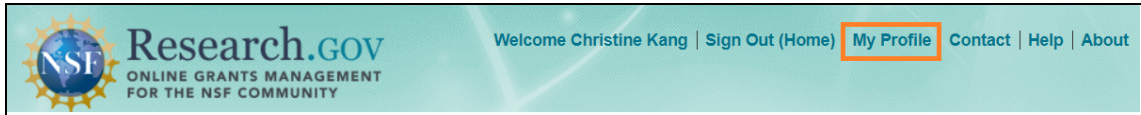


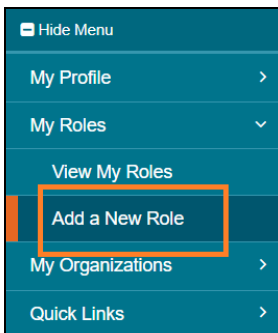
NSF - Adding a New Role/Affiliation

You must login to the system with NSF credentials to add a new role/affiliation. Once your role/affiliation, then you can login with any methods (NSF Credentials/Organization Credentials/Login.gov Credentials) to create/edit proposals, etc.

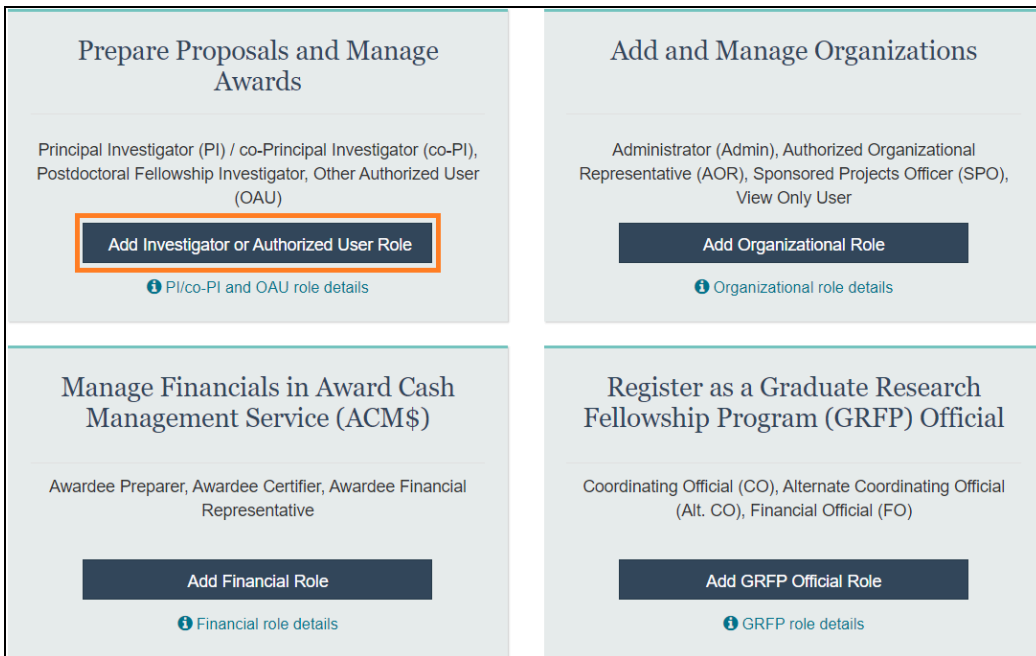
1. Log into your research.gov page.
2. Click on the My Profile menu on the top left side.



3. On the left menu, click on the Add a New Role menu.



4. Click on the Add Investigator Role] button.



5. Select a role and click [Submit] button.
 - a. Principal Investigator (PI) or co-Principal Investigator (co-PI)
 - b. Other Authorized User (OAU) : for research admin

6. There are 4 steps to complete the request to add a new role
 - a. Find organization
 - i. Enter the organization's UEI (**NPU8ULVAAS23**) > click [Search] button.

- ii. Verify the correct organization is displayed > click [Next] button.

Select	Organization Name	Unique Entity Identifier (UEI)	Organization Contact(s)	Registered with NSF
<input checked="" type="radio"/>	University of Maryland, College Park View SAM Legal Business Name	NPU8ULVAAS23	John Down See all (7)	Yes

- b. Add information
 - i. Complete the required fields (red asterisk) > click [Next] button.
- c. Choose Role(s)
 - i. Your roles will be pre-selected, confirm > click [Next] button.
- d. Review
 - i. Review your information for accuracy > click [Submit] button.

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.