

eRA Commons Roles & Privileges Matrix

		Critical Actions																				
Roles	Account Management	Submit/Reject Applications	Detailed Status Screen	Just-in-Time	Annual RPPR	Final RPPR	Intrim RPPR	NCE via Status	Admin Supps	Closeout	FFR	xTrain	xTRACT	IAR	Manage ASSIST Access	IPF	PPF	NCE via Prior Approval	Withdrawal via Prior Approval	Change of PD/PI via Prior Approval	Carryover via Prior Approval	
Administrative Roles for Research Support	SO (<i>signing official</i>)	All but IAR	Yes	Yes	View/ Edit/ Submit	View/ Edit/ Submit	Initiate/ View/ Edit/ Submit	Initiate/ View/ Edit/ Submit	View/ Edit/ Submit	View/ Edit/ Submit	View/ Edit/ Submit	If assigned the FSR role	View	View/ Create xTRACT Persons		Yes	View/ Edit	View/ Edit own PPF	Initiate/ View/ Edit/ Submit	Initiate/ Submit	Initiate/ View/ Edit/ Submit	Initiate/ View/ Edit/ Submit
	AO (<i>administrative official</i>)	All but SO, BO, FCOIs, IAR		Yes, except Review outcomes		View / Edit	View / Edit	View / Edit					View / Edit	View/ Create xTRACT Persons			View	View/ Edit own PPF				
	AA (<i>account administrator</i>)	All but SO, FCOIs, IAR												View/ Create xTRACT Persons			View	View/ Edit own PPF				
	BO (<i>business official</i>)	All but SO, BO, FCOIs, IAR											View Data / Submit terminations	View/ Create xTRACT Persons			View	View/ Edit own PPF				
Scientific Roles for Research	PI (<i>principal investigator</i>)			Yes for own applications & awards	View / Edit	Intiate/ View/ Edit & Submit if delegated Submit	Intiate/ View/ Edit & Submit if delegated Submit	Intiate/ View/ Edit & Submit if delegated Submit					View / Edit	View / Edit/ Submit		Only their own applications	View	View/ Edit own PPF		Initiate / View		View / Edit
	TRAINEE												View / Edit Own Notices				View	View/ Edit own PPF				
	SPONSOR												View / Terminate Fellows				View	View/ Edit own PPF				
Other Roles	ASST (<i>assistant</i>)			View if delegated Status by PI		View / Edit if delegated RPPR	View / Edit if delegated RPPR	View / Edit if delegated RPPR					Intiate / View / Edit if delegated xTrain or Sponsor	Intiate / View / Edit Tables & create xTRACT Persons if delegated xTrain			View	View/ Edit own PPF, and PI's if delegated PPF				
	IAR (<i>internet assisted review</i>)														Access IAR tab for Review activities		View	View/ Edit own PPF				
	ASSIST_ACCESS_MAINTAINER_ROLE (<i>manage access to ASSIST applications</i>)															For all their institution's applications	View	View/ Edit own PPF				

Interim RPPR Scenarios	
Competing Renewal Application Status	Action
Not submitting a Competing Renewal application	Submit Final RPPR no later that 120 days from the project period end date
Submitting a Competing Renewal application	Submit Interim RPPR no later that 120 days from the project period end date
	Funded
	Interim RPPR is accepted as the Annual RPPR
	Not Funded
	Interim RPPR is accepted as the Final RPPR

See next page for additional eRA Commons roles such administrative for reporting, scientific for reporting, and Loan Repayment Program Loans.

Scientific Roles for Reporting					Actions	
					IPF	PPF
UNDERGRADUATE <i>(Undergraduate Student)</i>	GRADUATE_STUDENT <i>(Graduate Student)</i>	POSTDOC <i>(Post-Doctoral)</i>	SCIENTIST <i>(Scientist)</i>	PROJECT_PERSONNEL <i>(Project Personnel)</i>	View	View / Edit own PPF

Administrative Roles for Reporting	Actions				
	FCOI	FFR	Public Access Reports	IPF	PPF
FCOI <i>(Financial Conflict of Interest)</i>	Initiate / View / Edit / Submit			View	View /Edit own PPF
FCOI_ASST <i>(Financial Conflict of Interest Assistant)</i>	View / Edit			View	View /Edit own PPF
FCOI_View <i>(Financial Conflict of Interest View)</i>	View			View	View /Edit own PPF
FSR <i>(Financial Status Reporter)</i>		Initiate / View / Edit / Submit		View	View /Edit own PPF
PACR <i>(Public Access Compliance Report)</i>			View / Edit / Submit	View	View /Edit own PPF

Loan Repayment Program (LRP) Roles		Notes
LRP Applicants	LRP applicants are assigned a PD/PI (program director/principal investigator) role.	Designating the PI role in the eRA Commons for an individual does not bestow on them any special status. It is merely the name of the role within the electronic system that provides the administrative authority needed to see pertinent information regarding an application.
Institutional Business Official (IBO)	A person from the LRP applicant's research institution who uses the IBO Portal to certify key facts about the applicant in an official capacity are assigned a business official (BO) roles.	Designating the BO role in the eRA Commons for an individual does not bestow on them any special status. It is merely the name of the role within the electronic system that provides them with the administrative authority needed to certify key facts about the applicant in an official capacity.