eRA Commons Profile Webinar

September 12, 2013
Agenda

• Why maintain a profile with NIH
• Future links with profile and reporting
• What is in the profile
• Delegation
• Questions
• How to maintain the Commons profile
• Resources and tools
Poll Question

Have you used the eRA Commons Personal Profile?

• Yes
• No
The task of maintaining your personal information can be confusing.
NIH uses information in the Personal Profile to:

- display to the reviewer the status of eligibility for submitting under the continuous submission policy
- determine whether a PD/PI is eligible for Early Stage Investigator (ESI) status
- verify information submitted in grant applications
- populate specific forms (e.g., Statement of Appointment form)
- display to the user his or her publications residing in My NCBI
- contact users via Agency notifications
- compile aggregate reporting
- monitor submission of reference letters

Why should I maintain up to date info?
Future requirements

NIH GUIDE NOTICE

eRA Commons Accounts: Beginning on August 15, Grantee Commons Account Administrators should start encouraging graduate and undergraduate students and others to establish eRA Commons Accounts. All individuals establishing Commons Accounts should be encouraged to complete all requested fields. Beginning on October 18, 2013, warnings will appear in the eRA Commons screens to alert individuals identified as undergraduate students, graduate students, and postdoctoral researchers that the following fields should be completed: date of birth, gender, race, ethnicity, disabilities, US citizenship status and country of citizenship. For those who have completed undergraduate or graduate degrees (graduate students and postdoctoral researchers), the highest educational degree, the degree date, and the institution where it was earned also should be completed. Beginning on October 1, 2014, those fields in the eRA Commons screens will be required for individuals identified in any of those three roles.
Now is the time to get registered and complete your profile data.

That looks easier!
The Personal Profile

The Personal Profile includes information such as:
- Name, race/ethnicity, date of birth, contact information
- Employment history
- Reviewer work address
- Degrees earned

Personal Profile maintenance:
- Individual Commons users are responsible for keeping their information accurate and up-to-date.
- Commons will require a change of password every 90 days for security reasons.
- **Note:** Always keep your e-mail address up to date. E-mail addresses are used to retrieve forgotten passwords and as the primary source of communicating grants-related information.
Delegations
Establishing Institutional Workflow

eRA Commons allows many functions to be delegated to other registered Commons users (e.g., Assistants with the ASST role).

- Delegate PI
- Delegate PPF Edit
- Delegate Status
- Delegate xTrain Authority
- Delegate Sponsor
- Delegate FCOI
- Delegate Submit

This needs to be done for an ASST to edit or complete someone else’s profile
Managing Access

• The personal profile is the responsibility of the owner. Only the owner may delegate this responsibility to others.
Poll Question

• Are you a PPF Delegate for someone in your organization?
  • Yes
  • No
Question Break
The Personal Profile
The New Personal Profile Interface

New format allows for easy identification of missing required data.
Role based display

Undergraduates
Graduate Students
Scientists

Signing Officials
Business Officials
Account Admins
Assistants

Principle Investigators
Trainees

Internet Assisted
Reviewers
The information you give for gender, race, ethnicity, and disadvantaged background is used only for aggregated statistical reporting. Your individual information for these items is confidential and protected by the Privacy Act of 1974.

By filling in these items, you help NIH gather information on participation in NIH programs by people from diverse groups. That, in turn, helps NIH identify inequities in recruitment and retention, and promotes diversity in science.

### Gender

- **Gender**
  - Female
  - Male
  - Do not wish to provide

*Required Field(s)*

### Ethnicity and Race

- **Ethnicity**
  - Hispanic/Latino
  - Non-Hispanic
  - Do not wish to provide

- **Race** *(Check all that apply)*
  - American Indian or Alaskan
  - Asian
  - Black or African American
  - White
  - Native Hawaiian or Pacific Islander
  - Do not wish to provide

*This information is used only for aggregate statistical reporting.*

### Disability

- **Do you have a disability?**
  - Yes *(Check all that apply)*
    - Hearing
    - Mobility/Orthopedic Impairment
    - Visual
    - Other
  - No
  - Do not wish to provide

*This information is used only for aggregate statistical reporting.*
Principal Investigators/Internet Assisted Reviewers

Personal Profile Summary

- There are problems in the Demographics section.
- There are problems in the Name and ID section.

### NAME AND ID
- Citizenship Status in the U.S. is a required field.
- Citizen of U.S., but missing citizenship status.

### DEMOGRAPHICS
- Ethnicity is a required field.
- A minimum of one Race option is required if Withheld is not selected.
- Please choose one or more Race categories.

### EMPLOYMENT

### REVIEWER INFORMATION

### EDUCATION

### REFERENCE LETTERS
## Employment

You have 1 current job(s) and 0 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

### Current Jobs

<table>
<thead>
<tr>
<th>Dates</th>
<th>Employment and Contact Details</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2007 to present</td>
<td>SPA 6701 Rockledge Drive Bethesda, MD 20810 UNITED STATES Email: <a href="mailto:jotb@nih.gov">jotb@nih.gov</a> Phone: 301-596-1212</td>
<td><img src="icon" alt="You are affiliated with this institution." /> This is your Primary Employment.</td>
</tr>
</tbody>
</table>

### Past Jobs

There are no past jobs on file.
Find Institutions and Companies

Search by name, city and state

Enter Institution/Company Name: New Mexico
Tip: Most institutions and companies are listed by their full, official name.

Search only in City/State

- EASTERN NEW MEXICO MEDICAL CENTER
  EASTERN NEW MEXICO MEDICAL CTR
  465 W COUNTRY CLUB RD, ROSWELL, NM
- EASTERN NEW MEXICO UNIVERSITY
  ENIW STATION 5
  1500 S AVE K, PORTALES, NM
- EASTERN NEW MEXICO UNIVERSITY PORTALES
  EASTERN NEW MEXICO UNIV PORTALES
  PORTALES, NM 88130, PORTALES, NM
- EASTERN NEW MEXICO UNIVERSITY ROSWELL
  EASTERN NEW MEXICO UNIV ROSWELL
  BOX 6080, 12 UNIVERSITY BLVD, ROSWELL, NM
- GOODWILL INDUSTRIES OF NEW MEXICO
  GOODWILL INDUSTRIES OF NEW MEX
  1119 EDITH BLVD SE, ALBUQUERQUE, NM

OK  Cancel
Choose the address for reviewer communications and enter a home address for payments.
Please remember to enter employment information for the last 3 years, so that NH can determine any conflicts of interest.

**Reviewer Communications**

*What address should NH use to contact you for reviews?*

- Use my work address at:
- Use the home address on this page
- Provide a different address

*Street Address* 6706 Rockledge Drive

*City* Bethesda

*Country* UNITED STATES

*State* MARYLAND

*Zip Code* 20814

*Phone* 901-555-1212

*Email* gbehns@wetngh.gov

**Home Address**

You must provide a home address to be paid for your work as a reviewer. This address should be the same as the one you use for filing your Federal income tax. Once you have entered your address, you will be able to register in the Secure Payment Registration System (SPRS).

*Street Address* 6706 Rockledge Drive

*City* Bethesda

*Country* UNITED STATES

*State* MARYLAND

*Zip Code* 20814
Reviewer Payments

Reviewer payments are made through the Secure Payment Registration System (SPRS). You must setup your bank account and other payment information there.

Go to the Secure Payment Registration System ➤

Eligibility for Continuous Submission

If you participate in at least 5 qualifying meetings in an 18 month period, you are eligible for Continuous Submission for the following government fiscal year. This allows you to submit a grant application as soon as it is complete. (For example, 6 meetings between January 1, 2003 and June 30, 2010 make you eligible for continuous Submission from October 1, 2010 to September 30, 2011.)

What is Continuous Submission? ➤

Your Status

Am I eligible for continuous submission during this eligibility period?
Fiscal Year 2014 (09/01/2013 - 08/30/2014)

Your Status

For Fiscal Year 2014 (09/01/2013 - 08/30/2014), you are not eligible for Continuous Submission.

(If you are eligible for Continuous Submission, you can see your name on the Continuous Submission eligibility list.)

You participated in 6 meeting(s) from 01/01/2012 to 06/30/2013.

What do I do if meetings that I think should count are missing from this list?
You have 1 completed degrees or residencies, and 0 in progress

Enter all post-high school degrees completed or in progress. It should also include your latest medical residency, if you have one. You may enter degrees in any order.

Your degree information is sometimes checked against grant applications or used to populate other forms. Your highest degree can affect eligibility for awards or appointments.

Trainees: This information is critical. We use it to determine eligibility, and it can affect stipends.

Medical Residency: If you entered at least one completed degree, you can add a medical residency. Commons includes information on only one medical residency at a time. If you already have a medical residency listed and you now want to tell us about a new residency, use Edit Residency to change the information.

Fellowships: Enter post-doctoral fellowships and assistantships on the Employment page.

### Your degrees

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Degree and Institution</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2005</td>
<td>PhD University of Higher Learning</td>
<td><img src="edit.png" alt="Edit" /> <img src="delete.png" alt="Delete" /></td>
</tr>
</tbody>
</table>

### Your residency

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Area of Residency</th>
<th>Action</th>
</tr>
</thead>
</table>

### Early Stage Investigator (ESI) Status

ESI status gives you special consideration and enhanced benefits when applying for certain grants. Young investigators have this status for 10 years after they receive a PhD.

See more information on ESI »
This permanent address should be one where you can be reached for follow-up surveys after your training program is complete. Do not give your current home address, unless it is also your permanent address.

*Street Address:
*City:
*Country:
*State:
*Zip Code:
*Phone:
*Email:

Enter an address where we can reach you after your current student or trainee period is over. It may be in care of someone.

Enter an email address where NIH can contact you after you complete this trainee position.
Disability
  *Do you have a disability?  
  □ No  □ Yes (Check all that apply)  
  □ Hearing  □ Mobility/Orthopedic Impairment  
  □ Visual  □ Other  
  □ Do not wish to provide

Questions for Those in Training and Career Development Programs
*Required for a person appointed to and supported by a NRSA or non-NRSA research training award (Trainee), institutional career award (Scholar) or research education award (Participant)

Are you delinquent or the repayment of any U.S. Federal debt?  
  ◼ No  ◼ Yes  
  If your answer is "yes" you must explain.

Are you from a disadvantaged background?  
  ◼ No  ◼ Yes  
  □ Do not wish to provide

A "yes" answer with an explanation will not necessarily keep you from getting an appointment as a trainee. However, you may be contacted to provide more information. See examples of data that would require a "yes" answer.

You may be from a disadvantaged background if you are from one of the following: a family with below average income or a social, cultural, or educational environment that kept you from obtaining the knowledge, skills, and abilities you need for a research career.

See the full definition of "disadvantaged background."
Saving! All Required Date Must be Entered
Poll Question?

Which cannot be edited in the eRA Commons Personal Profile?

A. Degree Information
B. Publications
C. Citizenship
D. Residency
Commons Demo Site
You are welcome to use our non-production demo environment to ‘play’ with Profiles

https://public.uat.era.nih.gov/commons
Creating an eRA Commons Account, Searching for an Account
http://era.nih.gov/commons/steps_commons.cfm #step4

eRA Commons Personal Profile Overview (video)
http://era.nih.gov/era_training/commons.cfm

Personal Profile Online HelpAccounts
http://era.nih.gov/erahelp/PPF/
Although we’ve worked closely with Grants.gov, ASSIST is a system developed and managed by NIH.

The eRA Commons Help Desk should be an applicant’s first stop for support.
We welcome continued feedback to help with completion of your profiles.

Have suggestions? Let us know through the eRA Help Desk web ticketing system

https://public.era.nih.gov/commons_help

- Choose ‘Other’ for the ‘I need help with question’
- Start your Description with ‘Profile Feedback’
Questions
Thank you!

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This Webinar is being recorded.