

NSF updated the account management process in April 2018, and as a result, OSP is no longer able to register new users or add affiliations.

If the PI already have an NSF/Research.gov ID, you just need to request a PI role at CMU (see second set of instructions below). If the PI has never had an NSF account, he/she will need to request a new account and then request the PI role at CMU.

Please see detailed instructions below and let me know if you have any questions or run into any issues.

To create a new NSF account, please complete the following steps:

- Go to the [NSF ID Lookup page](#) to ensure you do not have an existing NSF ID. If you do not, please continue to follow the steps below.
- Go to [Research.gov](#)
- Click the "Register" link in the top right hand corner of the screen.
- Complete the required fields and click submit.
- Check the primary email account that you entered for two emails - one containing NSF ID and the other containing your temporary password.
- Go back to [Research.gov](#) and sign in with your NSF ID and temporary password.
- Follow the instructions to change your temporary password.

Once the PI has created an account, the PI will need to request a Principal Investigator role at CMU, by logging in to Research.gov and

- Click the "My Profile" link on the top right of the screen.
- Select the "Add a New Role" option from the left navigation bar.
- Click "Add Investigator Role" to request a PI role.
- Select the option "Yes, prepare and manage proposals with an organization."
- On the Find Organization page, enter CMU's DUNS Number (052184116) and click "Search."
- Verify CMU is displayed, then click "Next."
- Add Information as necessary, then click "Next."
- Choose Role (only the PI role should show) and click "Next."
- Verify your entered information, then click "Submit."
- SPO (CMU OSP) will then receive your role request for approval.