

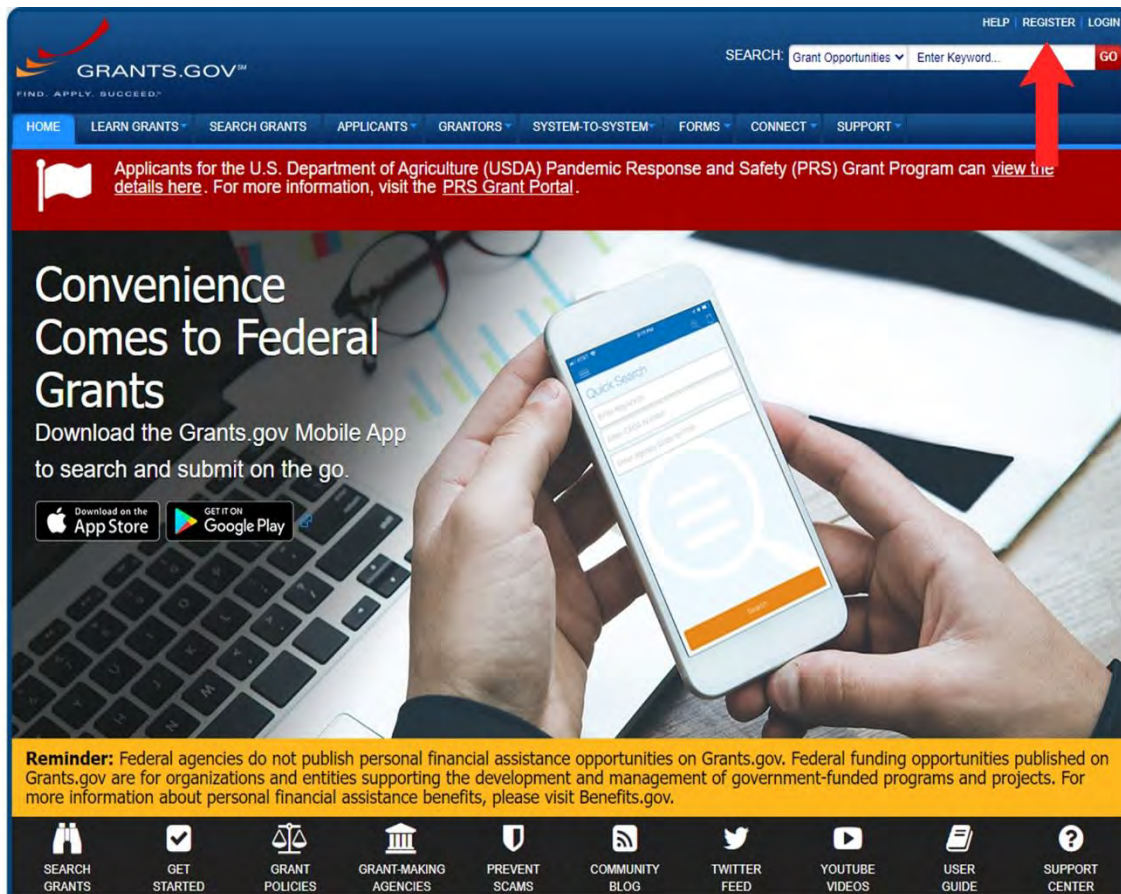
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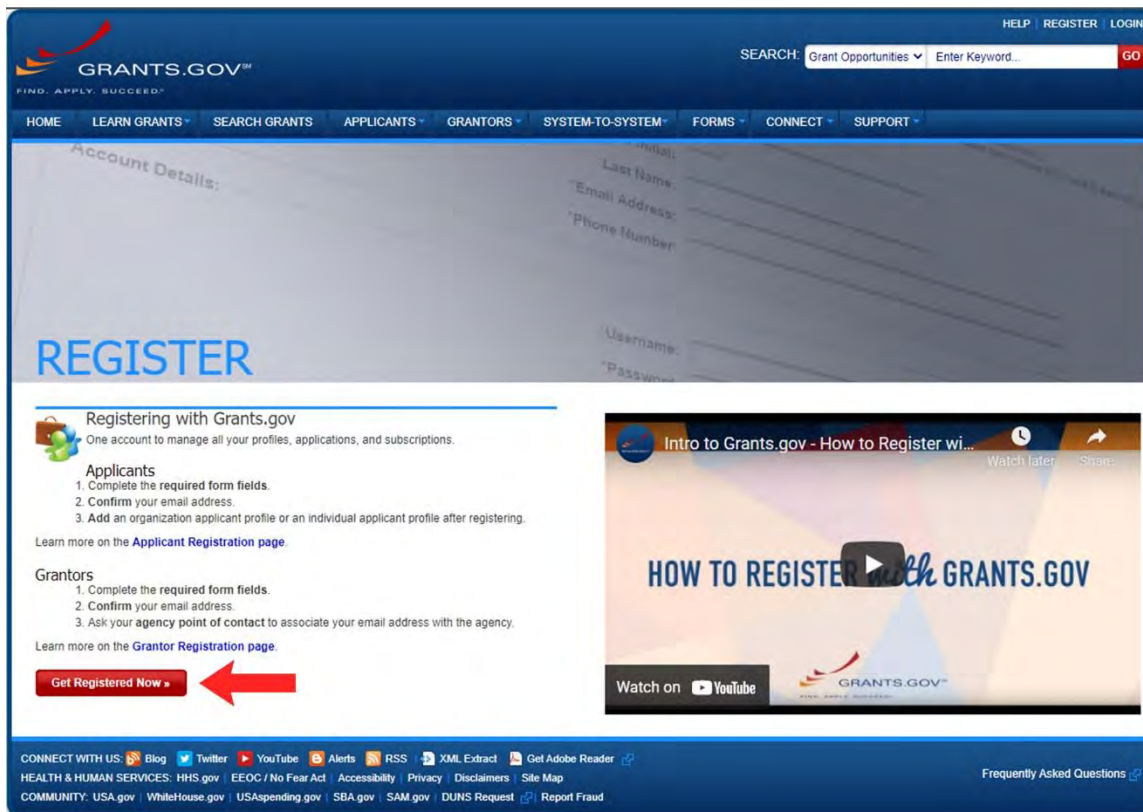
Grants.gov

REGISTRATION

1. Navigate to grants.gov. Once on the webpage, in the upper right corner of the screen, click on the word "REGISTER".



2. After clicking "REGISTER", will list different options for user types. Click on the red button that says "Get Registered Now" to start the process.



Grants.gov (Continued)

3. On the next screen, complete the registration information. NOTE: It is best practice to use your ASU contact information. Once all of the information is entered, click continue.

The screenshot shows the 'REGISTER' page on the GRANTS.GOV website. The page has a blue header with the logo and navigation links. Below the header, there's a search bar and a 'GO' button. The main content area is titled 'REGISTER' and contains instructions for creating an account. It lists requirements for usernames, passwords, and mobile phone numbers. The form is divided into three sections: 'Contact Information', 'Account Details', and 'Communications'. The 'Contact Information' section includes fields for First Name, Middle Initial, Last Name, Email Address, Primary Phone Number, Mobile Phone Number (US Only), and Confirm Mobile Phone Number. The 'Account Details' section includes fields for Username, Password, and Confirm Password. The 'Communications' section has checkboxes for 'GRANTS.GOV ALERTS' and 'GRANTS.GOV NEWSLETTER'. At the bottom of the form, there are 'Continue »' and 'Cancel' buttons.

4. Grants.gov will then give you an opportunity to review that information. Once you have reviewed and verified your information, click "Send Temporary Code". You will receive an email at the listed email address with a code from grants.gov. Enter that code in the box at the top of the page. Once you have entered the code, click "Continue".

The first screenshot shows the 'REGISTER' page with the 'Confirm Email' section. It includes instructions to confirm the email address and a 'Send Temporary Code »' button, which is highlighted with a red box. The second screenshot shows the 'REGISTER' page after clicking 'Send Temporary Code'. It displays the 'Confirm Email' section with a 'Temporary Code' field containing the code '396403'. Below the code field are 'Continue »' and 'Resend Temporary Code »' buttons.

Grants.gov (Continued)

5. On the next screen you will see several options to add an organization to your profile or skip this step. **You should select "Add Organization Applicant Profile".**

The screenshot shows the Grants.gov registration page. At the top, there is a navigation bar with links like HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. A search bar is also present. Below the navigation bar, a message states: "Please enter SAM's new UEI in the UEI field. You may also continue to enter DUNS." The main section is titled "REGISTER" and contains a congratulatory message: "Congratulations! Your Grants.gov Account was successfully created." Below this, it says: "If needed, you can add Applicant Profile(s) to your Account now. However, if you do not need a Profile or prefer to add your Profile(s) later, you can Continue to your Grants.gov logged in features." A section titled "How would you like to proceed?" contains three radio button options: "Continue - Skip adding a profile at this time", "Add Organization Applicant Profile - Affiliates you with an Organization and with additional access allows you to apply for Opportunities on behalf of the Organization" (which is selected), and "Add Individual Applicant Profile- Allows you to apply for Opportunities on your own behalf". Below this, there is a form titled "Please complete to Add an Organization Profile and click Save:" with fields for "UEI:", "Profile Name:", and "Job Title:". A "SAVE" button is at the bottom of the form. At the bottom of the page, there is a "Did You Know?" section about the Grants.gov Mobile App and a footer with various links and social media icons.

Grants.gov (Continued)

6. Once you have selected "Add Organization Applicant Profile", a second set of boxes will appear on the same screen for you to provide the ASU Tempe DUNS (943360412), your job function (research administrator), and your job title. Once this information is entered, click SAVE.

7. Once you have entered your information, verified, and submitted, you will then need to email RAHelp@asu.edu and request to be given the "RA Role" in grants.gov.

USING GRANTS.GOV WORKSPACE

To find out more about how to use grants.gov workspace, check out the following:

- [Workspace Process](#)
- [Grants.gov Training Resources and Videos](#)
- [Grants.gov FAQs](#)

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NSF (Fastlane/Research.gov)

REGISTRATION

1. Navigate to research.gov and click "Register" in the upper right corner of the page.

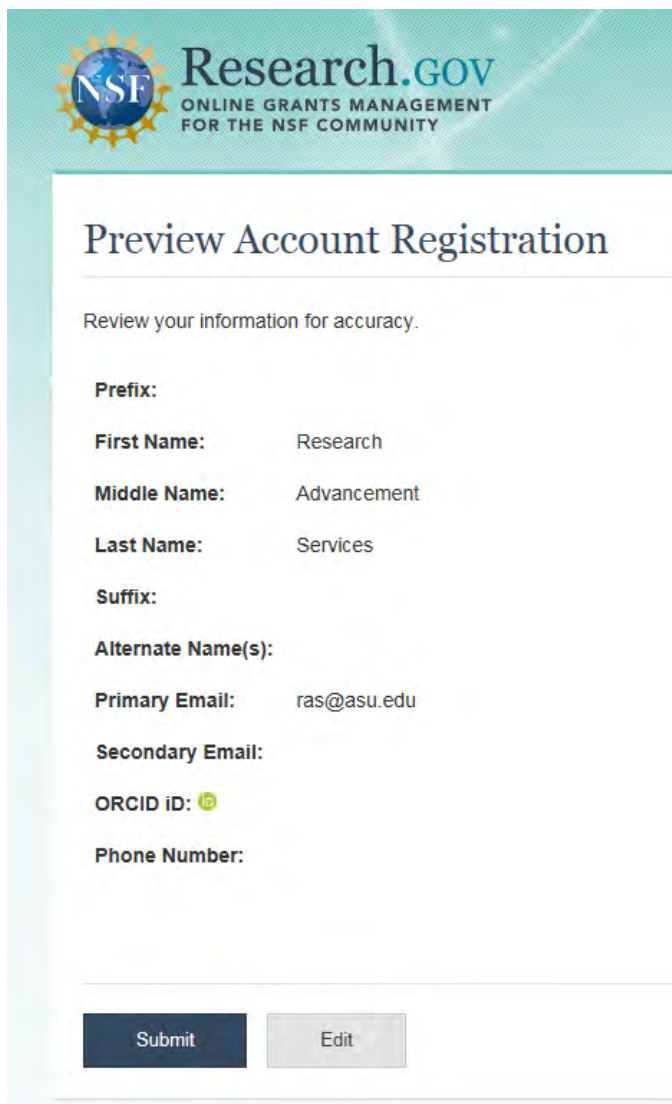


2. On the next page enter the required personal information. Once you have entered the information click "save & preview"

The image shows the 'Account Registration' form. At the top, there is a link to the NSF Proposal & Award Policies & Procedures Guide (PAPPG). Below this, there is a section for 'Required Fields'. The form includes fields for Prefix, First Name, Middle Name, Last Name, and Suffix. There is also a field for Alternate Name(s). The Primary Email field is required and has a link for account recovery. The Confirm Primary Email field is also required. There are fields for Secondary Email and Confirm Secondary Email. The ORCID ID field is optional and has a link for more information. The Phone Number field is optional. At the bottom, there is a reCAPTCHA widget and a checkbox for confirming age. The 'Save & Preview' button is highlighted.

NSF FastLane/Research.gov (Continued)

3. On the next screen, verify that you have entered your information correctly. If it is correct, click "submit". If it is incorrect, click "edit".



Research.gov
ONLINE GRANTS MANAGEMENT
FOR THE NSF COMMUNITY

Preview Account Registration

Review your information for accuracy.

Prefix:

First Name: Research

Middle Name: Advancement


Last Name: Services

Suffix:

Alternate Name(s):

Primary Email: ras@asu.edu

Secondary Email:

ORCID iD: 

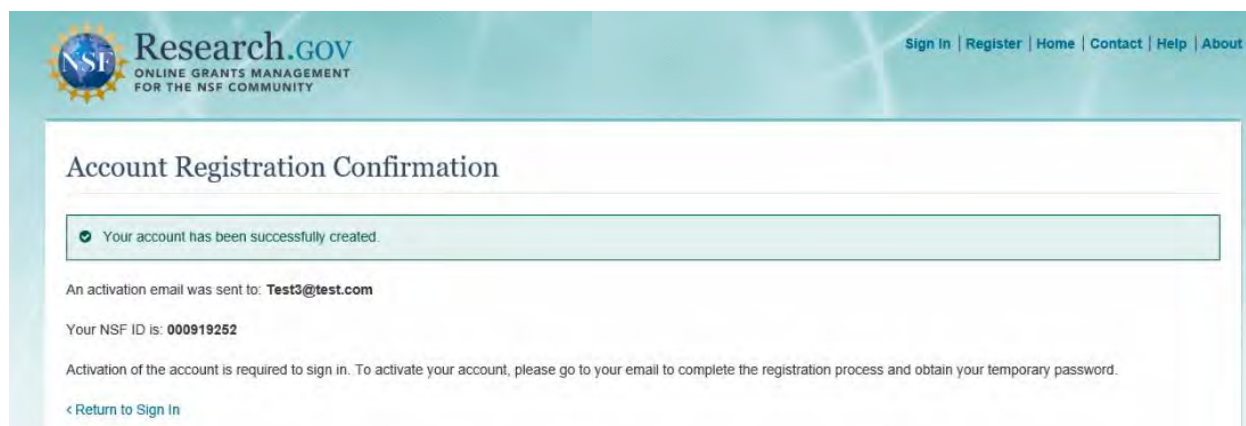
Phone Number:

Submit **Edit**

NOTE: If you have already registered and have an NSF ID, should not register for a new account. If you need assistance at this stage, please contact the NSF IT Help desk for support.

NSF FastLane/Research.gov (Continued)

4. Once you verify your information you will see that your account has been created and you NSF ID listed.

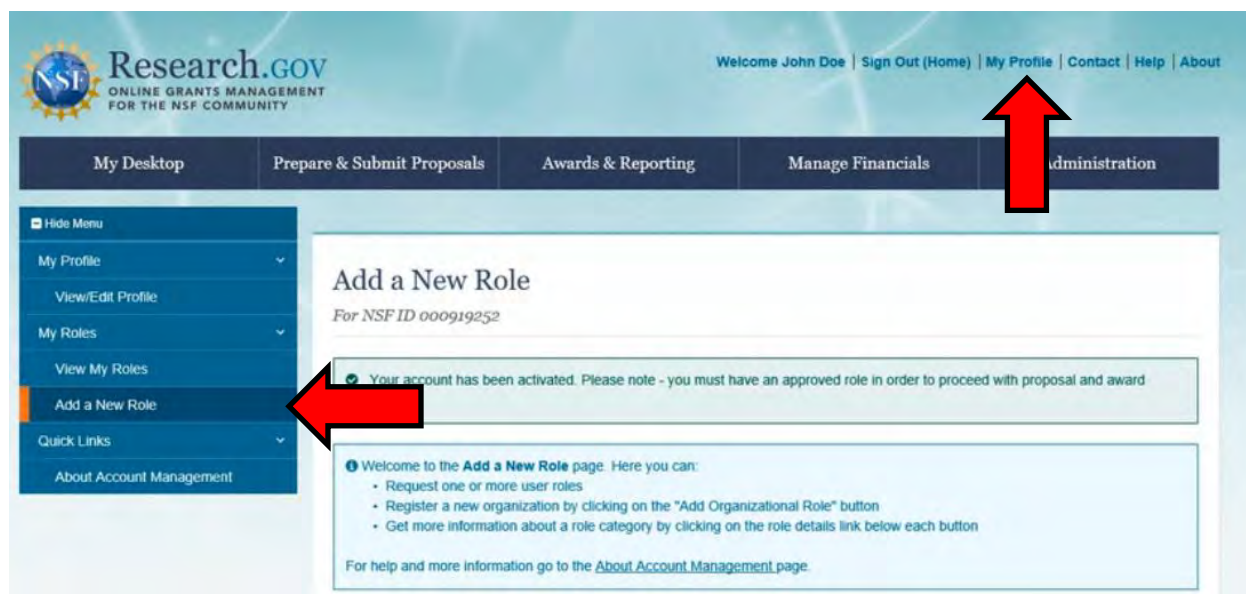


5. Then you should receive an email with a temporary password. You will need this information to complete the registration process.
6. Once you receive the temporary password, navigate back to Research.gov and click "sign in". Once you sign in, you will be prompted to change your password.



NSF FastLane/Research.gov (Continued)

7. Once you have changed your password and logged in, you will need to request roles. To **request roles**, click on **"my profile"** at the top of the screen. Then click **"Add a new role"** on the left side of the screen.



8. RAs should request the PI and SPO roles as follows
- Principal Investigator
 - To request the PI role, click on the "Add Investigator Role" Button



NSF FastLane/Research.gov (Continued)

- ii. In the pop up window, select the top option **"Yes, prepare and manage proposals within an organization as an Investigator"**

Prepare Proposals ✕

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

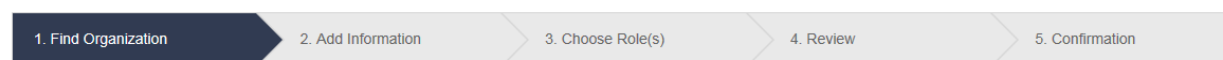
☒ Yes, prepare and manage proposals within an organization as an Investigator

☐ Yes, prepare and manage proposals within an organization as an Other Authorized User

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

- iii. On the next screen, enter the ASU Tempe DUNS (943360412), then click search

Add a New Role to Prepare Proposals and Manage Awards



Find Organization

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

- iv. After searching for the ASU Tempe DUNS, select the option listed as **"Arizona State University"**, even if you work at another campus. Then click **"next"**.

Find Organization

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

Select	DUNS Number	Organization	Organization Contact(s)	Registered with NSF i
<input type="radio"/>	943360412	Arizona State University East Campus	HEATHER C CLARK See all (4)	Yes
<input type="radio"/>	943360412	Arizona State University West Campus	HEATHER C CLARK See all (4)	Yes
<input checked="" type="radio"/>	943360412	Arizona State University	Lindsey Bosak See all (30)	Yes

- v. On the next screen, you will need to enter/verify your information. Once you have done that, click **"next"**.

NSF FastLane/Research.gov (Continued)

Add a New Role to Prepare Proposals and Manage Awards

1. Find Organization ✓

2. Add Information

3. Choose Role(s)

4. Review

5. Confirmation

⚠ Existing role information: You currently have role contact information for the selected organization. All roles share the same contact information within the same organization. Please review the information for accuracy. If you choose to update the contact information, all other roles for this organization will be updated with the new information.

Add Information

The contact information will be used for all communications when performing in approved roles for this organization

*** Required**

Your Contact Details

*** Work Phone Number**

480-965-4225

*** Work Email**

Melinda.Rowe@asu.edu

Your Degree Information

*** Degree Type**

Master of Education

*** Degree Year**

2011

Your Work Address

*** Country**

Select One

*** Street Address**

Street Address (Line 2)

Department Name

*** City**

*** State**

Select State

*** Postal Code**

Previous

Next

vi. On the next screen, make sure the PI role is selected and click next.

NSF FastLane/Research.gov (Continued)

Add a New Role to Prepare Proposals and Manage Awards

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

Choose Role(s)

Due to your selected organization, you will be registered for the following role: [What is this role?](#)

☒ Principal Investigator/ co-Principal Investigator (PI/co-PI)

Previous Next

- vii. On the following screen, review your information and click “submit”.
- viii. You will then see a message that your successfully submitted your role request for PI.

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

✓ Success - your request has been forwarded to the organization contact(s) below. Check the status of this request on the [View My Roles](#) page.

- ix. Please allow 24-48 hours for your role to be approved. If there are any issues with your role request, OKED will reach out directly.
- b. Sponsored Projects Officer
- i. To request the SPO role, click on the “Add Organizational Role” Button

Add and Manage Organizations

Administrator (Admin), Authorized Organizational Representative (AOR), Sponsored Projects Officer (SPO), View Only User

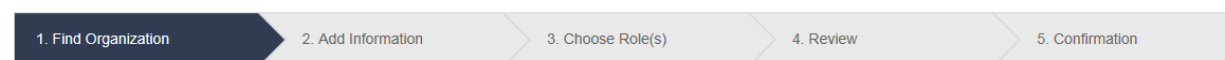
Add Organizational Role

[Organizational role details](#)

NSF FastLane/Research.gov (Continued)

- ii. On the next screen, enter the ASU Tempe DUNS (943360412), then click search

Add a New Role to Prepare Proposals and Manage Awards



Find Organization

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

943360412

Search

Clear

- iii. After searching for the ASU Tempe DUNS, select the option listed as "Arizona State University", even if you work at another campus. Then click "next".

Find Organization

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

943360412

Search

Clear

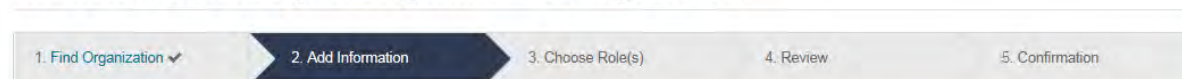
Select	DUNS Number	Organization	Organization Contact(s)	Registered with NSF
<input type="radio"/>	943360412	Arizona State University East Campus	HEATHER C CLARK See all (4)	Yes
<input type="radio"/>	943360412	Arizona State University West Campus	HEATHER C CLARK See all (4)	Yes
<input checked="" type="radio"/>	943360412	Arizona State University	Lindsey Bosak See all (30)	Yes

Previous

Next

- iv. On the next screen, you will need to enter/verify your information. Once you have done that, click "next".

Add a New Role to Prepare Proposals and Manage Awards



Existing role information: You currently have role contact information for the selected organization. All roles share the same contact information within the same organization. Please review the information for accuracy. If you choose to update the contact information, all other roles for this organization will be updated with the new information.

Add Information

The contact information will be used for all communications when performing in approved roles for this organization

* Required

Your Contact Details

* Work Phone Number

480-965-4225

* Work Email

Melinda.Rowe@asu.edu

NSF FastLane/Research.gov (Continued)

- v. On the next screen, check the box next to "Sponsored Project Officer – SPO (View/Edit Proposals)". Then click "next".

Add a New Role to Add and Manage Organizations

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

Choose Role(s)

Select all roles that apply. [What are these roles?](#)

- ☐ Administrator (Manage Roles)
- ☐ Authorized Organizational Representative - AOR (Submit Proposals)
- ☒ Sponsored Projects Officer - SPO (View/Edit Proposals)
- ☒ View Only (View Reports)

Previous Next

- vi. On the following screen, review your information and click "submit"
- vii. You will then see a message that your successfully submitted your role request for PI.

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

✓ Success - your request has been forwarded to the organization contact(s) below. Check the status of this request on the [View My Roles](#) page.

- viii. Please allow 24-48 hours for your role to be approved. If there are any issues with your role request, OKED will reach out directly.

USING NSF SYSTEMS

FOR HELP WITH THE NSF SYSTEM, PLEASE REVIEW THE [RESEARCH.GOV HELP SYSTEM](#), [FAQS](#) OR REACH OUT TO THE NSF HELP DESK.



Contact Us

For general questions about Research.gov, please see our [Frequently Asked Questions](#).

For technical questions or immediate assistance, please contact the NSF Help Desk

7 AM - 9 PM Eastern Time, Monday through Friday (except for federal holidays):

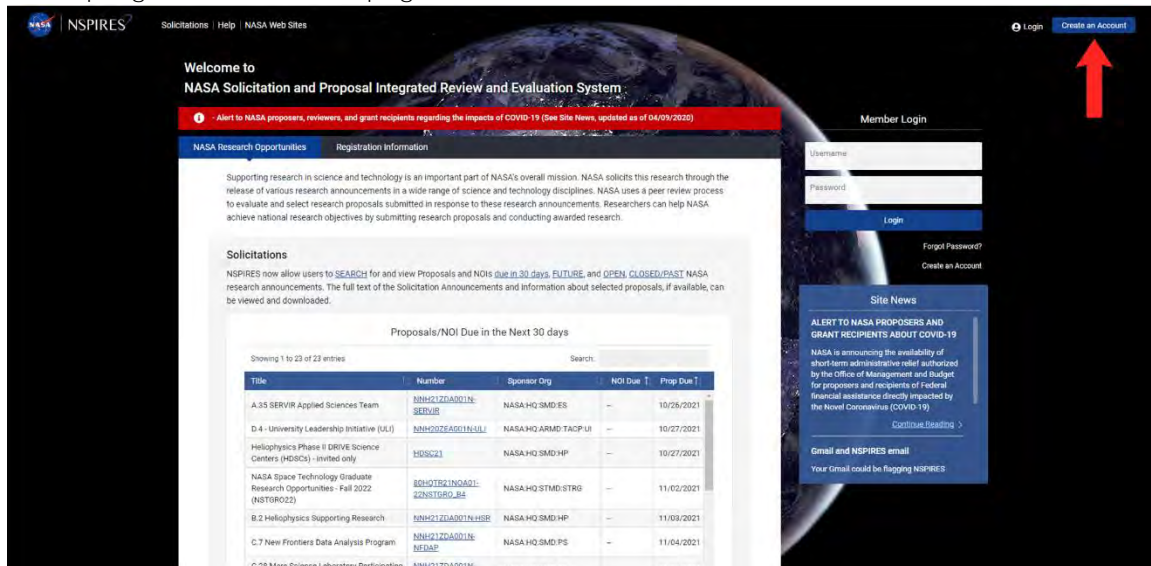
- Email the Help Desk at: rgov@nsf.gov
- Call the Help Desk at 1-800-381-1532
- To hear the recording on **System Availability**, call 1-800-437-7408
- To give feedback or comments, see the [feedback page](#).

[Return to Table of Contents](#)

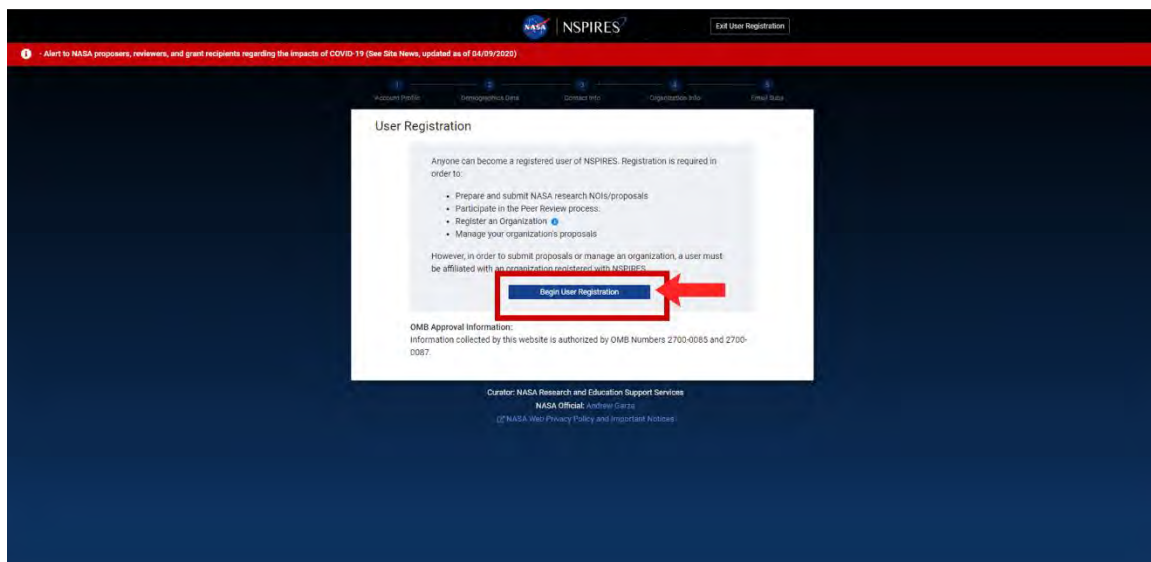
NASA (NSPIRES)

REGISTRATION

1. Navigate to nspires.nasaprs.com/external/ and click on the link "Create an Account" of the top right corner of the page.



2. On the next page, click the link "Begin User Registration"



NASA NSPIRES (Continued)

3. On the next three pages, enter the personal information requested. This is where you will also create your login information (i.e., username and password). Once you have entered the personal information, click **"continue"** to move to the next step.

NOTE: When an email address is requested, you must use an email address then ends with @asu.edu.

(1)

The screenshot shows the 'Account Profile' registration page on the NASA NSPIRES portal. The page has a dark blue header with the NASA logo and 'NSPIRES' text. A red banner at the top contains a message about COVID-19. Below the header, a progress bar shows five steps: 1. Account Profile (active), 2. Demographics Data, 3. Contact Info, 4. Organization Info, and 5. Email Subs. The main form area is titled 'Account Profile' and includes a 'Next >' button. The form is divided into sections: 'Personal Info' with fields for Salutation, First Name (filled with 'Research'), Middle Initial or Name, Last Name (filled with 'Advancement Services'), Suffix, and ORCID id; 'Login Credentials' with fields for Username (filled with 'asuras') and Password (masked with dots, with a 'Show' button); a challenge question section with a dropdown for 'Create your own challenge question' and an 'ANSWER HERE' field; and a 'Unique Identifier' section with fields for First Name on Birth Certificate (filled with 'Research') and Last Name on Birth Certificate (filled with 'Advancement Services'). There are also fields for Birthday and City of Birth.

(2)

The screenshot shows the 'Demographics Data Collection' page. At the top, a progress bar shows five steps: 1. Account Profile (checked), 2. Demographics Data (checked), 3. Contact Info (active), 4. Organization Info, and 5. Email Subs. The main heading is 'Demographics Data Collection'. At the bottom right, there are two buttons: '< Back' and 'Next >'.

NASA NSPIRES (Continued)(3)

The screenshot shows the 'Contact Information' step of the NASA NSPIRES registration process. The form includes fields for Email Address, Phone Number, and Mailing Address. The email address is 'ras@asu.edu'. The phone number is '480-965-4225'. The mailing address is 'Arizona State University, PO Box 876011, Tempe, AZ 85287-4011, U.S.A.'. The form also includes a 'Re-Enter Email Address' field and a 'Please be aware that email from NSPIRES could be flagged as Spam!' warning. Navigation buttons 'Back' and 'Next' are visible.

4. On the next screen you will be asked to add an **affiliation**. Click the “Add Affiliation” button.
5. On the next screen you will need to search for “Arizona State University” or ASU’s DUNS number, 943360412. Once you find ASU through the search, select the organization.

The screenshot shows the 'Organization Information' step of the NASA NSPIRES registration process. It includes a section for 'Affiliations' with a definition and two criteria. Below this is a search results table for 'Add Affiliation - Search Results'. The table lists organizations, with 'ARIZONA STATE UNIVERSITY' highlighted in red. The table has columns: 'Select', 'Organization Legal Name', 'Doing Business As', 'DUNS No.', 'CAGE Code', and 'Status'.

Select	Organization Legal Name	Doing Business As	DUNS No.	CAGE Code	Status
<input checked="" type="checkbox"/>	ARIZONA STATE UNIVERSITY	ORSPR	NTLFLXMS9K2s	943360412	Unaffiliated

Curator: NASA Research and Education Support Services
NASA Official: Andrew Garcia
(If NASA Web Privacy Policy and Important Notices)

NASA NSPIRES (Continued)

6. You will be prompted to add your affiliation contact information. Fill in your personal information, and your organization mailing addresses.

The screenshot shows the 'Affiliation Contact Info' form in the NASA NSPIRES portal. The form is titled 'Affiliation Contact Info' and has a 'Cancel' button and a 'Select' button. The 'Organization Name' is 'ARIZONA STATE UNIVERSITY'. Below this, there is a note: 'A NSPIRES internal user may have 0 to multiple affiliation(s), each affiliation can associate with a set of addresses, including email, phone, mailing and shipping address. NSPIRES collects only one set of address in user address book. User can add more addresses into their address book after they login. If this is the addresses you wish to associate with the current affiliated organization, click "Select", else click "Cancel". You can add/revise your Affiliation contact information after login.' The form has several sections: 'Primary Email', 'Courier Shipping Address' (PO Box 876011 Tempe, AZ 85287-6011 US), 'Mailing Address' (PO Box 876011 Tempe, AZ 85287-6011 US), 'Phone', 'Request Priority' (Normal selected, Urgent unselected), and a 'Reason' text box with 'Maximum 500 characters' and '500 Characters Remaining'. At the bottom, it says '* Indicates required field' and 'Curator: NASA Research and Education Support Services, NASA Official: Andrew Garcia, © NASA Web Privacy Policy and Important Notices'.

7. Check the boxes to indicate your email subscription preferences.

The screenshot shows the 'Email Subscriptions' form in the NASA NSPIRES portal. The form is titled 'Email Subscriptions' and has a 'Back' button and a 'Next' button. It lists several categories with checkboxes for email subscriptions: 'Aeronautics Research Mission Directorate' (General Subscription List), 'Human Exploration and Operations Mission Directorate' (General Subscription List (includes Human Research Program & TRSH)), 'NSPIRES' (NSPIRES Alerts and Updates, Sponsored Research Office Outreach), 'Office of Education' (Fellowship/Scholarship Opportunities, Higher Education Opportunities, Informal Education Opportunities, K-12 Opportunities, Research Opportunities, Student Opportunities), and 'Science Mission Directorate' (Astrophysics, Earth Science, HelioPhysics, Physical Sciences, Planetary Science, Space Biology). The 'Next' button is highlighted in blue.

NASA NSPIRES (Continued)

8. On the following page, confirm your account-creation information and click "Submit."

A screenshot of the NASA NSPIRES registration page. At the top, there is a red banner with a white icon and text: "Alert to NASA proposers, reviewers, and grant recipients regarding the impacts of COVID-19 (See Site News, updated as of 04/09/2020)". Below the banner is a navigation bar with the NASA logo, the text "NSPIRES", and a link "Exit User Registration". The main content area shows a progress bar with five steps: "Account Profile", "Demographics Data", "Contact Info", "Organization Info", and "Email Sub", each with a green checkmark. Below the progress bar, a white box contains the text "You are almost done" and "Please review your information below:". To the right of this box are two buttons: a grey "Back" button and a blue "Submit" button.

9. On the final page, click "Ok." You have finished your registration. Your affiliation should be approved with 24 to 48 hours. If there are any issues preventing affiliation, OKED will reach out directly.

A screenshot of the NASA NSPIRES registration page. At the top, there is a red banner with a white icon and text: "Alert to NASA proposers, reviewers, and grant recipients regarding the impacts of COVID-19 (See Site News, updated as of 04/09/2020)". Below the banner is a navigation bar with the NASA logo, the text "NSPIRES", and a link "Exit User Registration". The main content area shows a progress bar with five steps: "Account Profile", "Demographics Data", "Contact Info", "Organization Info", and "Email Sub", each with a green checkmark. Below the progress bar, a white box contains the text "Check your email to complete the requirements for NSPIRES Registration". Inside this box, there is a paragraph: "You will receive instructions via email about how to activate your account to complete your registration. If you do not receive an email from NSPIRES in the next few minutes, please check your SPAM folder or contact the Help Desk." Below this paragraph is another paragraph: "An active account is required for your first login to NSPIRES." Below that is a paragraph: "Press OK to return to the home page." At the bottom of the white box is a blue "Ok" button. Below the white box, there is a footer with the text: "Curator: NASA Research and Education Support Services", "NASA Official: Andrew Datta", and "(f) NASA Web Privacy Policy and Important Notices".

USING NSPIRES

NSPIRES has a list of [Tutorials and User Guides](#) and [FAQs](#) that are available to help users understand the system.

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NIH (eRA Commons)

NOTE: eRA Commons is often referred to as '**Commons**' or '**NIH Commons**' to avoid **confusion with ASU's internal grants** management system, Enterprise Research Administration (ERA).

REGISTRATION

1. A member of your team will need to create an account for you in eRA Commons, and give you the Administrative Official (AO) role. If your team lead or other members of your team are not able to set up your eRA Commons ID, contact RAhelp@asu.edu for assistance.

USING NIH COMMONS

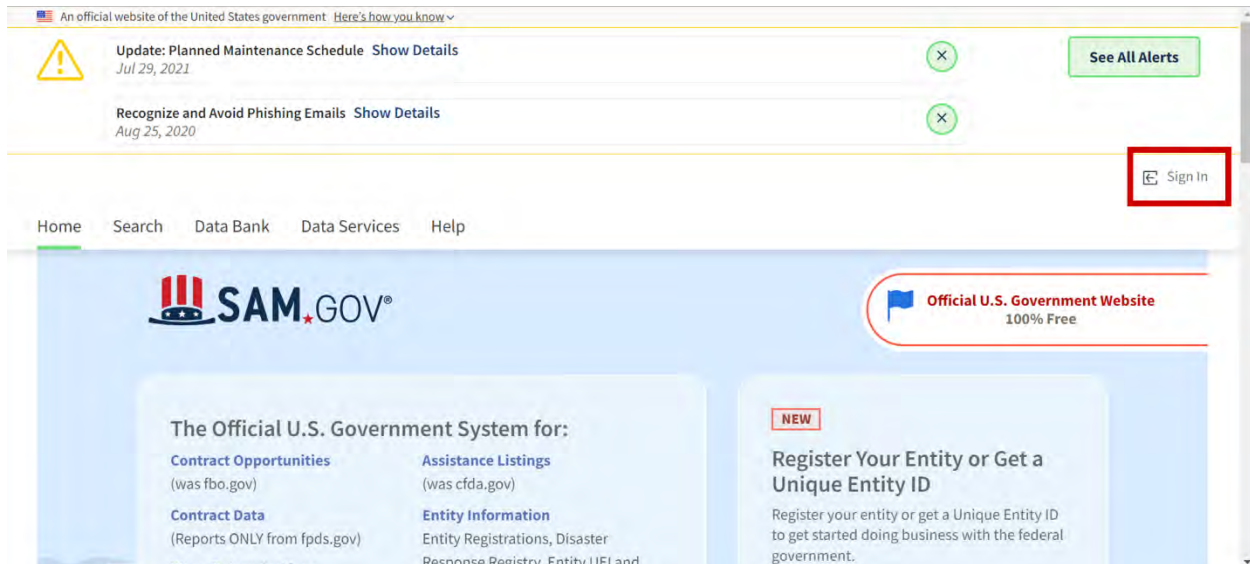
NIH has published a list of [FAQs](#) to assist users with the system and has developed [training](#) for those who are new to the system.

[Return to Table of Contents](#)

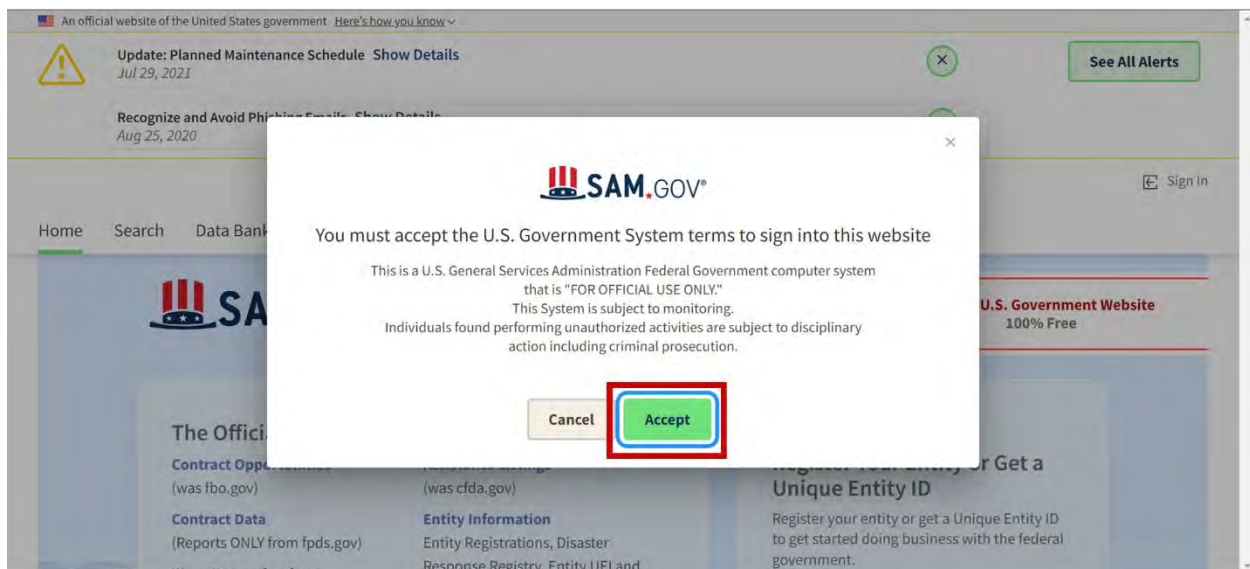
SAM.gov

Registration

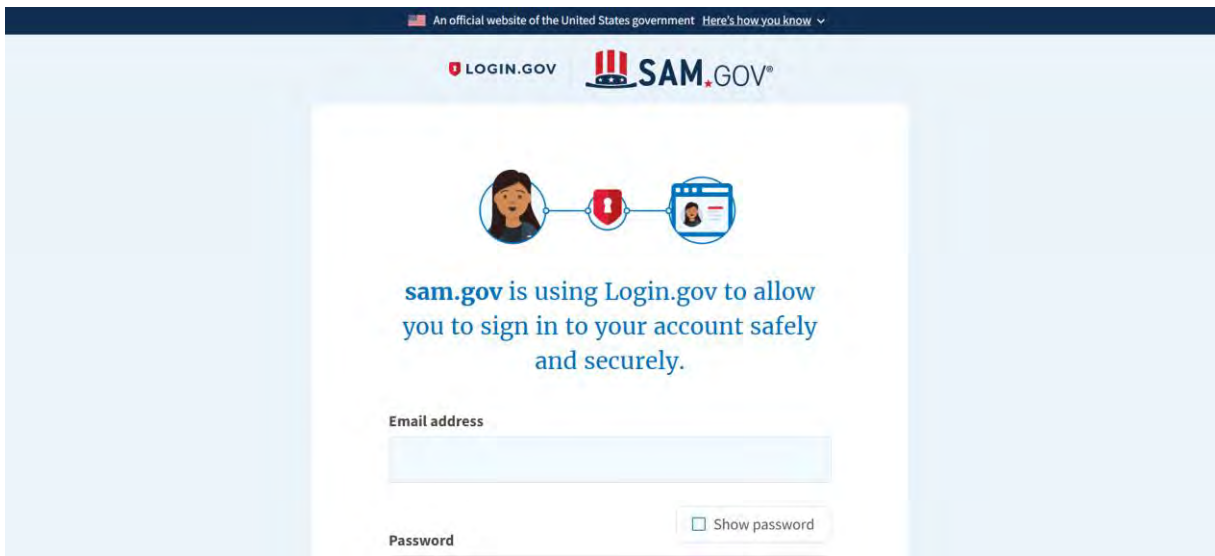
1. Navigate to SAM.gov. Once on the webpage, in the upper right corner of the screen, click on the words "Sign In"



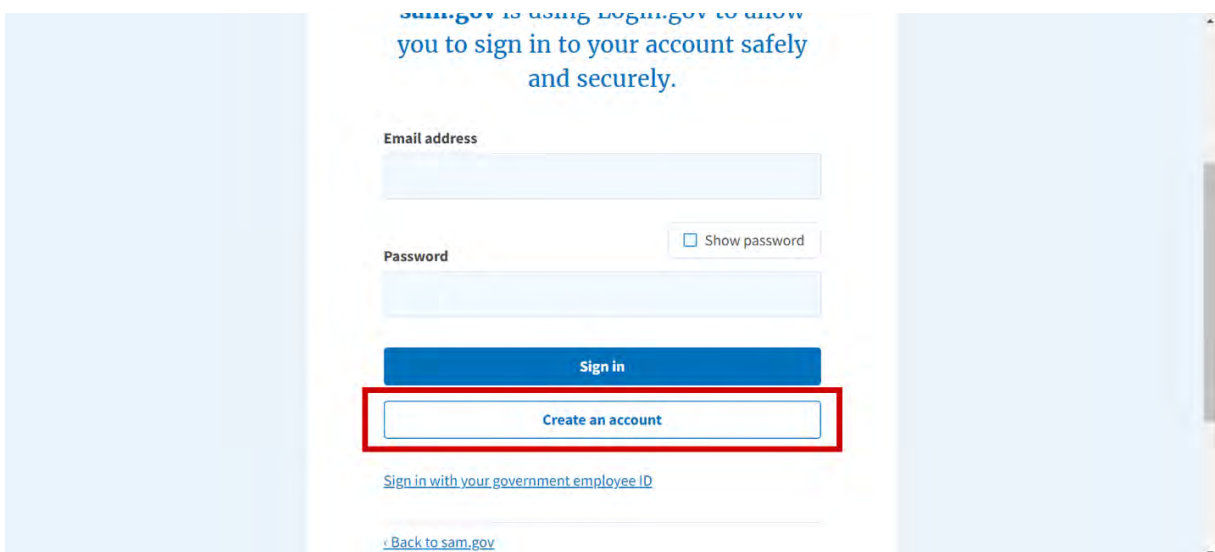
2. Upon clicking "Sign In," a pop-up will appear. Click "Accept" to move onto the next step.



3. You will be redirected to a page that looks like the screenshot below.



a. Scroll to the bottom of the page and click on the "Create an account" button



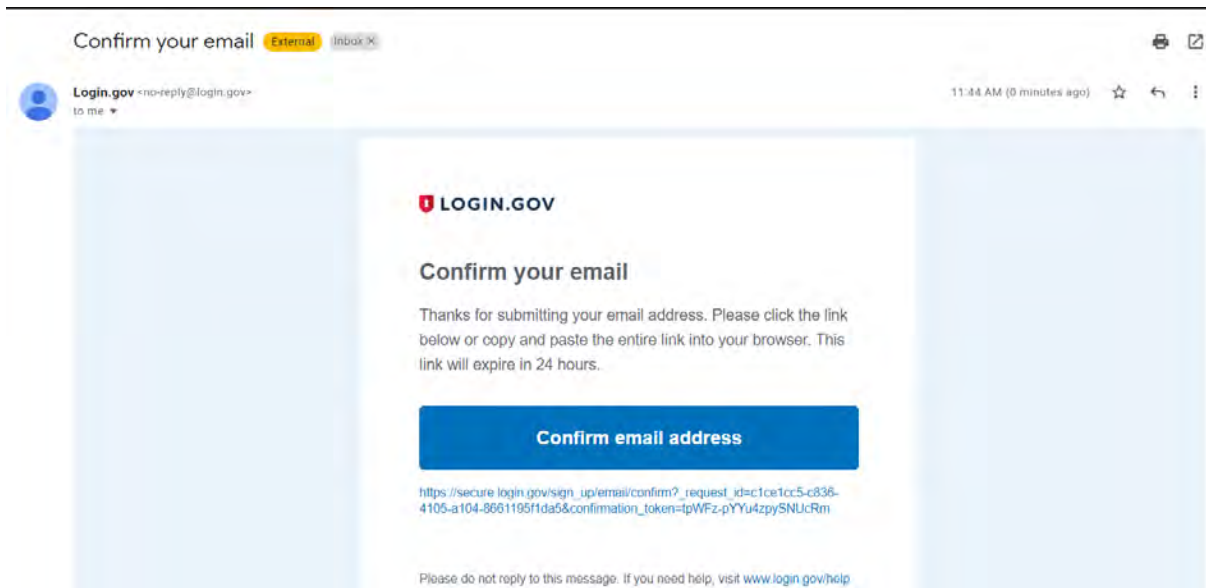
(SAM.gov Registration Continued)

4. Enter your personal information, select your language preference, and tick the "Rules of Use" box. It is highly recommended that you create an account with your institutional email address. After your information is entered, click "Submit."

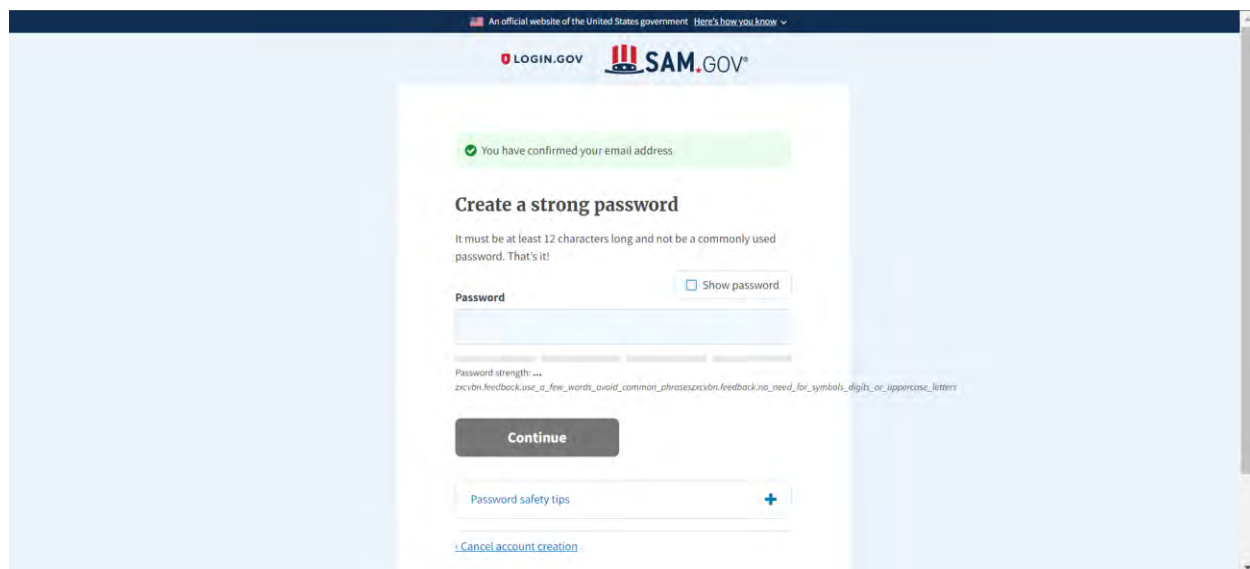
5. A confirmation email will be sent to the email address you provided.

(SAM.gov Registration Continued)

6. Access your email and continue registration by clicking on the link provided.

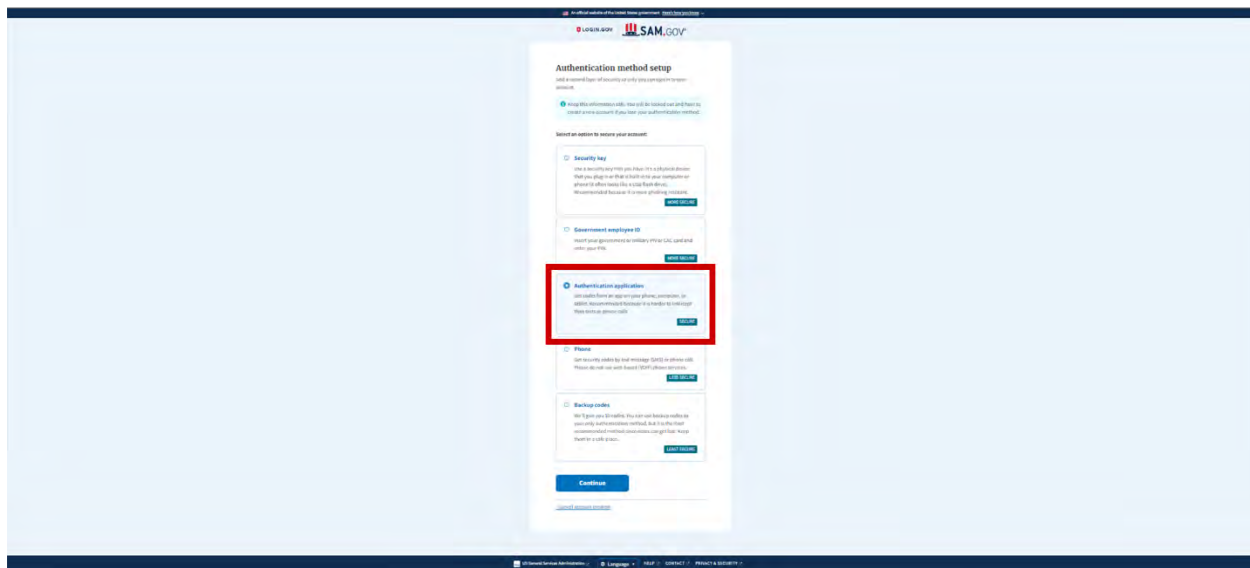


7. Create a password that meets the requirements set by SAM.gov.

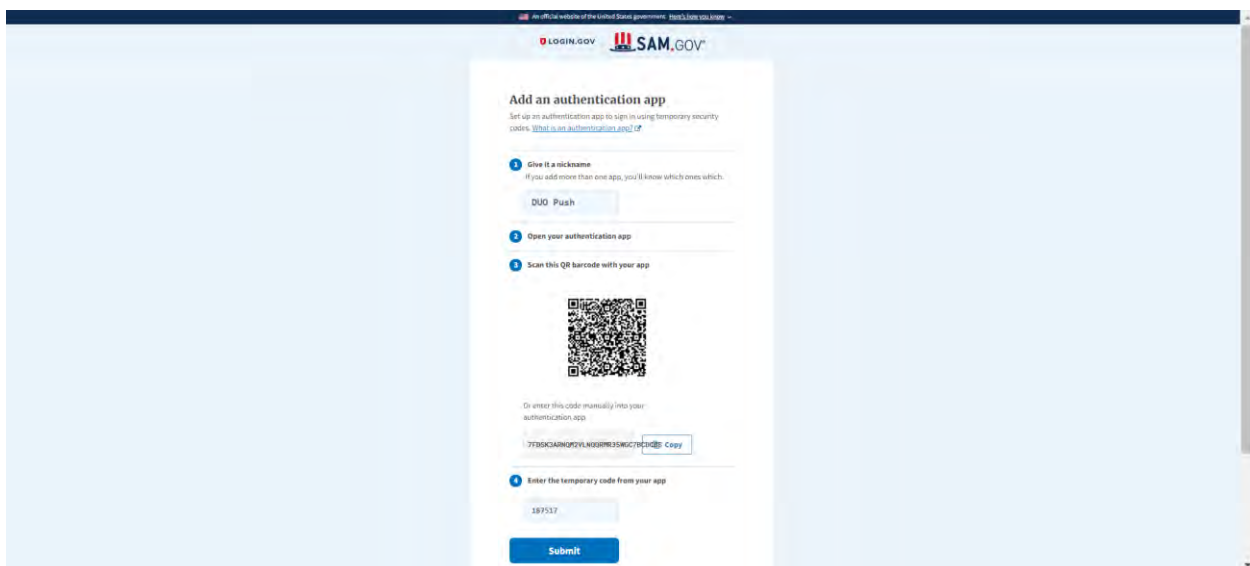


(SAM.gov Registration Continued)

8. Set up an authentication method: choose the "Authentication application" option

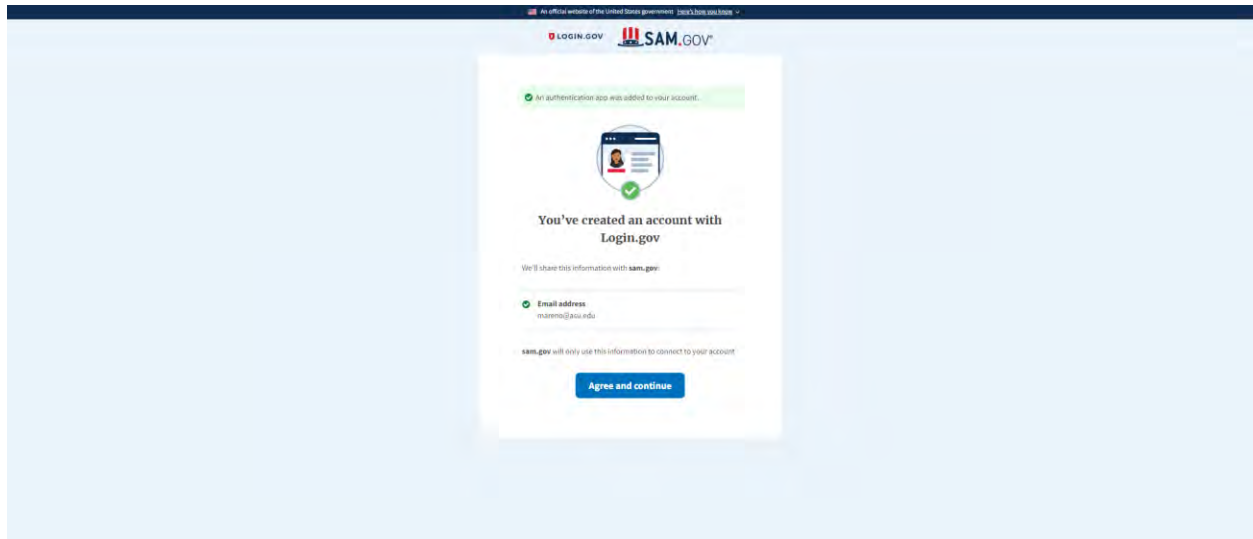


9. Connect your Sam.gov login information with the DUO Authenticator, which is used across Arizona State University. Do this by scanning the QR code on your screen, or by entering the string into the DUO Mobile App.



(SAM.gov Registration Continued)

10. Confirm the email address, as shown in the screenshot below, and complete your account creation.



(SAM.gov Registration Finished)

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