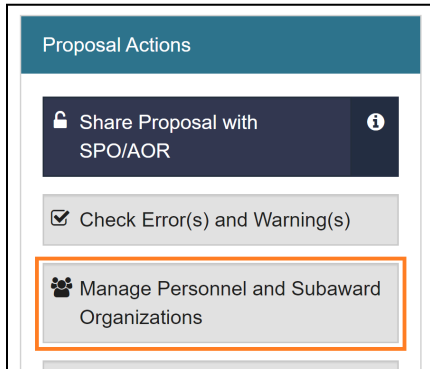


## NSF - Adding the Other Authorized User on the proposal

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 <a href="#">View SAM Legal Business Name</a>	NPU8ULVAAS23	Christine Kang	3112 LEE BUILDING COLLEGE PARK, MD 20742-5100 US	<a href="#">Manage Personnel</a>

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 for 'Search for co-PI:' with 'NSF ID' and 'OR' options. A text input field contains 's\*\*\*\*\*@umd.edu' (step 1). A 'Search' button is highlighted (step 2). Below is a table with one row selected (step 3):

Select	Personnel Name	NSF ID	Email	Organization
<input checked="" type="radio"/>	Sally Egloff	[REDACTED]	s*****@umd.edu	National Science Foundation

At the bottom, an 'Add Personnel' button is highlighted (step 4) next to 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 appropriate person has been added to the right person has been added to the Other Authorized Users.

Other Authorized User(s) - Data preparation only ⓘ			<a href="#">Add Other Authorized User</a>
Personnel Name	Organization	Actions	
Sally Egloff	National Science Foundation	<a href="#">Remove from Proposal</a>	

- 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.