



Account Management Guide



List of Account Management Job Aids

Instructions: Scroll down to each job aid in this guide or use the links below to navigate directly to the job aid.

1. [Register for a New NSF Account](#)
2. [Migrate Your Existing NSF Account](#)

Reviewer Job Aids

1. [Provide Reviewer Profile Information](#)



Register for a New NSF Account



To submit proposals to NSF and conduct other award-related activities using NSF systems, you must have an NSF ID. Proposers submitting NSF proposals via Grants.gov must also have an NSF ID. You may only have one NSF ID. This ID is a unique alphanumeric identifier assigned to users by NSF through the registration process outlined below. The NSF ID is yours for you to use no matter your affiliation(s) in the future. Follow the step-by-step process to create a new NSF account to be assigned an NSF ID. A [Register for a New NSF Account](#) video tutorial is also available.

Step 1: Confirm you do not have an existing NSF account

- If you forgot your password for an established NSF account, follow the below steps to reset it:
 - Open [Research.gov](#) and click **“Sign In”** located at the top of the screen. (Figure 1).
 - Click **“Sign In Using NSF Credentials.”** (Figure 2)
 - Enter your Primary Email Address or NSF ID and click **“Next”**. (Figure 3)
 - Click **“Forgot Password ?”** (Figure 4)
 - Click **“Send me an email”** (Figure 5) to have a verification email sent to the registered email address on your account. An email will be sent to you prompting a password reset. Select on the **“Reset Password”** link within the email and follow the instructions to reset your password. Note that your email address can only be associated with one NSF account (i.e., only one NSF ID per person).
- If you do have an existing NSF account and you know your password, you can edit your account profile information by selecting the **“My Profile”** option located on the top right of [Research.gov](#) homepage after signing in and completing authentication
- If you do not have an existing NSF account, proceed to Step 2.



Figure 1

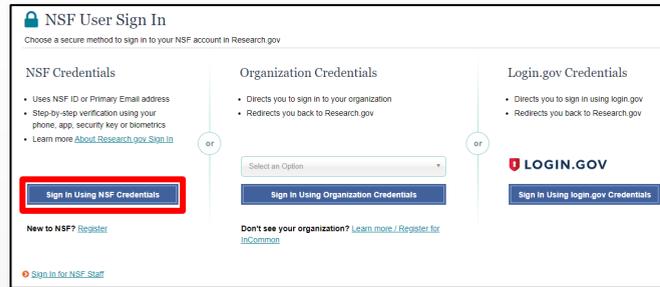


Figure 2

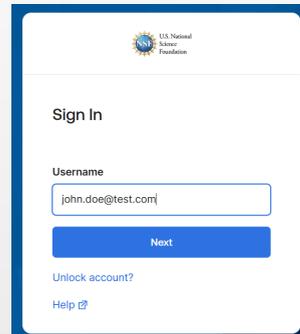


Figure 3

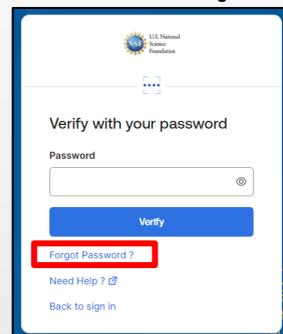


Figure 4

Step 2: Access the Account Registration page

- Open [Research.gov](#)
- Click **“Register”** located at the top of the screen. (Figure 1)

Step 3: Complete the Account Registration page

- Input the requested account registration information. (Figure 6)

Important Note: Your 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., a Gmail address). It is critical that you have continued access to this email account, especially if you were to ever change organizations.

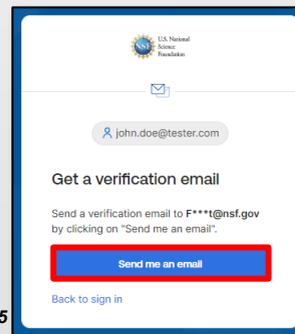


Figure 5

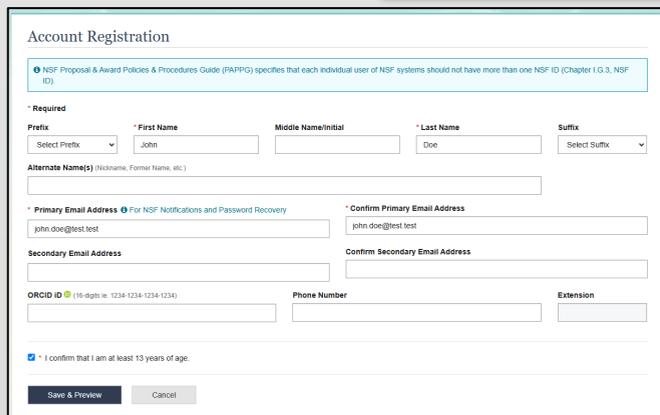


Figure 6



(Continuation of steps to complete the Account Registration page)

- If your Primary Email Address domain suffix is “.edu”, an important message and checkbox will display. Check the box to confirm ongoing access to your “.edu” Primary Email Address for account management and password resets and to acknowledge that sign-in to Research.gov may not be possible if access to this “.edu” Primary Email Address is lost.
- Check the box to confirm that you are at least 13 years of age. (Figure 7)
- Click **“Save & Preview.”** (Figure 7)
- Verify that your account registration information is correct on the Preview Account Registration screen. (Figure 8)
- If you need to update your account registration information, select the **“Edit”** button to return to the previous screen.
- Check the box to confirm you are not a robot and click **“Submit.”** (Figure 8)
- You will receive an Account Registration Confirmation on the screen. (Figure 9)
- Check the primary email account that you just used for two messages: one containing your new NSF ID and another containing your temporary password.

Figure 7

Figure 8

Step 4: Set up your password for your new NSF Account

- Click **“Return to Sign In”** (Figure 9) or select **“Sign In”** on the top of [Research.gov](https://research.gov). (Figure 1)
- Click **“Sign In Using NSF Credentials.”** (Figure 10)
- Enter your Primary Email Address or NSF ID and click **“Next.”** (Figure 11)
- Enter your temporary password and click **“Verify.”** (Figure 12)
- Set a new password for your account and click **“Change Password.”** (Figure 13)
- Check the primary email account that you used for an email confirming that your password has been changed.

Figure 9

Figure 10

Figure 11

Figure 12

Figure 13



Step 5: Set up your preferred security method to access your account

- Once you complete resetting your password, you will be prompted to set up your security method (i.e., multifactor authentication method) for accessing your account. Follow the corresponding prompts to set up your preferred security method. *For more information on setting up your preferred security method, including guides and video tutorials, go to [“About Research.gov Sign In”](#).*
- Once you have completed setting up your preferred security method, you will be redirected to the Research.gov homepage. (Figure 15)
- You have successfully registered for a new NSF account!

Step 6: Add a new organization role

- Now that you have an NSF account, you can add organizational roles to your account profile.

Important Note: Reviewers, GRFP Applicants, GRFP Fellows, and fellowship reference letter writers will not add an organizational role. GRFP-specific Account Management training resources including guides and FAQs are available on the [GRFP Account Management page](#).

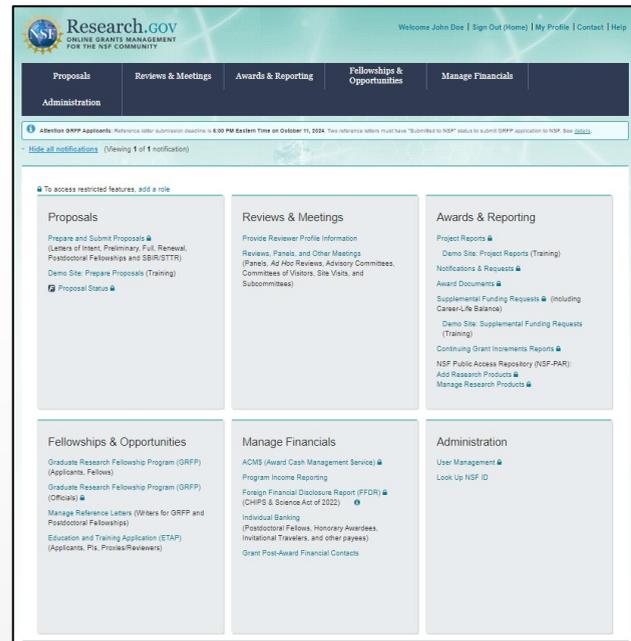


Figure 15



Migrate Your Existing NSF Account



To migrate your existing NSF account created in FastLane to NSF's Account Management System in Research.gov, you must verify your account's primary email address and phone number. If you created your NSF account before March 2018 and your email address is associated with more than one NSF account, you will be prompted to verify information. Depending on the information on file, you may be required to contact the NSF IT Service Desk for assistance.

How will the system prompt me to verify my information so that my account can be migrated?

- Open [Research.gov](https://www.research.gov)
- Click **"Sign In"** located at the top right of the screen. (Figure 1)
- Click **"Sign In Using NSF Credentials"**, enter your credentials (e.g., NSF ID and password) and sign in using your selected security method (i.e., multifactor authentication method) (Figure 2). If you have not set up your preferred security method yet, you will be prompted to complete this activity to access your account. *For more information on setting up your preferred security method, including guides and video tutorials, go to ["About Research.gov Sign In"](#)*
- Once you've successfully logged in using your preferred security method, you will receive a Verify Your Information pop-up. After you have read it, click **"Next."** (Figure 3)
- Select an email address, enter your 10-digit phone number and click **"Next."** (Figure 4)
- Note the information that has been saved as your account's primary email address and phone number. (Figure 5)
- Click **"Add a New Role"** and you will be directed to the Add a New Role page. (Figure 5)



Figure 1

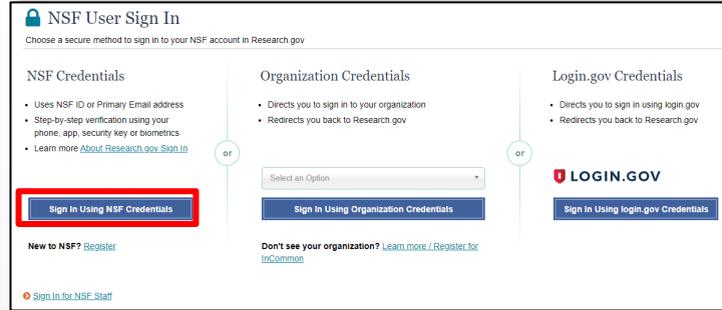


Figure 2

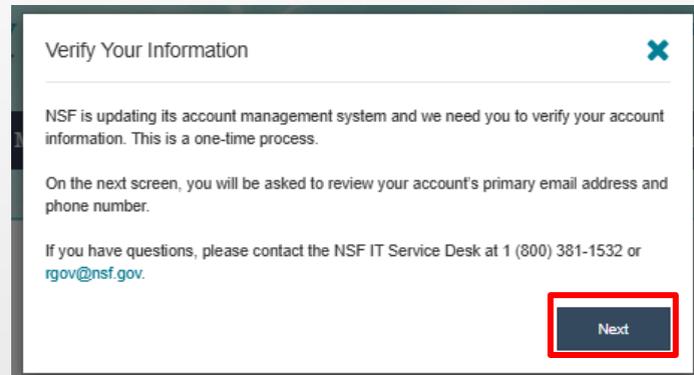


Figure 3

Note:

- Upon completing the verification process, you will see a green success message at the top of the screen. To update your Contact and Academic/Professional Information, click the **My Profile** link in the success message. (Figure 5)

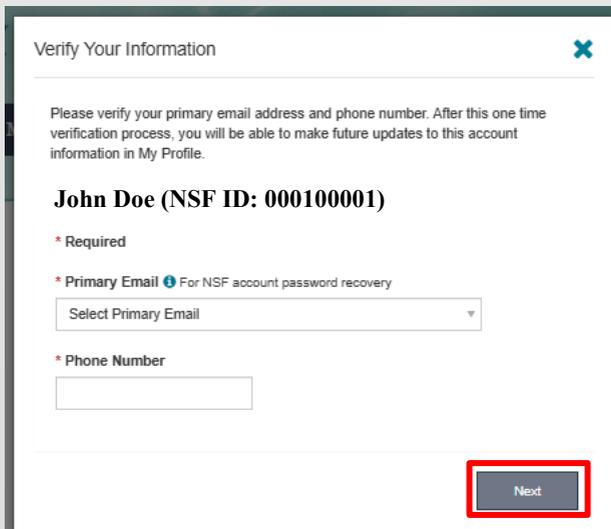


Figure 4

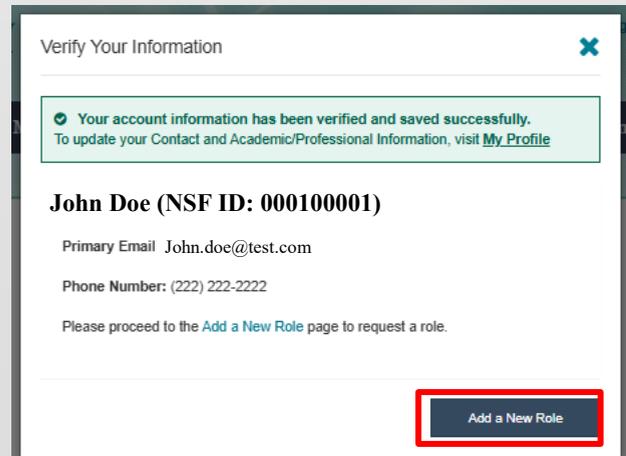


Figure 5



What happens when the system prompts me to verify my information but tells me I have multiple accounts that need to be reconciled?

- You will receive a Verify Your Information pop-up. After you read it, click **“Next.”** (Figure 3)
- The **“Multiple Accounts Found”** pop-up informs you that your email address(es) is associated with more than one NSF ID. (Figure 6)
- Click **“Go To Research.gov Home Page.”** (Figure 6)
- Important Note:** Please be aware that the system will allow you to access Research.gov functionality for a grace period of 30 days.

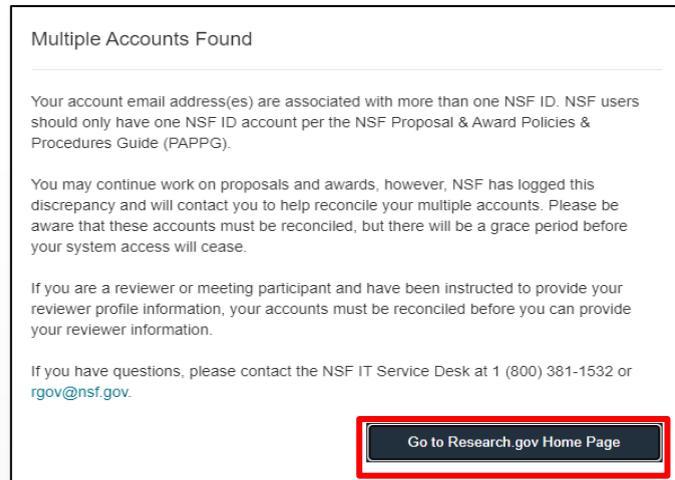


Figure 6

My grace period has expired. What do I do?

- You will receive a Verify Your Information pop-up. After you read it, click **“Next.”** (Figure 3)
- The **“Multiple Accounts Found”** pop-up informs you that an update to your account is required in order to restore service. (Figure 7)
- This pop-up will appear each time you sign in until you contact the NSF IT Service Desk to reinstate your access to NSF systems. (Figure 7)
- Click **“Close.”** (Figure 7)

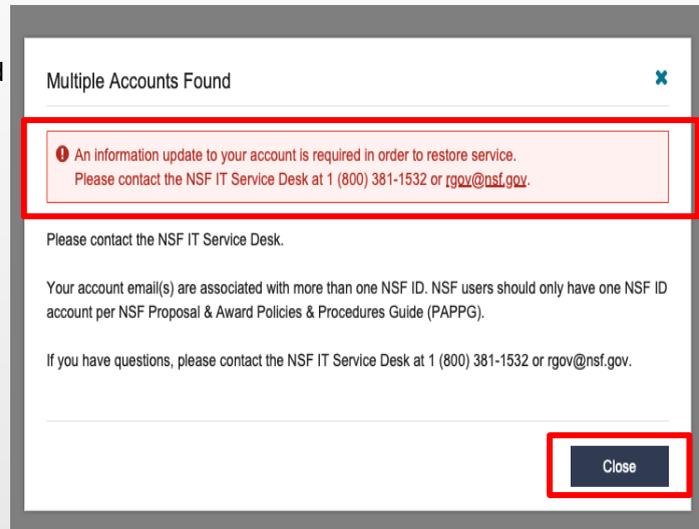


Figure 7

The system is telling me that my email address is not in the correct format. What do I do?

- You will receive a Verify Your Information pop-up. After you read it, click **“Next.”** (Figure 3)
- Notice the **“Account Verification Failure”** pop-up informing you that your email address(es) is in an invalid format. (Figure 8)
- You must contact the NSF IT Service Desk to address this issue. (Figure 8)
- Click **“Close.”** (Figure 8)

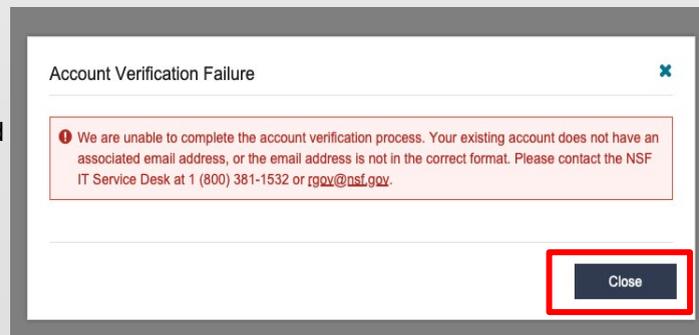


Figure 8



Reviewer Job Aids



Provide Reviewer Profile Information



NSF requires all reviewers and participants in panels, site visits, advisory committees, subcommittees, and committees of visitors to have an NSF account in Research.gov and complete a one-time registration process to provide their reviewer profile information. Until this is completed, reviewers cannot open the Reviews, Panels, and Other Meetings page in order to access proposals for ad hoc reviews, panelist, activities, meeting registration, and meeting sign-in.

Access Research.gov

- If you do not already have an NSF account in Research.gov, please refer to the [Register for a New NSF Account](#) job aid and [Register for a New NSF Account](#) video tutorial.
- Once you have an NSF account, open [Research.gov](#).
- Click “Sign In” located at the top right of the screen. (Figure 1)
- Click “**Sign In Using NSF Credentials**”, enter your credentials (e.g., NSF ID and password) and sign in using your selected security method (i.e., multifactor authentication method) (Figure 2). If you have not set up your preferred security method yet, you will be prompted to complete this activity to access your account. *For more information on setting up your preferred security method, including guides and video tutorials, go to [“About Research.gov Sign In”](#).*



Figure 1

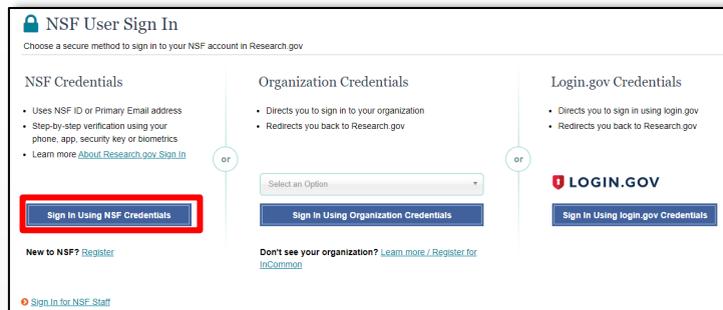


Figure 2

Submit Invitation Code or Email Address

- Once you’ve successfully logged in using your preferred security method, you will see a “**Reviews & Meetings**” tile on the Research.gov homepage. (Figure 3)
- Click the “**Provide Reviewer Profile Information**” link to begin the one-time process to provide your reviewer profile information. Any information you previously provided to NSF will be pre-populated. (Figure 3) Note that after you complete the one-time process and sign back into Research.gov, the Provide Reviewer Profile Information link will no longer be displayed.
- Enter the invitation code provided in an email to you from NSF (noreply@nsf.gov) with the subject “Review for NSF - Action Needed.” If you cannot locate the email, please contact the NSF IT Service Desk at 1-800-381-1532 to have it re-sent. Alternatively, enter the email address where you received the notification from NSF for the review or meeting. (Figure 4)
- Click “**Submit**”.
- **Important Note:** *You will only receive an email with instructions to provide reviewer profile information if you are invited by an NSF staff member to review a proposal or participate in a panel, site visit, advisory committee, subcommittee, or committee of visitors meeting. If you believe you should have received an email with an invitation code or for additional assistance, contact the NSF IT Service Desk at 1-800-381-1532 or rgov@nsf.gov.*

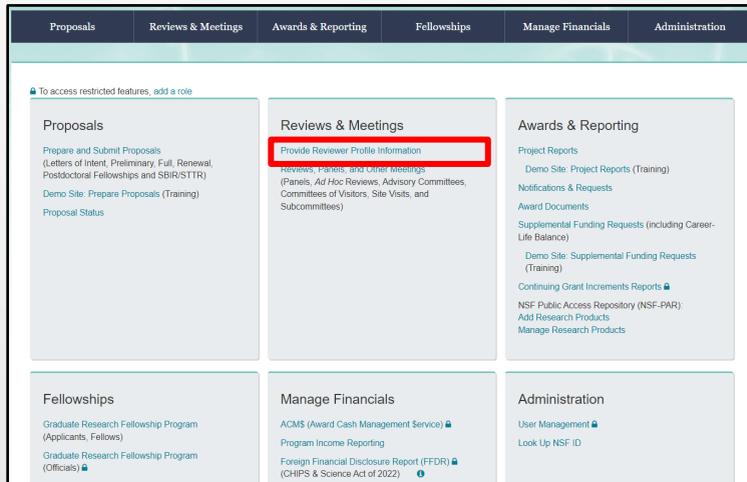


Figure 3

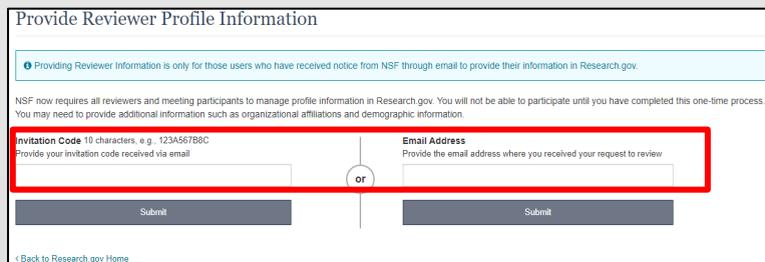


Figure 4



Verify Your Email Address

- You may be prompted to verify your email address after submitting your invitation code by entering a one-time password that will be sent to your email address. (Figure 5)
- Enter the one-time password provided in an email to you from NSF (noreplyadmin@nsf.gov) with the subject "NSF Email Verification - Your One-Time Password." If you cannot locate the email, click the "generate a new one" link on the screen or contact the NSF IT Service Desk at 1-800-381-1532 for assistance. (Figure 5)
- Click "Continue."

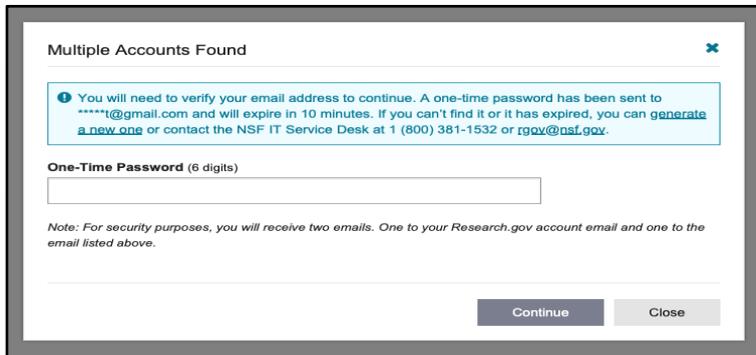


Figure 5

After entering your invitation code or email address, you will be navigated to a five-step wizard to enter reviewer profile information including organizational affiliations, demographic information, academic and professional references, and preferred contact information for reviewer/meeting activities. All information can be updated at any time by accessing "My Profile" in Research.gov.

Step 1: Organizational Affiliation(s)

- Indicate if you have been affiliated with any organizations in the past 12 months. (Figure 6)
- If you select "No", click "Next" to continue.
- If you select "Yes", you will need to add your organizational affiliations.

Important Note: If you already have an organization-approved role (e.g., PI role) at NSF, then "Yes" will be automatically selected by default and the "No" option will be disabled. (Figure 9)

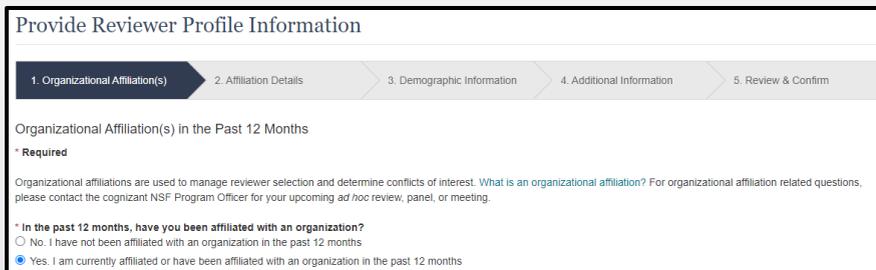


Figure 6

Adding Organization(s)

- When "Yes" is selected, a field will appear for you to add your organizational affiliation(s). (Figure 7)
- Search for your organization by typing the name of the organization in the field. If the organization is registered in SAM.gov, then it will appear in the list along with the organization's SAM.gov-issued Unique Entity ID (UEI) and address. Select the organization from the list. (Figure 7)

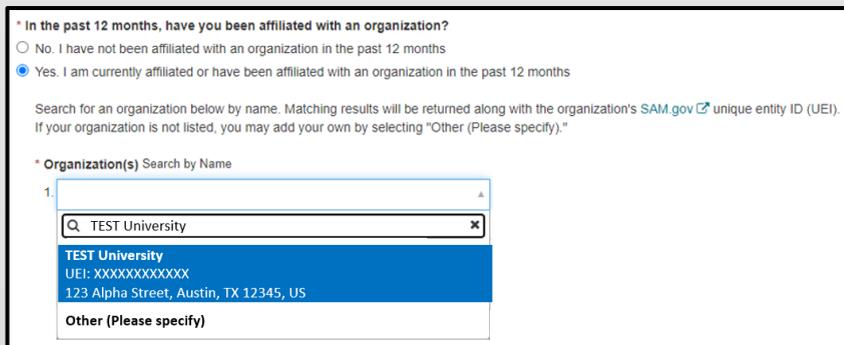


Figure 7



Adding Organization(s) - Continued

- If your organization is not in the system, you can add the organization by selecting the **"Other (Please specify)"** option. (Figure 8)
- If you have been affiliated with more than one organization in the past 12 months, click **"Add Additional Organization"** and repeat the process to add the other organizational affiliations. (Figure 8)
- If necessary, you can delete an organization you entered using the trash can icon. (Figure 8)
- Click **"Next"** to continue.

Figure 8

Important Note: If you already have an organization-approved role (e.g., PI role) at NSF, then the organization(s) affiliated with your role(s) will be listed. You cannot delete these organizations from the list. However, you can indicate if you have not been affiliated in the past 12 months with the organization(s) by clicking the check box next to it. (Figure 9)

Figure 9



Helpful Tips

- If you have questions about organizational affiliations, click the "What is an organizational affiliation?" link for clarification.
- Unique Entity Identifiers (UEI) are issued by the System for Award Management (SAM). Please refer to [SAM.gov](https://sam.gov). Note that completion of the SAM registration process may take up to one month.



Step 2: Affiliation Details

- If your organization is registered in [SAM.gov](https://sam.gov), the organization address will be pre-populated. Enter your Department/Office/Subunit. (Figure 10)
- If your organization is not registered in [SAM.gov](https://sam.gov), you must enter the required address fields denoted by a red asterisk (*), along with your Department/Office/Subunit. (Figure 11)
- If you are currently affiliated or have been affiliated with more than one organization in the past 12 months, you must select a primary organization from the list. If you have an organization-approved PI role, this selection will not affect any NSF proposal preparation or submission activities in Research.gov or Grants.gov. (Figure 12)
- Click “Next.”

Figure 10

Figure 11

Figure 12

Step 3: Demographic Information

- Complete the required fields denoted by a red asterisk (*). (Figure 13)
- If you have previously provided your demographic information this information will be pre-populated. Review your responses and make any necessary updates.
- Click “Next.”
- **Important Note:** Your demographic information will not be shared with your organizational contacts.

Figure 13



Step 4: Additional Information

- Complete the required fields denoted by a red asterisk (*). (Figures 14 and 15)
- If you have previously provided your highest degree, areas of expertise, or professional references, this information will be pre-populated. Review your responses and make any necessary updates.
- Click **“Next.”**



Helpful Tips

- Preferred Email Address for Review/Meeting Activities is the email address NSF will use for review activities related to panels, site visits, advisory committees, subcommittees, and committees of visitors only. Adding this preferred email address will not affect your primary, secondary, or organizational email address information in the Account Management System.
- Preferred Phone Number for Review/Meeting Activities may be used during an active panel, site visit, advisory committee, subcommittee, or committee of visitors meeting for NSF staff to contact you if you are unreachable via email. This is not for texting purposes and will not affect your other contact information in the Account Management System.
- You must provide at least one area of expertise but may not provide more than five.

Provide Reviewer Profile Information

1. Organizational Affiliation(s) ✓ 2. Affiliation Details ✓ 3. Demographic Information ✓ 4. Additional Information 5. Review & Confirm

Additional Information

*** Required**

NSF asks for professional information to enable program officials to manage reviewer selection, as well as related merit review functions. For more information, read the [Privacy Act Statement](#).

Contact Preferences for Review/Meeting Activities

*** Preferred Email Address for Review/Meeting Activities ⓘ**

CKPoneUAT@gmail.com
 CKPoneUATSecondary@gmail.com
 Other (Please specify)

*** Preferred Phone Number for Review/Meeting Activities ⓘ**

(111) 111-1111
 Other (Please specify)
 Do not wish to provide

Figure 14

Degree

*** Highest Degree**

Select Highest Degree ▼

Area(s) of Expertise

Select **up to five** items that best describe your area(s) of expertise. If your area of expertise is not listed, you may add your own by selecting “Other (Please specify).”

*** Area(s) of Expertise** Add up to five

1. Select Area of Expertise ▼

+ Add Area of Expertise

Professional References

ORCID ID ⓘ 16-digits i.e., 1234-1234-1234-1234

Websites (e.g., Organizational faculty, staff profile, or professional website, LinkedIn, Google Scholar)
 Websites may be used for NSF selection of reviewers.

+ Add Website

Figure 15



Step 5: Review & Confirm

- Review your information for accuracy and click “Submit.” (Figure 16)

Figure 16

- If you indicated that you have **not** been affiliated with an organization in the past 12 months, a warning message will display asking you to review this information since most reviewers have at least one organizational affiliation. (Figure 17)

Figure 17

Submission Confirmation

- View the success message on My Profile to confirm you have successfully provided your reviewer profile information. (Figure 18)

Figure 18