

# NSPIRES Registration

## Who needs to be a registered member in NSPIRES?

Any individual needs to have an active membership if he/she wishes to perform the following actions:

- Create or submit an NOI
- Create or submit a proposal (to either NSPIRES or Grants.gov)
- Serve as a team member on either an NOI or a proposal (to either NSPIRES or Grants.gov)

You do not need to be a member to find and read proposal opportunities or to see information about past, funded proposals.

## How do I start my registration in NSPIRES?

1. Go to the NSPIRES Home page at <http://nspires.nasaprs.com/external/>
2. Click [Create an Account](#) > Click Begin User Registration
3. Fill out the requested information

Section 1: Account Profile

Section 2: demographics data

Section 3: Contact Info

Section 4, Organization information

Search for Organization **NPU8ULVAAS23** by Unique Entity Identifier (UEI)

**Organization Information** < Back Next >

**Affiliations** ⓘ

ⓘ An affiliation is a relationship between a person and an organization that is registered in NSPIRES. You need to become affiliated with an organization if:

1. You are listed as a researcher (PI, Co-I) on a current or future NASA research proposal or award.
2. You work in the organization's Sponsored Research Office (SRO).

Identifying this relationship is a prerequisite for proposal submission.

Search for Organization ⓘ By Organization Legal Name 🔽 🔍 Search

Section 5: Email Subscription

4. Once you click the Submit button, a confirmation page will be displayed stating that **an activation email** will be sent to you. Please check your spam folder if you do not promptly receive an email in your in box.

More information can be found : [NSPIRES Tutorials](#)

## If you already have the NSPIRES but need to be affiliated.

1. Login to the [NSPIRES](#)
2. Click on the "Account Mgmt" on the top menu



3. Click "Affiliations"
4. Click the "Add Affiliation" button on the right side



5. Search the organization by the UEI : **NPU8ULVAAS23** > click the "Search" button

### Add Affiliation: Search for Organization

To locate your organization, you may search by organization name, DUNS Number or CAGE code. Use the pull-down menu to select the search category.

Search:  By:

6. Make sure you select the organization to proceed

### Add Affiliation - Search Results

Select an organization from the list below and click "Select" to advance to the next step. Click "New Search" to search again

Select	Organization Legal Name	Doing Business As	UEI	DUNS No.	CAGE Code	Status
<input type="checkbox"/>	UNIVERSITY OF MARYLAND, COLLEGE PARK	OFFICE OF RESEARCH ADMINISTRATION	NPU8ULVAAS23	790934285	OUB92	Confirmed

Once the request comes through, the eRA team will review and approve. This process may take up to 1-2 business days.