

National Science Foundation One-Time User Verification

Beginning March 26, 2018, the National Science Foundation (NSF) Single Sign On feature is available for use on both Fastlane and Research.gov. The first time you login to Fastlane on or after March 26, you must verify your User information. This Instruction Guide details this one-time User Verification process.

From [Fastlane](#) click on the [Proposals, Awards and Status](#) or [Research Administration](#) tab. You will see a login box as below. Click **Sign In to Fastlane/Research.gov**.

Log In

Single Sign On is now available for Research Administrators to utilize both FastLane and Research.gov

[Sign In to FastLane/Research.gov](#)

[Forgot Password?](#)
[Lookup NSF ID](#)

PI/Co-PI Log In

Single Sign On is now available for Principal Investigators (PIs) to utilize both FastLane and Research.gov

[Sign In to FastLane/Research.gov](#)

[Forgot Password?](#)
[Lookup NSF ID](#)

This will lead you to the NSF User Sign In page. Enter your existing NSF ID and Password and click **Sign In**.

Research.gov
ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY

[Sign In](#) | [Register](#) | [Home](#) | [Contact](#) | [Help](#) | [About](#)

NSF User Sign In

There are 2 ways to sign in to Research.gov. Use your **NSF ID** or your **organization credentials**.

NSF ID

[Forgot? / Look Up NSF ID](#)

Password

[Forgot Password](#)

[Sign In](#)

or

Organization Credentials ⓘ

Select your organization from the drop-down menu below, to be taken to the InCommon Log In page for your organization.

Pick Your Organization

A Verify Your Information prompt will appear:

Verify Your Information

NSF is updating its account management system and we need you to verify your account information. This is a one-time process.

On the next screen, you will be asked to review your account's primary email address and phone number.

If you have questions, please contact the NSF IT Help Desk at 1-800-381-1532 or rgov@nsf.gov.

Next

Click **Next** and then enter your UF email and UF phone number. The phone number must be entered without parenthesis or hyphens (ie. #####). You may see an "invalid" warning in red text appear until all ten digits for the phone number and the full email format have been entered. Click **Next**.

You will then receive confirmation that your information has been Verified. Click on **Go to View My Roles** which will take you to your Profile. From your Profile you may edit contact information and view and request roles. DSP strongly suggests that your Profile work email point to your official @ufl.edu address, as in the example below. Your primary email address may be the @ufl.edu address or any other address that you having ongoing access to (e.g. Gmail) as it is used for re-setting passwords and account recovery.

Active Role(s)			
Organization Name^	Work Phone	Work Email	Action
- University of Florida ✓ (PI Primary Organization)		slardizabal@ufl.edu	Edit Your Contact Info See Org Contact(s)
Role(s)		Date Added	
Administrator (Admin)		03/26/2018	
Authorized Organizational Representative (AOR)		03/26/2018	
Principal Investigator / co-Principal Investigator (PI)		03/26/2018	

Verification is a one-time process. Any further logins to Research.gov **or** Fastlane will take you directly to your My Desktop in Research.gov, as seen below. From your My Desktop, you may use the dark blue horizontal tabs to access both Research.gov and Fastlane functions.



Fastlane functions are typically noted with the **F** icon as in the above. After Fastlane is officially retired (in 2018) this cross-functionality will likely be removed as services migrate entirely to Research.gov.

Please note that some areas of Fastlane have retained their old Log In processes and have not moved to the Single Sign On including the Other Authorized Users Log In under Proposals, Awards, and Status as well as the Panelist Functions and Proposal Review areas of Fastlane.

If your information cannot be Verified, please email ufproposals@ufl.edu for assistance with troubleshooting.

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.