## **Registering on eCommons**

**Important Information:** As the institutional official, OSP registers faculty on the NIH eCommons. NIH Commons allows investigators to track their NIH projects through the review process and view the "pink sheets." Investigators are able to view all of their NIH-funded projects and submit continuation applications. If you would like to be signed up please send an email with your full name to charlotte johnson@harvardpilgrim.org.

Once your name is entered into the commons you should receive an email from the website. This password will enable you to go into the database and set parameters.

**Account Types**: In addition to PI accounts, NIH Commons provides Asst accounts to Assistants working with PIs who have NIH support. An Asst account does not automatically enable that person to access specific PI information. Once Asst account is set up, the PI must edit their own profile to enable the assistant to access their account. Please note that the Asst account does not let that person view summary scores or other designated private information.

**Do you serve on a Study Section?** NIH is utilizing the NIH Commons for internet assisted reviews. Therefore, faculty who serve on study sections need only obtain one password. However, if you already been assigned a password in your capacity as a reviewer, please let OSP know so that we can ensure the appropriate linkages.