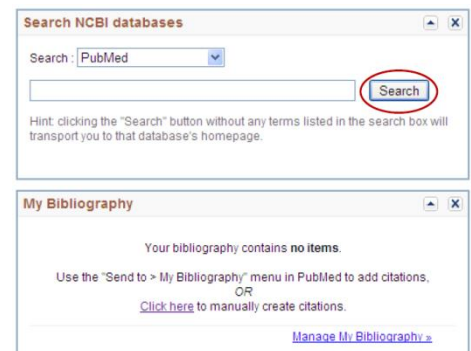
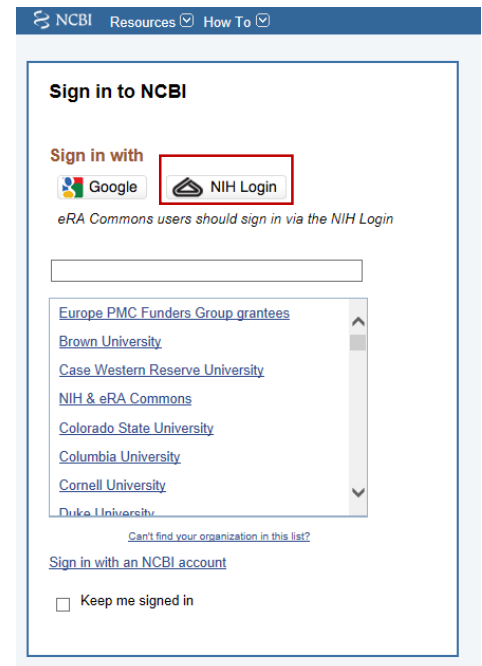


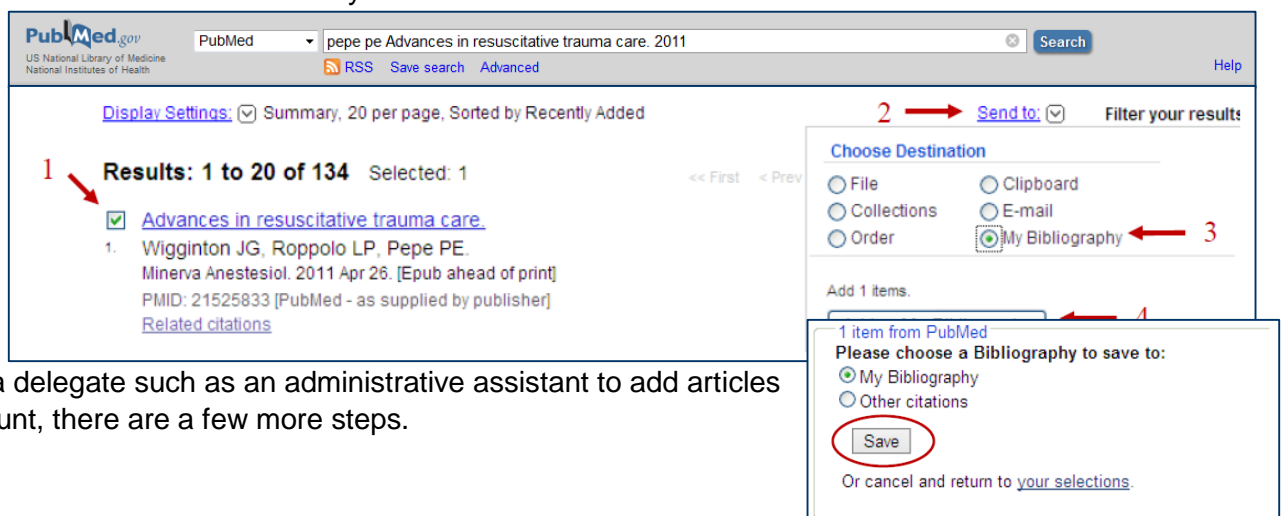
LINKING eRA COMMONS WITH MY NCBI

Researchers need to identify articles that come out of their National Institutes of Health (NIH) grants in the Electronic Research Administration (eRA) Commons, but publication information cannot be entered directly into an eRA Commons account. Researchers or their delegated assistants can use PubMed to easily add citations if the eRA Commons account is first linked to a My NCBI account from the National Center for Biotechnology Information.

1. Go to <http://www.ncbi.nlm.nih.gov/sites/myncbi/> and sign in via the **NIH login** option.
2. You will be given the choice to link a previously established My NCBI account to your eRA Commons account by entering the My NCBI username and password, or you can create a new My NCBI account and automatically link it to the eRA Commons account. Once the accounts are linked, logging in to eRA Commons will also log you into My NCBI.
3. Publications for NIH grants are managed under **My Bibliography**, but the section must first be activated by adding something to it. Click on the **Search** button to go to PubMed.
4. Search for one or more articles you authored on PubMed, select the article, click on **Send to**, click the circle in front of **My Bibliography**, and then click on **Add to My Bibliography**.



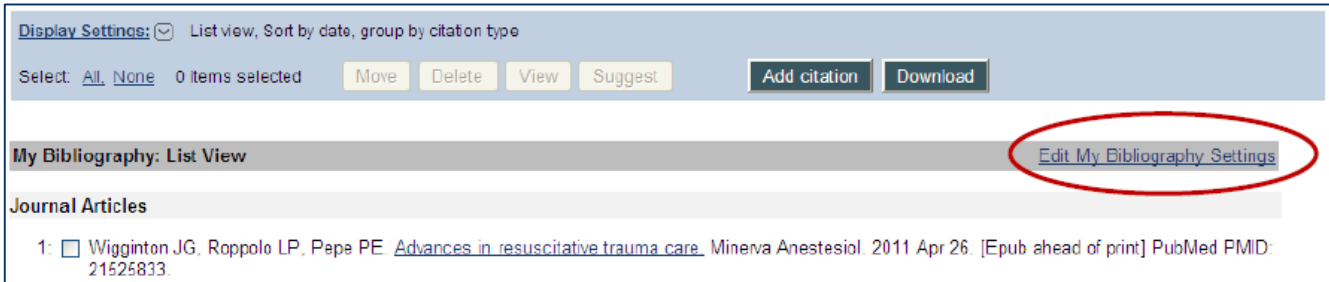
Click on **Save**. The account is now fully activated. If the researcher



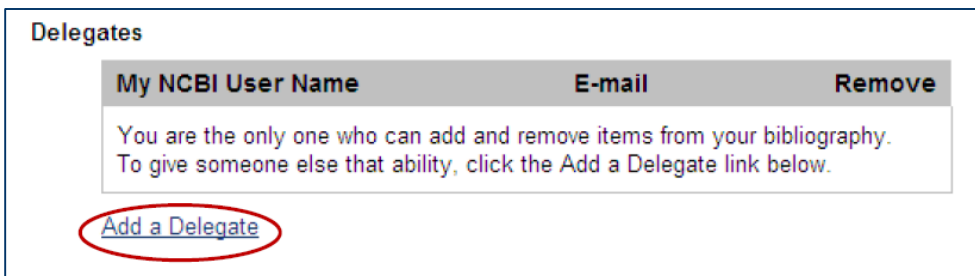
would like a delegate such as an administrative assistant to add articles to the account, there are a few more steps.

5. Click on **Edit your bibliography.**

6. Click on **Edit My Bibliography Settings.**



7. Scroll to the bottom of the page and click on **Add a Delegate.**



8. Enter the delegate's email address and click on **Add Delegate.** The delegate will receive an email with directions on how to complete the process.

