Researchers can add research products resulting from NSF-funded research in the National Science Foundation (NSF) Public Access Repository (NSF-PAR).

- In alignment with NSF’s long-standing commitment to clear and open communication of research results, the following products can be added to the NSF-PAR: conference papers, conference proceedings, datasets, journal articles, and workshop reports.

- The NSF-PAR archival feature is designed to allow the addition of a product’s metadata information when using the product’s pre-existing digital object identifier (DOI) for certain products including conference papers, conference proceedings, datasets, and journal articles. DOIs may either be registered at Crossref.org or DataCite.org.

- As of September 2023, products added to the NSF-PAR as conference papers, datasets, and journal articles auto-populate into NSF in-progress project reports (i.e., unsubmitted reports) in the Research.gov Project Reporting System.

**Overview for Adding Research Products to the NSF-PAR**

- Add award ID(s) for your product entry
- Acknowledge the NSF Grant Conditions
- Auto-populate your product and associated metadata using a DOI (or enter information manually without a DOI)
- Verify your product’s metadata information and update as needed
- Submit your product entry

**Additional Important Information for Adding Datasets to the NSF-PAR:**

- **Key Requirement:** You must have previously deposited your dataset into a repository which associates a DOI with your dataset.

- Your dataset can exist in various file formats and in various file sizes in a repository of your choice.

- NSF-PAR will only store the metadata information from the DOI associated to your dataset.

- Your repository provider must either register (i.e., mint) a new DOI or upload a pre-existing DOI and associated metadata with either Crossref.org or DataCite.org.

- Only the metadata that has been added to Crossref.org or DataCite.org will be stored in the NSF-PAR and will be available using the Public Access search feature.
Steps for a PI or co-PI to Add a Research Product to the NSF-PAR

1. **Sign in** to Research.gov:
   - Open Research.gov.
   - Click **Sign In** located at the top right of the screen to enter credentials.
   - On the NSF User Sign In page, sign in to Research.gov with your NSF credentials, organization credentials, or with your Login.gov credentials and click the **Sign In** button.

2. **Click** the Add Research Products link under Awards & Reporting on the Research.gov homepage to navigate to the Add Research Products screen in the NSF-PAR.
3 **Select** your award(s) from the Select Award ID drop-down and then **check** the acknowledgement box.

Add Research Product

**Award Selection**
Select the NSF Awards for which you are adding the product. In most cases, this product will be autopopulated into Research.gov project reports.

* Required

* Select Award ID:

--- Select Award ID ---

* Acknowledgement

Why do I have to acknowledge this?

I acknowledge the Federal Government’s license as set forth in the Copyright Ownership, Government License or Copyrighted Material article of the applicable NSF terms and conditions referenced in the NSF award notice.

Add additional award ID

Multiple awards may be added if they apply to your product entry.

4 **Indicate** whether you have a DOI which will be used to auto-populate product metadata or whether you do not have a DOI and will enter the product metadata manually.

**Metadata Entry Method Selection**

* Required

* Do you have a Digital Object Identifier (DOI) number for this research project? Where do I find my DOI number?

- Yes, I have a DOI number
- No, proceed with a manual addition

5 If you selected the DOI option, **enter** your DOI in the Digital Object Identifier (DOI) section that will display, **click** Retrieve, and then **click** Next. If you selected the manual addition option, **select** a product from the Product Type drop-down list in the Product Type Selection section that will display, and then **click** Next.
Verify the auto-populated product metadata or complete the fields manually and click Next.
Review the award and product metadata and click Submit.
Make note of the NSF-PAR ID included in the submission confirmation banner to locate your product entry in the NSF-PAR Public Search (https://par.nsf.gov) and within your in-progress project report in the Research.gov Project Reporting System (https://research.gov).
Auto-population of Products Added to the NSF-PAR into Your In-progress Project Report

The Research.gov Project Reporting System screenshot below is an example of how conference papers, datasets, and journal articles auto-populated from the NSF-PAR into your in-progress project report are displayed.

- Currently only information from conference papers, datasets, and journal articles are auto-populated from the NSF-PAR into your in-progress project report.
- Conference proceedings and workshop reports must currently be added manually to your in-progress project report in Research.gov.

### Datasets entered in NSF PAR

Datasets entered in NSF PAR are displayed as Other Product > Dataset in your in-progress project report.

#### The NSF PAR ID provided upon successful NSF PAR submission will be displayed in your in-progress project report in the Product Status column

<table>
<thead>
<tr>
<th>Product Type</th>
<th>Citation / Description</th>
<th>Product Status</th>
<th>Year</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
</table>
| Other Product      | Data and Research Materials (e.g. Cell lines, DNA probes, Animal models)               | Added to NSF-PAR | 2022 | Complete | ⚫ Edit in NSF-PAR
| Dataset            | Last Name, Middle Int. First Int. (Published Year). Title of Dataset (Version V2). Repository Name.   |                |      |          | Delete from Report
|                    | doi: 10.168/etc.2600335                                                              |                |      |          |                                              |
|                    | Citation details                                                                      |                |      |          |                                              |
| Journal or Juried  |                                                                                       | Available in NSF-PAR | 2018 | Complete | ⚫ Edit in NSF-PAR
| Conference Paper   |                                                                                       |                |      |          | Delete from Report
|                    | Last Name, Middle Int. First Int. (Publication Year). Title of the Article. Last Name, Middle Int. First Int. (Ed.), Title of Periodical, volume |                |      |          |                                              |
|                    | doi: 10.NNNN/XXX0000                                                               |                |      |          |                                              |
|                    | Full Text                                                                              |                |      |          |                                              |
|                    | Citation details                                                                      |                |      |          |                                              |
Steps for a PI or co-PI to Manually Add Research Products to In-progress Project Reports in Research.gov

1. **Sign in to Research.gov:**
   - Open [Research.gov](https://research.gov).
   - Click **Sign In** located at the top right of the screen to enter credentials.
   - On the NSF User Sign In page, sign in to Research.gov with your NSF credentials, organization credentials, or with your Login.gov credentials and click the **Sign In** button.

2. **Click** the Project Reports link under Awards & Reporting on the Research.gov homepage to go to your Project Report.

3. **Navigate** to the Products tab.
4 Click the Submit New Product(s) drop-down and select a product. If your product type is not in the drop-down list, select “Other Product” and review the available sub-products.

5 Click Go.
Adding Research Products to the NSF-PAR and to NSF In-progress Project Reports (cont’d)

Selecting the Other Product category will open the Submit New Other Product page with a drop-down list.

The Other Product category contains the following sub products:

- Audio or Video Products
- Data and Research Materials (e.g. Cell lines, DNA probes, Animal models)
- Databases
- Educational aids or Curricula
- Evaluation Instruments
- Instruments or Equipment Models
- Physical Collections
- Protocols
- Software or Networking
- Survey Instruments
- Other

Selecting the Other Product category will open the Submit New Other Product page with a drop-down list.
6 Complete the fields for your specific product and click Save to complete your entry.

- A product-specific form will be displayed to collect relevant information depending on the product selected.
- The example shown below shows the form displayed for a dataset product.

---

**Submit New Other Product**

*Required*

Listing your dataset publicly through the NSF-PAR repository has many benefits:

- Facilitates visibility and discoverability of the results of your research.
- Ensures a clear representation of the product type that resulted from your research.
- Increases the reproducibility of the research findings.
- Provides transparency of data in support of open science for the global research community.
- Enhances connections with other researchers.

Please complete the form below to add your dataset to your project report?

- **Product Status** What does the product status mean?
  - Under Review

- **Publication Year** What does the publication year mean?
  - 2023
  - (e.g., 2023)

- **Describe your product and how it is being shared** Example description

Characters Remaining: 8000

---

[Save button]
7 **Verify** that your added product is displayed on the Products table.

Banner success message displays at the top of the Products page confirming your entry.

You have successfully added your “Research Material” to your project report.

The example below shows the Products Table in a project report. Note the following for the Product Status column:

- Products entered directly in a project report without a DOI will not have an NSF-PAR ID.
- Conference papers, datasets, and journal articles entered with a DOI in the NSF-PAR will auto-populate into the table with the NSF-PAR ID.

<table>
<thead>
<tr>
<th>Product Type</th>
<th>Citation / Description</th>
<th><em>Product Status</em></th>
<th><strong>Year</strong></th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Product</td>
<td>Data and Research Materials (e.g. Cell lines, DNA probes, Animal models)</td>
<td>Added to NSF-PAR PAR ID: 123456</td>
<td>2022</td>
<td>Complete</td>
<td><img src="edit" alt="Edit in NSF-PAR" />, <img src="delete" alt="Delete from Report" /></td>
</tr>
<tr>
<td>Dataset</td>
<td>Last Name, Middle Int. First Int. (Published Year). Title of Dataset, (Version V2). Repository Name.</td>
<td><img src="more" alt="more" /></td>
<td></td>
<td></td>
<td><img src="edit" alt="Edit in NSF-PAR" />, <img src="delete" alt="Delete from Report" /></td>
</tr>
<tr>
<td>Conference papers</td>
<td>Data and Research Materials (e.g. Cell lines, DNA probes, Animal models)</td>
<td>Other</td>
<td>2023</td>
<td>Complete</td>
<td><img src="edit" alt="Edit Details" />, <img src="delete" alt="Delete from Report" /></td>
</tr>
<tr>
<td>Datasets</td>
<td>Last Name, Middle Int. First Int. (Published Year). Title of Dataset, (Version V2). Repository Name.</td>
<td><img src="more" alt="more" /></td>
<td></td>
<td></td>
<td><img src="edit" alt="Edit Details" />, <img src="delete" alt="Delete from Report" /></td>
</tr>
<tr>
<td>Other Product</td>
<td>Data and Research Materials (e.g. Cell lines, DNA probes, Animal models)</td>
<td>Under Review</td>
<td>2023</td>
<td>Complete</td>
<td><img src="edit" alt="Edit Details" />, <img src="delete" alt="Delete from Report" /></td>
</tr>
<tr>
<td>Dataset</td>
<td>Last Name, Middle Int. First Int. (Published Year). Title of Dataset, (Version V2). Repository Name.</td>
<td><img src="more" alt="more" /></td>
<td></td>
<td></td>
<td><img src="edit" alt="Edit Details" />, <img src="delete" alt="Delete from Report" /></td>
</tr>
</tbody>
</table>
The Product Summary box under the Products tab can be used to:

- View a summary of your product entries from the NSF-PAR on your project report.
- View a count of total products from your project report and from the NSF-PAR.
- View timestamp information. The timestamp indicates the most recent batch data pull from the NSF-PAR into your project report.

Questions and Helpful Resources

- **NSF IT Service Desk**
  IT system-related and technical questions may be directed to the NSF IT Service Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via rgov@nsf.gov.
- Additional information is available on the Research.gov About Public Access page. Please also refer to the NSF Public Access Initiative for more information.

We Want Your Feedback!

- We want your thoughts on the workflow for adding research products to the NSF-PAR and to your in-progress project reports.
- Please send your feedback to publicaccess@nsf.gov.