# NSF - Adding a New Role/Affiliation

(This account is used for both FastLane and Research.gov)

You must login to the system with **NSF credentials** to add a new role/affiliation.
Once your role/affiliation, then you can login with any methods (NSF Credentials/Organization Credentials/Login.gov Credentials) to create/edit proposals, etc.

1. Log into your research.gov page.
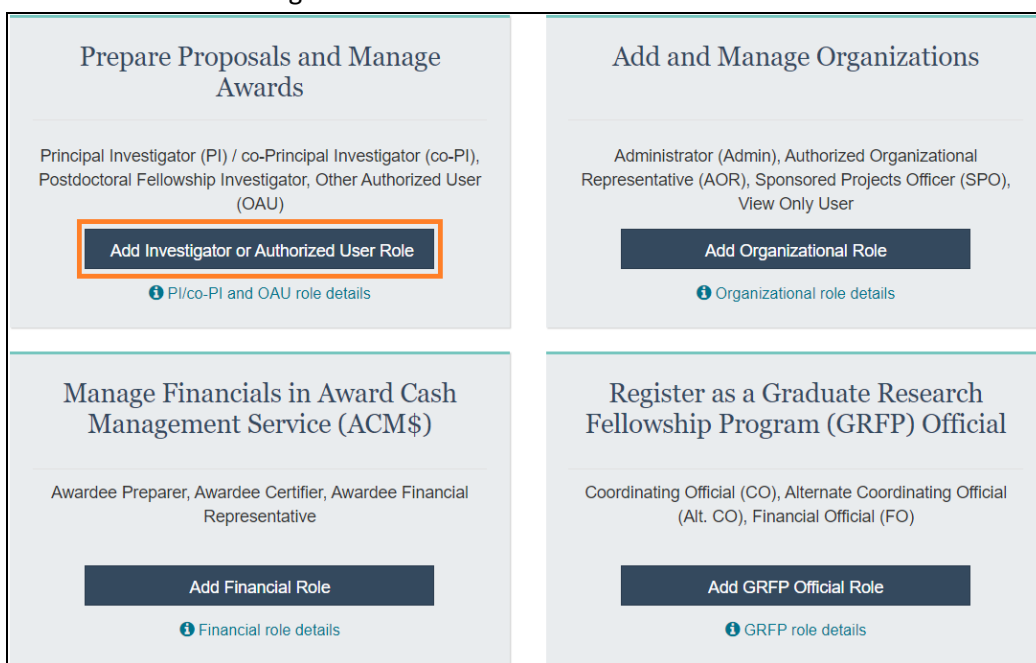2. Click on the "My Profile" on the top left side
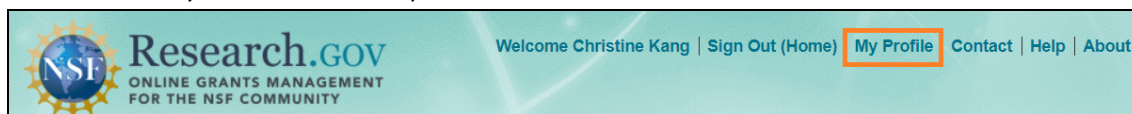
3. On the left menu, click on the "Add a New Role"
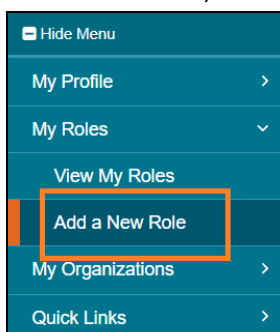
4. Click on the "Add Investigator Role"

5. Select "Yes, Prepare and manage proposals with an organization" and click submit

6. There are 4 steps to complete the request to add a new role
   a. Find organization
      i. Enter the organization's UEI (**NPU8ULVAAS23**) and click "Search."

   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 → PI

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

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

   [Submit] [Cancel]

   Add a New Role to Prepare Proposals and Manage Awards

   | 1. Find Organization | 2. Add Information | 3. Choose Role(s) | 4. Review |

   Find Organization

   Enter Unique Entity Identifier (UEI) ❶ What is a UEI? ❶ How can I find my UEI?

   [   ] [Search] [Clear]

   OR

   Select from your Organization and UEI list

   [Select Organization   ▼]

   [Cancel] [Next]

      ii. Verify the correct organization is displayed in the results section and click "Next."

Select	Organization Name	Unique Entity Identifier (UEI)	Organization Contact(s)	Registered with NSF ❶
◉	University of Maryland, College Park ❶ View SAM Legal Business Name	NPU8ULVAAS23	John Down See all (7)	Yes

   b. Add information
      i. Complete the required fields denoted by a red asterisk (*) and click "Next."
   c. Choose Role(s)
      i. If you would like to add "Principal Investigator" role, this is pre-selected. Click "Next."
      ii. If you would like to add "Other Authorized User" role, change the pre-selected option to OAU. Click "Next"
   d. Review
      i. Review your information for accuracy and click "Submit"

Your role request is sent to the listed Organization Contacts for review and approval. Your new role/affiliation will be approved in one business day.

Updated: 4/5/2022