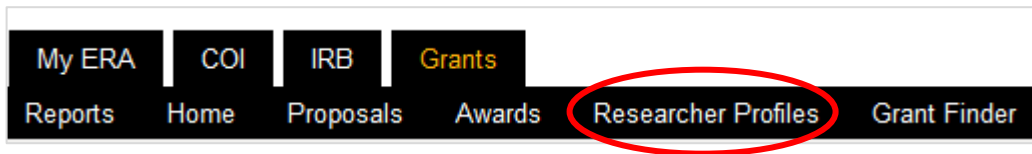


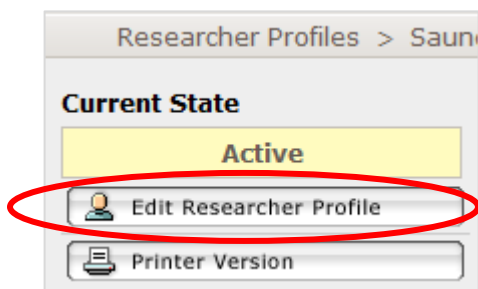
- 1) From the Grants module, select **Researcher Profiles**



- 2) Within the Researcher Profile, search to see if a profile already exists. If no account exists, select **Create Researcher Profile**.



- 3) If a profile already exists, after selecting the individual select **Edit Researcher Profile**.



4) Completing the Researcher Profile (first page).

**1.0 Researcher General Info**

**1.0 Profile Name:**  
Jane Doe  
*Input the individual's suffix.*

**2.0 Research Department:**  
E0101 – Knowledge Enterprise Development, Office of (OKED)

**3.0 Suffix (MD, PHD, etc.):**  
PhD  
*Enter the individual's work address (this should match the address in Fastlane and eRA Commons.)*

**4.0 Work Mailing Address:**

Street 1:

Street 2:

City:

State:

Zip/Postal:

Country:

**5.0 Phones:**

'My ASU' Business Phone: 480/965-4958

Alternate Bus. Phone:

Mobile Phone:

*Enter an Alternative Bus. Phone if no number is listed.*

**6.0 Degree:**

Type:

Year:

*Enter the Degree Type and Year. This should match what is entered in Fastlane and eRA commons.*

## 5) Completing the Grants Research Info (second page).

**2.0 Grants Research Info**

**1.0 eRA Commons Credentials for the SF424 form:**

Enter the individual's eRA Commons Credentials.

**2.0 Biosketches/CV's:**

Document Name	Bio/CV	Proposal Type	Last Modified
There are no items to display			

**3.0 Current and Pending:**

Document Name	Proposal Type	Last Modified
There are no items to display		

**4.0 ASU Research Collaborators:**

Last Name	First Name	Dept/Unit/Center/Institute
There are no items to display		

**5.0 External Research Collaborators:**

Last Name	First Name	Organization
There are no items to display		

## 6) Completing the Grants NSF Info

**3.0 Grants NSF Research**

**1.0 Fastlane Userid:**

**2.0 Gender:**  
 Female  
 Male  
 Do Not Wish to Provide  
Clear

**3.0 Ethnicity Type:**  
 Hispanic or Latino  
 Not Hispanic or Latino  
 Do Not Wish To Provide  
Clear

**4.0 Race:**  
 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
 Do Not Wish to Provide

**5.0 Disability Status:**  
 Hearing  
 Visual  
 Mobility/Orthopedic Impairment  
 Other  
 None  
 Do Not Wish to Provide

**6.0 Citizenship:**  
 US Citizen  
 Permanent Resident  
 Other non-US Citizen  
 Do Not Wish to Provide  
Clear

**7.0 Check the box if you are currently serving or have previously served as a PI, co-PI or Programs Director on any Federally funded project:**

Input the individual's NSF ID.

Questions 2 – 6 should match the demographic information that the individual has entered in Fastlane.

7) The Researcher Profile in ASU's ERA system must match the PI Profile in NSF FastLane and NIH eRA Commons. If the ERA Researcher Profile has been newly created or updated, proceed with the following:

- [How to Create an Account in Fastlane](#)
- [How to Update an Account in Fastlane as an RA](#)
- [How to Change PI Information in Fastlane](#)
- [How to Create an Account in eRA Commons as an RA](#)
- [How to Update an Account in eRA Commons as an RA](#)
- [How to Update Personal Profile in eRA Commons](#)