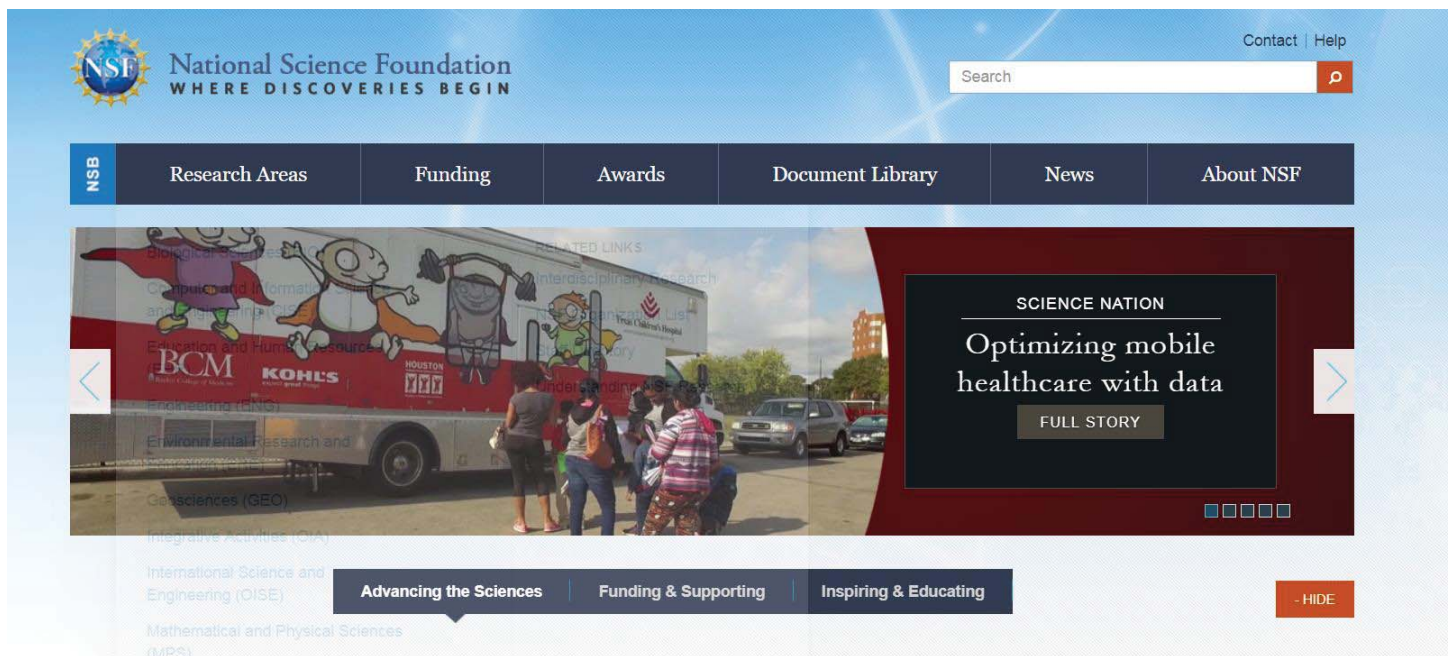
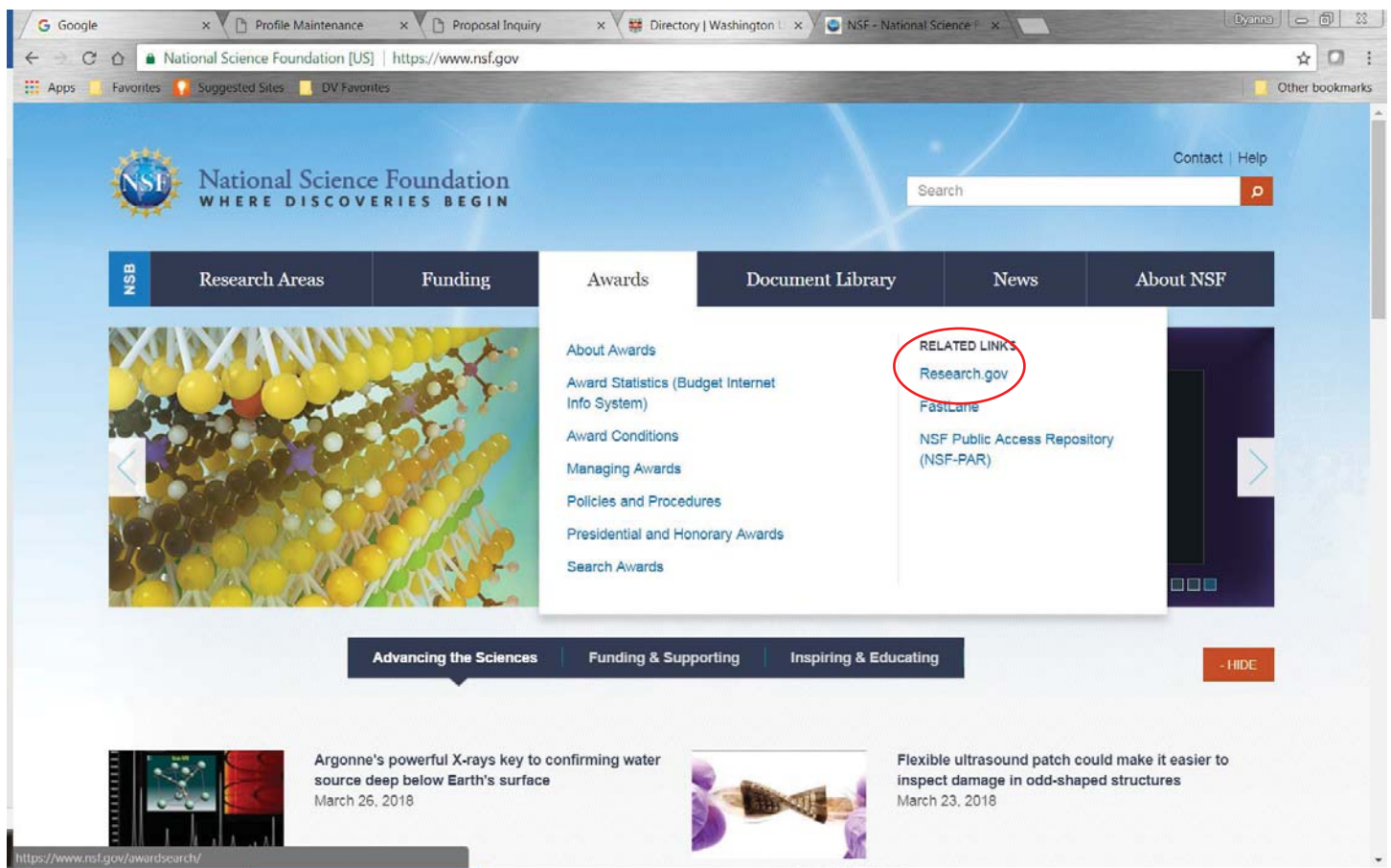


Creating a new NSF Account in Research.gov. NOTE: The faculty and staff must create their own NSF accounts. OSRS will be responsible for approving the affiliation with Washington University.

Go to <https://www.nsf.gov>



From the Awards menu, choose Research.gov.



From Research.gov, click on register at the top of right corner of your screen:

The screenshot shows the top of the Research.gov website. On the left is the Research.gov logo with the text "ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY". On the right, there are navigation links: "Sign In", "Register" (circled in red), "Home", "Contact", "Help", and "About". Below these links is a search bar. A notification banner contains five alerts, each with an information icon and a link to more details. Below the notifications is a link to "Hide all notifications" and a video player area with the text "Learn how to deposit publications in the NSF Public Access Repository. Walk through the process in this short video." and a "Watch Video" button.


Enter your information. Note that the secondary email is optional.

The registration form includes a link to the NSF Proposal & Award Policies & Procedures Guide (PAPPG). The form fields are as follows:

- * Required Fields:**
 - Prefix: Select One (dropdown)
 - * First Name: Crystal
 - Middle Name: (empty)
 - * Last Name: Martin
 - Suffix: Select One (dropdown)
- Alternate Name(s) Nickname, maiden name, etc.: (empty)
- * Primary Email For account recovery: PI@wustl.edu
- * Confirm Primary Email: PI@wustl.edu
- Secondary Email: PDPI@wustl.edu
- Confirm Secondary Email: PDPI@wustl.edu
- ORCID iD 16-digits ie. 1234-1234-1234-1234: (empty)
- Phone Number: 314-XXX-XXXX

At the bottom, there is a reCAPTCHA "I'm not a robot" checkbox and a checkbox for "I confirm that I am at least 13 years of age."

Save and preview data entered:

I'm not a robot 
reCAPTCHA
[Privacy - Terms](#)

* I confirm that I am at least 13 years of age.

Save & Preview

Cancel

If information is correct, choose Submit:

Submit

Edit

You will be assigned an NSF ID 123456789 upon clicking submit. This NSF ID is essential for logging into the system. You will receive an email with a temporary password to login to Research.gov:

 An internal exception was encountered processing your login. Please try again.

Sign In using your...

User ID and Password

This server uses LDAP authentication.

NSF ID

*

Password

Sign In

PIV Ca

Please ma



You must change your password upon initial login:

Change Password

For Research.gov and FastLane

! Your new password and password confirmation do not match. Please try again.

Enter your current password and then create a new password.

NSF ID

Current Password

New Password

Confirm Password

Change Password **Cancel**

Your password needs to:

- ✘** Have at least 8, but no more than 20 characters
- ✔** Avoid using spaces
- ✘** Meet 3 of the 4 rules:
 - At least one lowercase letter
 - At least one capital letter
 - At least one number
 - At least one of the permitted special characters # & % ! @ ()

Note: you cannot re-use your last 6 passwords

Note the red Xs in the above screenshot will change when the entered password meets the criteria

Your password needs to:

- ✔** Have at least 8, but no more than 20 characters
- ✔** Avoid using spaces
- ✔** Meet 3 of the 4 rules:
 - ✔** At least one lowercase letter
 - ✔** At least one capital letter
 - ✔** At least one number
 - ✔** At least one of the permitted special characters # & % ! @ ()

Note: you cannot re-use your last 6 passwords

You will receive the below message:

Change Password

For Research.gov and FastLane

✔ Success - Password Changed

Your password has been successfully changed in Research.gov and FastLane.

In the future, if you need to change your password, click the "My Profile" link on the top right of the page and select "Change Password".

[Continue to Research.gov Sign In](#)

After choosing to "Continue to Research.gov Sign In":

NSF User Sign In

There are 2 ways to sign in to Research.gov. Use your **NSF ID** or your **organization credentials**.

NSF ID

000776131

[Forgot? / Look Up NSF ID](#)

Password

.....

[Forgot Password](#)

[Sign In](#)

New to NSF?

[Register](#)

Organizat

Select your org:
Log In page for

Pick Your Org:

Select an Opti

[Sign In](#)

Don't see yo
[Learn more](#)

or

Your account is now active and you now have the option to Add a New Role:

The roles are as follows:

Select one to work on proposal and award activities.

Prepare Proposals and Manage Awards

Principal Investigator (PI) / co-Principal Investigator (co-PI),
Postdoctoral Fellowship Investigator

Add Investigator Role

[Principal Investigator role details](#)

Add and Manage Organizations

Administrator (Admin), Authorized Organizational
Representative (AOR), Sponsored Projects Officer (SPO),
View Only User

Add Organizational Role

[Organizational role details](#)

Manage Financials in Award Cash Management Service (ACM\$)

Awardee Preparer, Awardee Certifier, Awardee Financial
Representative

Add Financial Role

[Financial role details](#)

Register as a Graduate Research Fellowship Program (GRFP) Official

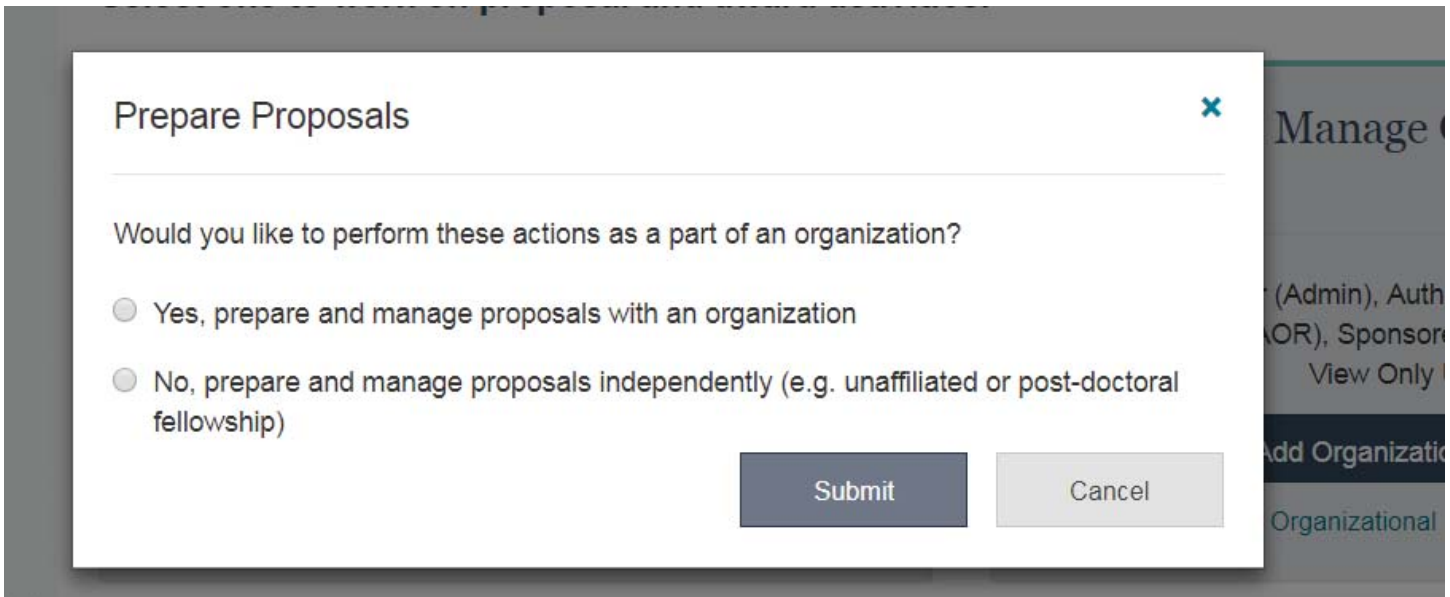
Coordinating Official (CO), Alternate Coordinating Official
(Alt.CO), Financial Official (FO)

Add GRFP Official Role

[GRFP role details](#)

Please note that the OAU (Other Authorized User) role is also located within this choice. DAs assisting faculty with their NSF applications should choose the OAU role.

If you choose Add Investigator Role, a message will appear:



Prepare Proposals

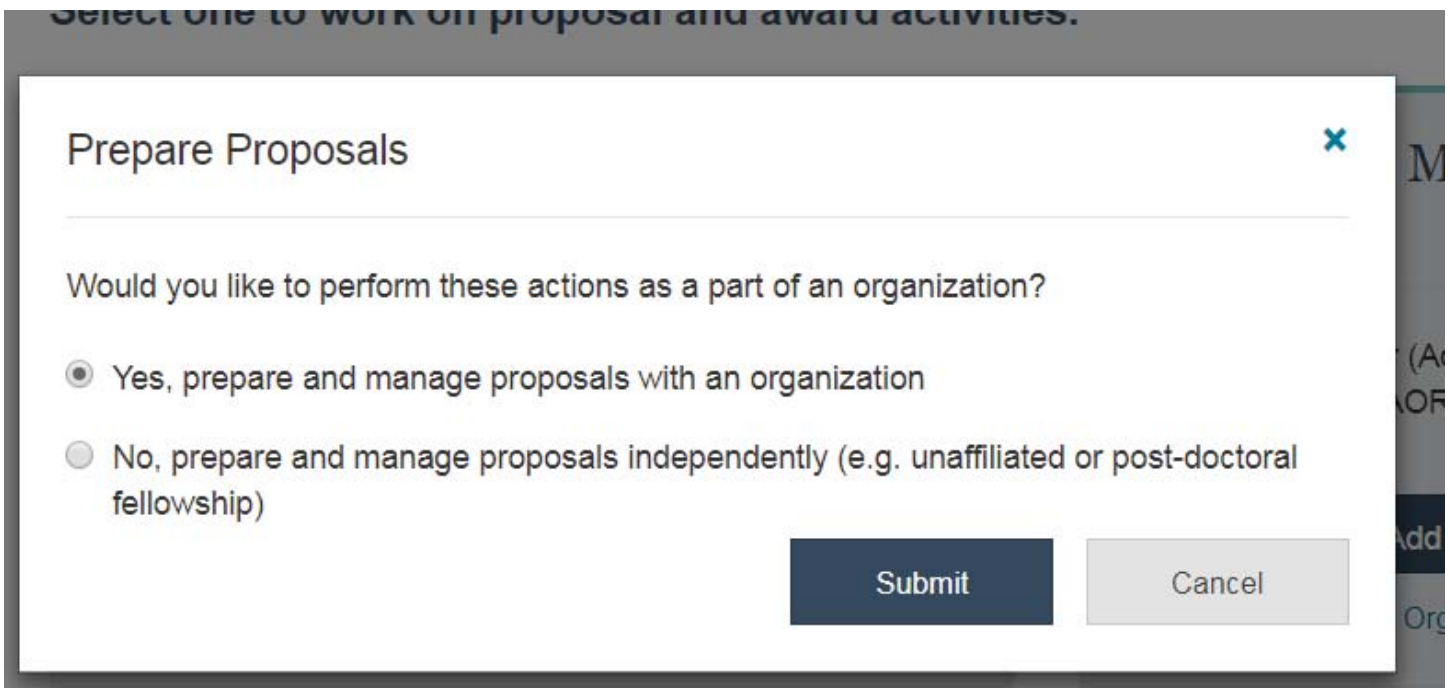
Would you like to perform these actions as a part of an organization?

Yes, prepare and manage proposals with an organization

No, prepare and manage proposals independently (e.g. unaffiliated or post-doctoral fellowship)

Submit Cancel

Choose the answer that is appropriate....in this instance, you would choose Yes, Prepare and manage proposals within an organization.



Prepare Proposals

Would you like to perform these actions as a part of an organization?

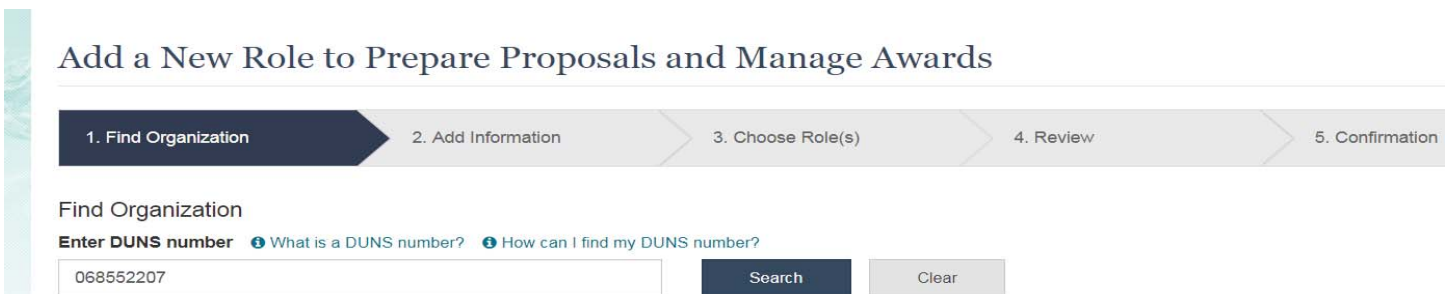
Yes, prepare and manage proposals with an organization

No, prepare and manage proposals independently (e.g. unaffiliated or post-doctoral fellowship)

Submit Cancel

Choose Submit.

The next screen is to find an Organization using the DUNS. WU's is 068552207



Add a New Role to Prepare Proposals and Manage Awards

1. Find Organization 2. Add Information 3. Choose Role(s) 4. Review 5. Confirmation

Find Organization

Enter DUNS number [What is a DUNS number?](#) [How can I find my DUNS number?](#)

068552207 Search Clear

Then Choose Search:

Add a New Role to Prepare Proposals and Manage Awards

1. Find Organization

2. Add Information

3. Choose Role(s)

4. Review

5. Confirmation

Find Organization

Enter DUNS number [What is a DUNS number?](#) [How can I find my DUNS number?](#)

068552207

Search

Clear

Select	DUNS Number	Organization	Organization Contact(s)	Registered with NSF
<input checked="" type="radio"/>	068552207	Washington University	Teri Medley See all (5)	Yes

The following should appear. If your search returns a Washington University that does not include Teri Medley as an Organization Contact, please review the DUNS entered. Click on Next:

Add a New Role to Prepare Proposals and Manage Awards

1. Find Organization ✓

2. Add Information

3. Choose Role(s)

4. Review

5. Confirmation

Add Information

The contact information will be used for all communications when performing in approved roles for this organization

* Required

Your Contact Details

* Work Phone Number

* Work Email [?](#)

Select One

Your Degree Information

* Degree Type

Select One

* Degree Year

Select Year

Your Work Address

* Country

Select One

* Street Address

Street Address (Line 2)

Department Name

* City

* State

Select State

* Postal Code

Previous

Next

This is your work information. Complete as appropriate and click on Next.

Add a New Role to Prepare Proposals and Manage Awards

1. Find Organization ✓ 2. Add Information 3. Choose Role(s) 4. Review 5. Confirmation

Add Information
The contact information will be used for all communications when performing in approved roles for this organization

*** Required**

Your Contact Details

* Work Phone Number * Work Email

Your Degree Information

* Degree Type * Degree Year

Your Work Address

* Country

* Street Address Street Address (Line 2) Department Name

* City * State * Postal Code

The next screen is confirming the role you have chosen. Ensure it is accurate and choose Next.

Add a New Role to Prepare Proposals and Manage Awards

1. Find Organization ✓ 2. Add Information ✓ 3. Choose Role(s) 4. Review 5. Confirmation

Choose Role(s)
Due to your selected organization, you will be registered for the following role: [What is this role?](#)

Principal Investigator/ co-Principal Investigator (PI/co-PI)

The final screen is asking you to review your information for accuracy. Once completed, click on Submit.

Add a New Role to Prepare Proposals and Manage Awards

1. Find Organization ✓ 2. Add Information ✓ 3. Choose Role(s) ✓ 4. Review 5. Confirmation

Review

Organization Name: Washington University
Role: Principal Investigator / co-Principal Investigator

Your Contact Details

Work Phone Number: 314-XXX-XXXX
Work Email: PI@wustl.edu

Your Degree Information

Degree Type: Doctor of Philosophy
Degree Year: 1980

Your Work Address

Country: United States
Street Address: Campus Box XXXX
Street Address (Line 2): 1 Brookings Drive
Department Name: Department XXXX
City: St. Louis
State: Missouri
Postal Code: 63130

Previous Submit

While the above is the final screen for you, there is one final step and that is the Confirmation step which will be handled by OSRS.

Add a New Role to Prepare Proposals and Manage Awards

1. Find Organization ✓ 2. Add Information ✓ 3. Choose Role(s) ✓ 4. Review ✓ 5. Confirmation

✔ Success - your request has been forwarded to the organization contact(s) below. Check the status of this request on the [View My Roles](#) page.

Organization Contact(s)	Organization Contact Type
Medley, Teri	Administrator
Vitale, Dyanna	Administrator
GINDHART, JOSEPH M	SAM POC
MEDLEY, TERI	SAM POC
VITALE, DYANNA	SAM POC

[Continue to My Profile >](#)
[Add Additional Roles >](#)

The Organization Contact will receive an email similar to the one below:

You are currently listed as an administrator at Washington University. The following user has requested a Principal Investigator / co-Principal Investigator role at your organization.

Name: Martin, Crystal
Role: Principal Investigator / co-Principal Investigator
Work Phone Number: 314-XXX-XXXX
Work Email: PI@wustl.edu
NSF ID: 000776131

Instructions

To approve this request, please Sign In to Research.gov, go to My Profile, and then go to View My Users. Approval will allow this individual to prepare proposals and manage awards in NSF's Research.gov/FastLane systems.

Need Help?

If you have questions about this request, we encourage you to please contact your Sponsored Projects Office or equivalent. If you are no longer affiliated with this organization, please also reach out to your primary SAM POC.

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

The OSRS contact for your department should email you with a confirmation of role acceptance to Washington University.