**NSF Registration – How to**

You'll need the following information to register:
- CSU UEI: LT9CXX8L19G1
- 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/](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) [Image of NSF Research.gov registration page]

3) [Image of NSF Research.gov registration page]

4) [Image of NSF Research.gov registration page]
Add a New Role

For NSF ID

Your account has been activated. Please note - you must have an approved role in order to proceed with proposal and award activity.

Welcome to the Add a New Role page. Here you can:
- Request one or more user roles.
- Register a new organization by clicking on the ‘Add Organizational Role’ button.
- Get more information about a role category by clicking on the role details link below each button.
For help and more information go to the About Account Management page.

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

Add and Manage Organizations

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

Add Organizational Role

Manage Financials in Award Care
Register as a Graduate Researcher

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

Add a New Role to Prepare Proposals and Manage Awards


Find Organization

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

785979618

Search  Clear
10) Role, Review, and 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

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)

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

Your Contact Details

11) Done! Wait for approval via email.