

Registering for an NSF ID to Begin Using FastLane and Research.gov

To submit proposals to the National Science Foundation (NSF) and perform other award-related activities using NSF systems, you must have an NSF ID, which is a unique numerical identifier assigned to users by NSF through the registration process outlined below.

- You may only have one NSF ID. If you move to another university or research institution in the future, you will not create a new account but rather change the institution affiliated with your existing account.
- For a DDRIG application, both the PI (faculty advisor) and Co-PI (doctoral student) must have NSF IDs.

For the Maxwell School, the contact person for assistance with registering for an NSF ID and affiliating your account with Syracuse University is Caroline McMullin (cmcmulli@syr.edu), Research Administrator in the SU Office of Sponsored Programs (OSP).

Creating a New Account

Step 1: Visit [Research.gov](https://www.research.gov) to begin registration process.

Step 2: Confirm that you do not have an existing NSF account.

- a. Access the [NSF ID Lookup](#) page to search for an existing NSF account.
- b. If you **do not** have an existing NSF account, proceed to Step 3.
- c. If you **do** have an NSF account and forgot your password, [click here](#) to retrieve it. Remember that you may only have a single NSF ID, regardless of your past, current, or future institutional affiliations.

Step 3: After confirming that you do not have an existing NSF account, begin the registration process by clicking “Register” at the top of the page.

Step 4: Create a new NSF account.

- a. Input the requested personal information.
- b. Each NSF account requires a primary email address and a work email address. **For the primary email address, use an email account that you will have continued access to even if you leave Syracuse University** (e.g., Gmail). Your primary email address is used for important notifications about your NSF account such as password resets. **For the work email address, use your Syracuse University ([syr.edu](https://www.syr.edu)) email address.** The work email address is associated with your role(s) at a particular organization; it is used for role request and approval notifications as well as for proposal and award related notifications.
- c. You may wish to create an [Open Research and Contributor Identifier \(ORCID\)](#). An ORCID is a unique code that is used to identify scientific and other academic authors and contributors. To create this code, click on the green circle with “ID” and follow the link to the registration page.
- d. Save and review the information for accuracy before submitting.
- e. After submitting, you will receive two emails: one containing your new NSF ID and another with your temporary password. Use your NSF ID and temporary password to sign into the [Research.gov](https://www.research.gov). Change your password after logging in.
- f. **Important:** After you have successfully created an account, you must “Add a New Role” (Step 5) to affiliate your account to Syracuse University.

Step 5: Add a New Role

Take the following steps to request the **Investigator** role:

- a. Sign into [Research.gov](https://www.research.gov).
- b. Select the “My Profile” link located on the top right of the screen.
- c. Select the “Add a New Role” option from the left navigation bar.
- d. Click the blue “Add Investigator or Authorized User Role” button located in the “Prepare Proposals and Manage Awards” box.
- e. Select “Yes, prepare and manage proposals with an organization” and click “Submit.”
- f. Complete the Four-Step Role Wizard:

I: Find Organization

To find Syracuse University as your organization, use DUNS number **002257350**.

II: Add Information

Complete the required fields and click “Next.”

III: Choose Role(s)

The “Principal Investigator” role is pre-selected. Click “Next.”

IV: Review and Submit

Review your information for accuracy and click “Submit.”

Success!

You have successfully submitted a role request! Caroline in OSP will receive a notification email to review and approve your affiliation and role.

Differences in Due Dates

NSF programs have different submission and deadline requirements that correlate with committee needs and meeting times. NSF program solicitations may include one or more of the following types of due dates:

- **Target dates** after which proposals will still be accepted but may miss a relevant panel or committee meeting
- **Deadline dates** after which proposals will not be accepted for review by NSF. These deadlines will only be waived in specific circumstances that are authorized in accordance with [GPG Chapter II A](#).
- **Submission windows** during which proposals are accepted for review by the NSF. The end date of the submission window acts as the official deadline date for that proposal submission.

These target dates, deadlines, and submission windows are published in specific program descriptions, program announcements and solicitations that can be found using the [Program and Due Dates](#) page or the [NSF Website](#). Unless otherwise specified in a program solicitation, proposals with a deadline date **must be received by 5 p.m.** at submitter's local time.