PennERA - Profiles

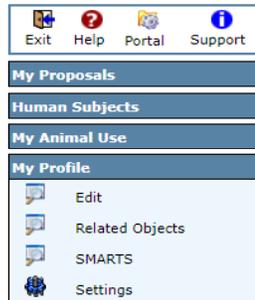Profile Updates Quick Reference Guide

Overview

All PennERA users have a profile with address and contact information that is initially set up from their Penn Community information. Information in the PennERA profile will automatically populate all proposal records.

Access Your Profile

- Login to PennERA.
- Click "My Profile".
- Select "Edit".

Access Another User's Profile

If you have profile edit authority, you can edit any profile within profiles in your associated ORG(s).

- Log in to PennERA.
- Click "Administration".
- Select "Personnel Admin".
- Select "Investigator Administration" in the next screen.
- Enter the name of the person whose profile will be edited in the predictive text search box.
- Select the correct result and click "Select".

Investigator Administration

bitto, chris   [Select]

BITTO, CHRISTIAN - 8760 - Research Services - 8760

Navigating the Profile

- Select the section you wish to edit.
  - If you are editing your profile, the list of topics is on the right side of the screen.
  - If you are editing another person's profile, the list is on the left side.
- Edit information on the selected screen.
- Save each screen before navigating to another section.
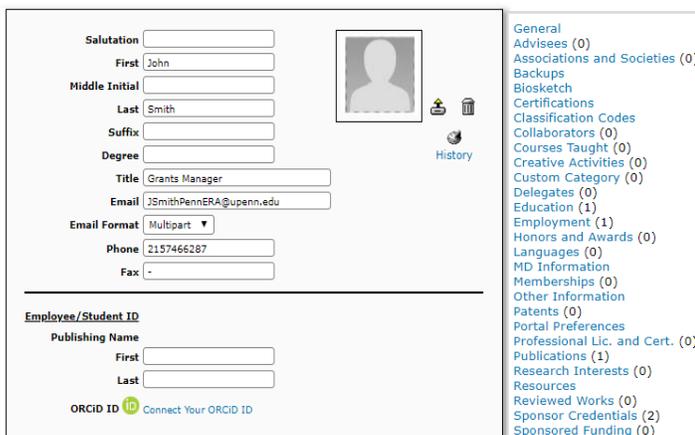
Editing Individual Topics

Users can edit all available data in their PennERA profile; however, the information on the *General* and *Sponsor Credentials* screens is most relevant to proposal setup and submission.

General Information

The "General" screen is the initial screen viewed. Complete required (see below) and other general information (Title, FAX #).

> *Note: If users wish to include degree information in their PennERA profile, it should be done on the "Education" page and not entered in the suffix field.*

Required elements for Key Personnel in system-to-system applications:

- Address information
  - A 9-digit ZIP code is required for US addresses.
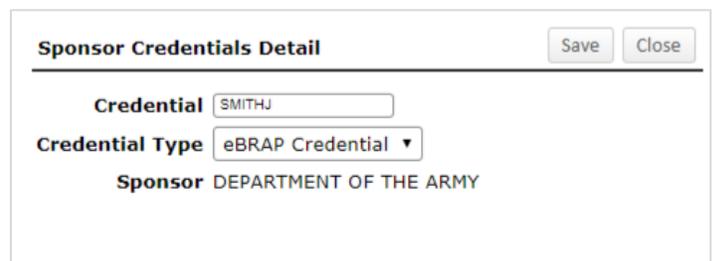- E-mail address
- Phone number

Sponsor Credentials

Some sponsors (NIH, NSF, DOD-CDMRP) require a Sponsor Credential for Key Personnel.

- Select the link to Sponsor Credentials section.
- Click "Add New".

Sponsor Credentials   [Add New]

Credential	Credential Type	Sponsor	Edit / View	Delete
JSMITH	NIH Commons ID	NATIONAL INSTITUTES OF HEALTH	📝	☐
123456789	NSF FastLane ID	NATIONAL SCIENCE FOUNDATION	📝	☐

- Enter the unique Credential identity.
- Select the Credential Type.
- Click "Save".

Sponsor Credentials Detail   [Save] [Close]

Credential [SMITHJ]

Credential Type [eBRAP Credential ▾]

Sponsor DEPARTMENT OF THE ARMY

ORCID*

Users can link their ORCID identifier to their PennERA profile on the "General" page.

* This functionality is forthcoming, and this section will be updated with further details once available.