SAMHSA
Substance Abuse and Mental Health Services Administration

Reference Sheet
How to Register an Organization in eRA Commons

All organizations responding to SAMHSA Funding Opportunity Announcements (FOAs) for the first time **must** register with NIH's eRA Commons. The SAMHSA Business Official (BO)/ Authorized Organization Representative (AOR) in section 21 of the SF-424 will be the individual with legal signing authority who **must** register their organization in eRA Commons. One eRA account with the Signing Official (SO) role is automatically created for the BO/AOR during registration. The SO will receive a username to access their electronic submission, receive notifications on application status, and have access to retrieve grant information. The SO must regularly check their email (including spam folder) during the registration process and take action if necessary.

Organizations submitting an application to SAMHSA for the first time must also register their Authorized Organizational Representative (AOR) in Grants.gov. If applying through eRA Application Submission System and Interface for Submission Tracking (ASSIST), the AOR's credentials must be entered.

Please see the following step-by-step instructions with screenshots from eRA Commons on the registration process. To view screenshots, click the icon.

Start the eRA Commons Registration

1. Go to the eRA Commons homepage.
2. Click the **Register Grantee Organization** hyperlink.
3. Click the **Register Now** button.

Complete the Registration Form

1. On the **Register Institution** page, click the checkbox to the left of "*My organization wishes to apply for Non-NIH Grants/Contracts*" to indicate the type of funding opportunity.
2. Enter your ***DUNS number*** and click the ***Verify DUNS*** button.

   *Once you verify your **DUNS number**, you will be able to enter other information for your institution.*
3. Enter information for the **Signing Official (SO)**.

   This is the first SO account for your organization; however, the SO can create "secondary" SO accounts, if necessary.

   *Entering information for an **Accounts Administrator** is optional. If you created an Accounts Administrator, they would not be able to complete the remainder of the registration process, but would be able to create accounts after your organization is fully registered.*

4. Click the **Save** button. An email confirming receipt of the registration request will be generated and sent to the SO's email address.

Confirmations

1. Click the *hyperlink* in the confirmation email to verify the SO's email address before the link expires in 48 hours.

   Clicking the confirmation hyperlink will take you to eRA Commons with a notice that your email address has been verified and your registration request is pending review.

   If your registration request is not approved, you will receive an email stating that SAMHSA was unable to approve your registration request and the reason will be included. If your registration request is not approved, your SO must restart the process and correct any errors.

2. If your registration request is approved, you will receive an email stating that SAMHSA has approved your registration request.

   Click the hyperlink in the approval email to confirm your registration.

3. Clicking the hyperlink will take you to the eRA Commons Institutional Profile **(IPF) Assignment View**.

   Review and click the ***Yes*** or ***No*** button to confirm whether the registration information is correct.

   When your registration is approved, the following email notifications will be generated and sent to the SO's email address.

   i. A "*Notification of Authentication Credentials and New eRA Account*" containing the username and other new account information; and

   ii. A "*Notification of Password for New Account*" containing a temporary password.

   If you do not log in within 48 hours, the temporary password will expire and you will have to contact the eRA Service Desk to have it reset.

Login to the eRA Commons and Change Password

1. Go to the eRA Commons homepage.
2. Enter your **Username** and temporary **Password**.
3. Click the **Login** button.
4. Enter your new **Username** and **Password** when prompted at the **Change Password screen**.
5. Click the **Submit** button.

Access Commons and Complete Registration

1. On the **Change Password** confirmation page, click the eRA Commons **Application Link** to review and accept registration.
2. Click the **Accept** button.
   *Clicking **Accept** is equivalent to electronically signing your registration application. Accepting acknowledges responsibility for maintaining the security and confidentiality of your organization's information through the administration of all eRA Commons accounts established for your organization. This will register your organization in eRA Commons and allow you to create* accounts *for the organization staff, including other SOs.*
   You MUST create or link an eRA Commons account (PI role in eRA) for your Project Director or PD (SAMHSA's PD in section 8 of the SF-424) in order to apply for FOAs.

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Registering an Organization in eRA Commons

eRA Commons Registration Process Overview

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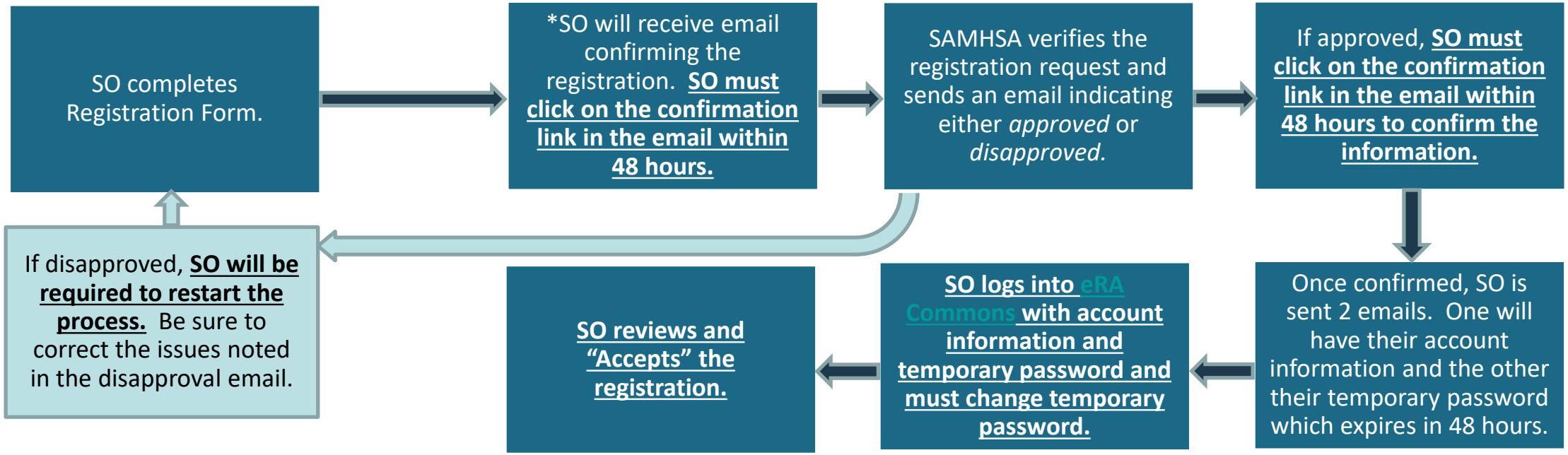
- *The SAMHSA Business Official (BO) / Authorized Organization Representative (AOR) in section 21 of the SF-424 will be the individual with legal signing authority who **must** register their organization in eRA Commons.*
- *One eRA account with the Signing Official (SO) role is automatically created for the BO/AOR during registration.*
- *The SO will receive a username to access their electronic submission, receive notifications on application status, and have access to retrieve grant information.*
- *SO MUST regularly check their email (including spam folder) during the registration process and take action if necessary.*
- *Organizations submitting an application to SAMHSA for the first time must register their AOR in Grants.gov as they will be required to enter their Grants.gov AOR credentials in eRA Application Submission System and Interface for Submission Tracking (ASSIST), in order to complete the submission process.*



Accessing the eRA Registration Form

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1) Go to the eRA Commons homepage.

2) Click the ***Register Grantee Organization*** link.

Commons
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Contact Us | Help

Commons Login

*Required field(s)

*Username

*Password

Login Reset

(For External Users Only)

(For External Users)
Forgot Password/Unlock Account?

Federated Institutions/Organizations

Select.. Sign in

Federal User Login Here

Welcome to the Commons

System Notification Message

All systems are currently available.
Note: Commons and IAR will be unavailable from 9 p.m. (ET) Saturday, July 14, until 5 a.m. (ET) Sunday, July 15, 2018 for scheduled monthly maintenance. We are sorry for any inconvenience.

Note: Effective March 22, 2018: If you are registering a new entity in SAM.gov, you must provide an original, signed notarized letter stating that you are the authorized Entity Administrator before your registration will be activated. Read FAQs to learn more about this process change.

Scheduled Commons Maintenance: For maintenance information, see the eRA Scheduled Maintenance Calendar.

Support Related Resources

- **Electronic Submission:** Learn about the most frequent application errors at Avoiding Common Errors.
- **Electronic Application Submission:** To learn about completing and submitting an electronic application and access helpful resources, visit the Applying Electronically website.
- **eRA Home Page:** To find Commons FAQs, User Guides, training materials, and step-by-step instructions for performing tasks in Commons, visit the eRA website.

Commons Related Resources

Register Grantee Organization

About the Commons

- Frequently Asked Questions
- Latest Release Notes

Additional Links

- RePORT
- Grants.gov
- iEdison
- National Institutes of Health
- Public Access Policy Page
- Loan Repayment Program
- Commons Quick Queries

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Accessing the eRA Registration Form

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https://public.era.nih.gov/commons/public/registration/registrationInstructi

Commons Login | Commons Home Page

File Edit View Favorites Tools Help

U.S. Department of Health & Human Services — www.hhs.gov

Commons
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Welcome:
Institution: Not Affiliated
Roles:
Contact Us | Help

Home | eRA Partners

Online Registration

Only Signing Officials can register their institutions with the NIH. Follow these directions to register your institution.

1. Complete the online Institution Registration Form and click Submit.
2. Agency will send you an email with the link to confirm your email address.
3. Once email address is verified, the Agency will review your request and let you know of the result via email.
4. If your request is denied, you will get an email notifying you of the reason.
5. If your Request is approved, you will get an email with your Commons user id and temporary password.
6. Log in to Commons with temporary password and system will prompt you to change temporary password to the permanent one. Principle Signing Official will be prompted to electronically sign your registration request. (Please review your registration information carefully).
7. Once Principle Signing Official has electronically signed the request, your organization will be active in Commons and you may Create and maintain additional accounts for your institution staff.

Register Now

3) Click the ***Register Now*** button.

https://commons.era.nih.gov/commons/

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eRA Registration Form part 1 of 2

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https://public.era.nih.gov/commons/public/detailReg.do

Commons Login | Commons Home Page

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U.S. Department of Health & Human Services — www.hhs.gov

Commons
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Welcome:
Institution: Not Affiliated
Roles:
Contact Us | Help

Home | eRA Partners

Register Institution

Online Registration

Welcome to the ERA Commons On-Line Registration Process.

Completing this process will register your institution into the ERA Commons and establish up to two accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution.

Before registering your institution please read through the registration material provided here. It is recommended that you print a copy of this page to use as a reference when completing the form. To print a copy select the "Print" button on your browser button bar or select "File/Print" from the menu bar.

* indicates required field

Registration Purpose

Select the type(s) of opportunities to which your organization will apply (check one or more options below): *

- ☐ My organization wishes to apply for NIH Grants/Contracts
- ☐ My organization wishes to apply for Non-NIH Grants/Contracts
- ☐ My organization wishes to apply for NIH Other Transaction Authority (OTA) opportunities

1) Click the ***My organization wishes to apply for Non-NIH Grants/Contracts*** checkbox.

Institution Information

Please begin by entering your 9-digit DUNS (plus 4-digit extension if applicable) and click "Verify DUNS".

DUNS Number:* [ ] [ ] Verify DUNS

Institution Name :*

Street 1 :*

Street 2:

Street 3:

Street 4:

Closeout E-mail :*

NoA E-mail :*

City :*

State *

Zip Code :* (20873) or (208733423)

Country: UNITED STATES

2) Enter your ***DUNS Number*** and click the ***Verify DUNS*** button.

*Once you verify your **DUNS number**, you will be able to enter other information for your institution.*

https://commons.era.nih.gov/commons/

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eRA Registration Form part 2 of 2

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https://public.era.nih.gov/commons/public/detailReg.do

Commons Login | Commons Home Page

File Edit View Favorites Tools Help

Street 1 :*
Street 2:
Street 3:
Street 4:

City :*
(20873) or (208733423)
UNITED STATES

3) Enter information for the ***Signing Official***

Accounts Information

Principal Signing Official

Name Prefix:
First Name :*
Middle Name:
Last Name :*
Title :*
User Name :*
Phone :*
Fax :
E-mail :*

Accounts Administrator

This entire section is optional; however if any information is entered then all required fields must be entered

Name Prefix:
First Name :*
Middle Name:
Last Name :*
Title :*
User Name :*
Phone :*
Fax :
E-mail :*

*Entering information for an **Accounts Administrator** is optional.*

Save | Reset | Cancel

4) Click the ***Save*** button. An email confirming receipt of the registration request will be generated and sent to the ***SO's*** email address.

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9000 Rockvi
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eRA Registration Confirmation Email

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Email confirmation for TEST ORGANIZATION Inbox x

1) Click the hyperlink to verify the SO's email address before the link expires in 48 hours.

era-notify-test@mail.nih.gov

to me

Your registration request has been received. The next step is for the NIH to verify this email address, which we have recorded for the Signing Official of your institution. Please click on the email link below to confirm this information.

http://public.test.era.nih.gov/commons/public/verifyEmail.do?r=346712

If you are unable to click on the above email link or have other concerns or questions, contact the NIH eRA Service Desk using the contact information listed below.

Thank you for registering your institution with the NIH eRA Commons.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to http://grants.nih.gov/support for additional methods of contact. Please access Commons at http://public.era.nih.gov/commons/.
For more information please visit http://era.nih.gov/

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Sample Email Verification Message

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U.S. Department of Health & Human Services www.hhs.gov

Commons
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Welcome:
Institution: Not Affiliated
Roles:
Contact Us | Help

Home eRA Partners

Email Verified

The email for [TESTORGSO] has been verified.

NIH will review your application pending for approval. Once reviewed, you will receive another email stating the status of your application. Further instruction will be provided to complete the registration process.

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National Institutes of Health (NIH)
9000 Rockville Pike
Bethesda, Maryland 20892

Department of Health and Human Services

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Version: 3.36.2

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Clicking the confirmation hyperlink will take you to eRA Commons with a notice that your email address has been verified and your registration request is pending review.

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Sample Email of Disapproved Registration

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The NIH is unable to approve your institution registration request. Inbox x

era-notify-test@mail.nih.gov 1:24 PM (48 minutes ago)

to me

We are sorry, but we were unable to approve your registration request for your institution: TEST ORGANIZATION 123 on 2018-07-18 12:58:15.0. The reason for this is as follows:

Your NIH Commons registration request has been rejected for the following reason: 1. Did not supply a valid DUNS number. The DUNS entered on the registration ,000000000, is not a valid DUNS number. Please re-register again with a valid DUNS number. If you feel you can correct your specific issue please feel free to register again, at public.era.nih.gov/commons

If you have any questions or concerns concerning this email, contact the eRA Service Desk using the information provided below.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to http://grants.nih.gov/support for additional methods of contact.
Please access Commons at http://public.era.nih.gov/commons/.
For more information please visit http://era.nih.gov/

If your registration request is not approved, you will receive an email stating that SAMHSA was unable to approve your registration request, and the reason will be included. If your registration is not approved, your SO must restart the process, and correct any errors.

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Sample Email of Approved Registration

A program of the National Institutes of Health

Your institution registration has been approved. Inbox x

era-notify-test@mail.nih.gov Jul 5 (6 days ago)

to me

The NIH has approved your registration request for TEST ORGANIZATION, requested date: 2018-07-05 10:33:04.0.

Click on the link below to confirm your registration.
http://public.test.era.nih.gov/commons/public/d.do?mode=c&r=346692

2) Click the hyperlink to confirm registration.

Following this confirmation, the initial Signing Official account will be sent to you by email. If you have any questions or concerns, contact the NIH eRA Service Desk using the information provided below.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to http://grants.nih.gov/support for additional methods of contact. Please access Commons at http://public.era.nih.gov/commons/.
For more information please visit http://era.nih.gov/

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Confirm Registration Information

A program of the National Institutes of Health

U.S. Department of Health & Human Services www.hhs.gov

eRA Commons
A program of the National Institutes of Health

Welcome:
Institution: Not Affiliated
Roles:
Contact Us | Help

Home | eRA Partners

IPF Assignment View

NIH has approved your registration and linked your registration with NIH's database. Does the information below correctly match your institution?

Confirm Institution Registration

Registration Institution Name:	TEST ORGANIZATION
NIH Institution Name:	TEST ORGANIZATION
Request Date:	2018-07-05 10:33:04.0

yes | no

3) Review and click the ***Yes*** or ***No*** button to confirm whether the registration information is correct.

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National Institutes of Health (NIH)
9000 Rockville Pike
Bethesda, Maryland 20892

Department of Health and Human Services

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User Account Information Emails (1 of 2)

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eRA Commons: Notification of Authentication Credentials and New eRA Account Inbox x

era-notify-test@mail.nih.gov Jul 5 (6 days ago)

to me

*** This is an automated notification - Please do not reply to this message. ***

Signing Official,

An eRA account has been created for you on Jul 5, 2018. Your account details are:
- Account holder: Signing Official
- Username: TESTORGSO
- Organization: TEST ORGANIZATION
- System(s): Commons
- Role(s): SO/TEST ORGANIZATION;

Shortly, you will be receiving another email containing your password.

To access the system use the username and password provided in these emails.

For any further questions about this email, call the eRA Help Desk at 1-866-504-9552 or refer to http://grants.nih.gov/support for additional methods of contact. Please access Commons at http://public.era.nih.gov/commons/.
For more information please visit http://era.nih.gov/

When your registration is approved, the following email notifications will be generated and sent to the SO's email address.

*The first is a "**Notification of Authentication Credentials and New eRA Account**" with username and other new account information.*

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User Account Information Emails (2 of 2)

A program of the National Institutes of Health

eRA Commons: Notification of Password for New Account Inbox x

era-notify-test@mail.nih.gov Jul 5 (6 days ago)

to me

*** This is an automated notification - Please do not reply to this message. ***

The password associated with your recently created account is [redacted]

The above password is temporary, and will expire in 48 hours. You will be required to change your password the first time you successfully log into the Commons before the temporary password expires. On the Change Password page, enter the temporary password in the Current Password field. Please read the instructions on the Change Password page carefully before selecting a new password.If the temporary password expires, you will be taken to the Reset Password page where you can request another temporary password.

To access the system use the Username provided in the email notifying you of your new account.

For any further questions about this email, call the eRA Help Desk at 1-866-504-9552 or refer to http://grants.nih.gov/support for additional methods of contact. Please access Commons at http://public.era.nih.gov/commons/.
For more information please visit http://era.nih.gov/

*The second is a "**Notification of Password for New Account**" with temporary password.*

If you do not log in within 48 hours, the temporary password will expire and you will have to contact the eRA Service Desk to have it reset.

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Log In With Temporary Password

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1) Go to the eRA Commons homepage.

2) Enter your ***Username*** and temporary ***Password***.

3) Click the Login button.

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Contact Us | Help

Commons Login

*Required field(s)

*Username

*Password

Login Reset

(For External Users Only)

(For External Users)
Forgot Password/Unlock Account?

Federated Institutions/Organizations

Select.. Sign in

Federal User Login Here

eRA Service Desk

Hours: Mon-Fri, 7AM-8PM EDT/EST

Welcome to the Commons

m Notification Message

s are currently available.
mons and IAR will be unavailable from 9 p.m. (ET) Saturday, July 14, until 5 a.m. (ET) Sunday, July 15, 2018 for monthly maintenance. We are sorry for any inconvenience.

are registering a new entity in SAM.gov, you must provide an original, signed **notarized letter** tity Administrator before your registration will be activated. Read **FAQs** to learn more about this

Scheduled Commons Maintenance: For maintenance information, see the eRA Scheduled Maintenance Calendar.

Support Related Resources

- **Electronic Submission:** Learn about the most frequent application errors at Avoiding Common Errors.
- **Electronic Application Submission:** To learn about completing and submitting an electronic application and access helpful resources, visit the Applying Electronically website.
- **eRA Home Page:** To find Commons FAQs, User Guides, training materials, and step-by-step instructions for performing tasks in Commons, visit the eRA website.

Commons Related Resources

- **Reference Letters:** To submit a reference letter when requested by an applicant, please follow this link: Submit Reference Letter.
- **Demo Facility:** Demo Facility allows you to try most of the capabilities of the NIH eRA Commons in a sample environment.

Register Grantee Organization

About the Commons

- Frequently Asked Questions
- Latest Release Notes

Additional Links

- RePORT
- Grants.gov
- iEdison
- National Institutes of Health
- Public Access Policy Page
- Loan Repayment Program
- Commons Quick Queries

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Change Your Password

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Change Password

WARNING!

Your password is temporary. You must change the password now in order to log into the system.

INFORMATION!

- The password length must be between 8-16 non-blank characters
- Must Contain a mixture of letters, numbers and Special characters: ` ~ ! @ # $ % * ^ ( ) - _ = + [ ] { } | \ ' : ; " < > , . ? /
- First and last characters cannot be numbers
- Cannot contain username
- Cannot be reused within one (1) year

4) Enter your new ***Username*** and ***Password***.

Current Password:

••••••••

New Password:

••••••••••

Confirm New Password:

••••••••••

Password Validation Results

- The password length must be between 8-16 non-blank characters
- Must Contain a mixture of letters, numbers and Special characters: ` ~ ! @ # $ % * ^ ( ) - _ = + [ ] { } | \ ' : ; " < > , . ? /
- First and last characters cannot be numbers
- Cannot contain username
- New Password cannot be the same as Current Password
- Confirm Password should be the same as Password

Submit Clear

5) Click the Submit button.

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Access Commons

A program of the National

U.S. Department of Health & Human Services | NIH National Institutes of Health | Office of Extramural Research | Help | Contact Us

Electronic Research Administration
A program of the National Institutes of Health

Account Management System (AMS)

Change Password

SUCCESS!

Your password has been changed successfully.

Application Links:

- **Commons:** http://public.test.era.nih.gov/commons/
- **iEdison:** https://public.test.era.nih.gov/iedison/
- **Facts:** https://public.test.era.nih.gov/facts/sd

1) Click on the ***Application Link*** to review and complete your registration.

© 2018 NIH. All Rights Reserved. | Screen Rendered: 07/05/2018 12:28:34 EDT | AMS0001@1091 | Version: 2.11.11

Help | Contact Us | Privacy Notice | Manage User Preferences | Accessibility | Disclaimer

Office of Extramural Research | National Institutes of Health | U.S. Department of Health and Human Services |

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Complete Registration

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Registration Information

In order to protect the confidentiality of certain information, access to the secure eRA Commons server is limited to authorized users. The registration of authorized eRA Commons users will be administered by the Principal Signing Official, or their designee, serving as the grantee organization Commons Accounts Administrator.

The grantee organization Principal Signing Official serving as administrator of the Commons accounts, and signatory of this form, should be the Official with institutional authority in so far as legally binding grants administration actions with the NIH are concerned, including serving as the grantee organization authority responsible for submission of grant applications to the NIH. As Commons Accounts Administrator, this Official will have the authority to create, modify and delete Commons accounts for additional Signing Officials, Administrative Officials, Principal Investigators, Program Directors, and other scientific and/or administrative staff for the grantee organization.

Solely for the purpose of facilitating administration of Commons accounts, and distinct from submitting grant applications to the NIH, the Principal Signing Official can extend authority to a Primary Commons Accounts Administrator. Designation of such a Primary Commons Accounts Administrator can be acknowledged herein, as detailed below, so long as both Principal Signing Official and Primary Commons Accounts Administrator are signatories of this form.

Institution Information

Institution Name:	TEST ORGANIZATION		
FAX Received:	No	**Closeout E-mail:**	
Duns Number:	000000000	**NoA E-mail:**	
Street 1:	123 STREET	**City:**	BETHESDA
Street 2:		**State:**	MD
Street 3:		**Zip Code:**	20873
Street 4:		**Country:**	
IPF Code:			

Principal Signing Official

Name Prefix:

Accounts Administrator

Name Prefix:
First Name:
Middle Name:
Last Name:
Suffix:
Title:
User Name:
Phone:
Fax:
E-mail:

*Clicking **Accept** is equivalent to electronically signing your registration application. Accepting acknowledges responsibility for maintaining the security and confidentiality of your organization's information through the administration of all eRA Commons accounts established for your organization.*

2) Click the accept button.

By clicking the "Accept" button, you acknowledge responsibility for maintaining the security and confidentiality of the grantee organization's information through the administration of all Commons accounts established for the grantee organization.

Accept

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Next Steps

- After "Accepting," the organization registration process with eRA Commons is complete.

- *You may now create accounts for the organization staff, including other SOs*.

- ***You MUST create or link an eRA Commons account (PI role in eRA) for your Project Director or PD (SAMHSA's PD in section 8 of the SF-424) in order to apply to FOAs*.**

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