

## NIH eRA Internet Assisted Review Create Account Process

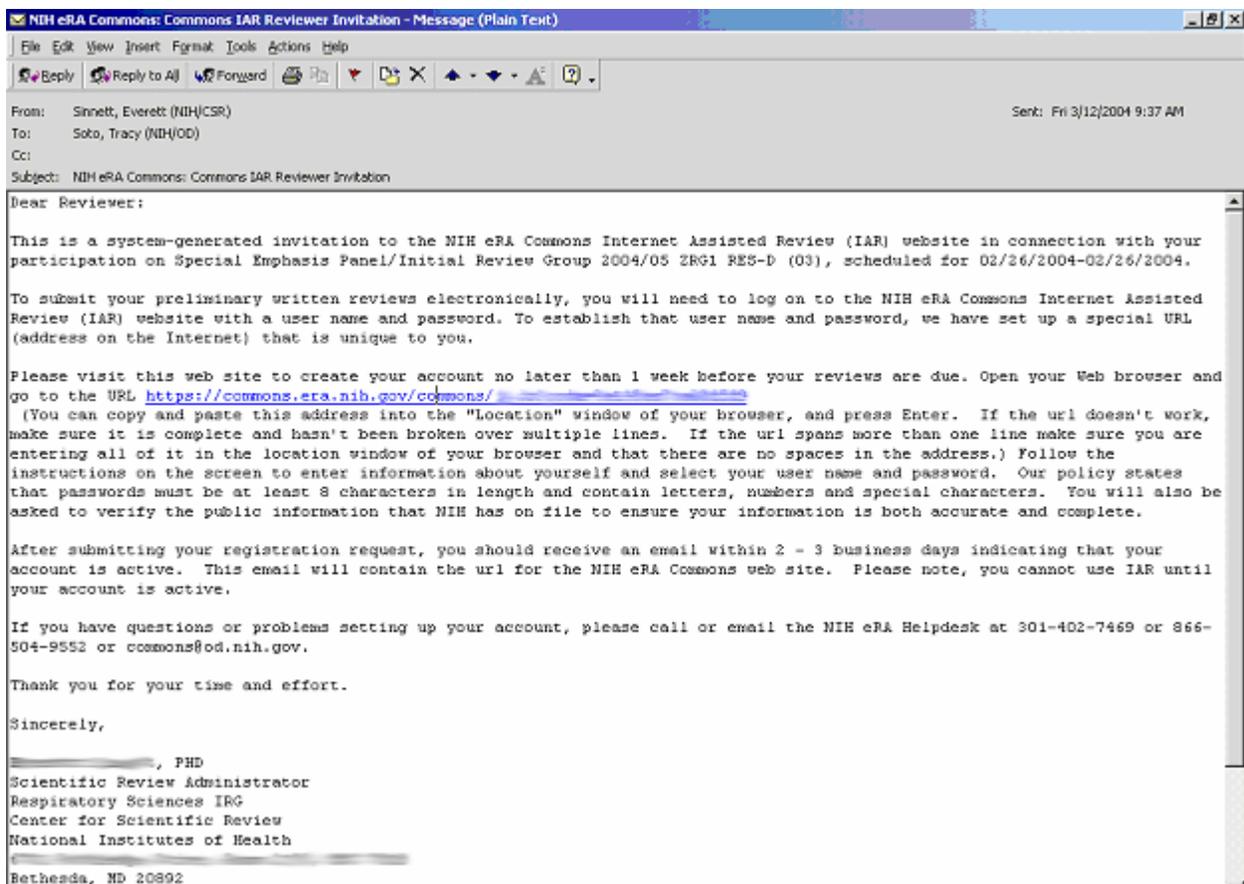
If a Reviewer does not have a Commons account, he/she should follow the process that is outlined in this document.

From the IAR Control Center of the specific meeting, the SRA or GTA selects and enables Reviewer. Enabling triggers the email below to be sent containing a unique URL.

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**NOTE:** Reviewer must have an email address in the Profile MLG address type and be on the roster for the meeting before being enabled. Once Reviewer has Commons account, Reviewer can update this email address in Commons by using Personal Profile, Reviewer Address.

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The Reviewer clicks on the unique URL in the email and launches the Create a New Account website (sample screen below). This page and URL will be unique for each Reviewer; it is linked to their profile as selected for the meeting in Peer Review.

**Microsoft Internet Explorer**  
Address: <https://commons.era.nih.gov/commons/account/IARAccountCreate.jsp;jsessionid=90fb6fd52ee04f4194fod28eb3003166.mR9w69M-AbDr2TtokuInQj0Qcxa6a34JePwLxvJaxal-xuQ-x>

**NATIONAL INSTITUTES OF HEALTH**  
**eRA Commons**  
Version 2.6.2

Welcome Guest  
Institution: Not Affiliated  
Authority.

**Create a New Account**

You are creating an account associated with the NIH Profile for [redacted].

New password must meet the following standards:

- At least eight (8) non-blank characters in length
- Must contain a mixture of letters, numbers and special characters: ! # \$ % \* + \_ = < >
- First and last characters cannot be numbers
- Cannot contain username
- Cannot be reused within one (1) year

For additional guidance, please review the [eRA Password Policy](#).

**Account Form**

- Please enter the required fields to create an account.
- \* indicates required field.

**Account information**

User Name \*

Password \*

Re-type Password \*

First Name

Middle Name

Last Name \*

Phone \*

E-mail \*

Organization

Birth Date (mm dd yyyy)  /  /

SSN (123456789)

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National Institutes of Health (NIH)  
9000 Rockville Pike  
Bethesda, Maryland 20892

Department of Health and Human Services

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Screen ID:

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The Reviewer completes the form. The password entered and re-typed must comply with the NIH eRA Password Policy (minimum of 8 characters, must contain at least one of each number, letter, special character; cannot begin or end with a number and cannot contain username), e.g., \$!reviewer. Reviewer clicks Continue.

The screenshot shows a web browser window titled "Create a New Account - Microsoft Internet Explorer". The address bar shows the URL: <https://commons.era.nih.gov/commons/account/IARAccountCreate.jsp;sessionId=9876fd52ae84f419fd28ab3083166.wF9vrt6jM-AbDr2TIdkuhQjQc=ak34JefWLeuLaaal-ouQ-x>. The page content includes a link to the [eRA Password Policy](#) and a section titled "Account Form".

**Account Form**

- Please enter the required fields to create an account.
- \* Indicates required field.

**Account Information**

User Name *	<input type="text"/>
Password *	<input type="password"/>
Re-type Password *	<input type="password"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Phone *	<input type="text"/>
E-mail *	<input type="text"/>
Organization	<input type="text"/>
Birth Date	(mm dd yyyy) <input type="text"/> / <input type="text"/> / <input type="text"/>
SSN	(123456789) <input type="text"/>

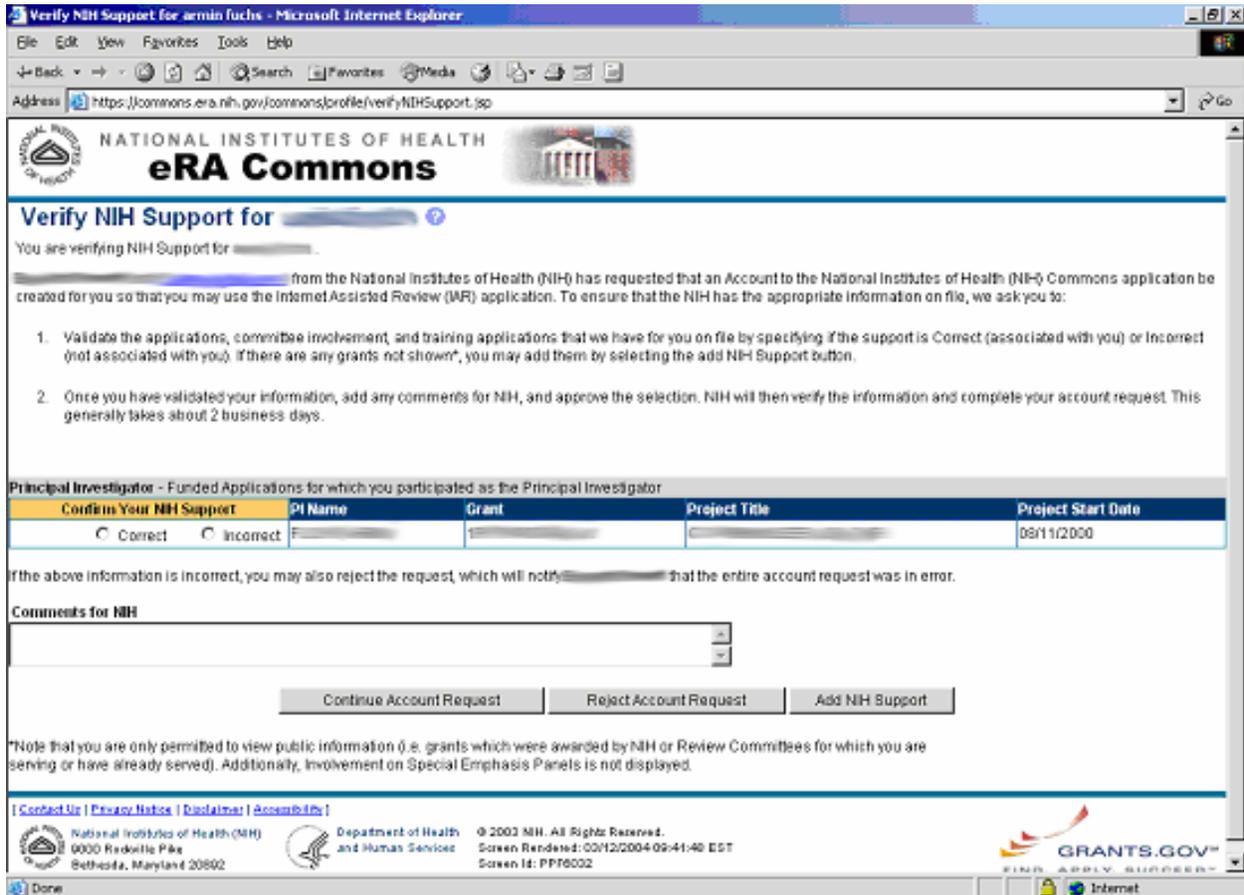
Buttons: Continue, Reset, Cancel

Footer: National Institute of Health (NIH), Department of Health and Human Services, © 2003 NIH. All Rights Reserved. Screen Resized: 03/12/2004 09:29:40 EST. Screen ID: GRANTS.GOV™ FIND. APPLY. SUCCEED™

Reviewer is taken to next screen, Verify Support. Screen shows public information on NIH grant support and committee service (special emphasis panels/SEPs are currently not shown). Reviewer should click in the “Correct” radio button for items that are correct for them. If an item does not represent their data (not their grant or committee service history), they should select “Incorrect” for that item. If just a detail about an item is incorrect, such as start date or title, the item should still be marked as “Correct” with corresponding comments added to the “Comments for NIH” area.

If ALL of the information for the Reviewer is incorrect and the profile name on the page title “Verify NIH Support for <reviewer name>” is also incorrect, Reviewer may use Reject Account Request. Rejecting account request implies that the wrong person was selected, that none of the information shown is correct for the Reviewer. Rejecting will halt the account creation process and remove the Reviewer’s access to the meeting (Disabled in the Control Center). The SRA for the meeting will also get an email about the action.

If Reviewers sees NIH support that is missing, they can use the Add NIH Support button or can enter grant numbers and information in the “Comments for NIH” area. However, such additions are not required, since all grant support may not have been displayed.



Sample of Add NIH Support Screen (optional screen).

**Add NIH Support** \* indicates required field

**Search**

Type  Activity  IC  Serial Number  Support Year  Suffix

**Search Result**

Grant Number	PI Name	Project Title	Action
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After selecting “Correct” and “Incorrect” for items, Reviewer clicks Continue Account Request button.

**Verify NIH Support for [redacted]**

You are verifying NIH Support for [redacted].

[redacted] from the National Institutes of Health (NIH) has requested that an Account to the National Institutes of Health (NIH) Commons application be created for you so that you may use the Internet Assisted Review (IAR) application. To ensure that the NIH has the appropriate information on file, we ask you to:

1. Validate the applications, committee involvement, and training applications that we have for you on file by specifying if the support is Correct (associated with you) or Incorrect (not associated with you). If there are any grants not shown, you may add them by selecting the add NIH Support button.
2. Once you have validated your information, add any comments for NIH, and approve the selection. NIH will then verify the information and complete your account request. This generally takes about 2 business days.

**Principal Investigator - Funded Applications for which you participated as the Principal Investigator**

Confirm Your NIH Support	PI Name	Grant	Project Title	Project Start Date
<input checked="" type="radio"/> Correct <input type="radio"/> Incorrect	[redacted]	[redacted]	[redacted]	08/11/2000

If the above information is incorrect, you may also reject the request, which will notify [redacted] that the entire account request was in error.

Comments for NIH

[redacted]

Continue Account Request    Reject Account Request    Add NIH Support

\*Note that you are only permitted to view public information (i.e. grants which were awarded by NIH or Review Committees for which you are serving or have already served). Additionally, Involvement on Special Emphasis Panels is not displayed.

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Next screen below allows Reviewer to verify/review what they have entered. If all is correct, they click on Continue Account Request button. If they need to make corrections, click Back.

The screenshot shows a web browser window titled "Complete Account Request - Microsoft Internet Explorer". The address bar shows the URL: <https://commons.era.nih.gov/commons/profile/completeAccountRequest.jsp>. The page header includes the NIH logo and "eRA Commons". The main heading is "Complete Account Request". Below this, there is a section for "Principal Investigator - Funded Applications for which you participated as the Principal Investigator" with a table:

PI Name	Grant	Project Title	Project Start Date
			08/11/2000

Below the table is a section titled "Comments on NIH" containing the following text:

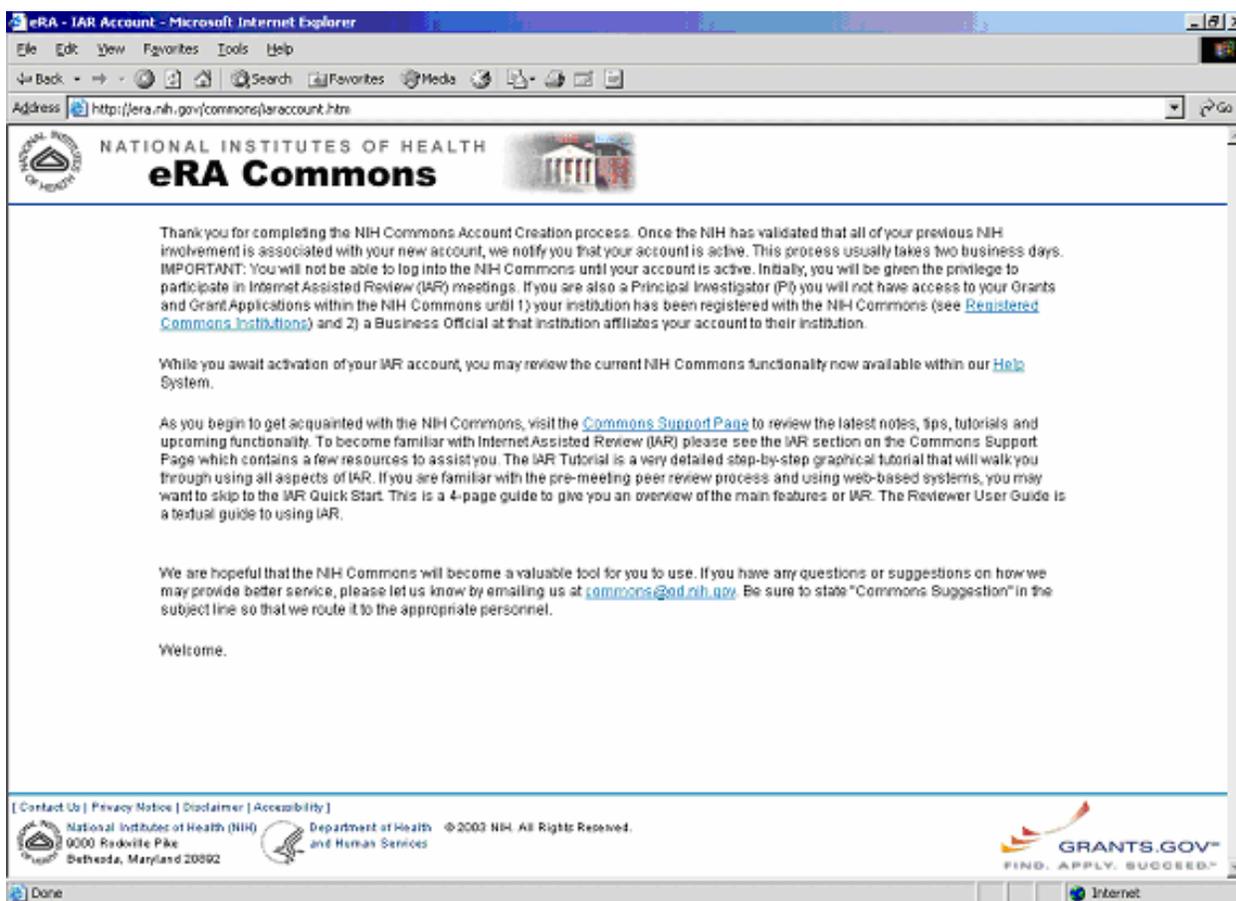
Thank you for confirming the NIH support listed above. By selecting Continue Account Request, this account request will now be verified and completed by NIH. Generally, this takes NIH approximately two business days. You will be notified by email when the process is complete.

At the bottom of this section are two buttons: "Continue Account Request" and "Back".

A note at the bottom of the page states: "Note that you are only permitted to view public information (i.e. grants which were awarded by NIH or Review Committees for which you are serving or have already served). Only the latest support year for a particular grant is displayed. The completion of the account request."

The footer contains contact information for the National Institute of Health (NIH), Department of Health and Human Services, and the GRANTS.GOV logo with the slogan "FIND. APPLY. SUCCEED.".

The next and last screen shown confirms completion of account request and gives Reviewers some information to get them started in Commons.



The following screens represent some typical errors that may occur during the process.

Sample of error if password entered on Create Account Screen does not meet standards.

The screenshot shows a Microsoft Internet Explorer browser window titled "Create a New Account". The address bar displays "https://commons.test.era.nih.gov/commons/account/IARAccountCreate.jsp". The page content includes a navigation menu with "Home" and "Links Help". A red error message states: "Password does not conform to eRA password guidelines. First and last characters of password cannot be numbers. Please choose a new password." Below this, a message says "You are creating an account associated with the NIH Profile for Charles W. Carter." and lists password standards: at least eight non-blank characters, a mix of letters, numbers, and special characters, first and last characters cannot be numbers, cannot contain the username, and cannot be reused within one year. A link to the "eRA Password Policy" is provided. The "Account Form" section contains instructions and a list of required fields marked with an asterisk. The form fields are: User Name (filled with "Dan"), Password (empty), Re-type Password (empty), First Name (filled with "Dan"), Middle Name (empty), Last Name (filled with "Hall"), Phone (filled with "333-333-4444"), E-mail (filled with "halida@od.nih.gov"), Organization (empty), and Birth Date (format: mm dd yyyy).

**Create a New Account**

Password does not conform to eRA password guidelines. First and last characters of password cannot be numbers. Please choose a new password.

You are creating an account associated with the NIH Profile for Charles W. Carter.

New password must meet the following standards:

- At least eight (8) non-blank characters in length
- Must contain a mixture of letters, numbers and special characters: ! # \$ % \* - \_ = + < >
- First and last characters cannot be numbers
- Cannot contain username
- Cannot be reused within one (1) year

For additional guidance, please review the [eRA Password Policy](#).

**Account Form**

- Please enter the required fields to create an account.
- \* Indicates required field.

**Account Information**

User Name \*

Password \*

Re-type Password \*

First Name

Middle Name

Last Name \*

Phone \*

E-mail \*

Organization

Birth Date

Sample of error if username chosen by Reviewer is too short (must be at least 6 characters).

The screenshot shows a Microsoft Internet Explorer window titled "Create a New Account - Microsoft Internet Explorer". The address bar displays "https://commons.test.era.nih.gov/commons/account/IARAccountCreate.jsp". A red-bordered error message box at the top states: "Error Message: The User Name field has a minimum length of 6 characters and a maximum length of 20 characters. Please enter data in the User Name field. (ID: 30077)". Below the error message, the text reads: "You are creating an account associated with the NIH Profile for Charles W. Carter. New password must meet the following standards:" followed by a list of password requirements: "At least eight (8) non-blank characters in length", "Must contain a mixture of letters, numbers and special characters: ! # \$ % \* - \_ = + < >", "First and last characters cannot be numbers", "Cannot contain username", and "Cannot be reused within one (1) year". A link for "eRA Password Policy" is provided. The "Account Form" section includes instructions: "Please enter the required fields to create an account." and "A indicates required field." The form fields are: "User Name" (containing "dan"), "Password", "Re-type Password", "First Name" (containing "Dan"), "Middle Name", "Last Name" (containing "Hall"), "Phone" (containing "333-333-4444"), "E-mail" (containing "halida@od.nih.gov"), "Organization", and "Birth Date" (with a date picker showing "mm dd yyyy").

Sample of error if username entered by Reviewer is already in use by another Commons or IMPAC II user.

