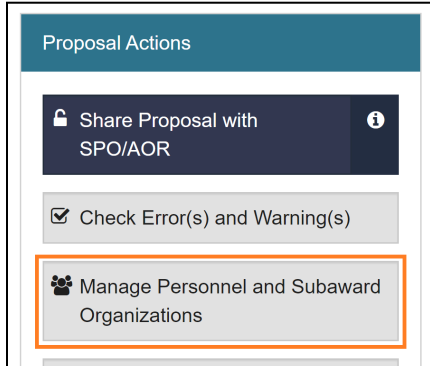


NSF - Adding the Other Authorized User on the proposal

When the PI wants a person who is not part of the proposal's senior persons on to the proposal, the PI must add the Other Authorized User (OAU) to the proposal.

1. Open the proposal application.
2. Click on the "Manage Personnel and Subaward Organizations" under the Proposal Actions.



3. Click the "Manage Personnel" under the Prime Organization.

Prime Organization				
Organization Name	Unique Entity Identifier (UEI)	Principal Investigator	Address	Actions
University of Maryland, College Park View SAM Legal Business Name	NPU8ULVAAS23	Christine Kang	3112 LEE BUILDING COLLEGE PARK, MD 20742-5100 US	Manage Personnel

4. Click the "Add Other Authorized User" next to the Other Authorized User(s).



5. Once the search window appears,

The image shows a search window titled 'Add co-Principal Investigator (co-PI)'. It has a search bar with 'Search for co-PI:' and two input fields: 'NSF ID' and 'Email'. The 'Email' field contains 's*****@umd.edu' and is highlighted with an orange box and the number '1.'. To the right of the 'Email' field is a 'Search' button, also highlighted with an orange box and the number '2.'. Below the search bar is a table with columns: 'Select', 'Personnel Name', 'NSF ID', 'Email', and 'Organization'. The first row has a radio button selected (highlighted with an orange box and the number '3.'), 'Sally Egloff', a redacted NSF ID, 's*****@umd.edu', and 'National Science Foundation'. At the bottom right, there is an 'Add Personnel' button (highlighted with an orange box and the number '4.') and a 'Cancel' button.

1. Enter the email address or NSF ID,
2. Click on the Search button,
3. Select the appropriate person,
4. Click on the Add Personnel to add the Person.

6. Confirm that the person you intended to add has been added under the Other Authorized Users.

Other Authorized User(s) - Data preparation only ⓘ		
Personnel Name	Organization	Actions
Sally Egloff	National Science Foundation	Remove from Proposal

- Other Senior Personnel are not allowed to see the proposal unless the PI adds each one under the OAU. NSF requires that the names on the OAU be different from the Other Senior Personnel, so add either the title (Dr./Mr/Ms) OR manually put the middle name on the Other Senior Personnel. Then add the same person to the OAU by using their NSF ID or email address.