

ERA COMMONS ACCOUNT REQUEST

Grants Only

I AM REQUESTING TO:

- Obtain a new eRA Commons account.
- Add a role to my existing eRA Commons ID. My eRA Commons ID is: _____
- Affiliate my eRA Commons ID with UAB. My eRA Commons ID is: _____
- Un-affiliate my eRA Commons ID with UAB. My eRA Commons ID is: _____
- Verify if I have an eRA Commons ID.
- Reset my password. My eRA Commons ID is: _____

SELECT THE ERA COMMONS USER ROLE TO BE ADDED:

eRA Commons User Role Description

- Principal Investigator (PI)
- Assistant (ASST)
- Post-Doctoral (Post-Doc)
- Trainee
- Graduate Student
- Undergraduate Student
- Project Personnel
- Scientist
- Sponsor

FOR NEW ACCOUNTS, COMPLETE THE INFORMATION BELOW:

| | | | |
|---------------|--|--------------|--|
| First Name | | MI | |
| Last Name | | UAB BlazerID | |
| Department | | UAB Email | |
| UAB Job Title | | UAB Phone # | |

COMPLETE THE STEPS BELOW:

1. Email your eRA Commons Account Setup Request to osp@uab.edu or fax it to 975-5977.

Complete steps 2 – 5 within 72 hours of account initiation or the account will expire!

2. **eRA Commons** will send an initial email containing your username once OSP has created your Commons ID.
3. **eRA Commons** will send a second email containing a system generated password.
4. Click on the link. Enter your username and the system generated password.
5. You will be required to enter a new password. Enter a password that meets the system requirements and your account will be active.