Account
Management

Register for an NSF Account to Begin Using FastLane and Research.gov

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To submit proposals to the National Science Foundation (NSF) and conduct other award-related activities using NSF systems, you must have an NSF ID. This ID is a unique numerical identifier assigned to users by NSF through the registration process outlined below. Follow the step-by-step process to create a new NSF account.

Step 1: Confirm you do not have an existing NSF account

- Access the NSF ID Lookup page to search for an existing NSF account.
- If you forgot your password for an established NSF account, click here to retrieve it. Note that your email address can only be associated with one NSF account.
- If you do have an existing NSF account and you know your password, you can edit your account profile information by selecting the **"My Profile"** option located on the top right of Research.gov homepage. Click here for detailed information on **"My Profile"** functions.
- If you do not have an existing NSF account, proceed to Step 2.

Figure 1

Step 2: Access the Account Registration page

- Open Research.gov
- Click **"Register"** located at the top of the screen. (Figure 1)

Step 3: Create a new NSF account

- Input the requested account registration information (Figure 2)

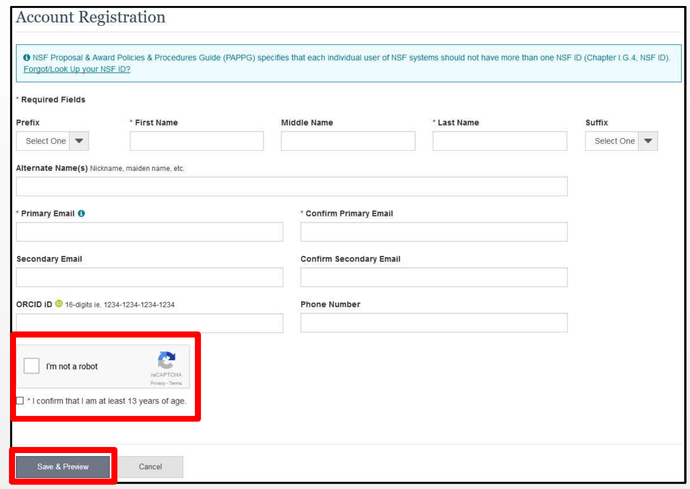

Figure 2

***Important Note**: Your primary email address will be used for NSF account notifications including password resets. Please make sure you have ongoing access to this email account (e.g., Google email). It is critical that you have continued access to this email account, even if you were to ever change organizations.*

- Check the boxes to confirm you are not a robot and that you are at least 13 years of age. (Figure 2)
- Click **"Save & Preview."** (Figure 2)
- Verify that your account registration information is correct on the Preview Account Registration screen and then click **"Submit."** (Figure 3)

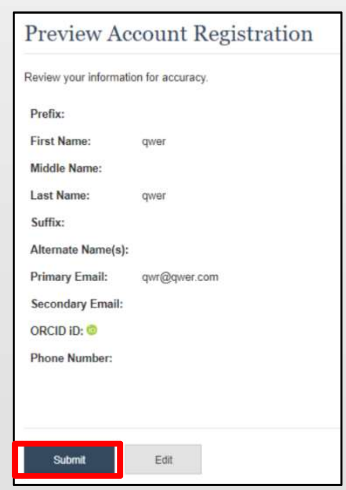

Figure 3

- You will receive an Account Registration Confirmation on the screen. (Figure 4)

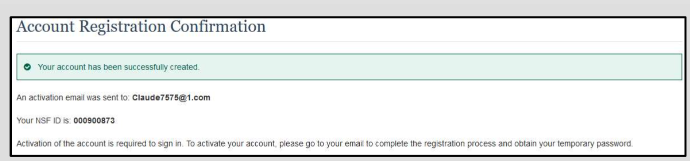

Figure 4

- Check the primary email account that you just used for two messages: one containing your new NSF ID and another containing your temporary password.
- Click **"Sign In"** on Research.gov and enter your new NSF ID and temporary password. (Figure 1)
- Follow the instructions to change your temporary password.
- You have successfully registered for a new NSF account!

Step 4: Add a New Role

- Now that you have an NSF account, you can add roles to your account profile. Click here for detailed instructions.

Add a New Role

Add a New Role

To work on proposal and award activities on National Science Foundation (NSF) systems, a user must have an organization-approved role at an organization registered with NSF. 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. After requesting a role, your organization's Administrator will receive the request electronically to approve or disapprove it.

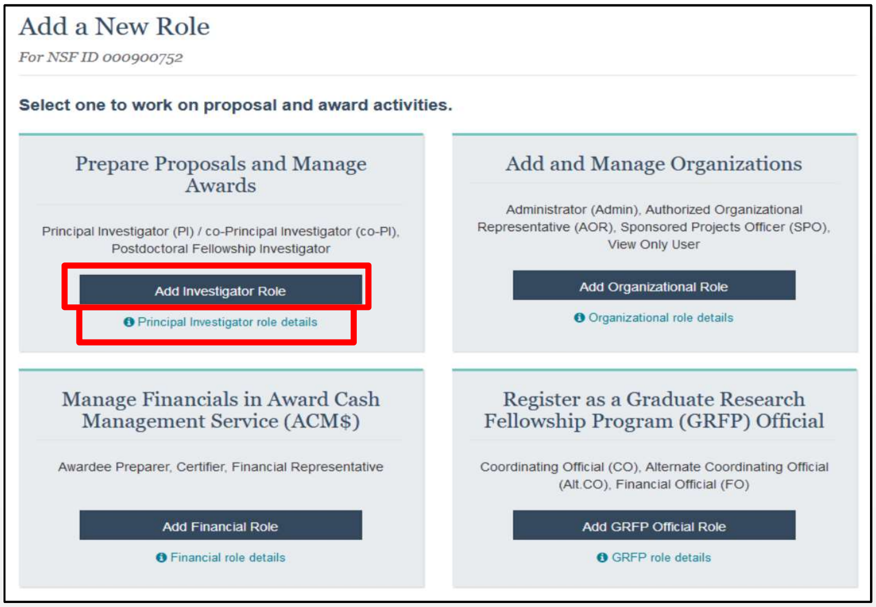

Figure 1

Figure 1 shows the four role categories: Investigator, Organizational, Financial, and GRFP Official. Users should click the appropriate dark blue **Add Role** button (e.g., **Add Investigator Role** to request a PI role) to request the specified role and to proceed with the five-step role wizard. Note that beneath each dark blue **Add Role** button, there is an information link (e.g., Principal Investigator role details) which provides additional information about the specific role. The table below outlines the role request options grouped by category.

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
• **Administrator** • **Sponsored Projects Officer (SPO)** • **Authorized Organization Representative (AOR)** • **View Only**	• Add a new organization • Approve/disapprove roles • Assign user roles • Add/remove users	Add Organizational Role
• **Awardee Preparer** • **Awardee Certifier** • **Awardee Financial Representative**	• Prepare and manage financials in Award Cash Management Service (ACM$)	Add Financial Role
• **Graduate Research Fellowship Program (GRFP) Coordinating Official (CO)** • **GRFP Alternate Coordinating Official (Alt. CO)** • **GRFP Financial Official (FO)**	• Manage GRFP functions	Add GRFP Official Role
• **Other Authorized User (OAU)**	• Assist a PI with proposal preparation	Contact your Administrator to be assigned the OAU role

Add a New Role (continued)

Role Request Wizard Steps

No matter the role you choose to add, the same five-step process is followed.

Step 1: Find Organization

- Enter your organization's DUNS number and click **"Search"** (Figure 2). If you already have an organization-approved role at NSF, you can use the dropdown menu to select the DUNS number associated with your NSF-registered organization.
- Verify the correct organization is displayed in the results section and click **"Next."** (Figure 2)

    Note: *For more information about DUNS numbers, please click here or contact your Sponsored Projects Office (SPO).*

- ~~If your organization is not registered in the System for Award Management (SAM) go to https://www.sam.gov. *Note that completion of the SAM registration process may take up to two weeks.*~~

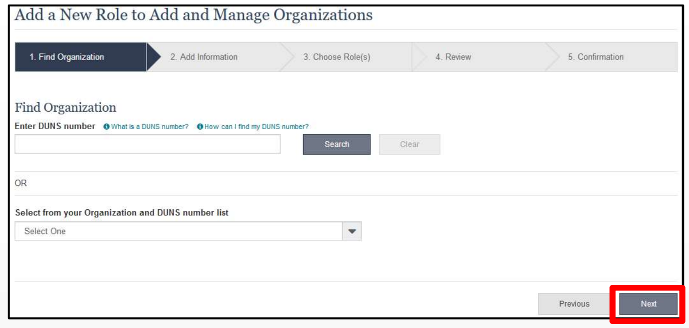

Figure 2

Step 2: Add Information

- 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."** (Figure 3)

    Note: *If you are requesting a Principal Investigator role, you will need to enter additional data. Please see the following job aids for detailed instructions: Add a New Role – Principal Investigator and Add a New Role – Unaffiliated Principal Investigator.*

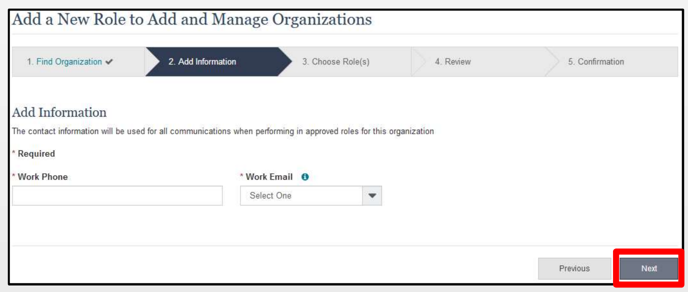

Figure 3

Helpful Tips

Each NSF account requires a primary email address and a work email address.

- Your primary email address is used for important notifications about your NSF account such as password resets. It is critical that you have continued access to this email account (e.g., Google email address), even if you change organizations.
- Your work email address is associated with all your roles **at a particular organization**. This email address is used for role request and approval notifications as well as for proposal and award related notifications.

Step 3: Choose Role(s)

- Select a role(s) and click **"Next."** (Figure 4)

  Note: *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.*

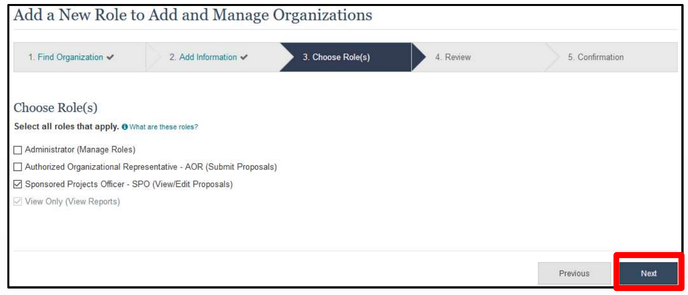

Figure 4

Step 4: Review

- Review your information for accuracy and click "**Next.**" (Figure 5)

Figure 5

Step 5: Confirmation

- Your role request(s) are sent to the Administrators that are in the Organization Contacts list for review and approval (Figure 6).
- You have successfully submitted your role request(s)!

Figure 6

Helpful Tips

An email will be sent to the work email address you used to request a role on whether or not your role is approved or disapproved by your organization. You may reach out to the Administrator listed as one of the organization contacts, located on View My Roles page, to follow-up on your role request.