

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
 - Contact the [eRA Help Desk](#) to retrieve a forgotten username
 - 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)

U.S. Department of Health & Human Services | eRA Commons | National Institutes of Health

Home Admin Institution Profile **Personal Profile** Status RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

Personal Profile
JANE AUSTEN
 Roles:
 TRAINEE - Trainee
 IAR - Internet Assisted Review User
 PI - Principle Investigator
 Person ID: 1234567

PERSONAL PROFILE SUMMARY
 NAME AND ID
 DEMOGRAPHICS
 EMPLOYMENT
 REVIEWER INFORMATION
 TRAINEE INFORMATION
 EDUCATION
 REFERENCE LETTERS
 PUBLICATIONS

Profile updated: 06/27/2013
 Change your password by: 12/31/2013

eRA Commons Help Desk
 Hours: Mon-Fri, 7AM-8PM EDT/EST
 Web: <http://era.nih.gov/help>
 Toll-free: 866-504-9552
 Phone: 301-402-7469
 TTY: 301-451-5939

Contact initiated outside of business hours via Web or voice mail will be returned the next business day

Personal Profile Summary

+ View All **Save All** Discard Changes

REVIEWER INFORMATION

Choose the address for reviewer communications and enter a home address for payments.
 Please remember to enter employment information for the last 3 years, so that NIH can determine any conflicts of interest.

Reviewer Communications

*What address should NIH use to contact you for reviews?

Use my work address at:
 Select One

Use the home address on this page

Provide a different address

To use a new work address, go to the [Employment](#) section of this form, where you can provide a new address or update an existing one. Then save the profile and return here.

*Required Field(s)

*Street Address: Department of Medicine
 Sample University
 *City: College Town
 *Country: UNITED STATES
 *State/Province: VIRGINIA
 *Zip Code: 12345
 *Phone: 7035552345
 *Email: J_Austen@sample.edu

Home Address

You must provide a home address to be paid for your work as a reviewer. This address should be the same as the one you use for filing your Federal income tax. Once you have entered your address, you will be able to register in the Secure Payment Registration System (SPRS).

*Street Address: 52 Memory Lane
 *City: Thistown
 *Country: UNITED STATES
 *State/Province: VIRGINIA
 *Zip Code: 12345
 *Phone: 703-555-5678
 *Email: Jane@myemail.com

Reviewer Payments

Reviewer payments are made through the Secure Payment Registration System (SPRS). You must set up your bank account and other payment information [here](#).

[Go to the Secure Payment Registration System](#) >>

Eligibility for Continuous Submission

If you participate in at least 6 qualifying meetings in an 18 month period, you are eligible for Continuous Submission for the following government fiscal year. This allows you to submit a grant application as soon as it is complete. (For example, 6 meetings between January 1, 2009 and June 30, 2010 make you eligible for continuous Submission from October 1, 2010 to September 30, 2011.)

[What is Continuous Submission?](#) >>

Your Status

Am I eligible for continuous submission during this eligibility period?
 Select period

TRAINER INFORMATION

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

Box 1

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. [?](#)

Box 2

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 # [?](#)

Account # [?](#)

Checking or Savings [v](#)

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

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

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 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