



Personal Profile User Guide

March 15, 2024

NOTE: This user guide is an identical PDF version of the online help.

Contact Us

Additional Help Needed? Please contact the eRA Service Desk (<https://www.era.nih.gov/need-help>).

Toll-free: 1-866-504-9552; **Phone:** 301-402-7469

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

Feedback on the user guide? Please email the eRA Communications Office (era-communications@mail.nih.gov).

Disclaimer STATEMENT

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

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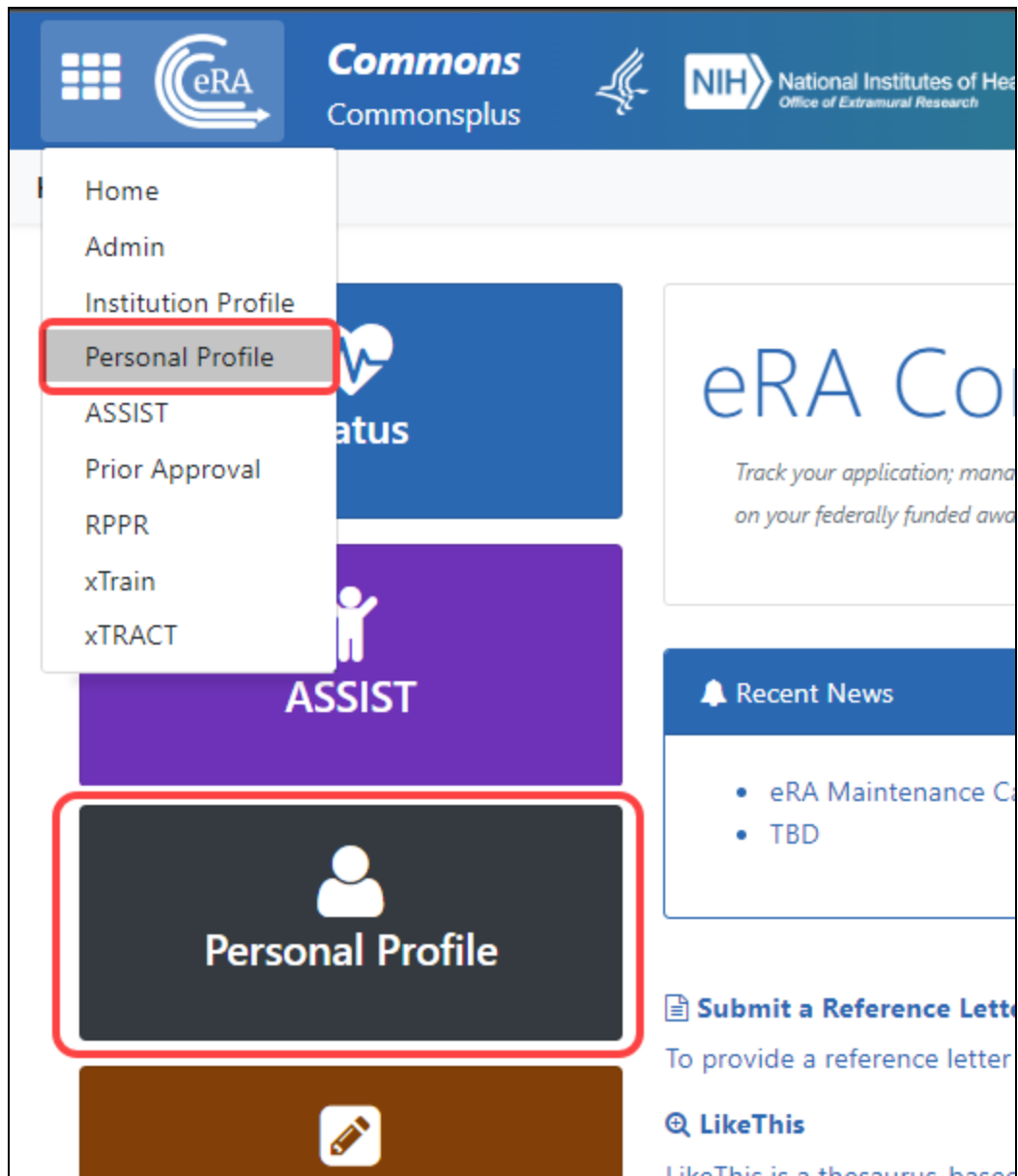
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eRA Commons Personal Profile Module

The Personal Profile module in Commons is the central repository of information for all Commons registered users. It is designed so that individual eRA system users hold and maintain ownership over the accuracy of their own profile information. This profile information is then integrated throughout eRA's systems and used for a variety of agency business such as peer review, application data, and trainee data. You can delegate the authority to maintain your profile to other users within your institution.

Accessing Personal Profile

Access Personal Profile by clicking the Apps menu/eRA menu and selecting Personal Profile, or by clicking the Personal Profile button on the eRA Home page. See below.



Editing and Saving Personal Profile Information

To edit Personal Profile, click an **Edit** button, make changes, then click the **Save All** button. Also see *What's the Difference Between View and Edit?*.



IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (✖), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

The personal profile is divided into sections of information and includes:

- **Name and ID.** Personal information such as name, email, date of birth, citizenship status
- **Demographics.** Race, ethnicity, sex. Trainees are additionally asked about disadvantaged status and federal debt.
- **Employment.** Current and past employment history
- **Reviewer Information.** (only peer reviewers see this) Work address for those users serving as peer reviewers as well as honorarium information
- **Trainee Information.** (only trainees see this) Trainee permanent address for those with Trainee roles using the xTrain module
- **Education.** Degrees and post-graduate clinical training information
- **Reference Letters.** (principal investigators only) Data about letters of reference submitted to NIH
- **Publications.** (does not appear for all users) Access to MY NCBI, at which publications can be viewed
- **xTRACT Information.** (does not appear for all users) Provides a link to xTRACT module for trainees, participants, or scholars on a training grant, research education award, or institutional career development award, where you can update the training institution on subsequent educational activities.

NOTE: Depending on your Commons role, you might not have access to all sections of the Personal Profile.

Selecting a Profile to Edit

You can grant any active eRA Commons user the ability to enter your Personal Profile information by delegating PPF authority. If you have been designated with this authority, you must select which profile you wish to access.

After selecting the **Personal Profile** tab from the Commons menu, you will be instructed to choose a profile for editing.

Select a name from the **Profile to Edit** drop-down list and click the **Select Profile** button. The profile of your selected person displays and changes made will be reflected on that profile.

To switch profiles, select the **Personal Profile** tab again and choose a different profile from the list.



Figure 1: Select Profile for Edit

Personal Profile Summary

The *Personal Profile Summary* page lets you view or edit sections of the Personal Profile. Your name appears in the upper left.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (❌), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

Personal Profile

Jane Austen

Roles:
 PI - Principal Investigator
 IAR - IAR – Internet Assisted Review User- Assigned by an SRO (Scientific Review Officer) when a user will be involved in the peer review of applications.

Person ID:
1234567

ORCID ID:
orcid.org/0000-0001-2345-6789

Personal Profile Summary ✓

- Name and ID ✓
- Demographics ✓
- Employment ✓
- Reviewer Information ✓
- Education ✓
- Reference Letters ✓
- Publications ✓

Information

Profile updated:
04/08/2019

[Change your password](#) by:
Date unknown

[PPF Privacy Act Notification Statement](#)

eRA Service Desk

Hours:
Mon-Fri, 7AM-8PM EDT/EST

Web:
<http://grants.nih.gov/support>

Toll-free:
866-504-9552

Phone:
301-402-7469

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

Personal Profile Summary ⓘ

IMPORTANT

Changes to your Personal Profile will **NOT** save if there is any missing data in the required fields. Before navigating away from or closing the Personal Profile, review and enter missing information.

+ View All

Name and ID ⓘ ✎ Edit

Demographics ⓘ ✎ Edit

Employment ⓘ ✎ Edit

Reviewer Information ⓘ ✎ Edit

Education ⓘ ✎ Edit

Reference Letters ⓘ

Publications ⓘ

Figure 2: Personal Profile Summary Page

Dashboard

The left side of the summary page contains user name, person ID, a list of user roles, and ORCID if available. Also shown is eRA Service Desk contact information.

eRA Commons Personal Profile

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March 15, 2024

Personal Profile

Jane Austen

Roles:
PI - Principal Investigator
IAR - IAR – Internet Assisted Review
User- Assigned by an SRO (Scientific Review Officer) when a user will be involved in the peer review of applications.

Person ID:
1234567

ORCID ID:
orcid.org/0000-0001-2345-6789

Personal Profile Summary

Name and ID	✓
Demographics	✗
Employment	✓
Reviewer Information	✓
Education	✓
Reference Letters	✓
Publications	✓

Information

Profile updated:
04/08/2019

Change your password by:
Date unknown

PPF Privacy Act Notification Statement

eRA Service Desk

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301-402-7469

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Figure 3: Personal Profile Dashboard

Personal Profile Information:

- Name of the personal profile
- List of roles associated with the personal profile
- Person ID associated with the personal profile
- ORCID ID (or link to set up an ORCID ID); see *The ORCID ID* on page 81.
 - **Additional Instructions for Fellowship:**
For NIH fellowship applications, the personal profile associated with the eRA Commons username entered in the Credential field for the PD/PI (fellowship applicant) must include an ORCID ID (e.g., orcid.org/0000-0001-2345-6789) to pass NIH validation requirements.
 - **Additional Instructions for Career Development:**
For NIH career development award applications, the personal profile associated with the eRA Commons username entered in the Credential field for the PD/PI (candidate) must include an ORCID ID (e.g., orcid.org/0000-0001-2345-6789) in order to pass NIH validation requirements.

Personal Profile Navigation Links

The left side shows navigation links for each of the section of the Personal Profile.

- Name and ID
- Demographics
- Employment
- Reviewer Information (only peer reviewers see this)
- Trainee Information (only trainees see this)
- Education
- Reference Letters
- Publications
- xTRACT Information

Next to each link is a status indicator, providing a visual indication of whether all required fields for that section are complete. A green check indicates that the information is complete, while a red X means that information is missing. The status indicators are updated each time you save the personal profile. Clicking a link opens the corresponding section of the personal profile in a read-only view mode.

NOTE: The links displayed in the left column vary depending on your user role. Not all profile sections are available for all Commons users. If you are affiliated with multiple institutions and hold different roles at each, your profile will display the sections applicable for all roles across affiliations.

Update and Access Information:

- **Profile Updated:** system displays date when the user last performed a save on the Personal Profile
- **Change your password:** Date when password will expire plus a link for accessing the *Change Password* feature

eRA Service Desk Information

Includes the hours, phone numbers, and web address for contacting and creating a ticket for system support.

Main Section

The main section of the *Personal Profile Summary* displays profile information for each section, which you can expand or collapse by clicking the section header. Each section contains required information. If any required information is missing from a section, a message displays across the top of the screen as well as in the header for the incomplete section.

Personal Profile Summary ?

Error:
There are problems in the Demographics section

IMPORTANT
Changes to your Personal Profile will **NOT** save if there is any missing data in the required fields. Before navigating away from or closing the Personal Profile, review and enter missing information.

+ View All **Save All** **Discard Changes**

- Name and ID ? Edit
- Demographics** ? Edit
A minimum of one Race option is required if Withheld is not selected.
- Employment ? Edit
- Reviewer Information ? Edit
- Education ?
- Reference Letters ?
- Publications ?

Figure 4: Personal Profile Summary Indicating Missing Information

You can expand the sections for viewing (read-only) or editing:

- By clicking the **View All** button to expand all sections
- By clicking the section header to expand that individual section
- By clicking the **Edit** icon to update the section

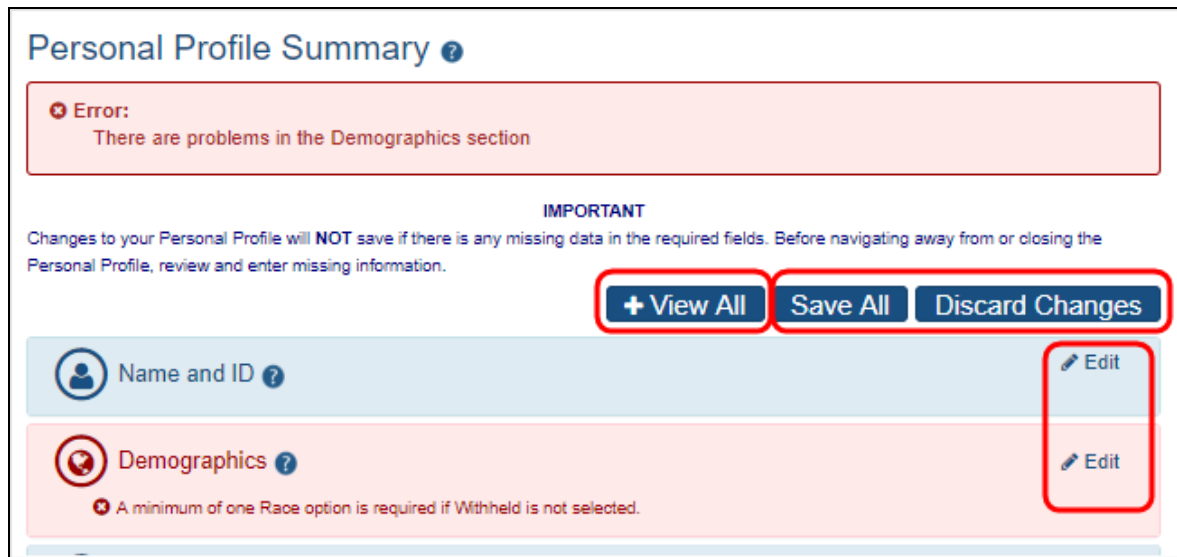


Figure 5: Buttons and Edit links on Personal Profile

IMPORTANT: IMPORTANT: All incomplete sections must be updated with the minimum required information in order to save the changes. If any sections remain incomplete, none of the changes will be saved. Click the **Save All** button once all sections are complete or click the **Discard Changes** button if you will update the information later.

Personal Profile Online Help

Click a question mark icon ('?') to access content specific help. The help icons are located at the top of the *Personal Profile Summary* page as well as in each section heading and will open related topics.

Figure 6: Personal Profile Online Help Icons

Online help is accessible on the following page: https://www.dev.era.nih.gov/erahelp/commons/Default.htm#PPF_Help/00_PPF_landing.htm

What's the Difference Between View and Edit?

The Personal Profile provides you two ways to access your information: view mode and edit mode.

Viewing the Information in Your Profile

View mode provides a read-only summary of the information within a specific component of the profile. In view mode, not all fields are displayed. To view a section, click its heading. To expand all sections at once, click the **View All** button.

Editing the Information in Your Profile

You can edit any section of your profile by clicking a **Edit** button on the section's header. This actually unlocks all the entire profile for editing.



This expands the section and displays the fields for editing. You can then update the information as necessary.

Not all components can be edited. View-only components do not have an **Edit** button.

When you are done editing your profile, click the **Save All** button. This is the only method of saving the changes you've made. Clicking **Save All** keeps you in edit mode, so you can keep saving your work along the way. Navigating away from Personal Profile turns Edit mode off.

TIP: Hiding or closing sections of the profile is not the same thing as saving the information. If you navigate away from the personal profile, your changes will be lost. You must click the **Save All** button to save your changes!

If you wish to discard your changes, click the **Discard Changes** button, then click **Yes** from the confirmation popup. Keep in mind that any information you've added since the last time you clicked **Save All** will be discarded when you click the **Discard Changes** button!

Refer to the help topics for each individual profile component to see what fields are available for editing.

Name and ID

The **Name and ID** section of the Personal Profile lets you view, add, or update your:

- Name
- Prior Names
- Email address
- Preferred address information for all communication generated from Commons
- Identification information to differentiate you from other Commons users with a similar name
- Citizenship status

All Commons users have access to the **Name and ID** section of the Personal Profile.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (✖), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

Viewing Name and ID

Click the **Name and ID** section heading to see the section content.



The information initially displays as read-only.

- **Name**
- **Username**
- **eRA Person ID**
- **Email for Account-Related Communications**
- **Contact Information for Commons Communications**

Personal Profile Summary

IMPORTANT: Changes to your Personal Profile will **NOT** save if there is any missing data in the required fields. Before navigating away from or closing the Personal Profile information.

PLEASE NOTE: After creating or connecting your ORCID iD please close all tabs and windows of the browser you have been working with to ensure a full logout of the system.

 **Name and ID** 

Name:	Dr Jennifer A Doe	<i>NIH uses this Information to identify your account.</i>
Username:	JMCG	
eRA Person ID:	11111111	

Contact Information

Email for Account-Related Communications:	eRATest@mail.nih.gov	<i>NIH will use this email if you need to reach you there is no other way to reach you.</i>
Contact Information for Commons Communications:	UNIVERSITY OF CALIFORNIA 615 South Los Angeles, CA 900951737 UNITED STATES Email: eRATest@mail.nih.gov	<i>Select a job for NIH to use for all communications.</i>

Figure 7: Summary View of Personal Profile Name and ID

Editing Name and ID

Click the **Edit** button (pencil icon) on the **Name and ID** header to display all the editable fields available in this section of the Personal Profile.



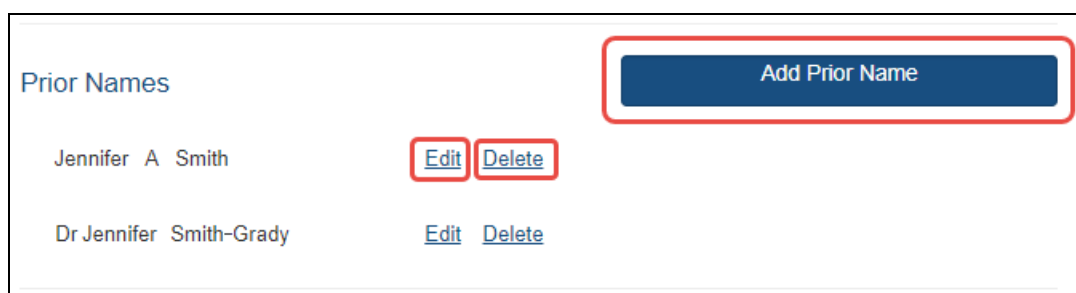
The following fields are available for editing:

Name

- **Prefix:** Select a choice from the drop-down list.
- **First Name** (required): Enter your first name.
- **Middle Name:** If you have a very common name, it is helpful to enter your middle name.
- **Last Name** (required): Enter your last name.
- **Suffix:** Select a choice from the drop-down list.

Prior Names

You can enter, view, edit, and delete prior names in the Name and ID section. Use the Prior Names section to specify other names you have used professionally in the past (such as maiden, married names, etc.), so that your award data and career progress can be better maintained and tracked in eRA Commons. The Prior Names section is only accessible for NIH official use when completing reporting requirements and will not be shared.



The screenshot shows a user interface for managing prior names. At the top right, there is a blue button labeled "Add Prior Name". Below this, there are two rows of text representing prior names. The first row is "Jennifer A Smith" followed by "Edit" and "Delete" links. The second row is "Dr Jennifer Smith-Grady" followed by "Edit" and "Delete" links. The "Add Prior Name" button and the "Edit" and "Delete" links for the first entry are highlighted with red boxes.

In the Prior Names section, which lists all previously entered names, you can enter new names and update or delete existing names.

- To add a new name, click the **Add Prior Name** button and complete the fields in the popup that appears.
- To change an existing name, click its **Edit** link and edit the fields in the popup that appears.
- To remove an existing name, click its **Delete** link, then click the **Delete** button in the **Delete Prior Name** confirmation that appears.

Email Address

- **For account-related communications**

Enter the email address at which you prefer to receive communications from Commons about managing your profile, including reminders for re-setting your password. This will also be the addresses used if no other means of reaching you is provided. Required field. NIH recommends that you use an email that you will have access to even after changing jobs.

- **Replace other email addresses?**

Select this checkbox if you would like this account-related communications email address to replace the email address(es) you provided for Grants Communication and Reviewer Correspondence in the other sections of the Personal Profile. Required field.

Address for Grants-Related Communications

- **Use contact information from current job**

Select a job from the drop-down list.

Remember: you can update your jobs on the **Employment** section of the profile. A link to **Employment** is provided next to this field.

Identification

- **Date of Birth** (required)

Enter your date of birth in the format MM/DD/YYYY or select a date from the calendar icon.

- **SSN** (optional)

Enter the last four digits of your Social Security Number (SSN) to help eRA identify you more accurately.

IMPORTANT: As a security measure, the **Date of Birth** and **SSN** fields are only editable if blank or filled with all zeroes. Once populated with other data, these fields become read-only to prevent accidental updates to the wrong person profile. Should you need to make changes to either of these fields and cannot, contact the eRA Service Desk for assistance.

Citizenship Status

- **What country are you a citizen of?** (required)

Select a country from the drop-down list.

- **Citizenship Status** (required)

Select the appropriate radio button.

Loan Repayment Program (LRP)

Loan Repayment Program (LRP)

Click on the Secure Payee Registration System (SPRS) link below to enter your Social Security Number and/or your banking information. Note that only LRP awardees that have received a notification from the Division of Loan Repayment are required to enter their banking information.

[Secure Payee Registration System](#)

For certain LRP applicants who were selected or awardees who are eligible for reimbursement, an additional section titled **Loan Repayment Program (LRP)** appears at the end of the *Name and ID* section of Personal Profile. It contains a link to the Secure Payee Registration System; see the topic titled [Submitting Banking Information](#) in LRP online help.

When you are done with your edits, click the **Save All** button at the top of the profile to save your changes.

IMPORTANT: As a security measure, after if you are updating the value of a previously entered email address, date of birth, and/or Social Security Number, Commons will send an email to the former (if changed) email address in a person's Commons profile as an alert to the change. If you receive this email after making these changes, no further action is required. If you have not made these changes to your profile and receive this alert, please contact the eRA Commons Help Desk immediately.

Demographics

The **Demographics** section of the Personal Profile lets you view, add, or update your:

- Sex
- Ethnicity and race
- Disability

If you are in a training or career development program, you must answer questions concerning:

- Repayment of federal debt (required if you have a Trainee role)
- Disadvantaged background (required if you have a Trainee role)

All Commons users have access to the **Demographics** section of the Personal Profile.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes ONLY after fixing ALL error items in red/pink that show a red x (✖), even those unrelated to your current change. If you save while errors exist, changes are NOT saved and you see an error message.

Viewing Demographics

Click the **Demographics** section heading to see the section content.

The following information displays as read-only:

- **Sex**
- **Ethnicity**
- **Race**
- **Disability**
- **Disadvantaged** (Trainee only)
- **Federal Debt** (Trainee only)

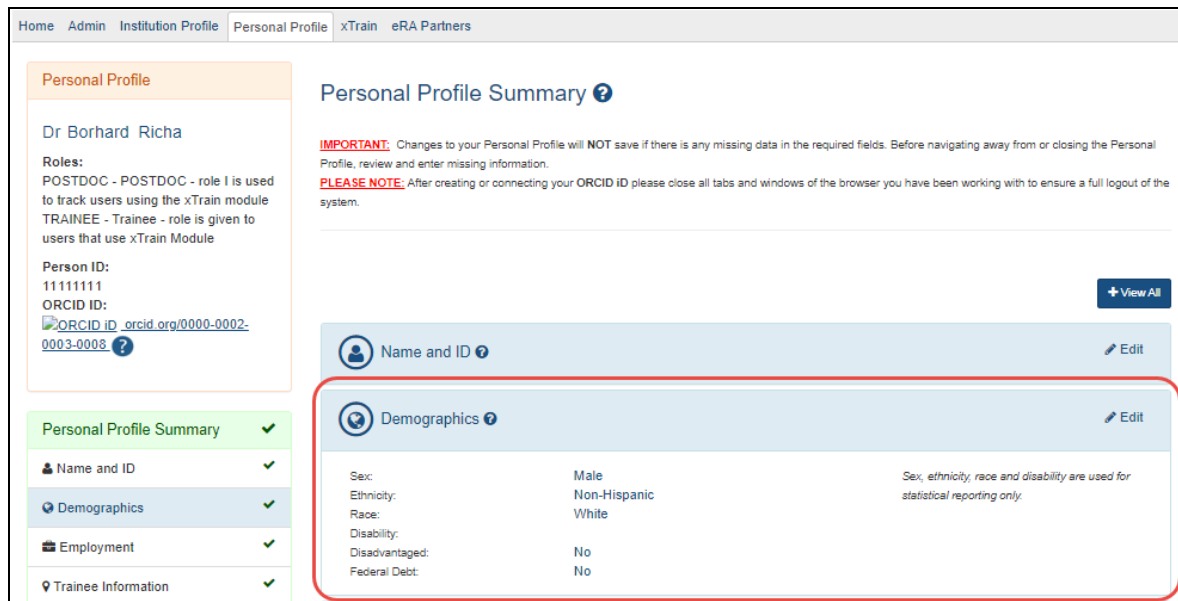
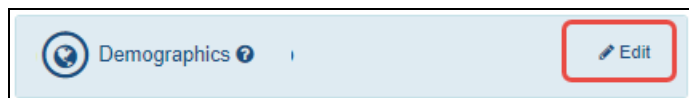


Figure 8: Summary View of the Personal Profile Demographics

Edit Demographics

Click the **Edit** button (pencil icon) on the **Demographics** header to display all the edit-able fields available in this section of the Personal Profile.



The following fields are available for editing:

Sex

Select the radio button for one of the options (required):

- **Female**
- **Male**
- **Do not wish to provide**

Ethnicity and Race

Select the radio button for the appropriate response to:

- **Ethnicity** (required): Select one option.
- **Race** (required): Select all that apply.

Disability

Select a response to the question **Do you have a disability?** If Yes, select the checkbox for the disability you have. This is a required field.

Questions for Those in Training and Career Development Programs

The following questions are required for those persons appointed to and supported by NRSA or non-NRSA research training, institutional career award, or research education award.

- **Are you delinquent on the repayment of any U.S. Federal debts?**

Select the appropriate radio button. For a response of Yes, use the text box for a mandatory explanation. Use the link provided next to this field to see examples of debts requiring a Yes response.

- **Are you from a disadvantaged background?**

Select the appropriate radio button. Use the link provided next to this field to see the full definition of disadvantaged background.

When you are done with your edits, click the **Save All** button at the top of the profile to save your changes.

Employment

The **Employment** section of the Personal Profile lets you view, add, or update your research and professional employment history for current and past employment.

The **Employment** section is considered complete if:

- PI and IAR roles: Personal Profile contains employment for the past 3 years
- Trainee roles: Personal Profile contains at least one employment entry
- Admin roles: Personal Profile contains at least one current employment entry

All Commons users have access to the **Employment** section of the Personal Profile.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (✖), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

View Employment

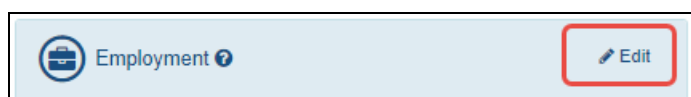
Click the **Employment** section heading to see the section content.

The following information displays as read-only:

- **Current Jobs:** Includes any employment entered into the profile with no end date or an end date in the future
- **Past Jobs:** Includes any employment entered into the profile with an end date in the past

Edit Employment

Click the **Edit** button (pencil icon) on the **Employment** header to display all the editable fields available in this section of the Personal Profile.



In the edit mode of Employment, you can add, update, or remove current and past jobs.

When you are done with your edits, click the **Save All** button at the top of the profile to save your changes.

The screenshot shows the 'Employment' section of a personal profile in edit mode. At the top, there is a header 'Employment' with a question mark icon. Below this, a summary states 'You have 1 current job(s) and 0 past job(s)'. Three instructional paragraphs follow: 'Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your awards and for your own work as a reviewer.', 'Enter post-doctoral fellowships on this page as a job.', and 'If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.' Below the instructions are two main sections: 'Current Jobs' and 'Past Jobs'. The 'Current Jobs' section contains a table with three columns: 'Dates', 'Employment and Contact Details', and 'Status'. A blue button 'Add a New Job' is located to the right of the table. The table has one row for a current job at the University of California Los Angeles. The 'Past Jobs' section contains a blue button 'Add a Past Job' and a message 'There are no past jobs on file.' Below this, there is one row for a past job at the University of California at Davis.

Dates	Employment and Contact Details	Status
July 2020 to present	UNIVERSITY OF CALIFORNIA LOS ANGELES Postdoctoral Researcher 710 Westworld Los Angeles, CA 90095 UNITED STATES Email: eRATest@mail.nih.gov Phone: 555-555-1212 Edit Quick Update Leave Job Delete	<ul style="list-style-type: none"> ✓ You are affiliated with this institution. ⓘ This is your Primary Employment.

Figure 9: Edit Mode of Personal Profile Employment

Current Jobs

Displays all current jobs (i.e., jobs with no end date entered) information, including:

- **Dates:** Indicates the start date to present
- **Employment and Contact Details:** Includes information such as name of the institution; department; street address; phone; email address

- **Status:** Includes information such as current affiliation with institution; whether this job has been selected as your address for communication; whether this job is your Primary Employment

From within the **Current Job** section, you can perform the following tasks:

- **Add a New Job:** Provides access for entering details for another current job
- **Edit:** Provides access for editing all details of the specific current job
- **Quick Update:** Provides access for editing basic information of the specific current job.
- **Leave Job:** Provides access for entering an end date for the specific job
- **Delete:** Remove the specific job

Past Jobs

Displays all past jobs (i.e., jobs with an end date entered) information, including:

- **Dates:** Indicates the start date to present
- **Institution and Position:** Includes information such as name of the institution and position held there
- **Status:** Includes information such as your current affiliation with institution

From within the **Past Jobs** section, you can perform the following tasks:

- **Add a Past Job:** Provides access for entering details for another past job
- **Edit:** Provides access for editing all details of the specific current job
- **Delete:** Remove the specific past job

Updating Your Current Job(s)

Adding a Current Job

If a current job is missing from the list, you can add a new one using the **Add a New Job** button in the **Employment** section of the Personal Profile.

1. Click the **Add a New Job** button from within **Current Jobs**.

The **Add Current Job** data fields display.

EMPLOYMENT

You have 2 current job(s) and 1 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs Add a New Job

Add Current Job *Required Field(s)

*Employer I work in a company or institution outside NIH
(No organization selected) Change

I work inside NIH Select One

*Start Date MM/YYYY

End Date MM/YYYY (leave blank if still in this job)

Job Title

About this job
NIH uses this information for statistical analysis

This is my primary employment

*This job is Full time Part time

*This is a job working directly for the federal government Yes No

This is a faculty teaching position

This is an academic administrative position

Your address and contact information at this job

*Street Address

*City

*Country Select One

*State/Province Select One

*Zip Code

*Phone

*Email

Add Cancel

Dates	Employment and Contact Details	Status
January 2013 to present	COUNTY COLLEGE Professor 123 Main Street Thistown, VA 12345 UNITED STATES Email: austen@email.edu Phone: 7031234567	<input checked="" type="checkbox"/> You are affiliated with this institution. <input checked="" type="checkbox"/> This is your Primary Employment.
	Edit Quick Update Leave Job Delete	

2. Enter the new job information in the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
 - Click the **Chose from List** button to search for and select a company or institution.
 - Click the Name of Company **Change** button to change the name of the company.
- **I work inside NIH**
 - Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the job in a MM/YYYY format.

End Date

Enter the end date only if not currently in the job, otherwise leave this field blank.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes:

- **This is my primary employment**
 - Choose: This job is **Full** time or **Part** time (required)
 - Choose: This is a job working directly for the federal government **Yes/No** (required)
- **This is a faculty teaching position**
 - Select an option from the drop-down list that best matches your academic rank.
- **This is an academic administrative position**
 - Select an option from the drop-down list that best matches your administrative position.

Your address and contact information at this job

Select the appropriate checkbox(es):

- **Use this contact information for Commons communications**
- **Use this contact information for Reviewer communications**

Enter the address information:

- **Street Address** (required)
- **City** (required)
- **Country** (required)
- **State/Province** (required)
- **ZIP Code** (required)
- **Phone** (required)

Select the appropriate checkbox(es):

- **Use this email for Commons communications**
- **Use this email for Reviewer communications**

Enter your email address in the **Email** field (required).

3. Click the **Add** button.
4. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

EMPLOYMENT ? CLOSE

You have 2 current job(s) and 1 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs Add a New Job

Add Current Job *Required Field(s)

*Employer I work in a company or institution outside NIH
(No organization selected) Change

I work inside NIH Select One

*Start Date MM/YYYY

End Date MM/YYYY (leave blank if still in this job)

Job Title

About this job
NIH uses this information for statistical analysis

This is my primary employment

*This job is Full time Part time

*This is a job working directly for the federal government Yes No

This is a faculty teaching position

This is an academic administrative position

Your address and contact information at this job

*Street Address

*City

*Country Select One

*State/Province Select One

*Zip Code

*Phone

*Email

Add Cancel

Figure 10: Add Current Job Data Fields

Editing a Current Job

1. Click the **Edit** button for the current job.

The **Edit Current Job** data fields display.

Current Jobs		Add a New Job
Dates	Employment and Contact Details	Status
July 2020 to present	UNIVERSITY OF LOS ANGELES Postdoctoral Researcher 710 Westworld Los Angeles, CA 90095 UNITED STATES Email: eRATest@mail.nih.gov Phone: 555-555-1212 Edit Quick Update Leave Job Delete	✓ You are affiliated with this institution. ⓘ This is your Primary Employment.

Edit Current Job
*Required Field(s)

***Employer**

I work in a company or institution outside NIH

UNIVERSITY OF CALIFORNIA LOS ANGELES

[Change](#)

I work inside NIH

Select One ▼

***Start Date**

07/2020

End Date

MM/YYYY (leave blank if still in this job)

Job Title

Postdoctoral Researcher

About this job
NIH uses this information for statistical analysis

This is my primary employment

*This job is Full time Part time

*This is a job working directly for the federal government Yes No

This is a faculty teaching position

This is an academic administrative position

Your address and contact information at this job

***Street Address**

710 Westworld

***City**

Los Angeles

***Country**

UNITED STATES

***State**

CALIFORNIA

***Zip Code**

90095

***Phone**

555-555-1212

***Email**

eRATest@mail.nih.gov

[Update](#) [Cancel](#)

2. Enter information for the following fields:

Employer (required)

Select the appropriate radio button.

- **I work in a company or institution outside NIH**
 - Click the Name of Company **Change** button to change the name of the company.
- **I work inside NIH**
 - Select the institute from the dropdown.

Start Date (required)

Enter the start date of the job in a MM/YYYY format.

End Date

Enter the end date only if not currently in the job, otherwise leave this field blank.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes.

- **This is my primary employment**
 - Choose: This job is **Full** time or **Part** time (required)
 - Choose: This is a job working directly for the federal government
Yes/No (required)
- **This is a faculty teaching position**
 - Select an option from the dropdown that best matches your academic rank.
- **This is an academic administrative position**
 - Select an option from the dropdown that best matches your administrative position.

Your address and contact information at this job

Enter the address information:

- **Street Address** (required)
- **City** (required)
- **Country** (required)
- **State/Province** (required)
- **ZIP Code** (required)
- **Phone** (required)
- **Email** (required)

3. Click the **Update** button.
4. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

Performing a Quick Update for a Current Job

Perform a quick update of a current job when you only need to update the more common items related to a job, such as your phone number, email address, and/or title.

1. Click the **Quick Update** button for the current job.

The **Update Info** data fields display.

2. From the **Update Information** box, update the following fields.
 - My information has changed at this job:
 - **Phone**
 - **Email**
 - **Title**
3. Click the **Update** button.

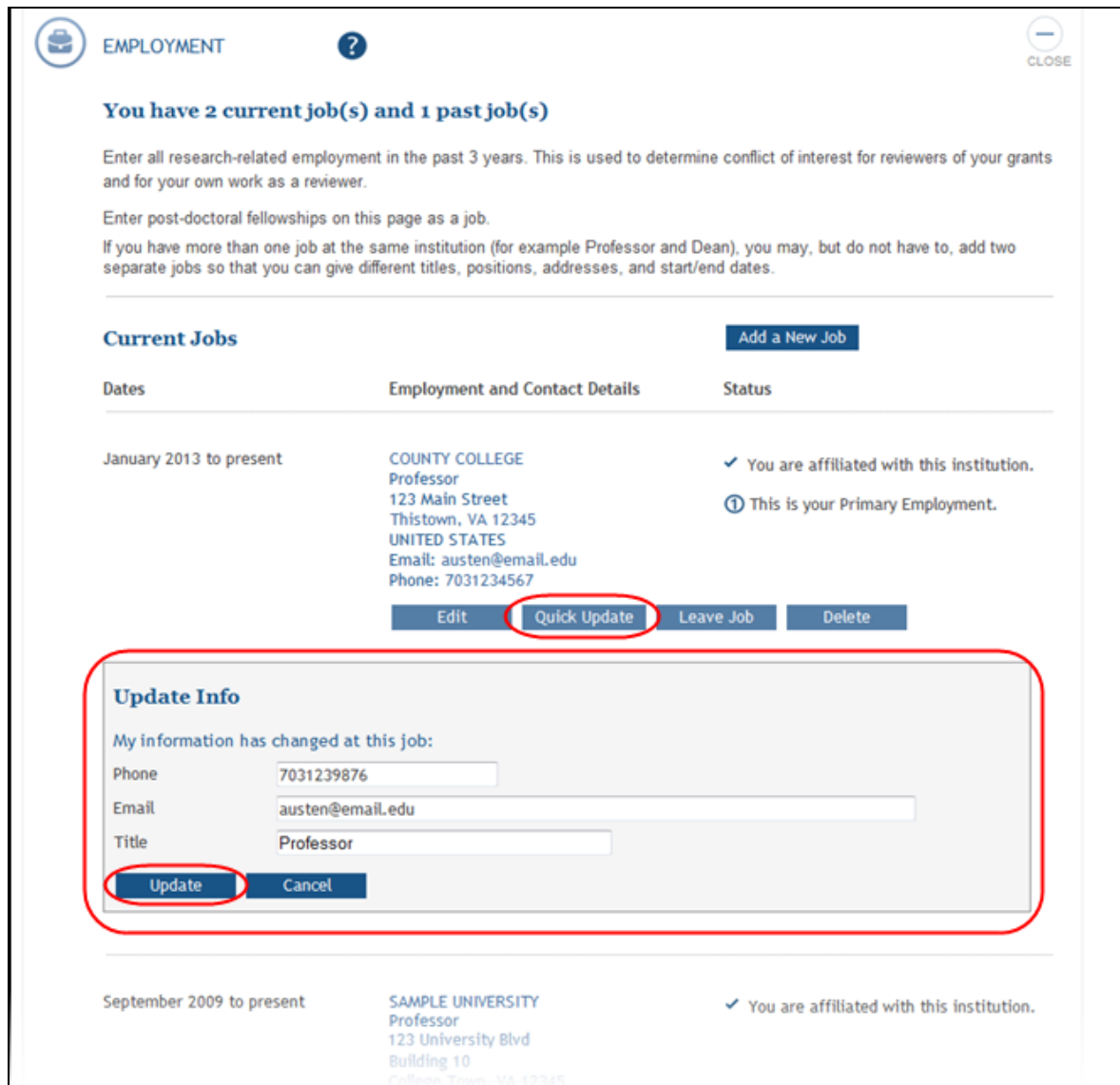


Figure 11: Personal Profile Employment Quick Update

4. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

Leaving a Current Job

When you leave a current job, you can use the **Leave Job** button to update your personal profile.

1. Click the **Leave Job** button for the current job.

The **Leave Job** box displays.

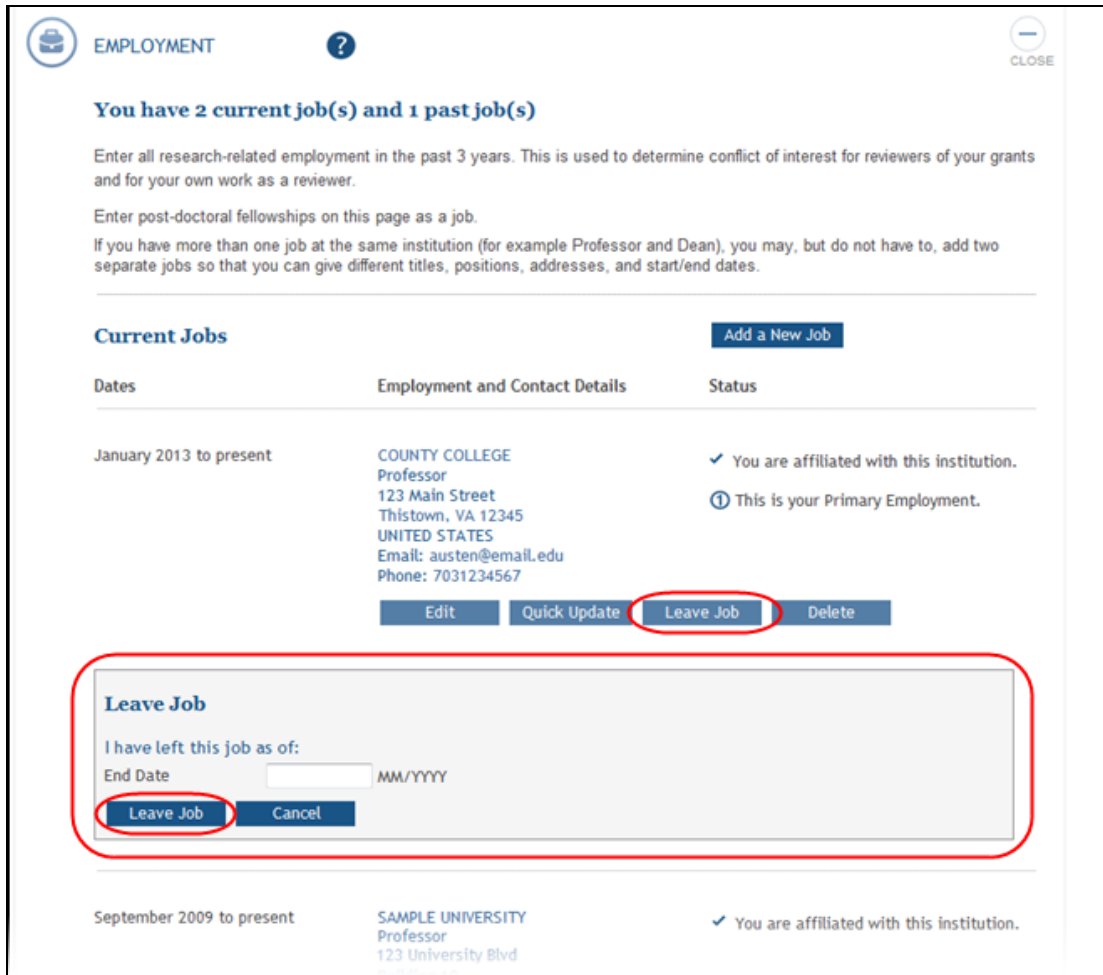


Figure 12: Leave Job Feature of Personal Profile

2. Update the following fields:

- **I have left this job as of:**

End Date (enter in MM/YYYY format)

3. Click the **Leave Job** button.
4. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

Deleting a Current Job

You can remove a current job from your personal profile by using the Delete Job feature. Use this information if you do not want the job listed in your profile; deleting a job permanently removes the information. If you accidentally remove this information, you will need to re-add it.

NOTE: Do not use the Delete Job feature to indicate that you are no longer at a job. If you wish to update your profile to show a past job, use the Leave Job feature. Refer to *Leaving a Current Job* on page 37.

To delete a current job from your profile:

1. Click the **Delete** button for the current job.

The **Delete Job** box displays.

EMPLOYMENT ? CLOSE

You have 2 current job(s) and 1 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs Add a New Job

Dates	Employment and Contact Details	Status
January 2013 to present	COUNTY COLLEGE Professor 123 Main Street Thistown, VA 12345 UNITED STATES Email: austen@email.edu Phone: 7031234567	✓ You are affiliated with this institution. ⓘ This is your Primary Employment.
	Edit Quick Update Leave Job Delete	

Delete Job

Do you really wish to delete the job above? Your changes will be permanent when you save this profile, although you can always re-add it later.

Delete Job Cancel

September 2009 to present	SAMPLE UNIVERSITY Professor 123 University Blvd Building 10	✓ You are affiliated with this institution.
---------------------------	--	---

Figure 13: Delete Job Feature for a Current Job

2. Click the **Delete Job** button.
3. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

Updating Your Past Job(s)

Adding a Past Job

If you would like to add a past job, you may do so by using the **Add a Past Job** button in the Past Jobs section.

1. Click the **Add a Past Job** button.

The **Add Past Job** data fields display.

The screenshot shows the 'Add Past Job' form. At the top right of the form area is a blue button labeled 'Add a Past Job'. The form itself is titled 'Add Past Job' and includes a '*Required Field(s)' label. The 'Employer' field has two radio button options: 'I worked in a company or institution outside NIH (No organization selected)' with a 'Change' button, and 'I worked inside NIH' with a 'Select One' dropdown menu. Below are 'Start Date' and 'End Date' fields, both with 'MM/YYYY' format instructions. The 'Job Title' field is a simple text input. Under the heading 'About this job', there is a note: 'NIH uses this information for statistical analysis'. This is followed by several checkboxes and radio buttons: 'This was my primary employment' (checkbox), '*This job was' with 'Full time' and 'Part time' radio buttons, '*This was a job working directly for the federal government' with 'Yes' and 'No' radio buttons, and two more checkboxes for 'This is a faculty teaching position' and 'This is an academic administrative position'. At the bottom of the form are 'Add' and 'Cancel' buttons. Below the form is a table with three columns: 'Dates', 'Institution and Position', and 'Status'. The table contains one row: 'February 2007 to July 2009', 'SOMEOTHER UNIVERSITY', and 'You are still affiliated with this institution. If this is incorrect, contact the institution.' Below the table are 'Edit' and 'Delete' buttons.

Figure 14: Adding a Past Job

2. Enter the information for the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
 - Click the **Chose from List** button to search for and select a company or institution.
 - Click the Name of Company **Change** button to change the name of the company.
- **I work inside NIH**
 - Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the past job in a MM/YYYY format.

End Date

Enter the date (MM/YYYY) when you left this job.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes.

- **This is my primary employment**
 - Choose: This job is **Full** time or **Part** time (required)
 - Choose: This is a job working directly for the federal government **Yes/No** (required)
- **This is a faculty teaching position**
 - Select an option from the drop-down list that best matches your academic rank.
- **This is an academic administrative position**
 - Select an option from the drop-down list that best matches your administrative position.

3. Click the **Add** button.

4. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

Editing a Past Job

1. Click the **Edit** button of the past job.

The **Edit Past Job** data fields display.

The screenshot shows a web interface for editing a past job. At the top, there is a 'Past Jobs' section with an 'Add a Past Job' button. Below this is a table with columns for 'Dates', 'Institution and Position', and 'Status'. The first row shows 'February 2007 to July 2009', 'SOMEOTHER UNIVERSITY', and a status message: 'You are still affiliated with this institution. If this is incorrect, contact the institution.' Below the table are 'Edit' and 'Delete' buttons. The 'Edit' button is circled in red. Below the table is a modal window titled 'Edit Past Job' with a red border. The modal contains the following fields and options:

- *Employer:** Radio buttons for 'I worked in a company or institution outside NIH' (selected) and 'I worked inside NIH'. The selected option shows 'SOMEOTHER UNIVERSITY' with a 'Change' button. The 'I worked inside NIH' option has a 'Select One' dropdown menu.
- *Start Date:** Text input '02/2007' with a 'MM/YYYY' label.
- End Date:** Text input '07/2009' with a 'MM/YYYY (leave blank if still in this job)' label.
- Job Title:** Text input field.
- About this job:**
 - NIH uses this information for statistical analysis
 - This was my primary employment
 - *This job was Full time Part time
 - *This was a job working directly for the federal government Yes No
 - This is a faculty teaching position
 - Select the best match to your teaching position: Assistant Professor (dropdown)
 - This is an academic administrative position
 - Select the best match to your administrative position: Other (dropdown)

At the bottom of the modal are 'Update' and 'Cancel' buttons. The 'Update' button is circled in red.

Figure 15: Edit Past Job Data Fields

2. Enter information for the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
 - Click the **Chose from List** button to search for and select a company or institution.
 - Click the Name of Company **Change** button to change the name of the company.
- **I work inside NIH**
 - Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the past job in a MM/YYYY format.

End Date

Enter the date (MM/YYYY) when you left this job.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes.

- **This is my primary employment**
 - Choose: This job is **Full** time or **Part** time (required)
 - Choose: This is a job working directly for the federal government **Yes/No** (required)
- **This is a faculty teaching position**
 - Select an option from the drop-down list that best matches your academic rank.
- **This is an academic administrative position**
 - Select an option from the drop-down list that best matches your administrative position.

3. Click the **Update** button.

4. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

Deleting a Past Job

You can remove a past job from your personal profile by using the Delete Job feature. Use this information if you do not want the job listed in your profile; deleting a job permanently removes the information. If you accidentally remove this information, you will need to re-add it manually.

To delete a current job from your profile:

1. Click the **Delete** button for the past job.

The **Delete Job** box displays.

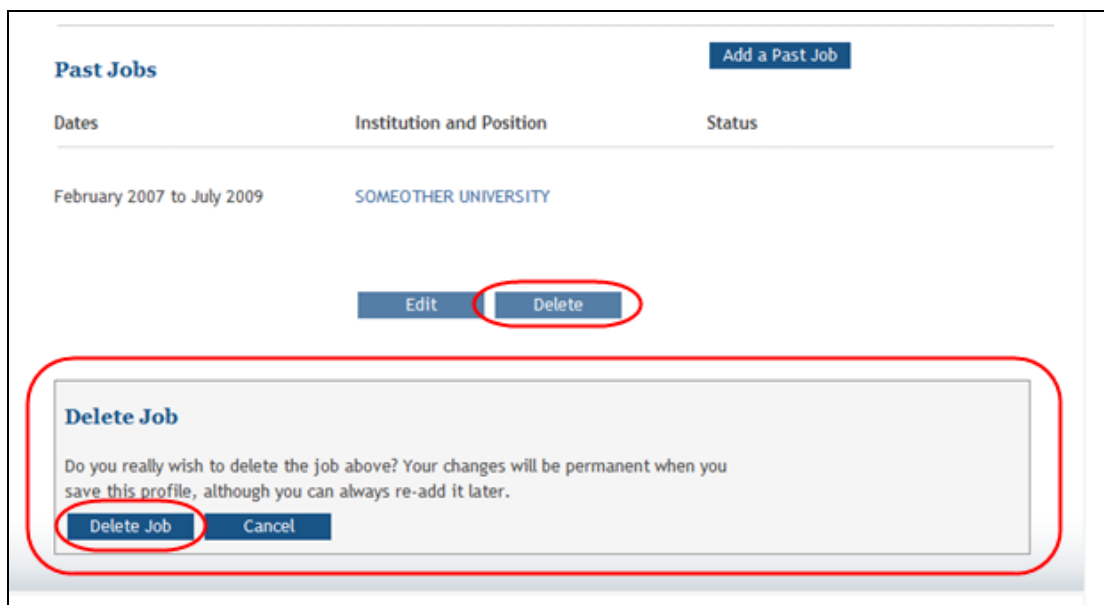


Figure 16: Delete Job Feature for a Past Job

2. Click the **Delete Job** button.
3. You can continue editing your profile as necessary, but you must click the **Save All** button to save the information.

Reviewer Information

If you have one of the following Commons user roles, you are required to complete fields within the **Reviewer Information** section of the Personal Profile:

- IAR
- PI

If you are a Reviewer using Internet Assisted Review (IAR) via the Commons system, keep in mind that accurate Reviewer information is essential for successfully using IAR for the review process.

The **Reviewer Information** section lets you view, add, update, and/or access:

- Your preferred method of contact for review meetings
- Your home address information
- Secure Payment Registration System (SPRS)
- Your eligibility for continuous submission

Keep your profile updated with employment information from the last 3 years. This information is vital to NIH and its SROs for determining any conflicts of interest with applications. Employment information is maintained in the **Employment** section of your profile. Refer to *Employment* on page 26 for steps on completing this information.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (✖), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

Viewing Reviewer Information

Click the **Reviewer Information** section heading to see the section content.

Initially the following fields appear as read-only.

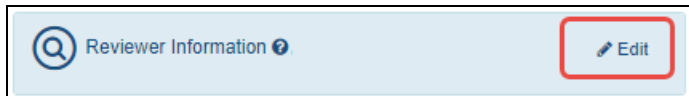
- **Reviewer Correspondence**
- **Reviewer Payments**

- **Continuous Submission Eligibility Status**

You can view your Continuous Submission Eligibility status while in the view mode of the **Reviewers Information** by clicking the **Show Eligibility Status** link. Refer to the section titled Refer to *Continuous Submission Eligibility Status* on page 50.

Editing Reviewer Information

Click the **Edit** button (pencil icon) on the **Reviewer Information** header to display all the editable fields available in this section of the Personal Profile.



Reviewer Information

Choose the address for reviewer communications and enter a home address for payments.

Please remember to enter employment information for the last 3 years, so that NIH can determine any conflicts of interest.

Reviewer Communications

***Required Field(s)**

***What address should NIH use to contact you for reviews?**

- Use my work address at:
- Use the home address on this page
- Provide a different address

To use a new work address, go to the [Employment](#) section of this form, where you can provide a new address or update an existing one.

*Street Address	<input type="text" value="Charles Young Drive"/>
	<input type="text" value="South"/>
*City	<input type="text" value="LOS ANGELES"/>
*Country	<input type="text" value="UNITED STATES"/>
*State	<input type="text" value="CALIFORNIA"/>
*Zip Code	<input type="text" value="900000000"/>
*Phone	<input type="text" value="3100000000"/>
*Email	<input type="text" value="eRATest@mail.nih.gov"/>

Home Address

You must provide a home address to be paid for your work as a reviewer. This address should be the same as the one you use for filing your Federal income tax. Once you have entered your address, you will be able to register in the Secure Payment Registration System (SPRS).

*Street Address	<input type="text" value="CARDIFF AVENUE"/>
	<input type="text"/>
*City	<input type="text" value="LOS ANGELES"/>
*Country	<input type="text" value="UNITED STATES"/>
*State	<input type="text" value="CALIFORNIA"/>
*Zip Code	<input type="text" value="90034"/>
*Phone	<input type="text" value="310-555-6877"/>
*Email	<input type="text" value="eRATest@mail.nih.gov"/>

Reviewer Communications

You must provide NIH with a means of contacting you for review meeting communications, such as your initial invitation by the SRO* to participate in a review meeting.

- **What address should NIH use to contact you for reviews?** Select one of the radio buttons provided.

- **Use my work address at:**

Select this option to use a work address that we have for you in your profile. You can select the specific one from the drop-down list.

If the work address you want to use is not listed, it means it is not in your profile. In this case, update your **Employment** section by adding a new job, save the profile, and then return to this field to select it.

- **Use the home address on this page**

Select this option if you want to use the home address listed in this Reviewer Information section of the Personal Profile. When you choose this option, you must also enter your **Phone** and **Email** on the required fields that are provided.

- **Provide a different address**

Select this option if you wish to provide another address not already in your profile. Selecting this option displays editable address fields.

Home Address

You must provide a home address in order to be paid for your services as a Reviewer. This address should be the same one you use to file your federal income tax. All fields in this section are required.

Reviewer Payments

This section, which only appears while you are in Edit mode, includes a link to the Secure Payee Registration System (SPRS). Reviewer payments are made through this system. Use the provided link to access SPRS and register your bank account and payment information there.

[Reviewer Payments](#)

Reviewer payments are made through the Secure Payee Registration System (SPRS). You must set up your bank account and other payment information there.

[Go to the Secure Payee Registration System](#)

Figure 17: Reviewer Payments Section of Reviewer Information

Continuous Submission Eligibility Status

Displays *Eligible Until* <Date and Time> or *Not Eligible* as appropriate.

Use the **What is Continuous Submission?** and **Continuous Submission FAQs** links in this section to access information on Continuous Submission Eligibility.

[Continuous Submission Eligibility Status:](#)

Not Eligible

To help recognize outstanding service in the NIH peer review process and on NIH Advisory Groups, NIH has implemented policy and procedures to allow appointed members of NIH review and Advisory Groups, and peer reviewers with recent substantial service (six times in the NIH specified 18 months period), to submit their research award applications (R01, R21, or R34) on a continuous basis and to have those applications undergo initial peer review in a timely manner.

[What is Continuous Submission?](#)
[Continuous Submission FAQs](#)

Eligibility for Continuous Submission based on current appointed membership [Show Eligibility Status](#)

Figure 18: Continuous Submission Eligibility Status Section of Reviewer Information

Click the **Show Eligibility Status** link to view details of your eligibility based on current appointed membership. Click **Hide Eligibility Status** to again hide details.

Eligibility for Continuous Submission based on current appointed membership

Use this section to check if you are eligible for continuous submission based on current appointed membership to NIH review and advisory groups. Details of the current eligible committee service team(s) display including the **From** and **To** date and **Committee Name**.

If ineligible, the following message displays: There are no eligible committee memberships available.

[Hide Eligibility Status](#)

Eligibility for Continuous Submission based on current appointed membership

Eligible Committee Service Terms

From: 07/01/2019	To: 06/30/2023	Committee Name: IRG
----------------------------	--------------------------	-------------------------------

Figure 19: Eligibility Based on Current Appointed Membership

When you are done with your edits, click the **Save All** button at the top of the profile to save your changes.

TIP: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is being used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Trainee Information

If you hold a Commons Trainee user role and are using the xTrain module, you have access to the **Trainee Information** section of the Personal Profile. This section of the profile lets you view, add, or update your permanent address where you can be contacted after the training program is completed.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (✖), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

View Trainee Permanent Address

Click the **Trainee Information** section heading to see the section content, which consists only of a permanent address and email.

Edit Trainee Permanent Address

Click the **Edit** button (pencil icon) on the **Trainee Information** header to display all the editable fields available in this section of the Personal Profile.

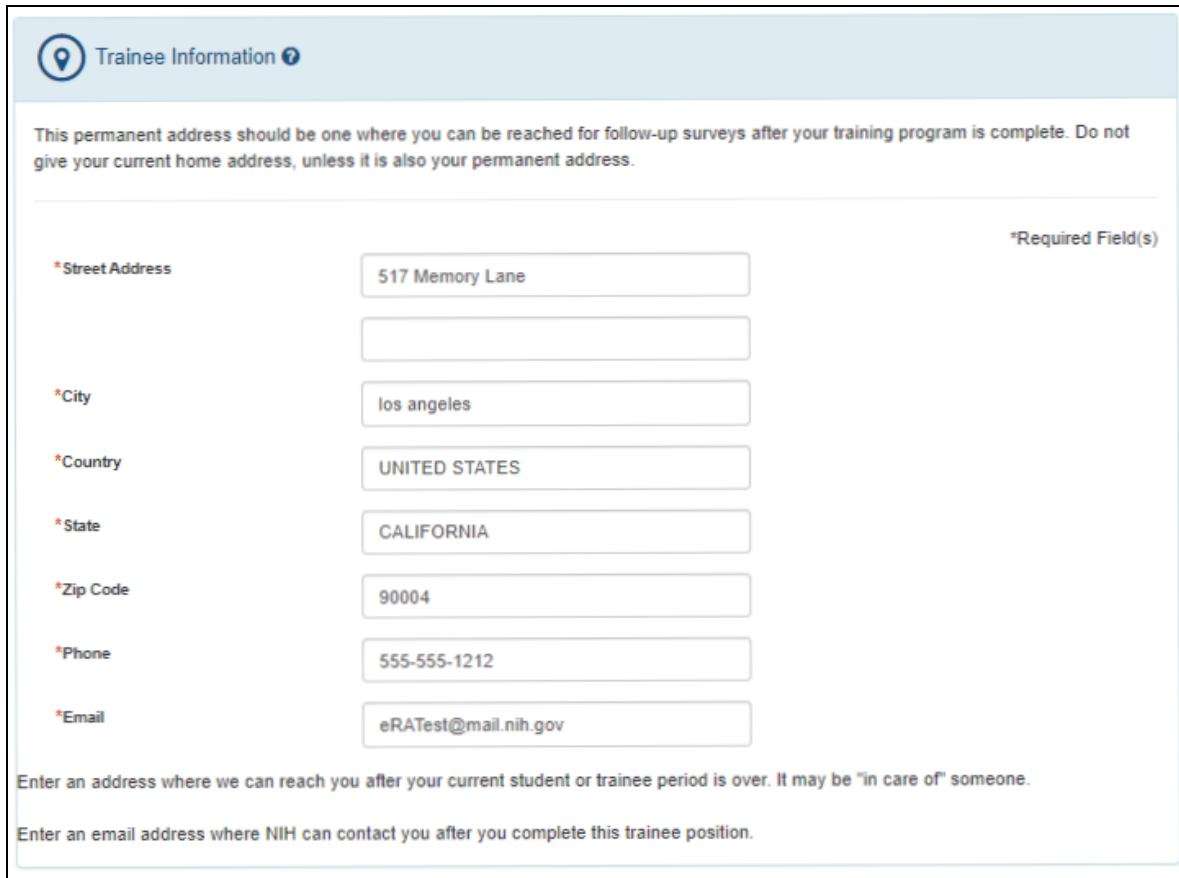


Make sure the contact information - both the street and email addresses - are valid to reach you **after your current trainee period ends**. Do not use institutional contact information that will be unavailable later. All fields are required.

- **Street Address**
- **City**
- **Country** (select from drop-down)
- **State** (select from drop-down)
- **ZIP code**

- **Phone**
- **Email**

When you are done with your edits, click the **Save All** button at the top of the profile to save your changes.



Trainee Information

This permanent address should be one where you can be reached for follow-up surveys after your training program is complete. Do not give your current home address, unless it is also your permanent address.

*Required Field(s)

*Street Address: 517 Memory Lane

*City: los angeles

*Country: UNITED STATES

*State: CALIFORNIA

*Zip Code: 90004

*Phone: 555-555-1212

*Email: eRAtest@mail.nih.gov

Enter an address where we can reach you after your current student or trainee period is over. It may be "in care of" someone.

Enter an email address where NIH can contact you after you complete this trainee position.

Figure 20: Edit Mode for Personal Profile Trainee Information

Education

The **Education** section of the Personal Profile lets you view, add, update, and/or access your:

- Awarded and expected degree information
- Areas of Post-Graduate Clinical Training
- Eligibility for continuous submission

The **Education** section is considered complete when the profile contains at least one degree (complete or in progress).

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (✖), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

If you have one of the following Commons user roles, you have access to the **Education** section of the Personal Profile:

- ASST
- IAR
- PI
- Postdoc
- Scientist
- Sponsor
- Trainee

Viewing Education

Click the **Education** section heading to see the section content.

The information displays as read-only.

- **Your Degrees**
Date Completed

Degree and Institution

- **Your Post-Graduate Clinical Training Information**

Date Completed

Area of Post-Graduate Clinical Training

- **Early Stage Investigator (ESI) Status (appears ONLY in Edit mode)**

Editing Education

Click the **Edit** button on the **Education** header to display all the editable fields available in this component of the Personal Profile.



While in the edit mode, you can edit or delete your individual degrees and/or Post-Graduate Clinical Training Information records or add new information using **Add a Degree** or **Add Post Graduate Clinical Training Information** buttons.

When you are done with your edits, click the **Save All** button at the top of the profile to save your changes.

Your **Early Stage Investigator (ESI) Status** displays in edit mode ONLY. Look to the bottom of the **Education** section to view **Your ESI Status**. See *How to Access the Link for Requesting an ESI Extension* on page 67.

Education ?

You have 4 completed degrees or post-graduate clinical training, and 0 in progress

Enter all post-high school degrees completed or in progress. It should also include your latest post-graduate clinical training information, if there is any. You may enter degrees in any order.

Your degree information is sometimes checked against award applications or used to populate other forms. Your highest degree can affect eligibility for awards or appointments.

Trainees: This information is critical. We use it to determine eligibility, and it can affect stipends.

Post-Graduate Clinical Training: If you entered at least one completed degree, you can add post-graduate clinical training information. Commons includes information on only one post-graduate clinical training at a time. If you already have post-graduate clinical training information listed and you now want to tell us about a new post-graduate clinical training, use [Edit Post-Graduate Clinical Training Information](#) to change the information.

Fellowships: Enter post-doctoral fellowships and assistantships on the Employment page.

[For translation of degree codes click here](#)

Your degrees

Date Completed	Degree and Institution	Action
December 2019	PHD in Psychology (Behavioral Genetics) University of Boulder <small> This is your terminal degree.</small>	Edit Delete
December 2018	MS in Applied Mathematics University of Boulder	Edit Delete
December 2018	MA in Psychology University of Boulder	Edit Delete
December 2010	BA in East Asian Studies Wesley Univeristy	Edit Delete

Add a Degree

Your Post-Graduate Clinical Training Information

Date Completed	Area of Post-Graduate Clinical Training	Action
----------------	---	--------

Add Post-Graduate Clinical Training Information

Early Stage Investigator (ESI) Status

ESI status may give you special funding consideration when applying for certain grants.

Your ESI Status Currently **eligible**: Your terminal degree or post-graduate clinical training was completed in December 2019, so you are eligible for ESI until December 2029.

[See more Information on ESI](#)

vTRACT Information ?

Figure 21: Edit Mode for Personal Profile Education

NOTE: Click the **For translation of degree codes click here** link to open the Degree Codebook file. This link is only available while in edit mode.


Updating Your Degrees

Adding a Degree

You can add another degree to your profile using the **Add Degree** button in the **Education** component of the Personal Profile.

1. Click the **Add Degree** button.

The **Add Degree** box displays.

 Education

You have 3 completed degrees or post-graduate clinical training, and 0 in progress

Enter all post-high school degrees completed or in progress. It should also include your latest post-graduate clinical training information, if there is any. You may enter degrees in any order.

Your degree information is sometimes checked against award applications or used to populate other forms. Your highest degree can affect eligibility for awards or appointments.

Trainees: This information is critical. We use it to determine eligibility, and it can affect stipends.

Post-Graduate Clinical Training: If you entered at least one completed degree, you can add post-graduate clinical training information. Commons includes information on only one post-graduate clinical training at a time. If you already have post-graduate clinical training information listed and you now want to tell us about a new post-graduate clinical training, use Edit Post-Graduate Clinical Training Information to change the information.

Fellowships: Enter post-doctoral fellowships and assistantships on the Employment page.

[For translation of degree codes click here](#)

Your degrees

Date Completed	Degree and Institution	Action
<div style="border: 2px solid red; padding: 2px 10px; display: inline-block; background-color: #0056b3; color: white; border-radius: 5px;">Add a Degree</div>		

Add Degree

***Degree Name** *Required

Select One

Other Degree

If your degree is not in the list, select one of the "Other Degree" options.

If you do not expect to complete this degree, leave the date blank.

***Status**

Completed in

MM/YYYY

In Progress, expected

MM/YYYY

Length of program in progress

Select

***Institution**

If the institution is outside the US, enter the city and country where it is located:

Is this your terminal degree?

Area of Study

Primary

Secondary

Add

Add another

Cancel

Education

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March 15, 2024

2. Enter information for the following fields:

Degree Name (required)

Select your type of degree from the drop-down list or choose *Other Degree* if not available.

For a translation of degree codes, please refer to the Degree Codebook spreadsheet located online (http://www.era.nih.gov/files/degree_codebook.xlsx).

Status (required)

Select the appropriate radio button concerning the status of your degree and enter the month/year in MM/YYYY format:

- **Completed in**
- **In Progress, expected**

Choose a **Length of program in progress** from the drop-down box if your status is in progress.

Institution (required)

Enter the name of the institution. If outside the United States, enter the city and country in the next box.

Is this your terminal degree

Select the checkbox if this is the highest degree available in the field of study.

Area of Study

- Enter a **Primary** area of study
- Enter a **Secondary** area of study

3. Click the **Add** button.

-OR-

Select the **Add another Degree** button to repeat the steps for another degree.

Editing a Degree

You can edit or delete existing degree information using the **Edit** and **Delete** buttons.

To edit a degree:

1. Click the **Edit** button for your degree.

The **Edit Degree** box displays.

The screenshot shows the 'Edit Degree' form with the following details:

- Title:** Edit Degree (marked as *Required)
- *Degree Name:** PHD: DOCTOR OF PHILOSOPHY (dropdown menu)
- Other Degree:** (text input field)
- *Status:**
 - Completed in
 - In Progress, expected
- Length of program in progress:** Select (dropdown menu)
- *Institution:** UCLA (text input field)
- Is this your terminal degree?:**
- Area of Study:**
 - Primary:** Molecular and Medical Pharmacology (text input field)
 - Secondary:** (text input field)
- Buttons:** Update, Cancel

2. From the **Edit Degree** box, update the following fields:

Degree Name (required)

Select your type of degree from the drop-down list or choose *Other Degree* if not available.

For a translation of degree codes, please refer to the Degree Codebook spreadsheet located online (http://www.era.nih.gov/files/degree_codebook.xlsx).

Status (required)

Select the appropriate radio button concerning the status of your degree and enter the month/year:

- **Completed in**
- **In Progress, expected**
Choose a **Length of program in progress** from the drop-down box if your status is in progress.

Institution (required)

Enter the name of the institution. If outside the United States, enter the city and country in the next box.

Is this your terminal degree

Select the checkbox if this is the highest degree available in the field of study.

Area of Study

- Enter a **Primary** area of study
- Enter a **Secondary** area of study

3. Click the **Update** button.

Deleting a Degree

You can remove a degree from your personal profile by using the Delete Degree feature. Use this information if you do not want the degree information listed in your profile; deleting a degree permanently removes the information. If you accidentally remove this information, you will need to re-add it.

To delete a degree:

1. Click the **Delete** link next to the degree being removed.

The **Delete Degree** box displays.

2. Click the **Delete Degree** button.

The degree information is permanently removed from your profile.

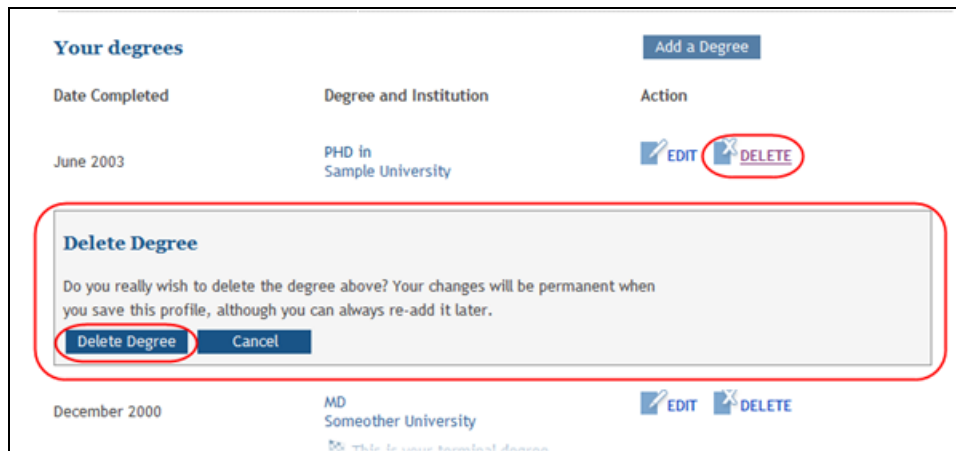


Figure 22: Deleting a Degree

Updating Your Post-Graduate Clinical Training

Adding Post-Graduate Clinical Training Information

If Post-Graduate Clinical Training Information is missing from the list, you can add a new one using the **Add Post-Graduate Clinical Training Information** button in the **Education** component of the Personal Profile.

To add Post-Graduate Clinical Training Information:

1. Click the **Add Post-Graduate Clinical Training Information** button for your Clinical Training.

The **Edit Post-Graduate Clinical Training** box displays.

2. Update the following fields:

- **Area of Post-Graduate Clinical Training**
- **Date Completed (or expected)** in MM/YYYY format (required field)

3. Click the **Add** button.

The screenshot shows a web form titled "Your Post-Graduate Clinical Training Information". At the top right of the form area is a button labeled "Add Post-Graduate Clinical Training Information". Below this is a section titled "Edit Post-Graduate Clinical Training Information" with a "*Required" label. This section contains two input fields: "Area of Post-Graduate Clinical Training" with the text "NIH main campus" and "*Date Completed (or expected)" with a placeholder "MM/YYYY". At the bottom of this section are two buttons: "Add" and "Cancel". Below the form is a table with three columns: "Date Completed", "Area of Post-Graduate Clinical Training", and "Action".

Figure 23: Adding Clinical Training Information

Editing Post-Graduate Clinical Training Information

You can edit or delete existing Post-Graduate Clinical Training Information using the **Edit** and **Delete** buttons.

To edit your Post-Graduate Clinical Training Information:

1. Click the **Edit** button for your Post-Graduate Clinical Training.

The **Edit Post-Graduate Clinical Training Information** box displays.

2. Update the following fields:
 - **Area of Post-Graduate Clinical Training Information**
 - **Date Completed (or expected)** in MM/YYYY format (required field)
3. Click the **Update** button.

🎓 Education ?

You have 2 completed degrees or post-graduate clinical training, and 0 in progress

Enter all post-high school degrees completed or in progress. It should also include your latest post-graduate clinical training information, if there is any. You may enter degrees in any order.

Your degree information is sometimes checked against award applications or used to populate other forms. Your highest degree can affect eligibility for awards or appointments.

Trainees: This information is critical. We use it to determine eligibility, and it can affect stipends.

Post-Graduate Clinical Training: If you entered at least one completed degree, you can add post-graduate clinical training information. Commons includes information on only one post-graduate clinical training at a time. If you already have post-graduate clinical training information listed and you now want to tell us about a new post-graduate clinical training, use [Edit Post-Graduate Clinical Training Information](#) to change the information.

Fellowships: Enter post-doctoral fellowships and assistantships on the Employment page.

[For translation of degree codes click here](#)

Your degrees

Date Completed	Degree and Institution	Action
October 1995	PHD in Economics Yalnell University	Edit Delete
This is your terminal degree.		
June 1991	BA in Economics Corale University	Edit Delete

Add a Degree

Your Post-Graduate Clinical Training Information

Date Completed	Area of Post-Graduate Clinical Training	Action
October 2006	Residency	Edit Delete

Add Post-Graduate Clinical Training Information

*Required

Edit Post-Graduate Clinical Training Information

*Area of Post-Graduate Clinical Training

*Date Completed (or expected)
MM/YYYY

Update

Cancel

Early Stage Investigator (ESI) Status

ESI status may give you special funding consideration when applying for certain grants.

Your ESI Status Not eligible

[See more Information on ESI](#)

ESI Extension Request

Figure 24: Editing Post-Graduate Clinical Training Information

Deleting Post-Graduate Clinical Training Information

You can remove Post-Graduate Clinical Training Information from your personal profile by using the Delete Post-Graduate Clinical Training Information feature. Use this information if you do not want the Post-Graduate Clinical Training Information listed in your profile; deleting Post-Graduate Clinical Training Information permanently removes the information. If you accidentally remove this information, you will need to re-add it.

To delete Post-Graduate Clinical Training Information:

1. Click the **Delete** link next to your Post-Graduate Clinical Training Information.

The **Delete Post-Graduate Clinical Training Information** box displays.

2. Click the **Delete Post-Graduate Clinical Training Information** button.

The Post-Graduate Clinical Training Information is permanently removed from your profile.



Figure 25: Deleting Clinical Training Information

Overview--Early Stage Investigator (ESI) Status

An Early Stage Investigator (ESI) is a Program Director/Principal Investigator (PD/PI) who meets the following qualifications:

- Completed terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years, and
- Has not previously successfully competed as PD/PI for a substantial NIH independent research award.

ESI applications with meritorious scores will be prioritized for funding by the institute or center receiving the application.

Some ESIs will experience a lapse in their research or research training or periods of less than full-time effort during the 10-year ESI period. To accommodate such lapses, NIH will consider requests to extend the ESI period, on a case by case basis at the sole discretion of NIH.

Investigators should consult the [FAQs](#), Section IV, *Extension of Early State Investigator Status* prior to submitting a request.

Extensions may be granted for the following reasons as described in [NOT-OD-09-034](#):

- Childbirth
- Family Care Responsibilities
- Required Clinical Training for Degree
- Clinical Loan Repayment Requirements
- Disability or Illness
- Active Duty Military Service
- Natural or Other Disaster
- Public Health Emergency
- Other

Investigators can submit a request via an **ESI Extension Request** button in the *Education* section of the Personal Profile in eRA Commons. The PI must provide a justification for requesting the extension. **NOTE:** ESI buttons and information do NOT appear until and unless you click the **Edit** link for the Education pane.

NOTE: Only the PD/PI can request the ESI extension. Although filling out the Personal Profile can be delegated by the PI, the request for ESI extension cannot be delegated.

The information described in the request for ESI extension will be considered confidential and will be maintained under the Privacy Act record system SORN, 09-25-0036,

“Extramural Awards”. The individual submitting a request for ESI extension is responsible for providing true, accurate, and complete information.

See also:

Determining Your ESI Status on page 69

How to Access the Link for Requesting an ESI Extension on page 67

Complete and Submit the ESI Extension Request Form on page 72

How to Access the Link for Requesting an ESI Extension

1. Log in to eRA Commons and navigate to the Personal Profile module to open your profile.
2. Click the *Edit* link for the *Education* section.

NOTE: ESI buttons and information do NOT appear until and unless you click the **Edit** link for the Education pane.

The screenshot displays the 'Personal Profile Summary' page. On the left, a sidebar lists navigation options: 'Personal Profile Summary' (checked), 'Name and ID' (checked), 'Demographics' (checked), 'Employment' (checked), 'Reviewer Information' (checked), and 'Trainee Information' (checked). The main content area is titled 'Personal Profile Summary' and includes an 'IMPORTANT' notice: 'Changes to your Personal Profile will NOT save if there is any missing data in the required fields. Before navigating away from or closing the Personal Profile, review and enter missing information.' Below this is a '+ View All' button and a list of profile sections, each with an 'Edit' button. The 'Education' section's 'Edit' button is circled in red.

Section	Edit Link
Name and ID	Edit
Demographics	Edit
Employment	Edit
Reviewer Information	Edit
Trainee Information	Edit
Education	Edit

3. Click the [ESI Extension Request](#) button.

Education ?

You have 3 completed degrees or post-graduate clinical training, and 0 in progress

Enter all post-high school degrees completed or in progress. It should also include your latest post-graduate clinical training information, if there is any. You may enter degrees in any order.

Your degree information is sometimes checked against award applications or used to populate other forms. Your highest degree can affect eligibility for awards or appointments.

Trainees: This information is critical. We use it to determine eligibility, and it can affect stipends.

Post-Graduate Clinical Training: If you entered at least one completed degree, you can add post-graduate clinical training information. Commons includes information on only one post-graduate clinical training at a time. If you already have post-graduate clinical training information listed and you now want to tell us about a new post-graduate clinical training, use Edit Post-Graduate Clinical Training Information to change the information.

Fellowships: Enter post-doctoral fellowships and assistantships on the Employment page.

[For translation of degree codes click here](#)

Your degrees

Date Completed	Degree and Institution	Action
May 2008	PSYD in Child Psychology West Virginia University	Edit Delete
	This is your terminal degree.	Edit Delete
May 2006	MD West Virginia University	

Add a Degree

Your Post-Graduate Clinical Training Information

Date Completed	Area of Post-Graduate Clinical Training	Action
August 2009	Pediatric Hematology/Oncology	Edit Delete

Add Post-Graduate Clinical Training Information

Early Stage Investigator (ESI) Status

ESI status may give you special funding consideration when applying for certain grants.

Your ESI Status

Currently eligible: Your terminal degree or post-graduate clinical training was completed in August 2009, so you are eligible for ESI until August 2019.

[See more Information on ESI](#)

ESI Extension Request

The [ESI Status Request](#) form opens.

ESI Status Request ?

Applicant Information
Commons ID: LINDA

Applicant Name: Daat, Lin	Highest Terminal Degree: PHD	Email: eRAtest@mail.nih.gov	Current ESI End Date: 05/31/2022
---------------------------	------------------------------	-----------------------------	----------------------------------

Extension Request

* Required fields

Total number of months requested for extension (please use a whole number) *

Are you requesting an extension for childbirth(s) during your initial 10 years ESI period? *

Yes No

Add Reason for Hiatus + Add Hiatus

Reason for Hiatus	Duration	Typical Percent Research Effort	Total Percent Research Effort During Life Event	Description of Hiatus
<p>General Principles for Extending the Period of ESI Status</p> <p>An Early Stage Investigator (ESI) is a Program Director/Principal Investigator (PD/PI) who has completed their terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years and has not previously competed successfully as PD/PI for a substantial NIH independent research award. Some ESIs will experience a lapse in their research or research training or periods of less than full-time effort during the 10-year ESI period. To accommodate such lapses, the NIH will consider requests to extend the ESI period for reasons that can include family care responsibilities, extended periods of clinical training, medical concerns, disability or illness, active military service, and natural disasters. Investigators should consult the FAQs prior to submitting a request.</p>				

Attachment(s) (Optional)

Browse

File Name	Date Uploaded
No documents have been uploaded	

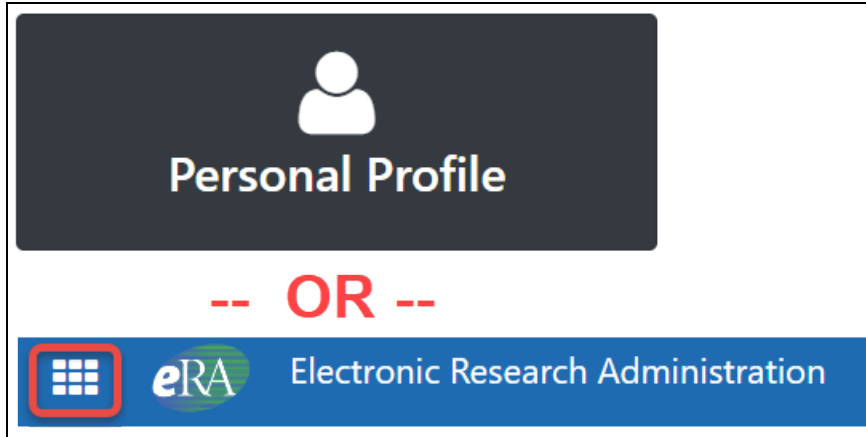
Cancel Save Save & Submit

See *Complete and Submit the ESI Extension Request Form* on page 72.

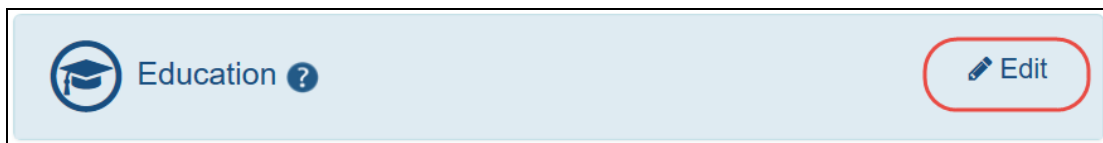
Determining Your ESI Status

You can find your ESI Status in your Personal Profile. To find your ESI Status:

1. Log into an eRA Commons account with a Program Director/Principal Investigator (PD/PI) role.
2. Click [the Personal Profile button](#) or [click the Apps menu and select Personal Profile](#). The Personal Profile Summary appears.



3. On the Personal Profile Summary screen, scroll down to the *Education* section and click its [Edit link](#). The Education section expands to show your information.



NOTE: ESI buttons and information do NOT appear until and unless you click the **Edit** link for the Education pane.

4. Scroll down to the bottom of the Education section, and you see an area labeled [Early Stage Investigator \(ESI\) Status](#). If you are no longer an Early Stage Investigator-

ator, you see a note informing you of that status:

The screenshot shows a white box with a blue border. At the top, the title "Early Stage Investigator (ESI) Status" is in blue. Below it, a paragraph states: "ESI status may give you special funding consideration when applying for certain grants." To the right of this text is a dark blue button labeled "ESI Extension Request". Below the paragraph is the heading "Your ESI Status" in blue. Underneath, a red rounded rectangle contains the text: "No longer an Early Stage Investigator: Your terminal degree or post-graduate clinical training was completed in December 1986, over 10 years ago." At the bottom left, there is a blue link: "See more Information on ESI".

Figure 26: Early Stage Investigator Status screen, showing text that informs the user that their ESI status is over

If you are still an Early Stage Investigator, you see **the date when your ESI status ends:**

The screenshot shows a white box with a blue border. At the top, the title "Early Stage Investigator (ESI) Status" is in blue. Below it, a paragraph states: "ESI status may give you special funding consideration when applying for certain grants." To the right of this text is a dark blue button labeled "ESI Extension Request". Below the paragraph is the heading "Your ESI Status" in blue. To the right of this heading, the text reads: "Currently eligible: Your terminal degree or post-graduate clinical training was completed in May 2012, so you are eligible for ESI until May 2022."

If you are near your ESI Status end date, and you experienced a qualified event where you were unable to work, such as a natural disaster, you can apply for an extension of your ESI Status to cover the time period lost to the qualified event. See [How to Access the Link for Requesting an ESI Extension](#).

Complete and Submit the ESI Extension Request Form

For COVID-19 questions, see [Can ESI Status Be Extended Due to Disruptions From COVID-19?](#)

1. On the **request form screen**, fill out the fields.

The screenshot shows the 'ESI Status Request' form. At the top, there is a header 'ESI Status Request' with a help icon. Below it is a section for 'Applicant Information' with a 'Commons ID: LINDA' label. The applicant details are: Applicant Name: Daat, Lin; Highest Terminal Degree: PHD; Email: eRATest@mail.nih.gov; Current ESI End Date: 05/31/2022.

The main section is 'Extension Request'. It contains a red asterisk indicating required fields. The first required field is 'Total number of months requested for extension (please use a whole number) *', with a text input box containing '0' highlighted by a red box. Below this is a question: 'Are you requesting an extension for childbirth(s) during your initial 10 years ESI period? *'. The 'No' radio button is selected, and a red arrow points to it. To the right of this question is a '+ Add Hiatus' button, also highlighted by a red box.

Below the question is a table for 'Add Reason for Hiatus' with columns: Reason for Hiatus, Duration, Typical Percent Research Effort, Total Percent Research Effort During Life Event, and Description of Hiatus. Below the table is a section titled 'General Principles for Extending the Period of ESI Status' with explanatory text.

At the bottom of the form is an 'Attachment(s) (Optional)' section with an 'Upload' button and a 'Browse' button, both highlighted by a red box. Below this is a table with columns 'File Name' and 'Date Uploaded', showing 'No documents have been uploaded'. At the very bottom right are 'Cancel', 'Save', and 'Save & Submit' buttons.

Required fields on the ESI Extension Request form are marked with a red asterisk.

2. Enter the total number of months requested in whole numbers.
3. Select *Yes* or *No* for the childbirth question.

The system checks that the extension request falls within the ESI eligibility window. When entering the childbirth date, the date should fall within the ESI eligibility window.

4. Click the **Add Hiatus** button to open the **Reason for Hiatus** window.

Reason for Hiatus ✕

* Required fields

Reason for Hiatus *

Public Health Emergency ▾

Hiatus Start Date * 11/01/2021

Hiatus End Date * 01/31/2022

Typical Percent Research effort is the percentage of your professional effort that is normally devoted to research activities. This will correspond with your professional appointment (e.g., 80% research/20% teaching or 50% research/50% clinical). If you are 100% research this implies that you have no clinical, teaching, or administrative duties.

Typical Percent Research Effort *

%

Total Percent Research Effort During Life Event is the percentage of your professional effort that was actually devoted to research activities during the indicated hiatus. If your normal appointment is 70% research and you were forced to cut this in half, you would enter 35%.

Research activities include much more than just laboratory work: Reading, writing, or reviewing scientific papers; Conducting literature reviews; Performing data analysis and calculations; Communicating with research colleagues by phone or Zoom; Attending scientific conferences either virtually or in-person are some examples of what are considered "research activities." Extended periods of time where research activities are reported as "0%" need to be explained and/or documented in detail.

Total Percent Research Effort During Life Event *

%

Description of Hiatus

Lab Closure COVID-19

1480 characters remaining.

Cancel
Save

5. Use the drop-down menu in the *Reason for Hiatus* field to select a **reason**:

- Clinical or Didactic Training
- Disability or Illness

- Family Care - Child/Children
 - Family Care - Other than Children
 - Lab Issue (i.e. lose animal colony, cell line, lab relocation, personnel)
 - Military Service
 - Natural Disaster
 - Pay Back Obligation
 - Visa Issues
 - Other/Miscellaneous
 - Public Health Emergency
6. Use the calendar icon to select the hiatus start and end dates.
 7. Read the description for the next two fields to make sure you understand what to enter.
 8. In the **Typical Percent Research Effort** field, enter the percent of time that you typically spend on research.
 9. Enter the **Total Percent Research Effort During Life Event**. This is the percent of time you actually spent on research during the hiatus/life event. This percent must be less than or equal to the **Typical Percent Research Effort**.
 10. Optionally, enter a *Description of Hiatus*.
 11. Click the **Save** button.

12. Now you see the **request form screen** again with the hiatus information displayed.

ESI Status Request

Applicant Information Commons ID: LINDA

Applicant Name: : Daat, Lin Highest Terminal Degree: PHD Email: eRAtest@mail.nih.gov Current ESI End Date: 05/31/2022

Extension Request

* Required fields

Total number of months requested for extension (please use a whole number) *

Are you requesting an extension for childbirth(s) during your initial 10 years ESI period? *

Yes No

Add Reason for Hiatus + Add Hiatus

Reason for Hiatus	Duration	Typical Percent Research Effort	Total Percent Research Effort During Life Event	Description of Hiatus
Public Health Emergency	11/01/2021 - 01/31/2022	80%	50%	Lab Closure COVID-19

General Principles for Extending the Period of ESI Status

An Early Stage Investigator (ESI) is a Program Director/Principal Investigator (PD/PI) who has completed their terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years and has not previously competed successfully as PD/PI for a substantial NIH independent research award. Some ESIs will experience a lapse in their research or research training or periods of less than full-time effort during the 10-year ESI period. To accommodate such lapses, the NIH will consider requests to extend the ESI period for reasons that can include **family care responsibilities, extended periods of clinical training, medical concerns, disability or illness, active military service, and natural disasters**. Investigators should consult the [FAQs](#) prior to submitting a request.

Attachment(s) (Optional)

Upload Browse

File Name	Date Uploaded
LabClosureOrder.pdf	02/15/2022

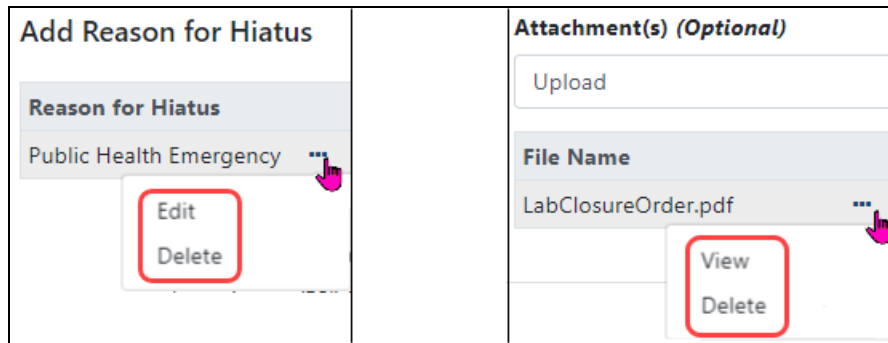
Cancel

13. Use the **Upload/Browse** button to add attachments (PDF only), if needed.

14. You can edit your selections:

- To change the **Reason for Hiatus**, click the item's three-dot ellipsis menu and select **Edit** or **Delete**.

- To view or delete the **Attachments**, click the item's three-dot ellipsis menu and select **View** or **Delete**.



- When finished, click the **Save & Submit** button. Use the **Save** button if you are not ready to submit the request, which means you can come back to this form later to complete and submit it. Click **Cancel** to leave the request form without making or saving any changes.

When a decision is made regarding your request, you will receive an email at the email address specified in your eRA Commons account. In addition, the ESI indicator in your eRA Commons Account will change and the end date of your ESI status period will be modified to reflect the extension granted. In most cases it is expected that a decision will be made within a few weeks. If there are large numbers of requests for extensions or if there are unanswered questions after the first request, the process and the decision may take longer.

Reference Letters

If you have the PI role, you have access to the **Reference Letters** section of the Personal Profile.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (❌), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

The **Reference Letters** section contains a list of all reference letters received by NIH on your behalf. The information is read-only and cannot be changed. You cannot read the actual contents of the letter, only the date received, referee name, and the application which the letter supports.

NOTE: The Personal Profile does not provide access to the actual reference letters.

Click the **Reference Letters** section heading to see the section content.

The following read-only information displays for each letter received:

- **Date Received**
- **Reference Letter From**
- **Supporting Application**

Reference Letters 		
These entries will stay on this page beyond the grant for which they were received.		
Date Received	Reference Letter From	Supporting Application
June 08, 2010	Crane, Stephen Department: School of Medicine Sample University SCrane@sample.email.edu	The Red Badge of Courage and Other Skin Infections Grant: K23AR123456-01 FOA: PA-00-123
June 08, 2010	Shakespeare, William Department: School of Medicine Sample University ShakesW@email.com	The Taming of the Flu and other Infectious Diseases Grant: R01AI123456-01 FOA: PA-01-000
June 08, 2010	Poe, Edgar Allan Department: Cardiovascular Institute Raven College Poe@ravenmail.com	The Tell Tale Heart Disease Grant: R01HL123456-01 FOA: PA-00-123
June 10, 2010	Doyle, Arthur Conan Department: Cardiovascular Medicine Bakerstreet University Doyle@bakeremail.com	A Study in Scarlet Fever Grant: R01AI234567-01 FOA: PA-11-1111

Figure 27: Reference Letters Section of the Personal Profile

Publications

eRA Commons has partnered with the National Center for Biotechnology Information (NCBI) to link NCBI's personal online tool, My NCBI, to Commons. My NCBI offers an online portal - My Bibliography - for users to maintain and manage a list of all their authored works, such as journal articles, manuscripts accepted for publication, books, and book chapters.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes **ONLY** after fixing **ALL** error items in red/pink that show a red x (❌), even those unrelated to your current change. If you save while errors exist, changes are **NOT** saved and you see an error message.

Click the **Publications** section heading to see the section content.

The **Publications** section of the personal profile provides links to the following:

- NIH Public Access website
- NIH Manuscript Submission System
- National Center for Biotechnology Information [My NCBI](#) tool

If you have the PI role, you have access to this section of the personal profile.

 [Publications](#) ⓘ

The NIH Public Access Policy ensures that the public has access to the published results of NIH-funded research. It requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central upon acceptance for publication. [Learn more about the NIH Public Access Policy at http://publicaccess.nih.gov/](http://publicaccess.nih.gov/)

To access NIHMS click [here](#)

If you need to login to My NCBI account please use this link: [My NCBI](#)

NOTE: Publications that have a gold lock on them in your **My NCBI** bibliography cannot be removed from the RPPR. A gold lock (🔒) indicates that the award was associated with the publication through NIHMS. To delete a citation with a gold lock, contact the NIHMS help desk through their web form which is accessible at <http://www.nihms.nih.gov/>.

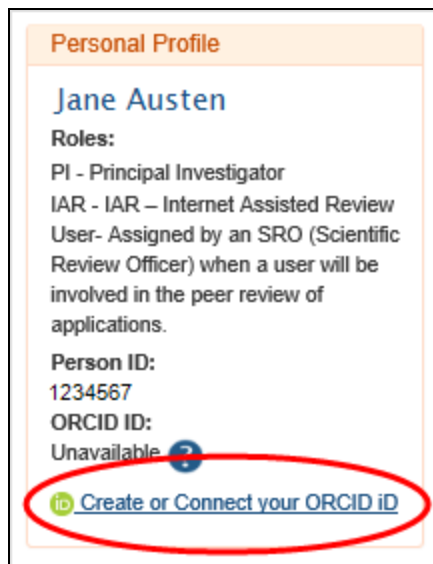
Additional information and instructions are also available at the FAQ found here: "[This award did not support this research](#)".

Figure 28: Publications Section of Personal Profile

The ORCID ID

The *Open Researcher and Contributor ID* (ORCID) ID is used within NIH and Grants.gov to relate publications to grants. You can associate your ORCID ID from the Commons Personal Profile module.

If no ORCID ID is connected to your profile, [a link will be provided](#) to start the process.



Click the *Create or Connect your ORCID ID* link and [the ORCID site](#) opens, letting you log in and connect your ID to your Commons profile or to set up an ORCID ID which can then be connected to your Commons profile. If you hover over the question mark icons for a field, a window will open with an explanation for that field.

NOTE: If you get an error from eRA Commons when attempting to link your ORCID ID, contact the [eRA Service Desk](#). One common reason why this might not work is that you have two eRA Commons accounts, and the other account is already linked to the ORCID ID. The ORCID ID can be linked to only one Commons account. Also, to remove an ORCID, you must also contact the eRA Service Desk.

ORCID

Already have an ORCID ID? [Sign In](#)

Per ORCID's [terms and conditions](#) , you may only register for an ORCID ID for yourself.

First name

Last name *(Optional)*

Primary email

Additional email *(Optional)*

[+ Add another email](#)

Password

- 8 or more characters
- 1 letter or symbol
- 1 number

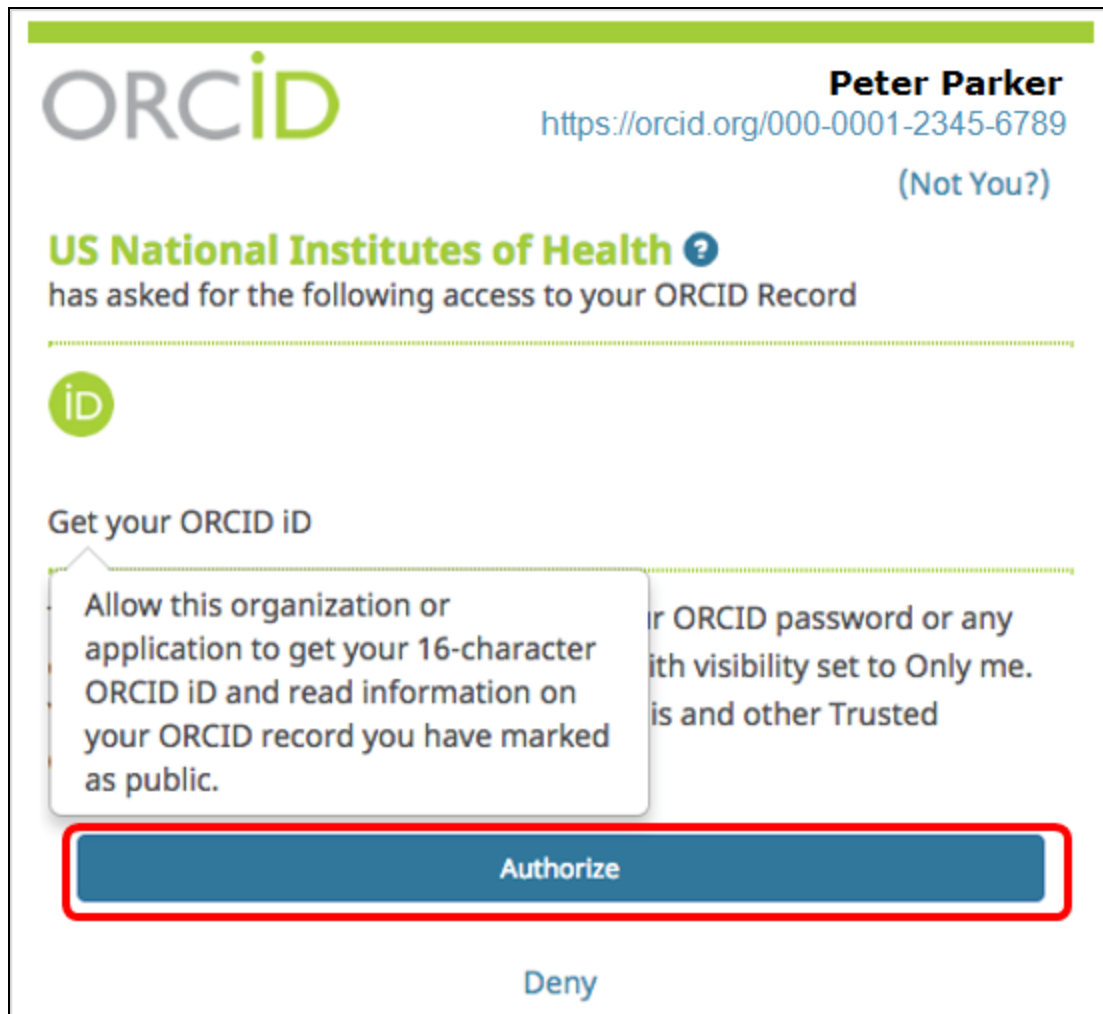
First name is your given name or the name you most commonly go by.

First name is your given name. Last name is your family name.

You will have a chance to add additional names after you have created your account.

[More information on names](#)

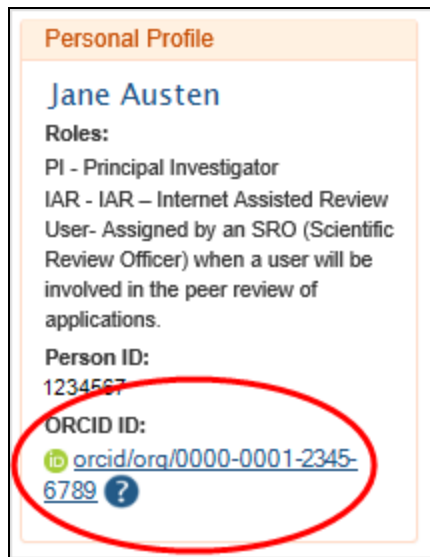
Once your ORCID ID has been created, click the *Create or Connect your ORCID ID* link in your Commons Personal Profile and log into ORCID. You will then be prompted to [authorize NIH to access](#) your personal ORCID profile (public information only).



IMPORTANT: The ORCID ID is an important identifier to enable transparent and trustworthy connections between individuals engaged in research, scholarship, and innovation activities and is tied to an individual researcher's or contributor's name. More than six million ORCID IDs have been established worldwide to connect individuals to their professional information (such as publications, awards, affiliations, etc.) for references and citations. You are encouraged to complete your ORCID profile and connect the resulting ID to your Commons account.

For more information regarding ORCID IDs please visit <https://orcid.org> .

Once you have successfully linked your ORCID ID to your Commons account, it will be shown on your Personal Profile .



Additional Instructions for Fellowship:

For NIH fellowship applications, the personal profile associated with the eRA Commons username entered in the Credential field for the PD/PI (fellowship applicant) must include an ORCID ID (e.g., orcid.org/0000-0001-2345-6789) to pass NIH validation requirements.

Additional Instructions for Career Development:

For NIH Individual career development award applications, the personal profile associated with the eRA Commons username entered in the Credential field for the PD/PI (candidate) must include an ORCID ID (e.g., orcid.org/0000-0001-2345-6789) to pass NIH validation requirements.

xTRACT

The xTRACT section of Personal Profile provides a handy link to the xTRACT module. Trainees, participants, or scholars on a training grant, research education award, or institutional career development award can use xTRACT to update their training institution on subsequent educational activities.

IMPORTANT: To save any profile changes, you must click the **Save All** button, which is located at the top right of the screen. You can save profile changes ONLY after fixing ALL error items in red/pink that show a red x (✘), even those unrelated to your current change. If you save while errors exist, changes are NOT saved and you see an error message.

Click the **xTRACT Information** section heading to see the xTRACT link.

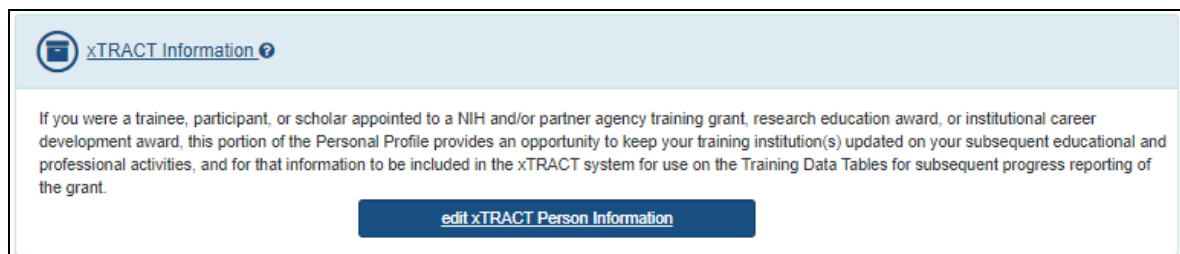


Figure 29: xTRACT Section of Personal Profile