Use of Preferred Name on Sponsored Project Applications

Many people have legal names that differ from their preferred names for a variety of reasons. Examples include a person wishing to use a maiden last name rather than a married last name, someone wishing to use a more common first or last name, or a transgender person wishing to use a preferred first name.

It is acceptable to submit sponsored project applications using a preferred name. The InfoEd application can include this preferred name as can NIH eRA Commons or any sponsored project application.

However, please note that the person’s name in Sinai Central is always the legal name. For those that wish to use a preferred rather than a legal name, the Grants and Contracts Office (GCO) encourages you to include the preferred name in the Sinai 1 Directory > Edit My Profile > Name > Known as field > and then Save/Verify. Please see screenshot below.

The person’s preferred and legal name will then appear on the project specific Conflict of Interest (COI) form. Click here for more information about this form.

Completing the “Known As” field in the Sinai 1 Directory will enable the GCO to easily match the person’s preferred name with the legal name.
NIH eRA Personal Profile Prior Name Option
The eRA Commons Personal Profile module offers the option to enter, view and edit Prior Names in the Name and ID section. This lets users specify other names they have used professionally in the past (such as maiden, married names, etc.), so that their award data and career progress can be better maintained and tracked in eRA Commons. Please click here for more information.

Please let the GCO know about any questions you may have.