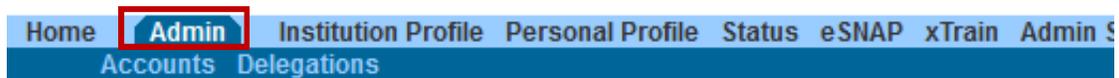


# eRA Commons - Delegating Authority

## 1. Login to eRA Commons

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



## 3. Select the Delegations option from the Admin menu.



#### 4. Select the “Search or Add Delegates” link.

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Admin Supp eRA Partners  
Accounts Delegations

### My Delegates ?

You have the ability to delegate the following authority(authorities): PPF, Progress Report, xTRAIN, Status

**My Current Delegations**

No records found.

Name	Role(s)	Commons ID	Action
No records were returned.			

[Delegate Progress Report](#) [Delegate Sponsor](#) [Institution Delegation](#) [Search or Add Delegate](#)

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

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Admin Supp eRA Partners  
Accounts Delegations

### Search for Delegates ?

This search may be used to add new delegates or edit the roles of your current delegates.

**Search Criteria**

Commons ID  Last Name  First Name  Middle Name  Role(s)   
AO

*You can perform a wildcard search by using the "%" character, for example: lastna% OR las%na%*

#### 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.)

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Admin Supp eRA Partners  
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### Search for Delegates ?

This search may be used to add new delegates or edit the roles of your current delegates.

**Search Criteria**

Commons ID  Last Name  First Name  Middle Name  Role(s)

*You can perform a wildcard search by using the "%" character, for example: lastna% OR las%na%*

**Search Results**

2 records found, displaying all records.

Name	Role(s)	Commons ID	PPF	Pro Re
Skerritt, Mosi	PI; SO	MSKERRIT		
Skerritt, Mosi	PI	S2SSKERRITT		

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 of your current delegates.

**Search Criteria**

Commons ID  Last Name  First Name  Middle Name  Role(s)   
 Hold down Ctrl key to do multiple select / deselect

You can perform a wildcard search by using the "%" character, for example: lastna% OR las%na%

**Search Results**

45 records found, displaying 11 to 20. 1 2 3 4 5

Name	Role(s)	Commons ID	PPF	Progress Report	xTRAIN	Status	Action
[Redacted]							Select
[Redacted]							Select
[Redacted]							Select
[Redacted]							Select
[Redacted]							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 new delegates or edit the roles of your current delegates.

**Search Criteria**

Commons ID  Last Name  First Name  Middle Name  Role(s)   
 Hold down Ctrl key to do multiple select / deselect

You can perform a wildcard search by using the "%" character, for example: lastna% OR las%na%

**Search Results**

One record found.

Name	Role(s)	Commons ID	PPF	Progress Report	xTRAIN	Status	Action
Egloff, Sally	PI, SO, AO	SEGLOFF					Select

[Return to 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**

**Accounts** **Delegations**

### Delegate Authority(Authorities) [?](#)

**Select Delegation(s)**

You have selected to delegate access to: Egloff, Sally; SEGLOFF; AO,PI,SO

You may assign the following delegation(s):  PPF  Progress Report

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.

### My Delegates

You have the ability to delegate the following authority(authorities): PPF, Progress Report, xTRAIN, Status

#### My Current Delegations

2 records found, displaying all records.

Name	Role(s)	Commons ID	PPF	Progress Report	xTRAIN	Status	Action
Egloff, Sally	P; SO; AO	SEGLOFF		✓			<a href="#">Select</a>
Skerritt, Mosi	P; SO	MSKERRIT	✓	✓			<a href="#">Select</a>

[Delegate Progress Report](#) [Delegate Sponsor](#) [Institution Delegation](#) [Search or Add Delegate](#)