

National Science Foundation User Role Request

Effective March 26, 2018, the National Science Foundation (NSF) transitioned to a Single Sign On feature for use on both Fastlane and Research.gov. Users who possessed an existing NSF ID and have verified should have had their Fastlane Roles transfer to Research.gov accurately. Some existing users, and all new users who become affiliated with UF, will need to request Roles. This Instruction Guide details the process to request Roles so that DSP may approve them within Research.gov.

From [Research.gov](https://www.research.gov) select **Sign In** at the top right-hand corner and log in using the NSF User Sign In.



Click on **My Profile** from the top right hand corner of the page. You will automatically land on the **View/Edit Profile** section of your **My Profile**. Under **My Roles** on the left-hand navigation menu, click **Add a New Role**.



At the bottom right corner of this page are boxes corresponding to different types of Research.gov Roles. In general, users outside of the UF Office of Research should request one of two roles: Principal Investigator (PI or co-PI) or Other Authorized User (OAU). For the PI role, please see the guidance under **Part A**. For the Other Authorized User role, please scroll down to the guidance under **Part B**.

Part A: Principal Investigator Role

If you are a PI-eligible staff or faculty member at UF, click the box labeled **Add Investigator Role**.

Prepare Proposals and Manage Awards

Principal Investigator (PI) / co-Principal Investigator (co-PI),
Postdoctoral Fellowship Investigator, Other Authorized User
(OAU)

Add Investigator or Authorized User Role

[PI/co-PI and OAU role details](#)

A prompt will request that you confirm you will submit with an organization (UF), click **Yes** and **Submit**.

Prepare Proposals ✕

Would you like to perform these actions as a part of an organization?

Yes, prepare and manage proposals within an organization as an Investigator

Yes, prepare and manage proposals within an organization as an Other Authorized User

No, prepare and manage proposals independently (e.g. unaffiliated or post-doctoral fellowship)

Submit **Cancel**

From the drop-down menu at the bottom, select “University of Florida – 969663814” and click **Next**.

The screenshot shows a web form titled "Add a New Role to Prepare Proposals and Manage Awards". At the top, there is a progress bar with five steps: 1. Find Organization (highlighted in dark blue), 2. Add Information, 3. Choose Role(s), 4. Review, and 5. Confirmation. Below the progress bar, the section "Find Organization" contains a text input field labeled "Enter DUNS number" with two help links: "What is a DUNS number?" and "How can I find my DUNS number?". To the right of the input field are "Search" and "Clear" buttons. Below this is an "OR" separator. Underneath is a section titled "Select from your Organization and DUNS number list" with a dropdown menu. The dropdown menu is open, showing "Select One" and "University of Florida - 969663814". At the bottom right of the form are "Previous" and "Next" buttons.

Review and add your contact information, as needed, and click **Next**. On the next screen, select the box next to Principal Investigator/ co-Principal Investigator and click **Next**.

The screenshot shows the same web form, now at Step 3: "Choose Role(s)". The progress bar shows Step 3 highlighted in dark blue. Below the progress bar, the section "Choose Role(s)" contains a text input field with a help link: "Due to your selected organization, you will be registered for the following role: What is this role?". Below this is a checkbox labeled "Principal Investigator/ co-Principal Investigator (PI/co-PI)" which is checked. At the bottom right of the form are "Previous" and "Next" buttons.

Review your information for accuracy and then click **Submit**. This request, along with an email notice, will now route to the Division of Sponsored Programs for review and approval. If you do not hold PI-eligible status under UF policy, DSP will reach out to you to confirm that the PI role in Research.gov is appropriate or will work with you to identify the correct role. Research.gov will email confirmation when the role is approved.

Part B: Other Authorized User

If you provide departmental support to PIs and faculty members, and need to assist with the development and preparation of proposals, click the box labeled **Add Authorized User Role**.

Prepare Proposals and Manage Awards

Principal Investigator (PI) / co-Principal Investigator (co-PI),
Postdoctoral Fellowship Investigator, Other Authorized User (OAU)

Add Investigator or Authorized User Role

[i PI/co-PI and OAU role details](#)

A prompt will request that you confirm you will submit with an organization (UF), click **Yes** and **Submit**.

Prepare Proposals ✕

Would you like to perform these actions as a part of an organization?

Yes, prepare and manage proposals within an organization as an Investigator

Yes, prepare and manage proposals within an organization as an Other Authorized User

No, prepare and manage proposals independently (e.g. unaffiliated or post-doctoral fellowship)

From the drop-down menu at the bottom, select “University of Florida – 969663814” and click **Next**.

The screenshot shows a web form titled "Add a New Role to Prepare Proposals and Manage Awards". At the top, a progress bar indicates five steps: 1. Find Organization (highlighted in dark blue), 2. Add Information, 3. Choose Role(s), 4. Review, and 5. Confirmation. Below the progress bar, the "Find Organization" section contains the text "Find Organization" and "Enter DUNS number" with two help links: "What is a DUNS number?" and "How can I find my DUNS number?". There is a text input field, a "Search" button, and a "Clear" button. Below this is an "OR" separator. The next section is "Select from your Organization and DUNS number list", which features a dropdown menu with "Select One" and "University of Florida - 969663814" as an option. At the bottom right, there are "Previous" and "Next" buttons.

Review and add your contact information, as needed, and click **Next**. On the next screen, select the box next to Other Authorized User and click **Next**.

The screenshot shows the same web form, now at Step 3: "Choose Role(s)". The progress bar shows steps 1, 2, and 3 (highlighted in dark blue), followed by step 4. The "Choose Role(s)" section includes the text "Choose Role(s)" and "You will be registered for the following role:" with a help link "What is this role?". There is a checked checkbox for "Other Authorized User (OAU)". At the bottom right, there are "Cancel", "Previous", and "Next" buttons.

Review your information for accuracy and then click **Submit**. The request, along with an email notice, will now route to the Division of Sponsored Programs for review and approval. This will allow you to view and edit proposals when working with faculty. Research.gov will email confirmation when the role is approved.

As the functionalities and features of Research.gov and Fastlane change ahead of the official retirement of Fastlane, DSP will provide guidance on our website and via emails to our campus partners.