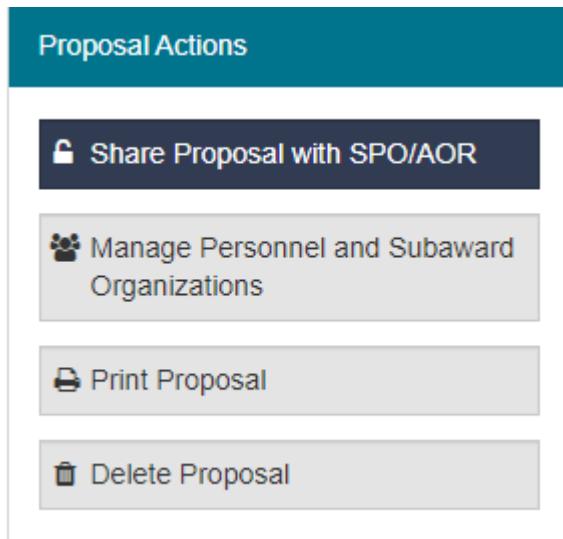


Research.gov

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**.



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 <small>i</small>			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

Email

<input type="text"/>	OR	<input type="text"/>	<input type="button" value="Search"/>
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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.