
From: ora-news-bounces@lists.ucla.edu on behalf of ORA NEWS [ora-news@lists.ucla.edu]
Sent: Friday, September 04, 2009 2:35 PM
To: ora-news@lists.ucla.edu
Subject: HINTS & TIPS 09-010: eRA Commons User IDs Requirement in NIH Annual Progress Reports
Attachments: Commons User Access_Postdocs.xls

Per [NOT-OD-09-140](#), dated August 28, 2009, the [PHS 2590 forms and instructions](#) were updated in June 2009 to include a new requirement related to individuals participating in NIH-funded projects in postdoctoral roles. Effective for progress reports with due dates of October 1, 2009 and beyond, all personnel with a postdoctoral role who participate on a project for at least one person month are required to have an eRA Commons ID.

In order to implement this new requirement, the *Senior/Key Personnel Report* (form Page 7), has been updated and renamed the *All Personnel Report* and requires the following information for postdocs, regardless of their status as key/senior personnel:

- Name
- Commons ID
- Degree(s)
- Date of Birth (month and year only)
- Role on Project (postdoctoral scholar, fellow, researcher, etc.)
- Effort in Person Months (Calendar or Academic and/or Summer)
- Last 4 digits of Social Security Number (optional)

This requirement also applies to eSNAP submissions. Upgrades of the eSNAP module in the NIH Commons will not be completed until October 9, 2009. Therefore, Principal Investigators are encouraged to submit affected eSNAP applications after the upgrade is completed. For eSNAPs due by October 15, on-time submission is encouraged; however, an additional grace period until November 1, 2009 is available to accommodate the changes.

Note: this requirement does not apply to postdocs identified as *Principal Investigator* on NRSA Individual Fellowship applications.

Campus research administrators are encouraged to notify their PIs of this new requirement so that collection of necessary data can begin and eRA Commons IDs can be assigned and/or updated for postdocs. This requirement also applies to postdocs at collaborating institutions. PIs are encouraged to remind their collaborators to begin collecting this data as well.

Requesting Commons Access – New POSTDOC Users:

To request eRA Commons ID for new users, please provide the following information to your [OCGA Team](#) or Departmental Research Associate (DRA):

- First Name
- Middle Name/Initial (optional)
- Last Name
- Date of Birth (optional)
- E-mail Address

For multiple access requests, administrators may elect to fill-out the attached Excel spreadsheet and forward as an e-mail attachment.

Once user IDs have been established, individuals will receive an automated e-mail from the Commons with their user ID and temporary password. They should then log in to the Commons and complete their Professional Profile. When logging in for the first time, new users will be required to change their password before proceeding.

Updating Professional Profiles – Existing Users

- Users Currently Registered in the PI Role: For postdocs who are currently registered in the Commons with the PI role because they have applied for or received a NRSA Individual Fellowship, send e-mail to your OCGA team or DRA to request that the Postdoc role be added for the user. Please provide the Commons User ID and full name of the individual.
- Users Currently Registered Under a Different Institution: Send e-mail to your OCGA team or DRA to request that the individual be affiliated with UCLA. Please provide the Commons User ID and full name of the individual.

Finally, the update to Form 7 is just one of many changes made to the PHS 2590 form set. For complete details of changes, please see [NOT-OD-09-139](#), dated August 28, 2009. Previous versions of Form(s) 2590 should be discarded and PIs, administrators and others responsible for preparing and/or reviewing progress reports should familiarize themselves with the new forms and guidelines.

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