

eRA Commons Registration Information

Greetings! Thank you for your interest in the NOAA Ocean Acidification Program's Education Mini Grant Program. Part of the guidance we are providing to applicants in the LOI feedback process is information for how your institution can navigate the federal application process.

NOAA is currently undergoing a change of our grants management system and institutions will now need to register for a system called eRA Commons. The information below contains all of the information for how to get started. We recommend consulting with your institution's grant manager, if you have one.

Please note the eRA Commons registration process can take up to four weeks to complete. And in order to register on eRA Commons, your institution will need to have a Unique Entity ID (UEI) from [SAM.gov](https://sam.gov) which you may or may not already have, and which can also take several weeks. ***Essentially, your institution will need to be registered for both systems in order to submit a proposal in February 2024.***

Should you have questions during this process, we recommend you connect with the eRA Service Desk toll free at 866-504-9552 or 301-402-7469. We are also here to help you as best we can in this process, so do not hesitate to reach out to us with any questions. Thank you!

Timeframe for your consideration:

1. Ensure your organization has a [SAM.gov](https://sam.gov) UEI (check first to see if your organization already has this) – ***this can take up to 4 weeks***
2. Register for eRA once you have a UEI – ***this can take up to 4 weeks***
3. Register your organization for grants.gov (note: check first to see if your organization is already registered) – ***this can take up to 10 business days***

We recommend you begin this process as soon as possible to ensure proposals can be submitted by February 2024

Good afternoon!

We hope this email finds you well. We are quickly approaching the transition of grant processing and management activities from Grants Online to the Grants Enterprise Management Solution (GEMS). This is a kindly reminder to register your organization with eRA Commons if you haven't already done so. eRA Commons is the grants management system that external applicants and grant recipients will be using after the GEMS go-live.

We urge you to initiate the registration process immediately to ensure a smooth transition. All applicants and recipients must complete the organization registration process before creating individual accounts.

To help you get acquainted with eRA Commons, we have provided a video overview which you can access by clicking [HERE](#). Additionally, a step-by-step instructional video on the registration process is available [HERE](#).

The following resource documents are attached:

- Introduction to eRA for Applicants/Recipients Presentation PDF
- Introduction to eRA – Information Sheet PDF
- eRA Commons Registration for Applicant/Recipients Presentation PDF
- eRA Commons Registration Business Process Guide PDF

Here are some important considerations:

1. All applicant and recipient organizations registering in eRA Commons should be aware that registration may take up to four weeks to complete.
2. For the UEI associated with the eRA Commons registration, organizations must maintain an active registration in SAM.gov.
3. Recipient organizations with active grants in Grants Online must register with eRA Commons before October 2023 to access and complete post-award activities.
4. Organizations intending to apply for grants in January 2024 or later must register with eRA Commons including establishing a PD/PI account before submitting an application.

Here are some frequently asked questions that you may find helpful:

1. **If my organization has an account in eRA Commons due to grant applications with NIH grants, should we register again?**

Registering with eRA Commons is a one-time process. If your organization is already registered due to previous interactions with NIH grants, there is no need to register again.

2. **Can anyone in a recipient organization register their organization in eRA Commons?**

No. The registration process must be conducted by someone with signature authority within the organization, known as a Signing Official (SO). Once registered, a Signing Official account will be established, allowing them to create additional accounts for users within the organization.

3. **What should recipient organizations do if they have current grants but aren't applying for new grants?**

Even if your organization is not planning to apply for new grants at this time, it is essential to register with eRA Commons. Managing existing grants through Grants Online will no longer be possible after GEMS go-live. Please note that Notices of Funding Opportunity (NOFOs), except those processed in the Sea Grants Pilot, will continue to be posted via Grants Online until December 2023.

Should you have questions regarding the registration process not answered by these materials, please contact the eRA Service Desk toll free at (866) 504-9552 or (301) 402-7469. The eRA Service Desk hours of operation are Monday – Friday 7AM to 8PM Eastern Time (closed on federal holidays).

For additional questions about the GEMS project, please don't hesitate to contact your grants POC or send your inquiries to GEMSProgram@doc.gov. We are committed to providing timely assistance and support.