"How does a PI assign delegate access to their MyNCBI Bibliography??”

Once the PI has properly linked his/her eRA Commons account to a MyNCBI Bibliography account, they will want to set up delegate access to their MyNCBI Bibliography, so that an administrative assistant can manage the list of publications that will need to populate the list for NIH Reporting purposes.

[Administrative assistants will need to have set up their own MyNCBI accounts, prior to accepting delegate responsibilities. “How to set up a MyNCBI Account” is covered in a separate tutorial/PDF guide]

1. Principal Investigator must login to their MyNCBI account using “NIH Login” (“NIH Login” is the same as the eRA Commons login credentials)
2. From the MyNCBI Dashboard, click into the “My Bibliography / Settings”
3. Within the Settings, scroll down to “Delegates” list and click “Add Delegate”:

Enter the Delegate’s email address here, and click “Add Delegate”
The Delegate will receive an automated email from the PI’s MyNCBI account that will look something like this here… The delegate will need to follow the URL provided and login to their own MyNCBI account to “accept” the delegate responsibility.

Remember to login here with the “Standard” MyNCBI login option if you are not a PI.

When a delegate to the PI will login to MyNCBI, they must be using their own MyNCBI login credentials. Set up a MyNCBI account for yourself if you do not have one.
After login – Delegate will be able to “confirm” acceptance of the task.

[Tip: Login to MyNCBI first, and then click URL in email to accept delegate request]