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:

PLEASE NOTE: *If you are an investigator, scientist, graduate or undergraduate student, trainee or a non-administrator that has been assigned an eRA Username previously, it is recommended that you **request to be affiliated with BMC**, instead of requesting a new username in order to maintain continuity of your account/record of NIH/eRA Commons transactions (e.g., submissions, IAR reviews) and profile/academic history for PI eligibility determination.*

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*		**Requested eRA ID***	
Last Name*		*If your requested eRA username is not available or already assigned, a random one will be assigned to you.*	
Department		**BMC Email***	
Title		**Phone #**	

REQUESTED BY:

Name*		**Date***	

COMPLETE THE STEPS BELOW:

1. 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!

2. **eRA Commons** will send an initial email containing your username once SPA has created your Commons ID.
3. **eRA Commons** will send a second email containing a system generated password.
4. Click on the link. Enter your username and the system generated password.
5. You will be required to enter a new password. Enter a password that meets the system requirements and your account will be active.
6. Update your Personal Profile as soon as possible. ***Note: If you are the PD/PI on a grant application, you must update your primary institution to BMC in your personal profile.***