



eRA Commons New Account / Account Update Request Form

Please allow up to three (3) business days for the creation or updating of an eRA Commons account. Incomplete forms will delay the creation of your account. *This form is not required if you need a password reset, please email SOM ORA Sr. Administrative Coordinator [Dezire Chaney](#).*

- Create eRA Commons account (**complete Sections I and II**)
- Update eRA Commons account – Provide username: _____ (**skip to Section III**)

Section I – Requester Information

First Name: _____ Middle Name: _____
(Optional)

Last Name: _____

JHED ID: _____ JH Email Address: _____

SOM Department/Division: _____

Requested Username (**six characters minimum**): _____

Section II – Roles Requested

Please consult the eRA Commons User Roles [guide](#) for detailed explanations of the available roles and their associated privileges. **Select the role(s) you are requesting from the list below.** If the role is not listed below, it must be assigned/approved by a SOM ORA Grants Signing Official.

- ADMINISTRATIVE OFFICIAL (AO):** Recommended for department Grants & Finance staff who need to prepare progress reports (RPPR's) and view grant and award application information.
- ASSISTANT (ASST):** Recommended for users who need to assist PD/PI's with data entry and reporting. May require additional delegations by the PD/PI.
- GRAD STUDENT:** Required for graduate students participating on research projects for at least one calendar month.
- PRINCIPAL INVESTIGATOR (PI):** For researchers who will hold the role of PD/PI on grants, contracts and/or cooperative agreements.
- POSTDOC:** Required for postdoctoral fellows participating on research projects for at least one calendar month.

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Section II – Roles Requested (cont.)

- PROJECT PERSONNEL: Required for JHU personnel participating on *funded* research projects for at least one calendar month for whom the PI, GRAD STUDENT, UNDERGRAD STUDENT, or POSTDOC role are not applicable. ***We do not create Commons accounts for anyone who is not affiliated with the SOM.**
- SPONSOR: Required for faculty supervisors of individual fellowship applicants and awardees.
- TRAINEE: Required for trainees to manage their appointments on institutional training grants.
- UNDERGRAD STUDENT: Required for undergraduate students participating on research projects for at least one calendar month.

Section III – Account Update Requested

Remove User Role(s): Please check the role(s) that you would like removed.

- | | |
|--|---|
| <input type="checkbox"/> <u>AO</u> | <input type="checkbox"/> <u>PROJECT PERSONNEL</u> |
| <input type="checkbox"/> <u>ASST</u> | <input type="checkbox"/> <u>SPONSOR</u> |
| <input type="checkbox"/> <u>GRAD STUDENT</u> | <input type="checkbox"/> <u>TRAINEE</u> |
| <input type="checkbox"/> <u>PI</u> | <input type="checkbox"/> <u>UNDERGRAD STUDENT</u> |
| <input type="checkbox"/> <u>POSTDOC</u> | |

Unaffiliate my Account with JHU / I'm moving to a new institution.

Affiliate Account with JHU.

Please email completed forms to SOM ORA Sr. Administrative Coordinator [Dezire Chaney](#). If your request is urgent, please copy ora@jhmi.edu and note that it is 'Urgent' in the email subject line.