

## Attachment B

From PHS 398 Instructions

### 2.2.4.2 Commons Registration for the Project Director/Principal Investigator (PD/PI) and Individuals with an Undergraduate, Graduate Student, or Postdoctoral Role

The individual(s) designated as the PD/PI(s) on the application must be registered in the Commons. **This registration must be done by an organizational official (or delegate) who is already registered in the Commons.** To register PD/PIs in the Commons, refer to the NIH eRA Commons System Users Guide ([http://era.nih.gov/Docs/COM\\_UGV2630.pdf](http://era.nih.gov/Docs/COM_UGV2630.pdf)). For applications reflecting multiple PD/PIs, all PD/PIs must be assigned the PD/PI role, even those at organizations other than the applicant organization. The contact PD/PI for a multiple PD/PI application must be affiliated with the applicant organization.

Once the PD/PI has received email confirming his/her registration within the Commons, the PD/PI must verify that all Personal Information located within the Personal Profile tab in the eRA Commons System is accurate. Please have the PD/PI review and update, as needed, data elements such as first name, middle initial, last name, prefix and/or suffix to PD/PI name (including all embedded punctuation), email, phone, fax, street address, city, state, country, zip and degrees earned. The PD/PI must enter the date of his/her terminal research degree, or end date of medical residency, to receive consideration as an Early Stage Investigator. All data must contain the most recent information in order for the application to be processed accurately.

Both PD/PI and SO need separate accounts in Commons since both must verify the application. If you are the SO for your organization as well as a PI of the grant, you will need two separate accounts with different user names – one with SO authority and one with PI authority. When an organization is registered, an SO account is created. Log on to the account with the SO authority role and create another account with PI authority.

Individuals with an undergraduate, graduate student, or postdoctoral role and one month or more of effort must also be registered in the eRA Commons and should verify that all Personal Information located within the Personal Profile tab in the eRA Commons System is accurate. When an individual is assigned an Undergraduate, Graduate Student, or Postdoctoral Role in the Commons, responses to certain data in the Personal Profile tab are required to meet NIH reporting requirements to Congress. The Commons user name ID for those with an undergraduate, graduate student, or postdoctoral role is not required at the time of application submission, but will be required as part of the Research Performance Progress Report (RPPR). A Commons ID is strongly encouraged, but currently optional, for all other project personnel. A general Commons Role of Project Personnel is available for those not assigned other Commons Roles.

### **1.7.1 Collection of Personal Demographic Data**

Federal Agencies have a continuing commitment to monitor the operation of its review and award processes to detect, and deal appropriately with, any instances of real or apparent inequities. In addition, section 403 of the 2007 NIH Reform Act requires NIH to report to Congress specifically on the outcomes and effectiveness of various types of training programs, including training supported through research grants; and section 489 of the PHS Act requires NIH to perform a continuing assessment of research personnel needs. Personal demographic data on PD/PIs, students, and postdoctorates working on NIH research projects is vital to comply with these requirements.

NIH collects personal data through the eRA Commons Person Profile. The data is provided one-time by the individual through a secure, electronic system, is private, and is maintained under the Privacy Act record system 09-25-0036, "Grants: IMPAC (Grant/Contract Information)." When completing the data entry in the Commons Personal Profile, the individual is responsible for providing true, accurate, and complete data. Commons IDs are required for individuals holding the following Commons Roles: PI; Undergraduate, Graduate Student, Postdoctoral. Responses to certain data in the Personal Profile are now required to meet NIH reporting requirements to Congress. Note in some cases, an acceptable response is "Do Not Wish to Provide". All analyses conducted on date of birth, citizenship, gender, race, ethnicity, disability, and/or disadvantaged background data will report aggregate statistical findings only and will not identify individuals. For some programs (e.g., Ruth L. Kirschstein National Research Service Awards and Research Career Development Awards) citizenship data is required to determine eligibility.

The PHS also requests the last four digits of the Social Security Number (SSN) for accurate identification of individuals and for management of PHS grant programs. Please be aware that no individual will be denied any right, benefit, or privilege provided by law because of refusal to disclose this portion of the SSN. The PHS requests the last four digits of the SSN under Sections 301(a) and 487 of the PHS Act as amended (42 U.S.C. 241a and U.S.C. 288).