NIH eRA commons - Updating Personal Profile

Accessing NIH eRA Commons

- A. Enter the following address into your web browser: https://public.era.nih.gov/commonsplus
- B. Log in with your login.gov. If you are unsure on how to associate the login.gov with your eRA commons ID, please refer to <u>here</u>.
- C. Please note that NIH Commons lists the University of Maryland, College Park as UNIV OF MARYLAND, COLLEGE PARK. Be sure to select this as your institution. If you type in University of Maryland, our institution will NOT show up in the results list.
- D. It is critical that you update your Employment information. NIH Commons uses this information in determining access to various functions within Commons.
- E. If you have multiple institution affiliations, you must change your default institution to UNIV OF MARYLAND, COLLEGE PARK (see <u>section #10</u> below).

Update Personal Profile

1. Click on the Personal Profile tab in the toolbar.

Status	eRA Commons • Track your application; manage and report on your federally funded award	O Commons Help/Service De 866-504-9552 Hours Monday-Friday, 7am-
ASSIST	Recent News	
Personal Profile	Note: Two-Factor Authentication: Alert for PIs and Senior/Key Personnel Effective September submission of a Type 1 or 2 application or RPPR for all individuals listed there as principal invest qualified inCommon Federated account. Administrative account holders will be required to mov using Login,goy or InCommon Federated accounts to access eRA Commons and ASSIST.	15, 2021, eRA will begin requiring two-factor authentication 45 gators and senior/key personnel. Users can comply by using Lo e to two-factor authentication in early 2022. Learn more about

2. Click the Edit button next to the section you want to update. If you have a new account, please update all sections.

Personal Profile Summary 2	
IMPORTANT: Changes to your Personal Profile will NOT save if there is any missing data in navigating away from or closing the Personal Profile, review and enter missing information. PLEASE NOTE: After creating or connecting your ORCID ID please close all tabs and window ensure a full logout from the system.	the required fields. Before ws of the browser to
	+ View All
Name and ID 🛛	🖋 Edit

- 3. **OR** you can click on View All to see all seven sections on the Personal Profile first, then click Edi button to edit the content (Name and ID, Demographics, Employment, Reviewer Information, Education, Reference Letters, Publications)
- 4. You are **required** to complete each item that is marked by a red asterisk(*).

5. Select the correct institution for employment. For the University of Maryland, College Park, be sure to search on UNIV OF MARYLAND, COLLEGE PARK. Your search results will look like this:

Find Institutions and Companies	8
Search by name, city and state	
Enter Institution/Company Name	UNIV OF MARYLAND, COLLEG X
Tip: Most institutions and companies an Search only in City/State	e listed by their full, official name.
Search	
UNIV OF MARYLAND, COLLEGE PA	ARK
Office of Research Administration 3112 LEE BUILDING 7809 Regents Driv	e, COLLEGE PARK MD

Tip: Search only in city/State is not active. Please use the Univ of Maryland, College Park

6. For the address under the Employment Section, you must select Country and State. Please start to type in the area, then select the appropriate country and State.

*State	mary
Zin Code	MARYLAND

Once you add the address, make sure to check if the State and Country information has been appropriately selected before you save the employment section.

UNIV OF MARYLAND, COLLEGE PARK
7809 REGENTS DR
College Park, MD 20742-5141
UNITED STATES
Email:
Phone:
Edit Quick Update Leave Job Delete

7. For Publications - eRA Commons has partnered with the National Center for Biotechnology Information to link NCBI's personal 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 acted for publications, books, and book chapters. If you have further question, please see

https://era.nih.gov/erahelp/commons/PPF_Help/8_publications.htm

н	erne	Admin	Institution	Profile	Personal Profile	Status	ASSIST	Prior Approval	RPPR	xTrain	XTRACT	Admin Supp
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2	SPERENC	E LETTERS										
91	UBLICA	UR5			0.40	1.0						

8. Once it is saved, the system will display 'The profile has been saved' message. Certain portions of the profile may clear out due to the error(s), so please make sure to complete all sections of the profile. The profile will not be saved until all problems in all sections have been resolved.



9. Click Help Icons, if you have further questions.

Home Admin Institution P	rofile Personal Profile State	us ASSIST Prior	Approval RPPR	xTrain xTRACT	Admin Supp
eRA Partners Non-Research Personal Profile Your name	Personal Profile Su	ummary 🕑			
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Your role				* YAW AL	uncare changes
Person ID: ORCID ID:	INAME AND ID	0			+ VIEW
PERSONAL PROFILE SUMMARY		0			(+)
S NAME AND ID	\smile				APW
DENOGRAPHICS DENOLOGINATION REVIEWER INFORMATION		0			(+) VIEW

*Note: The Assistant role will NOT have "Reviewer Information," "Reference Letter," and "Publication" sections.

10. If you have **multiple institution affiliations**, it is important that you have UNIV OF MARYLAND, COLLEGE PARK listed as your institution when doing activities for UMD. Look in the upper right corner of the Commons screen and click on the person icon. If the Current Institution is not UNIV OF MARYLAND, COLLEGE PARK, you will need to change it. To change it, click on the Change Institution link.

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ZUO ZENG COMMONS\ZUO
Current Institution: UNIVERSITY OF CALIFORNIA
Roles: PI SPONSOR IAR
Change Institution

11. When you click on the link, a Change Affiliation screen opens with a list of your institution affiliations. Select the radio button for UNIV OF MARYLAND, COLLEGE PARK and click the Save or Submit button.

Chan	ge Affil List of C	liation Current Affiliations by Institute Name	☑ Current Default				
	0	UNIVERSITY OF MICHIGAN AT ANN ARBOR Role(s): PI IAR					
	0	UNIVERSITY OF CALIFORNIA LOS ANGELES Role(s): PI SPONSOR IAR	S				
		Cancel Save					
You depe	You see the screen above, or the screen below, depending on which screen you started from.						
Change Affiliation							
UNIVERS UNIVERS Submit	ITY OF MICHIGA	List of Affiliations Institution Name AN AT ANN ARBOR O RNIA LOS ANGELES ®					

* The system will return to the main Commons screen, and you will see UNIV OF MARYLAND, COLLEGE PARK as your default institution.

12. If you have any problems with editing/saving your profile, updating your default institution, or have any questions on this, please contact oraaera@umd.edu