

## NSF - Adding the Other Authorized User on the proposal

[Fastlane](#) and [Research.gov](#) have different ways for the Other Authorized User to access the application that was made by the PI.

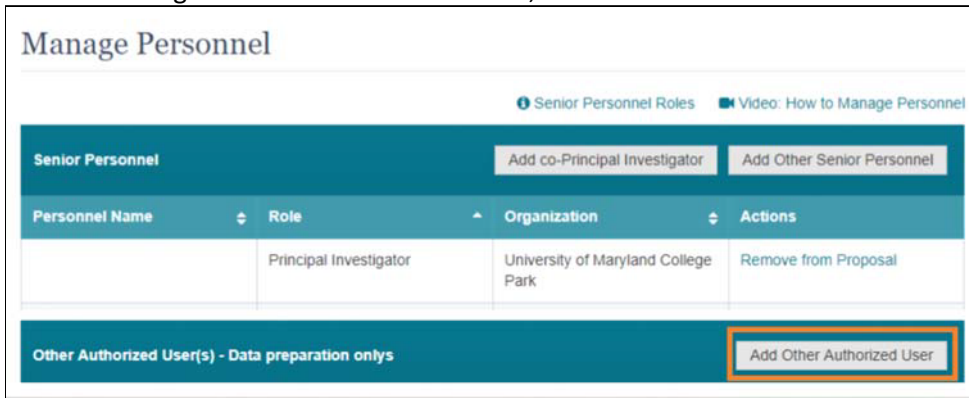
### For Research.gov

The PI will need to add the Other Authorized User to the proposal application.

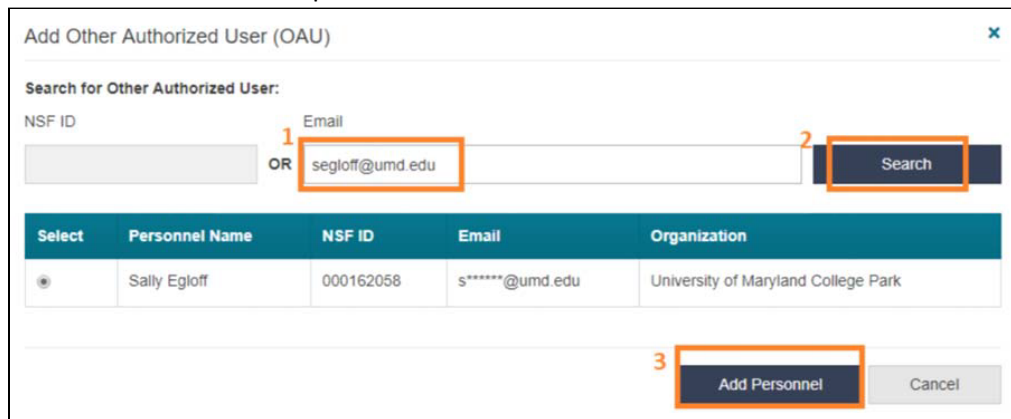
1. Open the proposal application.
2. Click on the Manage Personnel under the Personnel Access on the left menu of the proposal.



3. Once the Manage Personnel Panel comes out, click on the Add Other Authorized User.



4. Search by the email or the NSF ID → click on the Search button → click on the Add Personnel to add the person as the OAU.



- OAU needs the OAU role. Please find [more information](#) on how to add a role on the account.

## For Fastlane

The PI will need to generate the PIN for the Other Authorized User to access the application.

1. PI logs to the Fastlane > go to the Proposal Actions page (see image below)
2. In the Temporary Proposals in Progress list, click to highlight the proposal that you want to assign a PIN to > Click the Proposal PIN button

**Proposal Actions**

**Warning:** Information regarding Collaborators and Other Affiliations (COA) is **required** for most proposal types (PAPPG II.C.1.e). Failure to submit a COA template for **each senior personnel** will result in proposals being returned without review. For more information, visit [Collaborators and Other Affiliations](#).

Proposers should allow sufficient time to submit proposals before 5 PM submitter's local time on the deadline date(s) shown below or they risk not being able to submit their proposal to NSF.

**Temporary Proposals in Progress**  
Temporary Proposal # - Title of the Proposal - Deadline Date

8039611 -
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3. Create and Type a PIN in the boxes provided (see image below).  
\* make sure that your proposal number is matching the proposal that you would like to share.

**Proposal PIN control for 8039611**

Type in the PIN number you want to assign to the proposal:

Please type the PIN again:

4. Click the OK button.
5. PI provides the PIN number to the OAU.
- Other Authorized Users will need to [login](#) as an OAU to access the proposal to assist.

**Other Authorized Users (OAU) Log In**

**Log In by Proposal ID**

OAU Last Name:

OAU NSF ID:  [Privacy Act](#)

OAU Password:

Proposal ID:

Proposal PIN:

Select One:  Proposal Preparation  Revised Proposal Budget  Proposal File Update