How to Register for eRA Commons

**Important!** To submit NIH grants electronically via Grants.gov, investigators must be registered with eRA Commons.

**STEP 1:** Contact Office of Sponsored Projects (OSP) Grants and Contracts Officer

Neal Moss (Pediatrics)
801.585.6367
neal.moss@osp.utah.edu

**Information Required by Grants and Contracts Officer:**

- Principal Investigator (PI) Name
- E-mail Address
- Grant # or Application # if investigator has been previously awarded a grant or submitted a grant application.

**Note:** Ask the Grants and Contracts Officer when she will submit to NIH. Anticipated turnaround time should be 2-3 days.

**STEP 2:** PI will be contacted by NIH via email

**Important!** After you are registered, you will receive an email from NIH. When you go into eRA Commons system—if you find errors—please accept the account and make the necessary corrections. It is much more difficult to cancel and re-register for an account and could cause long delays.

NIH eRA Commons [http://era.nih.gov/areas/com/index.cfm](http://era.nih.gov/areas/com/index.cfm)


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