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.
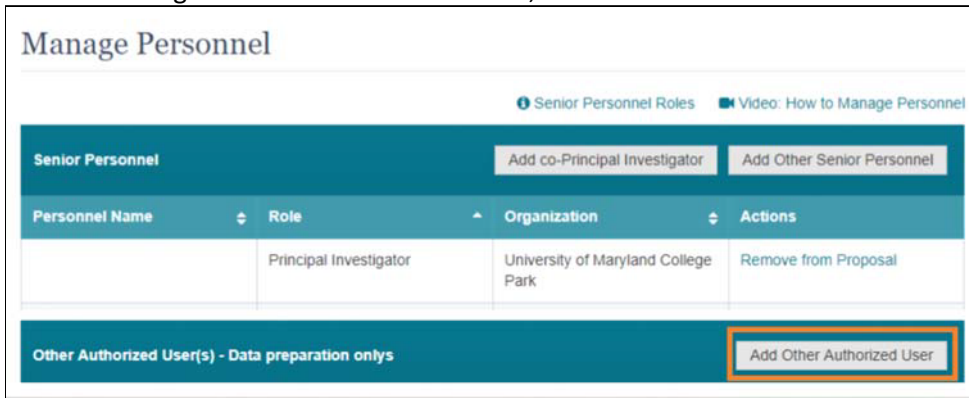
For Research.gov

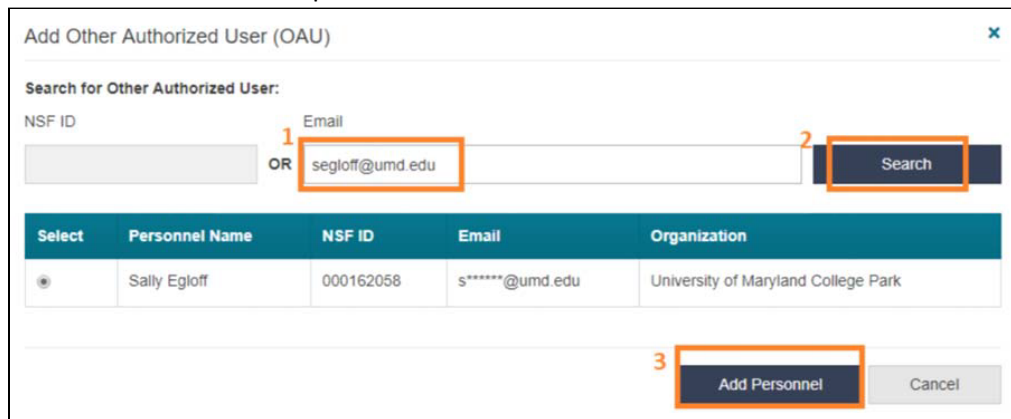The PI will need to add the Other Authorized User to the proposal application.

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 Mange 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 logins 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

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.

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.