NSF - Adding a New Role/Affiliation

(This account is used for both FastLane and Research.gov)

You must login to the system with **NSF credentials** to add a new role/affiliation. Once your role/affiliation, then you can login with any methods (NSF Credentials/Organization Credentials/Login.gov Credentials) to create/edit proposals, etc.

- 1. Log into your <u>research.gov</u> 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"



5. Select a role and click submit

- a. Principal Investigator (PI) or co-Principal Investigator (co-PI)
- b. Other Authorized User (OAU) : for research admin

Select Role Type	×
Select a role type to prepare proposals.	
O Principal Investigator (PI) or co-Principal Investigator (co-PI)	
O Other Authorized User (OAU)	
○ Proposed Postdoctoral Fellow	
Submit	Cancel
Submit	Cancel

- 6. There are 4 steps to complete the request to add a new role
 - a. Find organization
 - i. Enter the organization's UEI (NPU8ULVAAS23) and click "Search."

1. Find Organization	2. Add Infor	mation	3. Choo	ose Role(s)	4	. Review	
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nter Unique Entity Identifi	ier (UEI) 🚯 What is a UEI	? 10 How can I fin	d my UEI?				
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ii. Verify the correct organization is displayed in the results section and click "Next."



- b. Add information
 - i. Complete the required fields denoted by a red asterisk (*) and click "Next."
- c. Choose Role(s)
 - i. If you would like to add "Principal Investigator" role, this is pre-selecte d. Click "Next."
 - ii. If you would like to add "Other Authorized User" role, change the pre-sele cted option to OAU. Click "Next"
- d. Review
 - i. Review your information for accuracy and click "Submit"

Your role request is sent to the listed Organization Contacts for review and approval. Your new role/affiliation will be approved in one business day.