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) listed in Part C of the HHS 5161 Checklist form or the Authorized Organization Representative (AOR) in 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 on the HHS 5161 Checklist form) in order to apply for FOAs.
Registering an Organization in eRA Commons
The SAMHSA Business Official (BO) listed in Part C of the HHS 5161 Checklist form or the Authorized Organization Representative (AOR) in 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.

**SO completes Registration Form.**

*SO will receive email confirming the registration. **SO must click on the confirmation link in the email within 48 hours.**

SAMHSA verifies the registration request and sends an email indicating either approved or disapproved.

If approved, **SO must click on the confirmation link in the email within 48 hours to confirm the information.**

If disapproved, **SO will be required to restart the process.** Be sure to correct the issues noted in the disapproval email.

**SO logs into eRA Commons with account information and temporary password and must change temporary password.**

**SO reviews and “Accepts” the registration.**

Once confirmed, SO is sent 2 emails. One will have their account information and the other their temporary password which expires in 48 hours.
Accessing the eRA Registration Form

1) Go to the eRA Commons homepage.

2) Click the Register Grantee Organization link.
Accessing the eRA Registration Form

3) Click the Register Now button.
1) Click the My organization wishes to apply for Non-NIH Grants/Contracts checkbox.

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

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

Entering information for an Accounts Administrator is optional.
Email confirmation for TEST ORGANIZATION

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


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/
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.
The NIH is unable to approve your institution registration request.

era-notify-test@mail.nih.gov
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 00000000, 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.
Sample Email of Approved Registration

Your institution registration has been approved.

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.


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/

2) Click the hyperlink to confirm registration.
3) 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.

The first is a "Notification of Authentication Credentials and New eRA Account" with username and other new account information.
User Account Information Emails (2 of 2)

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.
Log In With Temporary Password

1) Go to the eRA Commons homepage.

2) Enter your Username and temporary Password.

3) Click the Login button.
Change Your 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**.

5) Click the **Submit** button.
1) Click on the **Application Link** to review and complete your registration.
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.
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 on the HHS 5161 Checklist form) in order to apply to FOAs.