eRA User Role Creation and Administration

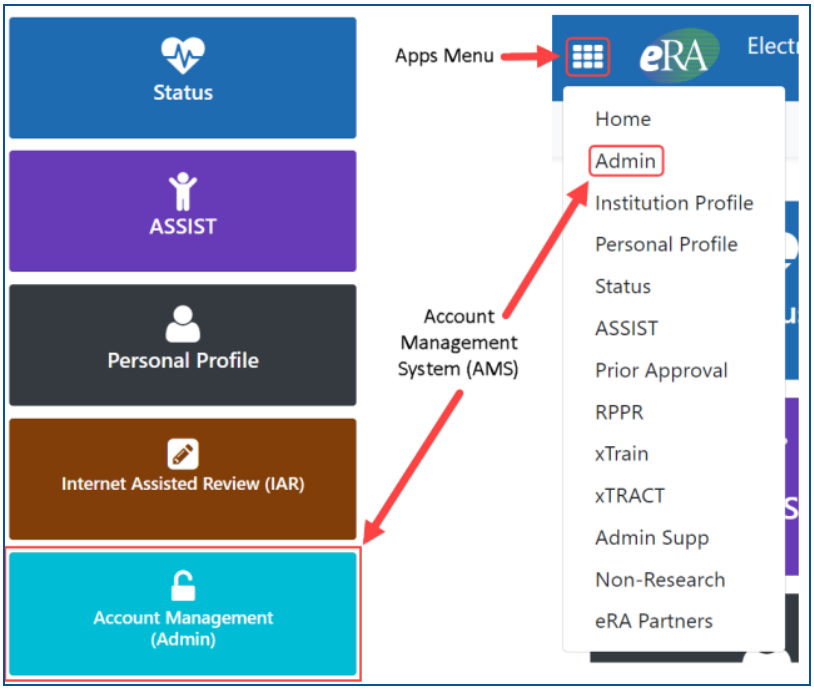
The **Account Management Module (AMM)** facilitates user and system account administration based on assigned user roles, providing a way to search, create new, or manage existing user accounts from your organization. AMM is only available to users with the **Signing Official (SO), Administrative Official (AO),** and **Account Administrator (AA)** roles. There are roles that cannot be combined with other roles (noted in the table below); if multiple roles that cannot be combined need to be assigned to one user, the user will need to create a separate eRA account to assign the additional role to.

Administrative Roles		
Role Name	**Description**	**eRA Module Permissions**
Signing Official (SO)	The SO has institutional authority to legally bind the institution in grants administration matters. The SO can create, view, and modify all user accounts across their organization. The SO can submit grant applications via grants.gov if they are their organization's Authorized Organizational Representative (AOR). **The SO cannot be combined with the PD/PI role.**	❖ **eRA Commons** - Organization registration ❖ **Account Management Module (AMM)** - create/manage all user accounts ❖ **Personal Profile (PPF)** - View and modify their PPF ❖ **Institution Profile (IPF)** - View and update the organization's IPF ❖ **Status** - View all grant applications; accept/decline new awards; submit revision requests; submit Performance Progress Reports (PPRs) and satisfy specific award conditions ❖ **Research Performance Progress Report (RPPR)** - initiate, edit, review, and submit RPPR
Administrative Official (AO)	The AO can review all grant applications within the institution for accuracy and can create/manage all organizational accounts except for the SO role. The SO and AO roles can be combined. **The AO cannot be combined with the PD/PI role.**	❖ **Account Management Module (AMM)** - Search, create, and modify AO, AA, FSR, and PD/PI user accounts ❖ **Personal Profile (PPF)** - View and modify their PPF ❖ **Institution Profile (IPF)** - View the organization's IPF ❖ **Status** - View status and award information for organization ❖ **Research Performance Progress Report (RPPR)** - View and modify RPPRs (cannot submit)
Account Administrator (AA)	The AA facilitates the administration of the organization's AO, AA, and PD/PI user accounts. **The AA cannot be combined with the PD/PI role.**	❖ **Account Management Module (AMM)** - Search, create, and modify AO, AA, FSR, and PD/PI user accounts ❖ **Personal Profile (PPF)** - View and modify their PPF ❖ **Institution Profile (IPF)** - View the organization's IPF

Administrative Roles (continued)		
Role Name	**Description**	**eRA Module Permissions**
Financial Status Reporter (FSR)	The FSR is responsible for submitting the organization's Federal Financial Report. The FSR role can be combined with SO/AO roles. **The FSR cannot be combined with the PD/PI role.**	❖ **Federal Financial Report (FFR)** - Create and submit the organization's FFRs ❖ **Personal Profile (PPF)** - View and modify their PPF ❖ **Institution Profile (IPF)** - View the organization's IPF

Scientific/Operational/Program Activity Roles		
Role Name	**Description**	**eRA Module Permissions**
Program Director / Principal Investigator (PD/PI)	The PD/PI directs a project or program supported by a grant. More than one PD/PI can be associated with a DOC-funded grant or cooperative agreement. **The PI/PD cannot be combined with the SO, AO, AA, or FSR roles.**	❖ **Personal Profile (PPF)** - View and modify their PPF ❖ **Institution Profile (IPF)** - View the IPFs they share an affiliation with ❖ **Research Performance Progress Report (RPPR)** - Initiative, view, and modify RPPRs; can send to SO for final review/submission ❖ **Status** - View status grant applications they are assigned PD/PI on; submit Performance Progress Reports (PPRs)

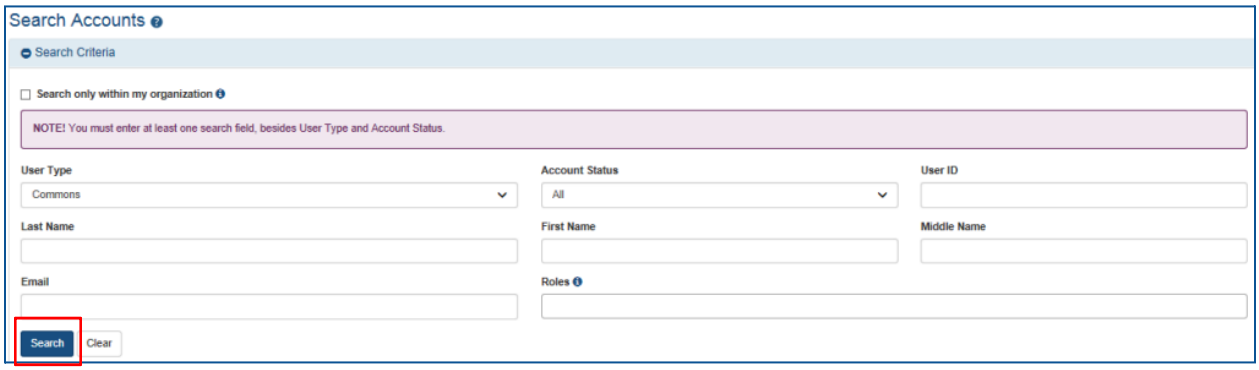
1. If you have the **SO, AO,** or **AA** role, log into eRA Commons and select the **Account Management (Admin)** button from the left hand menu or by selecting **Admin** from the Apps Menu.



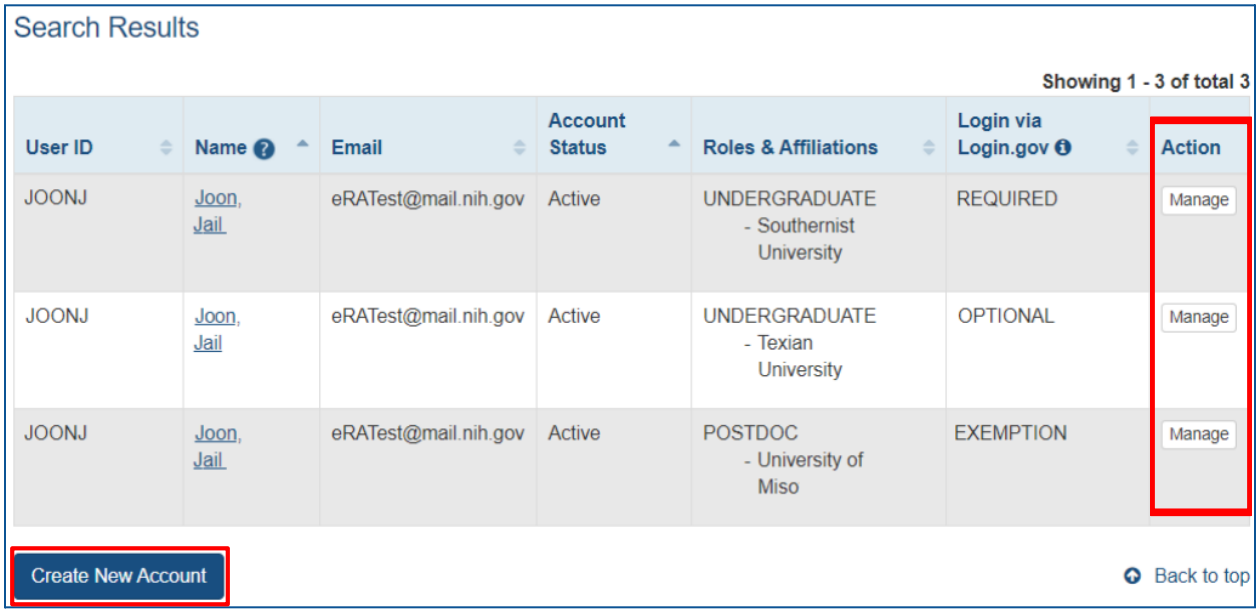
2. Select **Accounts** from the menu at the top of the screen. This will load the Account Administration screen.

3. Select the **Account Management** tab to access the user account search screen.

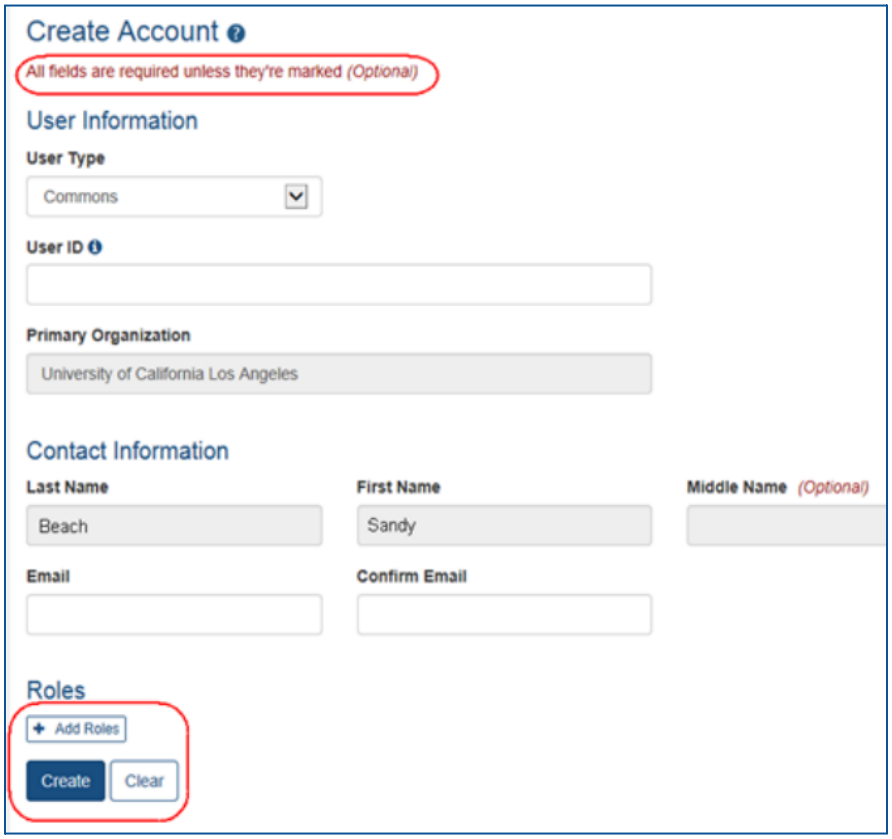
4. Use the Search Accounts screen to **modify an existing account** or to **create a new user account**. The search function must be used even when creating a new user account to avoid account duplication. Enter your search criteria and then select **Search**.



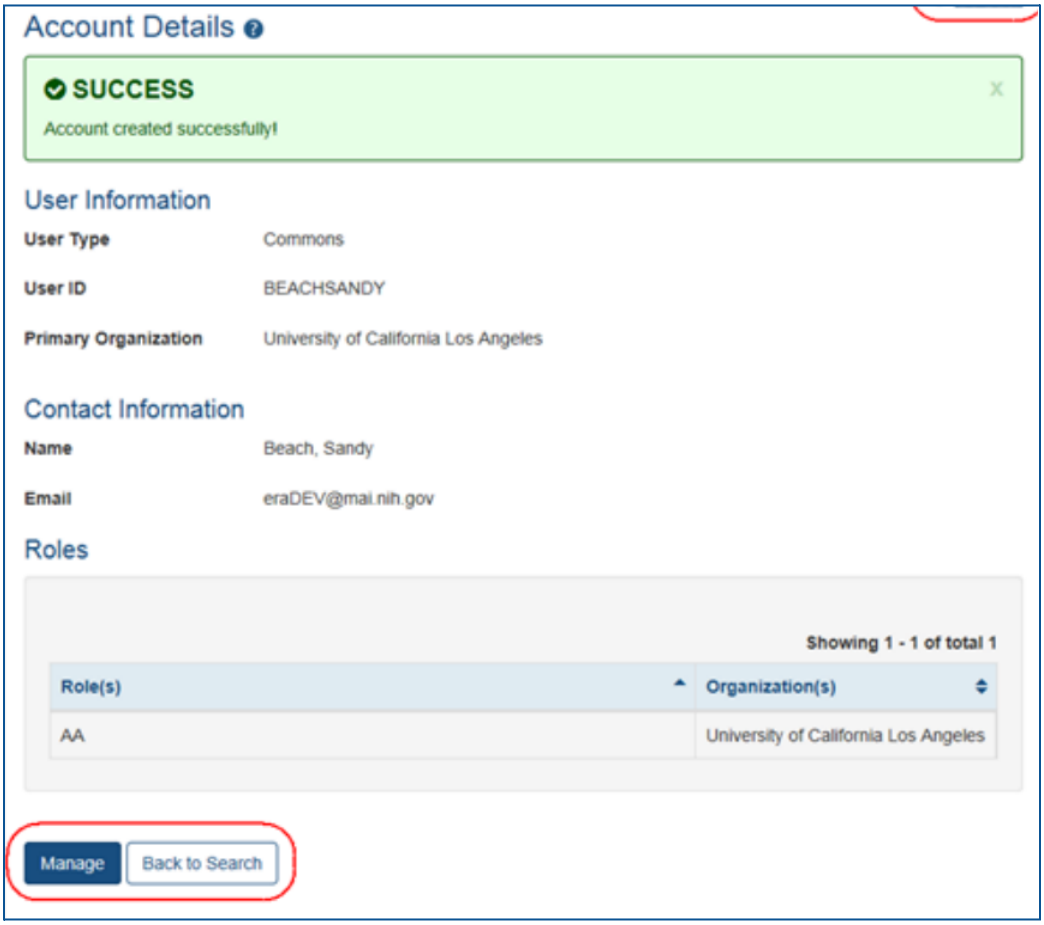
5. To modify an existing account, select **Manage** on the right hand side under Action for the user. To create a new account, select the **Create New Account** button.



6. If creating a new account, fill out all required fields, assign user roles as appropriate, and then select **Create**. Set User Type to Commons. You can create a user ID for the new account or allow eRA to automatically generate one.



7. When you click **Create,** the system displays the Account Details screen with a success message. You then have the option to **Manage** the account if corrections need to be made or go **Back to Search** to return to the search screen.



8. New account users will receive an email from eRA inviting them to log into eRA and validate their new account.