

eRA Commons Account Request Form

I WOULD LIKE TO:

- Obtain a new eRA Commons account.
- Add a role to my existing eRA Commons ID. My eRA Commons ID is:
- Affiliate my eRA Commons ID with BMC. My eRA Commons ID is:
- Un-affiliate my eRA Commons ID with BMC. My eRA Commons ID is:

Note: Once a scientific account is created (PI, Graduate Student, etc.), that should be the account an individual uses for their entire career.

SELECT THE ERA COMMONS USER ROLE TO BE ADDED:

eRA Commons User Role. See [role definitions](#).

- Principal Investigator (PI)
- Assistant (ASST)
- Post-Doctoral (Post-Doc)
- Trainee
- Graduate Student
- Undergraduate Student
- Other:

FOR NEW ACCOUNTS AND NEW AFFILIATIONS, PLEASE COMPLETE THE INFORMATION BELOW:

First Name*			
Last Name*			
Department		BMC Email*	
Title		Phone #	

REQUESTED BY:

COMPLETE THE STEPS BELOW:

- Email the eRA Commons Account Setup Request Form to grants.admin@bmc.org. Your request will be processed within 3 business days.
Complete the following steps within 72 hours of account initiation or the account will expire!
- eRA Commons will send an initial email containing your username once SPA has created your Commons ID.
- eRA Commons will send a second email containing a system generated password.
- Click on the link. Enter your username and the system generated password.
- You will be required to enter a new password. Enter a password that meets the system requirements and your account will be active.
- Update your Personal Profile as soon as possible. If you are the PD/PI on a grant application, you must update your primary institution to BMC. If you are a new PD/PI and this is your first eRA Commons account, please complete your entire profile, including your educational history with the correct terminal/doctoral degree, clinical residency or fellowship completion dates. The information you provide will determine whether you qualify for new investigator or early investigator status