Steps for GRFP Fellows to Access the GRFP Module

Fellow User Guide to Access the GRFP Module

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Training resources including Frequently Asked Questions (FAQs) are available here. For IT system-related questions, sign in assistance, or account inquiries, please contact the NSF Help Desk at 1-800-381-1532 or via rgov@nsf.gov.
Fellows must first register for a new NSF account in Research.gov to access the GRFP Module. Registration is a quick and easy one-time process. You will need to have access to your existing GRFP account email so your GRFP account can be linked with your new NSF account.

**If You Already Have an NSF Account:**

- If you already have an NSF account, please proceed with Step 3a or 3b in this guide to sign in to Research.gov with your NSF account credentials (instead of using your GRFP credentials).
- Do not create a new NSF account. Each individual user of NSF systems should not have more than one NSF account (NSF ID).

**Step 1**: Navigate to the GRFP Sign In page.

- Access the GRFP Sign In page for the GRFP Module at: https://www.research.gov/grfp/Login.do.
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Step 2: Register for an NSF account in Research.gov (one-time process).

- Click the Register link on the GRFP Sign In page to register for an NSF account in Research.gov. [A]
- You will be navigated to the Research.gov Account Registration page.
  - Enter registration information for your new NSF account. [B]
  - Select Save & Preview.
- Verify your NSF account registration information on the Preview Account Registration screen and check the box to confirm you are not a robot. If you need to change information, click the Edit button to return to the previous screen. [C]
- After clicking Submit, the system will generate a confirmation message. [D]
- You will receive two system-generated emails at your NSF account primary email address. One email will contain your new NSF ID for your NSF account. The second email will have your temporary password so you can sign in to Research.gov. Follow instructions provided in the email to sign in to Research.gov with your NSF account credentials and to change your temporary password. You are encouraged to sign in to Research.gov with your NSF account primary email address. [E]

**NSF Account Primary Email Address Tips:**

- Your NSF account primary email address will be used for NSF account notifications including password resets.
- Please make sure you have ongoing access to this email account (e.g., Gmail address).
- It is critical that you have continued access to this email account if you change organizations.
- Fellows are encouraged to use the same personal email address they currently use for their GRFP account as their primary address when registering for a new NSF account in Research.gov.
- NSF account holders can update their NSF account primary email address without NSF Help Desk assistance after registration.
**Steps for GRFP Fellows to Access the GRFP Module**

**B**
- NSF Account Registration page
- NSF account Primary Email field
- Check the box to confirm you are at least 13 years of age
- Save & Preview button is enabled after age confirmation box is checked

**REMINDER:** Fellows are encouraged to use the same personal email address they currently use for their GRFP account as their primary address when registering for a new NSF account in Research.gov

**C**
- Preview Account Registration screen to verify NSF account information
- NSF account primary email
- Submit button is enabled after the *I’m not a robot* box is checked
- Click the Edit button to make changes to information
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**Confirmation message indicates successful NSF account creation**

**System-generated email is sent to the NSF account primary email address with temporary password to sign in to Research.gov**

**Tips About the Two System-generated Emails You Will Receive:**

Check your NSF primary email account to view the following two email messages:

- One email contains your new NSF ID for your NSF account.
- The second email will have your temporary password so you can sign in to Research.gov. Follow instructions provided in the email to sign in to Research.gov and to change your temporary password. You are encouraged to sign in to Research.gov with your NSF account primary email address.

**Step 3.a:** Follow Step 3.a if your NSF account and GRFP account email addresses are the same.

(Note: You will follow either Step 3.a or Step 3.b.)

Sign in to Research.gov and navigate to the GRFP Module from the My Desktop page.

- Access [Research.gov](#).
- Click Sign In located at the top right of the screen to enter NSF account credentials.
- Enter NSF account credentials. (Note: See the Appendix for information about signing in to Research.gov with Organization credentials or Login.gov credentials after establishing an NSF account and linking it to your GRFP account.)
  - Type your NSF account primary email address or NSF ID in the Primary Email Address or NSF ID field. You are encouraged to sign in with your NSF account primary email address.
  - Type your NSF account password in the Password field.
- Click the Sign In button.
- You will be on the Research.gov My Desktop page where you will select the Graduate Research Fellowship Program (Applicants, Fellows) link from the Fellowships tile to go to the GRFP page.
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A

Sign in with your NSF account primary email (or NSF ID) and your NSF account password. Do not enter GRFP username and password.

Sign In button is enabled after credentials are entered

Tips About Research.gov Forgot ID and Forgot Password Features

Forgot ID link
(Available for NSF accounts after registering in Research.gov)

Forgot Password link
(Available for NSF accounts after registering in Research.gov)

• The Research.gov Forgot ID and Forgot Password features are for NSF account information only and can be used after you register for an NSF account in Research.gov.
• Forgot ID and Forgot Password features will not work for your GRFP account email or password.
• If you have forgotten your GRFP account email or password, please contact the NSF Help Desk for assistance.
Steps for GRFP Fellows to Access the GRFP Module

If you used the same email address for both your existing GRFP account and your NSF account you registered for in Research.gov, you will proceed to the GRFP Module and will be navigated to the Fellows homepage screen.
Steps for GRFP Fellows to Access the GRFP Module

**Step 3.b:** Follow Step 3.b if your NSF account and GRFP account email addresses are not the same. (Note: You will follow either Step 3.a or Step 3.b.)

Sign in to Research.gov and navigate to the GRFP Module from the My Desktop page.

- Access Research.gov.
- Click Sign In located at the top right of the screen to enter NSF account credentials.
- Enter NSF account credentials. **(Note: See the Appendix for information about signing in to Research.gov with Organization credentials or Login.gov credentials after establishing an NSF account and linking it to your GRFP account.)**
  - Type your NSF account primary email address or NSF ID in the Primary Email Address or NSF ID field. You are encouraged to sign in with your NSF account primary email address.
  - Type your NSF account password in the Password field.
  - Click the Sign In button.
- You will be on the Research.gov My Desktop page where you will select the Graduate Research Fellowship Program (Applicants, Fellows) link from the Fellowships tile to go to the GRFP page.
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• Since the email addresses for your NSF account and your existing GRFP account are not the same, the system will not detect an email address match and you will receive an alert message on the Graduate Research Fellowship Program (GRFP) Account page.

• Enter your **GRFP account email address** in the field provided to enable the **Send One-Time Password** button. Click the **Send One-Time Password** button to initiate the linking process for your NSF account and your existing GRFP account.

• After the system verifies your accounts, two system-generated emails will be sent to you both at the email associated with your existing GRFP account and at the primary email address for your NSF account.
  - The first email verifies that you are the owner of the email address for your existing GRFP account that you want to link with the email address for your NSF account.
  - The second email will contain your system-generated, one-time, six-digit password that must be used within 10 minutes. You can generate another one-time password if it expires.

• Enter the six-digit password you receive via email on the Verify Account screen.

• The **Submit** button will be enabled after the password is entered.
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Enter the six-digit password that is emailed to you. In our example, the one-time password is 001556 (see previous page).

The Submit button will be enabled after the one-time password is entered.

Success! Your GRFP and NSF accounts have been successfully linked. You are navigated to the Fellows homepage.
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Accessing the GRFP Module Going Forward

• You have completed your one-time registration in Research.gov and have linked your GRFP and NSF accounts.
• From now on, you will sign in to Research.gov with your NSF account credentials to access the GRFP Module. You will no longer use the GRFP account credentials you previously used to access the GRFP Module.
• You have two options to sign in to Research.gov to access the GRFP Module:
  ▪ **Research.gov Sign in Option #1:**
    o Open the [GRFP Sign In page](#).
    o Click the [Sign In to Research.gov](#) button.
    o Enter your NSF account credentials.
  ▪ **Research.gov Sign in Option #2:**
    o Open [Research.gov](#).
    o Click Sign In located at the top right of the screen to enter your NSF account credentials.
    o From the My Desktop page, select the **Graduate Research Fellowship Program (Applicants, Fellows)** link in the Fellowships tile.

Questions?

• For IT system-related questions, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays) or via rgov@nsf.gov.
• Questions about the GRFP application process and reference writer process should be directed to the GRF Operations Center (website: [https://nsfgrfp.org](https://nsfgrfp.org)) at 1-866-NSF-GRFP (1-866-673-4737) or by email to info@nsfgrfp.org.
Appendix:
Signing in to Research.gov with Organization Credentials or Login.gov Credentials
Using Organization Credentials to Sign in to Research.gov

After following the steps in this guide to register for an NSF account in Research.gov and link it to your GRFP account, you can sign in to Research.gov with your organization-issued credentials if your organization is an InCommon Federation participant and integrated with NSF. Please check the Organization drop-down on the Research.gov Sign In page to view the list of InCommon Organizations that participate/integrate with NSF.

- Only InCommon Federation participants can use their organization-issued credentials to sign in to Research.gov.
- If you are signing in with your organization-issued credentials, you will be prompted to link your credentials to your NSF account if they are not already linked.
- Please see the About the InCommon Integration at Research.gov page to learn more.
- If you have questions, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays) or via rgov@nsf.gov.

Training resources including Frequently Asked Questions (FAQs) are available here. For IT system-related questions, sign in assistance, or account inquiries, please contact the NSF Help Desk at 1-800-381-1532 or via rgov@nsf.gov.
Using Login.gov Credentials to Sign in to Research.gov

After following the steps in this guide to register for an NSF account in Research.gov and link it to your GRFP account, you can sign in to Research.gov with your Login.gov credentials.

- **Login.gov** is a Federal shared service platform that provides multi-factor authentication for users to sign in to participating government agency systems.
- Accessing Research.gov through Login.gov enables Fellows to have a single username and password for participating Federal systems.
- After Login.gov credentials (username and password) are entered, the Login.gov system will require the Fellow to provide a second factor such as a security key, authentication application, or a one-time security code the Fellow receives by phone or by text to complete the authentication. For more information, please see the [Login.gov Help Center Authentication Options page](#).
- When signing in to Research.gov with Login.gov credentials the first time, the Fellow’s Login.gov account and NSF account will automatically be linked if the same primary email is used for both accounts. If Research.gov does not detect a primary email address match for both accounts, the Fellow will be prompted to complete a one-time process to link their Login.gov account to an existing NSF account.
- If you have questions, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays) or via rgov@nsf.gov.