



## NIH e-Commons Accounts

**Creating an Account:** The Grants Administrative staff can create NIH e-Commons accounts for BMC Principal Investigators (PI) and Research Administrators who are interested in accessing the NIH e-Commons website. (<https://commons.era.nih.gov/commons/index.jsp>.)

To initiate a NIH e-Commons account set up, please forward the following information to [daniel.dufresne@bmc.org](mailto:daniel.dufresne@bmc.org):

- Full name
- Social security number (optional, but requested by eRA Commons nonetheless)
- Birthdate
- Preferred email address
- Grant number (pending or awarded) to link the account to (PI's only, but profile can still be created if there are no active, completed, or pending awards)

The BUMC ORA staff may have already created an e-Commons account for you if you are a PI with both BMC and BU grants. In this case, the BMC Grants Office will simply need to affiliate your account with BMC as well as BU. However, a separate BMC e-Commons account has to be created for departmental administrative staff, who need to access BMC grant information but only have a BU e-Commons account.

The Grants Office will e-mail the applicant once the account has been created. NIH e-Commons will also send an e-mail requesting the applicant to verify their account. Once the account is verified, e-Commons will assign you a password and allow permissions to be set. The Grants Administrative Office does not receive these e-mails from e-Commons because of the private information they contain. Therefore, if you are not contacted by e-Commons after the account is set up, please contact the Grants Office at 617-414-5651 or [grants.admin@bmc.org](mailto:grants.admin@bmc.org).

**Assigning Account Roles:** The Grants Office will assign “roles” to each NIH e-Commons account. The two available roles at the department level are PI (Principal Investigator) and ASST (Assistant). **SO (Signatory Official) and AO (Authorized Official) Roles are reserved for the Grants Administrative staff only.** The description and privileges of each NIH e-Commons role are listed below:

**PI:** A Principal Investigator (PI) is designated by the grantee organization to direct the project or activity being supported by the grant. The PI is responsible and accountable to the grantee for the proper conduct of the project or activity. The role of the PI within the NIH e-Commons is to complete the grant process, either by completing the required forms via the NIH e-Commons or by delegating this responsibility to another individual. A PI can access information for any grant and only those grants for which they are designated the PI.

**ASST:** The Assistant (ASST) role has been designed to allow PIs to delegate certain responsibilities for data entry of grant information and upkeep of their personal profiles. The ASST does not have any other functions in the system.



**AO:** Grants Administrators, Proposal Development Specialists, Supervisors and Associate Directors have the AO Role. It allows them to create additional PI and ASST accounts. The AO role can see status and eSNAP information for all of BMC.

**SO:** An SO, or Signing Official, has institutional authority to legally bind the institution in grants administration matters. The individual fulfilling this role may have any number of titles in the grantee organization. The SO can register the institution, and create and modify the institutional profile and user accounts. The SO also can view all grants within the institution, including status and award information. Depending on the institution workflow process, it is possible for the SO and AO to be the same person. *At BMC, the Director and Associate Directors of Grants Administration are the SO for the institution.*