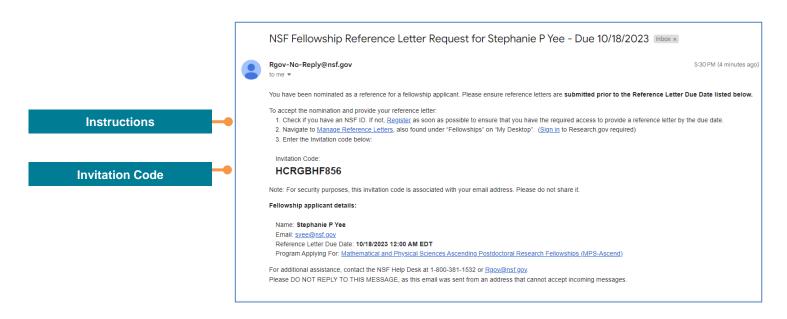


- As of August 31, 2023, the following postdoctoral fellowship programs require nominated reference letter authors to submit reference letters in the Reference Letter Submission module in Research.gov:
  - Postdoctoral Research Fellowships in Biology (PRFB)
  - Mathematical Sciences Postdoctoral Research Fellowships (MSPRF)
- Reference letter authors must have an NSF account in Research.gov to access the Reference Letter Submission module. Only nominated reference letter authors can access this module.

#### **Starting the Reference Letter Process**

- Nominated reference letter authors will receive a system-generated email from the "Rgov-No-Reply@nsf.gov" sender email with "NSF Fellowship Reference Letter Request" in the subject line.
- The email includes an **Invitation Code** required to access the Reference Letter Submission module in Research.gov and lists the reference letter due date.
- A confirmation email is sent to the postdoctoral fellowship proposer after the reference letter request email is sent to the nominated author. The proposer can track reference letter submission status in the Research.gov Proposal Submission System.

#### Example System-generated Reference Letter Request Email





#### **Step 1**: Register for a new NSF account in Research.gov.

*Note: Skip to Step 2 on page 4 if you already have an NSF account in Research.gov.* Use the <u>NSF ID Lookup</u> tool to check if you have an existing NSF account. If needed, contact the NSF Help Desk for account verification assistance at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via <u>rgov@nsf.gov</u>.

Follow the steps below to create a new NSF account. There is also a three-minute <u>Register for a New</u> <u>NSF Account video tutorial</u> and <u>Register for a New NSF Account job aid</u> for a detailed walk-through of steps with associated screenshots.

- Open <u>Research.gov</u>.
- Click "Register" located at the top of the screen.
- Enter the requested information on the Account Registration page (one-time process)

NSF Account Registration page	Account Registration	X		-
NSF ID Lookup tool link	VOF Proposel & Averal Polices & Procedures Guide (PAPPO) op Esmolicies, University 52:02	pacifies that and individual case of NOP a	systems aloud not have more that	on NEP C (Ougher (3.4, NEP C)
	*Registrict Fields     Field     Field     Densit Field     Attackate Name(a) (Richards, Fierder State, dk.)	Muldie Namefoliał	* Last None	Santa Sanct Suffs of
NSF account Primary Email field	Premary Email Address 0 for NDF accord passed recovery	* Confirm Primary Email		
	0800 0 0 Nodyn w 1204-1214-1214-1214	Posta Number		Extension
	1 surfree that 1 are at least 13 years of age.			

<u>NSF Account Primary Email Address Tips:</u>

- Your NSF account primary email address will be used for NSF account notifications including password resets.
- 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 Help Desk assistance after registration.



• After previewing your account registration information, click Submit.

Preview Account Registration	Research.cov
screen to verify NSF account information	Preview Account Registration Review account Registration Review account Registration Review account results Review account acc
	Luffix Attancia Manangg Pasaray Email Broaday Email ORCO CO Phana Manana Enseman
Submit button is enabled after the <i>I'm not a robot</i> box is checked Use the Edit button to make	

- You will receive an Account Registration Confirmation on the screen.
- You will then receive two system-generated emails at your NSF account primary email address.
  - o One email will contain your new NSF ID for your NSF account.
  - The second email will have your temporary password so you can sign in to <u>Research.gov</u>. Follow instructions provided in the email to change your temporary password.

Confirmation message indicates —	Account Registration Confirmation     Your account has been successfully created.
successful NSF account creation	An activation email was sent to: daniel.mcallister@gmail.com
	Your NSF ID is: 600955559 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
System-generated email is sent to the NSF account primary email address with temporary password to sign in to 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: 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 < <u>https://web.acpt.research.gov/common/robohelp/public/WebHelp/Research.htm#Welcome to the Research gov Help System.htm</u> > 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>. Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.</mailto:rgov@nsf.gov>



# **Step** 2 : Sign in to Research.gov and access the Reference Letter Submission module.

- Open <u>Research.gov</u>.
- Click Sign In located at the top of the screen to enter NSF account credentials.

	Research.cov		Sup to Pagener   Nore   Context   Note   About
	NSF User Sign In	OGIN GOV of your organization credentials to sign in to Research gov	
Sign in with your NSF account primary email or NSF ID and your NSF account password	NSF Account Primary Email Address or NSF ID Converting Earth ID Password	Organization Credentials  Pick Your Organization Security	Login.gov Credentials ULOGIN.GOV
Sign In button is enabled after credentials are entered	Ecol Example Funds	Don't see your organization? Laum more   Hyppins for InCommon	
	O lives in he hild live!	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

- You will be on the Research.gov homepage after signing in.
- Click the Manage Reference Letters (Writers) link under Fellowships.
- You will be navigated to the Reference Letter Submission module.

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Add Applicant button is enabled when

#### **Step (3)**: Enter Invitation Code to add postdoctoral fellowship proposer.

- Enter the Invitation code from your NSF Fellowship Reference Letter Request email in the Invitation Code field on the Manage Reference Letters page. Be sure not to add extra blank spaces at the end of the Invitation Code. The system will only validate 10 characters in the Invitation Code field.
- Click the Add Applicant button to continue.
- Note: This process must be repeated for <u>each</u> postdoctoral fellowship proposer (i.e., if you are nominated to write a reference letter for two postdoctoral fellowship proposers, you will enter the Invitation Code from the NSF Fellowship Reference Letter Request email corresponding to each proposer).

		10-character Invitation Code is entered
	NSF Feilowship Reference Letter Request for Stephanie P Yee - Due 10/18/2023	
۲	Rigen-No-ReplytimeTigen: 0:301110 in tinues april 1:00 = 4 Not taxe been normalist at a reference for a followably applicant. Process analytic states state taxemated prior to the Reference Letter Oue Data Stated between	Manage Reference Letters To add a reference letter the invlation Code provided via email. Once the applicant is added for a bable below, usited the applicant's name to provide their reference. Please ensure reference letters are submitted prior to the Reference Letter Daw Date listed in the table below. If you have questions about a specific request, contact the applicant.
	In acced the constraint edu process plan enterines where I. Citicals (ryock was a fixed to in the column) as some as passage to answer that you have the largered access to provide a descend where by the Gal Estel 3. Honorate instrument, plans, was fixed under "Releasings" on the Cessary". (2013) to Research give regulated) 3. Even the instrument could below deviation could below	Add Applicant Instation Code (10 characters, e.g. 123A0/2000; When is my code? Add Applicant Add Applicant
	HCRGBHF856	Show All 👻 Filter Showing 0 - 0 of 0
	Performing approach detarts.	Applicants Requesting Reference Letters
	Name. Bagdaces P Tee	Applicant Name 🔹 Applicant Email 🗘 Reference Letter Due Date 🗢 Reference Letter Submit Date 🗢 Reference Letter Status [Key] 🗢
	Reference Later Des Date: NetBraces to 00 AM 601	There are currently no applicants added.
	Program Applying from Mathematical Acad Directory Automatical Academic Distances and Enterport, Educations, Academics of the Academic Distances and Academic Dis	Show All 🗸

Example NSF Fellowship Reference Letter Request email

- A success message will display on the Manage Reference Letters page after a postdoctoral fellowship proposer is added to the Applicants Requesting Reference Letters table.
- The Reference Letter Status (Not Started, In Progress, or Submitted to NSF) column in the Applicants Requesting Reference Letters table will update as the status changes.

	Manage Ref	erence L	etters			
Success message indicates reference letter nomination acceptance for the specified proposer			nomination for Applicant r to the Reference Letter I		e reference letter by selecting the applic	cant's name below. Please ensure 🛛 🗙
					to the table below, select the applicant's <b>below.</b> If you have questions about a spe	s name to provide their reference. Please ecific request, contact the applicant.
		haracters, e.g. 123	A567B8C) <b>()</b> Where is my		ld Applicant	
	Show All 👻 Filter					Showing <b>1 - 2</b> of 2
	Applicants Requestin	g Reference Le	tters			
Postdoctoral fellow proposer is added	Applicant Name 🔺	Program 🖨	Applicant Email 🗢	Reference Letter Due Date 🗢	Reference Letter Submit Date	Reference Letter Status [Key] 🗢
to Applicants Requesting Reference	Yee, Stephanie P.	Postdoc	syee@nsf.gov	11/1/2023 12:00 AM EDT		In Progress
Letters table. Status is "Not Started"	Yee, Stephanie P.	Postdoc	syee@nsf.gov	10/18/2023 12:00 AM EDT		Not Started
after a proposer is initially added.	Show All 🗸					Showing <b>1 - 2</b> of 2



# Additional Verification Step May be Required to Add Proposer

- If the "To" email address on a system-generated Reference Letter Request email does not match your NSF account primary email address, an additional quick verification step is needed to add the postdoctoral fellowship proposer to the Applicants Requesting Reference Letters table.
- If you have been nominated by more than one fellowship proposer, this process would be repeated for each proposer when the "To" email address on the systemgenerated Reference Letter Request email does not match your NSF account primary email address.

	Proposals         Verify Your Account           Proposals         O You will need to verify your email address to contrue. A one-time passaord to explain in 10 minutes. If you can't find it or it has explicit, you can openative at 1532 or Boox@emt.gov	
Enter the One-Time Password emailed to you	Cone-Time Passwood (8 dyns)     Monage R     To add a reference letters are submitted pror to the Reference Letter Dur Date lasted in the table bit	Continue Cancel strumos Please
	And Appleant Invitation Code (10 showing, e.g. 105408/1800) ① Where is my code?	l Applicant

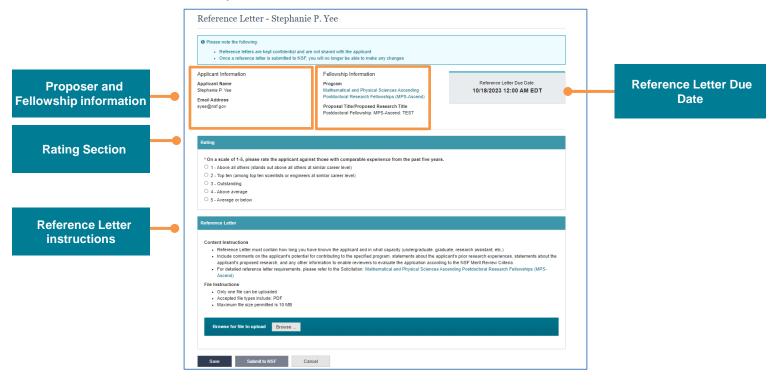
#### **Step 4**: Select proposer to upload the reference letter.

 Click on the Applicant Name linked in the Applicants Requesting Reference Letters table to go to the Reference Letter Applicant Detail page to upload the reference letter.

	Manage Reference Letters  Vou have successfully accepted the nomination for Applicant Yesmin Azimi. You can provide the reference letter by selecting the applicant's name below. Please ensure the reference letter is submitted prior to the Reference Letter Due Date: 10:27/2023 To add a reference letters are submitted prior to the Reference Letter Due Date listed in the table below. If you have guestions about a specific request, contact the applicant. Add Applicant Invitation Code (10 characters, e.g. 123A0678BC) Where is my code? Add Applicant
	Show All v Filter Showing 1 - 1 of 1
Click on Postdoctoral Fellowship Applicant name	Applicants Requesting Reference Letters         Applicant Name * Program © Applicant Email © Reference Letter Due Date © Reference Letter Submit Date © Reference Letter Status [Key] ©         Yee, Stephanie P.       Postdoc       syee@nsf.gov       10/18/2023 12:00 AM EDT       Not Started
(blue link)	Show All v Showing 1 - 1 of 1



- Reference Letter Applicant Detail page includes information about the proposer, fellowship, reference letter due date, proposer rating section, and reference letter instructions.
- · Reference letter must be uploaded as a PDF.



#### **Step 5**: Upload proposer reference letter and make a selection in the Rating section.

• Use the Browse button to select the reference letter PDF file to upload.

	Reference Letter - Stephanie      Please note the following:     Reference letters are kept confidential and are     Once a reference letter is submitted to NSF, yc	not shared with the applicant			
	Applicant Information Applicant Name Stephanie P Yee Email Address syee@nsfgov	Fellowship Information Program Mathematical and Physical Sciences Ascending Postdoctoral Research Fellowships (MPS-Ascend) Proposal Tuesch Tritle Postdoctoral Fellowship: MPS-Ascend: TEST	Organize • New folder	ng Docs > Ref Letters ~	X D Search Ref Letters
	Rating  * On a scale of 1-5, please rate the applicant again  1 - Above all others (stands out above all others at  2 - Top len (among lop ten scientists or engineers a  3 - Outstanding  4 - Above average  5 - Average or below		This PC  3D Objects  Desktop  Documents  Downloads Music	Reference Letter #1 PDF     Reference Letter #2 PDF     Reference Letter #3 PDF     Reference Letter #4 PDF     Reference Letter #4 PDF     Reference Letter #5 PDF	5/4/2023 4:40 PM 8/11/2020 4:28 PM 8/11/2020 4:28 PM 8/11/2020 4:29 PM 8/11/2020 4:29 PM 8/11/2020 4:29 PM
Clicking the Browse button opens the file	<ul> <li>Include comments on the applicant's potential fe applicant's proposed research, and any other in</li> </ul>	we known the applicant and in what capacity (undergraduate or contributing to the specified program, statements about the formation to enable treviewers to evaluate the application ac se refer to the Solicitation: Mathematical and Physical Science	WINAPPS (N)	c ec Peference Letter #2 PDF	Adobe Acrobet Document     Open     Cancel
selection feature	Save Submit to NSF Can	icel			



- A success message is generated after the PDF file is uploaded if no file compliance errors are detected (e.g., attempted file upload of a file format other than PDF)
- The uploaded file linked at the bottom of the page may be:
  - Viewed by clicking the file link. Please ensure the upload file is for the intended proposer. Reference letters cannot be updated after submission to NSF.
  - Deleted by selecting the trash can icon.

File upload success	Your file has been uploaded successful	ty.	
message		terital and are not shared with the applicant field to NDF, you will no longer be able to make any changes	
	Applicant Information Applicant Name Stephanie P Yee Email Address syse@inst.gov	Fellowship Information Program Molecular Accession of Physical Sciences Accessing Postdoctoral Research Fellowships (MPS-Access) Progosal Title/Proposed Research Title Postdoctoral Fellowship (MPS-Access) TEST	Reference Letter Due Date: 10/18/2023 12:00 AM EDT
		nt's potential for contributing to the specified program, statements about the appli- nd any other information to enable reviewers to evaluate the application according	
/iew the uploaded	For detailed reference letter requ Ascend) File Instructions     Only one file can be uploaded     Accepted file types include: POP     Maximum file size permitted is 1  Browne for file to upload     The		

#### **Step 6**: Submit reference letter and rating to NSF.

S NS

- After confirming that the correct reference letter has been uploaded, use the **Submit to NSF button** to complete the submission of reference letter and rating.
- A modal will display to confirm that you are ready to submit the reference letter for the specified proposer. No changes can be made to the reference letter after it is submitted to NSF.

Applicant Information     Febouship Information       Applicant Information     Frame       Applicant Information     Frame       Applicant Information     Frame       Data Address     Frame       Data Address     Probability Information       Early Address	Applicant time     Program       Stiphures IV too     Reserved to for banking MPS-Acceding Production Research Resear		fidential and are not shared with the applicant nitled to NSP, you will no longer be able to make any changes	
• On a scale of 4.6, please rate the applicant against those with comparable experience from the past five years.	"On a scale of 14, please rate the applicant gainst these with comparable experience from the past five years.	Applicant Name Stephanie P. Yee Email Address	Program Mathematical and Physical Sciences Ascending Postdoctoral Research Fellowships (UPS-Ascend) Proposal Title(Proposed Research Title	
	Include commention the applicant's jointed the constitutionary in the specified program, statements and an applicant's program exercises, and an applicant's program exercises, and an applicant's program exercises, and and an applicant's program exercises and and and applicants program exercises. A standard and Physical Sources Ascenderg Predictorial Research Petimetry program exercises and and and applicant program exercises and and and applicants program exercises. The specific applicant period program exercises and and and applicants program exercises and and and applicants program exercises and and and applicants period program exercises and and and applicants period period. The Sourcess Ascenderg Productional Research Petimetry program exercises and applicants period period. Accendent the Sources and Assender period period. Accendent the Sources assender period. Accendent the Sourcess assender period. Accendent the Sources astender period. Accendent the Sources assender	<ul> <li>5 - Average or below</li> <li>Reference Letter</li> <li>Content Instructions</li> </ul>		



- A success message is generated after reference letter submission.
- The reference letter status is changed to "Submitted to NSF" for the proposer on the Applicants Requesting Reference Letters table.
- System-generated confirmation email is sent to the reference letter author and to the postdoctoral fellowship proposer to notify of the reference letter submission.

Reference letter submission success message	Manage Reference Letters	
	The Reference Letter has been successfully submitted to NSF. No additional changes can be made.     X	
	To add a reference letter, first enter the Invitation Code provided via email. Once the applicant is added to the table below, select the applicant's name to provide their reference. Please ensure reference letters are submitted prior to the Reference Letter Due Date listed in the table below. If you have questions about a specific request, contact the applicant.	
	Add Applicant	
	Invitation Code (10 characters, e.g. 123A06788C)  Where is my code? Add Applicant	
	Show All v Filter Showing 1 - 1 of 1	
	Applicants Requesting Reference Letters	Reference letter
	Applicant Name * Program \$\u03c9 Applicant Email \$       Reference Letter Due Date \$       Reference Letter Submit Date \$       Reference Letter Sub	status updated to "Submitted to NSF"
	Show All V Showing 1 - 1 of 1	

#### **Questions?**

IT system-related and technical questions may be directed to the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via <u>rgov@nsf.gov</u>.



# Signing in to Research.gov with Organization Credentials or Login.gov Credentials



### Using Organization Credentials to Sign in to Research.gov

After registering for an NSF account in Research.gov, you can sign in to 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 participate/integrate with NSF.

- Only InCommon Federation participants can use their organization-issued credentials to sign in to Research.gov.
- If you are signing in with your organization-issued credentials, you will be prompted to link your credentials to your NSF account if they are not already linked.
- Please see the <u>About the InCommon Integration at Research.gov</u> page to learn more.
- If you have questions, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM 9:00 PM Eastern Time; Monday Friday except federal holidays) or via rgov@nsf.gov.

Sign in with your Organization	Sign In   Register   Home   Contact   Help   About
credentials	NSF Account Organization Credentials 🖲 Login.gov Credentials
	Primary Email Address or NSF ID Pick Your Organization
	Forget Q Sign To
	Password r
Sign In button is enabled after credentials are entered	Forsol Password Sign In New to NSF? Register Don't see your organization? Learn more / Register for InCommon
	Sign in for NSF Staff
	SYSTEM USE NOTFICATION This is a National Solence Foundation (NSF) Federal Government computer system. Any system activity may be monitored and any information stored within the system may be retrieved and used for two enforcement, management, or other purposes. By using this computer system, you are conserting to such monitoring and information retrieval and use. Unauthorized use of the system, including disclosure of information covered by the Privacy Act or other sensitive information, or attempts to defeat or orcurrivent security features, is prohibited and could result in disciplinary action up to and including removal, out and on computer system, should be aware that they have no expectation of privacy when using the NSF-provided computer system (including any removable media used in conjunction with the system), accessing the Internet, or using electronic mail systems. All information maintained within or retrievable through the NSF computer system, including electronic mail files, may be reviewed and retrieved by the Department of Homeland Security, ISF officials who are a legithmer reason to do so when authorized by the Director or Deputy Director, or by the hispector General. By signing in, you are accepting the rules above.



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

After registering for an NSF account in Research.gov, you can sign in to Research.gov with your Login.gov credentials.

- <u>Login.gov</u> is a Federal shared service platform that provides multi-factor authentication for users to sign in to participating government agency systems.
- Accessing Research.gov through Login.gov enables reference letter authors 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 reference letter author to provide a second factor such as a security key,
  authentication application, or a one-time security code the reference letter author receives by
  phone or by text to complete the authentication. For more information, please see the Login.gov
  <u>Help Center Authentication Options</u> page.
- When signing in to Research.gov with Login.gov credentials the first time, the reference letter author's Login.gov account and NSF account will automatically be linked if the same primary email is used for both accounts. If Research.gov does not detect a primary email address match for both accounts, the reference letter author will be prompted to complete a one-time process to link their Login.gov account to an existing NSF account.
- If you have questions, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM 9:00 PM Eastern Time; Monday Friday except federal holidays) or via rgov@nsf.gov.

	Research.gov Online Grant's MARAGEMENT FOR THE NST COMMUNITY	gn In   Register   Home   Contact   Help   About	
	NSF User Sign In Use your Primary Email Address, NSF D, LOGRI GOV or your organization credentials to sign in to Research gov      NSF Account     Organization Credentials      Primary Email Address or NSF ID     Pick Your Organization     Eargot D     Select an Option     Password     or	Login.gov Credentials UDGIN.GOV Source In	Sign in with Login.gov credentials
Sign In button is enabled after credentials are entered	Erront Baseword Sign In New to NSF? Register: Don't see your organization? Learn more / Register for Economic Sign In for NSF Staff		
	SYSTEM USE NOTIFICATION This is a National Science Foundation (NSF) Federal Government computer system. Any system activity may be monitored and retrieved and used for law enforcement, management, or other purposes. By using this computer system, you are consenting to use. Unauthorized use of the system, including disclosure of information covered by the Privacy Act or other sensitive information, re features, is prohibited and could result in disciplinary action up to and including removal, civil and/or crimital penaltes. Users at privacy when using the NSF-provided computer system (including any removable media used in conjunction with the system), is systems. All Information maintained within or retrievable through the NSF computer system, including electronic mall files, may be reviews Security, 180 Files with any a legitimate reason to do so when authorized by the Director or Deputy Director, or by the Ins By signing in, you are accepting the rules above.	o such monitoring and information retrieval and or attempts to defeat or circumvent security ould be avare that they have no expectation of accessing the thirement, or using electronic mail and and retrieved by the Department of Homeland	