



# **Applicant User Guide to Access the GRFP Module**

*January 2025, Version 2.0*



New Applicants must first register for an NSF account in Research.gov to access the GRFP Module to start a new fellowship application. Registration is a quick and easy one-time process.



## **If You Already Have an NSF Account:**

- If you already have an NSF account, please proceed with Step 3 in this guide to sign into Research.gov with your NSF account credentials.
- Do not create a new NSF account. Each individual user of NSF systems should not have more than one NSF account (NSF ID).

## **Step 1 : Navigate to the GRFP Sign In page.**

- Access the GRFP Sign In page for the GRFP Module at: <https://www.research.gov/grfp/Login.do>.

GRFP Sign In page

Research.gov | Help

### Graduate Research Fellowship Program (GRFP)

#### Graduate Research Fellowship Program

Welcome to the NSF Graduate Research Fellowship Program (GRFP).

**NSF GRFP Competition Results**  
► [Award Offers and Honorable Mentions List](#)

**Withdrawal Deadline**  
**November 15, 2021 (Monday):** Application Withdrawal

**Applicant and Reference Writer Assistance**  
For technical questions, please contact the NSF Help Desk at 1-800-381-1532. Questions about the Application and Reference Writer Process for the Graduate Research Fellowship Program should be directed to:  
GRF Operations Center  
Website: <https://grfpinfo.org>  
Phone: 866-NSF-GRFP (866-673-4737)  
E-mail: [info@nsfinfo.org](mailto:info@nsfinfo.org)  
Hours of Operation: 8:30 a.m. - 5:30 p.m. Eastern Time

**Current Fellows and GRFP Officials Assistance**  
If you have TECHNICAL problems accessing your fellowship information or Coordinating Official functions please click [here](#)

**Quick Links**

- Program Solicitation
- Administrative Guide for Fellows and CO's
- GRFP Application FAQs
- Application Guidelines
- Institution Directory
- Add New Role/Transfer PI

**Sign In for GRFP Applicants, Fellows and Officials**

[Sign in to Research.gov](#)

A Research.gov account is required to access GRFP. [Register](#)

**Applicants**  
Students can create and submit an application (during the open application period).

**Fellows**  
Students can declare plans, submit reports and view their status.

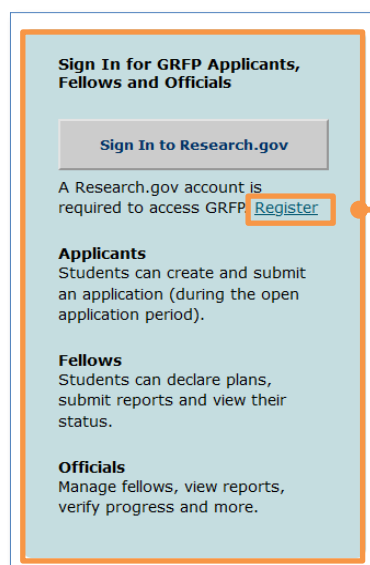
**Officials**  
Manage fellows, view reports, verify progress and more.

National Science Foundation  
2415 Eisenhower Avenue, Alexandria, Virginia 22314, USA  
Tel: 703-292-5111, FIRS: 800-877-8339 | TTY: 703-292-5090



### Step 2 : Register for an NSF account in Research.gov (one-time process).

- Click the **Register** link on the GRFP Sign In page to register for an NSF account in Research.gov. (A)
- You will be navigated to the Research.gov Account Registration page. (B)
  - Enter registration information for your new NSF account.
  - Select **Save & Preview**.
- Verify your NSF account registration information on the Preview Account Registration screen and check the box to confirm you are not a robot. If you need to change information, click the **Edit** button to return to the previous screen. (C)
- After clicking **Submit**, the system will generate a confirmation message. (D)
- You will receive two system-generated emails at your NSF account primary email address. One email will contain your new NSF ID for your NSF account. The second email will have your temporary password so you can sign into Research.gov. Follow instructions provided in the email to sign into Research.gov with your NSF account credentials and to change your temporary password. You are encouraged to sign into Research.gov with your NSF account primary email address. (E)



Register link on GRFP Sign In page

(A)



#### **NSF Account Primary Email Address Tips:**

- Your NSF account primary email address will be used for NSF account notifications including password resets and may be used to verify your NSF account.
- Please make sure you have ongoing access to this email account (e.g., Gmail address).
- It is critical that you have continued access to this email account if you change organizations.
- NSF account holders can update their NSF account primary email address without NSF IT Service Desk assistance after registration.



B

NSF Account Registration page

NSF account Primary Email field

Check the box to confirm you are at least 13 years of age

Save & Preview button is enabled after age confirmation box is checked

C

Preview Account Registration screen to verify NSF account information

Preview Account Registration

Review your information for accuracy.

Prefix:

First Name: Dado

Middle Name/Initial:

Last Name: DadoHHH

Suffix:

Alternate Name(s):

Primary Email: dadoHHH@gmail.com

Secondary Email:

ORCID ID:

Phone Number:

Extension:

☐ I'm not a robot

Submit button is enabled after the *I'm not a robot* box is checked

Submit

Edit

Click the Edit button to make changes to information



D

Confirmation message indicates successful NSF account creation

## Account Registration Confirmation

✔ Your account has been successfully created.

An activation email was sent to: [\\_adnan@hotmail.com](mailto:_adnan@hotmail.com)

Your NSF ID is: 000924219

Activation of the account is required to sign in. To activate your account, please go to your email to complete the registration process and obtain your temporary password.

[Return to Sign In](#)

E

System generated email is sent to the NSF account primary email address with temporary password to sign into Research.gov

A temporary password for your NSF account has been created.  
Use the following temporary password to sign in to your account through Research.gov.

Temporary Password: qCyQchwZ54

To set up your new password:

1. Sign in to Research.gov using the temporary password above.
2. Once you sign in, you will be prompted to change your password. Please review password complexity requirements before creating a new password.

Need Help?

You can find helpful Research.gov information by clicking the Research.gov Help

[https://web.acft.research.gov/common/robohelp/public/WebHelp/Research.htm#Welcome\\_to\\_the\\_Research\\_gov\\_Help\\_System.htm](https://web.acft.research.gov/common/robohelp/public/WebHelp/Research.htm#Welcome_to_the_Research_gov_Help_System.htm) section. We encourage you to review this information to learn how to efficiently use the site.

For additional assistance, please contact the NSF Help Desk at 1-800-381-1532 or [Rgov@nsf.gov](mailto:Rgov@nsf.gov) <mailto:Rgov@nsf.gov>.

Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.



## Tips About the Two System-generated Emails You Will Receive:

Check your NSF primary email account to view the following two email messages:

- One email contains your new NSF ID for your NSF account.
- The second email will have your temporary password so you can sign into Research.gov. Follow instructions provided in the email to sign into Research.gov and to change your temporary password. You are encouraged to sign into Research.gov with your NSF account primary email address.



## Step 3 : Sign into Research.gov and complete one-time process to set up multifactor authentication.

- Access [Research.gov](https://www.research.gov).
- Click **Sign In** located at the top right of the screen to enter NSF account credentials.
- Enter NSF account credentials. (**Note:** See the Appendix for information about signing into Research.gov with organization credentials or Login.gov credentials after establishing an NSF account.)
  - Type your NSF account primary email address or NSF ID in the **Primary Email Address or NSF ID** field. You are encouraged to sign in with your NSF account primary email address.
  - Type your NSF account password in the **Password** field.



## Research.gov Multifactor Authentication Setup

- All Research.gov users must use multifactor authentication (MFA) to sign into Research.gov as of October 27, 2024.
- A **one-time** MFA enrollment step is required when you sign into Research.gov the first time with your NSF account credentials if you have not yet enrolled in Research.gov MFA.
- After Research.gov MFA enrollment, you must use your selected MFA method each time you sign into Research.gov with your NSF credentials.
- View the [MFA Options Overview](#). Since you are a GRFP Applicant, you can use a standard MFA method (Google Authenticator or Okta Verify) to sign into Research.gov unless you have another administrative or financial role in Research.gov which requires you to set up a phishing-resistant MFA.
- Use the **Google Authenticator** [how-to guide](#) and [video tutorial](#) (2:25 minutes) to enroll in MFA using Google Authenticator OR use the **Okta Verify** [how-to guide](#) and [video tutorial](#) (3:44 minutes) to enroll in MFA using Okta Verify.
- See the [Signing Into Research.gov page](#) for additional MFA guidance and [Frequently Asked Questions](#).
- There is no cost to enroll in Research.gov MFA. Be sure to install the **free** apps if using the Google Authenticator or Okta Verify MFA methods.
- Please do not attempt to enroll in MFA with a generic QR scanning app as these apps may divert users to webpages with payment walls not associated with NSF.
- Do not delete the Google Authenticator and Okta Verify apps after MFA setup since they will be needed to sign into Research.gov each time.
- For MFA questions or assistance, please contact the NSF IT Service Desk at 1-800-381-1532 (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays) or [rgov@nsf.gov](mailto:rgov@nsf.gov).

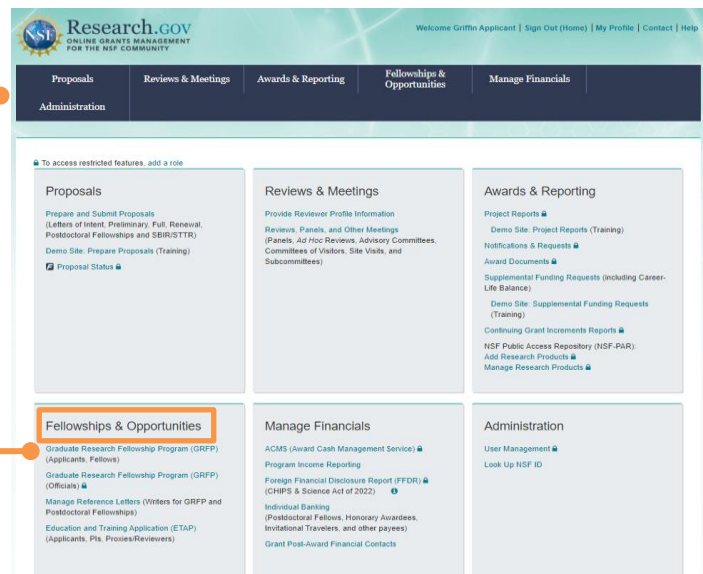


## Step 4 : Navigate to the GRFP Module from the Research.gov homepage.

- After you successfully sign into Research.gov with your selected MFA method, you will be on the Research.gov homepage.
- Select the **Graduate Research Fellowship Program (Applicants, Fellows)** link from the Fellowships & Opportunities tile to go to the GRFP page.

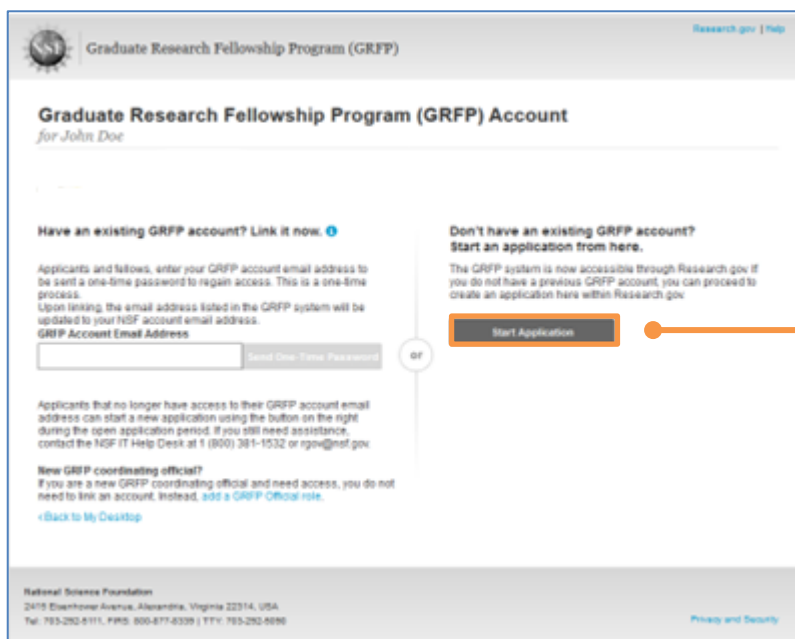
Research.gov Homepage

Graduate Research Fellowship Program (Applicants, Fellows) link



## Step 5 : Start your GRFP application.

- Select **Start Application** to review guidelines and start your new GRFP application via Research.gov.



Start Application button





## Step 6: Review fellowship application guidelines and then click Continue.

- After you click the **Continue** button, you will be navigated to the GRFP Applicants homepage where you can complete, review, and check the status of your fellowship application.

Graduate Research Fellowship Program (GRFP)

Prepare a New Graduate Research Fellowship Program (GRFP) Application

**BEFORE YOU START:**  
Check the brief guidelines below. See [Solicitation](#) for official requirements. Applications not meeting official requirements in the GRFP Solicitation will **NOT BE REVIEWED**.

**ELIGIBILITY:**  
**Applicant: All rules apply.**

U.S. citizen, permanent resident, or national	U.S. citizen, permanent resident, or national
Proposed Grad Institution	Full-time enrollment beginning Fall 2022 at accredited US academic institution in the US, its territories, possessions, and Puerto Rico. <b>NO FOREIGN INSTITUTIONS.</b>
Approved Field of Study	Check Approved Fields of Study (on <a href="#">Solicitation Appendix</a> ). Ineligible fields of study include disease-oriented, biomedical, health, counseling, and others.
Approved Degree Program	Research-based M.S. or Ph.D. degrees, No professional or post-professional degrees (e.g., MEd, MPA, MBA, JD, DVM, MSW, MEdEd, EdS, etc.).

**Academic Level: Only one level can apply**

Level 1: Undergrad/Bachelor's student	Current Senior, or completed Bachelor's degree; never enrolled in graduate degree program, ready to enroll full-time by Fall 2022.
Level 2: 1st year grad student	Current first year graduate student in eligible Field of Study at US academic institution. Currently enrolled in joint Bachelor's-Master's degree (must have completed three academic years in program).
Level 3: 2nd year grad student	No more than one academic year of graduate study in eligible Field of Study at US academic institution. Joint Bachelor's-Master's degree holders who progressed to a doctoral program the semester following award of joint degree (summer break acceptable), who have not applied previously as graduate students, may apply as first-year doctoral students only.
Level 4: Returning grad student	<b>NOT</b> enrolled in graduate school. Two-years or more post-Master's degree. No terminal (doctoral) degree holders.

**APPLICATION PREPARATION:**  
**Format compliance: All rules apply.**

Size	8.5" x 11"
Font	Times New Roman for all text, Cambria Math font for equations, and Symbol font for non-alphabetic characters (it is recommended that equations and symbols be inserted as an image, no smaller than 11 pt, except text that is part of an image).
Line	Double
Spacing	No less than single spacing (approximately 6 lines per inch).
Margins	1" margins on all sides, no text inside 1" margins (no header/footer, or page number).
Templates	See <a href="#">Graduate Research Plan template</a> .

**BEFORE YOU SUBMIT Application: All steps apply.**

Personal Profile	Fill in all required fields.
Personal Statement	3 pages (PDF, see <a href="#">Personal Statement template</a> ).
Graduate Research Plan	2 pages, including references (PDF, see <a href="#">Graduate Research Plan template</a> ).
Transcripts	From all degree institutions (last schedule from current institution). <b>Must include at least one transcript. Transcripts must not be encrypted.</b>
Reference letters	Three or more reference writer names (two letters are required). <b>NO extensions or exceptions. NO materials accepted by email.</b>
Deadlines	Check for confirmation email. Check View Application Package Status to confirm receipt at NSF before 5:00 p.m. Local Time of applicant's mailing address. You're done!

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED. INCOMPLETE APPLICATIONS WILL **NOT BE REVIEWED**.

[Continue](#) [Cancel](#)

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[Privacy and Security](#)

Click Continue after reviewing guidelines

**Success!** You are navigated to the Applicants homepage.

Applicants homepage

Research.gov | Help | Change Password | Sign Out

NSF Graduate Research Fellowship Program (GRFP)

Manage My Application

**Welcome Applicants**

**Please read the Program Solicitation prior to completing an Application Package. If you need additional application help, see [Frequently Asked Questions](#).** Use the navigation links and buttons **within the application** to navigate through the application package. Using the navigation buttons on your Internet browser toolbar can result in the loss of data that was entered.

GRFP applications that are not **received** by the NSF prior to 5:00 p.m. local time of the **applicant's mailing address** will not be reviewed. Applicants are advised to allow adequate time to **both** submit and confirm NSF's receipt of their application prior to the deadline. A confirmation email will be sent by NSF after the application has been received. View the **Application Package Status** page to confirm the date at which the application was received by NSF.

**Application Package Task List**

- [View/Print Application](#)  
Download/save a copy of your application now. It will not be available after July 15.

**Application Package Optional Task List**

- [Check Application Completeness](#)
- [Check Application Package Status](#)

**Applicant Data**

**Applicant ID:** 1000336925  
**Name:** Mindy Marie Steen  
**Address:**  
**City, Country, Postal Code:** , ,  
**Phone:**  
**E-mail:** mindysteen@gmail.com  
[Update My Profile](#)  
[Reset Secret Questions](#)

**Application Year:** 2022  
**Application Status:** Unsubmitted  
**Final Status:**

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[Privacy and Security](#)





## Accessing the GRFP Module Going Forward

- You have completed your one-time registration in Research.gov.
- From now on, you will sign into Research.gov with your NSF account credentials and your selected MFA method to access the GRFP Module.
- You have two options to sign into Research.gov to access the GRFP Module:
  - **Research.gov Sign in Option #1:**
    - Open the [GRFP Sign In page](#).
    - Click the **Sign In to Research.gov** button.
    - Enter your NSF account credentials and use your selected MFA.
  - **Research.gov Sign in Option #2:**
    - Open [Research.gov](#).
    - Click Sign In located at the top right of the screen to enter your NSF account credentials and use your selected MFA.
    - From the Research.gov homepage after signing in, select the **Graduate Research Fellowship Program (Applicants, Fellows)** link in the Fellowships & Opportunities tile.

### Questions?

- For IT system-related questions, please contact the NSF IT Service Desk at 1-800-381-1532 (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays) or [rgov@nsf.gov](mailto:rgov@nsf.gov).
- Questions about the GRFP application process should be directed to the GRF Operations Center (website: <https://nsfgrfp.org>) at 1-866-NSF-GRFP (1-866-673-4737) or by email to [info@nsfgrfp.org](mailto:info@nsfgrfp.org).



**Appendix:  
Signing into Research.gov  
with Organization  
Credentials or Login.gov  
Credentials**



## Using Organization Credentials to Sign into Research.gov

After following the steps in this guide to register for an NSF account in Research.gov, you can sign into Research.gov with your organization-issued credentials **if your organization is an InCommon Federation participant and integrated with NSF**. Please check the Organization drop-down on the [Research.gov Sign In page](#) to view the list of InCommon Organizations that currently integrate with NSF.

- Users from InCommon Federation organizations that are integrated with NSF can continue to use their organization-issued credentials to sign into Research.gov after the October 27, 2024, Research.gov MFA effective date.
- If you sign into Research.gov with organization-issued credentials, your MFA enrollment is through your InCommon participating organization. See the [MFA Options Overview](#), [Frequently Asked Questions](#), and the [About Signing Into Research.gov](#) page for details.
- You must register for an NSF account first if you plan to sign into Research.gov with your organization-issued credentials. When signing into Research.gov with organization credentials the first time, ensure your organization email address and your NSF account primary email address are the same so the two accounts can be automatically linked. If Research.gov does not detect a primary email address match for both accounts, the two accounts will not complete the auto-link process.
- Please see the [About the InCommon Integration at Research.gov](#) page to learn more.
- If you have questions, please contact the NSF IT Service Desk at 1-800-381-1532 (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays) or [rgov@nsf.gov](mailto:rgov@nsf.gov).

Sign in with your Organization credentials

Research.gov

ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY

Sign In | Register | Home | Contact | Help

NSF User Sign In

Choose a secure method to sign in to your NSF account in Research.gov

NSF Credentials

- Uses NSF ID or Primary Email address
- Step-by-step verification using your phone, app, security key or biometrics
- Learn more [About Research.gov Sign In](#)

Sign In Using NSF Credentials

or

Organization Credentials

- Directs you to sign in to your organization
- Redirects you back to Research.gov

Select an Option

Sign In Using Organization Credentials

or

Login.gov Credentials

- Directs you to sign in using login.gov
- Redirects you back to Research.gov

LOGIN.GOV

Sign In Using login.gov Credentials

New to NSF? [Register](#)

Don't see your organization? [Learn more](#) / [Register for InCommon](#)

[Sign In for NSF Staff](#)

Training resources including Frequently Asked Questions (FAQs) are available [here](#). For IT system related questions, sign in assistance, or account inquiries, please contact the NSF IT Service Desk at 1 800 381 1532 or [rgov@nsf.gov](mailto:rgov@nsf.gov).

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## Using Login.gov Credentials to Sign into Research.gov

- After following the steps in this guide to register for an NSF account in Research.gov, you can sign into Research.gov with your Login.gov credentials. Users can continue using Login.gov to sign into Research.gov after the October 27, 2024, Research.gov MFA effective date if a phishing-resistant MFA is used. MFA enrollment or MFA changes are through Login.gov. See the [MFA Options Overview](#), [Frequently Asked Questions](#), and the [About Signing Into Research.gov](#) page for details.
- [Login.gov](#) is a Federal shared service platform that provides MFA for users to sign into participating government agency systems.
- Accessing Research.gov through Login.gov enables Applicants to have a single username and password for participating Federal systems.
- After Login.gov credentials (username and password) are entered, the Login.gov system will require the Applicant to provide a second authentication factor. The phishing-resistant MFA options in Login.gov are face or touch unlock and security keys. For more information, please see the [Login.gov Help Center Authentication Options](#) page and MFA [Frequently Asked Questions](#).
- You must register for an NSF account first if you plan to sign into Research.gov with Login.gov credentials. When signing into Research.gov with Login.gov credentials the first time, your Login.gov account and NSF account will automatically be linked if the same primary email address is used for both accounts. If Research.gov does not detect a primary email address match for both accounts, the two accounts will not complete the auto-link process.
- If you have questions, please contact the NSF IT Service Desk at 1-800-381-1532 (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays) or [rgov@nsf.gov](mailto:rgov@nsf.gov).

Research.gov  
ONLINE GRANTS MANAGEMENT  
FOR THE NSF COMMUNITY

Sign In | Register | Home | Contact | Help

### NSF User Sign In

Choose a secure method to sign in to your NSF account in Research.gov

#### NSF Credentials

- Uses NSF ID or Primary Email address
- Step-by-step verification using your phone, app, security key or biometrics
- Learn more [About Research.gov Sign In](#)

[Sign In Using NSF Credentials](#)

New to NSF? [Register](#)

[Sign In for NSF Staff](#)

or

#### Organization Credentials

- Directs you to sign in to your organization
- Redirects you back to Research.gov

Select an Option

[Sign In Using Organization Credentials](#)

Don't see your organization? [Learn more / Register for InCommon](#)

or

#### Login.gov Credentials

- Directs you to sign in using login.gov
- Redirects you back to Research.gov

[Sign In Using login.gov Credentials](#)

Sign in with Login.gov credentials