

Creating an NSF Account and Registering on Research.gov

Go to the [Research.gov registration page](#)

Because your email address can only be associated with one NSF account, you MUST confirm that you do not have an existing NSF account before trying to create a new NSF account.

1. On the registration page, perform the NSF ID Lookup search (top of the page) to ensure that you do not have an existing NSF account. Check your legal name and any other variations you use (e.g., Brad vs. Bradley).
 - a. If you have an NSF account and forgot your password, you can reset your password by going to www.research.gov. Click "Sign In," then "Forgot Password." Enter your NSF ID and click "Send Temporary Password." You can reset your password using the temporary password sent to your email address on file.
 - b. If you do not have an existing NSF account, proceed to Step 2.
2. To create an NSF account, provide the requested account registration information on the [Research.gov registration page](#). (**Important Note:** The NSF will use your primary email address to send account notifications, including password resets. The NSF highly recommends using an email address to which you will have continued access even if you were to change organizations.)
 - a. After entering the desired information, click "**Save & Preview.**"
 - b. Verify that your account registration information is correct on the Preview Account Registration screen and click "**Submit.**"
 - c. On the screen, you should see "Account Registration Confirmation."
 - d. Go to the primary email account that was used to register. You should have two messages: one containing your new NSF ID and another containing your temporary password.
 - e. Go back to Research.gov, click "**Sign In,**" and enter your new NSF ID and temporary password.
 - f. Follow the instructions to change your temporary password.
 - g. Although you have successfully created an NSF account, **you will still be unable to prepare proposals. To prepare or contribute to proposals,** you will need to add roles to your account profile.
3. If not logged into Research.gov, sign in and select the "**My Profile**" link on the screen's top right.
 - a. Select the "**Add a New Role**" option from the left navigation bar.
 - b. On the resulting screen, click "**Investigator or Authorized User Role**" (under *Prepare Proposals and Manage Awards*).
 - c. *Select the first option. "Yes, prepare and manage proposals within an organization..."*
 - d. Enter Bradley's Unique Entity Identifier (UEI), **D3ZVNXBL1DJ7**, and click "**Search.**"
 - e. Verify that Bradley University is displayed in the results section and click "**Next.**"
 - f. Enter your work phone number and any other requested information. Use the dropdown menu to select a current work email address or add a new work email address. Then click "**Next.**"
 - g. Review your information for accuracy and click "**Next**" and "**Submit**" on the resulting screen.
 - h. The system will email Bradley's NSF account administrators asking them to approve or disapprove the request. After the request is approved, you will receive an email confirmation from the NSF. (**Note:** After the BU account administrator approves the role, it may take 45 minutes for the changes to be recognized by the NSF. They also recommend that you log out and then back in before trying to use the new account.)