



eRA Commons Roles



A Signing Official (SO) role has the following privileges:

- Register the applicant institution in the eRA Commons.
- Create and update the institutional Profile (IPF).
- Create/delete/update all Commons accounts (except IAR and TRAINEE accounts).
Note: The SO cannot modify a user's Personal Profile.
- Create affiliation of an existing PI and/or IAR Commons account.
- Submit electronic grant application(s) on behalf of the institution via Grants.gov (outside of eRA Commons), if also registered with Grants.gov as Authorized Organization Representative (AOR).
- View status of all grant applications originating from their institution and any errors or warnings that may have been triggered.
- View assembled image of submitted grant applications before they move on for further processing.
- Reject grant applications to address warnings or if some part of the application was lost or did not transfer correctly during the submission process due to a Grants.gov or Commons issue.
- View award information for all grants awarded to the institution. Note: Cannot view summary statement or priority score.
- Submit Just-in-Time information.
- Can View the following Training Grant related items: Trainee Roster, List of Grants, Grant Summary, Routing History, PDF formatted Appointments/Amendments/Terminations.
- Delegate Electronic Streamlined Noncompeting Award Process (eSNAP) edit authority to another user on behalf of the PI.
- Delegate submit authority for progress reports (eSNAPs) to the Principal Investigator (PI).
- Submit eSNAPs on behalf of the institution.
- Submit Final Progress Report
- This role should not be combined with PI role.

A Business Official (BO) role has the following privileges:

- Used with xTrain, a service to electronically manage Appointments for awarded Training Grants.
- Can View the following Training Grant related items: Trainee Roster, List of Grants, Grant Summary, Routing History, PDF formatted Appointments/Amendments/Terminations.
- Initiate, update, route and submit Termination Notices (only user authorized to submit TNs.)

A Principal Investigator (PI) role has the following privileges:

- Edit Personal Profile.
- Delegate edit authority of own Personal Profile authority to others.
- View status of all grant applications for which they are the designated PD/PI, including any errors or warnings that may have been triggered.
- View assembled image of submitted grant applications before they move on for further processing.
- View Study Section/Meeting Roster of the Review Group that will be reviewing your application.
- View Review outcome information and Summary Statements.
- View Notice of Award for all grants for which they are the designated PD/PI.
- Delegate xTrain Authority to ASST so they can perform same actions and receive same notifications as PI except for the ability to submit Appointments to Agency.



- Can View the following Training Grant related items using xTrain: Trainee Roster, List of Grants, Grant Summary, Routing History, PDF formatted Appointments/Amendments/Terminations.
- Initiate, update, route and submit Appointments, Re-Appointments and Amendments in xTrain.
- Initiate, update and route Termination Notices in xTrain.
- Initiate eSNAP.
- Delegate eSNAP edit authority.
- Submit eSNAP (if given the authority by SO).
- Delegate Status authority to others within the Institution so that they can see PI grant information (except Review outcome information and Summary Statement).
- This role should not be combined with SO role. Can be combined with IAR role.

A Trainee (TRAINEE) role has the following privileges:

- Used with xTrain, a service to electronically manage Appointments for awarded Training Grants.
- View his/her own PDF formatted Appointments/Amendments/Terminations and their Routing history.
- Update and route his/her own Appointments/Amendments/Terminations.

An Administrative Official (AO) Role has the following privileges:

- Create all accounts (**except** IAR, TRAINEE, and BO).
- Update only Commons accounts created by the AO.
- View status and award information for all institution grants. Note: Cannot view summary statement or priority score.
- Create affiliation of an existing PI or IAR Commons account and the institution.

Note: The AO cannot modify the Institutional Profile.

An Account Administrator (AA) Role has the following privileges:

- Create/edit all Commons accounts (except IAR and TRAINEE accounts).

Note: The AA cannot create/modify an Institutional Profile or user's Personal Profile.

An Assistant Role (ASST) has the following privileges:

- Edit own Personal Profile data.
- Edit PI's Personal Profile if delegated by PI.
- Edit PI's eSNAP data if delegated by PI.
- View PI Grant Status if delegated by PI.
- Perform PI xTrain functions (except submit to agency) if delegated by PI.

A Financial Status Report (FSR) Role has the following privileges:

- Submit Financial Status Reports on behalf of the institution.

Note: An account with only the FSR role assigned only can perform FSR tasks. An account can include multiple roles, including that of FSR.

An Internet Assisted Review (IAR) Role has the following privileges:

- Edit own Personal Profile and Reviewer address data.
- Use Internet Assisted Review (IAR) to submit critiques and preliminary scores for applications to be reviewed at a meeting for which they are enabled. This role is granted by a Scientific Review Administrator and does not require Institution Affiliation.
- If affiliated with an institution, the reviewer can take advantage of other Commons features such as Status.

