

# Research.gov

## New Profile Creation

### 1) New User: No Current NSF/Research.gov Account

- a. Open [Research.gov](https://www.research.gov).
- b. Click Register located at the top of the screen



- c. Input the requested account registration information
  - i. Important Note: Your primary email address will be used for NSF account notifications including password resets.

### Account Registration

**!** NSF Proposal & Award Policies & Procedures Guide (PAPPG) specifies that each individual user of NSF systems should not have more than one NSF ID (Chapter I.G.4, NSF ID).  
[Forgot/Look Up your NSF ID?](#)


**\* Required Fields**

<b>Prefix</b>	<b>* First Name</b>	<b>Middle Name/Initial</b>	<b>* Last Name</b>	<b>Suffix</b>
Select Prefix ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Suffix ▼

**Alternate Name(s)** Nickname, maiden name, etc.

<b>* Primary Email</b> <b>i</b> For NSF account password recovery	<b>* Confirm Primary Email</b>
<input type="text"/>	<input type="text"/>
<b>Secondary Email</b> <b>i</b>	<b>Confirm Secondary Email</b>
<input type="text"/>	<input type="text"/>

<b>ORCID iD</b> <b>i</b> 16-digits ie. 1234-1234-1234-1234	<b>Phone Number</b>	<b>Extension</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

I'm not a robot  reCAPTCHA  
Privacy · Terms

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

- d. After completing the captcha and age verification, click

Save & Preview

- e. Verify that your account registration information is correct on the Preview Account Registration screen and then click **Submit**.

### Preview Account Registration

Review your information for accuracy.

Prefix:	Mr.
First Name:	Alpha
Middle Name/Initial:	M
Last Name:	Man
Suffix:	Jr.
Alternate Name(s):	Beta
Primary Email:	Beta@nsf.gov
Secondary Email:	Alpha@nsf.gov
ORCID ID:	
Phone Number:	(202) 571-7031
Extension:	1978

Submit
Edit

- f. You will receive an Account Registration Confirmation on the screen.
- g. Check the primary email account that you just used for two messages: one containing your new NSF ID and another containing your temporary password.
- h. Click **Sign In** on Research.gov and enter your new NSF ID and temporary password.
- i. Follow the instructions to change your temporary password.
- j. You have successfully registered for a new NSF account!

**Add a New Role**

- a. Review the following role categories:

If you need this role(s)	To perform these functions	Select this “Add Role” Button
Principal Investigator (PI) Co-Principal Investigator (Co-PI) Unaffiliated Fellowship Principal Investigator	Prepare proposals Manage awards	Add <b>Investigator</b> Role
Other Authorized User (OAU)	Assist a PI with proposal preparation	Add the <b>OAU</b> Role
Administrator Sponsor Programs Officer (SPO) Authorized Organization Representative (AOR)	Add a new organization Approve/disapprove roles Assign user roles Add/remove users	Add <b>Organizational</b> Role (Sponsored Programs Office only)

- b. To request a role from your organization, you must sign in to Research.gov and select the **My Profile** link located on the top right of the screen. Select the **Add a New Role** option from the left navigation bar.

- i. After requesting a role, your organization’s Administrator will receive the request electronically to approve or disapprove it.
  - ii. **Note:** Only individuals with approved [FACULTY status](#) can be a Principal Investigator (PI).
- c. Find the Organization
- a. Enter the appropriate organization’s DUNS number and click **Search**

Research Corporation	Applicable Use	DUNS
Georgia Tech Research Corporation (GTRC)	Resident Instruction	097394084
Georgia Tech Applied Research Corporation (GTARC)	GTRI	364124651

- d. Complete the required fields denoted by a red asterisk (\*) and click **Next**.

The screenshot shows a web form titled "Add a New Role to Add and Manage Organizations". It has four steps: 1. Find Organization, 2. Add Information, 3. Choose Role(s), and 4. Review. Step 1 is currently active. Below the step indicator, there is a "Find Organization" section with a text input field for "Enter DUNS number", a "Search" button (highlighted with a red box), and a "Clear" button. Below that is a "DR" field and a dropdown menu labeled "Select from your Organization and DUNS number list" with "Select Organization" as the current selection. At the bottom right, there are "Cancel" and "Next" buttons, with the "Next" button highlighted by a red box.

- e. Choose the appropriate **Role**. The “Principal Investigator” role is pre-selected

The screenshot shows a web form titled "Add a New Role to Prepare Proposals and Manage Awards". It has four steps: 1. Find Organization, 2. Add Information, 3. Choose Role(s), and 4. Review. Step 3 is currently active. Below the step indicator, there is a "Choose Role(s)" section with a message "You will be registered for the following role: \* What is this role?". A radio button is selected next to the role "Principal Investigator/ co-Principal Investigator (PI/co-PI)". At the bottom right, there are "Cancel", "Previous", and "Next" buttons, with the "Next" button highlighted by a red box.

- f. Review your information for accuracy and click **Submit**.
- g. Enter your work phone number. Use the dropdown menu to select a current work email address or add a new work email address. Then click **Next**.
- h. Select a role(s) and click **Next**.
  - i. Depending on the selected role, please be aware that some corresponding roles will also be automatically added. For example, if you select the Administrator role, the Sponsored Projects Officer role and the View-Only role will automatically be added to your profile.
- i. Review your information for accuracy and click **Submit**. Your role request(s) are sent to the Administrators that are in the Organization Contacts list for review and approval.