



Grants and Contracts Office
 One Gustave L. Levy Place Box 1075
 New York, NY 10029-6574
 Phone: 212.824-8300
 Facsimile: 212.241-3294
 Email: grants@mssm.edu

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.

Sinai1

Allison Gottlieb
 Administrative Manager Mount Sinai

Name	Contact Info	Absence Contact	Bio
<p>Your name as displayed above comes from your official HR record. Some people may know you by a different name. For example: Nicknames, maiden names, English substitute names, previous names, etc. Use the "Known as" field to enter those other names, which will improve search results.</p> <p><i>Known as:</i> <input type="text" value="REDACTED"/></p> <p>Maiden names, previous names, aliases, nicknames etc.</p> <p><i>Credentials:</i> <input type="text"/></p> <p>PMP, CPA ,MD, DDS, ESQ etc.</p> <p>Names and credentials entered here will be displayed and searchable, but will not affect your official HR record.</p>			

Save / Verify

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.