To add new a PI role.

1. Log into your research.gov page.
2. Click on the “My Profile” on the top left side.
3. On the left menu, click on the “Add a New Role”.
4. Click on the “Add Investigator Role”.

![Menu Options](image)
5. Select “Yes, Prepare and manage proposals with an organization” and click submit

6. There are 5 steps to complete the request to add a new role
   a. Step 1: Find organization
      i. Enter the organization’s DUNS number (UMD: 790934285) and click “Search.”
      ii. Verify the correct organization is displayed in the results section and click “Next.”
   b. Step 2: Add information
      i. Complete the required fields denoted by a red asterisk (*) and click “Next.”
   c. Step 3: Choose Role(s)
      i. The “Principal Investigator” role is pre-selected. Click “Next.”
   d. Review
      i. Review your information for accuracy and click “Next”
   e. Confirmation
      i. Your role request is sent to the listed Organization Contacts for review and approval.
      ii. You have successfully submitted a role request.