eRA Commons - Delegating Authority

1. Login to eRA Commons

2. Select the Admin menu tab from the Commons navigational bar

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Admin S Accounts Delegations

3. Select the Delegations option from the Admin menu.

Home	Admin	Institution Profile	e Personal Profile	Status	eSNAP	xTrain	Admin Supp	eRA Partners
Ac	counts	Delegations						

4. Select the "Search or Add Delegates" link.

Home	Admin	Institution Profile	Personal Profile	Status	eSNAP	xTrain	Admin Supp	eRA Partners			
Му	Delega	tes ?									
Youh	ave the abilit Current Dele	y to delegate the follo gations	wing authority(auth	norities):	PPF, Pro	gress R	eport, xTRAIN,	Status			
No	records foun	d.									
	Name		Role(s)	•	Commo	ons ID				Action	
No	records wer	e returned.									
			Delega	te Progr	ess Rep	ort <u>Del</u>	egate Sponsor	Institution Dele	<u>qation</u>	Search or Add De	legate

5. A blank search screen with appear: enter the appropriate search criteria, using the percent (%) sign as a wildcard.

Home	Admin Accounts	Institution Profile Delegations	Personal Profile	Status eS	NAP xTrain	Admin Supp	eRA Partners			
Se	arch foi	Delegates	0							
This :	search may t	e used to add new (delegates or edit th	e roles of you	ır current de	legates.				
C	arch Criteria ommons ID		Last Name		First Nam	e	Middle Nan	ne	Role(s)	
									AA	*
Y	ou can perfo	m a wildcard search	by using the "%" c	haracter, for e	example: las	tna% OR las%	na%		AO	-
						Sea	rch Clear	Cancel		
						369	Clear	Cancer		

6. Click the "Search" button. Your results will display in the Search Results area, including the user's Name, Role(s), Common ID, and currently delegated authorities (indicated by marked checkboxes next to the listed authorities—if no box is checked, role is not assigned.)

earch for Dele	egates 👩	es of your current delegates.		
Search Criteria Commons ID	Last Name sk%	First Name	Middle Name	Role(s) PACR Pl
You can perform a wild	card search by using the "%" charac	cter, for example: lastna% OR las%	na%	POSTDOC
You can perform a wild Search Results	card search by using the '%" charac	cter, for example: lastna% OR las%	na% arch Clear Canc	POSTDOC
You can perform a wild Search Results	card search by using the '%" charac	tole(s)	na% arch Clear Canc	rel
You can perform a wild Search Results 2 records found, display Name Skerritt, Mosi	ring all records.	cter, for example: lastna% OR las% Sea tole(s) Commons ID MSKERRIT	na% arch Clear Canc	el PPF

Hold down the CTRL key when selecting Roles from the dropdown menu to select more than one role at a time.

7. If the search results span several pages, use the next and previous page arrows to move forward or back one page or the first page and last page arrows to navigate to the beginning or end of the list.

Search for Delegates 💡

This search may be used to add new delegates or edit the roles	s of your current delegates.							
Search Criteria								
Commons ID Last Name s%	First Name	Middle Name	Role(s) AA AO		 Hold do key to o select / 	own Ctrl do multiple deselect		
You can perform a wildcard search by using the "%" charact	er, for example: lastna% OR las%	5na%						
Search Results	Se	arch Clear Cancel						
45 records found, displaying 11 to 20.							14=	← 1, 2, 3, 4, 1 ⇒ ⇒I
🗢 Name	Role(s)	🔷 Commons ID		PPF	Progress Report	xTRAIN	Status	Action
								Select
	• • • • • • • • • • • • • • • • • • • •							Select
								Select
								Select

8. Locate the user whose delegations you wish to edit and click the "Select" link associated with that user.

Search for Delegates @

This search may be used to add	I new delegates or edit the role	s of your current delegates.								
Commons ID	Last Name egloff	First Name	Middle Name	Role(s) AA AO	+ Hold key sele	down Ctrl o do multiple ct / deselect				
You can perform a wildcard s	You can perform a wildcard search by using the "%" character, for example: lastna% OR las%na%									
		Sea	rch Clear Cancel							
Search Results										
One record found.										
🔷 Name	Rol		ID		PF Progress Report	xTRAIN	Status	Action		
Egloff, Sally	PI; SO; AO	SEGLOFF						Select		
							<u>Return to</u>	My Current Delegates		

9. The delegate Authority page will appear. To delegate a specific role, click the

corresponding box. Then click save.

Home	Admin	Institution Profile	Personal Profile	Status	eSNAP	xTrain	Admin Supp	eRA Partners	
A	ccounts	Delegations							
D -1	4 -	A 41: 4 . / A .	41	_					
Del	egate /	Authority(Au	ithorities) (8					
6.1	- (D - 1								
Sele	ect Delegat	ion(s)							
You	have select	ed to delegate acces	s to: Egloff, Sally;	SEGLOFF;	; AO,PI,S	0			
								0	
Vou	movoccion	the following delega	tion(c): DDE	Drov	aroce De	nort	Select	Clear	
l	inay assiyi	r the following delega		E FIQ	gress ne	port			
							Sav	/e Rese	t Cancel

10. Once you have successfully delegated a task, eRA Commons will send an email. Additionally, you can verify who has authority on the admin - delegations main page. All current delegations will be listed.

ome Admin	Institution Profile Perso	onal Profile Statu	ıs eSNAP xTraiı	Admin Supp	eRA Partners						
My Delega	tes ?										
You have the abili My Current Dele	ty to delegate the following gations	authority(authoriti	es): PPF, Progress	Report, xTRAI	N, Status						
🔶 Name		R	ole(s)	🔷 Commor	is ID			Progress Report	xTRAIN	Status	Action
Egloff, Sally		PI; SO; AO		SEGLOFF				×			Select
Skerritt, Mosi		PI; SO		MSKERRIT			4	v .			Select
						Delegate Progress Rep	ort Deleg	ate Sponsor	Institution De	elegation	Search or Add Delegate