# Research.gov
Profile Creation

Note: Click the following navigation links to be taken to the section of these instructions that are most relevant to your current needs:

- New NSF Account (No current NSF/Research.gov account access)
- Working at Multiple Organizations *or* Moving to another Organization
- GTRC and GTARC DUNS/UEI Numbers

1) New User: No Current NSF Account

   a. Open Research.gov.

   b. Click Register located at the top of the screen
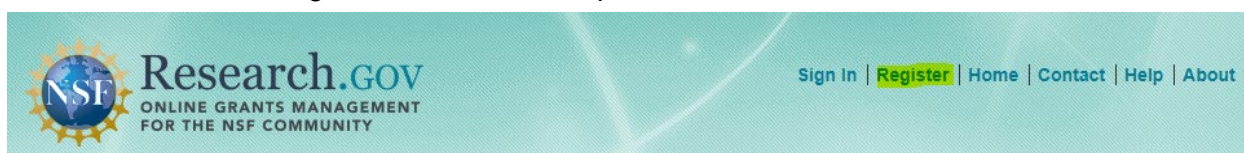
   c. Input the requested account registration information

      i. Important Note: Your primary email address will be used for NSF account notifications including password resets.

   d. After completing the captcha and age verification, click

e. Verify that your account registration information is correct on the Preview Account Registration screen and then click **Submit**.

f. You will receive an Account Registration Confirmation on the screen.
g. Check the primary email account that you just used for two messages: one containing your new NSF ID and another containing your temporary password.
h. Click **Sign In** on Research.gov and enter your new NSF ID and temporary password.
i. Follow the instructions to change your temporary password.
j. You have successfully registered for a new NSF account!

Add a New Role

a. Review the following role categories:

If you need this role(s)	To perform these functions	Select this "Add Role" Button
Principal Investigator (PI) Co-Principal Investigator (Co-PI) Unaffiliated Fellowship Principal Investigator	Prepare proposals Manage awards	Add **Investigator** Role
Other Authorized User (OAU)	Assist a PI with proposal preparation	Add the **OAU** Role
Administrator Sponsor Programs Officer (SPO) Authorized Organization Representative (AOR)	Add a new organization Approve/disapprove roles Assign user roles Add/remove users	Add **Organizational** Role (Sponsored Programs Office only)

b. To request a role from your organization, you must sign in to Research.gov and select the **My Profile** link located on the top right of the screen. Select the **Add a New Role** option from the left navigation bar.

           i. After requesting a role, your organization's Administrator will receive the request electronically to approve or disapprove it.

           ii. **Note:** Only individuals with approved FACULTY status can be a Principal Investigator (PI).

c. Find the Organization

    a. Enter the appropriate organization's DUNS or UEI number and click **Search**

Research Corporation	Applicable Use	DUNS	UEI
Georgia Tech Research Corporation (GTRC)	Resident Instruction	097394084	EMW9FC8J3HN4
Georgia Tech Applied Research Corporation (GTARC)	GTRI	364124651	L3G5SBQ2PLK5

d. Complete the required fields denoted by a red asterisk (*) and click **Next**.

e. Choose the appropriate **Role.** The "Principal Investigator" role is pre-selected

f. Review your information for accuracy and click **Submit.**

g. Enter your work phone number. Use the dropdown menu to select a current work email address or add a new work email address. Then click **Next**.

h. Select a role(s) and click **Next**.

    i. Depending on the selected role, please be aware that some corresponding roles will also be automatically added. For example, if you select the Administrator role, the Sponsored Projects Officer role and the View-Only role will automatically be added to your profile.

i. Review your information for accuracy and click **Submit.** Your role request(s) are sent to the Administrators that are in the Organization Contacts list for review and approval.

2) Working at Multiple Organizations or Moving to another Organization

    a. Note: It is National Science Foundation (NSF) policy that only one NSF account is allowed per user. If you already have an NSF account, you MAY NOT register for a new NSF account even if you are working at multiple organizations, moving to another organization, or working as an Unaffiliated Principal Investigator (PI). Instead, you can add roles to your existing NSF account.

    b. Note: You do NOT need a separate NSF account for each organization you are affiliated with or a new NSF account when moving to a new organization or working as an Unaffiliated PI.

    c. You can have multiple organizations associated with your NSF account, and you can add new roles from different organizations to your existing NSF account.

    d. If you are associated with multiple organizations, be sure to update your designated Primary Organization on the **View My Roles** page.

Adding a PI role at a new organization to your existing NSF account

    j. Click **Sign In** located at the top right of the Research.gov page.

    k. Enter your NSF ID and password and click **Sign In**.

    l. Click **My Profile** located at the top right of the screen.

    m. Click **Add New Role** from the left navigation bar.To request the Investigator role, click the blue **Add Investigator or Authorized User Role** button located in the **Prepare Proposals and Manage Awards** box and a five-step role request wizard will display.

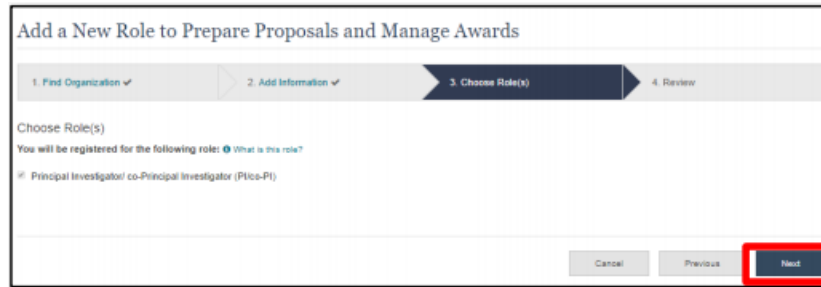**n.** Select **Yes, prepare and manage proposals with an organization,** and click **Submit**.

o. **Note:** Only individuals with approved FACULTY status can be a Principal Investigator (PI).
   i. Find the Organization
   ii. Enter the appropriate organization's DUNS number and click **Search**

Research Corporation	Applicable Use	DUNS	UEI
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p. Complete the required fields denoted by a red asterisk (*) and click **Next**.

q. Choose the appropriate **Role.** The "Principal Investigator" role is pre-selected

r. Review your information for accuracy and click **Submit.** Your role request(s) are sent to the Administrators that are in the Organization Contacts list for review/approval.

Additional guidance including FAQs and instructional videos can be found on the Research.gov [About Account Management](#) page. E-mail training@osp.gatech.edu with additional questions.