

# National Science Foundation (NSF) Account Creation for PIs

## National Science Foundation (NSF) Accounts

To submit proposals to the National Science Foundation (NSF) and conduct other award-related activities using the National Science Foundation or NSF systems, you must have an NSF ID. You may only have one NSF ID. This ID is a unique numerical identifier assigned to users by NSF through the registration process outlined below. The NSF ID is yours for you to use no matter your affiliation(s) in the future.

### Register for a New Account

Follow the step-by-step process to create a new NSF account

#### 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:** Your email address can only be associated with one NSF account (i.e., only one NSF ID per person).
- If you have confirmed you do not have an existing account then proceed to the next step.

#### 2. Access the Account Registration page

- Being by opening [Research.gov](#)
- Click “Register” located at the top of the screen.



**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., a Gmail address). It is critical that you have continued access to this email account, even if you were to ever change organizations.

- Check the box to confirm that you are at least 13 years of age.
- Click “Save & Preview”

### HELPFUL REFERENCES

- [CALS Pre-Award Homepage](#)
- [Research.gov](#)
- [Account Management](#)
- [NSF ID Lookup](#)
- [Navigating Account Management Links](#)
- [View and Edit My NSF Account Profile Information](#)
- [Add a New Organizational Role](#)

### WHO TO CONTACT FOR ADDITIONAL INFORMATION

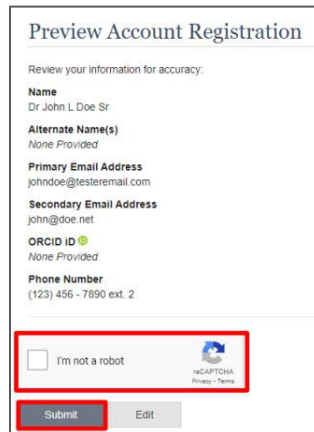
CALS Contracts & Grants  
Pre-Award Team

[cals\\_preaward@ncsu.edu](mailto:cals_preaward@ncsu.edu)

919.513.1743

### 3. Create a new NSF account

- Verify that your account registration information is correct on the Preview Account Registration screen.
- If you need to update your account registration information, select the “**Edit**” button to return to the previous screen.
- Check the box to confirm you are not a robot and 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 message containing your new NSF ID
  - Another message containing your temporary password.
- Click “**Sign In**” on [Research.gov](https://www.research.gov) and enter your new NSF ID and temporary password.



- Next, follow the instructions to change your temporary password.

### 4. Add a new Organizational Role (this step must be completed before SPARCS can affiliate the account)

- Now that you have an NSF account, you can add organizational roles to your account profile.
- When adding an organizational role, you will need to use NCSU’s UEI number (U3NVH931QJJ3).
- Use the link for detailed instructions on [adding organizational roles](#).

**NOTE:** Reviewers, GRFP Applicants, and GRFP Fellows will **not** add an organizational role. GRFP-specific Account Management training resources including guides and FAQs are available [here](#).

### 5. Update the CALS Pre-Award Team

- Now that you have an NSF account **and** a role has been added, please be sure to inform your Pre-Award Consultant so they can work with SPARCS to make sure your account is affiliated with NCSU.