

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:

- 1) NSF Research.gov: <https://www.research.gov/accountmgmt/assets/welcomeregistration.html>
- 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>

2)

The screenshot shows the top of the Research.gov website with the header "Research.gov ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY". Below the header is a "Welcome to the New Account Management System" section. It includes a paragraph about the new system, a "How to Register for an NSF ID" section, and a "Confirm you don't have an NSF Account" section. A yellow circle highlights the "If you don't have an NSF Account:" section, which contains the instructions: "Open Research.gov" and "Click Register to create an NSF Account." To the right, a yellow box contains a warning: "Only one NSF ID allowed:" followed by bullet points: "You do not need to create an NSF account if you are changing institutions or contact information" and "The NSF's 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)." Below this is an "I Need Roles" section and a "Still Need Help" section.

3)

The screenshot shows the navigation bar of the Research.gov website. It includes the Research.gov logo and the text "ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY". On the right side, there are links for "Sign in", "Register", "Home", "Contact", "Help", and "About". A yellow circle highlights the "Register" link. Below the navigation bar is a search box with the text "Search" and a magnifying glass icon.

4)

The screenshot shows the "Account Registration" form on the Research.gov website. The form is titled "Account Registration" and includes a warning box: "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). Forgo/Look Up your NSF ID?". Below the warning box is a section for "Required Fields" with the following fields: "Prefix" (a dropdown menu with "Select One" selected), "* First Name", "Middle Name", "* Last Name", and "Suffix" (a dropdown menu with "Select One" selected). There is also an "Alternate Name(s) Nickname, maiden name, etc." field. Below these are two columns of email fields: "* Primary Email" (with a link "For account recovery") and "* Confirm Primary Email", "Secondary Email", and "Confirm Secondary Email". There are also fields for "ORCID ID" (with a note "16-digits ie. 1234-1234-1234-1234") and "Phone Number". At the bottom of the form, there is a checkbox for "I'm not a robot" with a reCAPTCHA logo and a link for "Privacy - Terms". Below this is a checkbox for "* I confirm that I am at least 13 years of age."

5)

The screenshot shows the 'Add a New Role' page for NSF ID. The top navigation bar includes 'My Desktop', 'Prepare & Submit Proposals', 'Awards & Reporting', 'Manage Financials', and 'Administration'. A left sidebar menu contains 'My Profile', 'My Roles', and 'Quick Links'. The main content area has a heading 'Add a New Role' and a sub-heading 'For NSF ID'. A green message box states: 'Your account has been activated. Please note - you must have an approved role in order to proceed with proposal and award activity.' Below this is a light blue box with instructions: '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.' A link to 'About Account Management' is provided. The page is divided into two main sections: 'Prepare Proposals and Manage Awards' (for Principal Investigator, co-Principal Investigator, and Postdoctoral Fellowship Investigator) and 'Add and Manage Organizations' (for Administrator, Authorized Organizational Representative, Sponsored Projects Officer, and View Only User). Each section has an 'Add' button and a 'Role details' link.

6)

The dialog box is titled 'Prepare Proposals' and contains the question: 'Would you like to perform these actions as a part of an organization?'. There are two radio button options: 'Yes, prepare and manage proposals with an organization' (which is selected) and 'No, prepare and manage proposals independently (e.g. unaffiliated or post-doctoral fellowship)'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

7)

The page is titled 'Add a New Role to Prepare Proposals and Manage Awards'. It features a five-step progress bar: 1. Find Organization (active), 2. Add Information, 3. Choose Role(s), 4. Review, and 5. Confirmation. Below the progress bar, the 'Find Organization' section is active. It includes the text 'Enter DUNS number' followed by two links: 'What is a DUNS number?' and 'How can I find my DUNS number?'. A text input field contains the number '785979618'. To the right of the input field are 'Search' and 'Clear' buttons.

8)

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?](#)

785979618 Search Clear

| Select | DUNS Number | Organization | Organization Contact(s) | Registered with NSF |
|----------------------------------|-------------|---------------------------|---|---------------------|
| <input checked="" type="radio"/> | 785979618 | Colorado State University | Chris Carsten See all (9) | Yes |

Previous Next

9)

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

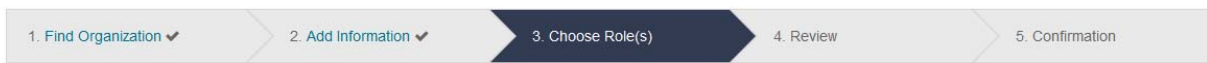
Your Work Address

* Country * Street Address Street Address (Line 2) Department Name

* City * State * Postal Code

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: [What is this role?](#)

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

Add a New Role to Prepare Proposals and Manage Awards



Review

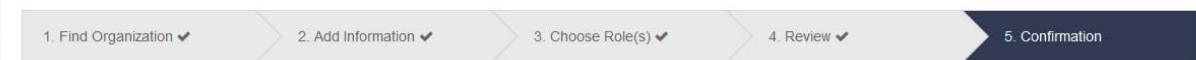
Organization Name: Colorado State University

Role: Principal Investigator / co-Principal Investigator

Your Contact Details

11) Done! Wait for approval via email.

Add a New Role to Prepare Proposals and Manage Awards



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

Show 5

showing 1-5 of 9 << < Prev 1 2 Next >>

| Organization Contact(s) | Organization Contact Type |
|-------------------------|---------------------------|
| Carsten, Chris | Administrator |
| Esquibel, Lisa Anaya | Administrator |
| Krause, Christine | Administrator |
| Reynolds, Andrew | Administrator |
| Strange, Jennifer | Administrator |

showing 1-5 of 9 << < Prev 1 2 Next >>

[Continue to My Profile >](#)

[Add Additional Roles >](#)