

National Science Foundation (NSF) Account Set-up

Effective March 26th, 2018, NSF will be making changes to the process for registering for accounts. The Office of Research Administration will no longer create user accounts in Research.gov / Fastlane. Users needing new accounts will need to create their own accounts and request their role within the system. The Office of Research Administration will then approve and manage their roles. When a user with an existing account initially logs in on or after March 26th, 2018, their information will be migrated to the new account management system. This will require them to verify their information and allow the migration to occur.

To create a new NSF account, please complete the following steps:

- Go to the NSF ID Lookup page at <https://www.fastlane.nsf.gov/researchadmin/nsfidLookupRead.do> to ensure you do not have an existing NSF ID. If you do not, please continue to follow the steps below.
- Go to www.research.gov.
- Click the “Register” link in the top right hand corner of the screen.
- Complete the required fields and click submit.
- Check the primary email account that you entered for **two** emails - one containing NSF ID and the other containing your temporary password.
- Go back to www.research.gov and sign in with your NSF ID and temporary password.
- Follow the instructions to change your temporary password.

Once you have logged in, you will be able to request a Principal Investigator role through the following steps:

- Click the “My Profile” link on the top right of the screen.
- Select the “Add a New Role” option from the left navigation bar.
- Click “Add Investigator Role” to request a PI role.
- Select the option “Yes, prepare and manage proposals with an organization.”
- On the Find Organization page, enter Hunter College’s DUNS Number (**620127915**) and click “Search.”
- Verify CUNY Hunter College is displayed, then click “Next.”
- Add Information as necessary, then click “Next.”
- Choose Role (only the PI role should show) and click “Next.”
- Verify your entered information, then click “Submit.”
- The Office of Research Administration will then receive your role request for approval.

MORE INFORMATION AND INSTRUCTIONS CAN BE FOUND AT

https://www.research.gov/common/attachment/Desktop/Single_ID_Help.pdf#page=18.