SOP #		OSRA0006
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SOP Owner:		OSRA

Weill Cornell Medicine

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 individuals participating in DHHS-funded research must have an active and up to date eRA Commons account to successfully submit a proposal, manage their awards, and/or participate as key personnel on a proposal.

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, Key Personnel, 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. 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 or Key Personnel on DHHS application

Postdocs and Graduate Students participate on a DHHS-funded study

An administrator needs delegate authority

4.   Definitions

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

JIT – Just in Time

RPPR – Research Performance Progress Report

5. *Policy*

eRA Commons Account creation requests for WCM faculty, students, and staff must be coordinated through OSRA. OSRA can only create, affiliate, and modify roles for WCM employees. eRA commons account creation requests for external investigators must be coordinated through their primary institution.

Investigators should only have one eRA Commons account throughout their career. Once the account is created, it can be affiliated and unaffiliated with any number of institutions as needed. Prior to requesting an account, the user and/or Department should verify if an account already exists under a prior institution. OSRA will affiliate the prior account with WCM. Requests to unaffiliate an account with a prior institution must be coordinated through the external institution.

Assistant accounts cannot be carried over from one institution to another. Administrators within WCM who need an Assistant account must submit a request to OSRA to have an account created.

6. *Procedure*

All eRA Commons Account creation requests or modifications must be submitted via the eRA Commons Account Request Form.

The user will be presented with a series of questions to determine what type of account is needed, who the request is for, and whether a prior account exists. Upon survey completion, OSRA will receive an email notification with all the relevant requestor details and process the request. Once an account is created or modified, OSRA will email the user and/or Department with the relevant account information.

7. *Process Metrics*

OSRA will review and process the request form within one (1) business day of receipt.