Register for an NSF Account to Begin Using FastLane and Research.gov

Account Management

Register for an NSF Account to Begin Using FastLane and Research.gov

To submit proposals to the National Science Foundation (NSF) and conduct other award-related activities using NSF systems, you must have an NSF ID. This ID is a unique numerical identifier assigned to users by NSF through the registration process outlined below. Follow the step-by-step process to create a new NSF account.

Step 1: Confirm you do not have an existing NSF account

- Access the NSF ID Lookup page to search for an existing NSF account.

- If you do not have an existing NSF account, proceed to Step 2.

Step 2: Access the Account Registration page

- Open Research.gov

- Click **"Register"** located at the top of the screen. (Figure 1)

Step 3: Create a new NSF account

- Input the requested account registration information (Figure 2)

Important Note: Your primary email address will be used for NSF account notifications including password resets. Please make sure you have ongoing access to this email account (e.g., Google email). It is critical that you have continued access to this email account, even if you were to ever change organizations.

Figure 1

Figure 2

- Check the boxes to confirm you are not a robot and that you are at least 13 years of age. (Figure 2)

- Click **"Save & Preview."** (Figure 2)

- Verify that your account registration information is correct on the Preview Account Registration screen and then click **"Submit."** (Figure 3)

- You will receive an Account Registration Confirmation on the screen. (Figure 4)

- Check the primary email account that you just used for two messages: one containing your new NSF ID and another containing your temporary password.

- Click **"Sign In"** on Research.gov and enter your new NSF ID and temporary password. (Figure 1)

- Follow the instructions to change your temporary password.

- You have successfully registered for a new NSF account!

Step 4: Add a New Role

- Now that you have an NSF account, you can add roles to your account profile.

Figure 3

Figure 4

View and Edit My NSF Account Profile Information

Once you have a National Science Foundation (NSF) account, you can view and edit your account profile information at any time on your own via the View/Edit My Profile page. Follow the step-by-step instructions below to update your account information including contact information, ORCID iD, and account password.

Step 1: Access the View/Edit My Profile page

- Open Research.gov

- Click **"Sign In"** located at the top right of the screen. (Figure 1)

- Enter your NSF ID and password and click **"Sign In."** (Figure 2)

- Click **"My Profile"** from the top right of the screen. (Figure 3)

- Click **"View/Edit My Profile"** located on the left navigation bar. (Figure 4)

Step 2: Edit your NSF account profile information or ORCID iD   **UWG Employees do NOT need an ORCID iD**

- Click **"Edit"** at the bottom of the page. (Figure 5)

- Enter your updated information and click **"Save."** (Figure 6)

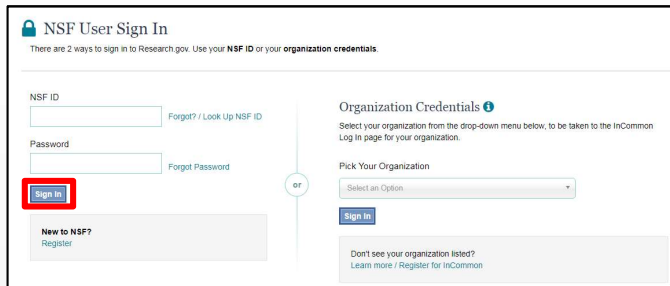***Important Note**: If you change your primary email address (i.e., the email address used to create your NSF account), NSF will send you a verification email. You must verify the updated email address within four hours or your account email address will revert back to your last verified email address.*

Figure 1

Figure 2

Figure 3

You will need to Add a New Role if this is the first time you are registering with NSF.
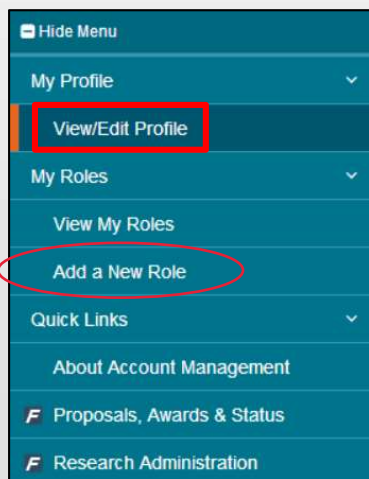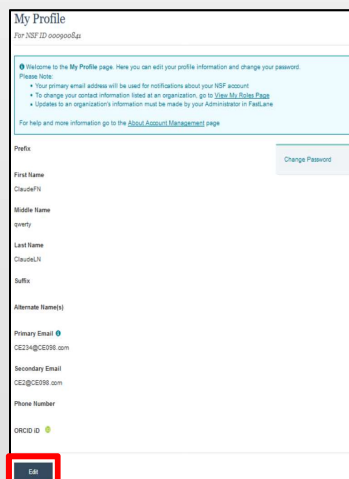

Figure 4

Figure 4

Figure 5

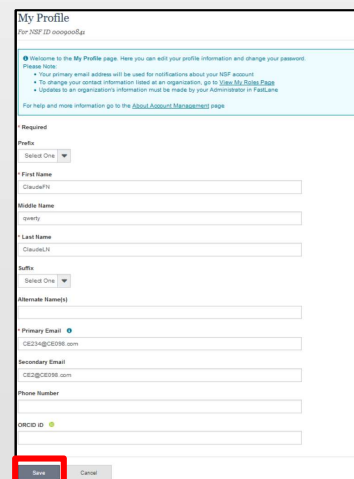### 💡 Helpful Tip

To ensure compliance with NSF's policy of allowing only one NSF account per user, you will not be able to save any email addresses to your account profile that are associated with another NSF account.

Add a New Role - Principal Investigator PI/Co-PI

To work on proposal and award-related activities on National Science Foundation (NSF) systems, a Principal Investigator (PI)/ co-Principal Investigator (co-PI) must have the Investigator role at an organization. After requesting a role, your organization's Administrator will receive the request electronically to approve or disapprove it. To request a role, you need to 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.

Access the Add New a Role page

- To request the Investigator role, click the blue "**Add Investigator Role**" button located in the "Prepare Proposals and Manage Awards" box and a five-step role request wizard will display. (Figure 1)

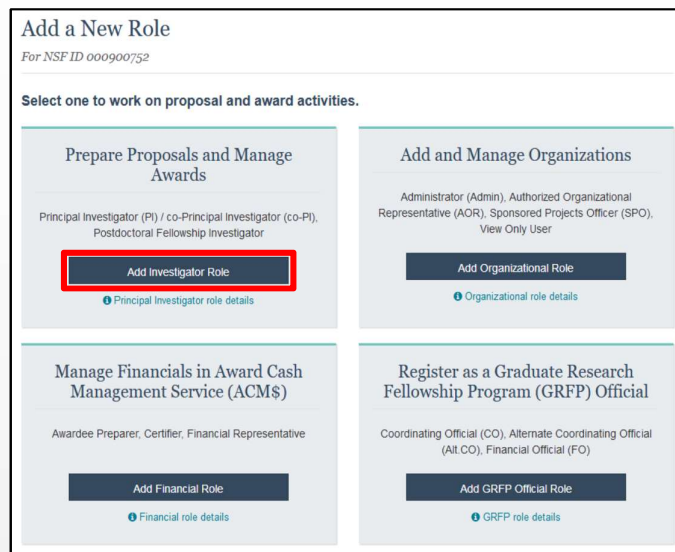- Select **"Yes, prepare and manage proposals with an organization"** and click **"Submit."** (Figure 2)
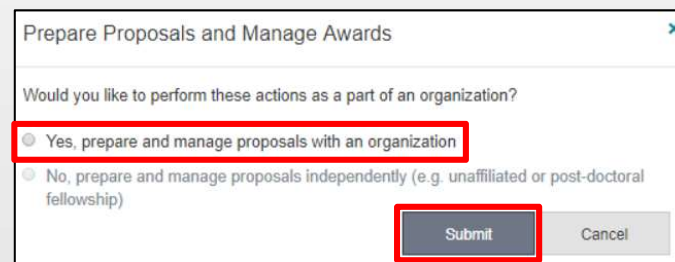

Figure 1

Figure 2

Five-Step Role Wizard

Step 1: Find Organization

- Enter the organization's DUNS number and click **"Search"** (Figure 3). If you already have an organization-approved role at NSF you may select the DUNS number associated with your existing organization from the dropdown menu.

- Verify the correct organization is displayed in the results section and click "**Next**."

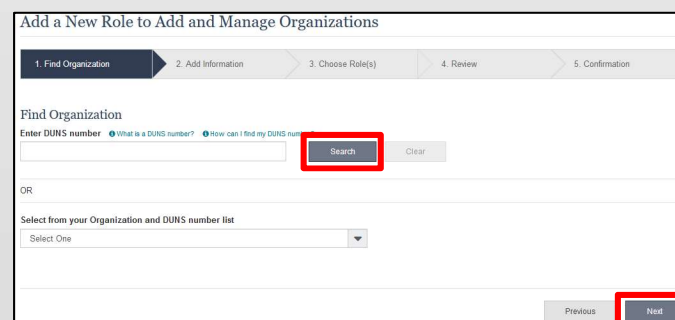**Note:** *The UWG **DUNS** number is* ***075940965***

Figure 3

Step 2: Add Information

- Complete the required fields denoted by a red asterisk (*) and click "**Next.**" (Figure 4)

Step 3: Choose Role(s)

- The "Principal Investigator" role is pre-selected. Click "**Next.**" (Figure 5)

Step 4: Review

- Review your information for accuracy and click "**Next**" (Figure 6)

Step 5: Confirmation

- Your role request is sent to the listed Organization Contacts for review and approval (Figure 7)

- You have successfully submitted a role request!

Figure 4

Figure 5

Helpful Tips

- Your primary email address is used for notifications about your NSF account such as password resets.

- Your work email address is associated with all your roles at a particular organization. It is used for role request and approval notifications as well as for proposal and award related notifications.

- The Degree Information section will be prepopulated if you already have a Principal Investigator (PI) role at another organization. If you update this section, the change will be reflected in your PI role at all organizations.

- By default, the latest PI role will be set to primary.

Figure 6

Figure 7