

Personal Profile Checklist

Please use this checklist as a guide to completing your Personal Profile.

Steps to completing your Personal Profile:

1. Log into eRA Commons
2. Find the Personal Profile link near the upper left portion of the screen and click on it.
From the second tier menu, work from left to right.
3. Personal Information:

Items with the * are required for all
Items with the ** are required only for trainees.

Identifying Information

<input type="checkbox"/> Name Prefix	<input type="checkbox"/> Citizenship**	<input type="checkbox"/> First Name*	<input type="checkbox"/> DOB*
<input type="checkbox"/> Middle Name	<input type="checkbox"/> eRA Email*	<input type="checkbox"/> Last Name*	<input type="checkbox"/> Citizenship Country** (for non-US citizens and permanent residents)
<input type="checkbox"/> Gender*	<input type="checkbox"/> SSN		

Disabilities**

<input type="checkbox"/> Do you have a disability?	<input type="checkbox"/> If yes, which of the following categories describe your disability(ies)?
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Click Submit to save changes.

4. Race/Ethnicity

<input type="checkbox"/> Race(s)* Check all that apply	<input type="checkbox"/> Ethnicity* (select from menu)
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Click Submit to save changes.

5. Employments

<input type="checkbox"/> Add all relevant employments

Click Close to end Employments.

6. Review Specific

<input type="checkbox"/> Only complete if you are Reviewer
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Click Submit to save changes.

7. Residential Address*

<input type="checkbox"/> Trainees: Please provide the address where they can be reached by mail after completion of their program (i.e., permanent address).
<input type="checkbox"/> Reviewers: The section must be completed for the link to the Secure Payee Registration System (SPRS) to be active.

Click Submit to save changes.

8. Degrees/Residency**

<input type="checkbox"/> List of Degrees
<input type="checkbox"/> Medical Residency

Click Submit to save changes.

9. Publications

<input type="checkbox"/> Follow the instructions for the NIH Manuscript Submission (NIHMS) System to complete this section.

Click Close to end Publications.

10. Trainee-Specific

<input type="checkbox"/> Are you delinquent on the repayment of any U.S. Federal Debt(s)**
<input type="checkbox"/> Are you from a disadvantaged background**

Click Submit to save changes.