How New GRFP Officials Register for an NSF Account to Access the GRFP Module

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.
New Graduate Research Fellowship Program (GRFP) Officials must first register for an NSF account in Research.gov and add a GRFP Official user role to access the GRFP Module. Access to the GRFP Module will be granted once the GRFP Official role request is approved by the organization’s Administrator.

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

- If you already have an NSF account, please proceed with Step 3 in this guide to sign in to Research.gov with your credentials.
- Do not create a new NSF account. Each individual user of NSF systems should not have more than one 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](https://www.research.gov/grfp/Login.do).
Step 2: Register for an NSF account.

- Click the **Register** link on the GRFP Sign In page to register for an NSF account. (A)
- You will be navigated to the Research.gov Account Registration page.
  - Enter registration information.
  - Select **Save & Preview**. (B)
- Verify your 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. 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. (E)

**NSF Account Primary Email Tips:**

- Your 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.
- NSF account holders can update their NSF account primary email address without NSF Help Desk assistance after registration.
Tips About the Two System-generated Emails You Will Receive:

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

- One email contains your new NSF ID.
- 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.
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Step 3: Sign in to Research.gov.

- Click **Sign In** located at the top right of the screen to enter credentials.
- Enter credentials. *(Note: See the Appendix for information about signing in to Research.gov with Organization credentials or Login.gov credentials.)*
  - Type your primary email address or NSF ID in the **Primary Email Address or NSF ID** field. You are encouraged to sign in with your primary email address.
  - Type your password in the **Password** field.
  - Click the **Sign In** button.
- After signing in to Research.gov, you will be on the Research.gov My Desktop page where you will select the **Graduate Research Fellowship Program (Officials)** link from the Fellowships tile.
  - Notice that there is a lock icon next to the **Graduate Research Fellowship Program (Officials)** link in the Fellowships tile.
  - Links with lock icons are restricted to individuals with the appropriate user roles in the Research.gov Account Management system.

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**Sign in with your NSF primary email (or NSF ID) and your password**

**Sign In button is enabled after credentials are entered**
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Step 4: Add a GRFP Official role.

- When signing in to Research.gov after registering, the system will detect that you do not have a user role.
- You will be navigated to the Role Not Assigned page after clicking the Graduate Research Fellowship Program (Officials) link in the Fellowships tile.
- Click the Add a New Role link at the bottom of the Role Not Assigned page.
Click the **Add GRFP Official Role** button and follow the prompts to enter information to request the appropriate GRFP role(s).

- Role requests are approved by your organization’s Administrator.
- Once the role(s) is approved by your organization’s Administrator, it will take the system at least 30 minutes to process.
**Important Notes for GRFP Officials:**

- GRFP Officials have user roles in the Research.gov Account Management system. GRFP Applicants and Fellows do not need to add any user roles in Research.gov but will sign in to access the GRFP Module. The Graduate Research Fellowship Program (Applicants, Fellows) link in the Fellowship tile on the My Desktop page does not have a lock icon. Training resources for GRFP Applicants and Fellows including Frequently Asked Questions (FAQs) are available here.
- After GRFP Officials add a user role, they will no longer see a lock icon next to the Graduate Research Fellowship Program (Officials) link in the Fellowship tile on the My Desktop page.
- Additional user role information for GRFP Officials is available in the Account Management guide and Account Management FAQs. These training resources pertain to GRFP Officials and not to GRFP Applicants and Fellows since Applicants and Fellows do not have user roles.

**Step 5**: Sign in to Research.gov.

- From now on, you will sign in to Research.gov to access the GRFP Module.
- You have two options to sign in to Research.gov:
  - **Research.gov Sign in Option #1**:
    - Open the GRFP Sign In page.
    - Click the Sign In to Research.gov button.
  - **Research.gov Sign in Option #2**:
    - Open Research.gov.
    - Click Sign In located at the top right of the screen to enter credentials.
    - From the My Desktop page, select the Graduate Research Fellowship Program (Officials) link in the Fellowships tile to be navigated to the GRFP Officials homepage. Since the system detects that you have a GRFP Official role, you will not see a lock icon next to this link.

**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) 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

GRFP Officials can sign in to Research.gov using their organization credentials.

- 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.

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Using Login.gov Credentials to Sign in to Research.gov

GRFP Officials can sign in to Research.gov using their 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 GRFP Officials 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 GRFP Official to provide a second factor such as a security key, authentication application, or a one-time security code the GRFP Official 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 GRFP Official’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 GRFP Official 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.

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