

Research.gov

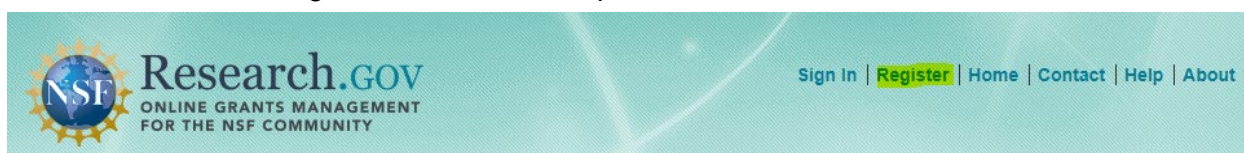
Profile Creation

Note: Click the following navigation links to be taken to the section of these instructions that are most relevant to your current needs:

- New NSF Account (No current NSF/Research.gov account access)
- Working at Multiple Organizations *or* Moving to another Organization
- GTRC and GTARC DUNS/UEI Numbers

1) New User: No Current NSF Account

- Open [Research.gov](https://www.research.gov).
- Click Register located at the top of the screen



- Input the requested account registration information
 - Important Note: Your primary email address will be used for NSF account notifications including password resets.

Account Registration

Save & Preview

i NSF Proposal & Award Policies & Procedures Guide (PAPPG) specifies that each individual user of NSF systems should not have more than one NSF ID (Chapter I.G.4, NSF ID).
[Forgot/Look Up your NSF ID?](#)

*** Required Fields**

Prefix	* First Name	Middle Name/Initial	* Last Name	Suffix
<input type="text" value="Select Prefix"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Suffix"/>

Alternate Name(s) Nickname, maiden name, etc.

* Primary Email i For NSF account password recovery	* Confirm Primary Email
<input type="text"/>	<input type="text"/>
Secondary Email i	Confirm Secondary Email
<input type="text"/>	<input type="text"/>

ORCID ID i 16-digits ie. 1234-1234-1234-1234	Phone Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

I'm not a robot

reCAPTCHA
 [Privacy](#) • [Terms](#)

* I confirm that I am at least 13 years of age.

- After completing the captcha and age verification, click

- e. Verify that your account registration information is correct on the Preview Account Registration screen and then click **Submit**.

Preview Account Registration

Review your information for accuracy.

Prefix:	Mr.
First Name:	Alpha
Middle Name/Initial:	M
Last Name:	Man
Suffix:	Jr.
Alternate Name(s):	Beta
Primary Email:	Beta@nsf.gov
Secondary Email:	Alpha@nsf.gov
ORCID ID:	
Phone Number:	(202) 571-7031
Extension:	1978

Submit
Edit

- f. You will receive an Account Registration Confirmation on the screen.
- g. Check the primary email account that you just used for two messages: one containing your new NSF ID and another containing your temporary password.
- h. Click **Sign In** on Research.gov and enter your new NSF ID and temporary password.
- i. Follow the instructions to change your temporary password.
- j. You have successfully registered for a new NSF account!

Add a New Role

- a. Review the following role categories:

If you need this role(s)	To perform these functions	Select this "Add Role" Button
Principal Investigator (PI) Co-Principal Investigator (Co-PI) Unaffiliated Fellowship Principal Investigator	Prepare proposals Manage awards	Add Investigator Role
Other Authorized User (OAU)	Assist a PI with proposal preparation	Add the OAU Role
Administrator Sponsor Programs Officer (SPO) Authorized Organization Representative (AOR)	Add a new organization Approve/disapprove roles Assign user roles Add/remove users	Add Organizational Role (Sponsored Programs Office only)

- b. To request a role from your organization, you must sign in to Research.gov and select the **My Profile** link located on the top right of the screen. Select the **Add a New Role** option from the left navigation bar.

- i. After requesting a role, your organization's Administrator will receive the request electronically to approve or disapprove it.
 - ii. **Note:** Only individuals with approved [FACULTY status](#) can be a Principal Investigator (PI).
- c. Find the Organization
- a. Enter the appropriate organization's DUNS or UEI number and click **Search**

Research Corporation	Applicable Use	DUNS	UEI
Georgia Tech Research Corporation (GTRC)	Resident Instruction	097394084	EMW9FC8J3HN4
Georgia Tech Applied Research Corporation (GTARC)	GTRI	364124651	L3G5SBQ2PLK5

- d. Complete the required fields denoted by a red asterisk (*) and click **Next**.

- e. Choose the appropriate **Role**. The "Principal Investigator" role is pre-selected

- f. Review your information for accuracy and click **Submit**.
- g. Enter your work phone number. Use the dropdown menu to select a current work email address or add a new work email address. Then click **Next**.
- h. Select a role(s) and click **Next**.
 - i. Depending on the selected role, please be aware that some corresponding roles will also be automatically added. For example, if you select the Administrator role, the Sponsored Projects Officer role and the View-Only role will automatically be added to your profile.
- i. Review your information for accuracy and click **Submit**. Your role request(s) are sent to the Administrators that are in the Organization Contacts list for review and approval.

2) Working at Multiple Organizations or Moving to another Organization

- a. Note: It is National Science Foundation (NSF) policy that only one NSF account is allowed per user. If you already have an NSF account, you MAY NOT register for a new NSF account even if you are working at multiple organizations, moving to another organization, or working as an Unaffiliated Principal Investigator (PI). Instead, you can add roles to your existing NSF account.
- b. Note: You do NOT need a separate NSF account for each organization you are affiliated with or a new NSF account when moving to a new organization or working as an Unaffiliated PI.
- c. You can have multiple organizations associated with your NSF account, and you can add new roles from different organizations to your existing NSF account.
- d. If you are associated with multiple organizations, be sure to update your designated Primary Organization on the **View My Roles** page.

Adding a PI role at a new organization to your existing NSF account

- j. Click **Sign In** located at the top right of the Research.gov page.
- k. Enter your NSF ID and password and click **Sign In**.
- l. Click **My Profile** located at the top right of the screen.
- m. Click **Add New Role** from the left navigation bar. To request the Investigator role, click the blue **Add Investigator or Authorized User Role** button located in the **Prepare Proposals and Manage Awards** box and a five-step role request wizard will display.

Add a New Role
For NSFID 000084867

Welcome to the **Add a New Role** page. Here you can:

- Request one or more user roles
- Register a new organization by clicking on the "Add Organizational Role" button
- Get more information about a role category by clicking on the role details link below each button

For help and more information go to the [About Account Management](#) page.

Select one to work on proposal and award activities.

<p>Prepare Proposals and Manage Awards</p> <p>Principal Investigator (PI) / co-Principal Investigator (co-PI), Postdoctoral Fellowship Investigator, Other Authorized User (OAU)</p> <p>Add Investigator or Authorized User Role</p> <p>PI/co-PI and OAU role details</p>	<p>Add and Manage Organizations</p> <p>Administrator (Admin), Authorized Organizational Representative (AOR), Sponsored Projects Officer (SPO), View Only User</p> <p>Add Organizational Role</p> <p>Organizational role details</p>
<p>Manage Financials in Award Cash Management Service (ACMS)</p> <p>Awardee Preparer, Awardee Certifier, Awardee Financial Representative</p> <p>Add Financial Role</p> <p>Financial role details</p>	<p>Register as a Graduate Research Fellowship Program (GRFP) Official</p> <p>Coordinating Official (CO), Alternate Coordinating Official (Alt. CO), Financial Official (FO)</p> <p>Add GRFP Official Role</p> <p>GRFP role details</p>

- n. Select **Yes, prepare and manage proposals with an organization**, and click **Submit**.

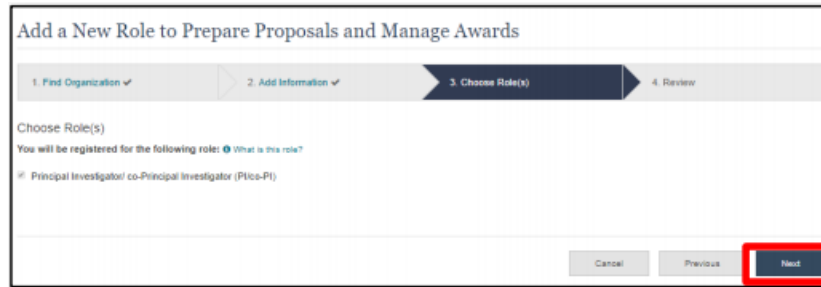
- o. **Note:** Only individuals with approved [FACULTY status](#) can be a Principal Investigator (PI).
- Find the Organization
 - Enter the appropriate organization's DUNS number and click **Search**

Research Corporation	Applicable Use	DUNS	UEI
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- p. Complete the required fields denoted by a red asterisk (*) and click **Next**.

- q. Choose the appropriate **Role**. The “Principal Investigator” role is pre-selected

- r. Review your information for accuracy and click **Submit**. Your role request(s) are sent to the Administrators that are in the Organization Contacts list for review/approval.



Add a New Role to Prepare Proposals and Manage Awards

1. Find Organization ✓ 2. Add Information ✓ 3. Choose Role(s) 4. Review

Choose Role(s)

You will be registered for the following role: What is this role?

Principal Investigator/ co-Principal Investigator (PI/co-PI)

Cancel Previous **Next**

Additional guidance including FAQs and instructional videos can be found on the Research.gov [About Account Management](#) page. E-mail training@osp.gatech.edu with additional questions.