Fellow User Guide to Access the GRFP Module

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Fellows must first register for a <u>new</u> NSF account in Research.gov to access the GRFP Module. Registration is a quick and easy one-time process. You will need to have access to your existing GRFP account email so your GRFP account can be linked with your new NSF account.

ℹ️ ***If You Already Have an NSF Account:***

- *If you already have an NSF account, please proceed with Step 3a or 3b in this guide to sign in to Research.gov with your NSF account credentials (instead of using your GRFP credentials).*
- *Do <u>not</u> create a new NSF account. Each individual user of NSF systems should not have more than one NSF account (NSF ID).*

Step ①: Navigate to the GRFP Sign In page.

- Access the GRFP Sign In page for the GRFP Module at: https://www.research.gov/grfp/Login.do.

GRFP Sign In page

Step ② : **Register for an NSF account in Research.gov (one-time process).**

- Click the **Register** link on the GRFP Sign In page to register for an NSF account in Research.gov. Ⓐ
- You will be navigated to the Research.gov Account Registration page. Ⓑ
    - Enter registration information for your new NSF account.
    - Select **Save & Preview**.
- Verify your NSF account registration information on the Preview Account Registration screen and check Ⓒ the box to confirm you are not a robot. If you need to change information, click the Edit button to return to the previous screen.
- After clicking **Submit**, the system will generate a confirmation message. Ⓓ
- You will receive two system-generated emails at your NSF account primary email address. One email will contain your new NSF ID for your NSF account. The second email will have your temporary password so you can sign in to Research.gov. Follow instructions provided in the email to sign in to Research.gov with your NSF account credentials and to change your temporary password. You are encouraged to sign in to Research.gov with your NSF account primary email address. Ⓔ

Sign In for GRFP Applicants, Fellows and Officials

Sign In to Research.gov

A Research.gov account is required to access GRFP. Register

Applicants
Students can create and submit an application (during the open application period).

Fellows
Students can declare plans, submit reports and view their status.

Officials
Manage fellows, view reports, verify progress and more.

Register link on GRFP Sign In page Ⓐ

ℹ️ **_NSF Account Primary Email Address Tips:_**

- *Your NSF account 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., Gmail address).*
- *It is critical that you have continued access to this email account if you change organizations.*
- ***Fellows are encouraged to use the same personal email address they currently use for their GRFP account as their primary address when registering for a new NSF account in Research.gov.***
- *NSF account holders can update their NSF account primary email address without NSF Help Desk assistance after registration.*

B

NSF Account Registration page

NSF account Primary Email field

Check the box to confirm you are at least 13 years of age

Save & Preview button is enabled after age confirmation box is checked

REMINDER: Fellows are encouraged to use the same personal email address they currently use for their GRFP account as their primary address when registering for a new NSF account in Research.gov.

C

Preview Account Registration screen to verify NSF account information

NSF account primary email

Submit button is enabled after the *I'm not a robot* box is checked

Click the Edit button to make changes to information

Preview Account Registration

Review your information for accuracy.

Prefix:

First Name: Dado

Middle Name/Initial:

Last Name: DadoHHH

Suffix:

Alternate Name(s):

Primary Email: dadoHHH@gmail.com

Secondary Email:

ORCID iD:

Phone Number:

Extension:

Submit   Edit

D — **Confirmation message indicates successful NSF account creation**

Account Registration Confirmation

✅ Your account has been successfully created.

An activation email was sent to: ██████_adnan@hotmail.com

Your NSF ID is: **000924219**

Activation of the account is required to sign in. To activate your account, please go to your email to complete the registration process and obtain your temporary password.

‹ Return to Sign In

E — **System-generated email is sent to the NSF account primary email address with temporary password to sign in to Research.gov**

A temporary password for your NSF account has been created.
Use the following temporary password to sign in to your account through Research.gov.

Temporary Password: qCyQcJwZ54

To set up your new password:

1. Sign in to Research.gov using the temporary password above.
2. Once you sign in, you will be prompted to change your password. Please review password complexity requirements before creating a new password.

Need Help?

You can find helpful Research.gov information by clicking the Research.gov Help
<https://web.acpt.research.gov/common/robohelp/public/WebHelp/Research.htm#Welcome_to_the_Research_gov_Help_System.htm> section. We encourage you to review this information to learn how to efficiently use the site.

For additional assistance, please contact the NSF Help Desk at 1-800-381-1532 or Rgov@nsf.gov <mailto:Rgov@nsf.gov> .

Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.

ℹ️ **_Tips About the Two System-generated Emails You Will Receive:_**

Check your NSF primary email account to view the following two email messages:
- *One email contains your new NSF ID for your NSF account.*
- *The second email will have your temporary password so you can sign in to Research.gov. Follow instructions provided in the email to sign in to Research.gov and to change your temporary password. You are encouraged to sign in to Research.gov with your NSF account primary email address.*

Step 3.a : *Follow Step 3.a if your NSF account and GRFP account email addresses are the same.*
(Note: You will follow either Step 3.a or Step 3.b.)
Sign in to Research.gov and navigate to the GRFP Module from the My Desktop page.

- Access Research.gov.
- Click **Sign In** located at the top right of the screen to enter NSF account credentials.
- Enter NSF account credentials. (***Note:*** *See the Appendix for information about signing in to Research.gov with Organization credentials or Login.gov credentials after establishing an NSF account and linking it to your GRFP account.)* **A**
  - Type your NSF account primary email address or NSF ID in the **Primary Email Address or NSF ID** field. You are encouraged to sign in with your NSF account primary email address.
  - Type your NSF account password in the **Password** field.
  - Click the **Sign In** button. **B**
  - You will be on the Research.gov **My Desktop** page where you will select the **Graduate Research Fellowship Program (Applicants, Fellows)** link from the Fellowships tile to go to the GRFP page.

A Sign in with your NSF account primary email (or NSF ID) and your NSF account password. Do not enter GRFP username and password.

Sign In button is enabled after credentials are entered

ℹ️ Tips About Research.gov Forgot ID and Forgot Password Features

Forgot ID link
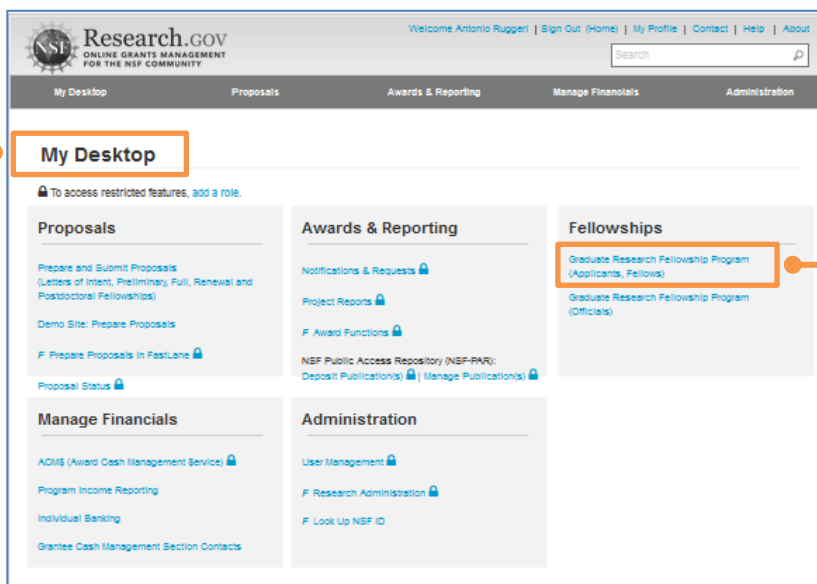*(Available for NSF accounts after registering in Research.gov)*

Forgot Password link
(Available for NSF accounts after registering in Research.gov)

- The Research.gov Forgot ID and Forgot Password features are for NSF account information only and can be used after you register for an NSF account in Research.gov.
- Forgot ID and Forgot Password features will **not** work for your GRFP account email or password.
- If you have forgotten your GRFP account email or password, please contact the NSF Help Desk for assistance.
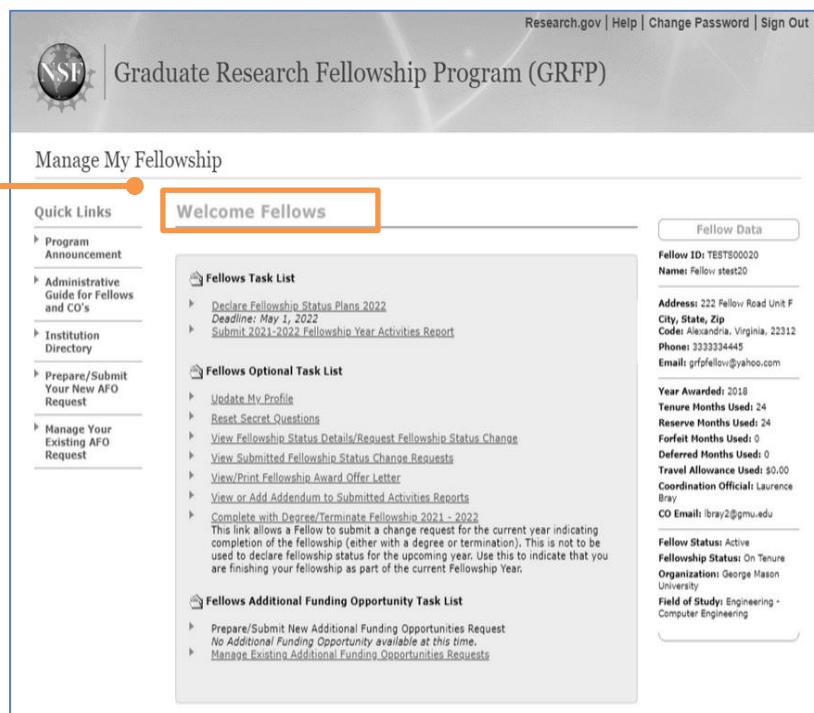
B

Research.gov My Desktop page

Graduate Research Fellowship Program (Applicants, Fellows) link

If you used the same email address for both your existing GRFP account and your NSF account you registered for in Research.gov, you will proceed to the GRFP Module and will be navigated to the Fellows homepage screen.

Fellows homepage

Step 3.b : *Follow Step 3.b if your NSF account and GRFP account email addresses are <u>not</u> the same.*
(Note: You will follow either Step 3.a <u>or</u> Step 3.b.)
Sign in to Research.gov and navigate to the GRFP Module from the My Desktop page.

- Access Research.gov.
- Click **Sign In** located at the top right of the screen to enter NSF account credentials.
- Enter NSF account credentials. (**Note:** *See the Appendix for information about signing in to Research.gov with Organization credentials or Login.gov credentials after establishing an NSF account and linking it to your GRFP account.*)
    - Type your NSF account primary email address or NSF ID in the **Primary Email Address or NSF ID** field. You are encouraged to sign in with your NSF account primary email address.
    - Type your NSF account password in the **Password** field.
    - Click the **Sign In** button.
    - You will be on the Research.gov **My Desktop** page where you will select the **Graduate Research Fellowship Program (Applicants, Fellows)** link from the Fellowships tile to go to the GRFP page.

(A)

Sign in with your NSF account primary email (or NSF ID) and your NSF account password. Do not enter GRFP username and password.

Sign In button is enabled after credentials are entered

(B)

Research.gov My Desktop page

Graduate Research Fellowship Program (Applicants, Fellows) link

- Since the email addresses for your NSF account and your existing GRFP account are not the same, the system will not detect an email address match and you will receive an alert message on the Graduate Research Fellowship Program (GRFP) Account page.
- Enter your **GRFP account email address** in the field provided to enable the **Send One-Time Password** button. Click the **Send One-Time Password** button to initiate the linking process for your NSF account and your existing GRFP account. **(A)**
- After the system verifies your accounts, two system-generated emails will be sent to you both at the email associated with your existing GRFP account and at the primary email address for your NSF account.
  - The first email verifies that you are the owner of the email address for your existing GRFP account that you want to link with the email address for your NSF account. **(B)**
  - The second email will contain your system-generated, one-time, six-digit password that must be used within 10 minutes. You can generate another one-time password if it expires. **(C)**
- Enter the six-digit password you receive via email on the Verify Account screen. **(D)**
- The **Submit** button will be enabled after the password is entered.

Alert message received when GRFP account and NSF account email addresses do not match

A — **Enter GRFP account email address to initiate one-time linking action**

Research.gov | Help

Graduate Research Fellowship Program (GRFP)

Graduate Research Fellowship Program (GRFP) Account
for John Doe

⚠ We didn't find a GRFP account email address associated with your NSF account. If you have a GRFP account, link it now to ensure your data is retained.

Have an existing GRFP account? Link it now. ⓘ

Applicants and fellows, enter your GRFP account email address to be sent a one-time password to regain access. This is a one-time process.
Upon linking, the email address listed in the GRFP system will be updated to your NSF account email address.

GRFP Account Email Address

[   ] [Send One-Time Password]

Applicants that no longer have access to their GRFP account email address can start a new application using the button on the right during the open application period. If you still need assistance, contact the NSF IT Help Desk at 1 (800) 381-1532 or rgov@nsf.gov.

New GRFP coordinating official?
If you are a new GRFP coordinating official and need access, you do not need to link an account. Instead, add a GRFP Official role.

‹ Back to My Desktop

Don't have an existing GRFP account? Start an application from here.

The GRFP system is now accessible through Research.gov. If you do not have a previous GRFP account, you can proceed to create an application here within Research.gov.

[Start Application]

or

National Science Foundation
2415 Eisenhower Avenue, Alexandria, Virginia 22314, USA
Tel: 703-292-5111, FIRS: 800-877-8339 | TTY: 703-292-5090

Privacy and Security

B

Example email header

To: arugge@yahoo.com
From: accountverification@nsf.gov
Date: January 07, 2021
Subject: NSF Account Verification

Email body

We need to verify your email address before you can continue with your activity on Research.gov. A one-time password will be sent to *****e@harvard.edu shortly. Enter the one-time password where prompted on the Graduate Research Fellowship Program (GRFP) Account page. Note that the password will expire 10 minutes after receipt.

If you did not make this request or do not receive your one-time password, contact the NSF Help Desk at 1-(800)-381-1532 or Rgov@nsf.gov.

C

Example email header

To: ruggeri_a@harvard.edu
From: accountverification@nsf.gov
Date: January 07, 2021
Subject: NSF Account Verification - Your One-Time Password

Email body

To continue with your activity on Research.gov, enter the one-time password where prompted on the Graduate Research Fellowship Program (GRFP) Account page. Please do so soon, as your one-time password will expire in 10 minutes.

One-Time Password:
001556

If you did not make this request or you require additional assistance, contact the NSF Help Desk at 1-(800)-381-1532 or Rgov@nsf.gov.

Example one-time password

Enter the six-digit password that is emailed to you. In our example, the one-time password is 001556 *(see previous page).*

The Submit button will be enabled after the one-time password is entered.

Link to generate a new one-time password

Success! Your GRFP and NSF accounts have been successfully linked. You are navigated to the Fellows homepage.

Fellows homepage

Accessing the GRFP Module Going Forward

- You have completed your one-time registration in Research.gov and have linked your GRFP and NSF accounts.
- From now on, you will sign in to Research.gov with your NSF account credentials to access the GRFP Module. You will no longer use the GRFP account credentials you previously used to access the GRFP Module.
- You have two options to sign in to Research.gov to access the GRFP Module:
    - *Research.gov Sign in Option #1:*
        - Open the GRFP Sign In page.
        - Click the **Sign In to Research.gov** button.
        - Enter your NSF account credentials.
    - *Research.gov Sign in Option #2:*
        - Open Research.gov.
        - Click Sign In located at the top right of the screen to enter your NSF account credentials.
        - From the My Desktop page, select the **Graduate Research Fellowship Program (Applicants, Fellows)** link in the Fellowships tile.

Questions?

- For IT system-related questions, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays) or via rgov@nsf.gov.
- Questions about the GRFP application process and reference writer process should be directed to the GRF Operations Center (website: https://nsfgrfp.org) at 1-866-NSF-GRFP (1-866-673-4737) or by email to info@nsfgrfp.org.

**Appendix:
Signing in to Research.gov
with Organization
Credentials or Login.gov
Credentials**

Training resources including Frequently Asked Questions (FAQs) are available here. For IT system-related questions, sign in assistance, or account inquiries, please contact the NSF Help Desk at 1-800-381-1532 or via rgov@nsf.gov.

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Using Organization Credentials to Sign in to Research.gov

After following the steps in this guide to register for an NSF account in Research.gov and link it to your GRFP account, you can sign in to Research.gov with your organization-issued credentials if your organization is an InCommon Federation participant and integrated with NSF. Please check the Organization drop-down on the Research.gov Sign In page to view the list of InCommon Organizations that participate/integrate with NSF.

- Only InCommon Federation participants can use their organization-issued credentials to sign in to Research.gov.
- If you are signing in with your organization-issued credentials, you will be prompted to link your credentials to your NSF account if they are not already linked.
- Please see the About the InCommon Integration at Research.gov page to learn more.
- If you have questions, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays) or via rgov@nsf.gov.

Training resources including Frequently Asked Questions (FAQs) are available here. For IT system-related questions, sign in assistance, or account inquiries, please contact the NSF Help Desk at 1-800-381-1532 or via rgov@nsf.gov.

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Using Login.gov Credentials to Sign in to Research.gov

After following the steps in this guide to register for an NSF account in Research.gov and link it to your GRFP account, you can sign in to Research.gov with your Login.gov credentials.

- Login.gov is a Federal shared service platform that provides multi-factor authentication for users to sign in to participating government agency systems.
- Accessing Research.gov through Login.gov enables Fellows to have a single username and password for participating Federal systems.
- After Login.gov credentials (username and password) are entered, the Login.gov system will require the Fellow to provide a second factor such as a security key, authentication application, or a one-time security code the Fellow receives by phone or by text to complete the authentication. For more information, please see the Login.gov Help Center Authentication Options page.
- When signing in to Research.gov with Login.gov credentials the first time, the Fellow's Login.gov account and NSF account will automatically be linked if the same primary email is used for both accounts. If Research.gov does not detect a primary email address match for both accounts, the Fellow will be prompted to complete a one-time process to link their Login.gov account to an existing NSF account.
- If you have questions, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays) or via rgov@nsf.gov.

Sign in with Login.gov credentials

Sign In button is enabled after credentials are entered

Training resources including Frequently Asked Questions (FAQs) are available here. For IT system-related questions, sign in assistance, or account inquiries, please contact the NSF Help Desk at 1-800-381-1532 or via rgov@nsf.gov.

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