

All Graduate Research Fellowship Program (GRFP) reference letters are submitted in the Reference Letter Submission module in Research.gov. **All reference letters must be submitted to NSF by the annual deadline in late October.**

Starting the Reference Letter Process

- Nominated GRFP reference letter writers will receive a system-generated email from the "Rgov-No-Reply@nsf.gov" sender email with "NSF Fellowship Reference Letter Request" in the subject line.
- The email includes an **Invitation Code** required to access the Reference Letter Submission module in Research.gov.
- A confirmation email is sent to the GRFP Applicant after the reference letter request email is sent to the nominated writer. The GRFP Applicant can track reference letter submission status in the GRFP module.

Example System-generated GRFP Reference Letter Request Email



Instructions

→

Invitation Code

→

Step 1: Register for a new NSF account in Research.gov.

Note: Skip to Step 2 on page 3 if you already have an NSF account in Research.gov. Use the [NSF ID Lookup](#) tool to check if you have an existing NSF account. If needed, contact the NSF Help Desk for account verification assistance at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via rgov@nsf.gov.

Follow the steps below to create a new NSF account. There is also a three-minute [Register for a New NSF Account video tutorial](#) and [Register for a New NSF Account job aid](#) for a detailed walk-through of steps with associated screenshots.

- Open [Research.gov](https://www.research.gov).
- Click “**Register**” located at the top of the screen.
- Enter the requested information on the Account Registration page (**one-time process**)

NSF Account Registration page

NSF ID Lookup tool link

NSF account Primary Email field

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



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.
- NSF account holders can update their NSF account primary email address without NSF Help Desk assistance after registration.

- After previewing your account registration information, click **Submit**.

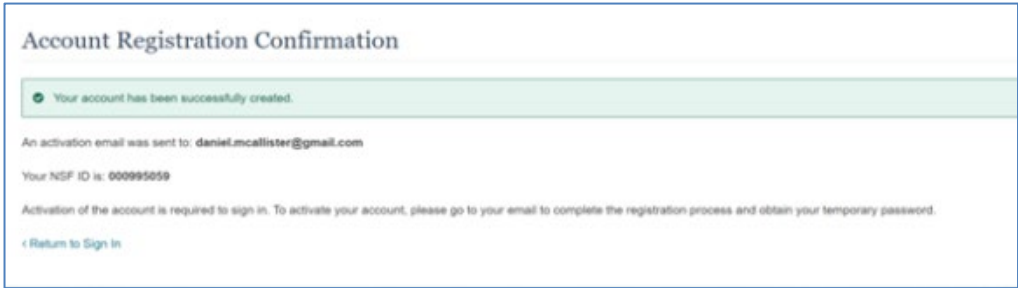
Preview Account Registration screen to verify NSF account information

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

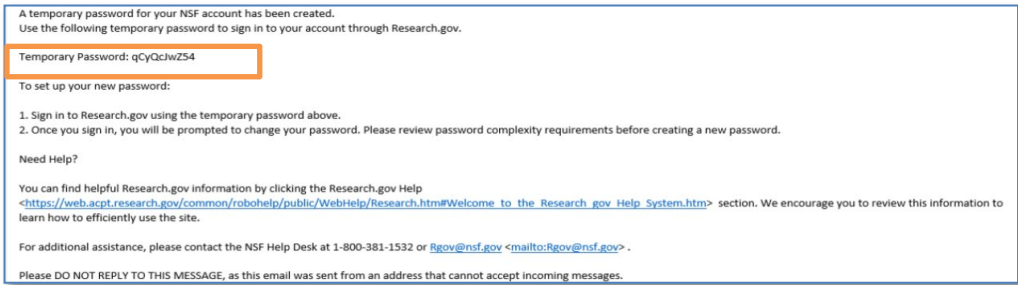
Use the Edit button to make changes

- You will receive an Account Registration Confirmation on the screen.
- You will then 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](https://www.research.gov). Follow instructions provided in the email to change your temporary password.

Confirmation message indicates successful NSF account creation



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

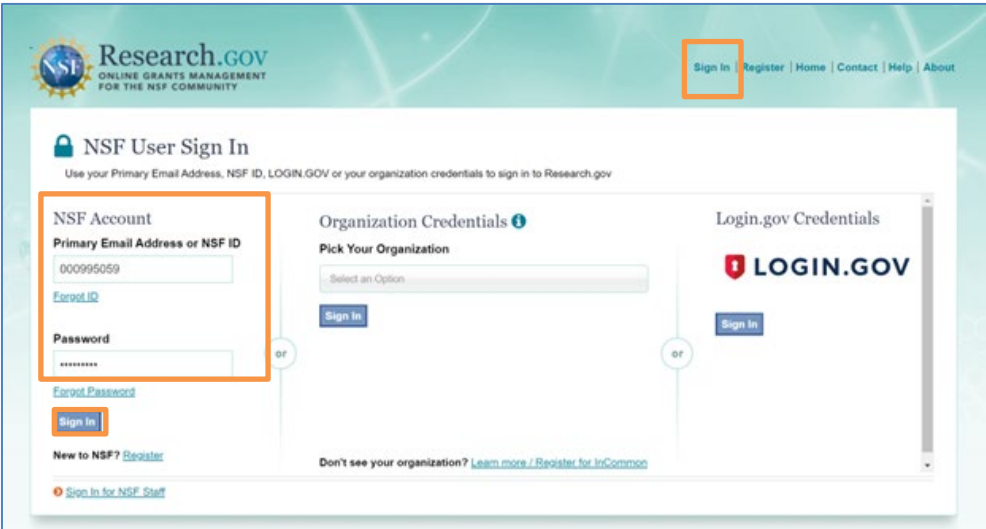


Step 2: Sign in to Research.gov and access the Reference Letter Submission module.

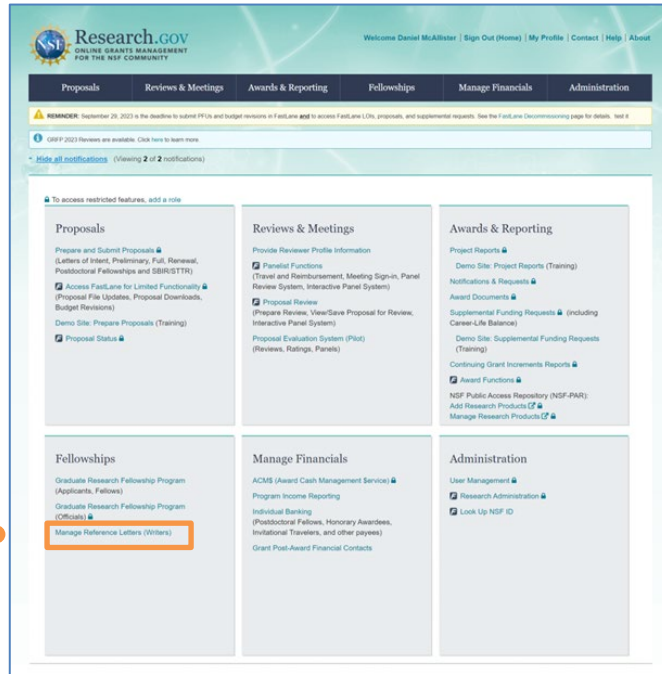
- Open [Research.gov](https://www.research.gov).
- Click **Sign In** located at the top of the screen to enter NSF account credentials.

Sign in with your NSF account primary email or NSF ID and your NSF account password

Sign In button is enabled after credentials are entered



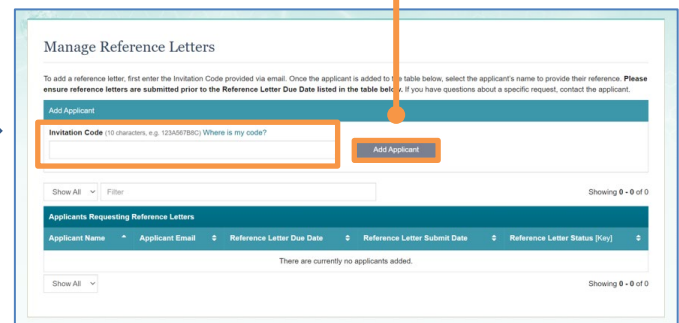
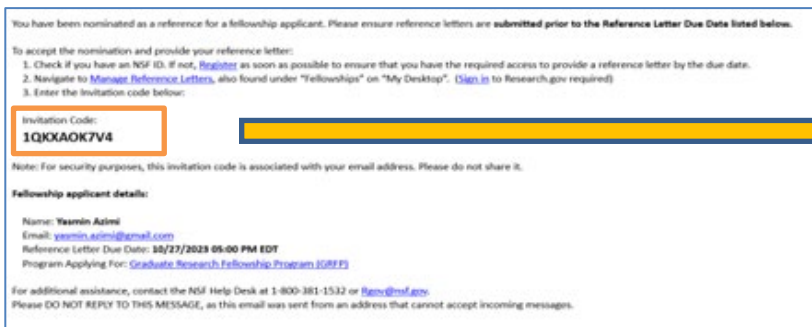
- You will be on the Research.gov homepage after signing in.
- Click the **Manage Reference Letters (Writers)** link under Fellowships.
- You will be navigated to the Reference Letter Submission module.



Step 3 : Enter Invitation Code to Add GRFP Applicant.

- Enter the Invitation code from your NSF Fellowship Reference Letter Request email to the Invitation Code field on the Manage Reference Letters page. Be sure not to add extra blank spaces at the end of the Invitation Code. The system will only validate 10 characters in the Invitation Code field.
- Click the Add Applicant button to continue.
- **Note:** This process must be repeated for each GRFP applicant (i.e., if you are nominated to write a reference letter for two GRFP applicants, you will enter the Invitation Code from the NSF Fellowship Reference Letter Request email corresponding to each Applicant).

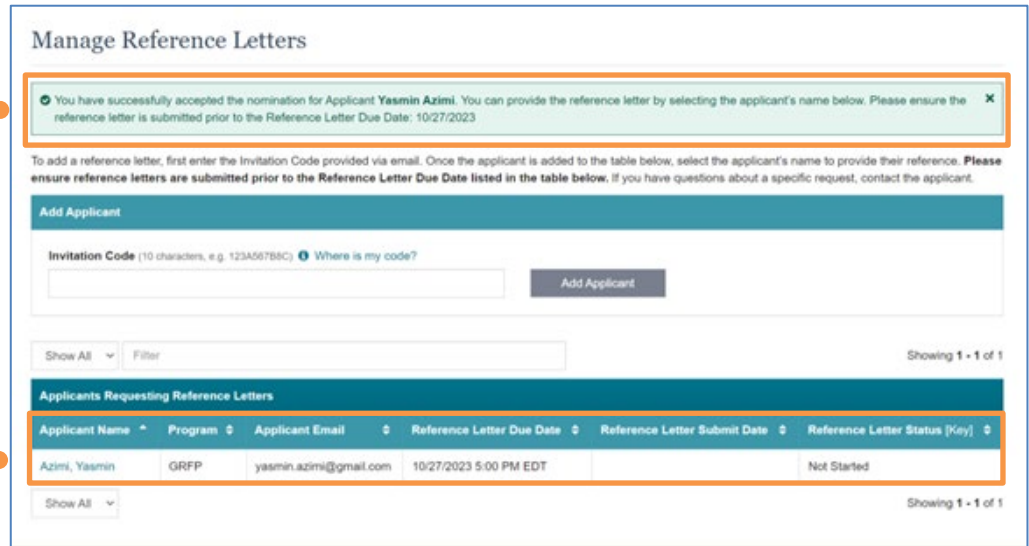
Add Applicant button is enabled when 10 character Invitation Code is entered



Example NSF Fellowship Reference Letter Request email

- A success message will display on the Manage Reference Letters page after a GRFP Applicant is added to the Applicants Requesting Reference Letters table.
- The Reference Letter Status (Not Started, In Progress, or Submitted to NSF) column in the Applicants Requesting Reference Letters table will update as the status changes.

Success message indicates reference letter nomination acceptance for the specified GRFP Applicant



Manage Reference Letters

You have successfully accepted the nomination for Applicant **Yasmin Azmi**. You can provide the reference letter by selecting the applicant's name below. Please ensure the reference letter is submitted prior to the Reference Letter Due Date: 10/27/2023

To add a reference letter, first enter the Invitation Code provided via email. Once the applicant is added to the table below, select the applicant's name to provide their reference. **Please ensure reference letters are submitted prior to the Reference Letter Due Date listed in the table below.** If you have questions about a specific request, contact the applicant.

Add Applicant

Invitation Code (10 characters, e.g. 123A56789C)

Show All Filter Showing 1 - 1 of 1

Applicants Requesting Reference Letters

Applicant Name	Program	Applicant Email	Reference Letter Due Date	Reference Letter Submit Date	Reference Letter Status [Key]
Azmi, Yasmin	GRFP	yasmin.azmi@gmail.com	10/27/2023 5:00 PM EDT		Not Started

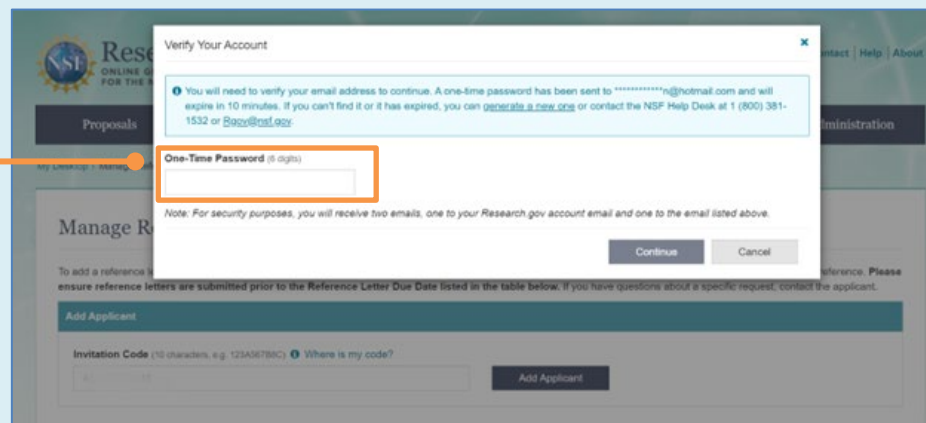
Show All Showing 1 - 1 of 1

GRFP Applicant is added to Applicants Requesting Reference Letters table. Status is Not Started after an Applicant is initially added.

Additional Verification Step May be Required to Add GRFP Applicant

- If the “To” email address on a system-generated GRFP Reference Letter Request email **does not** match your NSF account **primary email address**, an additional quick verification step is needed to add the GRFP Applicant to the Applicants Requesting Reference Letters table.
- If you have been nominated by more than one GRFP Applicant, this process would be repeated for each Applicant when the “To” email address on the system-generated GRFP Reference Letter Request email does not match your NSF account primary email address.

Enter the One Time Password emailed to you



Verify Your Account

You will need to verify your email address to continue. A one-time password has been sent to *****@hotmail.com and will expire in 10 minutes. If you can't find it or it has expired, you can [generate a new one](#) or contact the NSF Help Desk at 1 (800) 381-1532 or help@nsf.gov

One-Time Password (6 digits)

Note: For security purposes, you will receive two emails, one to your Research.gov account email and one to the email listed above.

Step 4: Select GRFP Applicant to upload the reference letter.

- Click on the **Applicant Name** linked in the Applicants Requesting Reference Letters table to go to the Reference Letter Applicant Detail page to upload the reference letter.

Manage Reference Letters

You have successfully accepted the nomination for Applicant Yasmin Azimi. You can provide the reference letter by selecting the applicant's name below. Please ensure the reference letter is submitted prior to the Reference Letter Due Date: 10/27/2023

To add a reference letter, first enter the Invitation Code provided via email. Once the applicant is added to the table below, select the applicant's name to provide their reference. **Please ensure reference letters are submitted prior to the Reference Letter Due Date listed in the table below.** If you have questions about a specific request, contact the applicant.

Add Applicant

Invitation Code (10 characters, e.g. 123A56789C) [Where is my code?](#)

Show All Filter Showing 1 - 1 of 1

Applicants Requesting Reference Letters

Applicant Name	Program	Applicant Email	Reference Letter Due Date	Reference Letter Submit Date	Reference Letter Status [Key]
Azimi, Yasmin	GRFP	yasmin.azimi@gmail.com	10/27/2023 5:00 PM EDT		Not Started

Show All Showing 1 - 1 of 1

Click on GRFP Applicant name (blue link)

- Reference Letter Applicant Detail page includes information about the Applicant, Fellowship, reference letter due date, and reference letter instructions.
- Reference letter must be uploaded as a PDF.

Reference Letter - Yasmin Azimi

Please note the following:

- Reference letters are kept confidential and are not shared with the applicant
- Once a reference letter is submitted to NSF, you will no longer be able to make any changes

GRFP Applicant and Fellowship information

Applicant Information

Applicant Name: Yasmin Azimi

Email Address: yasmin.azimi@gmail.com

Fellowship Information

Program: Graduate Research Fellowship Program (GRFP)

Proposal Title/Proposed Research Title: A Holistic Approach to Modeling Fraser Fir and Red Spruce Hydraulic Function

Reference Letter Due Date

Reference Letter Due Date: 10/27/2023 5:00 PM EDT

Reference Letter instructions

Content Instructions

- Reference Letter must contain how long you have known the applicant and in what capacity (undergraduate, graduate, research assistant, etc.)
- Include comments on the applicant's potential for contributing to the specified program, statements about the applicant's prior research experiences, statements about the applicant's proposed research, and any other information to enable reviewers to evaluate the application according to the NSF Merit Review Criteria.
- For detailed reference letter requirements, please refer to the Solicitation: Graduate Research Fellowship Program (GRFP)

File Instructions

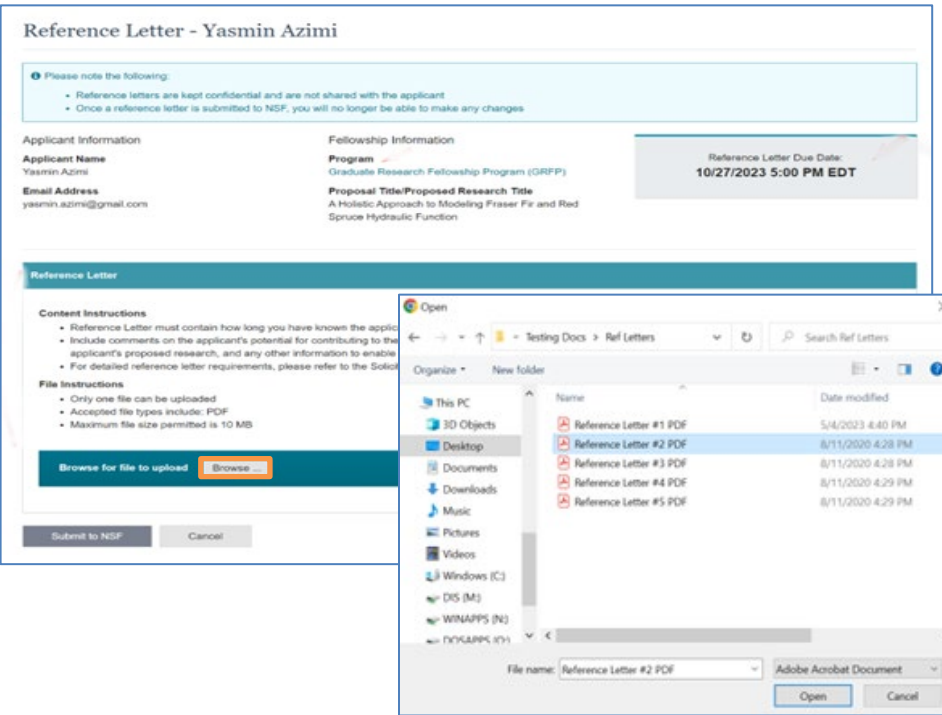
- Only one file can be uploaded
- Accepted file types include: PDF
- Maximum file size permitted is 10 MB

Browse for file to upload

Submit to NSF Cancel

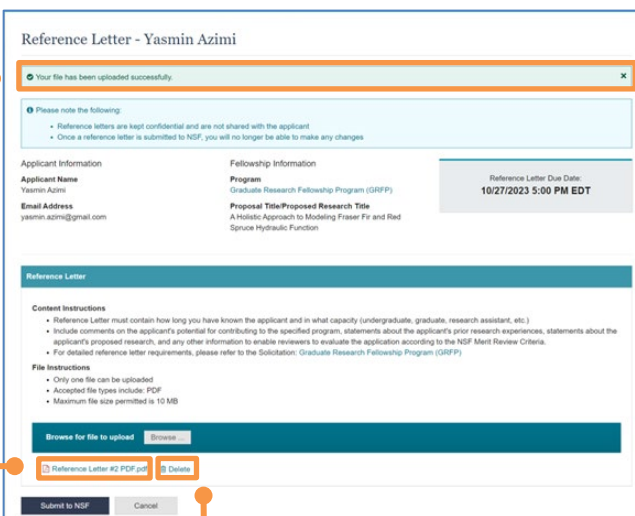
Step 5 : Upload GRFP Applicant reference letter.

- Use the Browse button to select the reference letter PDF file to upload.



The screenshot shows the 'Reference Letter - Yasmin Azimi' submission page. The 'Reference Letter' section is active, displaying content and file instructions. A 'Browse' button is highlighted with an orange box. An 'Open' file dialog box is overlaid on the page, showing a list of PDF files in a folder named 'Ref Letters'. The file 'Reference Letter #2 PDF' is selected and highlighted in blue. A callout box on the left points to the 'Browse' button with the text: 'Clicking the Browse button opens the file selection feature'.

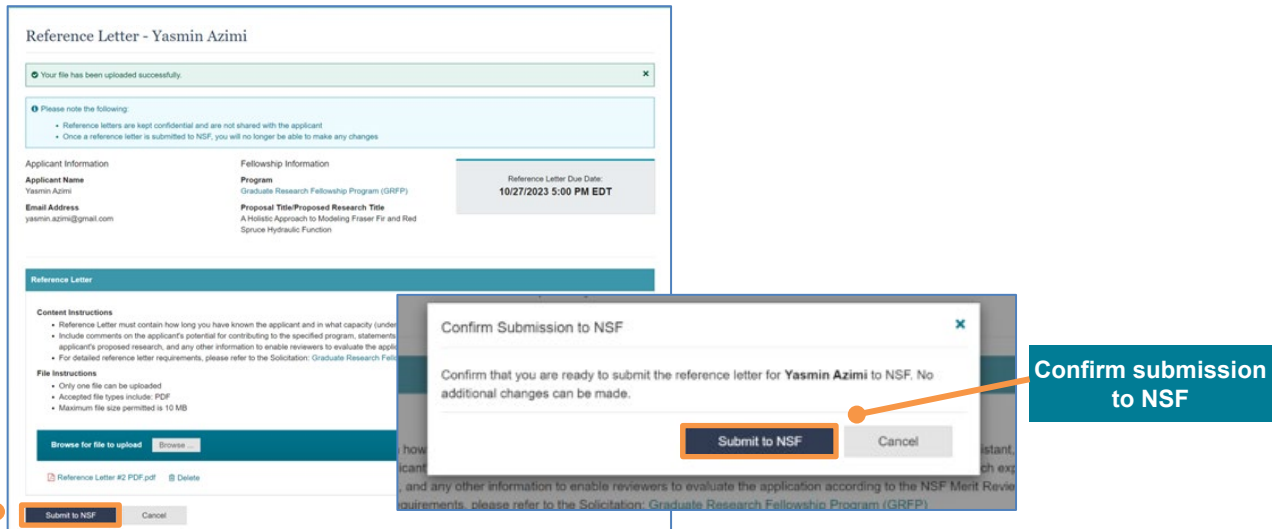
- A success message is generated after the PDF file is uploaded if no file compliance errors are detected (e.g., attempted file upload of a file format other than PDF)
- The uploaded file linked at the bottom of the page may be:
 - Viewed by clicking the file link. Please ensure the upload file is for the intended Applicant. Reference letters cannot be updated after submission to NSF.
 - Deleted by selecting the trash can icon.



The screenshot shows the 'Reference Letter - Yasmin Azimi' submission page after a successful upload. A green success message at the top reads: 'Your file has been uploaded successfully'. Below the message, the 'Reference Letter' section shows the 'Reference Letter #2 PDF.pdf' file with a trash can icon next to it. A callout box on the left points to the success message with the text: 'File upload success message'. Another callout box on the left points to the file name and trash icon with the text: 'View the uploaded PDF'. A third callout box at the bottom points to the trash icon with the text: 'Delete the uploaded PDF for re upload'.

Step 6 : Submit reference letter to NSF.

- After confirming that the correct reference letter has been uploaded, use the Submit to NSF button to complete the submission.
- A modal will display to confirm that you are ready to submit the reference letter for the specified Applicant. **No changes can be made to the reference letter after it is submitted to NSF.**



Reference Letter - Yasmin Azimi

Your file has been uploaded successfully.

Please note the following:

- Reference letters are kept confidential and are not shared with the applicant.
- Once a reference letter is submitted to NSF, you will no longer be able to make any changes.

Applicant Information

Applicant Name: Yasmin Azimi
Email Address: yasmin.azimi@gmail.com

Fellowship Information

Program: Graduate Research Fellowship Program (GRFP)
Proposal Title/Proposed Research Title: A Historic Approach to Modeling Fraser Fir and Red Spruce Hydraulic Function

Reference Letter Due Date: 10/27/2023 5:00 PM EDT

Reference Letter

Content Instructions

- Reference Letter must contain how long you have known the applicant and in what capacity (undergraduate, graduate, postdoctoral, etc.)
- Include comments on the applicant's potential for contributing to the specified program, statements of applicant's proposed research, and any other information to enable reviewers to evaluate the applicant.
- For detailed reference letter requirements, please refer to the Solicitation: Graduate Research Fellowship Program (GRFP).

File Instructions

- Only one file can be uploaded.
- Accepted file types include: PDF.
- Maximum file size permitted is 10 MB.

Browse for file to upload

Reference Letter #2 PDF.pdf

Submit to NSF

Confirm Submission to NSF

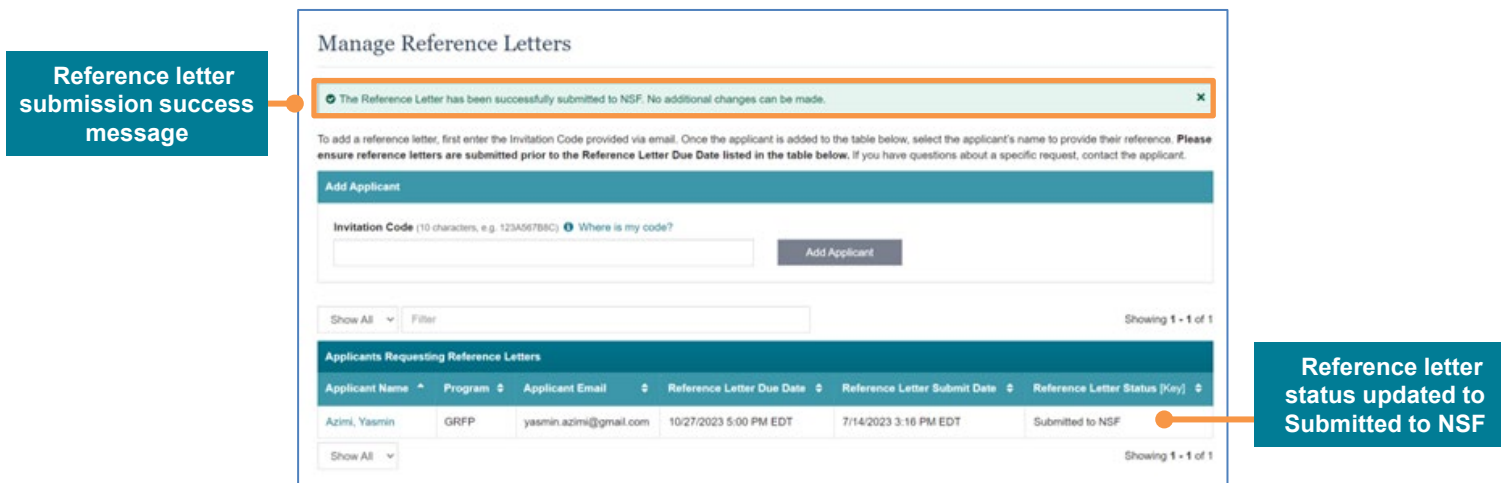
Confirm that you are ready to submit the reference letter for Yasmin Azimi to NSF. No additional changes can be made.

Submit to NSF

Submit to NSF button

Confirm submission to NSF

- A success message is generated after reference letter submission.
- The reference letter status is changed to "Submitted to NSF" for the Applicant on the Applicants Requesting Reference Letters table.
- System-generated confirmation email is sent to the reference letter writer and to the GRFP Applicant to notify of the reference letter submission.



Manage Reference Letters

The Reference Letter has been successfully submitted to NSF. No additional changes can be made.

To add a reference letter, first enter the Invitation Code provided via email. Once the applicant is added to the table below, select the applicant's name to provide their reference. **Please ensure reference letters are submitted prior to the Reference Letter Due Date listed in the table below.** If you have questions about a specific request, contact the applicant.

Add Applicant

Invitation Code (10 characters, e.g. 123A5678BC) Where is my code?

Add Applicant

Show All Filter Showing 1 - 1 of 1

Applicants Requesting Reference Letters

Applicant Name	Program	Applicant Email	Reference Letter Due Date	Reference Letter Submit Date	Reference Letter Status [Key]
Azimi, Yasmin	GRFP	yasmin.azimi@gmail.com	10/27/2023 5:00 PM EDT	7/14/2023 3:16 PM EDT	Submitted to NSF

Show All Showing 1 - 1 of 1

Reference letter submission success message

Reference letter status updated to Submitted to NSF

Questions?

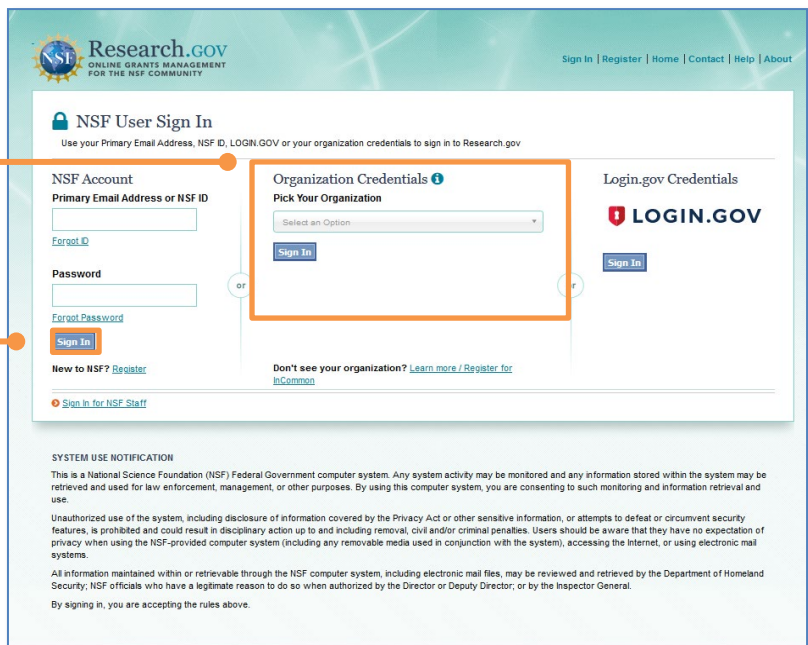
- Questions about the GRFP reference letter writer process should be directed to the GRFP Operations Center (website: <https://nsfgrfp.org>) at 1-866-NSF-GRFP (1-866-673-4737) or by email to info@nsfgrfp.org.

Signing in to Research.gov with Organization Credentials or Login.gov Credentials

Using Organization Credentials to Sign in to Research.gov

After registering for an NSF account in Research.gov, 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.

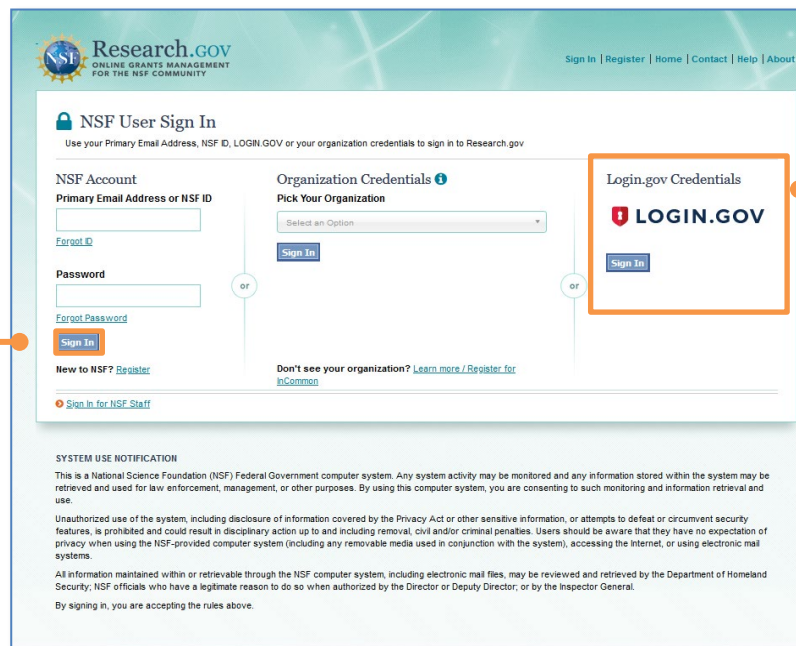


The screenshot shows the NSF User Sign In page. On the left, there are two callout boxes: one pointing to the 'Organization Credentials' section and another pointing to the 'Sign In' button. The 'Organization Credentials' section includes a 'Pick Your Organization' dropdown menu and a 'Sign In' button. The 'Sign In' button is highlighted with an orange box, and a callout box points to it with the text 'Sign In button is enabled after credentials are entered'. The 'Organization Credentials' section is also highlighted with an orange box, and a callout box points to it with the text 'Sign in with your Organization credentials'. The page also includes a 'NSF Account' section with a 'Primary Email Address or NSF ID' field and a 'Password' field, both with 'Sign In' buttons. There is also a 'Login.gov Credentials' section with a 'LOGIN.GOV' logo and a 'Sign In' button. At the bottom, there is a 'SYSTEM USE NOTIFICATION' section with a disclaimer.

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

After registering for an NSF account in Research.gov, 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 Reference Writers 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 Reference Writer to provide a second factor such as a security key, authentication application, or a one-time security code the Reference Writer 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 Reference Writer'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 Reference Writer 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