How to Access the Human Subjects System Transcript

Welcome to this video tutorial on How to Access the Human Subjects System in eRA Commons.

There are two ways to access the Human Subjects System in eRA Commons to update the human subjects and clinical trials information associated with your grant or application.

One is through the Research Performance Progress Report (RPPR) tab. The other is via the Status tab.

Note that the most common use of the Human Subjects System is for updates needed to the RPPR. Other uses are pre-award for just-in-time information or correction of human subject data; or for off-cycle updates as required in the Funding Opportunity Announcement or terms and conditions of award.

 The human subjects link is visible only for NIH applications and grants involving human subjects.

To access the human subjects link via RPPR:

Log in to eRA Commons

Click on RPPR

On the *Manage RPPR* screen that is displayed, select the specific grant that you need by clicking on the grant number link

On the *RPPR Menu* screen that is displayed, click on the **Edit** button

Click on Section G, where you will find the Human Subjects link in Section G.4.b Inclusion Enrollment Data.

To access the human subjects link via Status (Principal Investigators)

Log in to eRA Commons

Click on the Status tab

On the *Status — PI Search* screen, click on the arrow in the List of Applications/Awards section

On the *Status Result — List of Applications/Awards* screen, you will see the list of awards and applications associated with the PI.

Click on the desired award and it will open to show the Human Subjects link in the Action column

To access the human subjects link via Status (Signing Officials)

Log in to eRA Commons

Click on the Status tab

At this point, the SO has 2 options.

Option 1, use the *General Search* screen. Search for the desired award using the various search fields to define the parameters. When the awards are displayed, click the Human Subjects link under the Action Column.

Option 2 is to use the 'Pending Human Subjects Action' link on the left side of the screen. This allows them to search for any records where the PIs have made changes to a Human Subjects Study, and the studies are ready to be submitted by the Signing Official.

This concludes the tutorial on 'How to Access the Human Subjects System in eRA Commons.' Thank you for watching.