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Share Proposal with Other Authorized User (OAU) – In order to have departmental staff assist Principal Investigators (PI) in preparing and completing proposals in Research.gov, the PI should grant the OAU access by following these steps:

Step 1) Under Proposal Actions click **Manage Personnel and Subaward Organizations**.

Proposal Actions

🔒
Share Proposal with SPO/AOR

👤
Manage Personnel and Subaward Organizations

🖨️
Print Proposal

🗑️
Delete Proposal

Step 2) The prime organization PI can click **Manage Personnel** under Actions and if there is a subaward, the Subaward PI can click **Manage Subaward Personnel under Actions**.

Prime Organization				
Organization Name	DUNS Number	Principal Investigator	Address	Actions
University of Florida	969663814	Khalid Snowden	1 UNIVERSITY OF FLORIDA GAINESVILLE, FL 32611-2002 US	Manage Personnel

Showing 1 of 1

Subaward Organization(s)				Add Subaward Organization
Organization Name	DUNS Number	Address	Actions	
University of South Florida	069687242	4019 E. Fowler Avenue Suite 100 Tampa, FL 33617-2008 US	Manage Subaward Personnel Delete Subaward Organization	

3) Click **Add Other Authorized User**.

Other Authorized User(s) - Data preparation only ⓘ		Add Other Authorized User
Personnel Name	Organization	Actions
Amber Hardie	University of Florida	Remove from Proposal

Step 4) Enter the **NSF ID** or the **Email** of the departmental staff member, click **Search** to select the user and then **Add Personnel** to complete the process. Note: Be sure to select the correct name and affiliated organization as some users may have multiple affiliations

Search for Other Authorized User:

NSF ID OR Email

The departmental staff member will be listed for UF organization and should receive an email with instructions on how to access the in progress proposal in Research.gov.