Transcript – Scholar Registration

Welcome to this tutorial video on how Scholars register in eRA Commons.

A scholar is the one exception where an individual person can register themselves in eRA Commons.

A scholar, by NIH's definition, is an individual who has received a doctoral degree (or equivalent) and is engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path.

Scholars will initially receive appointments for up to 5-7 years as tenure-track investigators within the NIH Intramural Research Program with independent research budgets, working under the guidance of NIH researchers.

Because of this unique scenario, scholars must register themselves as an institution. And like an institution, they must have a valid Dun and Bradstreet Universal Numbering System number, known as a DUNS number, and an eRA Commons account in order to be able to receive an award.

Here are the steps a scholar takes to register as an institution with eRA Commons:

1. On the Commons home page, select the Register Grantee Organization link in the upper right corner.

The Online Registration screen displays.

2. Read the instructional steps and click the Register Now button.

The Register Institution screen displays with required fields for institution and account information.

3. Complete the information fields for the Institution Information and Accounts Information sections noting the following:

• Use your full name as the Institution name.

• Complete all fields with an asterisk.

• It is acceptable to use the same email address for all the email fields.

• It is not necessary, or required, to complete any of the Accounts Administrator information.

4. Verify that all entered information is correct before selecting Save, which generates a completed registration form with signature and date lines.

5. Print, sign, and date the registration form.

6. Fax the completed registration form to NIH using the number on the form.

NIH will send an email to the SO email address that contains a hyperlink to verify the email address.

7. Click the email hyperlink to verify the email address.

The Email verification screen confirms that the email address provided is valid.

NIH then reviews the registration, which is now pending approval.

Once registered, the applicant will use the Signing Official (SO) account to create a Principal Investigator (PI) account for themselves.

It is important that the scholar complete the process of creating a PI account for themselves separate from their SO account, and not just assign the PI role to their SO account.

It is necessary to use separate accounts because the privileges of each role would conflict with each other if they were to be assigned to one account.

When contacting the Help Desk, be sure to identify yourself as a scholar.

This completes this tutorial on how a scholar registers in eRA Commons.

Thank you for watching.