



## A. Provide General User Information

First Name:

Middle Name / Initial:

Last Name:

Date of Birth (optional):

Email Address (email address used for professional correspondence & checked regularly):

## B. Do you have an existing eRA Commons ID with another institution?

(i.e. received login as former T32 trainee?)

No

Yes If yes, name of Institution:

Note: existing eRA Commons ID will be affiliated with UCLA instead of creating new account

If yes, provide existing commons ID (if known):

## C. I request the following action(s) - check all that apply

### Generate new eRA Commons ID

➔ Select applicable Role (s):

PD/PI ASST Sponsor Postdoc Trainee Grad Student

### Update / Add Role to existing eRA Commons ID

➔ Select applicable Role (s):

PD/PI ASST Sponsor Postdoc Trainee Grad Student

### Add UCLA Institutional Affiliation to existing eRA commons ID

#### Common eRA Commons Role Descriptions [https://era.nih.gov/files/eRA\\_Commons\\_Roles.pdf](https://era.nih.gov/files/eRA_Commons_Roles.pdf)

- Principal Investigator (PI): To serve as PD/PI on a NIH proposal (including individual fellowships), one must have the PI role assigned to their commons ID.
- Assistant "ASST": Role allows PI to delegate access to 'ASST' to help with award management, RPPR, etc
- Sponsor: If serving as a sponsor on an individual fellowship, must have sponsor role
- Trainee Role (institutional training grant appointees only): Provides xTrain for electronic appointment mgmt
- Postdoctoral Role\*: (for RPPR reporting purposes only) For postdoctoral trainees participating on a non-NRSA, NIH-funded project for at least one person month
- Graduate Student Role\*: (for RPPR reporting purposes only) For graduate students participating on a non-NRSA, NIH-funded project for at least one person month

**\*Note:** The Graduate Student and Postdoctoral eRA Commons roles should NOT be used for those submitting Individual Fellowships; the PD/PI role is used for those submissions. Nor should they be used for individuals supported by institutional training grants using xTrain (i.e., T32); the Trainee Role must be used for those individuals.

## D. Obtain approval signature from PI/mentor for all non-faculty (staff, trainee) requests:

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date

return completed form to [preaward@mednet.ucla.edu](mailto:preaward@mednet.ucla.edu) for processing