GRFP Official User Guide to Access the GRFP Module

January 2025, Version 2.0

Account Management

Steps for New GRFP Officials to Access the GRFP Module

New Graduate Research Fellowship Program (GRFP) Officials must first register for an NSF account in Research.gov and add an organization-approved GRFP Official user role to access the GRFP Module. Access to the GRFP Module will be granted once the GRFP Official role request is approved by the organization's Administrator.

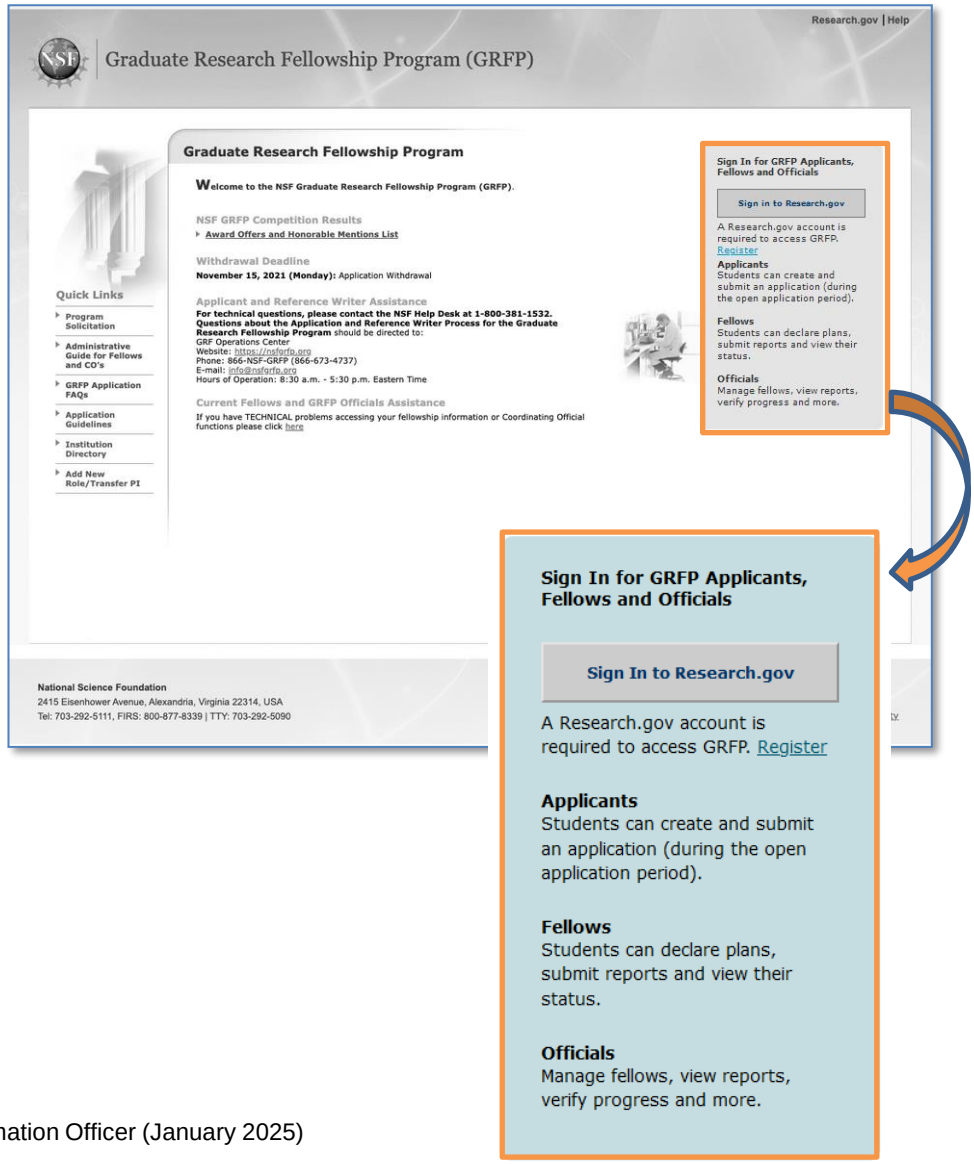
If You Already Have an NSF Account:

- *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 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.

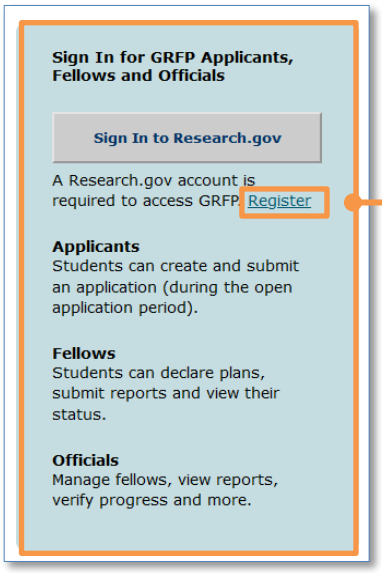
GRFP Sign In page



Steps for New GRFP Officials to Access the GRFP Module

Step 2: Register for an NSF account (one-time process).

- Click the **Register** link on the GRFP Sign In page to register for an NSF account. (A)
- You will be navigated to the Research.gov Account Registration page. (B)
  - Enter registration information.
  - Select **Save & Preview**.
- Verify your 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. 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. (E)



(A)

Register link on GRFP Sign In page

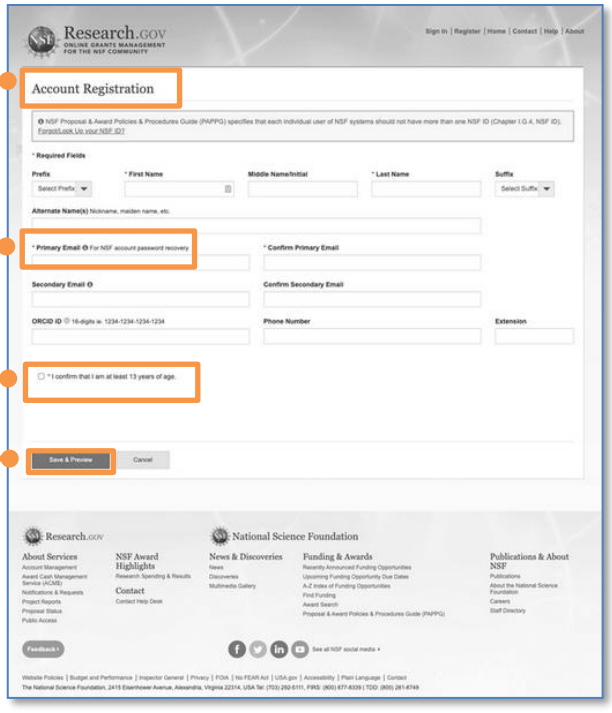
(B)

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



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NSF Account Primary Email Tips:

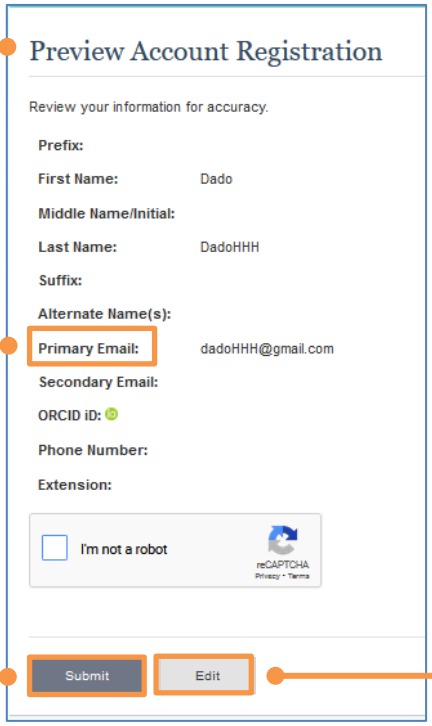
- *Your primary email address will be used for NSF account notifications including password resets and may be used to verify your NSF account.*
- *Please make sure you have ongoing access to this email account (e.g., Gmail address).*
- *It is critical that you have continued access to this email account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

C **Preview Account Registration screen to verify information**

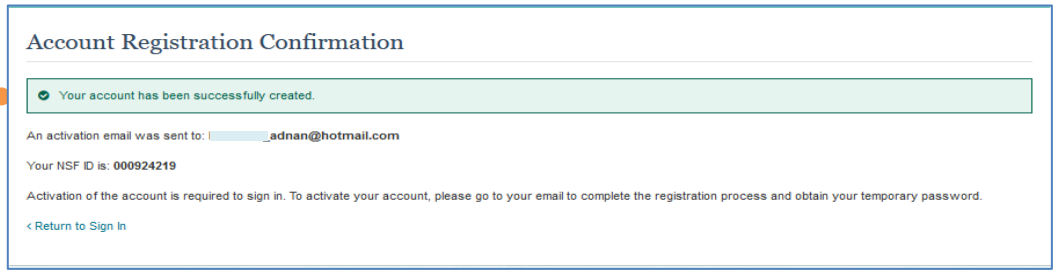
NSF account primary email

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

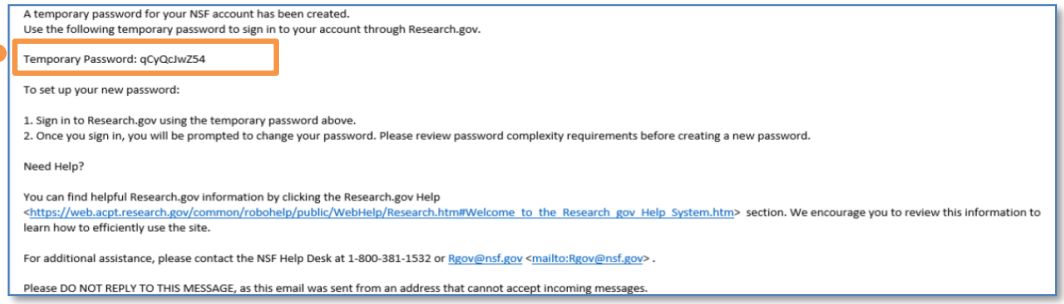
Click the Edit button to make changes to information



D **Confirmation message indicates successful NSF account creation**



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



Steps for New GRFP Officials to Access the GRFP Module

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.
- 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

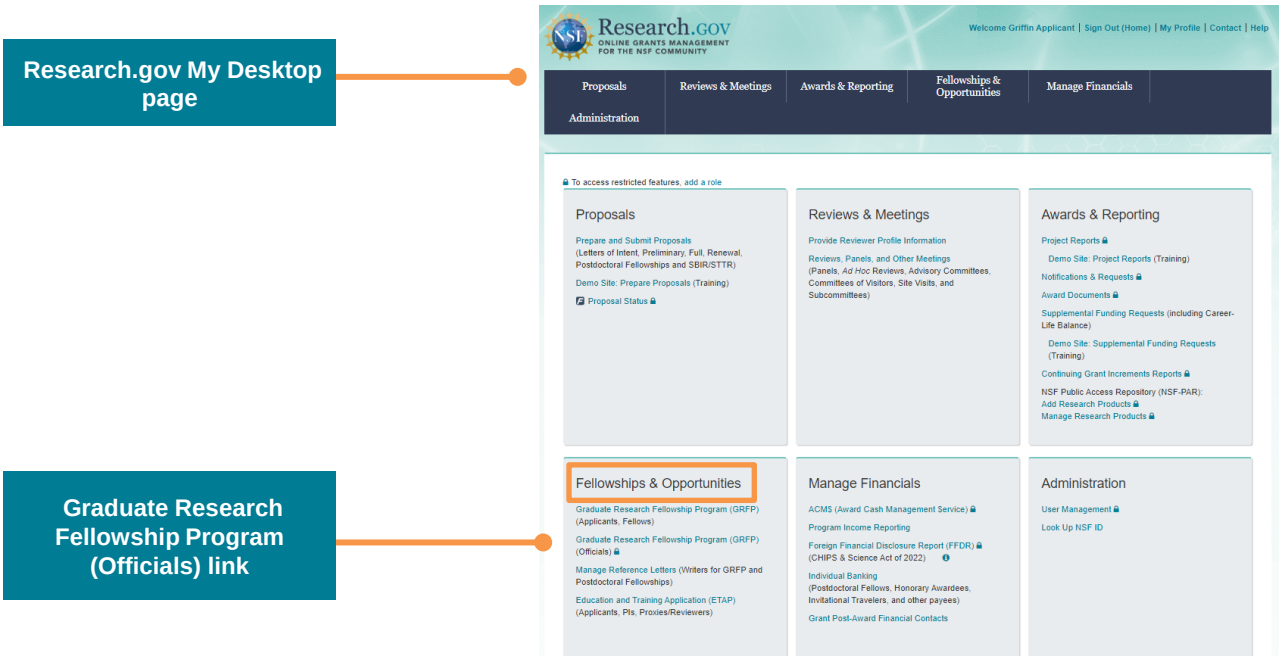
- All Research.gov users must use multifactor authentication (MFA) to sign into Research.gov as of October 27, 2024.
- A **one-time** MFA enrollment step is required when you sign into Research.gov the first time with your NSF account credentials if you have not yet enrolled in Research.gov MFA.
- After Research.gov MFA enrollment, you must use your selected MFA method each time you sign into Research.gov with your NSF credentials.

Research.gov Multifactor Authentication Setup (cont'd)

- 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 to 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.

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

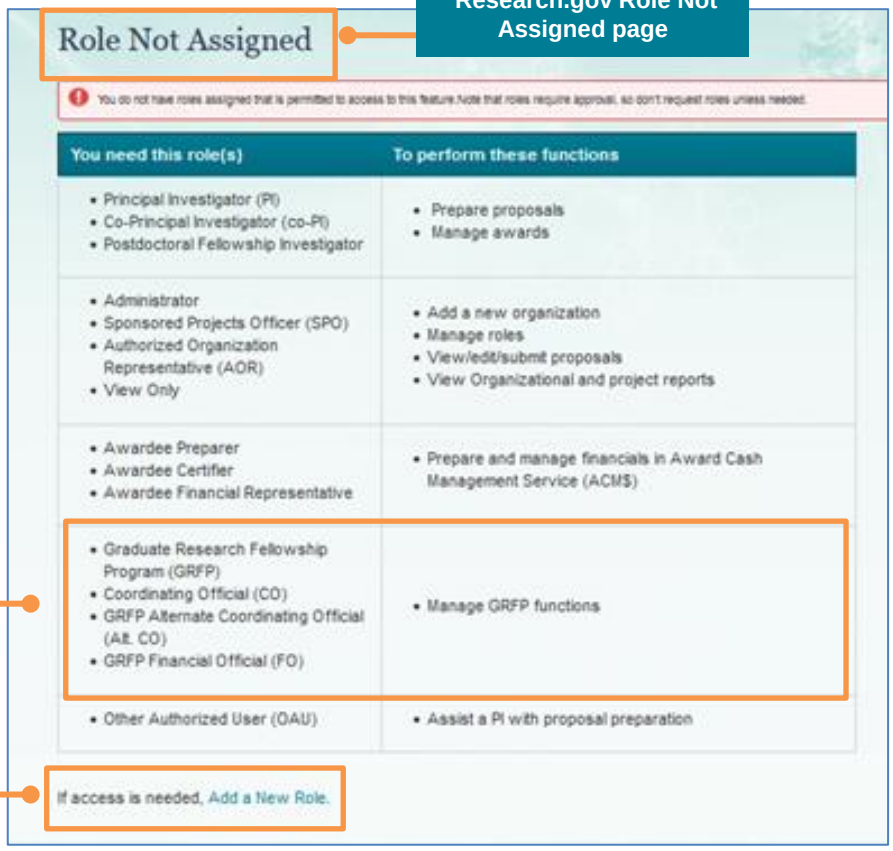
- After you successfully sign into Research.gov with your selected MFA method, you will be on the Research.gov homepage.
- Select the **Graduate Research Fellowship Program (Officials)** link from the Fellowships & Opportunities tile to go to the GRFP page.



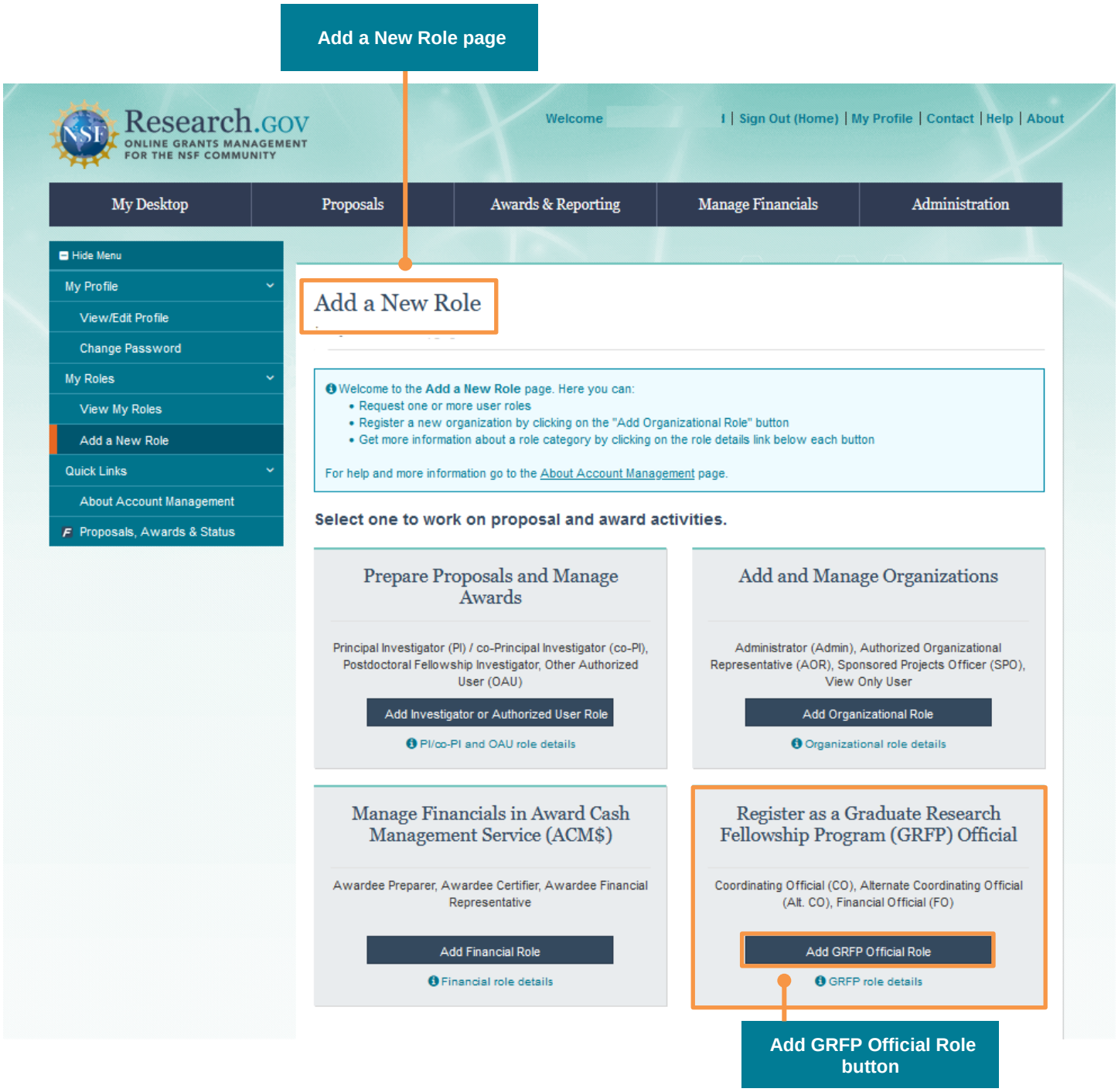
Steps for New GRFP Officials to Access the GRFP Module

Step 5 : Add a GRFP Official role.

- When signing into Research.gov after registering, the system will detect that you do not have a user role.
- You will be navigated to the **Role Not Assigned** page after clicking the **Graduate Research Fellowship Program (Officials)** link in the Fellowships & Opportunities tile.
- Click the **Add a New Role** link at the bottom of the **Role Not Assigned** page.



Steps for New GRFP Officials to Access the GRFP Module



- Click the **Add GRFP Official Role** button and follow the prompts to enter information to request the appropriate organization-approved GRFP role(s).
- Role requests are approved by your organization's Administrator.
- Once the role(s) is approved by your organization's Administrator, it will take the system at least 30 minutes to process.

Steps for New GRFP Officials to Access the GRFP Module

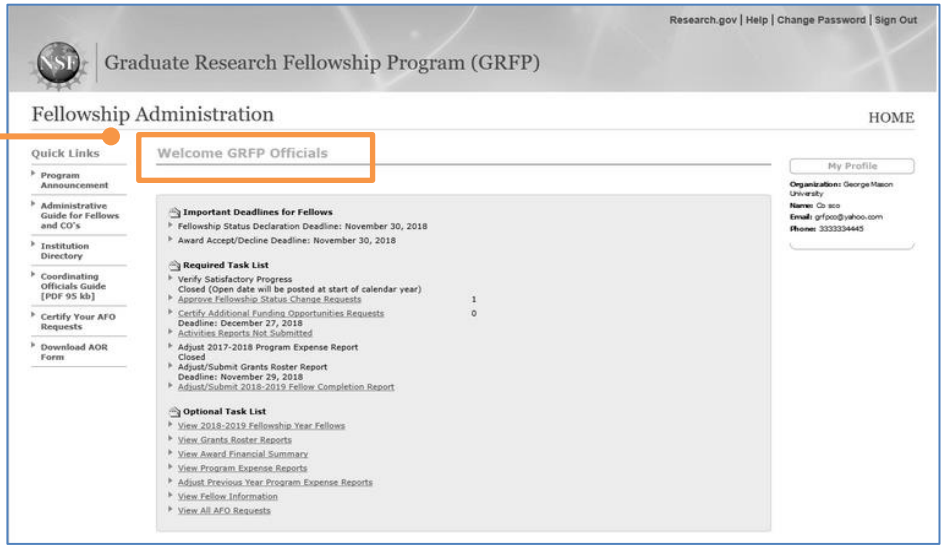
Important Notes for GRFP Officials:

- *GRFP Officials have organization-approved user roles in the Research.gov Account Management system. GRFP Applicants and Fellows do **not** need to add any user roles in Research.gov but will sign in to access the GRFP Module. The Graduate Research Fellowship Program (Applicants, Fellows) link in the Fellowships & Opportunities tile on the Research.gov homepage does not have a lock icon. Training resources for GRFP Applicants and Fellows including Frequently Asked Questions (FAQs) are available here.*
- *After GRFP Officials add an organization-approved user role, they will no longer see a lock icon next to the Graduate Research Fellowship Program (Officials) link in the Fellowships & Opportunities tile on the Research.gov homepage after signing into Research.gov.*
- *Additional user role information for GRFP Officials is available in the Account Management guide and Account Management FAQs. These training resources pertain to GRFP Officials and not to GRFP Applicants and Fellows since Applicants and Fellows do not have organization-approved user roles.*

Step 6 : Sign into 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 in to Research.gov:
  - ***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 NSF account credentials and use your selected MFA..
    - From the Research.gov homepage, select the **Graduate Research Fellowship Program (Officials)** link in the Fellowships & Opportunities tile to be navigated to the GRFP Officials homepage. Since the system detects that you have a GRFP Official role, you will not see a lock icon next to this link.

GRFP Officials page



Steps for New GRFP Officials to Access the GRFP Module

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 via rgov@nsf.gov.
- Questions about the GRFP application process and reference writer 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.

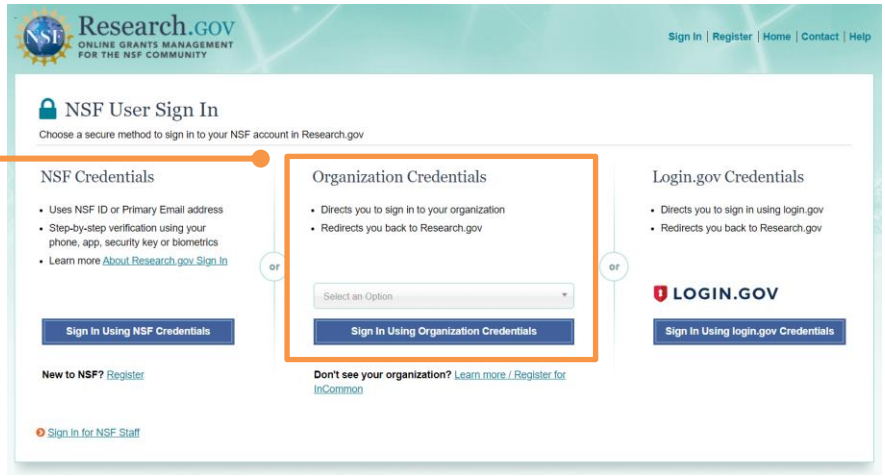
Appendix: Signing in to Research.gov with Organization Credentials or Login.gov Credentials

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.

Sign in with your Organization credentials



Steps for New GRFP Officials to Access the GRFP Module

Using Login.gov Credentials to Sign into Research.gov

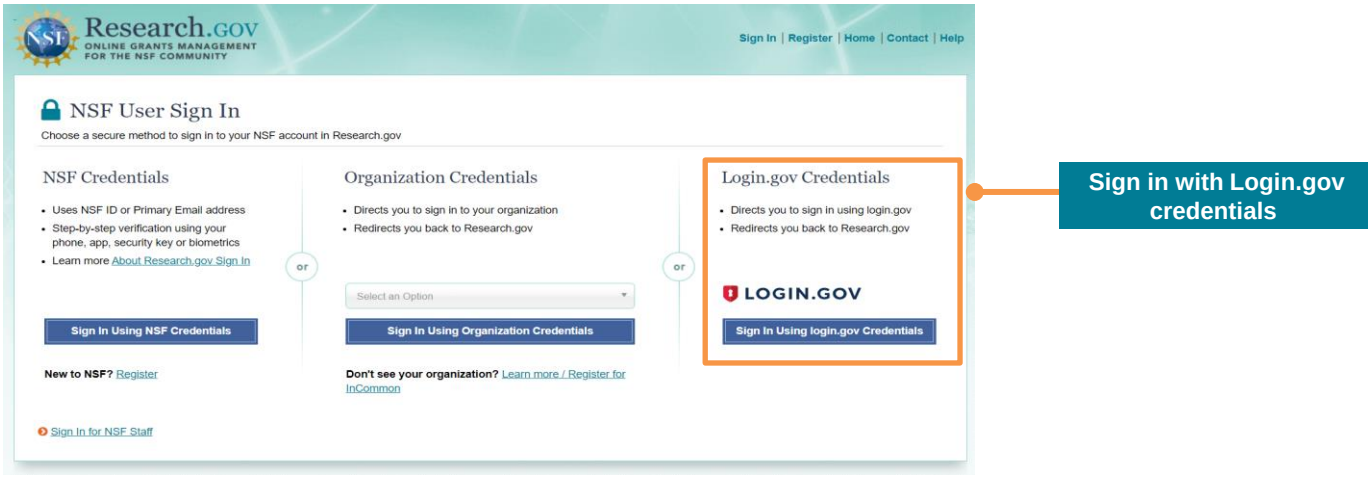
- After following the steps in this guide to register for an NSF account in Research.gov, you can sign into Research.gov with your Login.gov credentials. Users can continue using Login.gov to sign into Research.gov after the October 27, 2024, Research.gov MFA effective date if a phishing-resistant MFA 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 GRFP Officials 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.



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.