

ASSIGNING FUND MANAGER ACCESS TO THE NIH ERA COMMONS

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These are instructions for PIs to grant their Fund Managers access to view Status tab information, such as final/submitted proposals and RPPRs, Notices of Awards, and other key documents.

1. PI logs into the NIH eRA Commons - <https://public.era.nih.gov/commons>
2. Click on the **Admin** tab at top left corner.
3. Click **Delegations** tab – you will see all the people who already have various access to your Commons account
4. Click **“Search or Add Delegate”**

U.S. Department of Health & Human Services | www.hhs.gov

Commons
A program of the National Institutes of Health

NIH | OER

Welcome:
ID: 2
Institution: UNIVERSITY OF CALIFORNIA LOS ANGELES
Roles: PI
[Logout](#) | [Contact Us](#) | [Help](#)

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTRAIN xTRACT Admin Supp eRA Partners Non-Research

Accounts Delegations

My Delegations ?

You have the ability to delegate the following authority(authorities): PPF, Progress Report, xTRAIN, Status

My Current Delegations

3 records found, displaying all records.

Name	Role(s)	Commons ID	PPF	Progress Report	xTRAIN	Status	Action
	ASST		✓	✓	✓	✓	Select
	ASST		✓	✓	✓	✓	Select
	SO; AO; PACR; ASST		✓	✓	✓	✓	Select

[Search or Add Delegate](#)

5. Enter your **Fund Manager’s (FM) Commons ID** and click **“Search”**.
6. Your FM’s name will pull up under Search Results. Click **“Select”** under Action.

Search for Delegates ?

This search may be used to add new delegates or edit the roles of your current delegates.

Search Criteria

Commons ID Last Name First Name Middle Name Role(s)

AA
AO

Hold down Ctrl key to do multiple select / deselect

You can perform a wildcard search by using the "%" character, for example: lastna% OR las%na%

[Search](#) [Clear](#) [Cancel](#)

Search Results

One record found.

Name	Role(s)	Commons ID	PPF	Progress Report	xTRAIN	Status	Action
	ASST						Select

[Return to My Current Delegations](#)

7. Check **“Status”** and click **“Save”**.

Delegate Authority(Authorities) ?

Select Delegation(s)

You have selected to delegate access to: ; ASST

You may assign the following delegation(s): PPF Progress Report xTRAIN Status

[Select All](#) [Clear All](#)

[Save](#) [Reset](#) [Cancel](#)

[Return to My Current Delegations](#)