Adding a New Role after Registration for NSF Systems
(This account is used for both FastLane and Research.gov)

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

![Prepare Proposals]

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

![Add New Role to Prepare Proposals and Manage Awards]

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.