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 only be done by the PI. (This doesn’t make sense. If the SO can delegate the authority to the PI; then how can the delegating an authority be done only 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.

   ![Admin Menu](image)

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

   ![Delegations Menu](image)

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.

Updated: 8/14/2023
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.

![Image of My Current Delegates page]

- Andrus, Sam
  - Role(s): ASST
  - Commons ID: ANDRUCS
  - PPF: ✔
  - Progress Report: ✔
  - Sponsor: ✔
  - Status: ✔
  - xTRAIN: ✔

- Chury, Shona
  - Role(s): PI
  - Commons ID: CHURY2
  - PPF: ✔
  - Progress Report: ✔
  - Sponsor: ✔
  - Status: ✔
  - xTRAIN: ✔

- Lu, Marantha
  - Role(s): ASST
  - Commons ID: LUSM2
  - PPF: ✔
  - Progress Report: ✔
  - Sponsor: ✔
  - Status: ✔
  - xTRAIN: ✔

Search or Add Delegate