

## Delegating Authority in the Commons

A Principal Investigator (PI) can delegate certain types of authority to other registered NIH eRA Commons UMC users in order to get assistance with some functions on the Commons. In most cases the PI will delegate authority to the departmental research administrator or another knowledgeable departmental administrator who will have the role of ASST (Assistant) on the Commons. Both the PI and the departmental person who will provide assistance may initiate a Commons registration request by calling OoR at 5-5000.

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- **Delegating PI Authority** - A PI can delegate PI authority to/from someone that will assist in completing the PI's eSNAP application. The steps for a PI to Delegate PI Authority are as follows:
  1. PI must login to the NIH eRA Commons (<https://commons.era.nih.gov/commons/> )
  2. Using the tabs at the top of the screen, select **Administration | Accounts | Delegate PI** to open the Delegate PI page
  3. From the list of Current Institution Users, select the desired user. Multiple users can be selected by pressing the Ctrl key and clicking on all the desired names.
  4. Click **Assign**. The Delegate PI Confirmation page opens
  5. Click **Save** to confirm the delegation. A confirmation message is displayed and the selected names are listed in the Current PI Delegates column. A confirmation email is sent to the selected delegate(s).
- **Delegating PPF (Personal Profile) Edit Authority** – A PI can delegate authority to someone that will assist in completing the PI's Personal Profile. Without PPF edit authority, an assistant will not be able to change anything that is prepopulated in the eSNAP report by the PI's Personal Profile. The steps for a PI to Delegate PPF Authority are as follows:
  1. PI must login to the NIH eRA Commons (<https://commons.era.nih.gov/commons/> )
  2. Using the tabs at the top of the screen, select **Administration | Accounts | Delegate PPF Edit** to open the Delegate PPF Edit page
  3. From the list of Current Institution Users, select the desired user. Multiple users can be selected by pressing the Ctrl key and clicking on all the desired names.
  4. Click **Assign**. The Delegate PPF Edit confirmation page opens
  5. Click **Save** to confirm the delegation. A confirmation message is displayed and the selected names are listed in the Current PI Delegates column. A confirmation email is sent to the selected delegate(s).