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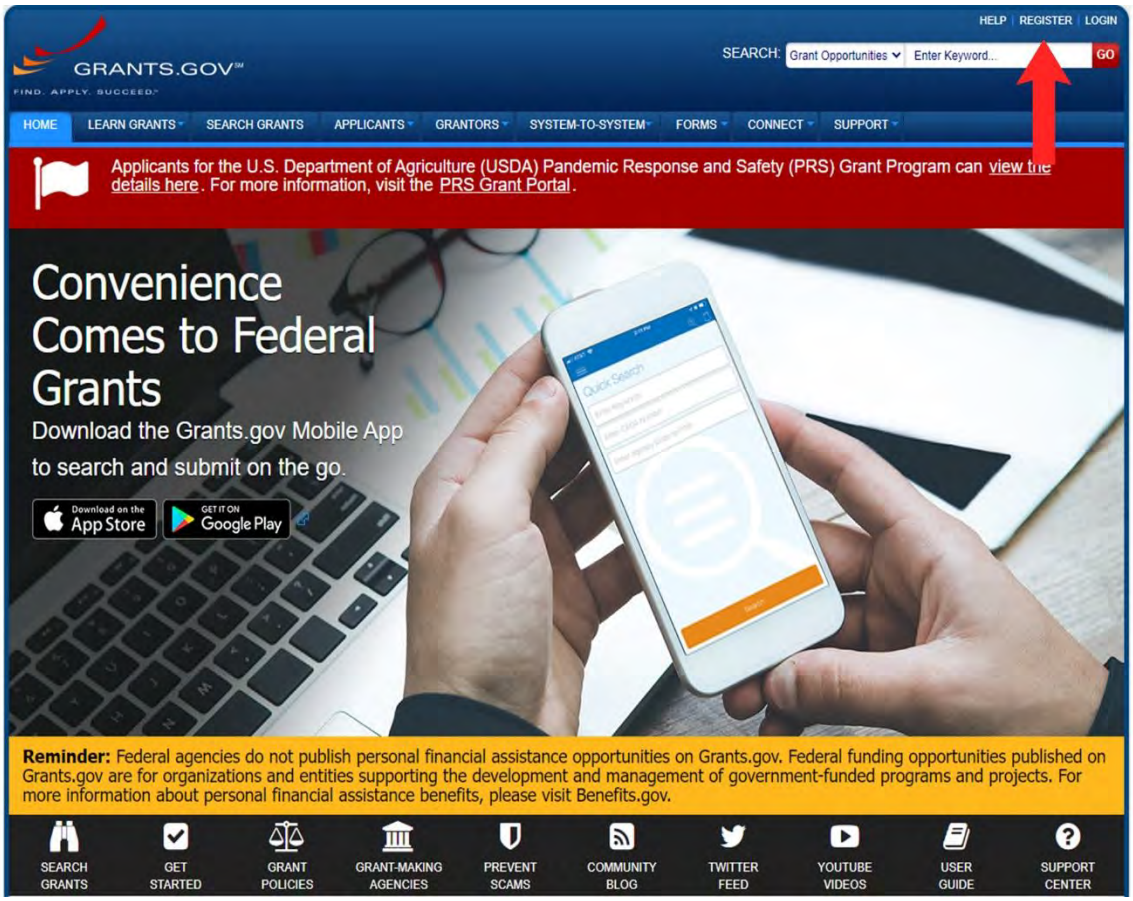
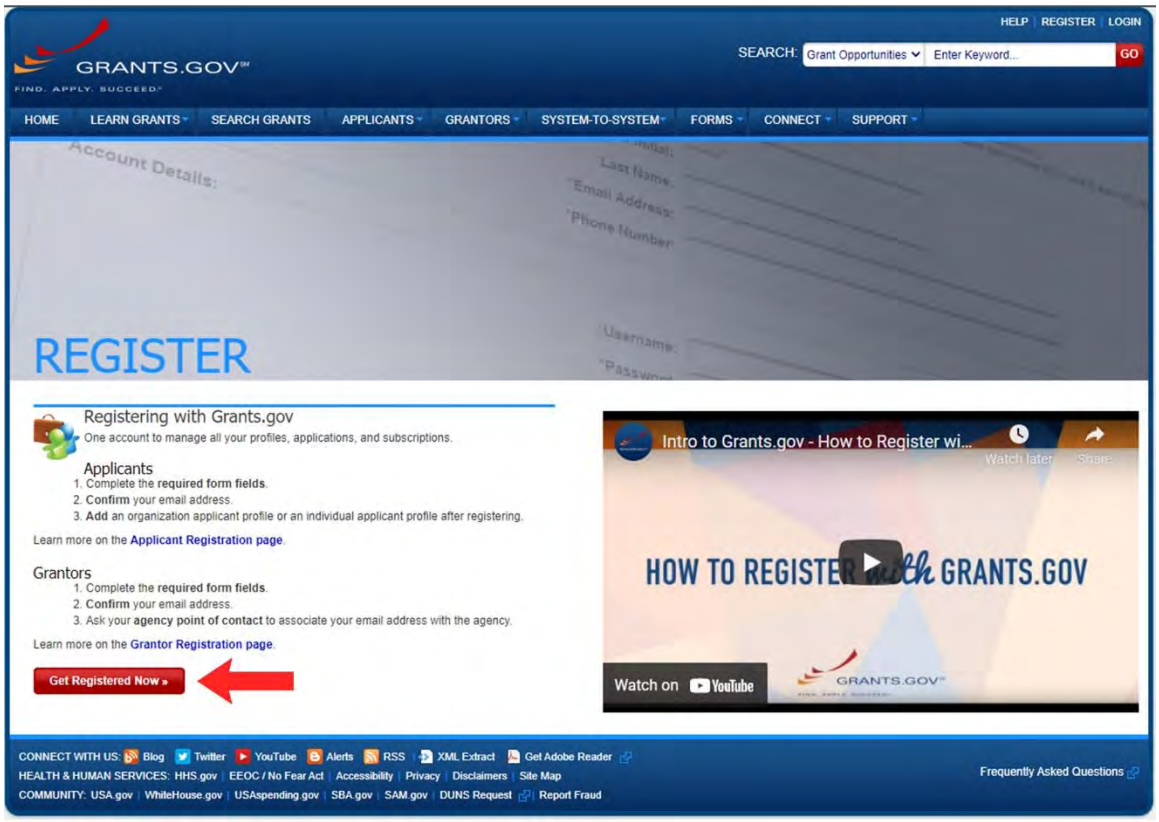
Grants.gov

REGISTRATION

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

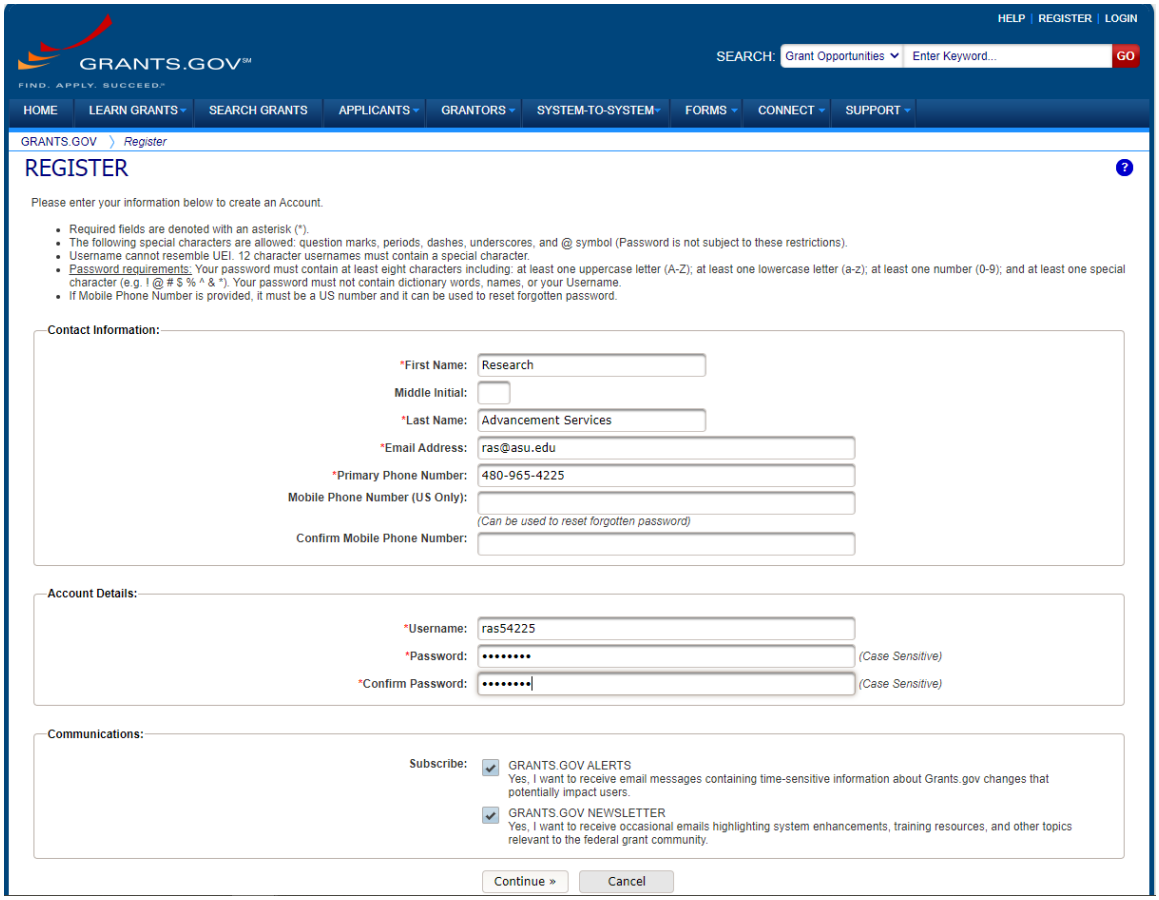


2. After clicking "REGISTER", will list different options for user types. Click on the red button that says "Get Registered Now" to start the process.

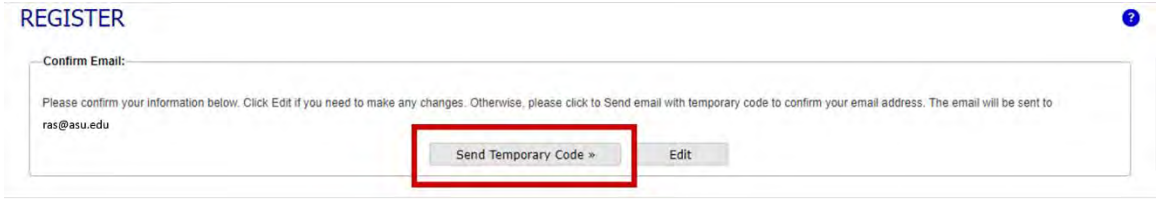


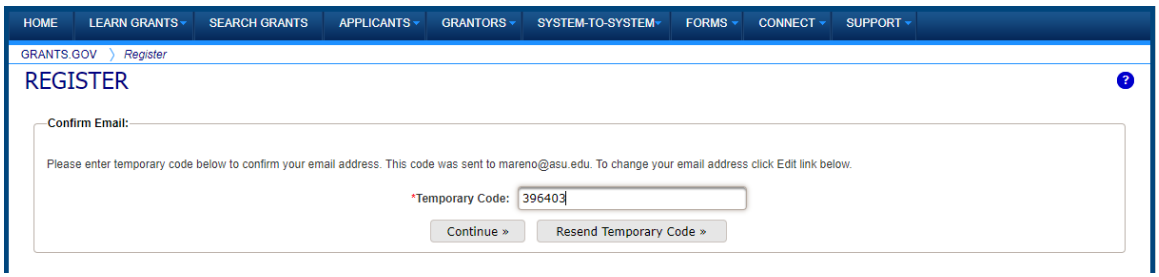
Grants.gov (Continued)

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.



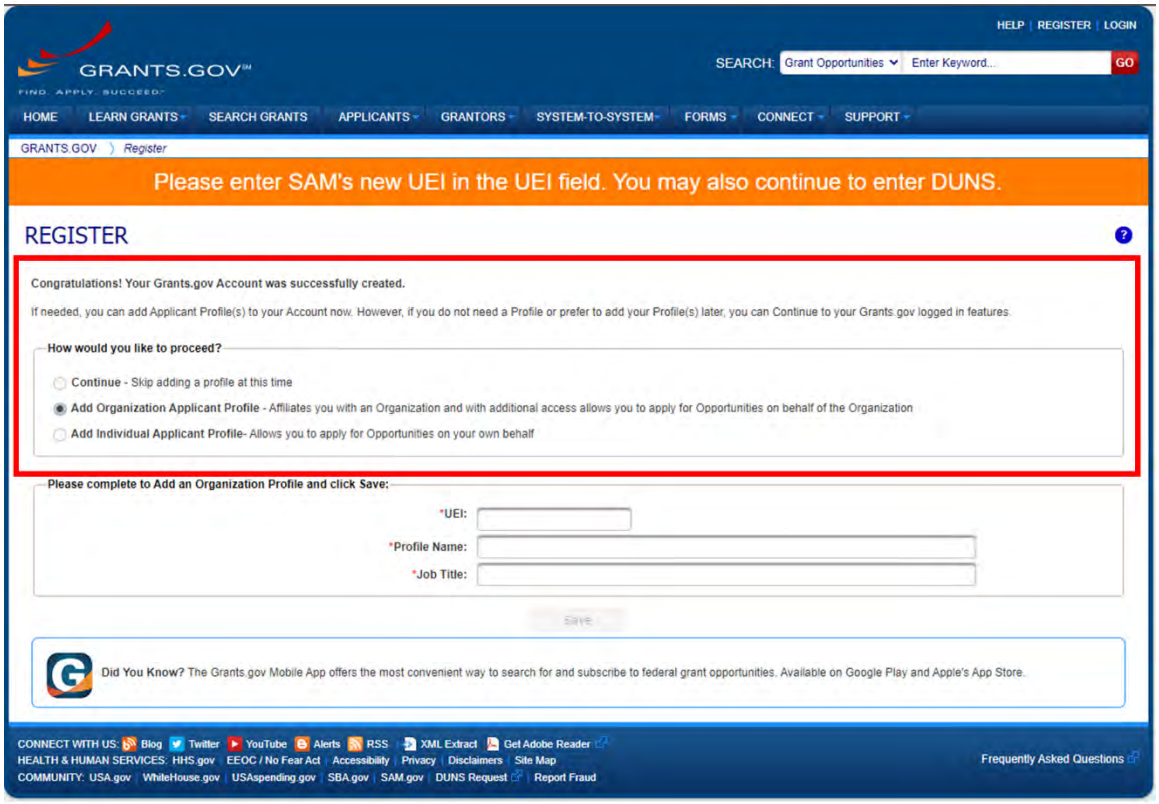
4. Grants.gov will then give you an opportunity to review that information. Once you have reviewed and verified your information, click "Send Temporary Code". You will receive an email at the listed email address with a code from grants.gov. Enter that code in the box at the top of the page. Once you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





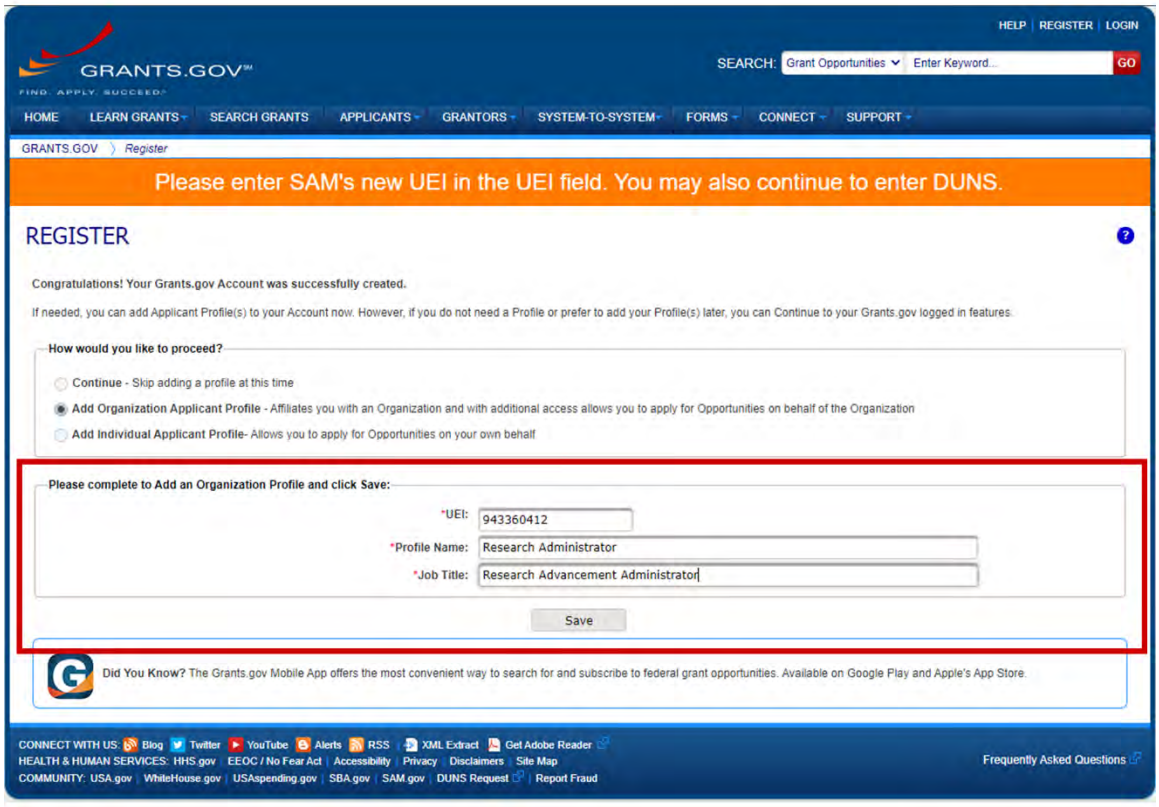
Grants.gov (Continued)

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".



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 you 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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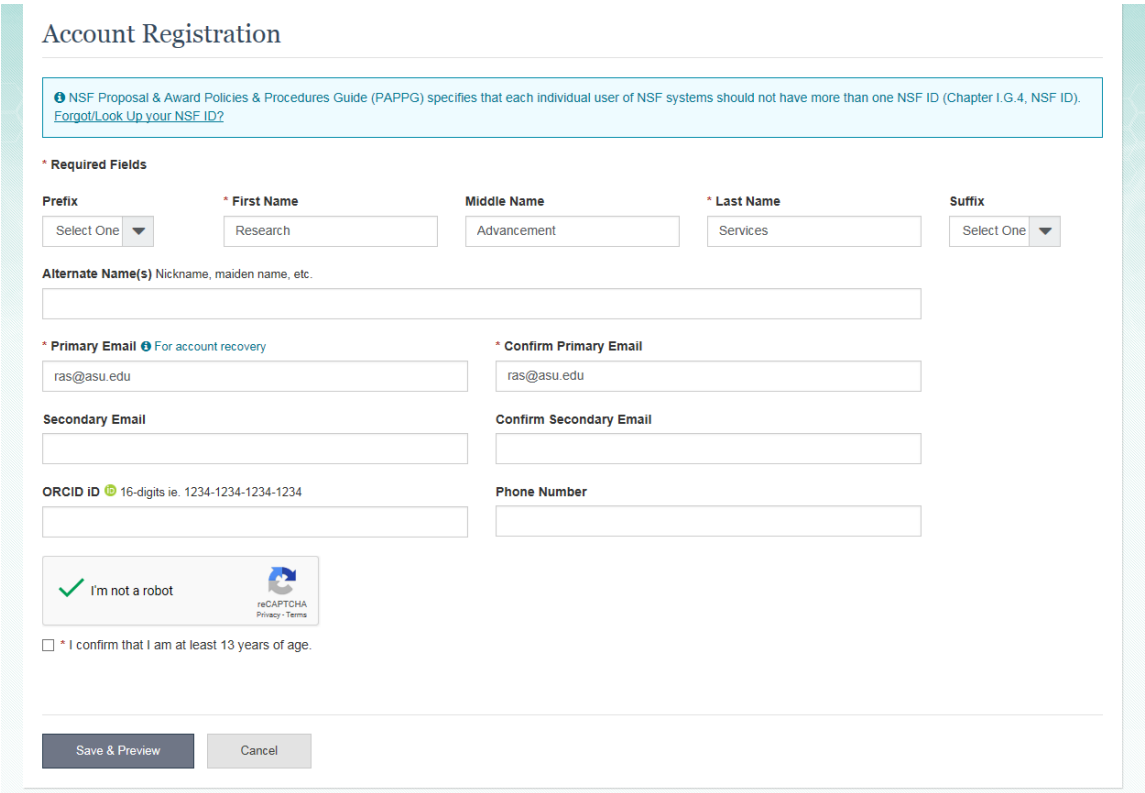
NSF (Fastlane/Research.gov)

REGISTRATION

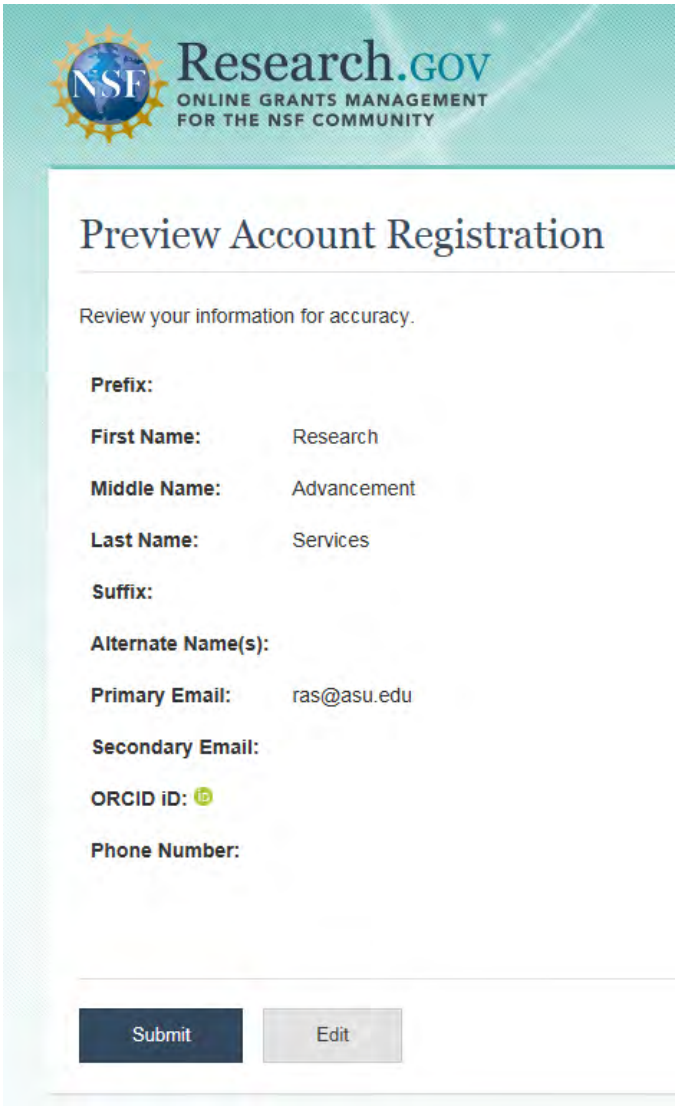
1. Navigate to research.gov and click "Register" in the upper right corner of the page.

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



NSF FastLane/Research.gov (Continued)

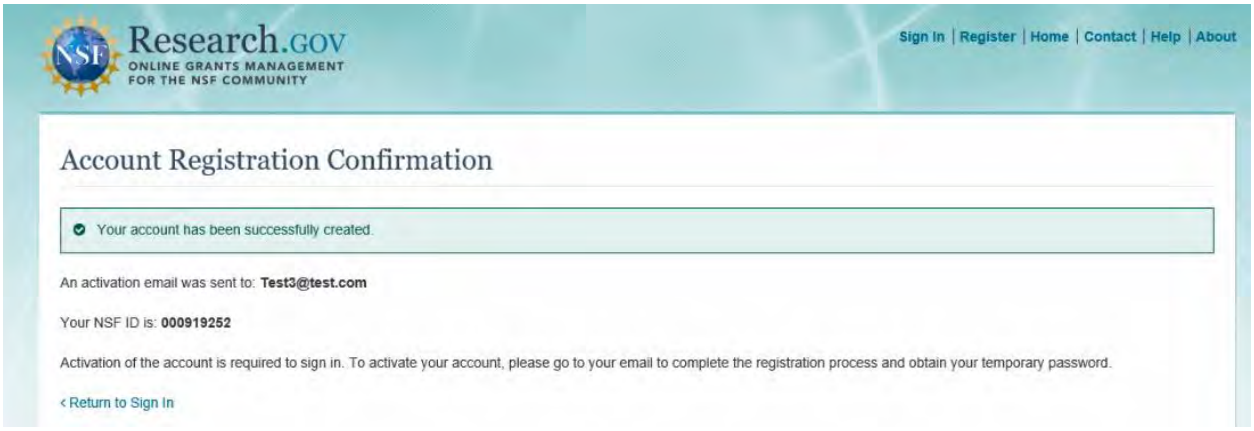
3. On the next screen, verify that you have entered your information correctly. If it is correct, click "submit". If is it incorrect, click "edit".



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)

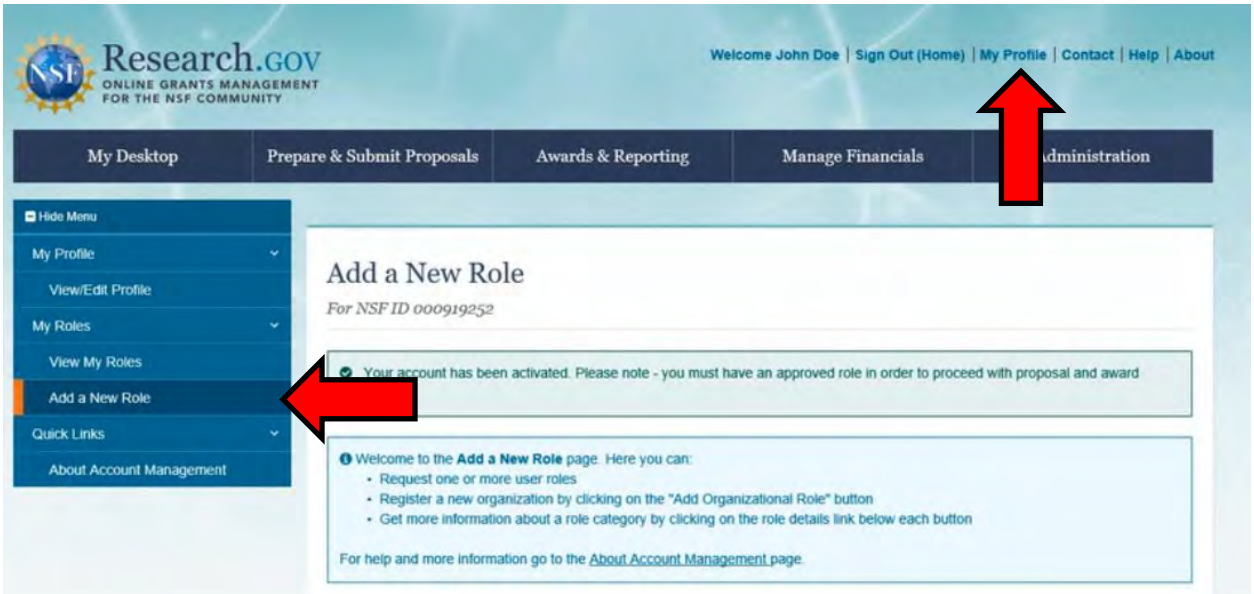
4. Once you verify your information you will see that your account has been created and you NSF ID listed.



5. Then you should receive and 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)

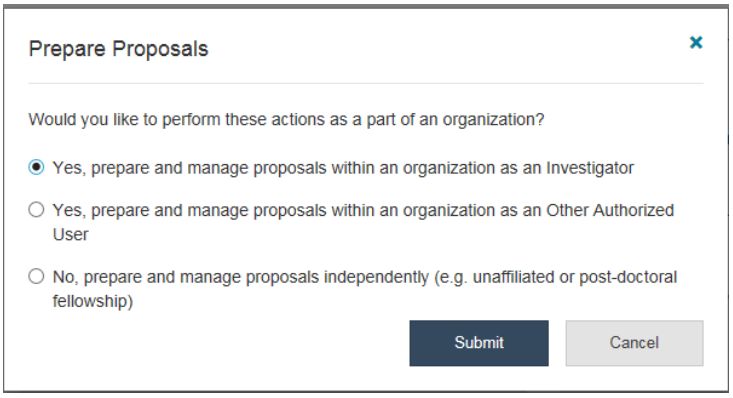
7. Once you have changed your password and logged in, you will need to request roles. To request roles, click on "my profile" at the top of the screen. Then click "Add a new role" on the left side of the screen.



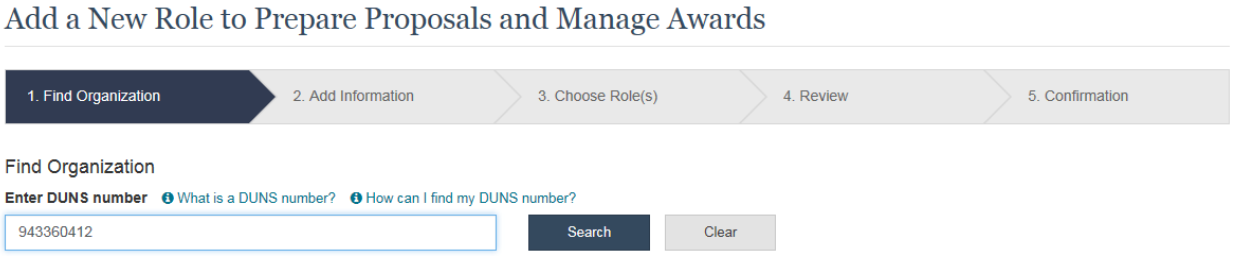
8. RAs should request the PI and SPO roles as follows
    a. Principal Investigator
        i. To request the PI role, click on the "Add Investigator Role" Button

NSF FastLane/Research.gov (Continued)

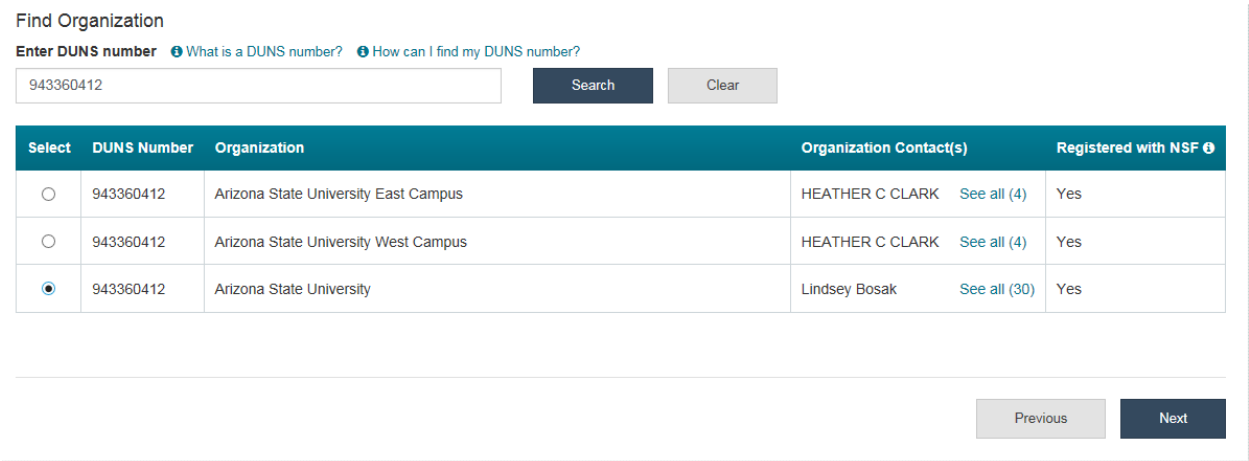
ii. In the pop up window, select the top option "Yes, prepare and manage proposals within an organization as an Investigator"



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

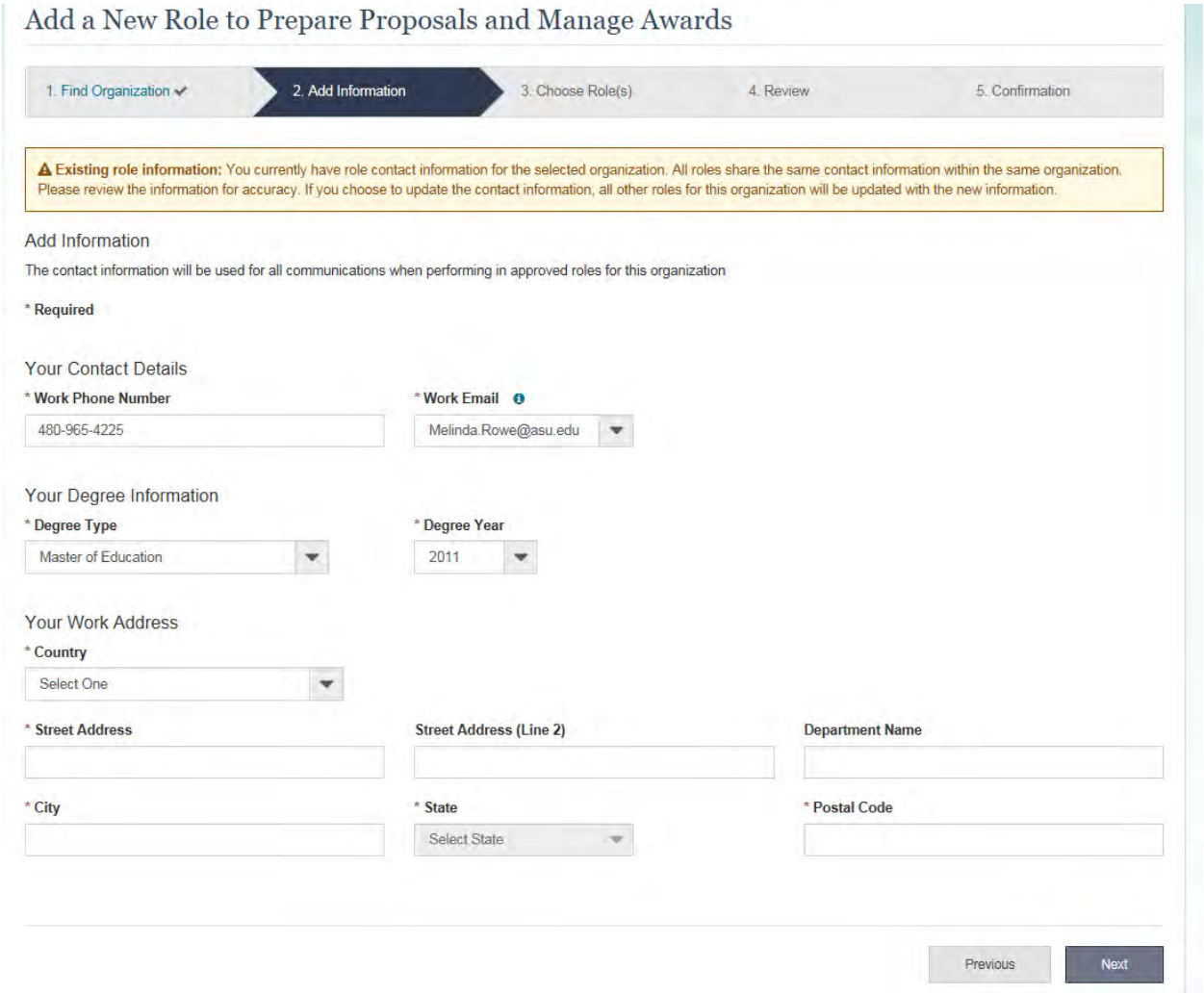


iv. After searching for the ASU Tempe DUNS, select the option listed as "Arizona State University", even if you work at another campus. Then click "next".



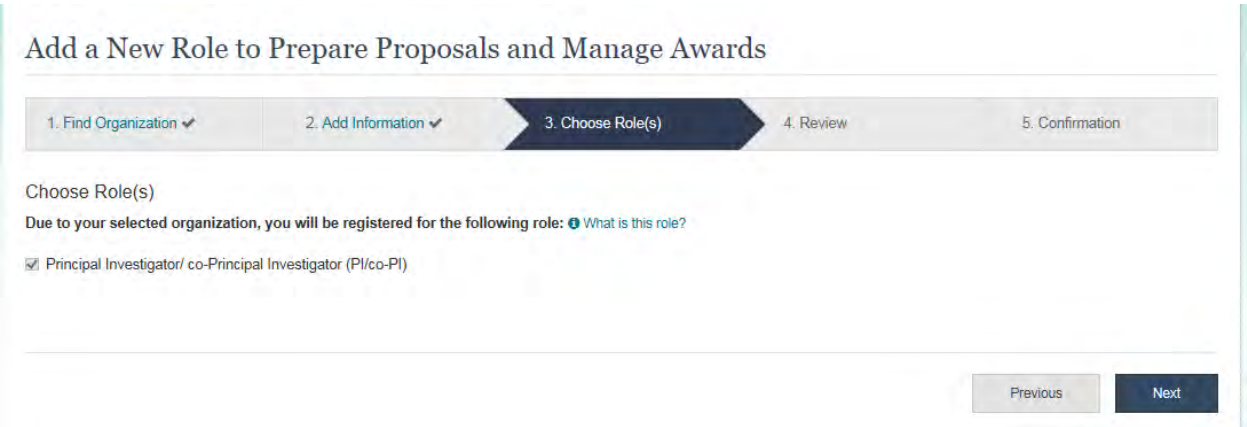
v. On the next screen, you will need to enter/verify your information. Once you have done that, click "next".

NSF FastLane/Research.gov (Continued)

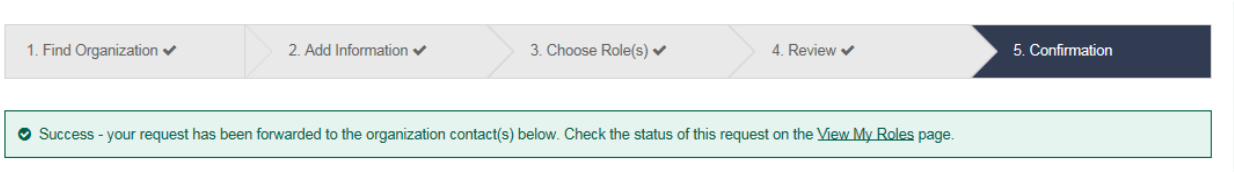


vi. On the next screen, make sure the PI role is selected and click next.

NSF FastLane/Research.gov (Continued)



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.

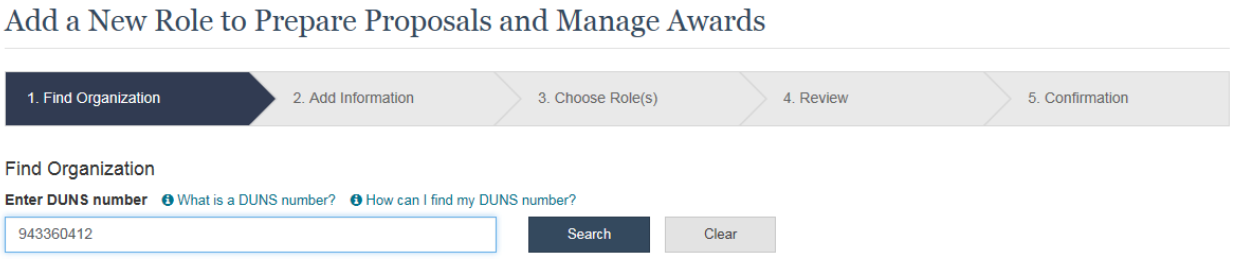


ix. Please allow 24-48 hours for your role to be approved. If there are any issues with your role request, OKED will reach out directly.

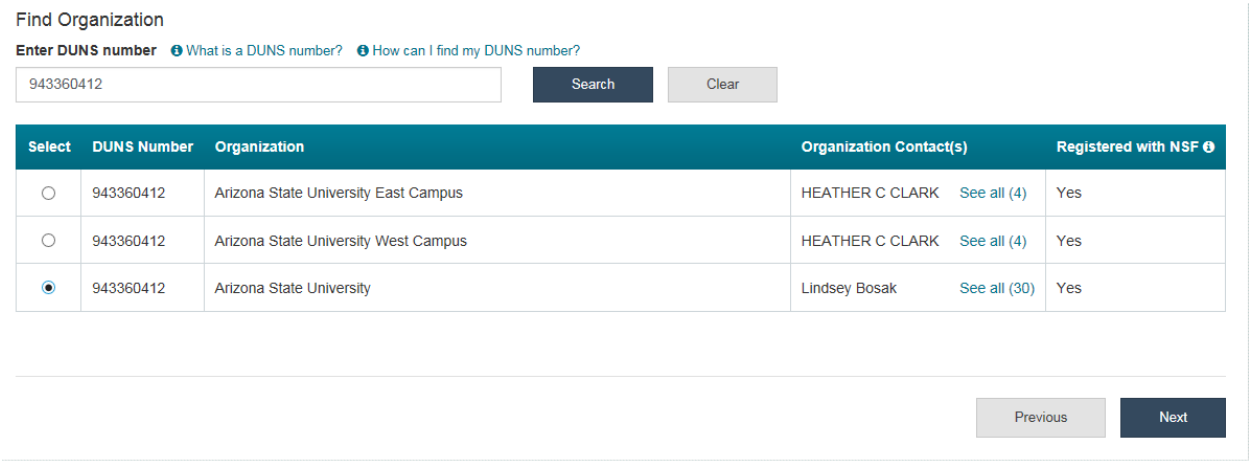
b. Sponsored Projects Officer
   i. To request the SPO role, click on the "Add Organizational Role" Button

NSF FastLane/Research.gov (Continued)

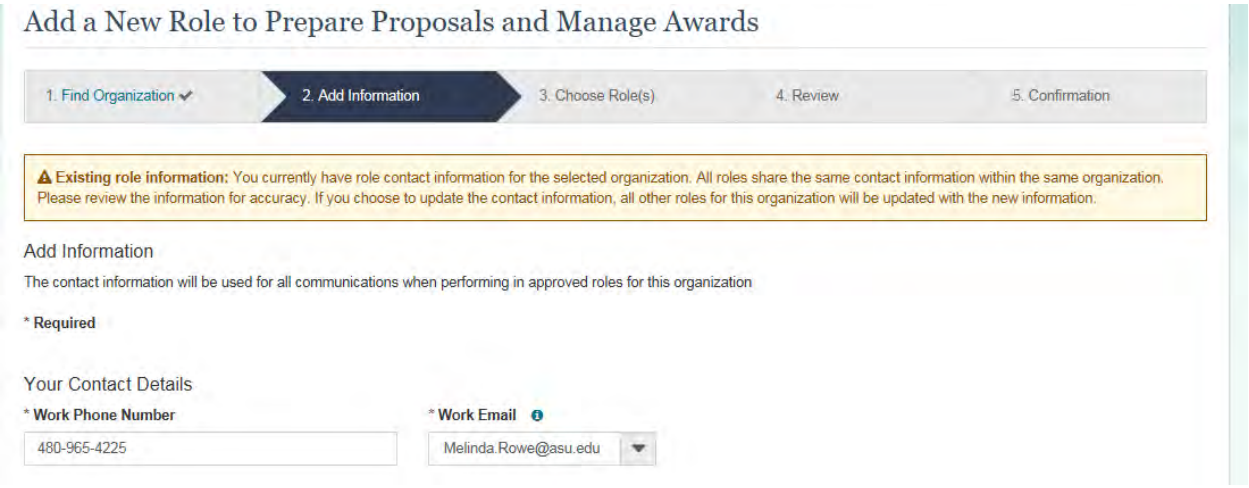
ii. On the next screen, enter the ASU Tempe DUNS (943360412), then click search



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".

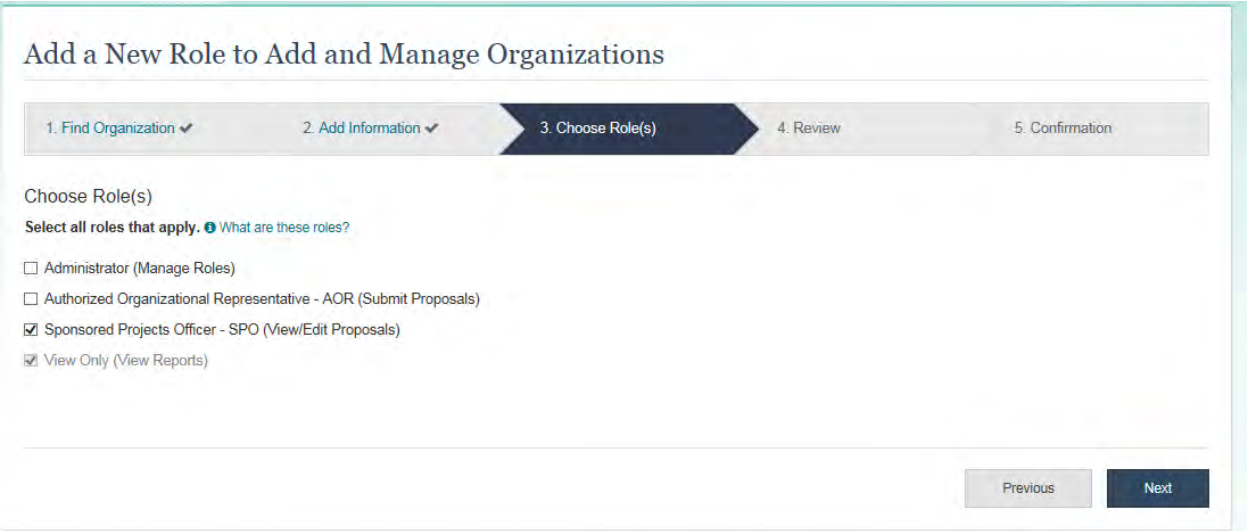


iv. On the next screen, you will need to enter/verify your information. Once you have done that, click "next".



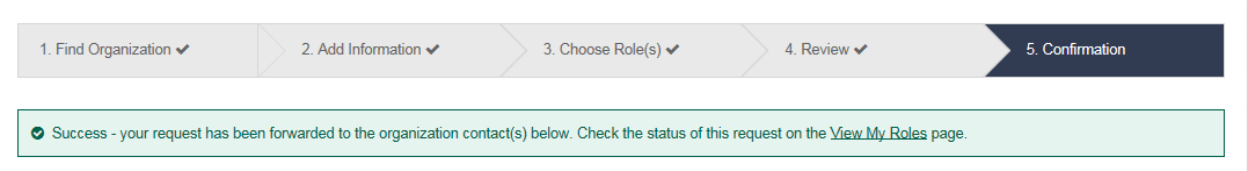
NSF FastLane/Research.gov (Continued)

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



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.



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.

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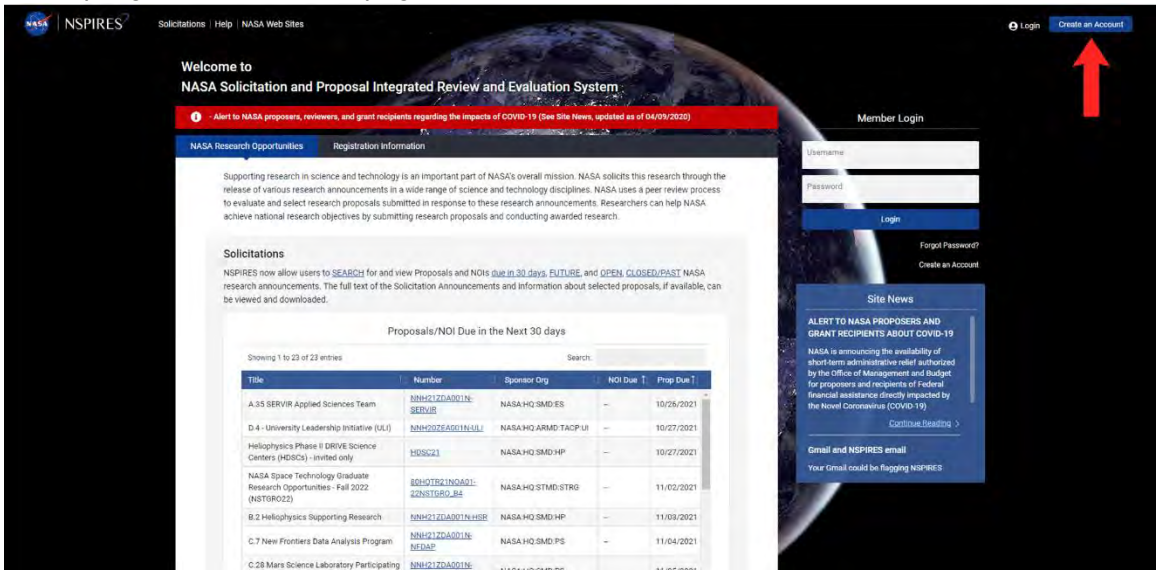
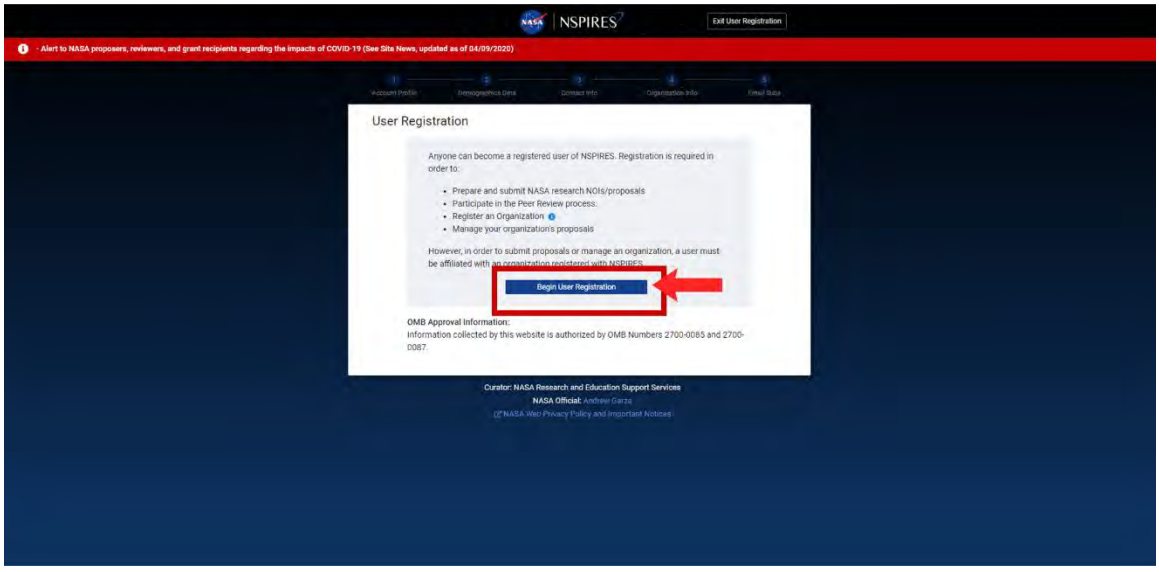
NASA (NSPIRES)

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"

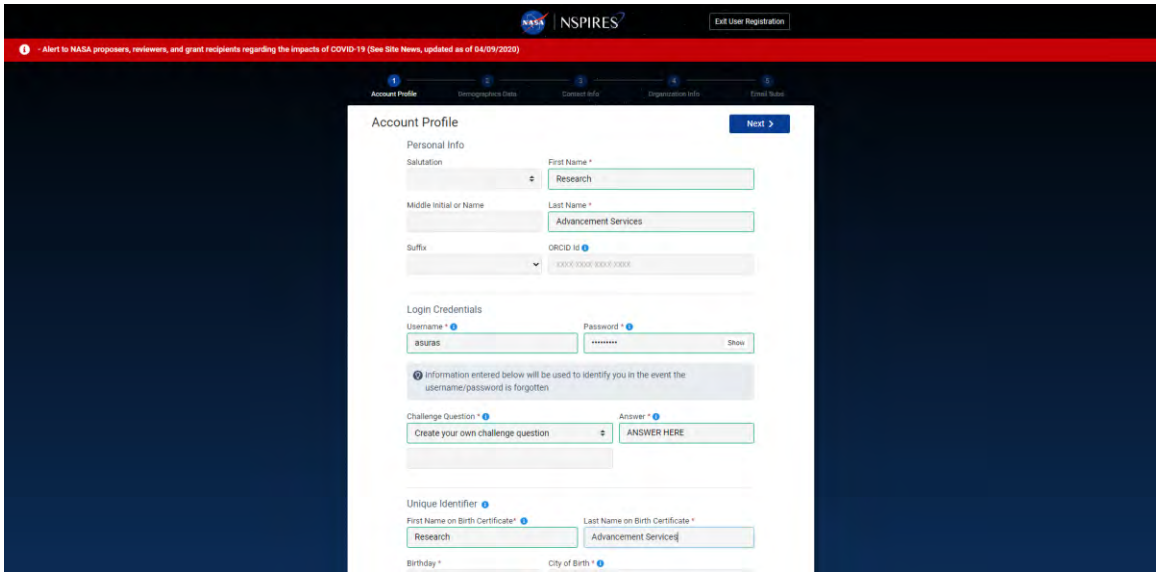


NASA NSPIRES (Continued)

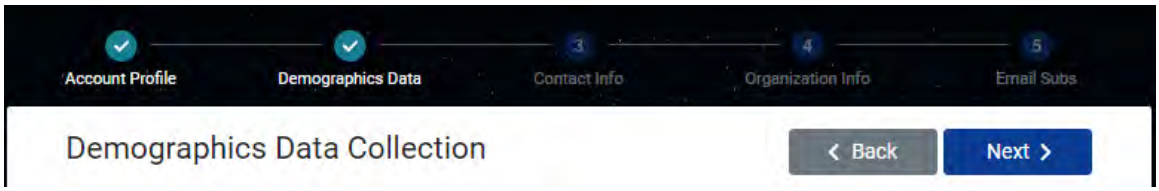
3. On the next three pages, enter the personal information requested. This is where you will also create your login information (i.e., username and password). Once you have entered the personal information, click "continue" to move to the next step.

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

(1)

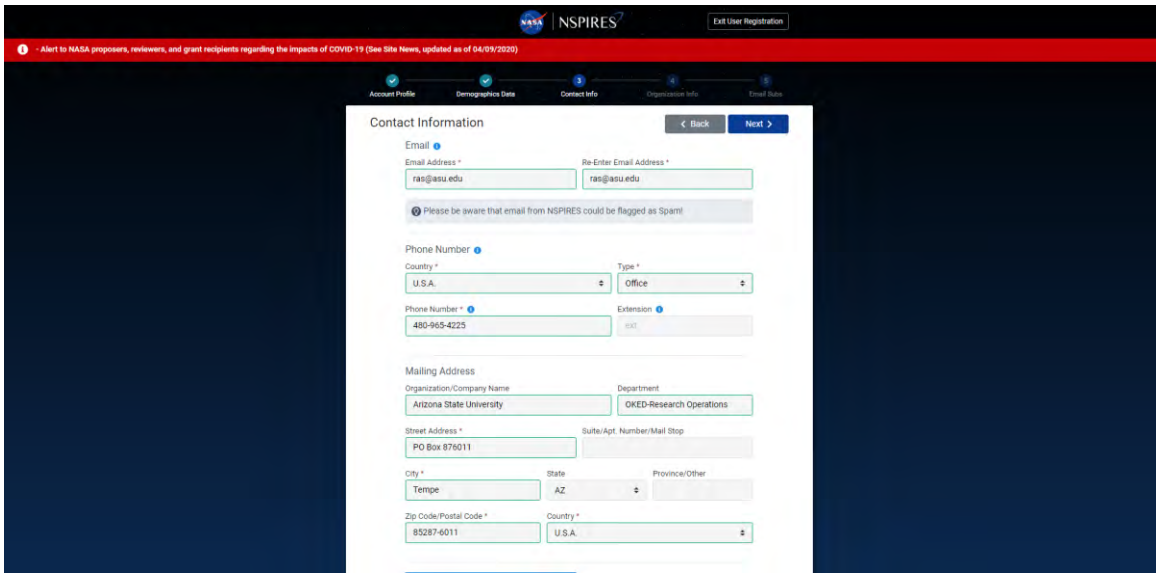


(2)

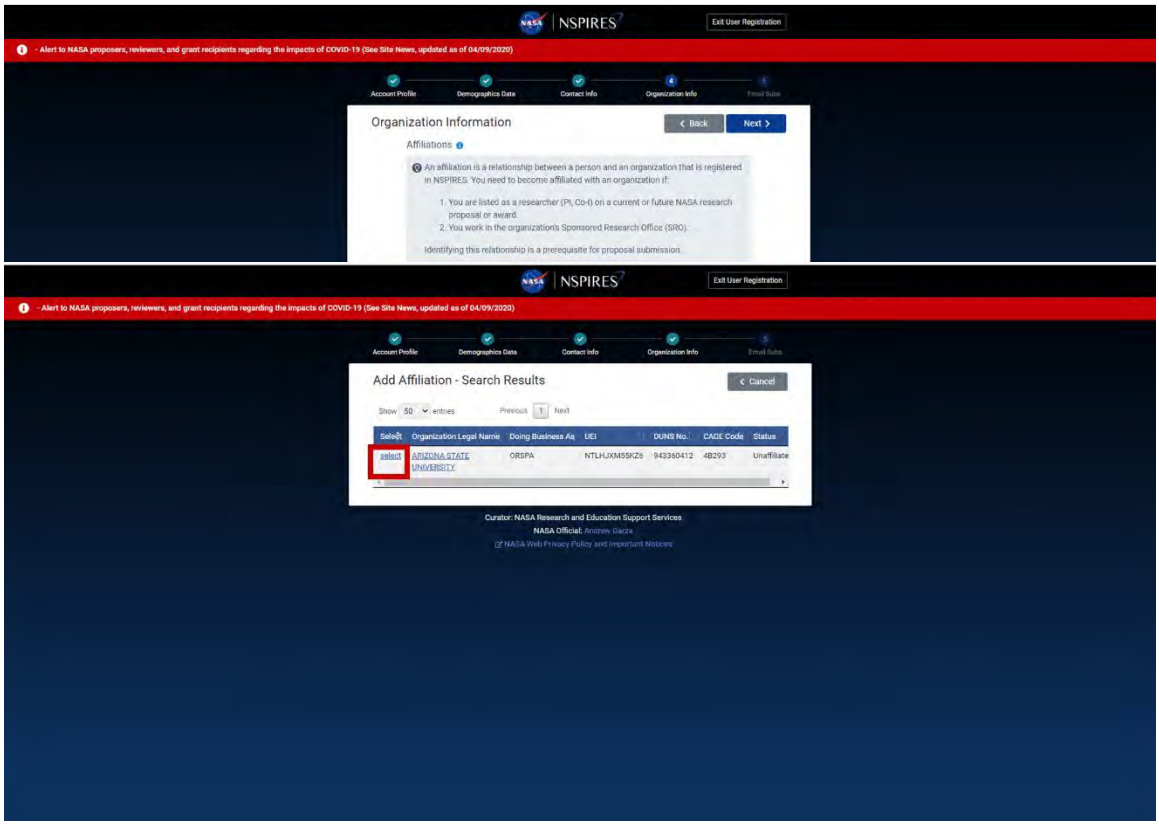


NASA NSPIRES (Continued)

(3)

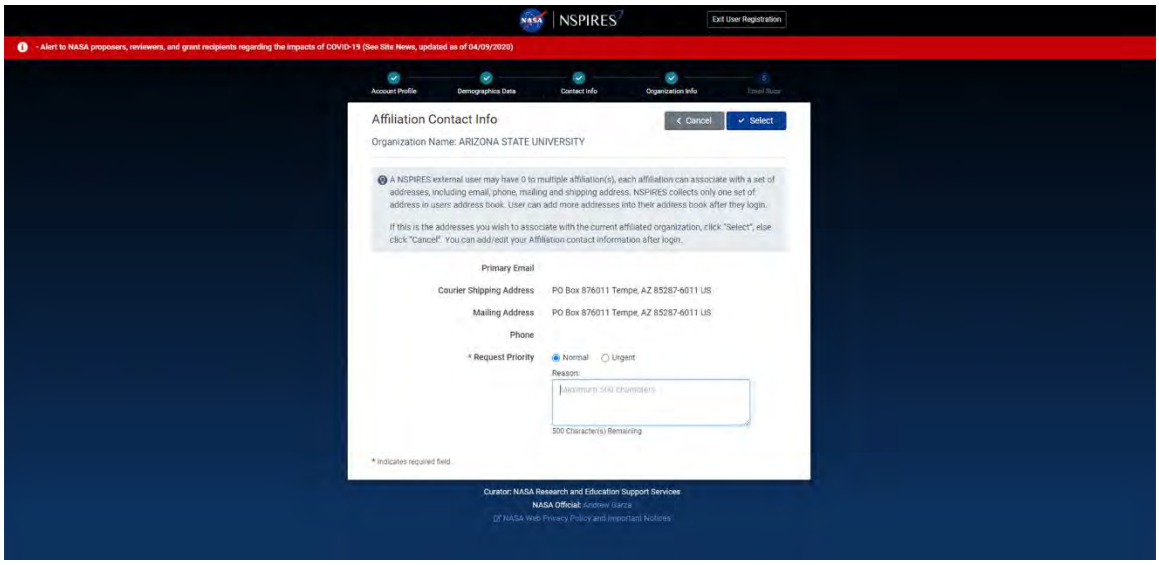


4. On the next screen you will be asked to add an affiliation. Click the "Add Affiliation" button.
5. On the next screen you will need to search for "Arizona State University" or ASU's DUNS number, 943360412. Once you find ASU through the search, select the organization.

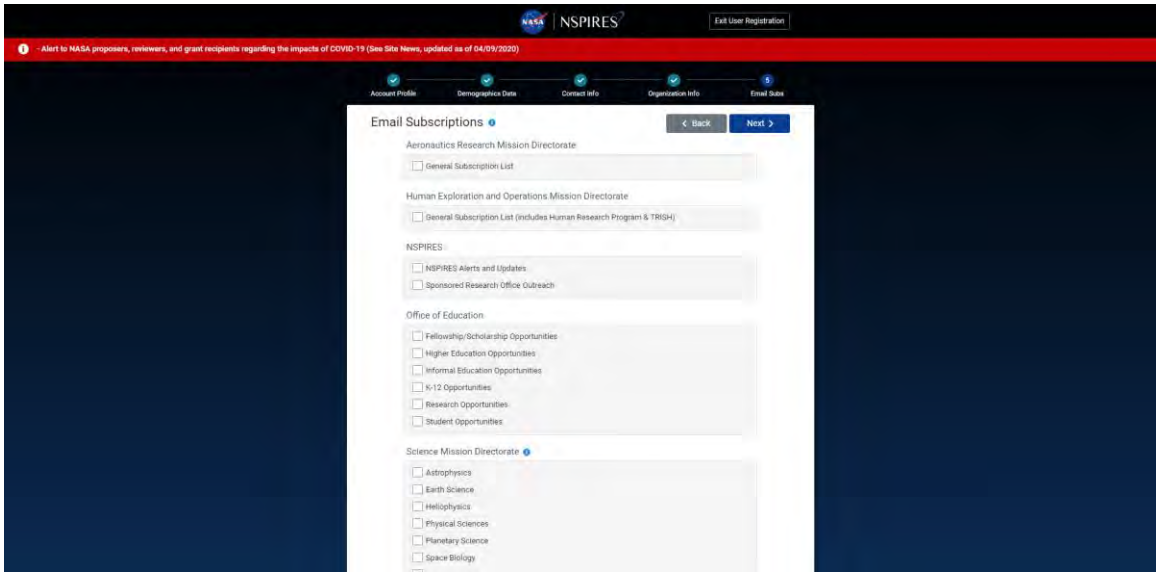


NASA NSPIRES (Continued)

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

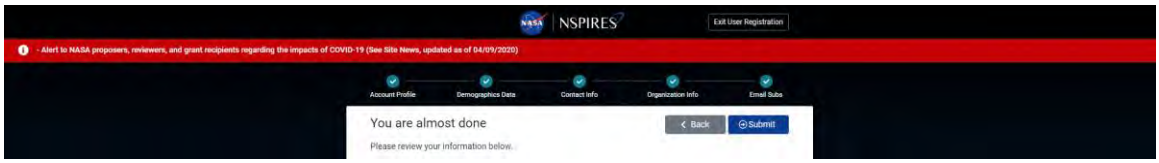


7. Check the boxes to indicate your email subscription preferences.



NASA NSPIRES (Continued)

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



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

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 C**ommons is often referred to as 'C**ommons**' or 'NIH Commons'** to avoid **confusion with ASU's internal grant**s 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.

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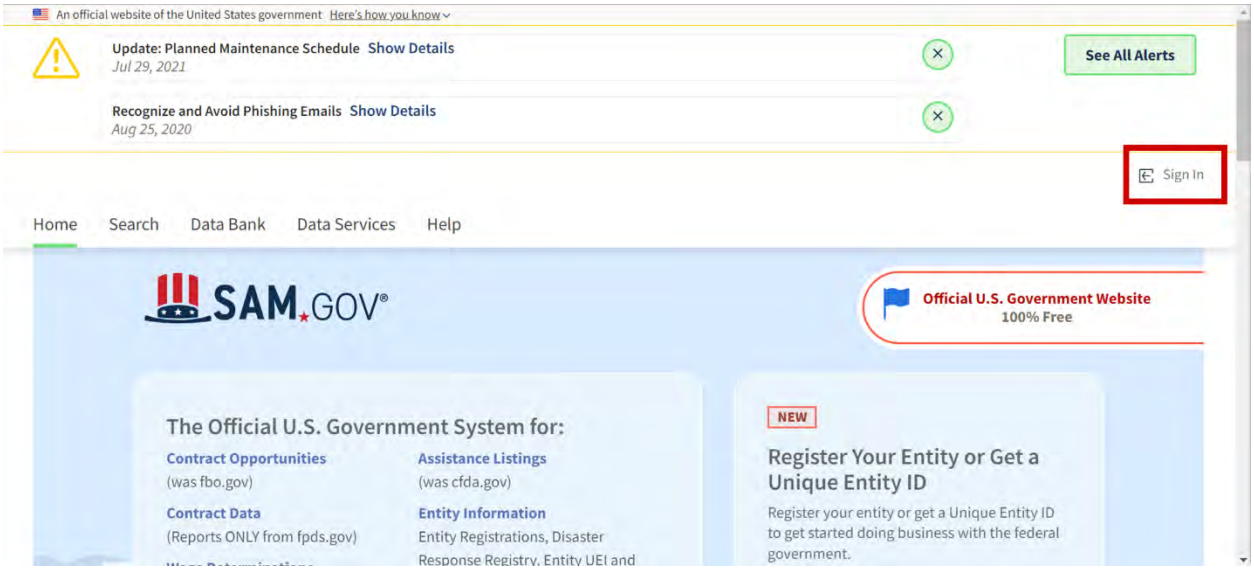
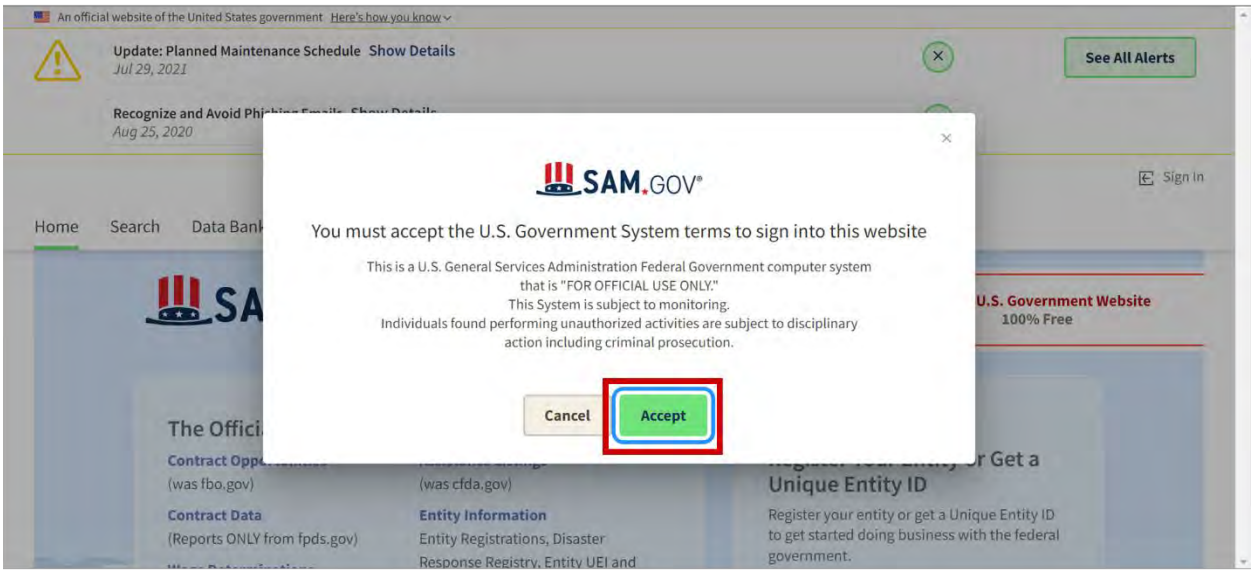
SAM.gov

Registration

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

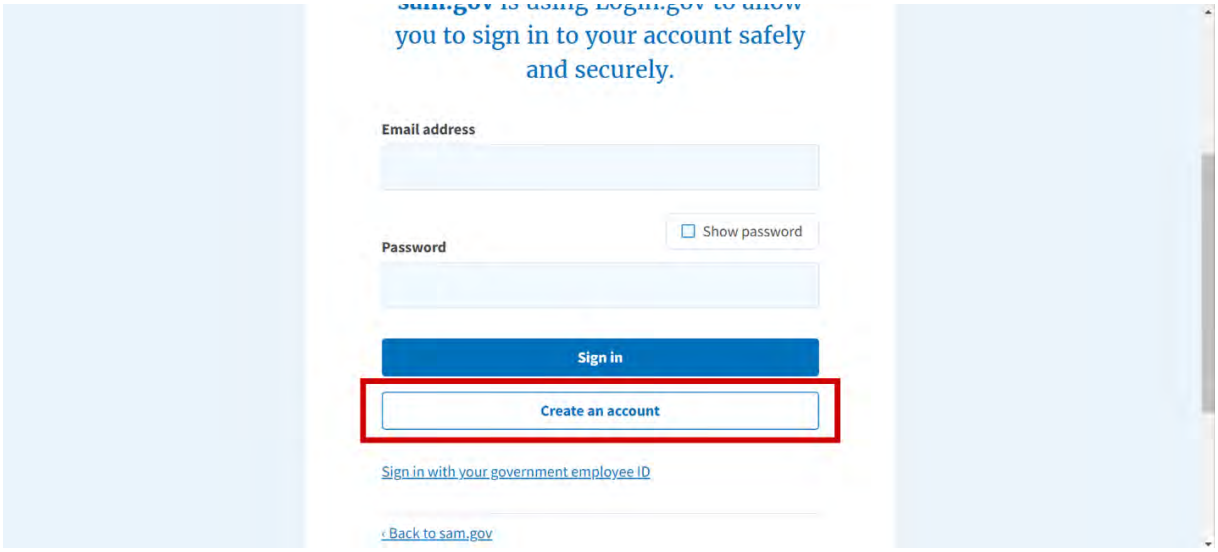


2. Upon clicking "Sign In," a pop-up will appear. Click "Accept" to move onto the next step.



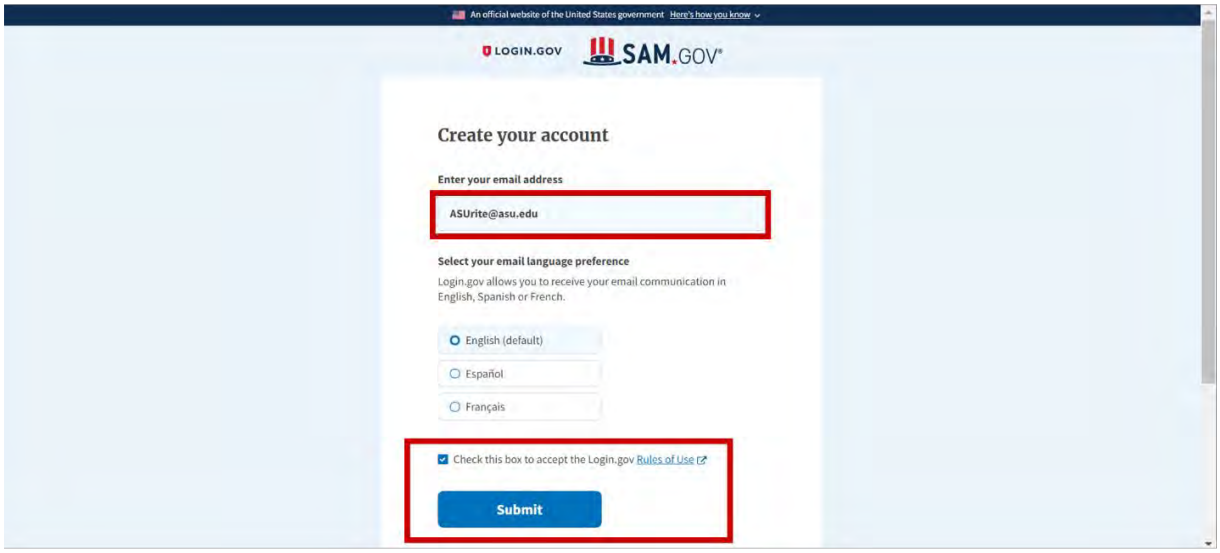
3. You will be redirected to a page that looks like the screenshot below.

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

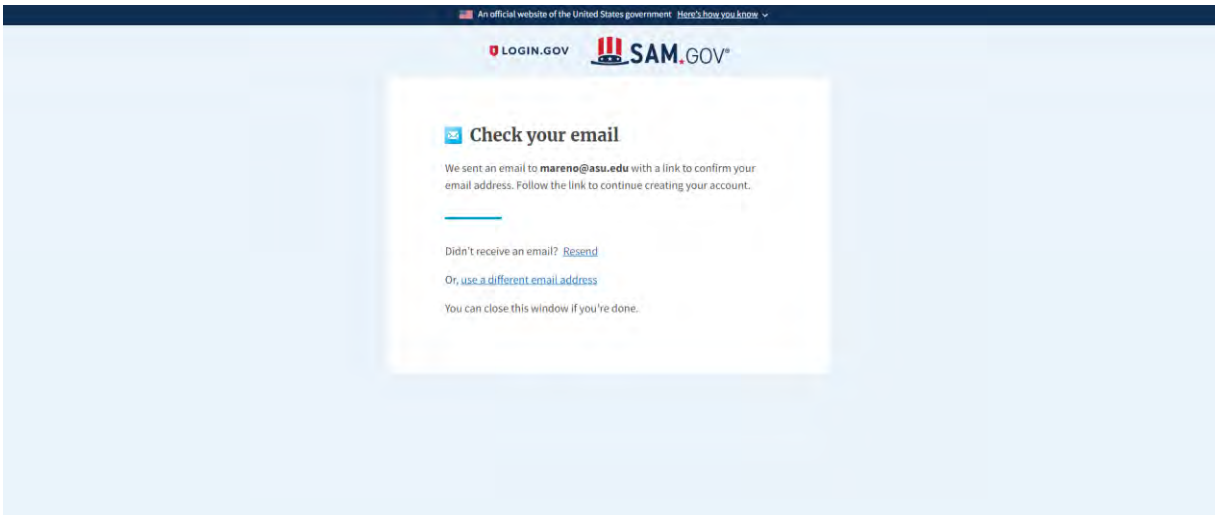


(SAM.gov Registration Continued)

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."

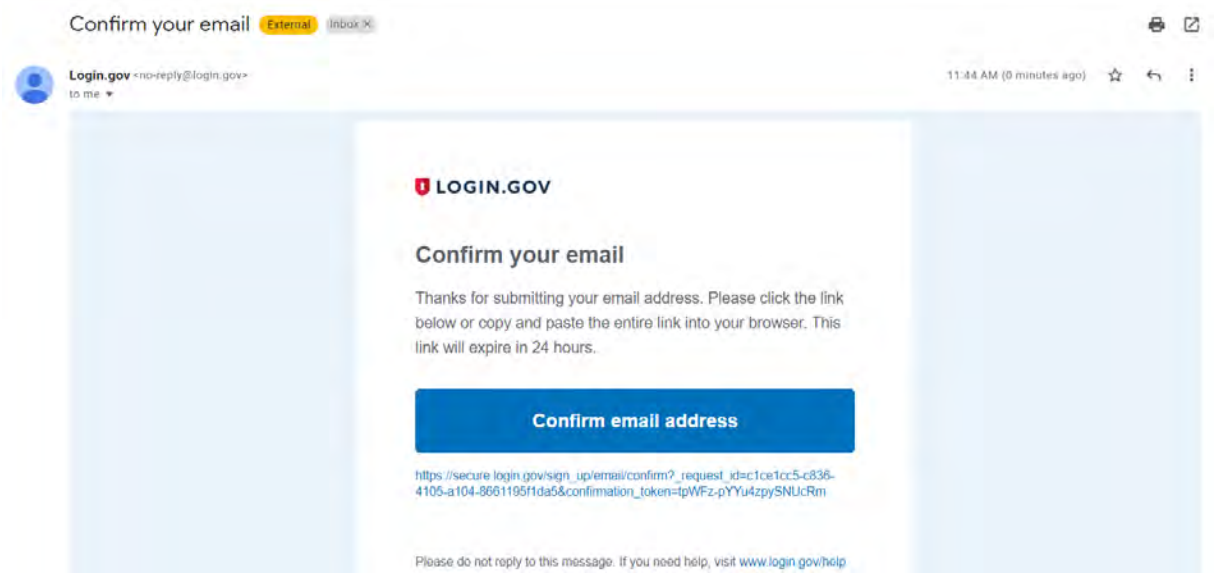


5. A confirmation email will be sent to the email address you provided.

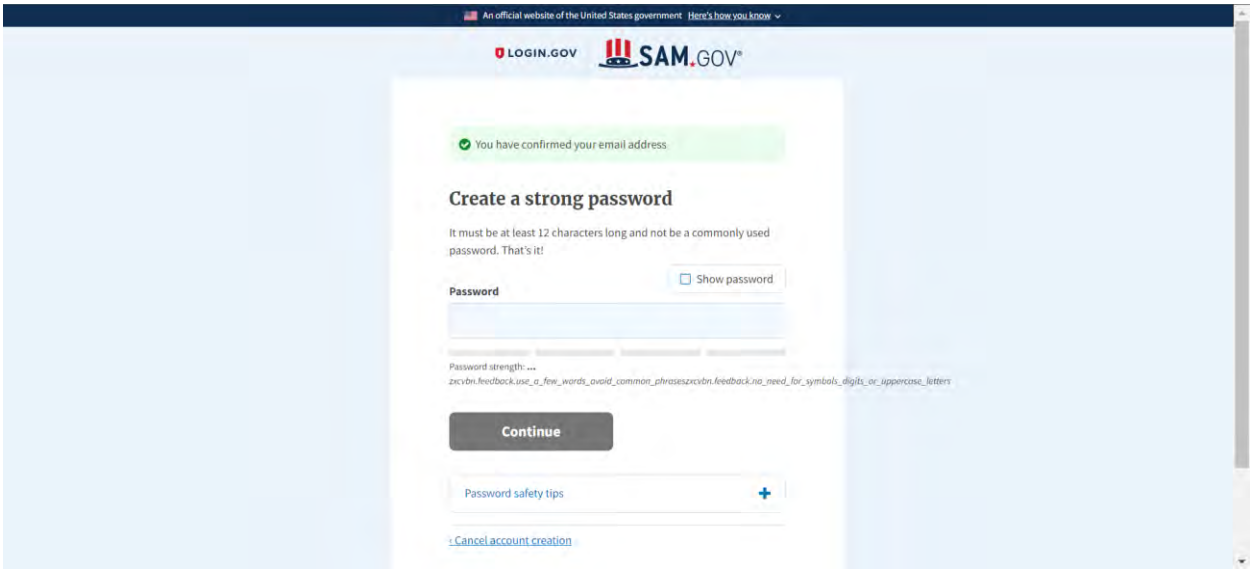


(SAM.gov Registration Continued)

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

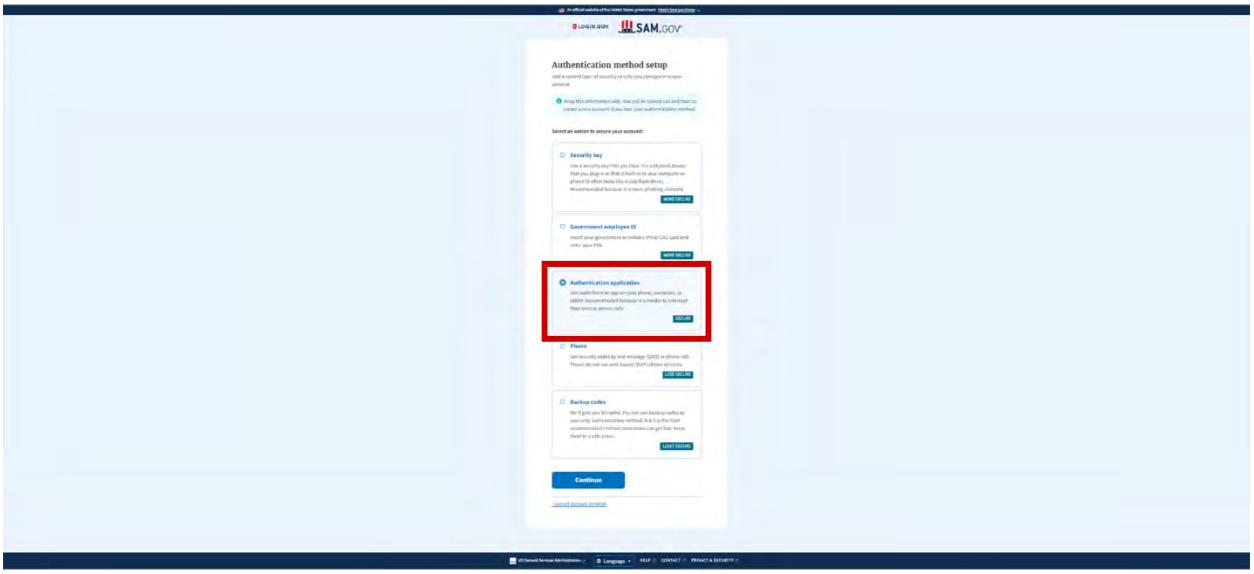


7. Create a password that meets the requirements set by SAM.gov.

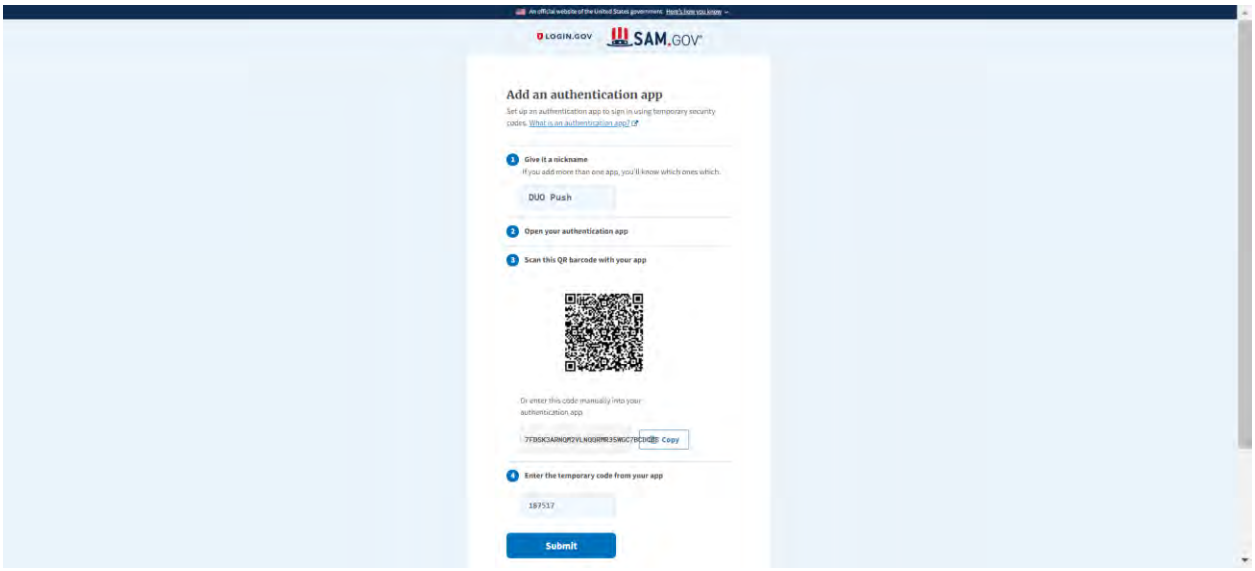


(SAM.gov Registration Continued)

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

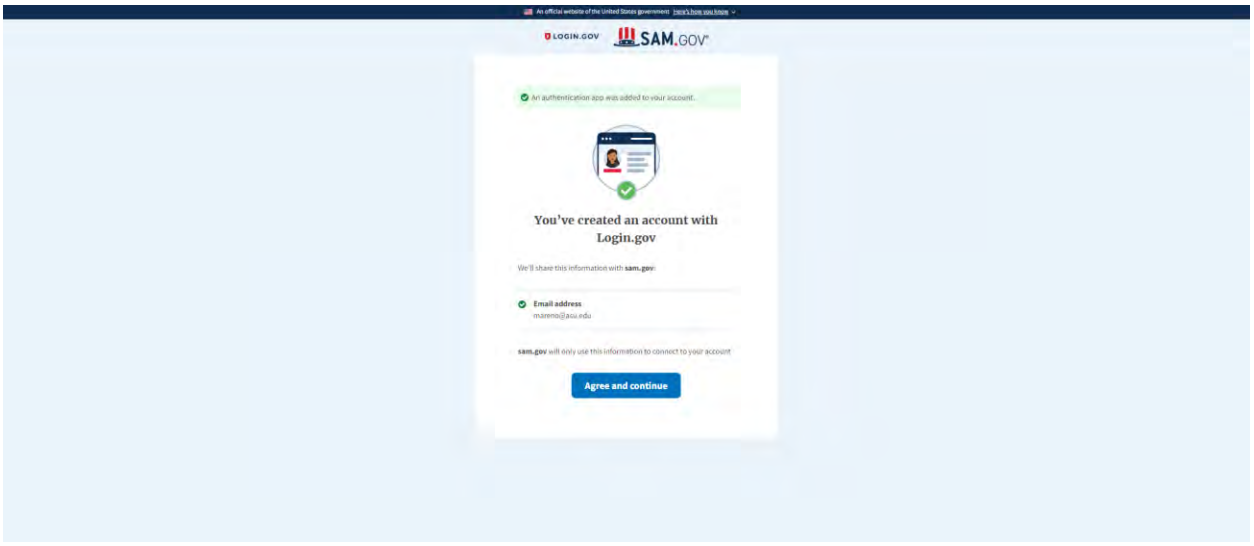


9. Connect your Sam.gov login information with the DUO Authenticator, which is used across Arizona State University. Do this by scanning the QR code on your screen, or by entering the string into the DUO Mobile App.



(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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