

# eRA Commons Registration



## Overview of eRA COMMONS Registration Steps

eRA Commons is an online interface where grant applicants, grantees and federal staff at NIH and grantor agencies can share information relating to research applications/grants.

When you register your organization in eRA Commons, you will designate a Signing Official (SO) who has authority to sign legally binding documents on behalf of your organization and an Account Administrator (AA). These individuals are responsible for creating other Commons accounts for administrators or Principal Investigators within the organization.

Over 13,000 organizations are already registered in Commons.

- List of registered orgs: [http://era.nih.gov/commons/quick\\_queries/commons\\_registered\\_orgs.cfm](http://era.nih.gov/commons/quick_queries/commons_registered_orgs.cfm) Not listed? Signing Officials register here:
- <https://commons.era.nih.gov/commons/registration/registrationInstructions.jsp>

### Step 1: Complete the online Institution Registration Form

### Step 2: Print & fax the registration page

The Signing Official (SO) must sign, date and fax the registration to the number listed on the form.

### Step 3: Signing Official must verify email address

Once the registration is submitted electronically an email verification is sent. SO must click link to verify email.

**\*\* Steps 2 & 3 must be completed before NIH can process the registration.**

### Step 4: Signing Official receives “Approval” email from NIH

The “Approval” email contains a link to information that you must verify as correct before the confirmation process is completed.

### Step 5: Signing Official receives user names and temporary passwords

After the completion of the confirmation, the SO will receive two emails that contain the user names and temporary password for the SO and Account Administrator (AA) created during the registration process.

### Step 6: Log into Commons

The SO and AA log into Commons and can administer additional accounts as needed.

### QUICK TIPS/LINKS:

Only individuals with legal signing authority can register their organization in Commons. SOs often have titles such as: President, CEO, Executive Director, Dean, Chancellor, Provost, Owner, or Partner. PIs must work through their institution's SO or others with account administration authority to ensure appropriate registration and or affiliation. An individual should never have more than one PI account. That account can be affiliated with multiple organizations. If SO and PI are same person, two separate accounts (one with each role) are required. Don't forget! eRA and Grants.gov registration can be completed together once the DUNS # is obtained.

### eRA Commons Help Desk

**Hours of Operation:** Monday - Friday, 7 a.m. – 8 p.m.ET

**24 hr. Web Ticket:** <http://ithelpdesk.nih.gov/era/>

**Phone:** 866-504-9552

**Web site:** <http://era.nih.gov/>



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# GRANTS.gov Registration



## Overview of Grants.gov Registration Steps

Grants.gov is the federal government's single online portal to help organizations and individuals apply for federal grants. It is not necessary to register with Grants.gov to *find* grant opportunities; however, in order to apply for a grant, your organization must register with Grants.gov. Applicants should allow at least two weeks to complete the process. Allow additional time if registering a foreign organization, a new organization or organizations that have recently changed structure or ownership.

### Step 1: Obtain DUNS Number

Verify your organization has received its unique nine-character Data Universal Numbering System (DUNS). To verify or create a DUNS number visit <http://fedgov.dnb.com/webform>.

### Step 2: Register with SAM

Register your organization with the System for Award Management (SAM): [www.SAM.gov](http://www.SAM.gov). It may take 72 hours for SAM registration to become active.

Designate an E-business Point of Contact (E-Biz POC) who is responsible for approving requests for application submission authority.

### Step 3: Grants.gov Username and Password

(SAM registration must be active) Anyone who will submit or track applications for your organization must complete an Authorized Organization Representative (AOR) profile on Grants.gov and create a username and password. Your organization's DUNS number is needed to complete this step.

<http://apply.grants.gov/apply/OrcRegister>

### Step 4: AOR Authorization

The E-Biz POC will receive an email regarding the AOR request and must login to Grants.gov to approve the request by providing the "Authorized Applicant" role to the user. There can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization.

### Step 5: Track AOR Status

At any time, you can track your AOR status by logging in with your username and password. Login as an applicant (enter username and password obtained in Step 3) using the following link:

[applicant\\_profile.jsp](#)

### QUICK TIPS/LINKS:

- Grants.gov organization registration details: [http://grants.gov/applicants/organization\\_registration.jsp](http://grants.gov/applicants/organization_registration.jsp).
- E-Biz POC is responsible for annual System for Award Management (SAM) renewal needed to keep Grants.gov credentials active.
- Register more than one AOR to ensure sufficient back-up at your organization.
- Don't forget! eRA and Grants.gov registration can be completed together once the DUNS # is obtained.

### Grants.gov Contact Center

**Hours of Operation:** 24x7 except federal holidays.

**Email:** [support@grants.gov](mailto:support@grants.gov)

**Phone:** 800-518-4726

**Web site:** <http://Grants.gov>

**Organizations must register in both Grants.gov and eRA Commons to apply for NIH grants.**

**Please view steps and tips for registering in eRA Commons.**