

Process for delegating rights to the assistant role for the purpose of administrative supplements

- Login to eRA Commons
- Select the Admin menu tab from the Commons navigational bar
- Select the Delegations option from the Admin menu

The My Delegates screen opens. If applicable, the My Current Delegations area of the screen displays a table of your existing delegations. If you have no current delegations, the table will indicate 'No records were returned.'

- Select the 'Search or Add Delegate' link. Search parameters will display on the screen; enter the appropriate search criteria, using the percent (%) sign if you need to as a wildcard. Hold down the CTRL key when selecting Roles from the dropdown menu to select more than one role at a time
- Select the 'Search' button
- Search results will display in the Search Results area, including the user's Name, Role(s), Commons ID, and currently delegated authorities (indicated by marked checkboxes next to the listed authorities)
- If the search results span several pages, use the next and previous page arrows to move forward or back one page or the first page and last page arrows to navigate to the beginning or end of the list.
- Locate the user whose delegations you wish to edit and click the 'Select' link associated with that user

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Admin Supp eRA Partners
Accounts Delegations

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) | |
| | spalding | | | AA AO | Hold down Ctrl key to do multiple select / deselect |

You can perform a wildcard search by using the "%" character, for example: lastname% OR %role%

Search Clear Cancel

Search Results

One record found.

| Name | Role(s) | Commons ID | PPF | Progress Report | xTRAIN | Status | Action |
|-------------------|---------|------------|-----|-----------------|--------|--------|--------|
| Spalding, Frances | SO | TOBYTHREE | | | | | Select |

- The Delegate Authority (Authorities) screen will display the selected user and the authorities available to delegate to that user
- Mark or unmark the checkbox(es) of the authority for the Progress Report for the assistant(s) and click the 'Save' button to complete the process

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Admin Supp eRA Partners
Accounts Delegations

Delegate Authority(Authorities)

Select Delegation(s)

You have selected to delegate access to: Spalding, Frances: TOBYTHREE: SO

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

Select All Clear All

Save Reset Cancel

[Return to My Current Delegates](#)

For the administrative supplement in the eRA Commons the Assistant must have access through the **Progress Report delegation to work on the proposal.**