

Researchers can add a dataset resulting from NSF-funded research as a research product in the National Science Foundation (NSF) Public Access repository (NSF-PAR).

- The dataset archival feature is designed to allow the addition of a dataset's metadata information using the dataset's pre-existing digital object identifier (DOI).
- NSF has implemented this capability in alignment with its long-standing commitment to clear and open communication of research results.
- As of March 2023, datasets added to the NSF-PAR auto-populate into NSF in-progress project reports (i.e., unsubmitted project reports) in the Project Reporting System in Research.gov.
- This dataset capability does not change any reporting requirements.
- **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.
 - The NSF-PAR will only store the metadata information from the DOI associated to your dataset. Your dataset will not be replicated in the NSF-PAR.
 - Your repository provider must either register (i.e., mint) a new DOI or upload a pre-existing DOI and associated metadata with [DataCite.org](https://datacite.org).
 - Only the metadata that has been added to DataCite.org will be stored in the NSF-PAR and will be available using the Public Access search feature.

Overview of Adding Dataset to NSF-PAR and In-progress Project Reports

- ✓ Select dataset as your research product in NSF-PAR
- ✓ Enter your DOI
- ✓ Verify your dataset's metadata information
- ✓ Add your Award ID to your dataset
- ✓ Acknowledge the NSF Grant Conditions
- ✓ Submit your dataset and it will be auto-populated into your NSF in-progress project report for the corresponding Award ID

Steps for a PI or co-PI to add Dataset Information to the NSF-PAR

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.



Research.gov
ONLINE GRANTS MANAGEMENT
FOR THE NSF COMMUNITY

Sign In | Register | Home | Contact | Help | About

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

[Forgot ID](#)

Password

[Forgot Password](#)

Sign In

or

Organization Credentials

Pick Your Organization

Select an Option

Sign In

or

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](#)

- 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.


To access restricted features, add a role

| Proposals | Reviews & Meetings | Awards & Reporting |
|---|--|--|
| <p>Prepare and Submit Proposals (Letters of Intent, Preliminary, Full, Renewal, Postdoctoral Fellowships and SBIR/STTR)</p> <p> Access FastLane for Limited Functionality (Proposal File Updates, Proposal Downloads, Budget Revisions)</p> <p>Demo Site: Prepare Proposals (Training)</p> <p>Proposal Status</p> | <p>Provide Reviewer Profile Information</p> <p> Panelist Functions (Travel and Reimbursement, Meeting Sign-in, Panel Review System, Interactive Panel System)</p> <p> Proposal Review (Prepare Review, View/Save Proposal for Review, Interactive Panel System)</p> <p>Proposal Evaluation System (Pilot) (Reviews, Ratings, Panels)</p> | <p>Project Reports Demo Site: Project Reports (Training)</p> <p>Notifications & Requests</p> <p>Award Documents</p> <p>Supplemental Funding Requests (including Career-Life Balance) Demo Site: Supplemental Funding Requests (Training)</p> <p>Continuing Grant Increments Reports </p> <p> Award Functions</p> <p>NSF Public Access Repository (NSF-PAR): Add Research Products ←</p> <p>Manage Research Products </p> |

- 3 **Select** Dataset as your research product and **Click** Next.

NSF Public Access Repository (NSF-PAR)

A partnership with the Department of Energy,
Office of Science and Technical Information


Research.gov
ONLINE GRANTS MANAGEMENT
FOR THE NSF COMMUNITY

Add Research Products
Manage Research Products
Contacts
Faqs
Welcome, Emmanuelle Pales Espinosa

Add Research Products

*** Required**

*** Add a research product into NSF-PAR :**

☐ Publication
☒ Dataset ←

[Next >](#)

4 Add your dataset's DOI and Click Retrieve.



You must add your dataset to a third-party repository and obtain a DOI before proceeding with the entry form.

Add Dataset

1. Retrieve Dataset Info

2. Select Award & Acknowledge

3. Review

To make your dataset publicly available in the NSF-PAR repository your third-party repository must have minted the DOI for your dataset through [DataCite.org](https://datacite.org). It may take one day to a couple of weeks to obtain a DOI based on the processing time of the third-party repository. We are aware that there may be repositories that mint DOIs associated with other metadata schemas other than the one used by DataCite. At this time we are only accommodating the DataCite schema.

* Required

* Enter Digital Object Identifier (DOI) number: [Where do I find my DOI number?](#)

(e.g. 10.NNNN/XXXXX)

Retrieve

< Previous

Next >

Finding Your DOI
Number Tooltip

To make your dataset publicly available in the NSF-PAR repository your third-party repository must have minted the DOI for your dataset through [DataCite.org](https://datacite.org). It may take one day to a couple of weeks to obtain a DOI based on the processing time of the third-party repository. We are aware that there may be repositories that mint DOIs associated with other metadata schemas other than the one used by DataCite. At this time, we are only accommodating the DataCite schema.

* Required

* Enter Digital Object Identifier (DOI) Number: [Where do I find my DOI number?](#)

(e.g. 10.NNNN/XXXXX)

Retrieve

Where do I find my DOI number?

Your repository provider provides the DOI. If you do not have it, the [DataCite free DOI lookup](#) is a helpful resource. If you do not have a DOI number or if the DataCite lookup does not return a DOI, you will not be able to list your dataset in PAR at this time.

5 Verify the metadata and Click Next.

Add Dataset

1. Retrieve Dataset Info
2. Select Award & Acknowledge
3. Review

To make your dataset publicly available in the NSF-PAR repository your third-party repository must have minted the DOI for your dataset through [DataCite.org](#). It may take one day to a couple of weeks to obtain a DOI based on the processing time of the third-party repository. We are aware that there may be repositories that mint DOIs associated with other metadata schemas other than the one used by DataCite. At this time we are only accommodating the DataCite schema.

* Required

* Enter Digital Object Identifier (DOI) number: [Where do I find my DOI number?](#)

(e.g. 10.NNNN/XXXXX)

Retrieve

DOI Number:

10.NNNN/XXXXX

Title(s):

Test Title

Creator(s):

Smith, John; Jones, Jane;

Corporate Creator(s):

Test Corporate Creator

Publisher:

Test Publisher Name

Publication Year:

2020

Description(s):

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque at ullamcorper diam. Praesent risus diam, malesuada et mi non, ultricies efficitur sapien. Pellentesque luctus arcu nisi, eget cursus nibh viverra sed. Aliquam aliquam orci et erat tristique, non consequat lorem interdum. Aenean posuere, eros eu pellentesque ultrices, est nunc laoreet eros, vel vulputate lectus eros ut nisi. Vivamus consectetur nisi vitae dui egestas, vitae imperdiet nibh condimentum. Nunc non tellus consectetur, facilisis dui convallis, finibus orci. Nam vulputate felis in ullamcorper euismod. Etiam eget nulla id turpis luctus congue sit amet vel nisi. Fusce scelerisque vehicula risus ac lacinia. Nullam felis nunc, venenatis eu nulla ut, vulputate eleifend leo. Phasellus leo tellus, vestibulum eget diam eget, tempus posuere erat. Aenean volutpat mi sit amet nulla convallis.

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Series Information

Test Journal Name, Volume 3, Issue 2 November 2016 Pages 60–62

Subject(s):

test subject1; test subject 2; test subject 3;

Format(s):

XML; Model; XLSX

Size(s):

6MB; 15KB; 3MB

Version:

2.0

Previous

Next

6 Associate your NSF Award ID to your dataset and **Mark** the box for the acknowledgement statement.

Add Dataset

1. Retrieve Dataset Info ✓
2. Select Award & Acknowledge
3. Review

Please select the award(s) that this dataset should be associated with and acknowledge the statement.

*** Required**

*** Select Award ID:**

- Test Award Title ▼

*** Acknowledgement** [Why do I have to acknowledge this?](#)

☒ I acknowledge the Federal Government's license as set forth in the "Copyrighted Materials" article of the NSF Grant General Conditions.

[+ Add Additional Award ID](#)

< Previous

Next >



If you want to associate an additional NSF award ID for which you are a PI/co-PI, click the **Add Additional Award ID** link.

Click here to remove an NSF award ID before submitting

*** Select Award ID:**

-- Select One-- ▼

*** Acknowledgement** [?](#)

☐ I acknowledge the Federal Government's license as set forth in the "Copyrighted Materials" article of the NSF Grant General Conditions.

[+ Add additional award ID](#)

7 Review your dataset metadata information and **Click** Submit.

Add Dataset
Print Summary

1. Retrieve Dataset Info ✓
2. Select Award & Acknowledge ✓
3. Review ✓

Award Information:

Award ID: *****

Acknowledgement: Federal Government's License = Acknowledged, 07/27/2022
Completed by = John Smith

Sponsoring Organization: National Science Foundation

Dataset Information:

DOI Number: 10.NNNN/XXXXX

Title(s): Test Title

Creator(s): Smith, John; Jones, Jane;

Corporate Creator(s): Test Corporate Creator

Publisher: Test Publisher Name

Publication Year: 2020

Description(s):

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque at ullamcorper diam. Praesent risus diam, malesuada et mi non, ultricies efficitur sapien. Pellentesque luctus arcu nisi, eget cursus nibh viverra sed. Aliquam aliquam orci et erat tristique, non consequat lorem interdum. Aenean posuere, eros eu pellentesque ultrices, est nunc laoreet eros, vel vulputate lectus eros ut nisi. Vivamus consectetur nisi vitae dui egestas, vitae imperdiet nibh condimentum. Nunc non tellus consectetur, facilisis dui convallis, finibus orci. Nam vulputate felis in ullamcorper euismod. Etiam eget nulla id turpis luctus congue sit amet vel nisi. Fusce scelerisque vehicula risus ac lacinia. Nullam felis nunc, venenatis eu nulla ut, vulputate eleifend leo. Phasellus leo tellus, vestibulum eget diam eget, tempus posuere erat. Aenean volutpat mi sit amet nulla convallis.

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Series Information

Test Journal Name, Volume 3, Issue 2 November 2016 Pages 60–62

Subject(s): test subject1; test subject 2; test subject 3;

Format(s): XML; Model; XLSX

Size(s): 6MB; 15KB; 3MB

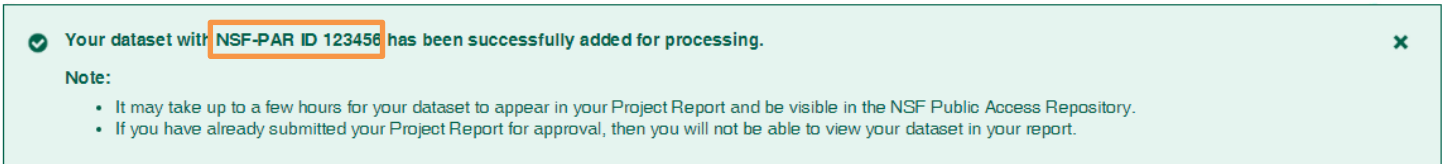
Version: 2.0

Previous
Submit

Dataset addition completed in the NSF-PAR:

- A success banner is displayed once you have completed your dataset addition.
- Note the **NSF-PAR ID** number on the confirmation page. You will use this ID to locate this dataset entry in your in-progress project report in Research.gov within a few hours.

Add Dataset - Confirmation



Note:

- It may take up to a few hours for your dataset to appear in your Project Report and be visible in the NSF Public Access Repository.
- If you have already submitted your Project Report for approval, then you will not be able to view your dataset in your report.

[Return to Add Research Products](#)
[Print Summary](#)

Auto-population of Dataset in Your In-progress Project Report

Your dataset added to the NSF-PAR will auto-populate in your in-progress project report in Research.gov within a few hours. Verify your dataset has auto-populated in your in-progress project report by checking that the NSF-PAR ID listed in the Product Status column matches the NSF-PAR ID provided to you on in the NSF-PAR Add Dataset – Confirmation page

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

Listed NSF-PAR ID should match the NSF-PAR ID on the NSF-PAR Add Dataset - Confirmation

| Product Type | Citation / Description | * Product Status | ** Year | Status | Actions |
|--|---|--|---------|------------|---|
| Other Product <input checked="" type="checkbox"/> Dataset | Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) Last Name, Middle Int. First Int. (Published Year). <i>Title of Dataset</i> , (Version V2). Repository Name. doi:10.1503/science.2500335 more >> Citation details | Added to NSF-PAR PAR ID: 123456 | 2022 | ✓ Complete | Edit in NSF-PAR Delete from Report |
| Journal or Juried Conference Paper | Last Name, Middle Int. First Int. (Publication Year). <i>Title of the Article</i> . Last Name, Middle Int. First Int. (Ed.), <i>Title of Periodical</i> , volume doi:10.NNNN/XXXXXX more >> Full Text Citation details | Available in NSF-PAR PAR ID: 123457 | 2018 | ✓ Complete | Edit in NSF-PAR Delete from Report |

As of July 24, 2023, the Project Reporting System in Research.gov enables researchers to enter datasets and research materials into their project reports as distinct research products that are managed and reviewed separately.

- This feature improves the quality of data captured and the management of information for datasets and research materials in project reports.
- There are no changes to the reporting requirements for datasets or research materials.

Steps for a PI or co-PI to Add Datasets or Research Materials as Research Products to In-progress Project Reports



Follow these steps if:

- You do not have a DOI for your dataset.
- Your objective is to add an NSF-funded research material to an in-progress project report.

Note: Research materials cannot currently be entered in NSF-PAR as a separate research product but can be entered directly in an in-progress project report as a separate research product.

1 Sign in to Research.gov:

- Open [Research.gov](https://www.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.



The screenshot shows the Research.gov website header with the 'Sign In' link highlighted in the top right corner. Below the header is the 'NSF User Sign In' page. The page has three main sections for sign-in: 'NSF Account', 'Organization Credentials', and 'Login.gov Credentials'. Each section has a 'Sign In' button highlighted with an orange box. Arrows point from the 'Sign In' button in the NSF Account section to the 'Sign In' button in the Organization Credentials section, and from the 'Sign In' button in the Organization Credentials section to the 'Sign In' button in the Login.gov Credentials section. The 'NSF Account' section includes fields for 'Primary Email Address or NSF ID' and 'Password', with links for 'Forgot ID' and 'Forgot Password'. The 'Organization Credentials' section includes a 'Pick Your Organization' dropdown menu and a 'Sign In' button. The 'Login.gov Credentials' section includes the 'LOGIN.GOV' logo and a 'Sign In' button. At the bottom of the page, there are links for 'New to NSF? Register', 'Don't see your organization? Learn more / Register for InCommon', and 'Sign In for NSF Staff'.

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

To access restricted features, add a role

Proposals

[Prepare and Submit Proposals](#)
(Letters of Intent, Preliminary, Full, Renewal, Postdoctoral Fellowships and SBIR/STTR)

[Access FastLane for Limited Functionality](#)
(Proposal File Updates, Proposal Downloads, Budget Revisions)

[Demo Site: Prepare Proposals \(Training\)](#)

[Proposal Status](#)

Reviews & Meetings

[Provide Reviewer Profile Information](#)

[Panelist Functions](#)
(Travel and Reimbursement, Meeting Sign-in, Panel Review System, Interactive Panel System)

[Proposal Review](#)
(Prepare Review, View/Save Proposal for Review, Interactive Panel System)

Awards & Reporting

[Notifications & Requests](#)

[Supplemental Funding Requests](#) (including Career-Life Balance)

[Demo Site: Supplemental Funding Requests \(Training\)](#)

Project Reports ←

[Continuing Grant Increments Reports](#)

[Award Documents](#)

[Award Functions](#)

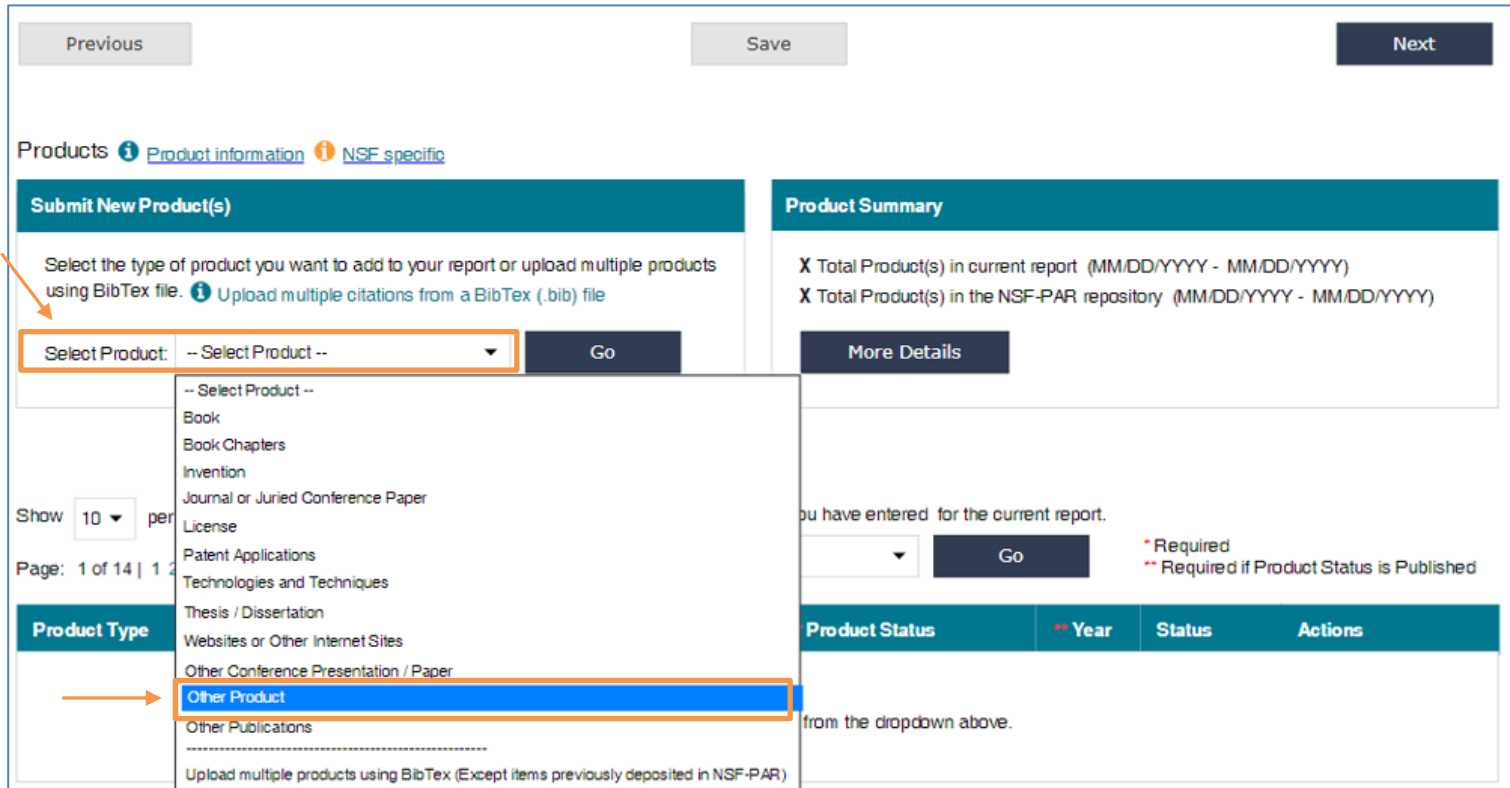
NSF Public Access Repository (NSF-PAR):
[Add Research Products](#)
[Manage Research Products](#)

- 3 **Navigate** to the Products tab.

Report Content

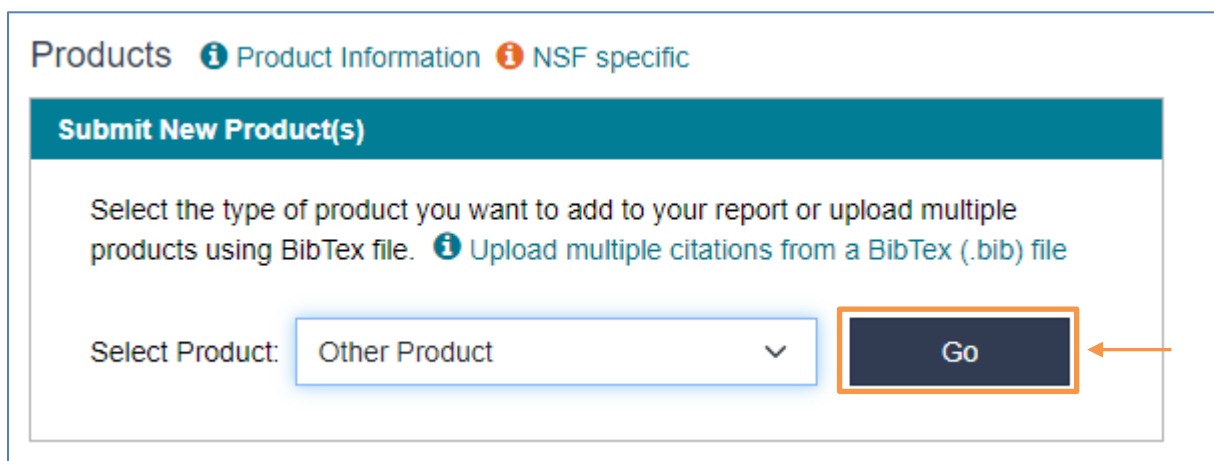
[Cover](#) [Accomplishments](#) **Products** [Participants/ Organizations](#) [Impact](#) [Changes/ Problems](#)

4 Click the Submit New Product(s) drop-down and **Select Other Product**.



The screenshot shows the NSF-PAR interface. At the top, there are buttons for 'Previous', 'Save', and 'Next'. Below these, the 'Products' section is visible, with links for 'Product information' and 'NSF specific'. The 'Submit New Product(s)' section is highlighted, showing a dropdown menu with the following options: -- Select Product --, Book, Book Chapters, Invention, Journal or Juried Conference Paper, License, Patent Applications, Technologies and Techniques, Thesis / Dissertation, Websites or Other Internet Sites, Other Conference Presentation / Paper, **Other Product** (highlighted with an orange box), Other Publications, and Upload multiple products using BibTex (Except items previously deposited in NSF-PAR). An orange arrow points to the 'Other Product' option. To the right, the 'Product Summary' section shows fields for 'Total Product(s) in current report' and 'Total Product(s) in the NSF-PAR repository', both with 'X' marks. Below this is a 'More Details' button. Further down, there is a 'Go' button and a table with columns: Product Status, Year, Status, and Actions. The table is currently empty.

5 Click Go.



The screenshot shows the NSF-PAR interface. The 'Submit New Product(s)' section is highlighted, showing the dropdown menu with 'Other Product' selected. An orange box highlights the 'Go' button, and an orange arrow points to it. The 'Product Summary' section is also visible, showing the 'Total Product(s) in current report' and 'Total Product(s) in the NSF-PAR repository' fields, both with 'X' marks. Below this is a 'More Details' button. Further down, there is a 'Go' button and a table with columns: Product Status, Year, Status, and Actions. The table is currently empty.

6 Select Data and Research Materials from the Product Type drop-down list.

Back to Products

Submit New Other Product [Examples of other products](#)

* Required

* Product Type:

-- Select Product --

-- Select One --

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 Netware

Survey Instruments

Other

Cancel

7 Select either the Dataset or Research Material product type sub-category.

Submit New Other Product [Examples of other products](#)

* Required

* Product type:

Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) ▾

* The product type you have selected above contains two sub-categories, which product type would you like to add?

☐ Dataset

☐ Research Material

8a Indicate if you have already added your dataset in the NSF-PAR.



- If you have already entered a dataset in the NSF-PAR, your dataset entry will be auto-populated into your in-progress project report within a few hours.
- If you have not already entered your dataset in the NSF-PAR and you have a DOI, you will be redirected to the NSF-PAR.

Submit New Other Product [Examples of other products](#)

• Required

• Have you already added your dataset in the NSF-PAR repository?

- ☒ Yes
☐ No

Since you have already added your dataset to the NSF-PAR repository, your dataset will be automatically added to your project report within a few hours. You may close this window or click the [Back to Products](#) link above to return to the previous page.

Cancel

8b Complete the fields and click the Save button to complete your entry.

i Product Status, Publication Year, and description fields must be completed if you chose to enter a dataset and do not have a DOI.

Submit New Other Product [Examples of other products](#)

*** Required**

Listing your dataset publicly through the NSF-PAR repository has many benefits: [How to make my dataset publicly available in the NSF-PAR repository.](#)

- 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?](#)

(e.g., 2023)

*** Describe your product and how it is being shared:** [Example description](#)

Characters Remaining: 8000

- 8c If you are adding Research Material, complete the description field and click the Save button to complete your entry.

Submit New Other Product [Examples of other products](#)

*** Required**

*** Product type:**

Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) ▾

*** The product type you have selected above contains two sub-categories, which product type would you like to add?**

☐ Dataset

☒ Research Material

*** Describe your product and how it is being shared: [Example description](#)**

Characters Remaining: 8000

Cancel

Save

9 Verify that your added datasets or research materials display 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.

i Note the following in the Products table **Product Status** column:

- Datasets entered with a DOI in the NSF-PAR will auto-populate in the Products table with an NSF-PAR ID.
- Datasets entered directly in a project report without a DOI will not have an NSF-PAR ID.
- Research materials will display in the Products table without an NSF-PAR ID.

Show per page

Use the filter below to view products you have entered for the current report.

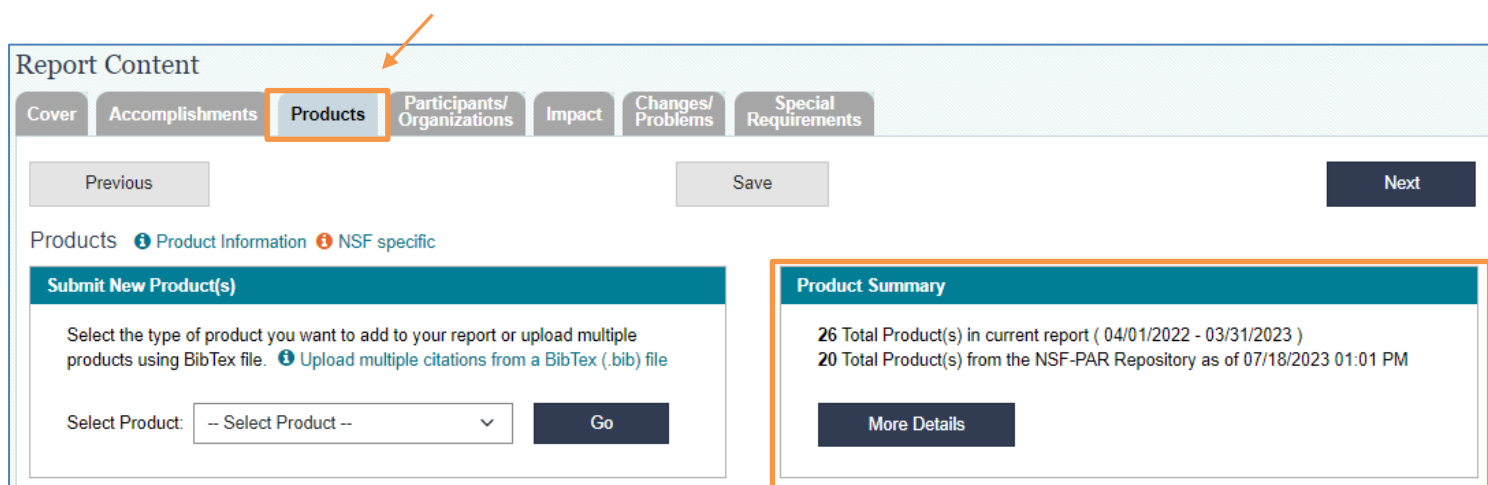
Page: 1 of 14 | 1 2 3 4 5 6 7 8 Next Page: »

Filter By:

* Required
** Required if Product Status is Published

| Product Type | Citation / Description | * Product Status | ** Year | Status | Actions |
|---|---|------------------------------------|---------|------------|---|
| Other Product <input checked="" type="checkbox"/> Dataset | Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) Last Name, Middle Int. First Int. (Published Year). Title of Dataset, (Version V2). Repository Name. doi:10.1503/science.2500335 more >> Citation details | Added to NSF-PAR PAR ID: 123456 | 2022 | ✓ Complete | Edit in NSF-PAR Delete from Report |
| Other Product <input checked="" type="checkbox"/> Research Materials | Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) Last Name, Middle Int. First Int. (Published Year). Title of Research Material, (Version V2). Repository Name. more >> | Other | 2023 | ✓ Complete | Edit Details Delete from Report |
| Other Product <input checked="" type="checkbox"/> Dataset | Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) Last Name, Middle Int. First Int. (Published Year). Title of Dataset, (Version V2). Repository Name. more >> | Under Review | 2023 | ✓ Complete | Edit Details Delete from Report |

- View a summary of dataset and research material additions made in the NSF-PAR on your project report Product Summary by selecting the Products tab in your project report.
- Product Summary provides a count of total products in your project report and in the NSF-PAR.
- Timestamp indicates the most recent batch data pull from NSF-PAR into your project report.



Report Content

Cover | Accomplishments | **Products** | Participants/Organizations | Impact | Changes/Problems | Special Requirements

Previous | Save | Next

Products ⓘ Product Information ⓘ NSF specific

Submit New Product(s)

Select the type of product you want to add to your report or upload multiple products using BibTex file. ⓘ Upload multiple citations from a BibTex (.bib) file

Select Product: -- Select Product --

Product Summary

26 Total Product(s) in current report (04/01/2022 - 03/31/2023)
20 Total Product(s) from the NSF-PAR Repository as of 07/18/2023 01:01 PM

Questions and Helpful Resources

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

We Want Your Feedback!

- We want your thoughts on the workflow for adding datasets or research materials to your in-progress project reports.
- Please send your feedback to publicaccess@nsf.gov.