



Fellow User Guide to Access the GRFP Module

June 2022, Version 1.3



Fellows must first register for a new 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.



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 not 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

Research.gov | Help

Graduate Research Fellowship Program (GRFP)

Welcome to the NSF Graduate Research Fellowship Program (GRFP).

NSF GRFP Competition Results
► [Award Offers and Honorable Mentions List](#)

Withdrawal Deadline
November 15, 2021 (Monday): Application Withdrawal

Applicant and Reference Writer Assistance
For technical questions, please contact the NSF Help Desk at 1-800-381-1532.
Questions about the Application and Reference Writer Process for the Graduate Research Fellowship Program should be directed to:
GRFP Operations Center
Website: <https://nsfinfo.org>
Phone: 866-NSF-GRFP (866-673-4737)
E-mail: info@nsfinfo.org
Hours of Operation: 8:30 a.m. - 5:30 p.m. Eastern Time

Current Fellows and GRFP Officials Assistance
If you have TECHNICAL problems accessing your fellowship information or Coordinating Official functions please click [here](#)

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.

Sign In for GRFP Applicants, Fellows and Officials

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



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. (A)
- You will be navigated to the Research.gov Account Registration page. (B)
 - 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. (C)
- After clicking **Submit**, the system will generate a confirmation message. (D)
- 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. (E)



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



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: qCyQchwZ54

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.



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](https://www.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



Tips About Research.gov Forgot ID and Forgot Password Features

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

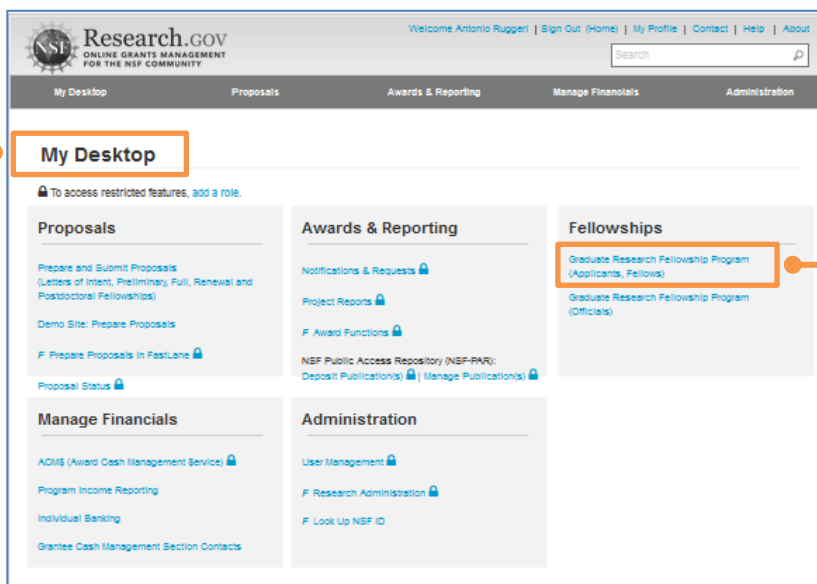
Forgot Password link
(Available for NSF accounts after registering in Research.gov)

- 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

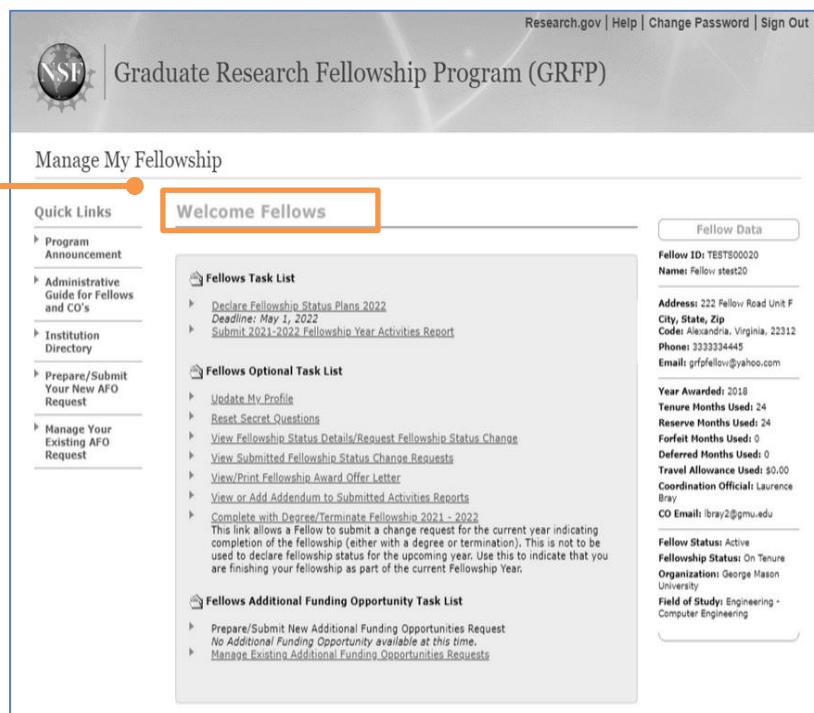
Research.gov My Desktop page



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 not 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](https://www.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

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 *****@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](#).

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.

Research.gov | Help

Graduate Research Fellowship Program (GRFP) Account

for John Doe

Verify Your Account

You will need to verify your account to continue. A one-time password has been sent to *****@yahoo.com. The one-time password will be valid for 10 minutes. Can't find your one-time password or it has expired? [Generate a new one.](#)

One-Time Password (6 digits)

001556

Submit

[Back to My Desktop](#)

National Science Foundation
2415 Eisenhower Avenue, Alexandria, Virginia 22314, USA
Tel: 703-292-6111, F.I.R.S. 800-877-6339 | TTY: 703-292-5080

[Privacy and Security](#)

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

Research.gov | Help | Change Password | Sign Out

Graduate Research Fellowship Program (GRFP)

Manage My Fellowship

✔ Your GRFP and Research.gov accounts have been successfully linked. Your email address has been updated to grfpfellow@yahoo.com, but can be changed anytime in the main [My Profile](#) page in Research.gov.

Quick Links

- Program Announcement
- Administrative Guide for Fellows and CO's
- Institution Directory
- Prepare/Submit Your New AFO Request
- Manage Your Existing AFO Request

Welcome Fellows

Fellows Task List

- Declare Fellowship Status Plans 2022
- Deadline: May 1, 2022
- Submit 2021-2022 Fellowship Year Activities Report

Fellows Optional Task List

- Update My Profile
- Reset Secret Questions
- View Fellowship Status Details/Request Fellowship Status Change
- View Submitted Fellowship Status Change Requests
- View/Print Fellowship Award Offer Letter
- View or Add Addendum to Submitted Activities Reports
- Complete with Degree/Terminate Fellowship 2021 - 2022

This link allows a Fellow to submit a change request for the current year indicating completion of the fellowship (either with a degree or termination). This is not to be used to declare fellowship status for the upcoming year. Use this to indicate that you are finishing your fellowship as part of the current Fellowship Year.

Fellows Additional Funding Opportunity Task List

- Prepare/Submit New Additional Funding Opportunities Request
- No Additional Funding Opportunity available at this time.
- Manage Existing Additional Funding Opportunities Requests

Fellow Data

Fellow ID: T587500020
Name: fellow steel20
Address: 222 Fellow Road Unit F
City, State, Zip: Alexandria, Virginia, 22312
Phone: 333334445
Email: grfpfellow@yahoo.com
Year Awarded: 2018
Tenure Months Used: 24
Reserve Months Used: 24
Forfeit Months Used: 0
Deferred Months Used: 0
Travel Allowance Used: \$0.00
Coordination Official: Laurence Bray
CO Email: lbray2@gnu.edu
Fellow Status: Active
Fellowship Status: On Tenure
Organization: George Mason University
Field of Study: Engineering - Computer Engineering



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**



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.

The screenshot shows the NSF User Sign In page. On the left, a blue box with the text "Sign in with your Organization credentials" has an orange line pointing to the "Organization Credentials" section. Below it, another blue box with the text "Sign In button is enabled after credentials are entered" has an orange line pointing to the "Sign In" button in the "Organization Credentials" section. The "Organization Credentials" section is highlighted with an orange border. It contains a "Pick Your Organization" dropdown menu and a "Sign In" button. The "NSF Account" section on the left has a "Primary Email Address or NSF ID" field, a "Password" field, and a "Sign In" button. The "Login.gov Credentials" section on the right has a "LOGIN.GOV" logo and a "Sign In" button. The page also includes a "SYSTEM USE NOTIFICATION" at the bottom.

Sign in with your Organization credentials

Sign In button is enabled after credentials are entered

NSF User Sign In
Use your Primary Email Address, NSF ID, LOGIN.GOV or your organization credentials to sign in to Research.gov

NSF Account
Primary Email Address or NSF ID
[Text Field]
[Forgot ID]
Password
[Text Field]
[Forgot Password]
[Sign In]

Organization Credentials
Pick Your Organization
[Select an Option]
[Sign In]

Login.gov Credentials
LOGIN.GOV
[Sign In]

New to NSF? [Register](#)

Don't see your organization? [Learn more](#) / [Register for InCommon](#)

[Sign In for NSF Staff](#)

SYSTEM USE NOTIFICATION
This is a National Science Foundation (NSF) Federal Government computer system. Any system activity may be monitored and any information stored within the system may be retrieved and used for law enforcement, management, or other purposes. By using this computer system, you are consenting to such monitoring and information retrieval and use.
Unauthorized use of the system, including disclosure of information covered by the Privacy Act or other sensitive information, or attempts to defeat or circumvent security features, is prohibited and could result in disciplinary action up to and including removal, civil and/or criminal penalties. Users should be aware that they have no expectation of privacy when using the NSF-provided computer system (including any removable media used in conjunction with the system), accessing the Internet, or using electronic mail systems.
All information maintained within or retrievable through the NSF computer system, including electronic mail files, may be reviewed and retrieved by the Department of Homeland Security; NSF officials who have a legitimate reason to do so when authorized by the Director or Deputy Director, or by the Inspector General.
By signing in, you are accepting the rules above.



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.