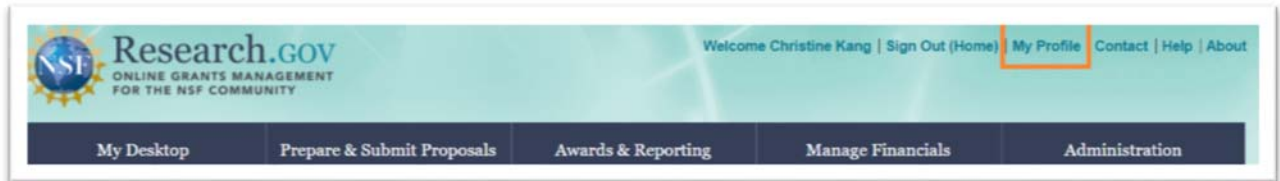
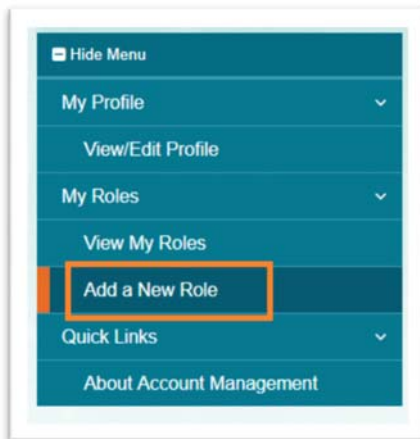


Adding a New Role after Registration for NSF Systems (This account is used for both FastLane and Research.gov)

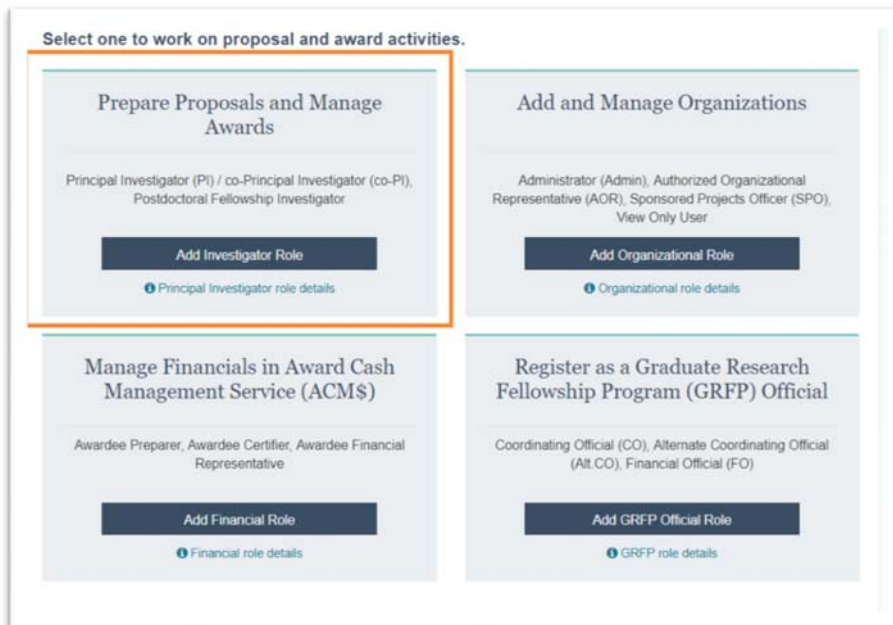
1. Log into your research.gov page.
2. Click on the “My Profile” on the top left side



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

Would you like to perform these actions as a part of an organization?

Yes, prepare and manage proposals with an organization

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

Submit Cancel

6. There are 5 steps to complete the request to add a new role
 - a. Step 1: Find organization
 - i. Enter the organization’s DUNS number (**UMD: 790934285**) and click “Search.”

Add a New Role to Prepare Proposals and Manage Awards

1. Find Organization 2. Add Information 3. Choose Role(s) 4. Review 5. Confirmation

Find Organization

Enter DUNS number [What is a DUNS number?](#) [How can I find my DUNS number?](#)

790934285 Search Clear

Select	DUNS Number	Organization	Organization Contact(s)	Registered with NSF
<input checked="" type="checkbox"/>	790934285	University of Maryland College Park	Monique Anderson See all (15)	Yes

Previous Next

- ii. Verify the correct organization is displayed in the results section and click “Next.”
 - b. Step 2: Add information
 - i. Complete the required fields denoted by a red asterisk (*) and click “Next.”
 - c. Step 3: 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 “Next”
 - e. Confirmation
 - i. Your role request is sent to the listed Organization Contacts for review and approval.
 - ii. You have successfully submitted a role request.