Instructions for Registering with NIH’s eRA Commons

IMPORTANT NOTE: This instructional sheet is specific to Montana INBRE faculty and students. Both steps below must be completed for your eRA Commons account registration to be complete.

STEP 1 – Request a User ID

Find the correct person at your institution who can initiate an eRA Commons account

- Reach out to your institution’s main grants management office or office of sponsored programs and ask for the correct person to initiate a new NIH eRA Commons account for your particular funding org.
- For Montana INBRE-funded faculty and students located at MSU-Bozeman, your contact is Traci Miyakawa in MSU’s Office of Sponsored Programs (tracim@montana.edu).

Once you have identified the correct person, request a new eRA Commons account via email. In your email, provide the following information:

- Inform them who you are – make sure to spell out your first and last name as you would like it to appear in the federal system
- Inform them that you are funded by Montana INBRE and are requesting a new eRA Commons account
- Inform them as to your current academic level (faculty investigator, undergraduate student research or graduate student researcher, or a post-doc)
- Inform them of your Montana INBRE role (i.e. faculty project leader, student researcher, intern, research assistant, etc.
- If different from the email account you are using to contact OSP, provide the email address that you would like to have associated with your new eRA Commons account

STEP 2 – Complete “Personal Profile” Section

Once your account has been initiated, you will receive an email from eRA Commons (NIH) with your Username and a temporary password. You can now log onto eRA Commons (https://era.nih.gov/).

- From https://era.nih.gov find “Commons Log-in” button and enter your UN and temporary password
- When prompted, replace the temporary password with a new secure one
- From the main Commons page select the “Personal Profile” button; From the “Personal Profile Summary” page, complete the required profile sections. NOTE: Unless all these sections are completed, your account will NOT be activated. The information required is fairly straightforward, but if you run into problems, call the INBRE office at 994-5214 or send us an e-mail at abertagnolli@montana.edu
- IMPORTANT: All graduate-level students must list at least one degree in the “Education” section
- Once all your information is completed and saved, you’ll be able to exit the system, and your account will be fully activated

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