

Attachment D—eRA Commons Personal Profile Screen Shots

*See pages 2, 3, and 16 for proposed
changes*

eRA - Electronic Research Administration - Windows Internet Explorer

M:\gibbs_dev\External\Commons\docs\2.requirements\use_cases\PPF\Improved Usability PPF Use Cases\Sci

File Edit View Favorites Tools Help

Convert Select

Favorites eRA - Electronic Res... eRA - Electronic ...

NAME AND ID

* Required Field(s)

Name

Prefix

* First Name

Middle Name or Initial

* Last Name

Suffix

If you have a common name, please include your middle name to help uniquely identify you.

When you submit a grant, enter your name there the same way you do here.

Email Address

* For managing this profile

NIH will use this mail if you need to reset your password or if there is no other way to reach you.

Address for Grants-Related Communication

Use contact information from current job

Select one of your job addresses to receive all grants-related communication (by email or mail)

...or update the address [Edit this job](#)

... or use a new work address [Add a new job](#)

Identification

* Date of Birth

Your birth date helps NIH staff in identifying and managing your system records.

or Do Not Wish to Provide

Social Security Number

NIH asks that you voluntarily provide the last 4 digits of your Social Security Number to accurately identify this account.

[Commons Privacy Notice](#)

Citizenship Status

* Required for research training, a fellowship program, or a career development program.

* What country are you a citizen of?

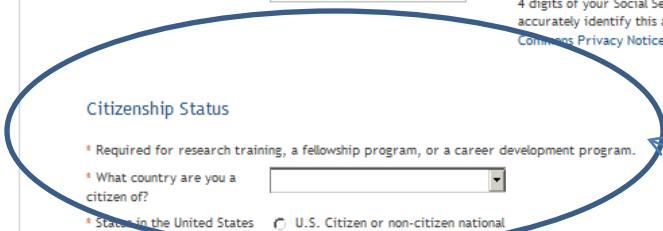
* State in the United States U.S. Citizen or non-citizen national

Non-U.S. Citizen

With a permanent U.S. Resident visa

With a temporary U.S. Visa

Not residing in the U.S.



On screen text to be modified to also include: “*Required for Undergraduate, Graduate Students, & Postdocs

Windows Internet Explorer

ons/docs/2.requirements/Use_cases/PPF/Improved%20Usability%20PPF

tration

DEMOGRAPHICS

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 promote diversity in science.

* Required Field(s)

Gender

* Gender

Female

Male

Do not wish to provide

This information is used only for aggregate statistical reporting.

Ethnicity and Race

* Ethnicity

Hispanic/Latino

Non-Hispanic

Do not wish to provide

* Race Check all that apply

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

Do not wish to provide

This information is used only for aggregate statistical reporting.

Disability

* Do you have a disability?

No

Yes (Check all that apply)

Vision

Hearing

Mobility/Orthopedic

Other

Do not wish to provide

This information is used only for aggregate statistical reporting.

On screen text to be modified to read something like:

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 promote diversity in science.

- Yes (Check all that apply)
 - Vision
 - Hearing
 - Mobility/Orthopedic
 - Other
- Do not wish to provide

aggregate statistical reporting.

Questions for Those in Training and Career Development Programs

* Required for anyone appointed to an institutional training grant, research education award, or institutional career development award

Are you delinquent on the repayment of any U.S. Federal debts?

- No
- Yes

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.

If your answer is "yes" you must explain.

[See examples of debts that would require a "yes" answer](#) »

Are you from a disadvantaged background?

- No
- Yes
- Do not wish to provide
- Not applicable to me - I am not an undergraduate

* Required for Trainees

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"](#) »

EMPLOYMENT

CLOSE

You have 3 current jobs and 2 past jobs

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

Add a New Job

Dates

August 1999 to present

Employment and Contact Details

University of Name
Director of James L.
Smith Center for
Biochemistry
Biology Department
Building Name
123 Research Street
City, State 00000
Email:longname@internet.edu
Phone: 123-456-7890

Status

- The grants-management office at this institution has affiliated you for grant submissions.
- You have selected this address for reviewer correspondence.
This is your Primary Employment.

Edit

Update Info

Leave Job

February 2008 to present

Innovation Ventures
Consulting Researcher
123 Research Street
City, State 00000
Email:longname@internet.edu
Phone: 123-456-7890

- You are not affiliated for grant submission at this institution.
- You have selected this address for grants communication.

Edit

Update Info

Leave Job

November 2006 to present

Another University
Visiting Fellow
123 Research Street
City, State 00000
Email:longname@internet.edu
Phone: 123-456-7890

- The grants-management office at this institution has affiliated you for grant submissions.

Edit

Update Info

Leave Job

123 Research Street
City, State 00000
Email:longname@internet.edu
Phone: 123-456-7890

Edit Update Info Leave Job

February 2008 to present

Innovation Ventures
Consulting Researcher
123 Research Street
City, State 00000
Email:longname@internet.edu
Phone: 123-456-7890

You are not affiliated for grant submission at this institution.
You have selected this address for grants communication.

Edit Update Info Leave Job

November 2006 to present

Another University
Visiting Fellow
123 Research Street
City, State 00000
Email:longname@internet.edu
Phone: 123-456-7890

The grants-management office at this institution has affiliated you for grant submissions.

Edit Update Info Leave Job

Past Jobs

Add a Past Job

Dates	Institution and Position	Status
August 1990 to June 2001	University of Name Post-doctoral Fellowship	You are still affiliated with this institution for grant submissions. If this is incorrect, contact the grants-management office.
	Edit	
August 1989 to June 1990	University of Name Post-doctoral Fellowship	You are still affiliated with this institution for grant submissions. If this is incorrect, contact the grants-management office.
	Edit	

Add New Job

Add a New Job

* Employer I work in a company or institution outside NIH
(scenario A- no company found) [Choose from List](#)

(scenario B- company selected, user wants to change) Name of Company [Change](#)

I work inside NIH
(scenario C- user selected NIH)

* Start Date MM/YYYY

End Date MM/YYYY (leave blank if still in this job)

Job Title

About this job

NIH uses this information for statistical analysis

This is my primary employment

* This job is Full time Part time

* This is a job working directly for the federal government Yes No

This is a faculty teaching position

(scenario 1- user selects faculty) Select the best match to your academic rank

This is an academic administrative position

(scenario 2- user selects faculty) Select the best match to your administrative position

Your address and contact information at this job

Use this contact information for grants-related correspondence

* Email

* Phone

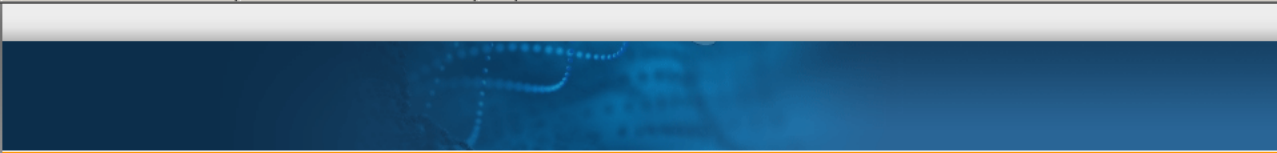
* Street Address

* City

* State

* ZIP Code

* Country



REVIEWER INFORMATION CLOSE

Choose the address for reviewer correspondence and enter a home address for payments.

Please remember to enter employment information for the last 3 years, so that NIH can determine any conflicts of interest.

* Required Field(s)

Reviewer Correspondence

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

Use my work address at:

or use a new work address. [Add a Job](#)

Use the home address on this page

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

* City

* State

* Zip Code

* Country

Reviewer Payments

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

* City

* State

* Zip Code

* Country

Reviewer Payments

Reviewer payments are made through the Secure Payment Registration System (SPRS). You must set up 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 6 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.

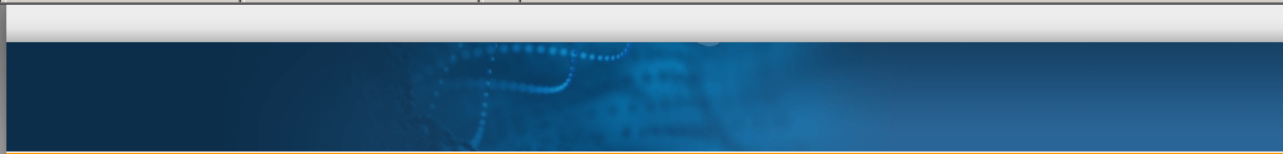
For example, 6 meetings between January 1, 2009 and June 30, 2010 make you eligible for continuous Submission from October 1, 2010 to September 30, 2011.

[What is Continuous Submission?](#) »

[What meetings count towards eligibility?](#) »

Am I eligible for

[Show Eligibility Status](#) »



TRAINEE PERMANENT ADDRESS ✖ *There is required information missing from the Trainee section.*



CLOSE

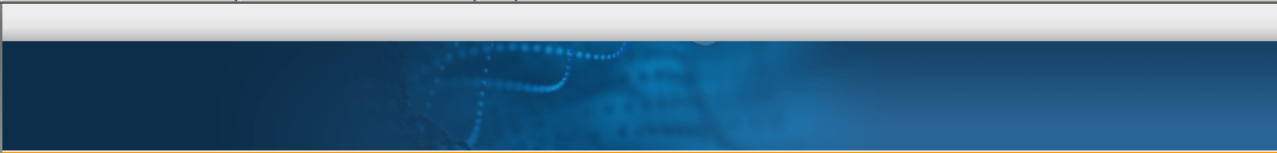
This permanent address should be one where you can be reached for follow-up surveys after your training program is complete. Do not give your current home address, unless it is also your permanent address.

* Required Field(s)

* Street Address	<input type="text"/>
* City	<input type="text"/>
* State	<input type="text" value="Please Select a State"/>
* Zip Code	<input type="text"/>
* Country	<input type="text"/>
* Email	<input type="text"/>
* Phone	<input type="text"/>

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



 EDUCATION CLOSE

You have 4 completed degrees or residences and 1 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, us Edit Residency to change the information.

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

Your degrees

Add a Degree

Date Completed	Degree and Institution	Action
In Progress Anticipated June 2011	MPH University of Big Name	 
June 1998	PHD in molecular science University of Big Name	 
May 1992	MD University School of Medicine	 
June 1998	Diploma in Chemistry University of Twente, Twente, Netherlands	 

Your residency

Add a Residency

- ✓ PERSONAL PROFILE
- SUMMARY
- ✓ NAME AND ID
- ✓ DEMOGRAPHICS
- ✓ EMPLOYMENT
- ✓ REVIEWER INFORMATION
- ✗ TRAINEE INFORMATION
- ✓ EDUCATION
- ✓ REFERENCE LETTERS
- ✓ PUBLICATIONS



EDUCATION



You have 4 completed degrees or residences and 1 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.

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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, us [Edit Residency](#) to change the information.

Fellowships: Enter post-doctoral fellowships and assistantships on the [Employment](#) page.

Your degrees

[Add a Degree](#)

Add a Degree

*Required Field(s)

*Degree Name

If your degree is not in the list, select one of the "Other Degree" options.

*Status Completed in MM/YYYY

In Progress, expected MM/YYYY

If you do not expect to complete this degree, leave the date blank.

Length of program in progress

*Institution

If the institution is outside the US, enter the city and country where it is located:

Is this your terminal degree?

Area of Study Primary

Secondary



[Add](#)



[Add Another Degree](#)



Date Completed

Degree and Institution

Action

June 1998 PHD in molecular science University of big Name  

May 1992 MD University School of Medicine  

June 1998 Diploma in Chemistry University of Twente, Twente, Netherlands  

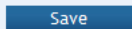
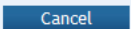
Your residency 



Date Completed	Area of Residency	Action
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Add a Residency * Required Field(s)

Area of Residency

Date Completed * (MM/YYYY)
(or expected)



 

December 1995 Medical Residency in oncology  

Edit Residency * Required Field(s)

Area of Residency

Date Completed * (MM/YYYY)
(or expected)

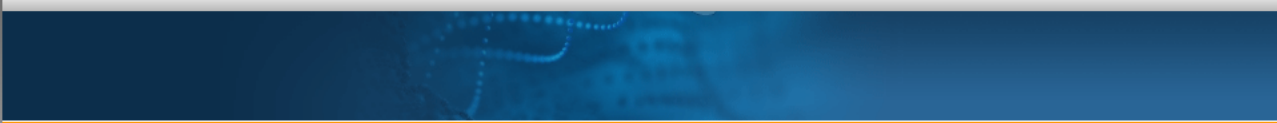
 

Early Stage Investigator (ESI) Status

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](#) »

Your Status No longer an early stage investigator
Your PhD was completed in 1998, over 10 years ago



 REFERENCE LETTERS  CLOSE

See more Information on ESI

This page lists all electronically submitted reference letters that NIH has received for you. Letters of support from potential collaborators on a grant are not listed here.

Please see your grant documentation to see oif it requires letters of reference.
[More information about reference letters](#) »

These entries will stay on this page beyond the grant for which they were received.

Date Received	Reference Letter From	Supporting Application
August 5,2009	Smith, Josephine L. Department:Cancer Biology University of Name email@university.edu	The long title of grant as listed in the project title. Grant F#@ 000000-00 FOA:XX00-000
August 10,2009	Johnson,Chris Department:Cancer Biology University Name email@university.edu	The long title of grant as listed in the project title. Grant F#@ 000000-00 FOA:XX00-000

Submit Reference Letter

Notes and Tips:

- If you are submitting a reference for a fellowship application, please make sure that you are using the [Fellowship Reference Form](#) that has ratings, evaluation, and referee information. Write down and keep the confirmation number you are assigned in case you need to resubmit the reference form. Previously submitted document will be overwritten if you resubmit.
- If your reference letter is not attached to your application, please check the FOA number. If this number is incorrect, the letter must be resubmitted by the referee with the correct FOA number.

* indicates required field

Referee Information

Referee First Name:*

Referee Last Name:*

Referee MI Name:

Referee Email:*

Referee Institution/Affiliation:*

Referee Department:*

Applicant Information

PI Commons User ID:*

PI Last Name:*

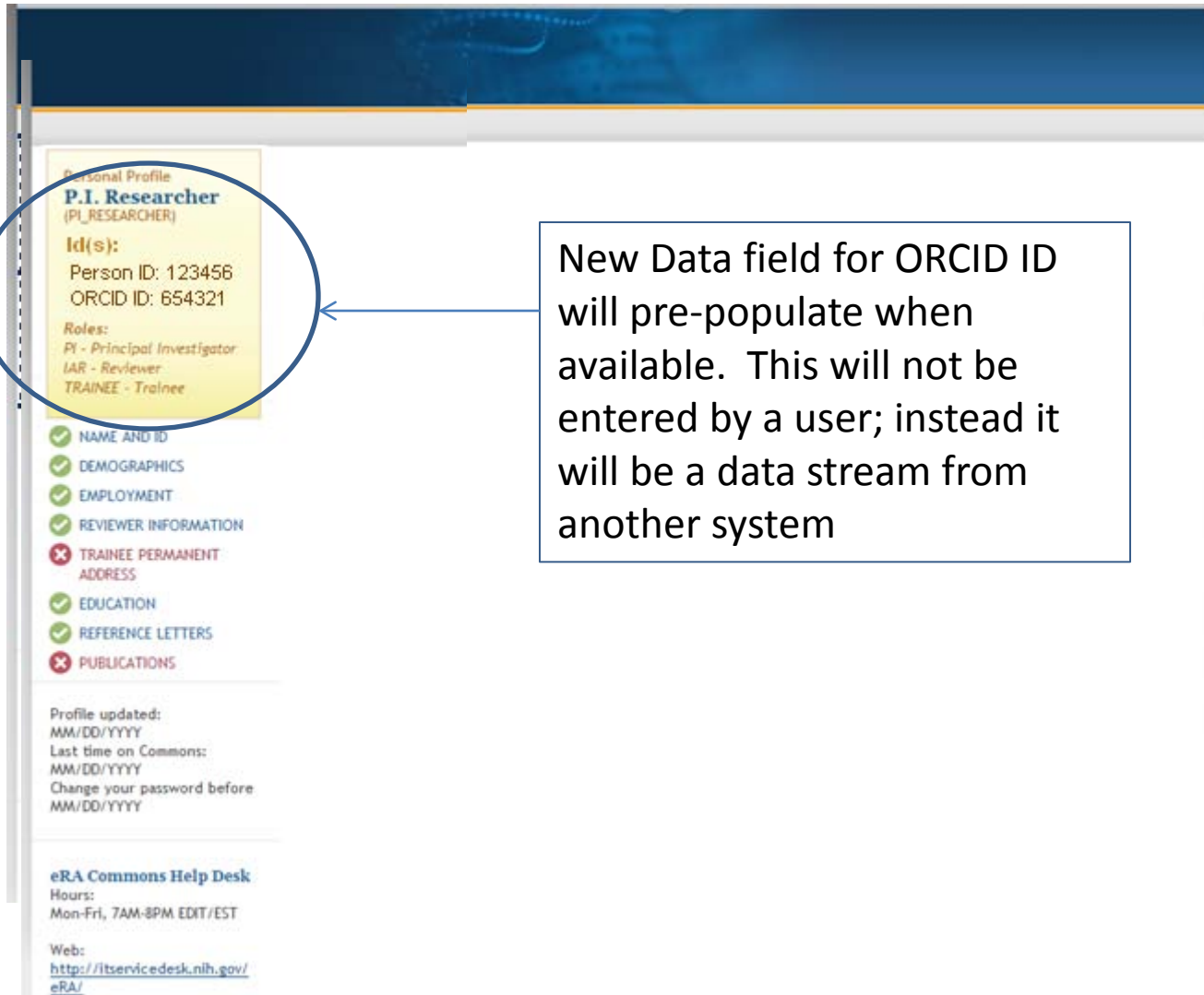
Funding Opportunity Announcement Number:*

Reference Letter Confirmation # (if re-submitting):

Continue

Cancel

Navigation



The screenshot shows a user profile page for a 'P.I. Researcher'. A blue circle highlights the 'Id(s)' section, which contains 'Person ID: 123456' and 'ORCID ID: 654321'. A blue arrow points from a text box on the right to the ORCID ID field. The text box contains the following text:

New Data field for ORCID ID will pre-populate when available. This will not be entered by a user; instead it will be a data stream from another system

Personal Profile
P.I. Researcher
(PI_RESEARCHER)

Id(s):
Person ID: 123456
ORCID ID: 654321

Roles:
PI - Principal Investigator
IAR - Reviewer
TRAINEE - Trainee

- ✓ NAME AND ID
- ✓ DEMOGRAPHICS
- ✓ EMPLOYMENT
- ✓ REVIEWER INFORMATION
- ✗ TRAINEE PERMANENT ADDRESS
- ✓ EDUCATION
- ✓ REFERENCE LETTERS
- ✗ PUBLICATIONS

Profile updated:
MM/DD/YYYY
Last time on Commons:
MM/DD/YYYY
Change your password before
MM/DD/YYYY

eRA Commons Help Desk
Hours:
Mon-Fri, 7AM-8PM EDT/EST

Web:
<http://itservicesdesk.nih.gov/eRA/>