Reviewer Reimbursement Instructions

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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
  o Contact the eRA Help Desk to retrieve a forgotten username
  o Click on Forgot Password/Unlock Account to retrieve a forgotten password

• Your financial institution account and routing number

• A valid and complete home address in the eRA Commons Personal Profile. This address should be the one you use on IRS Tax forms.

Step 1: Update Your Residential Address in Personal Profile

• 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.

• When the Personal Profile screen is displayed, click on the Edit button on the Reviewer Information tile. This button is located in the right side of the tile. You must click on the Edit button in order to see the link to SPRS (see screenshot below):
• Fill out the Home Address section (see screenshot below)
• You should see a link to the Secure Payee Registration System (SPRS)
Step 2: Update Secure Payee Registration System

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

- 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 in box 2

- 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