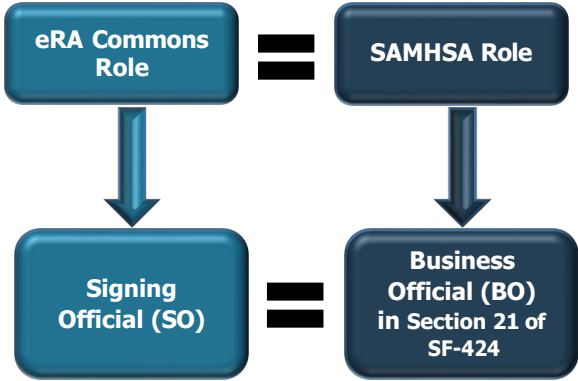# Roles in eRA Commons
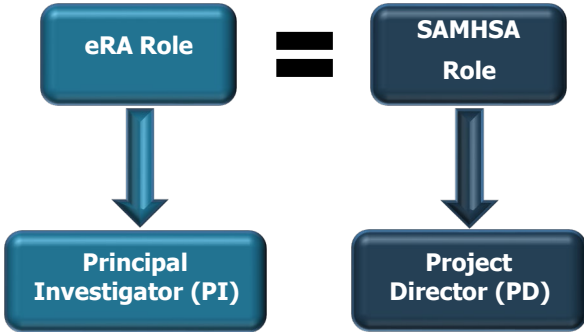
Overview of Roles in eRA Commons vs SAMHSA Roles

The Signing Official (SO) and Business Official (BO) Roles

Roles	Key Points
eRA Commons Role **=** SAMHSA Role Signing Official (SO) **=** Business Official (BO) in Section 21 of SF-424	✓ Only individuals with legal signing authority can register their organization in eRA Commons. This individual will have the Signing Official (SO) role in eRA. Individuals with SO role can create/edit/maintain the organization's Institutional Profile (IPF) in eRA. ✓ The SAMHSA Business Official (BO) listed on the SF-424 in section 21 Authorized Representative **must** have the SO role in eRA. ✓ One eRA account with the SO role is automatically created for the organization during registration. However, the SO who registered the organization can create additional accounts with SO roles. The SO can create/delete/update eRA accounts with other roles (such as Principal Investigator (PI) and Financial Status Reporter (FSR) for their organization staff. ✓ Individuals with SO role will be able to access all active grants in the organization. If the SO changes organizations, they would need a new eRA account with role(s) specific to that organization.

The Principal Investigator (PI) and Project Director (PD) Roles

Roles	Key Points
eRA Role **=** SAMHSA Role Principal Investigator (PI) **=** Project Director (PD)	✓ The Signing Official (SO) **must** create at least one account in eRA Commons with the Principal Investigator (PI) role in order to submit an application, even if they are submitting through the Grants.gov Workspace. During submission, the applicant/grant recipient **must** enter the Commons ID for the account with the PI role in the **Applicant Identifier** field in section 4 of the SF-424 form. ✓ The SAMHSA Project Director (PD) listed in section 8f of the SF-424 **must** have the PI role in eRA. ✓ Individuals with the PI role will only be able to access the active grants for which they are listed as PD in section 8f of the SF-424. The organization may have more than one PI account, but a PI account holder should have only one eRA Commons account throughout their career.

Overview of Roles in eRA Commons vs SAMHSA Roles

The Financial Status Reporter (FSR) Role

Role	Key Points
Financial Status Reporter (FSR)	✓ The recipient official with the Financial Status Reporter (FSR) role is the individual who electronically signs section 13 of the Federal Financial Report (FFR or SF-425) as the Authorized Official (AO). The official with the FSR role is responsible for the reporting the statement of expenditures for the award. ✓ The SO/BO can create eRA accounts with the FSR role.

The Authorized Organization Representative (AOR) Role

Role	Key Points
Grants.gov Authorized Organization Representative (AOR)	✓ Organizations submitting an application to SAMHSA for the first time **must** register an Authorized Organization Representative (AOR) in Grants.gov as they will be required to enter the Grants.gov AOR credentials in eRA Application Submission System and Interface for Submission Tracking (ASSIST) to complete the submission process. Upon clicking the Submit button in ASSIST, the AOR credentials from Grants.gov **must** be entered. ✓ The eRA Commons Business Official (BO) role assigned to the person entered as the Authorized Representative in section 21 of the SF-424 form is not the same as the Authorized Organization Representative (AOR) role in Grants.gov. ✓ The same individual who holds the eRA Commons Business Official (BO) role may also be registered as the AOR in Grants.gov. However, the same individual does not need to have both roles as long as the DUNS and SAM registration match with Grants.gov and eRA Commons.

What can the eRA and SAMHSA roles do?

New Applications

Actions	SO (eRA Role)/ BO (SAMHSA Role)	PI (eRA Role)/ PD (SAMHSA Role)
a. Initiate applications	☒	
b. Submit applications	☒	
c. Access submitted application and receive email notification on status	☒	☒
d. Receive emails on system or technical issues	☒	☒
e. View assembled (compiled) images of application	☒	☒
f. View summary statement	☒	☒

Continuation Applications

Continuation applications can **only be initiated through eRA Commons** and submitted through ASSIST.

Actions	SO (eRA Role)/ BO (SAMHSA Role)	PI (eRA Role)/ PD (SAMHSA Role)
a. View/initiate/edit/save continuation applications	☒	☒
b. Submit continuation applications	☒	
c. Receive Requests for Additional Materials (RAMs)	☒	☒
d. Initiate/view/upload/delete Responses to RAMs	☒	☒
e. Submit materials for RAM	☒	☒
f. Receive email notifications on submissions	☒	☒

Post-Award Amendment Changes

Requests for post-award amendment changes **can only be initiated through eRA Commons** and submitted through ASSIST.

Actions	SO (eRA Role)/ BO (SAMHSA Role)	PI (eRA Role)/ PD (SAMHSA Role)
a. View/initiate/edit/save requests	☒	☒
b. Access Work In Progress (WIP) amendments	☒	☒
c. Submit Amendment applications	☒	
d. Receive Requests for Additional Materials (RAMs)	☒	☒
e. Initiate/view/upload/delete responses to RAMs	☒	☒
f. Submit materials for RAM	☒	☒
g. Receive email notifications on submissions	☒	☒

What can the eRA and SAMHSA roles do?

Resolving Terms

Actions	SO (eRA Role)/ BO (SAMHSA Role)	PI (eRA Role)/ PD (SAMHSA Role)
a. View status in Term Tracker	☒	☒
b. Submit materials in response to Terms	☒	☒
c. Receive email notifications, warning notices, and late reminders	☒	☒

Federal Financial Report (FFR or SF-425)

Only individual(s) with the FSR role can perform the FFR actions shown.

Actions	SO (eRA Role)/ BO (SAMHSA Role)	PI (eRA Role)/ PD (SAMHSA Role)
a. Assign Financial Status Reporter (FSR) role to organization official	☒	
b. Create new/view/edit via the FFR tab in eRA Commons	☒	
c. Submit the FFR in Commons	☒	
d. Receive email notifications on submissions	☒	

Notice of Award (NoA)

Actions	SO (eRA Role)/ BO (SAMHSA Role)	PI (eRA Role)/ PD (SAMHSA Role)
a. Receive new and amended NoAs via email	☒	☒
b. Update the email addresses for the NoA. *Email addresses for the NoAs are those persons identified as the PD in section 8f of the SF-424, the BO in section 21 Authorized Representative of the SF-424, and the alternate NoA email address in eRA Grants Management module, if entered.*	☒	