

ERA COMMONS ID REQUEST

A) I AM REQUESTING:

a new eRA Commons ID (first time Era Commons User)- **please complete section B, C and D**

To affiliate my existing eRA Commons ID with UTHSC- **please complete section B, C and D**

To add a role to my existing eRA Commons ID already affiliated to UTHSC- **please complete sections B & D**
Commons ID:

To un-affiliate my eRA Commons ID with UTHSC

Reason:

Verify if I have an Era Commons ID- please complete section C

Reset my password Commons ID:

B) FOR **ALL** REQUESTS, COMPLETE THE INFORMATION BELOW IN FULL

First Name	MI
Last Name	UTHSC NET ID
Department	UTHSC Email
UTHSC Job Title	UTHSC Phone

C) FOR **NEW IDS, AFFILIATION REQUESTS AND VERIFICATION OF ID** DETAILS PLEASE COMPLETE ALL THE INFORMATION BELOW- if not applicable please indicate

Previous Institution/s prior to UTHSC
appointment

Previous Institution email

Previous Names Commons ID may have
been held in

D) Select the ERA COMMONS user role to be added:

Principal Investigator (PI)	Graduate Student
Post-Doctoral (PostDoc)	Sponsor

Complete the steps below:

- 1) Complete all information in required sections above and send your completed form to your departmental Business Manager.
- 2) The Departmental Business manager should submit the completed form to egrants@uthsc.edu including the reason why an eRA ID is required. The request will be processed within three business days of receipt
COMPLETE STEPS 3-5 WITHIN 72 HOURS OF ACCOUNT INITIATION OR THE ACCOUNT PASSWORD WILL EXPIRE
- 3) eRA Commons will send an initial email containing your username once OSP has created your Commons ID.
 - 4) eRA Commons will send a second email containing a system generated password.
 - 5) Click on the link. Enter your username and the system generated password.
 - 6) You will be required to enter a new password. Enter a password that meets the system requirements. Update your personal profile, and link ORCID ID where required. Once your profile is complete, your ID will be active and ready for use.

PROFILE SET UP MUST BE COMPLETED BEFORE AN ID CAN BE USED IN A GRANT APPLICATION (PI/ All Senior Key Personnel) OR RPPR (PI, CoIs, Post Docs and Graduate Students)

Failure to active an ID prior to a sponsor deadline will result in a failed submission

OSP USE ONLY: Completed:
Office of Sponsored Programs