



Weill Cornell Medicine

	SOP #	OSRA0006
	Revision #	2.0
	Implementation Date:	03/01/2015
SOP Owner: Office of Sponsored Research Administration	Last Reviewed/Update Date:	03/04/2016
SOP Contributor(s): Research Departments, OSRA	Approved Date:	03/11/2015

eRA Commons Account Creation Standard Operating Procedure

1. Purpose

The United States Department of Health and Human Services (DHHS), which includes frequent Weill Cornell Medicine (WCM) grant sponsors such as the National Institutes of Health (NIH), the Centers for Disease Control and Prevention (CDC), and the Agency for Healthcare Research and Quality (AHRQ) utilize the Electronic Research Administration (eRA) Commons website to store and manage all grant application and award information. All Principal Investigators (PIs) participating in DHHS-funded research must have an active and up to date eRA Commons account in order to successfully submit a proposal and manage their awards.

The eRA Commons also serves as the portal through which Just in Time Information (JIT) and Research Performance Progress Reports (RPPRs) are submitted to DHHS sponsors. For the latter, PIs, Postdocs and Graduate Students participating in an awarded study must have an active and up to date eRA Commons account. Lack of a complete account will prohibit RPPR submission.

Additionally, PIs may delegate certain privileges and responsibilities to administrative personnel, including profile maintenance and RPPR preparation. In order to take on this responsibility, administrative staff must have an active administrative user (Assistant) account.

2. Scope

This standard operating procedure (SOP) should be used by Academic Departments and OSRA when requesting and successfully activating an eRA Commons user account (PI, Postdoc, Graduate Student, or Assistant).

Only OSRA staff may create and modify accounts for WCM faculty and staff. If an account is required for non-WCM staff, account creation must be handled at that individual's home institution.

3. Prerequisites

- An investigator serves as PI on DHHS application
- Postdocs and Graduate Students participate on a DHHS-funded study
- An administrator needs delegate authority

4. Related Documents

- Sponsor Pre-Funding "Just in Time" Requests SOP
- Submitting a Progress Report for OSRA Review SOP



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5. Responsibilities

- **R**esponsibility = person or role responsible for ensuring that the item is completed
- **A**ccountable = person or role responsible for actually doing or completing the item
- **C**onsulted = person or role whose subject matter expertise is required in order to complete the item
- **I**nformed = person or role that needs to be kept informed of the status of item completion

	Process Members						
	Principal Investigator	Postdoc & Grad Student	Department Administrator	Academic Department	OSRA Research & Financial Administrator	OSRA Director	OSRA Office
Development/Maintenance of SOP	I			I		I/C	R/A
Determine need for account	R	R	R	R/A			
Request account	R		R	R/A			
Process account request					R/A		
Update personal profile	A	A	A				
Delegate authority (if desired)	R/A		I/C	I/C	C		



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6. Procedure

Step	Action	Method	Owner	Schedule
PI eRA Commons Account Creation				
1.0	Determine need for eRA Commons Account	DHHS Applications; RPPR Guide	User & Department	
2.0	Determine if PI, Postdoc, Graduate Student, or Administrator (user) already has an active eRA Commons ID and account	eRA Commons	User & Department	
2.1	User and Department must confirm if an active and up to date eRA Commons Account affiliated with WCMC already exists			
2.2	If unsure, user should attempt to login			
2.3	If user has an account but does not remember password, select the "Forgot Password/Unlock Account" link			
2.4	If user does not have an account or if user has an account that is unaffiliated with WCM, contact OSRA			



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3.0	Contact OSRA to establish or update eRA Commons Account	Email	User & Department	
3.1	Email to OSRA should include user name in the subject line and "eRA COMMONS ACCOUNT REQUEST"	grantsandcontracts@med.cornell.edu		
3.2	Request must confirm the specific account role needed (PI, Postdoc, Grad Student, or Assistant) and include user's full name and WCM email address			
3.3	If user has an active account that requires affiliation with WCM, request should also include user's current eRA Commons username			
	<i>Assistant accounts are non-transferable. If an individual had an Assistant account at a prior institution, a new account will need to be established at WCM.</i>			
4.0	Retrieve Account Creation Request	Manual	OSRA RFA	Within 1 business day of request
4.1	Determine the associated User/Department and OSRA staff assignment			



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4.2	Reply to the grants listserv indicating assignment of request	grantsandcontracts@med.cornell.edu		
5.0	Create eRA Commons Account	eRA Commons website	OSRA RFA	Within 1 business day of request
5.1	Log into eRA Commons and select "Admin" - "Accounts" and then "Account Management"			
5.2	Confirm user does not have an existing account by inputting user name in search field			
5.2.1	<i>If user has an active account affiliated with WCM, no action is required in the eRA Commons (Proceed to section 6.0)</i>			
5.2.2	<i>If user has an active account unaffiliated with WCM, select the "Manage" link in the Action column and create an affiliation with the appropriate role at WCM - PI, Postdoc, Graduate Student, or Administrator (Proceed to section 6.0)</i>			
5.3	If user does not have an account, select "Create New Account"			
5.4	On the account creation page, input user first name, last			



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	name, email address and new user ID			
5.4.1	<i>OSRA assigns user IDs in a standard format: user first initial followed by last name (example: JSMITH.)If the ID following this format is already assigned to another user, letters from the first name will be added until a new ID is created.</i>			
5.5	Affiliate new ID with appropriate role at WCM -PI, Postdoc, Graduate Student, or Assistant			
5.6	Save all actions and changes			
6.0	Notify PI and department of account activation	Email	OSRA RFA	Following account creation
6.1	OSRA Administrator must reply to the account request email, updating the subject line with "REQUEST COMPLETED"			
6.2	Provide the new Commons ID			
6.2.1	<i>If user had an active account, provide the account user ID and advise user to reset their password to access the system</i>			



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6.2.2	<i>If user had an unaffiliated account, provide the account user ID, confirm affiliation was made, and advise user to log in and review personal profile</i>			
6.3	Inform user they will receive a separate message from the Commons system providing a temporary password for log in			
6.4	Advise user that they must update their account profile to complete set up			
6.5	If user requested a PI account, provide user with account delegation instructions			
6.5.1	<i>Only a PI may delegate account privileges to an administrator, they must modify their account directly</i>			
7.0	Account Set Up	eRA Commons	User	
7.1	Using their user ID and temporary password provided by the Commons system, user must log into the eRA Commons			
7.2	User must select "Personal Profile" and complete all required profile information, completing account set up			



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7.3	If desired, a PI may delegate account responsibilities to an administrator by following the delegation guide provided by OSRA			
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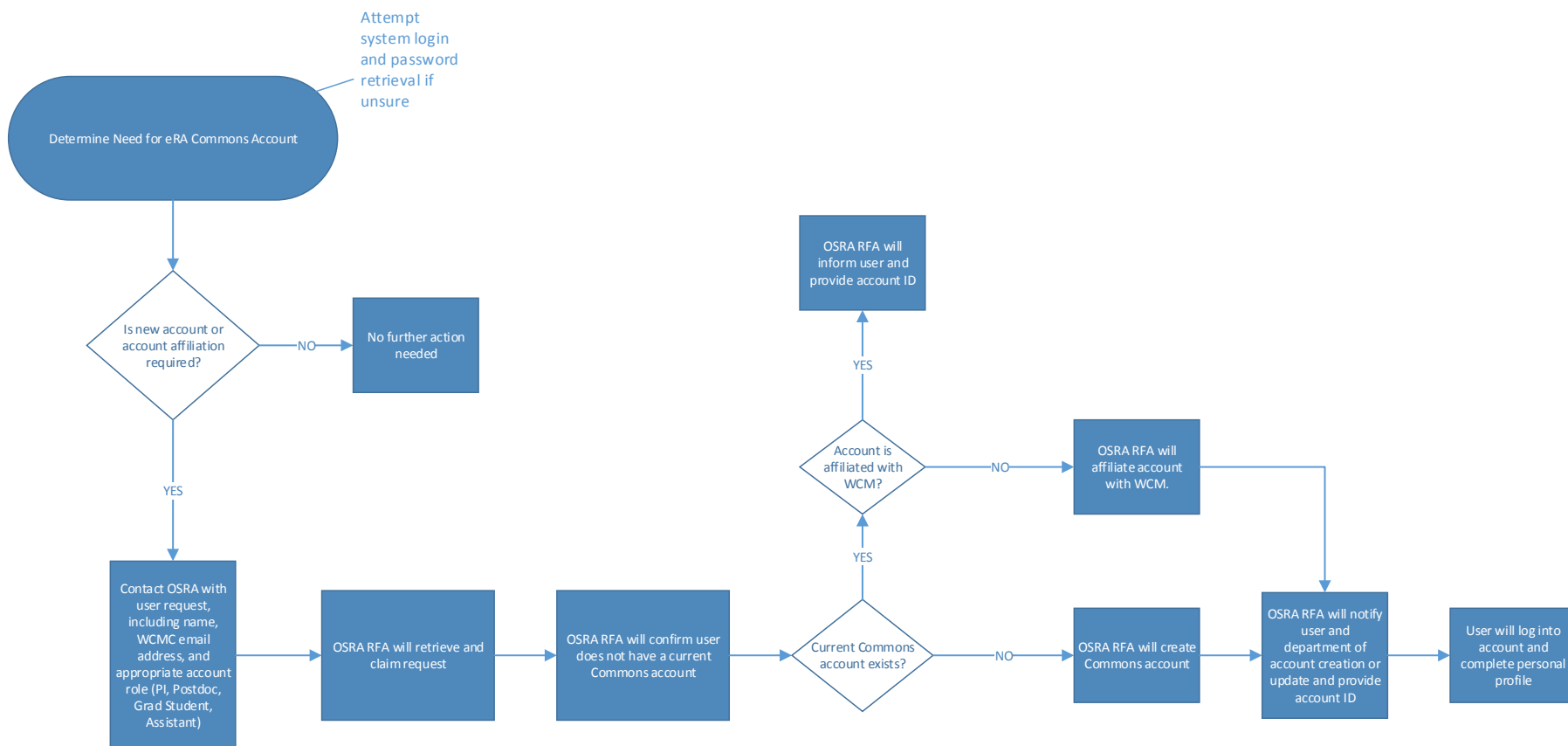
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7. Process Maps





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8. Process Metrics

- OSRA must establish eRA Commons ID within one business day of receipt of request

9. References

eRA Commons: <https://public.era.nih.gov/commons/>

eRA Commons User Guide (interactive table of contents):
https://era.nih.gov/docs/com_ugv2630.pdf

10. Definitions

eRA Commons – Electronic Research Administration site utilized by Department of Health and Human Services

11. Limitations/Exclusions

None