the status of your degree and enter the month/year in MM/YYYY format:

- **Completed in**
- **In Progress, expected**

Choose a **Length of program in progress** from the drop-down box if your status is in progress.

Institution (required)

Enter the name of the institution. If outside the United States, enter the city and country in the next box.

Is this your terminal degree

Select the checkbox if this is the highest degree available in the field of study.

Area of Study

- Enter a **Primary** area of study
- Enter a **Secondary** area of study

3. Click the **Add** button.

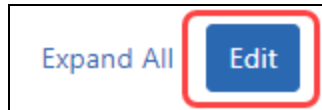
-OR-

Select the **Add another Degree** button to repeat the steps for another degree.

Editing a Degree

You can edit or delete existing degree information using the **Edit** and **Delete** buttons.

Before editing your profile, remember to first click the **Edit** button at the top of the Personal Profile screen to make it editable.



To edit a degree:

1. Click the **Edit** button for your degree.

The **Edit Degree** box displays.

Your degrees

Date Completed	Degree and Institution	Action
April 2018	DSC in Biochemistry University of Klautern ☑ This is your terminal degree.	✎ Edit 🗑 Delete

Add a Degree

* Required

Edit Degree

Degree Name * ▼

DSC: DOCTOR OF SCIENCE

Other Degree

Status *

Completed in

04/2018

In Progress, expected

MM/YYYY

Length of program in progress

Select ▼

Institution *

University of Klautern

If the institution is outside the US, enter the city and country where it is located:

Klautern: Germany

Is this your terminal degree?

Area of Study

Primary

Biochemistry

Secondary

Chemistry

If your degree is not in the list, select one of the "Other Degree" options.

If you do not expect to complete this degree, leave the date blank.

Cancel
Update

2. From the **Edit Degree** box, update the following fields:

Degree Name (required)

Select your type of degree from the drop-down list or choose *Other Degree* if not available.

For a translation of degree codes, please refer to the Degree Codebook spreadsheet located online (http://www.era.nih.gov/files/degree_codebook.xlsx).

Status (required)

Select the appropriate radio button concerning the status of your degree and enter the month/year:

- **Completed in**
- **In Progress, expected**

Choose a **Length of program in progress** in years from the drop-down box if your status is in progress.

Institution (required)

Enter the name of the institution. If outside the United States, enter the city and country in the next field.

Is this your terminal degree

Select the checkbox if this is the highest degree available in the field of study.

Area of Study

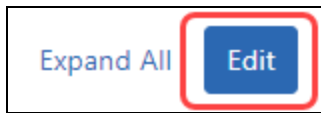
- Enter a **Primary** area of study
- Enter a **Secondary** area of study

3. Click the **Update** button.

Deleting a Degree

You can remove a degree from your personal profile by using the Delete Degree feature. Use this information if you do not want the degree information listed in your profile; deleting a degree permanently removes the information. If you accidentally remove this information, you will need to re-add it.

Before editing your profile, remember to first click the **Edit** button at the top of the Personal Profile screen to make it editable.



To delete a degree:

1. Click the **Delete** link next to the degree being removed.

The **Delete Degree** box displays.

2. Click the **Delete Degree** button.

The degree information is permanently removed from your profile.

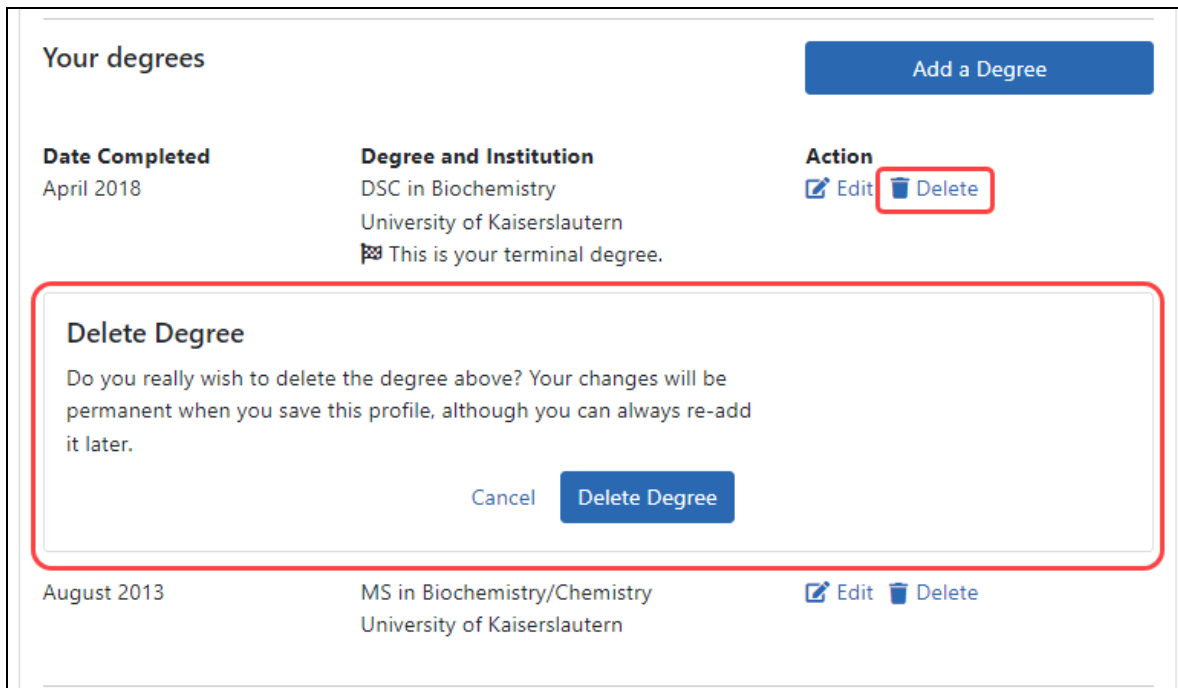


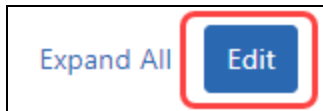
Figure 19: Deleting a Degree

Updating Your Post-Graduate Clinical Training

Adding Post-Graduate Clinical Training Information

If Post-Graduate Clinical Training Information is missing from the list, you can add a new one using the **Add Post-Graduate Clinical Training Information** button in the **Education** component of the Personal Profile.

Before editing your profile, remember to first click the **Edit** button at the top of the Personal Profile screen to make it editable.



To add Post-Graduate Clinical Training Information:

1. Click the **Add Post-Graduate Clinical Training Information** button for your Clinical Training.

The **Edit Post-Graduate Clinical Training** box displays.

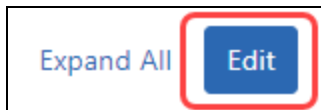
2. Update the following fields:
 - **Area of Post-Graduate Clinical Training**
 - **Date Completed (or expected)** in MM/YYYY format (required field)
3. Click the **Add** button.

Figure 20: Adding Clinical Training Information

Editing Post-Graduate Clinical Training Information

You can edit or delete existing Post-Graduate Clinical Training Information using the **Edit** and **Delete** buttons.

Before editing your profile, remember to first click the **Edit** button at the top of the Personal Profile screen to make it editable.



To edit your Post-Graduate Clinical Training Information:

1. Click the **Edit** button for your Post-Graduate Clinical Training.

The **Edit Post-Graduate Clinical Training Information** box displays.

2. Update the following fields:
 - **Area of Post-Graduate Clinical Training Information**
 - **Date Completed (or expected)** in MM/YYYY format (required field)
3. Click the **Update** button.

Your Post-Graduate Clinical Training Information Add Post-Graduate Clinical Training Information

Date Completed	Area of Post-Graduate Clinical Training	Action
October 1998	Residency	✎ Edit 🗑 Delete

* Required

Edit Post-Graduate Clinical Training Information

Area of Post-Graduate Clinical Training *

Date Completed (or expected) *

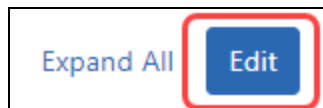
Cancel Update

Figure 21: Editing Post-Graduate Clinical Training Information

Deleting Post-Graduate Clinical Training Information

You can remove Post-Graduate Clinical Training Information from your personal profile by using the Delete Post-Graduate Clinical Training Information button. If you do not want the Post-Graduate Clinical Training Information listed in your profile; delete it using the instructions below, which permanently removes the information. If you accidentally remove this information, you will need to re-add it.

Before editing your profile, remember to first click the **Edit** button at the top of the Personal Profile screen to make it editable.



To delete Post-Graduate Clinical Training Information:

1. Click the **Delete** link next to your Post-Graduate Clinical Training Information.

The **Delete Post-Graduate Clinical Training Information** box displays.

2. Click the **Delete Post-Graduate Clinical Training Information** button.

The Post-Graduate Clinical Training Information is permanently removed from your profile.

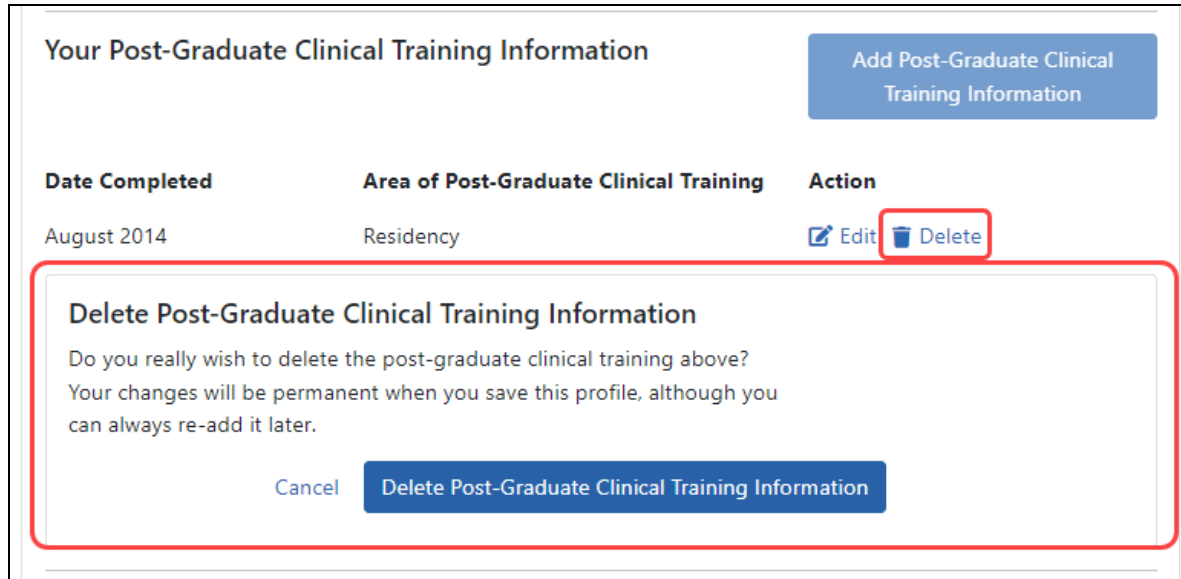


Figure 22: Deleting Clinical Training Information

Overview--Early Stage Investigator (ESI) Status

An Early Stage Investigator (ESI) is a Program Director/Principal Investigator (PD/PI) who meets the following qualifications:

- Completed terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years, and
- Has not previously successfully competed as PD/PI for a substantial NIH independent research award.

ESI applications with meritorious scores will be prioritized for funding by the institute or center receiving the application.

Some ESIs will experience a lapse in their research or research training or periods of less than full-time effort during the 10-year ESI period. To accommodate such lapses, NIH will consider requests to extend the ESI period, on a case by case basis at the sole discretion of NIH.

PIs should consult [Frequently Asked Questions \(FAQs\) for Early Stage Investigators](#) prior to submitting a request.

Extensions can be granted for the following reasons as described in [NOT-OD-09-034](#):

- Childbirth
- Family Care Responsibilities
- Required Clinical Training for Degree
- Clinical Loan Repayment Requirements
- Disability or Illness
- Active Duty Military Service
- Natural or Other Disaster
- Public Health Emergency
- Other

Investigators can submit a request via an **ESI Extension Request** button in the *Education* section of the Personal Profile in eRA Commons. The PI must provide a justification for requesting the extension. **NOTE:** ESI buttons and information do NOT appear until and unless you click the **Edit** link for the Education pane.

NOTE: Only the PD/PI can request the ESI extension. Although filling out the Personal Profile can be delegated by the PI, the request for ESI extension cannot be delegated.

The information described in the request for ESI extension will be considered confidential and will be maintained under the Privacy Act record system SORN, 09-25-0036, "Extramural Awards". The individual submitting a request for ESI extension is responsible for providing true, accurate, and complete information.

See also:

Determining Your ESI Status on page 75

How to Access the Link for Requesting an ESI Extension on page 73

Complete and Submit the ESI Extension Request Form on page 77

How to Access the Link for Requesting an ESI Extension

1. Log in to eRA Commons and navigate to the Personal Profile module to open your profile.
2. Click the [Edit button at top right](#) of the Personal Profile screen.

NOTE: ESI buttons and information do NOT appear until and unless you click the **Edit** button for the Personal Profile.

The screenshot displays the 'Personal Profile Summary' page. On the left, there is a sidebar with the user's name 'Dr Jane Austen', roles (TRAINEE, PI, IAR, Review User), and ID information. The main content area shows a list of profile sections: Name and ID, Demographics, Employment, Reviewer Information, Trainee Information, and Education. At the top right of the main content area, there is an 'Expand All' link and a blue 'Edit' button, which is highlighted with a red rectangular box.

3. Expand the *Education* section in the list of Personal Profile sections.
4. At the bottom of the expanded *Education* section, click on the [ESI Extension Request button](#).

▼
Education ?

You have 2 completed degrees or post-graduate clinical training, and 0 in progress

Enter all post-high school degrees completed or in progress. It should also include your latest post-graduate clinical training information, if there is any. You may enter degrees in any order.

Your degree information is sometimes checked against award applications or used to populate other forms. Your highest degree can affect eligibility for awards or appointments.

Trainees: This information is critical. We use it to determine eligibility, and it can affect stipends.

Post-Graduate Clinical Training: If you entered at least one completed degree, you can add post-graduate clinical training information. Commons includes information on only one post-graduate clinical training at a time. If you already have post-graduate clinical training information listed and you now want to tell us about a new post-graduate clinical training, use Edit Post-Graduate Clinical Training Information to change the information.

Fellowships: Enter post-doctoral fellowships and assistantships on the Employment page.

[For translation of degree codes click here](#)

Your degrees

Date Completed	Degree and Institution	Action
April 2018	DSC in Biochemistry University of Klautern <input checked="" type="checkbox"/> This is your terminal degree.	Edit Delete
August 2013	MS in Biochemistry/Chemistry University of Klautern	Edit Delete

[Add a Degree](#)

Your Post-Graduate Clinical Training Information

Date Completed	Area of Post-Graduate Clinical Training	Action
Add Post-Graduate Clinical Training Information		

Early Stage Investigator (ESI) Status

ESI status may give you special funding consideration when applying for certain grants.

Your ESI Status

Currently eligible: Your terminal degree or post-graduate clinical training was completed in April 2018, so you are eligible for ESI until April 2028.

[See more Information on ESI](#)

[ESI Extension Request](#)

Appears ONLY after you click Edit to edit the Personal Profile.

The **ESI Status Request** screen opens.

ESI Status Request ?

Applicant Information
Commons ID: ALBERTT

Applicant Name: Albese, Therbert **Highest Terminal Degree:** DSC **Email:** eRATest@mail.nih.gov **Current ESI End Date:** 04/30/2028

Extension Request

* Required fields

Total number of months requested for extension (please use a whole number) *

Are you requesting an extension for childbirth(s) during your initial 10 years ESI period? *

Yes

No

Add Reason for Hiatus

+ Add Hiatus

General Principles for Extending the Period of ESI Status

An Early Stage Investigator (ESI) is a Program Director/Principal Investigator (PD/PI) who has completed their terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years and has not previously competed successfully as PD/PI for a substantial NIH independent research award. Some ESIs will experience a lapse in their research or research training or periods of less than full-time effort during the 10-year ESI period. To accommodate such lapses, the NIH will consider requests to extend the ESI period for reasons that can include **family care responsibilities, extended periods of clinical training, medical concerns, disability or illness, active military service, and natural disasters**. Investigators should consult the [FAQs](#) prior to submitting a request.

Attachment(s) (Optional) - Up to 10 files

📁 Drop files here to upload, or [browse](#).
Accepted File Types: PDF Max File Size: 6MB

Cancel Save Save & Submit

See *Complete and Submit the ESI Extension Request Form* on page 77.

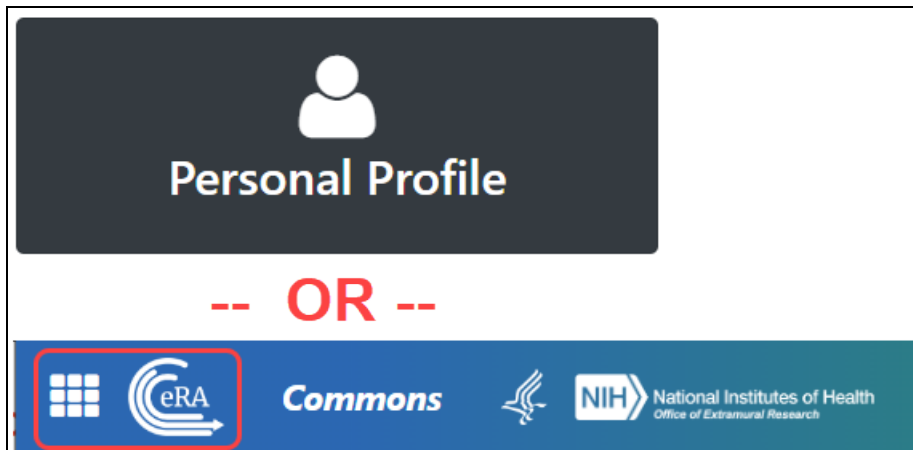
Determining Your ESI Status

You can find your ESI Status in your Personal Profile. To find your ESI Status:

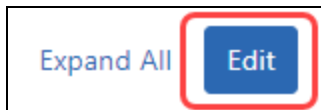
Before editing your profile, remember to first click the **Edit** button at the top of the Personal Profile screen to make it editable.



1. Log into an eRA Commons account with a Program Director/Principal Investigator (PD/PI) role.
2. Click the [Personal Profile](#) button or click the Apps menu and select [Personal Profile](#). The Personal Profile Summary appears.



3. Click the **Edit** button at the top of the Personal Profile screen to make it editable.



4. Scroll down to the *Education* section and click its heading. The Education section expands to show your information.

NOTE: ESI buttons and information do NOT appear **until and unless** you click the **Edit** button at the top right of the Personal Profile screen.

5. Scroll down to the bottom of the Education section, and you see an area labeled [Early Stage Investigator \(ESI\) Status](#). If you are no longer an Early Stage Investigator-

ator, you see a note informing you of that status:

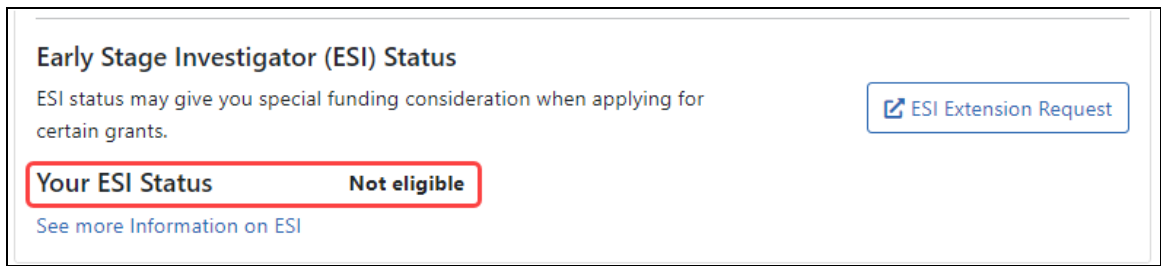
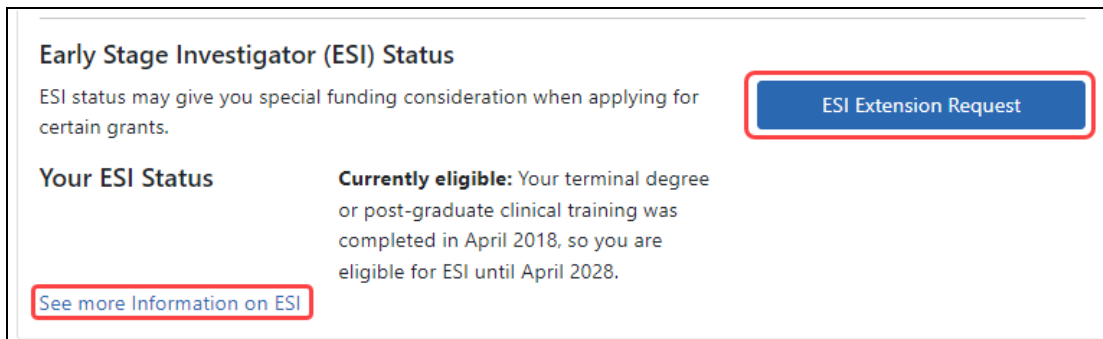


Figure 23: Early Stage Investigator Status screen, showing text that informs the user that their ESI status is over

If you are still an Early Stage Investigator, you see **the date when your ESI status ends:**



To learn more about ESI, click the "See more information..." link.

To apply for an ESI extension, click the **ESI Extension Request** button. If you are near your ESI Status end date, and you experienced a qualified event where you were unable to work, such as a natural disaster, you can apply for an extension of your ESI Status to cover the time period lost to the qualified event. See *Complete and Submit the ESI Extension Request Form* on page 77

Complete and Submit the ESI Extension Request Form

NOTE: For COVID-19 questions, see [Can ESI Status Be Extended Due to Disruptions From COVID-19?](#)

To access the *ESI Status Request* form, see *How to Access the Link for Requesting an ESI Extension* on page 73. Fill out the form as detailed below, paying attention to items with a red asterisk, which are required.

ESI Status Request Screen

ESI Status Request ?

Applicant Information Commons ID: ALBER

Applicant Name: Albese, Therbert **Highest Terminal Degree:** DSC **Email:** eRATest@mail.nih.gov **Current ESI End Date:** 04/30/2028

Extension Request

* Required fields

Total number of months requested for extension (please use a whole number) *

0

Are you requesting an extension for childbirth(s) during your initial 10 years ESI period? *

Yes No

Add Reason for Hiatus

+ Add Hiatus

General Principles for Extending the Period of ESI Status

An Early Stage Investigator (ESI) is a Program Director/Principal Investigator (PD/PI) who has completed their terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years and has not previously competed successfully as PD/PI for a substantial NIH independent research award. Some ESIs will experience a lapse in their research or research training or periods of less than full-time effort during the 10-year ESI period. To accommodate such lapses, the NIH will consider requests to extend the ESI period for reasons that can include **family care responsibilities, extended periods of clinical training, medical concerns, disability or illness, active military service, and natural disasters**. Investigators should consult the [FAQs](#) prior to submitting a request.

Attachment(s) (Optional) - Up to 10 files

Drop files here to upload, or [browse](#).

Accepted File Types: PDF Max File Size: 6MB

Total number of months requested... Enter the total number of months requested in whole numbers.

Are you requesting an extension for childbirth... Select **Yes** or **No** for the childbirth question. If you click **Yes**, several other options appear:

Gender (of you, not the child). This is filled out and disabled if your gender is already specified in your Personal Profile demographic information.

Number of Child(ren). Enter the number of children born during the hiatus.

Date of Birth for child (1). This field appears once for each child you specified in **Number of Child(ren)**. When entering the childbirth date, the date should fall within the ESI eligibility window.

Add Reason for Hiatus. Click the **Add Hiatus** button to open the [Reason for Hiatus](#) window.

Reason for Hiatus Popup

Reason for Hiatus ✕

* Required fields

Reason for Hiatus *

Public Health Emergency ▾

Hiatus Start Date * 11/01/2021 📅

Hiatus End Date * 01/31/2022 📅

Typical Percent Research effort is the percentage of your professional effort that is normally devoted to research activities. This will correspond with your professional appointment (e.g., 80% research/20% teaching or 50% research/50% clinical). If you are 100% research this implies that you have no clinical, teaching, or administrative duties.

Typical Percent Research Effort *

%

Total Percent Research Effort During Life Event is the percentage of your professional effort that was actually devoted to research activities during the indicated hiatus. If your normal appointment is 70% research and you were forced to cut this in half, you would enter 35%.

Research activities include much more than just laboratory work: Reading, writing, or reviewing scientific papers; Conducting literature reviews; Performing data analysis and calculations; Communicating with research colleagues by phone or Zoom; Attending scientific conferences either virtually or in-person are some examples of what are considered "research activities." Extended periods of time where research activities are reported as "0%" need to be explained and/or documented in detail.

Total Percent Research Effort During Life Event *

%

Description of Hiatus *

Lab closure due to pandemic

1473 characters remaining.

Cancel Save

Reason for Hiatus. Use the drop-down menu in the *Reason for Hiatus* field to select a reason:

- Clinical or Didactic Training
- Disability or Illness
- Family Care - Child/Children
- Family Care - Other than Children
- Lab Issue (i.e. lose animal colony, cell line, lab relocation, personnel)
- Military Service
- Natural Disaster
- Pay Back Obligation
- Visa Issues
- Other/Miscellaneous
- Public Health Emergency

Hiatus Start Date/Hiatus End Date. Use the calendar icon to select the hiatus start and end dates. If you are requesting an extension due to childbirth, note that you can leave these blank if you want to accept the automatic extension of 12 months per child born.

Typical Percent Research Effort. Enter the percent of time that you typically spend on research.

Total Percent Research Effort During Life Event. This is the percent of time you actually spent on research during the hiatus/life event. This percent must be less than or equal to the **Typical Percent Research Effort**

Description of Hiatus. Describe the situation that caused you to need to extend your ESI eligibility period.

Click the **Save** button in the *Reasons for Hiatus* popup.

Submitting the Extension Request

After you close the *Reason for Hiatus* popup, you again see [the ESI Status Request screen with the hiatus information displayed.](#)

ESI Status Request ?

Applicant Information
Commons ID: ALBER

Applicant Name: Albese, Therbert **Highest Terminal Degree:** DSC **Email:** eRATest@mail.nih.gov **Current ESI End Date:** 04/30/2028

Extension Request

* Required fields

Total number of months requested for extension (please use a whole number) *

Are you requesting an extension for childbirth(s) during your initial 10 years ESI period? *

Yes

No

Add Reason for Hiatus

+ Add Hiatus

Reason for Hiatus	Duration	Typical Percent Research Effort	Total Percent Research Effort During Life Event	Description of Hiatus
Public Health Emergency	11/01/2021 - 01/31/2022	80%	50%	Lab closure due to pandemic

General Principles for Extending the Period of ESI Status

An Early Stage Investigator (ESI) is a Program Director/Principal Investigator (PD/PI) who has completed their terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years and has not previously competed successfully as PD/PI for a substantial NIH independent research award. Some ESIs will experience a lapse in their research or research training or periods of less than full-time effort during the 10-year ESI period. To accommodate such lapses, the NIH will consider requests to extend the ESI period for reasons that can include **family care responsibilities, extended periods of clinical training, medical concerns, disability or illness, active military service, and natural disasters**. Investigators should consult the [FAQs](#) prior to submitting a request.

Attachment(s) (Optional) - Up to 10 files

Drop files here to upload, or [browse](#).

Accepted File Types: PDF Max File Size: 6MB

LabClosureOrder.pdf


Cancel Save Save & Submit

Attachments (Optional). If you have supporting documentation that you would like to add, drop files in the "Drop Files here..." area or use the **Browse** button to add attachments (PDF only).

You can edit the information you specified:

- To change the **Reason for Hiatus**, click the item's three-dot ellipsis menu and select **Edit** or **Delete**.



- To view an attached file, click the file's name and it will be downloaded by your browser. To delete an attached file, click its trash can icon .

Save & Submit.

When finished, click the **Save & Submit** button.

Save.

Use the **Save** button if you are not ready to submit the request, which means you can come back to this form later to edit it and then submit.

When a decision is made regarding your request, you will receive an email at the email address specified in your eRA Commons account. In addition, the ESI indicator in your eRA Commons Account will change and the end date of your ESI status period will be modified to reflect the extension granted. In most cases it is expected that a decision will be made within a few weeks. If there are large numbers of requests for extensions or if there are unanswered questions after the first request, the process and the decision may take longer.

Reference Letters

If you have the PI role, you have access to the **Reference Letters** section of the Personal Profile.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (❌), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.


The **Reference Letters** section contains a list of all reference letters received by NIH on your behalf. The information is read-only and cannot be changed. You cannot read the actual contents of the letter, only the date received, referee name, and the application which the letter supports.

NOTE: The Personal Profile does not provide access to the actual reference letters.

Click the **Reference Letters** section heading to see the section content.

The following read-only information displays for each letter received:

- **Date Received**
- **Reference Letter From**
- **Supporting Application**

 Reference Letters

?

NIH has received 10 reference letters for you

This page lists all electronically submitted reference letters that NIH has received for you. Letters of support from potential collaborators on an award are not listed here.

Please see your award documentation to see if it requires letters of reference.
[More information about reference letters](#)

These entries will stay on this page beyond the award for which they were received.

Date Received	Reference Letter From	Supporting Application
February 7, 2019	Hihysi, Graccian Department: Epidemiology School of Public Health eRATest360040@mail.nih.gov	Latino End-of-Life Cancer Care Award: K08CA245193-01 Opportunity Number: PAR-18-336 NIH
February 8, 2019	Wrolum, Jasbia Department: Obstetrics and Gynecology University College eRATest360071@mail.nih.gov	Latino End-of-Life Cancer Care Award: K08CA245193-01 Opportunity Number: PAR-18-336 NIH

Figure 24: Reference Letters Section of the Personal Profile

Publications

eRA Commons has partnered with the National Center for Biotechnology Information (NCBI) to link NCBI's personal online tool, My NCBI, to Commons. My NCBI offers an online portal - My Bibliography - for users to maintain and manage a list of all their authored works, such as journal articles, manuscripts accepted for publication, books, and book chapters.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (❌), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

Click the **Publications** section heading to see the section content.

The **Publications** section of the personal profile provides links to the following:

- NIH Public Access website
- NIH Manuscript Submission System
- National Center for Biotechnology Information [My NCBI](#) tool

If you have the PI role, you have access to this section of the personal profile.



NOTE: Publications that have a gold lock on them in your **My NCBI** bibliography cannot be removed from the RPPR. A gold lock (🔒) indicates that the award was associated with the publication through NIHMS. To delete a citation with a gold lock, contact the NIHMS help desk through their web form which is accessible at <http://www.nihms.nih.gov/>.

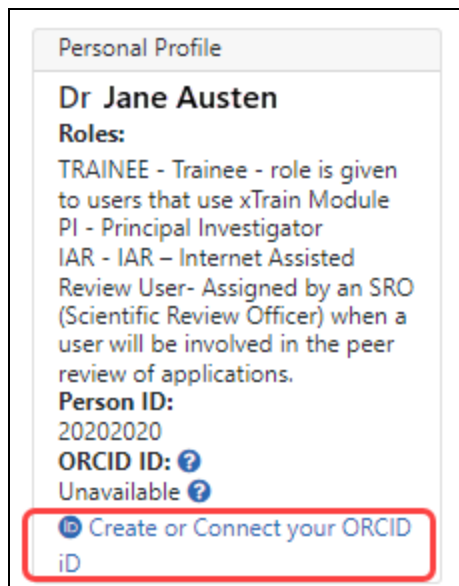
Additional information and instructions are also available at the FAQ found here: "[This award did not support this research](#)".

Figure 25: Publications Section of Personal Profile

The ORCID ID

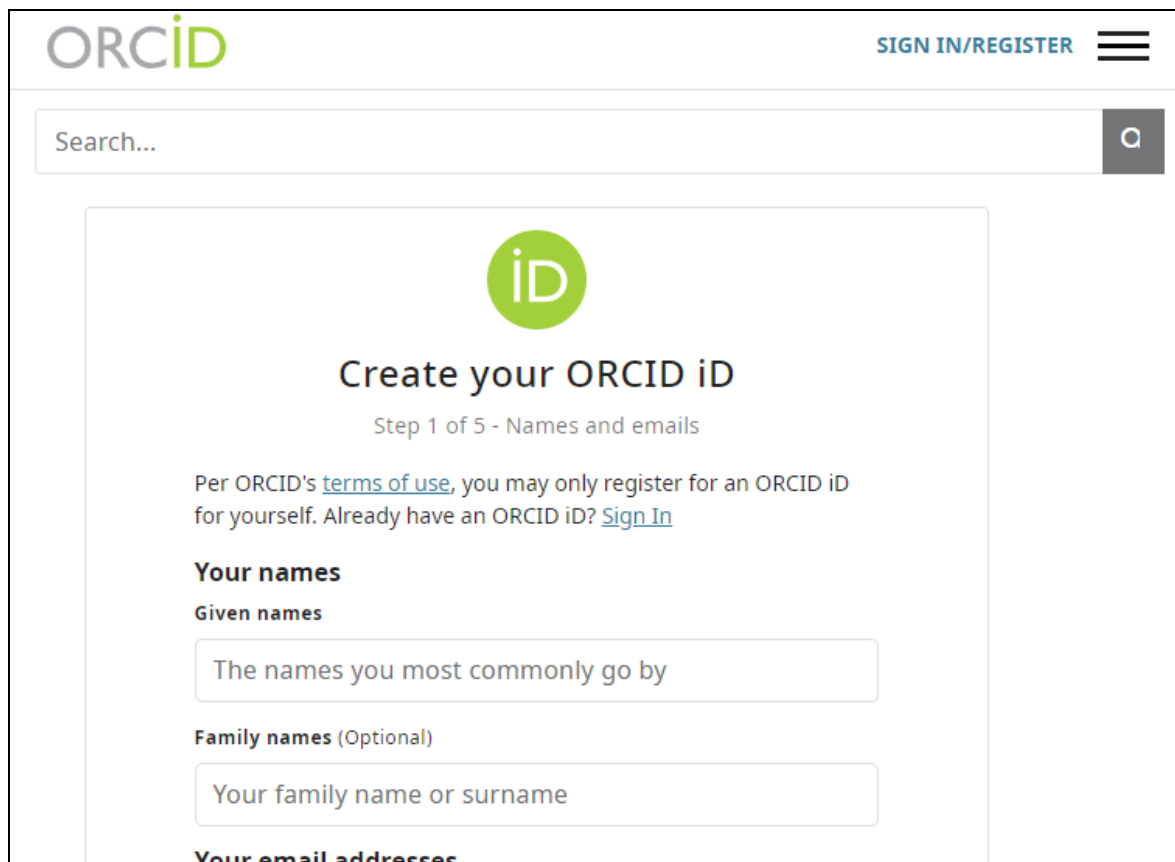
The *Open Researcher and Contributor ID* (ORCID) ID is used within NIH and Grants.gov to relate publications to grants. You can associate your ORCID ID from the Commons Personal Profile module.

If no ORCID ID is connected to your profile, [use the link in Personal Profile \(at left\)](#) to start the process.



Click the *Create or Connect your ORCID ID* link and [the ORCID site](#) opens, letting you log in and connect your ID to your Commons profile or to set up an ORCID ID which can then be connected to your Commons profile.

NOTE: If you get an error from eRA Commons when attempting to link your ORCID ID, contact the [eRA Service Desk](#). One common reason why this might not work is that you have two eRA Commons accounts, and the other account is already linked to the ORCID ID. The ORCID ID can be linked to only one Commons account. Also, to remove an ORCID, you must also contact the eRA Service Desk.



ORCID

SIGN IN/REGISTER

Search...

iD

Create your ORCID iD

Step 1 of 5 - Names and emails

Per ORCID's [terms of use](#), you may only register for an ORCID iD for yourself. Already have an ORCID iD? [Sign In](#)

Your names

Given names

The names you most commonly go by

Family names (Optional)

Your family name or surname

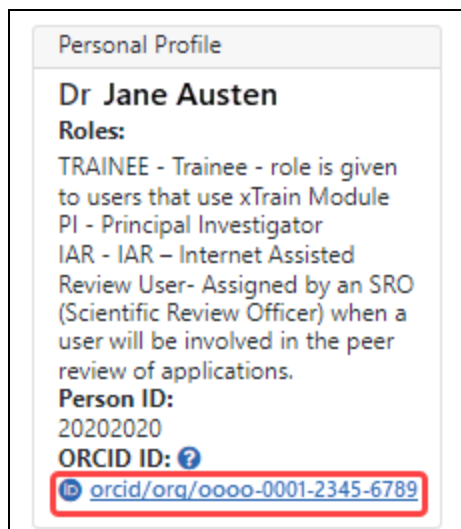
Your email addresses

Once your ORCID ID has been created, click the *Create or Connect your ORCID ID* link in your Commons Personal Profile and log into ORCID. You will then be prompted to authorize NIH to access your personal ORCID profile (public information only).

IMPORTANT: The ORCID ID is an important identifier to enable transparent and trustworthy connections between individuals engaged in research, scholarship, and innovation activities and is tied to an individual researcher's or contributor's name. ORCID IDs have been established worldwide to connect individuals to their professional information (such as publications, awards, affiliations, etc.) for references and citations. You are encouraged to complete your ORCID profile and connect the resulting ID to your Commons account.

For more information regarding ORCID IDs please visit <https://orcid.org> .

Once you have successfully linked your ORCID ID to your Commons account, **it will be shown on your Personal Profile** .



Additional Instructions for Fellowship:

For NIH fellowship applications, the personal profile associated with the eRA Commons username entered in the Credential field for the PD/PI (fellowship applicant) must include an ORCID ID (e.g., orcid.org/0000-0001-2345-6789) to pass NIH validation requirements.

Additional Instructions for Career Development:

For NIH Individual career development award applications, the personal profile associated with the eRA Commons username entered in the Credential field for the PD/PI (candidate) must include an ORCID ID (e.g., orcid.org/0000-0001-2345-6789) to pass NIH validation requirements.

Additional Instructions for Trainees:

For NIH trainees, the Personal Profile associated with the eRA Commons user ID must be linked to an ORCID ID (e.g., orcid.org/0000-0001-2345-6789) in order to pass NIH validation requirements.

xTRACT

The xTRACT section of Personal Profile provides a handy link to the xTRACT module. Trainees, participants, or scholars on a training grant, research education award, or institutional career development award can use xTRACT to update their training institution on subsequent educational activities.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (✘), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

Click the **xTRACT Information** section heading to see the xTRACT link.

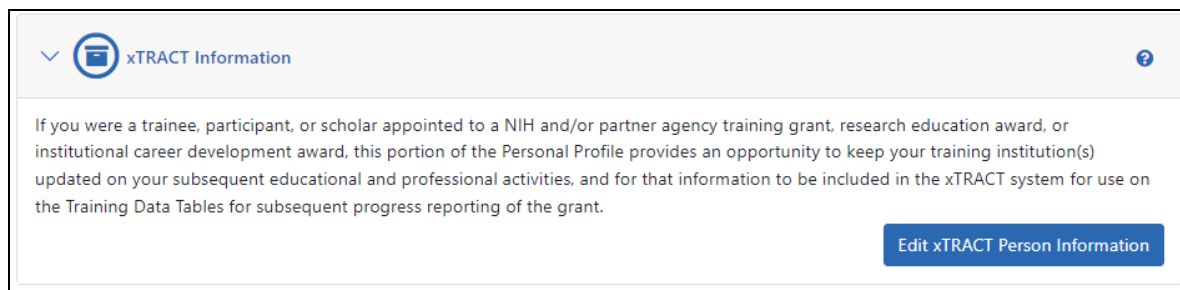


Figure 26: xTRACT Section of Personal Profile