CALS Business Operations

National Science Foundation (NSF) Account Creation

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 <u>NSF ID Lookup page</u> to search for an existing NSF account.
- If you forgot your password for an established NSF account, <u>click here</u> 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 <u>Research.gov</u>
- 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"

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HELPFUL REFERENCES

- <u>CALS Pre-Award Homepage</u>
- <u>Research.gov</u>
- <u>Account Management</u>
- <u>NSF ID Lookup</u>
- <u>Navigating Account</u> <u>Management Links</u>
- <u>View and Edit My NSF</u> <u>Account Profile Information</u>
- <u>Add a New Organizational</u> <u>Role</u>

WHO TO CONTACT FOR ADDITIONAL INFORMATION

CALS Contracts & Grants Pre-Award Team <u>cals_preaward@ncsu.edu</u> 919.513.1743

go.ncsu.edu/cbo

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."

Review your inform	nation for accuracy:
Name Dr John L Doe Sr	
Alternate Name(s	;)
Primary Email Ac johndoe@testerer	idress nail.com
Secondary Email John@doe.net	Address
ORCID ID () None Provided	
Phone Number (123) 456 - 7890 e	ext. 2
i'm not a rot	veCAPTCHA Prisez Terms
Submit	Edit

• You will receive an Account Registration Confirmation on the screen.

Account Registration Confirmation		
• Your account has been su	constudy created	
n activation email was sent to:	johndoe@testeremail.com	
our NSF ID is		
ctivation of the account is requ	end to sign in. To activate your account, please go to your email to complete the registration process and obtain your temporary password.	

- 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 <u>Research.gov</u> 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 <u>adding organizational roles</u>.

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 <u>here</u>.

5. Update the CALS Pre-Award Team

• Now that you have an NSF account <u>and</u> 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.

For additional resources, visit us at: go.ncsu.edu/cbo Business Operations Helpline: <u>cbo_help@ncsu.edu</u>