

Reviewer Reimbursement Instructions

Contents

- [Summary](#)
- [Information Needed for Reimbursement](#)
- [Step 1: Update Residential Address](#)
- [Step 2: Update Secure Payee Registration System](#)

Summary

- For reimbursement of expenses and honoraria, NIH requires registration in the Secure Payee Registration System (SPRS)
- Use your eRA Commons username and password for secure access to the system
- Clicking on the question mark icon from any screen provides Frequently Asked Questions

Information Needed for Reimbursement

- Your NIH eRA Commons account username and password
 - Contact your [Institute/Center SREA Administrator](#) to retrieve a forgotten username
 - Click on [Forgot Password/Unlock Account](#) to retrieve a forgotten password
- Your financial institution account and routing number

Step 1: Update your Residential Address

- Log in to your eRA Commons account at <https://commons.era.nih.gov/commons>.
- Click on Personal Profile on the light blue tab across the top of the screen.
- Click on Residential Address on the dark blue tab across the top of the screen.

Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health

NATIONAL INSTITUTES OF HEALTH OER
Welcome: Eugenia Shiuk
ID: SHIUKE_REV
Institution: Not Affiliated
Roles: IAR
[Logout](#) | [Contact Us](#) | [Help](#)

Home Admin **Personal Profile** Internet Assisted Review eRA Partners
Personal Information Race/Ethnicity Employments Reviewer Specific **Residential Address** Degrees/Residency Publications Trainee-Specific

Residential Address ?

Notes:

- **Trainees:** Please provide the address where they can be reached by mail after completion of their program (i.e., permanent address).
- **Reviewers:** Until the section below is completed, the link to the Secure Payee Registration System (SPRS) will not be available.

* indicates required field

Residential Address			
Line 1:*	<input type="text"/>	City:*	<input type="text"/>
Line 2:	<input type="text"/>	State:*	<input type="text"/>
Line 3:	<input type="text"/>	Zip Code:*	<input type="text"/>
Line 4:	<input type="text"/>	Country:*	UNITED STATES <input type="text"/>
Phone:*	<input type="text"/>	Fax:	<input type="text"/>
E-mail:*	<input type="text"/>	Secure Payee Registration System	

Submit Reset Cancel

- Enter the fields on the Residential Address screen with your **current residential address**
 - Foreign reviewers: this is the address where your check will be sent
 - U.S. reviewers: this is the address where your tax documentation will be sent
- Click the submit button at the bottom of the screen
- Once you enter information in the required fields, the 'Secure Payee Registration System' link becomes active at the bottom of the screen - click on this link
- You will be taken to a second screen where you will log in again (continue to use your eRA Commons username and password)

Step 2: Update Secure Payee Registration System

- The Secure Payee Registration System screen (shown below) will appear

Tools Help

Search Favorites

nih.gov/ext/SREA/secure.aspx

Office of Financial Management
SPRS
OFM Secure Payee Registration System

Peer Reviewers

Please respond to the questions below as completely as possible to ensure prompt and accurate payment.

Reviewer Name/ID: New Registration (MNUSS) [log out]
Registration Status: New Registration
Registration Date: N/A; Last modified: N/A

1. Please provide your US Social Security Number or check the (numbers only, no dashes or spaces) box provided:
 I do not have a US Social Security Number. ?
2. The US Government requires that payments be made by electronic funds transfer (EFT) through the Automated Clearing House (ACH) network for all domestic payments. Please enter the information requested below for your ACH-enabled US bank account. Refer to the image at right to help locate your Routing number and Account number on one of your personal checks. If you do not have a US bank account and you are not a permanent US resident, please select the alternate option below.
 - My ACH-enabled US bank account information is as follows:

Routing #	<input type="text"/>
Account #	<input type="text"/>
Checking or Savings	Checking
 - My permanent residence is outside the US, and I do not have a US bank account. ?

Personal Check Sample:

The routing & transit # is 9 digits surrounded by |. The account # is usually left of # - If check # is left of account #, ignore check #. The check # should match the # in the upper-right corner of the check.

Note: These sets of numbers may appear in a different order on your check.

Submit

Secure Payee Registration System, Version 1.0-beta, 23 Nov 2008; [\[about SPRS\]](#) [\[frequently asked questions\]](#)

National Institutes of Health
The Office of Financial Management (OFM) is at the hub of program budget and resource accounting at the National Institutes of Health (NIH), developing, presenting, executing and reconciling a budget of over \$20 billion, that is appropriated to the 27 institutes and centers.

Department of Health and Human Services

- Enter your U.S. Social Security Number in box 1 (no dashes). If you do not have a Social Security Number, check the box that states 'I do not have a US Social Security Number.'
- To be reimbursed via direct deposit, enter your **US bank account** number, routing number and account type
- If **you do not have a US bank account**, click 'My permanent residence is outside the US, and I do not have a US bank account'
 - Your registration will be reviewed by the NIH Office of Financial Management and you may be contacted for more information
 - If approved, a check will be mailed to you
- Finalize registration by clicking 'Submit'
- To exit the system, click 'Log Out' near the right hand top of the screen