NSF - How to access the application as the Other Authorized User

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

For Fastlane

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

1. PI logs into 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 utilizing the PIN and Proposal ID to access the proposal and assist.
For Research.gov
The PI will need to add the Other Authorized User to the application.

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

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

3. 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.