



**Massachusetts
Eye and Ear
Infirmary**

Massachusetts Eye and Ear Infirmary
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Wednesday, May 10, 2006

Good Morning,

Please see the following notice from the National Institutes of Health regarding a change in business process. Paper notifications of assignment and change of assignment will no longer be mailed to the applicant's organization. You will be able to access this information through e-commons, therefore it is imperative for all Principal Investigators to have e-commons accounts.

If you do not have an account and are interested in acquiring one, please let me know. If you have any other questions or comments, please feel free to contact me.

Thank you,

Todd Conley
Pre-Award Specialist
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NIH Announces Plans to Eliminate Mailing of Paper Assignment and Change of Assignment Letters

Notice Number: NOT-OD-06-066

Key Dates

Release Date: May 3, 2006

Issued by

National Institutes of Health (NIH), (<http://www.nih.gov/>)

The purpose of this Notice is to inform the research community of a change, effective June 1, 2006 in business process concerning assignment and change of assignment notification letters.

In September 2005, NIH announced the elimination of the mailing of Peer Review Outcome Letters and Summary Statements (see NOT-OD-05-075; <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-05-075.html>). As the NIH continues towards its goal of a paperless grants process, **effective June 1, 2006 NIH will no longer send paper notification of assignment and change of assignment letters.**

A major motivation for this change is that effective May 10, 2006 all applications submitted to NIH must include the eRA Commons User name for all Project Directors/Principal Investigators (PD/PIs). This applies to paper applications as well as electronic applications. For additional information see the following sites:

- "NIH Announces Interim Changes to the PHS 398 Application and Instructions": <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-056.html>
- SF424RR Application Guide: <http://grants1.nih.gov/grants/funding/424/index.htm>.

Therefore, investigators will need to use the eRA Commons, a Web interface where NIH and the applicant organizations are able to conduct extramural research administration business electronically, to obtain this information.

Applicant Organizations must be registered in the eRA Commons before an account may be established for its investigators. The NIH strongly encourages Principal Investigators to contact their institution's Office of Sponsored Programs for registration guidance. The following resources for the eRA Commons should be of assistance in the process:

- Home Page for registration and updates: <https://commons.era.nih.gov/commons/>
- Frequently Asked Questions: <https://commons.era.nih.gov/commons/faq.jsp>
- Commons Helpdesk at 1-866-504-9552 or via e-mail at commons@od.nih.gov

In addition to complying with a Congressional mandate to move from paper-based to electronic systems, these new procedures will also improve consistency and timeliness of communication between NIH, investigators, and institutions during the grant application process.

In order to avoid delays in the e-notification process, it is vital that all Grantee Organizations, Principal Investigators, and Individual Fellows are registered in the eRA Commons and e-mail addresses are checked periodically for accuracy.

NOTE: This change in business process does not apply to applications for the Agency for HealthCare Research and Quality or the Centers for Disease Control and Prevention.

Inquiries

Inquiries on this NIH Guide Notice may be directed to:

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