NSF Registration – How to

You'll need the following information to register:
- CSU DUNS: 785979618
- Your Name
- Your Work Email
- Your Work Phone
- Your Department Code (four-digit)
- Your Degree Type
- Your Degree Year
- Your ORCID number (Optional, quick registration): https://orcid.org/

Quick steps:
2) “Click Register to create an NSF account”.
3) “Register” is on the top right of the next page.
4) Fill in the required fields (your name, primary email) and optional if desired (ORCID*, phone number, secondary email).
5) Add a new role by clicking in the box to “Add Investigator Role”.
6) Click “yes, prepare and manage proposals with an organization”.
7) Find Organization using CSU’s DUNS: 785979618
8) Select CSU and click Next. (Organization contacts are from OSP, but not our team – that’s okay.)
9) Add details on the next page: work phone, work email, degree type, degree year, address and postal code will include your department number “13xx Campus Delivery” and postal code “8052313xx”.
10) Role, Review and Submit
11) You’ll receive a follow up email once your registration has been accepted by CSU.

(See detailed instructions on the following pages if needed)
Detailed Step-by-Step instructions:

1) NSF Research.gov: [https://www.research.gov/accountmgmt/assets/welcomeregistration.html](https://www.research.gov/accountmgmt/assets/welcomeregistration.html)

2) 

3) 

4)
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: 785979618

What is a DUNS number? How can I find my DUNS number?

Search  Clear
Add a New Role to Prepare Proposals and Manage Awards


Find Organization

Enter DUNS number: 785979618  
What is a DUNS number?  How can I find my DUNS number?  
Search  Clear

Select  DUNS Number  Organization  
---  785979618  Colorado State University

Organization Contact(s)  Registered with NSF

- Chris Carsten  See all (9)  Yes

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

Select One

* Work Email

Your Degree Information

* Degree Type

Select One

* Degree Year

Select Year

Your Work Address

* Country

United States

* Street Address

1374 Campus Delivery

* City

Fort Collins

* State

Colorado

* Postal Code

805231374
10) Role, Review, and Submit

Add a New Role to Prepare Proposals and Manage Awards

Choose Role(s)
Due to your selected organization, you will be registered for the following role: Principal Investigator / co-Principal Investigator (PI/co-PI)

Add a New Role to Prepare Proposals and Manage Awards

Review
Organization Name: Colorado State University
Role: Principal Investigator / co-Principal Investigator

Your Contact Details

11) Done! Wait for approval via email.