NIH ERA COMMONS USER ID REQUEST INFORMATION AND FORM

UCF | College of Medicine

➤ For certain proposal and progress report activities with NIH, an eRA Commons User ID is required for individuals:
- Individuals who are listed under "Senior/Key Personnel" in proposals
- Individuals with the role of "Post Doc", "Graduate student" or "Undergraduate student" who have worked on an active NIH award.
- Component leads on a multi-project application
- Candidates for diversity supplement support
- Primary mentor identified on individual mentored career development applications

➤ Please complete the below form in order to obtain an eRA Commons User ID. Once complete, please return to the COM Research Office via email to the following individuals:
- Elise Dantuma (edantuma@ucf.edu), Melisa Crawford (melissa.crawford@ucf.edu) and Catherine Bolling (Catherine.bolling@ucf.edu)

➤ Once your form is received, an eRA Commons User ID will be created on your behalf. After the User ID is created, there are several steps that need to be taken in order to activate your account in eRA Commons. <u>Please be sure to monitor your email.</u>

➤ Two emails will be generated by eRA Commons and sent to your email provided:
1. An email verifying your profile and containing your username
2. An email containing a temporary password created by the system.

➤ Once both emails are received, please follow these steps:
1. Log into eRA Commons using the temporary password provided in the second email
2. Create a new password as directed by the system
    a. Enter the temporary password into the Current Password field.
    b. Enter the new password into the New Password and Confirm New Password fields.
    c. Click Submit to update the new password information
    d. A confirmation message displays if the password is valid and meets the NIH password standards.
    e. Password requirements:
        i. Must be at least eight (8) characters long (no blank spaces) and is case sensitive
        ii. Must contain a combination of at least three (3) of the following types of characters:
            1. Uppercase letters
            2. Lowercase letters
            3. Numeric characters
            4. Special characters (Allowable ones: ! # $ % - _ = + < > *)
        iii. May NOT contain your Username or start or end with a number
3. Update your Personal Profile (select the tab titled "Personal Profile")
    a. Complete **ALL** information requested in this section
    b. Save your updated Personal Profile

****If the above actions are not completed within 48 hours of account creation, the user ID will become inactive****

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eRA COMMONS REQUEST FORM

First Name: _____   Middle Initial (optional): _____   Last Name: _____

UCF Email: _____   Related UCF Account # (if known): _____   Project PI (if not the PI): _____

1. Do you already have an existing eRA Commons User ID? ☐ Yes ☐ No
   If YES, please provide:
   Commons ID: _____
   Previous Institution: _____

2. If creating an ID for participating on a current NIH award, please select the appropriate role on the award:
   - ☐ PD/PI
   - ☐ Postdoctoral (scholar or fellow)
   - ☐ Project Personnel
   - ☐ Co-Investigator
   - ☐ Graduate Student
   - ☐ Trainee (only for T grants)
   - ☐ Scientist
   - ☐ Undergraduate Student
   - ☐ Not Applicable

3. If creating an ID for a proposal, please select the appropriate role on the proposal:
   - ☐ PD/PI
   - ☐ Postdoctoral (scholar or fellow)
   - ☐ Project Personnel
   - ☐ Co-Investigator
   - ☐ Graduate Student
   - ☐ Trainee (only for T grants)
   - ☐ Scientist
   - ☐ Undergraduate Student
   - ☐ Not Applicable

4. Desired User ID (subject to availability)*: _____
   *You can select any user name you would like as long as it is at least six characters and no more than 20 characters in length. It can be a combination of letters and numbers. Each user name must be unique within the eRA Commons community. Special characters, including spaces, may not be used. <u>Note that your Commons ID will stay with you for life, so choose a user name wisely.</u>