

## NIH e-Commons Profiles

**PI Profiles:** PIs may use the NIH e-Commons to maintain individual contact information and biosketch information. A PI may also delegate the ability to update his or her personal profile to another registered Commons user, such as a departmental administrator.

- (1) Login to Commons at <https://commons.era.nih.gov/commons/>
- (2) Click on the Personal Profile tab.
- (3) Select one of the six tabs corresponding to the sections of the Personal Profile:
  - Personal Information
  - Race/Ethnicity
  - Employments
  - Residential Address
  - Degrees
  - Publications
- (4) Click "Submit" at the bottom of each screen.
- (5) To delegate Personal Profile editing ability to another registered Commons user, the PI should click on the "Administration" tab, the "Accounts" tab and finally, the "Delegate PPF Edit" tab. Select the name of the person to whom editing ability will be delegated from the box on the left. Click the "Assign" button and then the "Save" button when the confirmation screen appears.

The **Status Module** allows PIs to review the status of applications sent to the NIH, including information about pending review, review outcome, pending Advisory Council action, and award status.

- (1) Login to Commons at <https://commons.era.nih.gov/commons/>
- (2) Click on the Status tab.
- (3) Enter information in one or more fields on the General Search Screen.
- (4) Click the "Search" button.
- (5) If search results are returned, click on the hyperlink under "Application ID" to access detailed information about the application or award.