

As of March 26, 2018, NSF uses an account management system that allows users to create and self-manage accounts, including personal information and role requests. Each user has a single profile and unique identifier (NSF ID) for signing in to [Research.gov](https://www.research.gov) for proposal and award activities. New users register directly with NSF.

The PI, all co-PIs, and the Authorized Organizational Representative (AOR) listed on a NSF proposal must all be registered with NSF prior to proposal submission. NSF IDs for the PI, all co-PIs, and the AOR listed will need to be included in the proposal submission. ***Only individuals with approved [FACULTY status](#) can be Principal Investigator (PI).**

Please NOTE:

You should use **ONLY** the following organization IDs when registering your NSF ID with Research.gov. Those associating with RI should use the number below in **GRAY**. Those associating with GTRI should associate with the number in **YELLOW**:

Georgia Tech Research Corporation (Campus): 0015693000 or

Georgia Tech Applied Research Corporation (GTRI only): 5300012004

SELECT ORGANIZATION

Please select an Organization to administer.

- 0015693000, Georgia Tech Research Corporation
- 5300012004, Georgia Tech Applied Research Corporation
- 7203576909, Georgia Institute of Technology

Select Cancel

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 forgot your password for an established NSF account, [click here](#) to retrieve it. Note that your email address can only be associated with **one** NSF account.
- If you do have an existing NSF account and you know your password, you can edit your account profile information by selecting the “My Profile” option located on the top right of [Research.gov](#) homepage.
- For more information, see [About Account Management](#) on Research.gov.
- 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.

Step 3: Create a new NSF account

- Input the requested account registration information
- Important Note: Your GT email address will be used for NSF account notifications including password resets
- Check the boxes to confirm you are not a robot and that you are at least 13 years of age.
- Click “Save & Preview.”
- Verify that your account registration information is correct on the Preview Account Registration screen and then click “Submit.”
- You will receive an Account Registration Confirmation on the screen.
- 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.
- 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. [Click here](#) for detailed instructions.

OSP is the Organization Administrator to view the organization’s pending role requests and manage user tables. Via this dashboard, OSP is able to approve or disapprove role requests, add or remove current user roles, add current NSF users to the organization.

Appropriate roles:

If you need this role(s)	To perform these functions	Select this “Add Role Button”
<ul style="list-style-type: none"> • Principal Investigator (PI)* • Co-Principal Investigator (CO-PI) 	<ul style="list-style-type: none"> • Prepare Proposals • Manage Awards 	Add Investigator Role
<ul style="list-style-type: none"> • Other Authorized Official (OAU) 	<ul style="list-style-type: none"> • Assist a PI with proposal preparation 	Contact your Contracting Officer to be assigned the OAU role.
<ul style="list-style-type: none"> • Administrator • Sponsor Programs Officer (SPO) • Authorized Organization Representative (AOR) 	<ul style="list-style-type: none"> • Add a new organization • Approve/disapprove roles • Assign user roles • Add/remove users 	Add Organizational Role (Sponsored Programs Office only)

Users cannot request the OAU role electronically. Administrators can only assign the OAU role if the Individual has an NSF ID. Please request the PI role. Then send your contracting officer an email requesting the OAU role. OSP will remove the PI role and replace it with the OAU role.

NOTE: Please make sure to contact your contracting officer to inform them of the proposed role and to provide verification of faculty status.