

## ERACommons (NIH)

### Account Request

An eRACommons account that is affiliated with the University of Colorado Denver is required for all grant proposal submissions to NIH and to manage NIH awards. If you do not have an account or need to affiliate your account with CU Denver, please complete the form below and submit to [xenia@ucdenver.edu](mailto:xenia@ucdenver.edu), or fax it to PreAward at 303-724-0814, or, hand deliver it to the OGC, PreAward office on the AMC, Bldg. 500, room W1126. Please submit this at least three weeks prior to the due date of your submission.

#### I AM REQUESTING TO:

Obtain a new eRACommons Account

Affiliate my eRACommons Account with CU Denver.

My User ID is: \_\_\_\_\_

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#### COMPLETE THIS SECTION TO REQUEST A NEW ACCOUNT:

First Name: \_\_\_\_\_ M (i) \_\_\_\_\_ (if used on grant submissions)

Last Name: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ CU Denver E-Mail: \_\_\_\_\_

Role Requested: \_\_\_\_\_

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Signature

Date

#### AFTER YOUR ACCOUNT HAS BEEN ESTABLISHED:

1. Your USERID will be established as **firstname.lastname**.
2. You will receive an e-mail confirmation from eRACommons with your **TEMPORARY PASSWORD**.
3. Log into <https://public.era.nih.gov> (eRACommons) and change your temporary password to a **PERMANENT PASSWORD**.

#### Password Requirements:

- A. At least eight (8) non-blank characters in length
- B. Passwords must contain a combination of at least three of the following types of characters:

Capital letters, Lower case letters, Numeric characters, Special characters: ! # \$ % \* - \_ = + < >, First and last characters cannot be numbers, Cannot contain username

- C. Previous 24 passwords cannot be reused