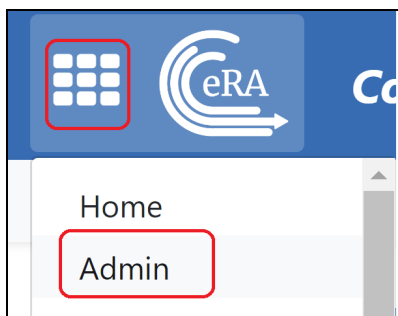


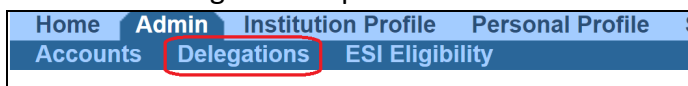
eRA Commons - Delegating Authority

Enables the authorized user to work on progress reports for the PI - includes Interim and Final RPPR and HSS requests. This does not include the ability to submit any RPPRs—only the SO can submit, unless they delegate that authority to the PI. Delegating an authority can be only done by the PI.

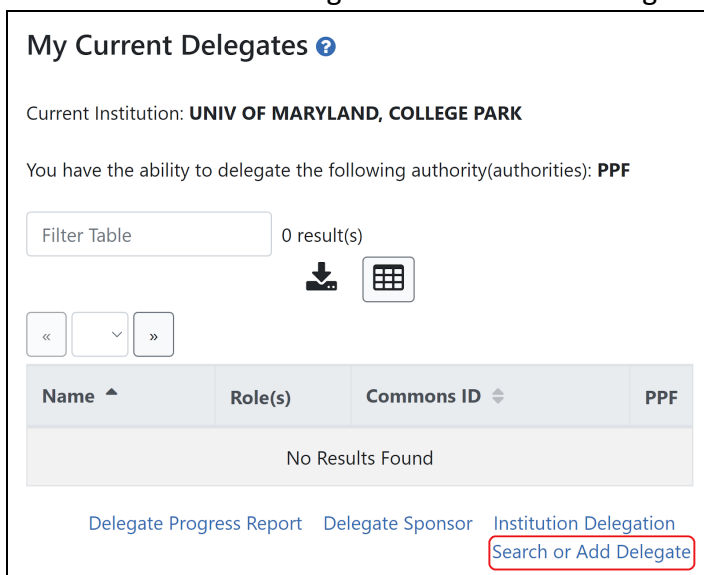
1. Login to [eRA Commons](#)
2. Navigate to the Admin module by clicking the Menu (9 squares on the top left) then click Admin.



3. Select the “Delegations” option from the Admin menu.

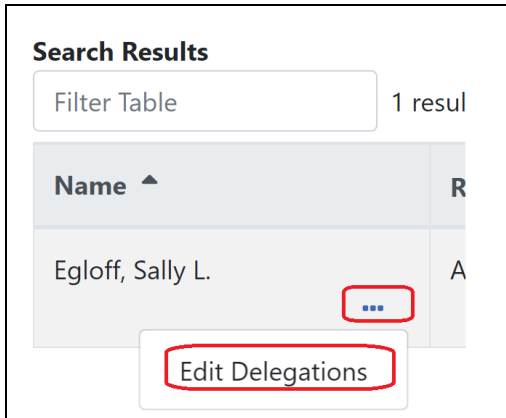


4. It opens My Current Delegates. A table shows your existing delegations or indicates No Results Found, if you have no delegations. Click “Search or add Delegate” to add a new delegation

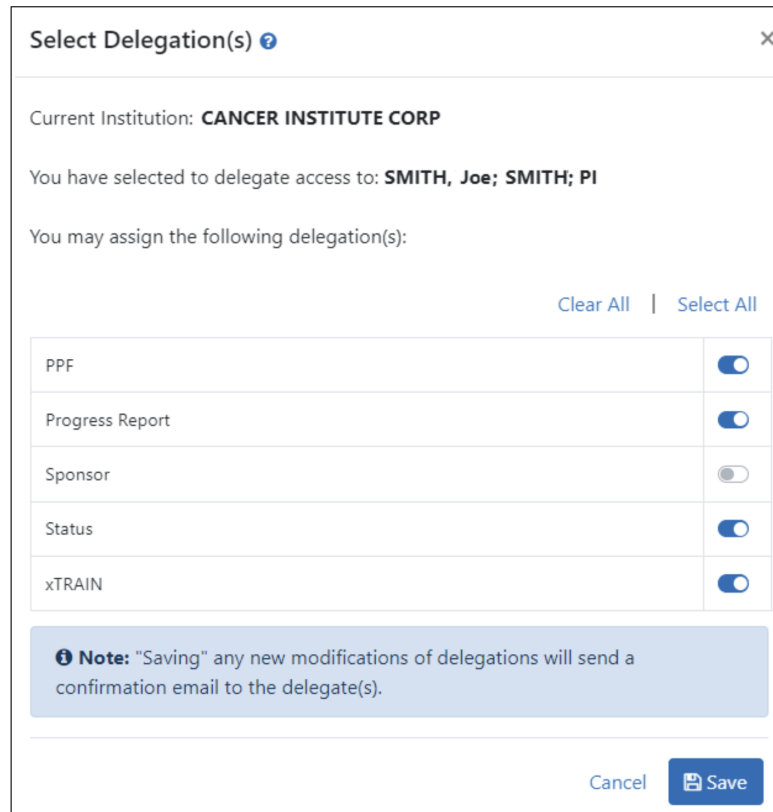


5. Enter search criteria and click **Search**.

- Use an exact Commons ID; or in the Name field enter the Last name.
6. Once the results appear, click on the three-dot ellipsis menu for the person who you are designating as your delegate, choose the Edit Delegations option.



7. Turn on the toggle of the specific authority you want to delegate, such as PPF (Personal Profile). Multiple authorities can be selected if available.



8. Click the **Save** button.



9. Once successfully saved, you will be able to see the list of individuals with the delegated authorities. Click three-dot ellipsis to edit delegations or delete delegations.


Admin | Accounts ▾ **Delegations** Account Verification

My Current Delegates [?](#)

Current Institution: **UNIVERSITY OF ANGELES**

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

Filter Table 3 result(s) LI   < 1 of 1 ▾ >

Name ^	Role(s)	Commons ID ⇅	PPF	Progress Report	Sponsor	Status	xTRAIN
Andrucs, Sam 	ASST	ANDRUCS	✓	✓		✓	✓
CHURY, SHONA	PI	CHURY2		✓			
Lus, Marantha	ASST	LUSM2	✓	✓	✓	✓	✓

[Search or Add Delegate](#)