Research.gov
ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY

Postdoctoral Fellowship Proposal Reference Letter Submission Module Guide

- 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.

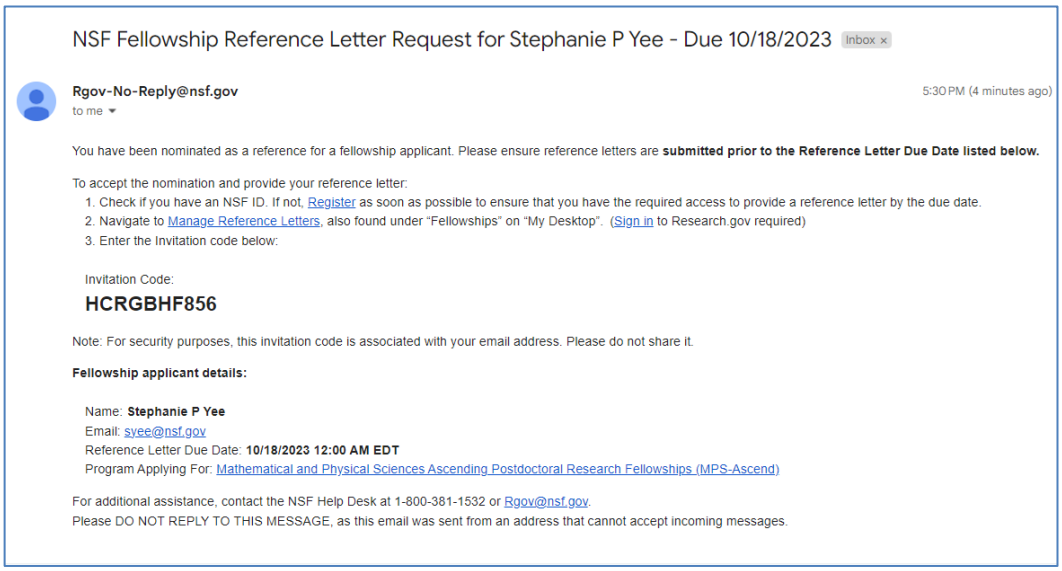
Starting the Reference Letter Process

- 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

Instructions

Invitation Code



NSF Fellowship Reference Letter Request for Stephanie P Yee - Due 10/18/2023 Inbox ×

Rgov-No-Reply@nsf.gov 5:30 PM (4 minutes ago)
to me

You have been nominated as a reference for a fellowship applicant. Please ensure reference letters are **submitted prior to the Reference Letter Due Date listed below.**

To accept the nomination and provide your reference letter:
1. Check if you have an NSF ID. If not, Register as soon as possible to ensure that you have the required access to provide a reference letter by the due date.
2. Navigate to Manage Reference Letters, also found under "Fellowships" on "My Desktop". (Sign in to Research.gov required)
3. Enter the Invitation code below:

Invitation Code:
HCRGBHF856

Note: For security purposes, this invitation code is associated with your email address. Please do not share it.

Fellowship applicant details:

Name: **Stephanie P Yee**
Email: syee@nsf.gov
Reference Letter Due Date: **10/18/2023 12:00 AM EDT**
Program Applying For: Mathematical and Physical Sciences Ascending Postdoctoral Research Fellowships (MPS-Ascend)

For additional assistance, contact the NSF Help Desk at 1-800-381-1532 or Rgov@nsf.gov.
Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.

Request this document in an accessible format by visiting nsf.gov/accessibility

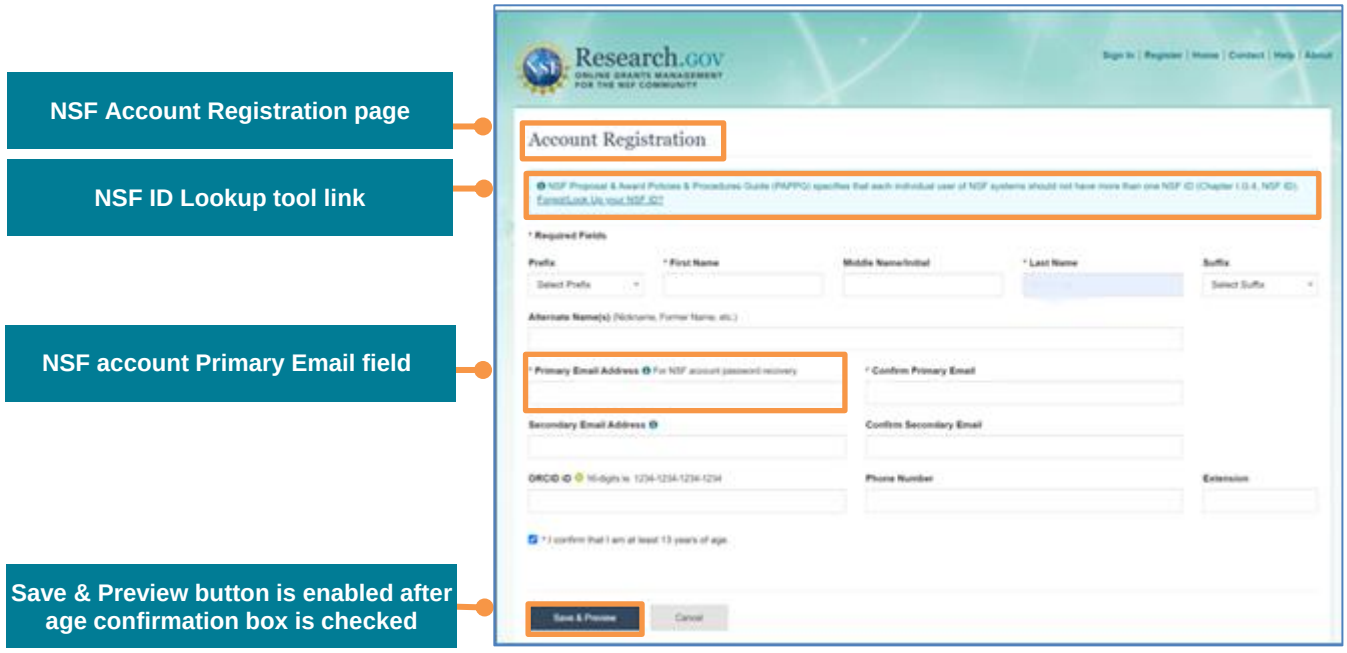
Postdoctoral Fellowship Proposal Reference Letter Submission Module Guide

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 NSF ID Lookup 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 rgov@nsf.gov.*

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

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



NSF Account Primary Email Address Tips:

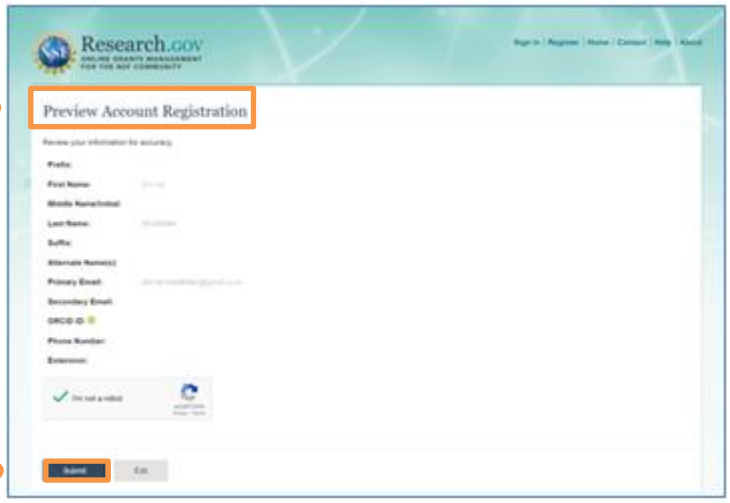
- *Your NSF account primary email address will be used for NSF account notifications including password resets.*
- *Please make sure you have ongoing access to this email account (e.g., Gmail address).*
- *It is critical that you have continued access to this email account if you change organizations.*
- *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 screen to verify NSF account information

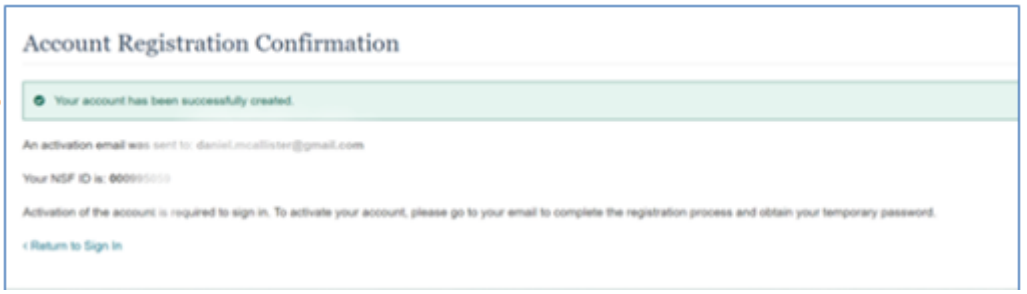
Submit button is enabled after the *I'm not a robot* box is checked

Use the Edit button to make changes

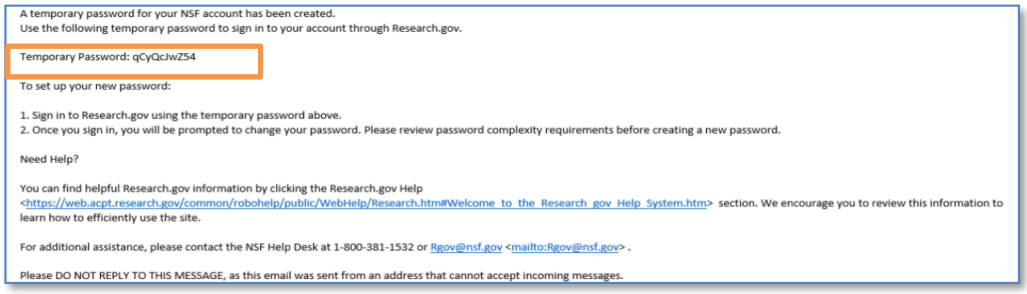


- You will receive an Account Registration Confirmation on the screen.
- You will then receive two system-generated emails at your NSF account primary email address.
  - One email will contain your new NSF ID for your NSF account.
  - The second email will have your temporary password so you can sign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

Confirmation message indicates successful NSF account creation



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

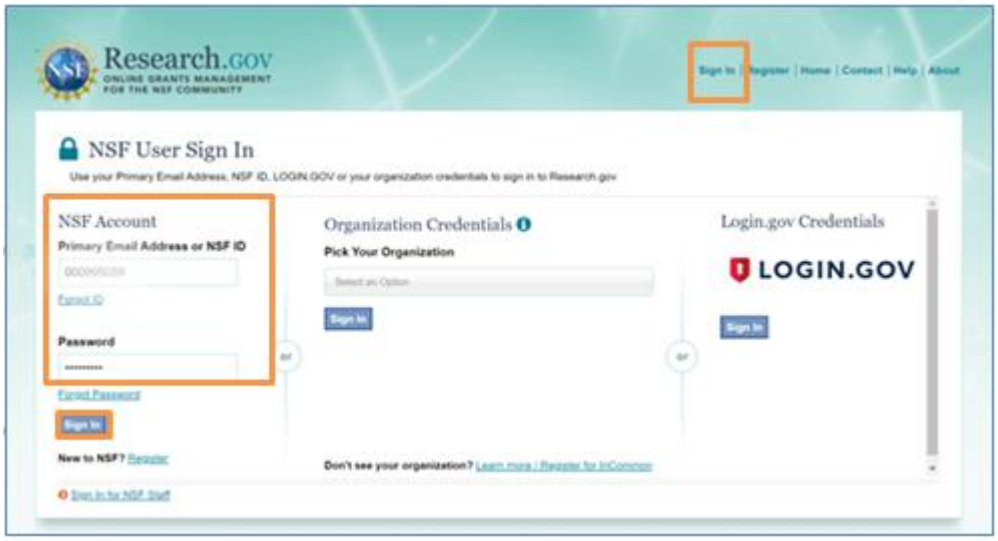


Step 2: Sign in to Research.gov and access the Reference Letter Submission module.

- Open Research.gov.
- Click **Sign In** located at the top of the screen to enter NSF account credentials.

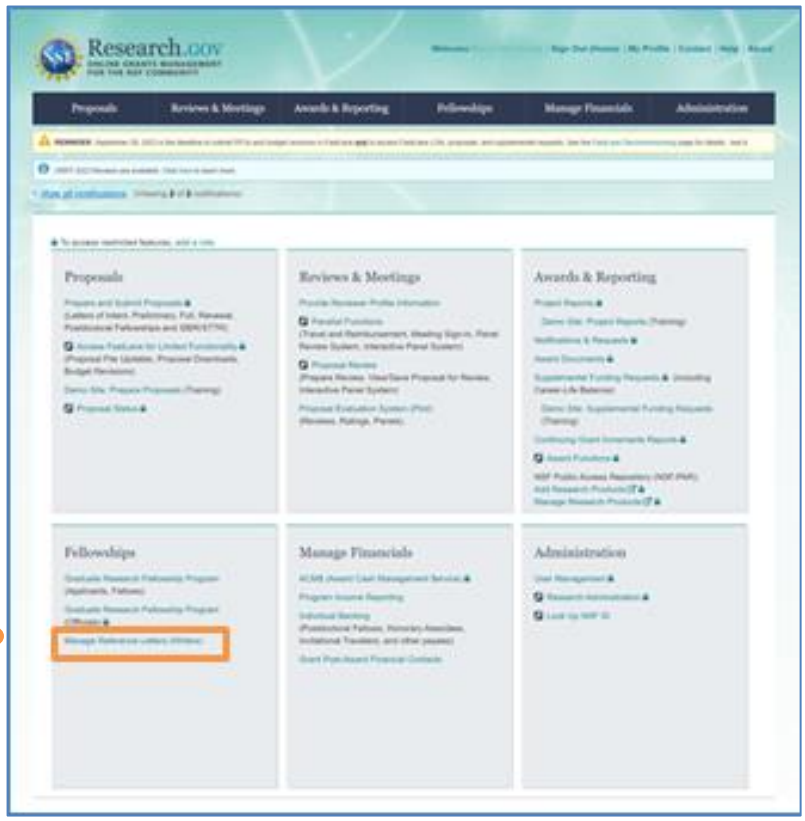
Sign in with your NSF account primary email or NSF ID and your NSF account password

Sign In button is enabled after credentials are entered



- 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.

Manage Reference Letters (Writers) link



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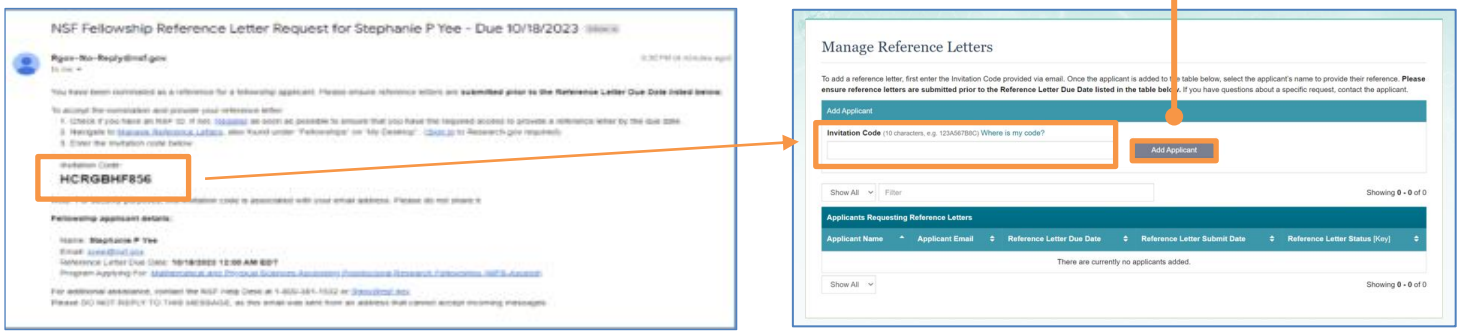
Step 3: Enter Invitation Code to add postdoctoral fellowship proposer.

- 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).

Add Applicant button is enabled when 10-character Invitation Code is entered

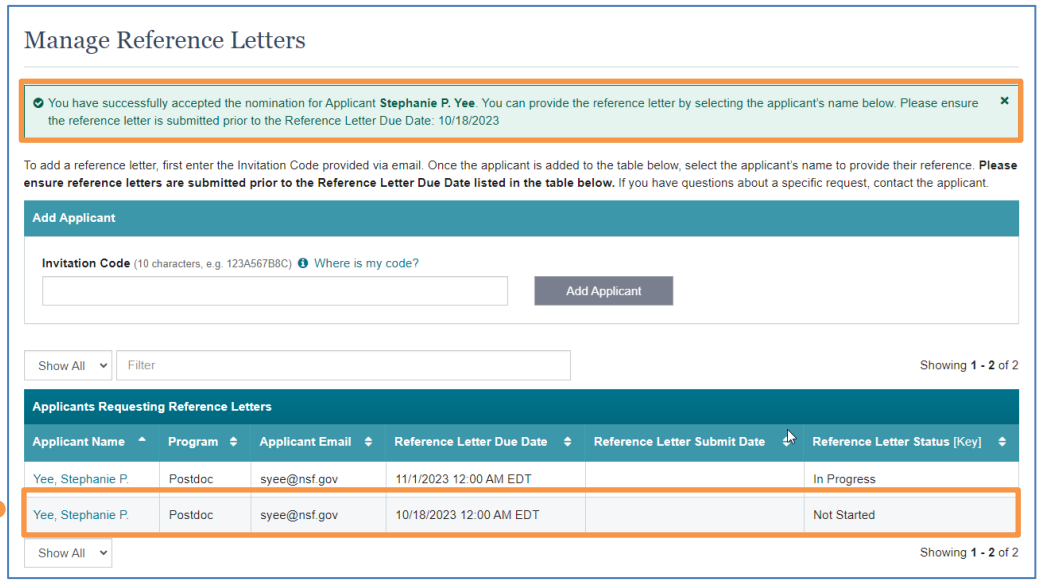


Example NSF Fellowship Reference Letter Request email

- 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.

Success message indicates reference letter nomination acceptance for the specified proposer

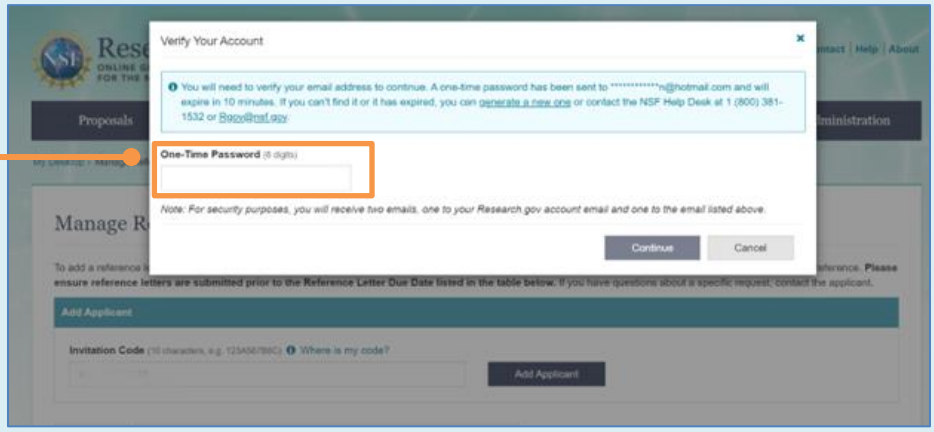
Postdoctoral fellow proposer is added to Applicants Requesting Reference Letters table. Status is "Not Started" after a proposer is initially added.



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 system-generated Reference Letter Request email does not match your NSF account primary email address.

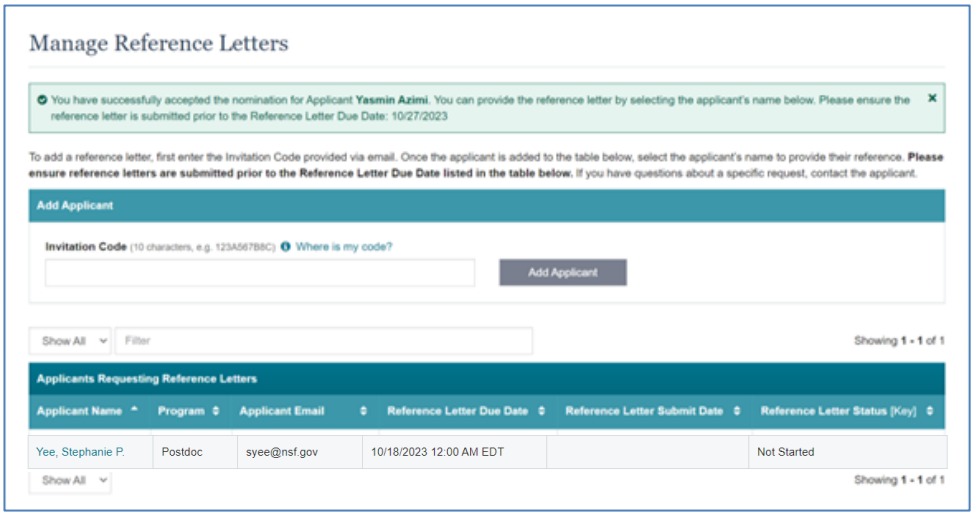
Enter the One-Time Password emailed to you



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.

Click on Postdoctoral Fellowship Applicant name (blue link)



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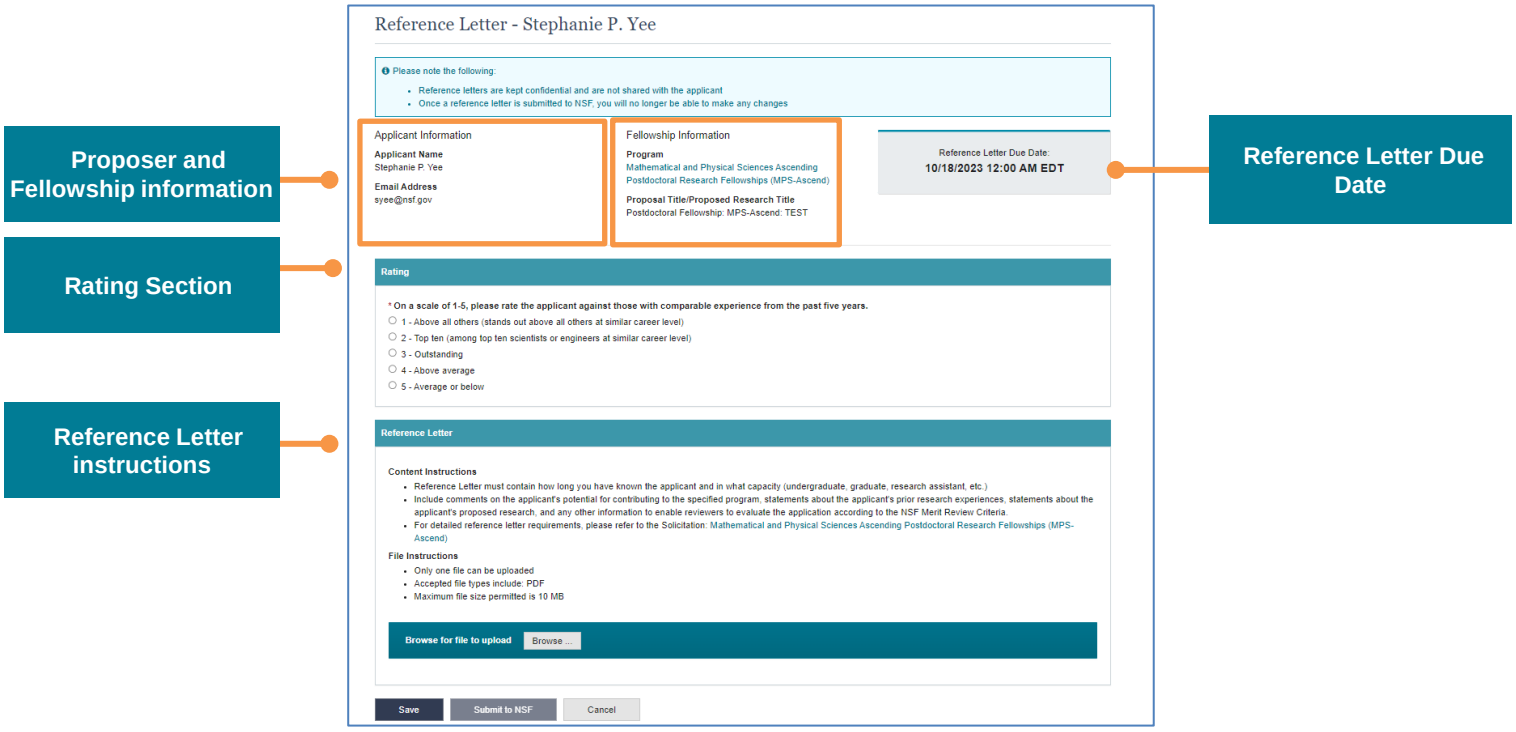
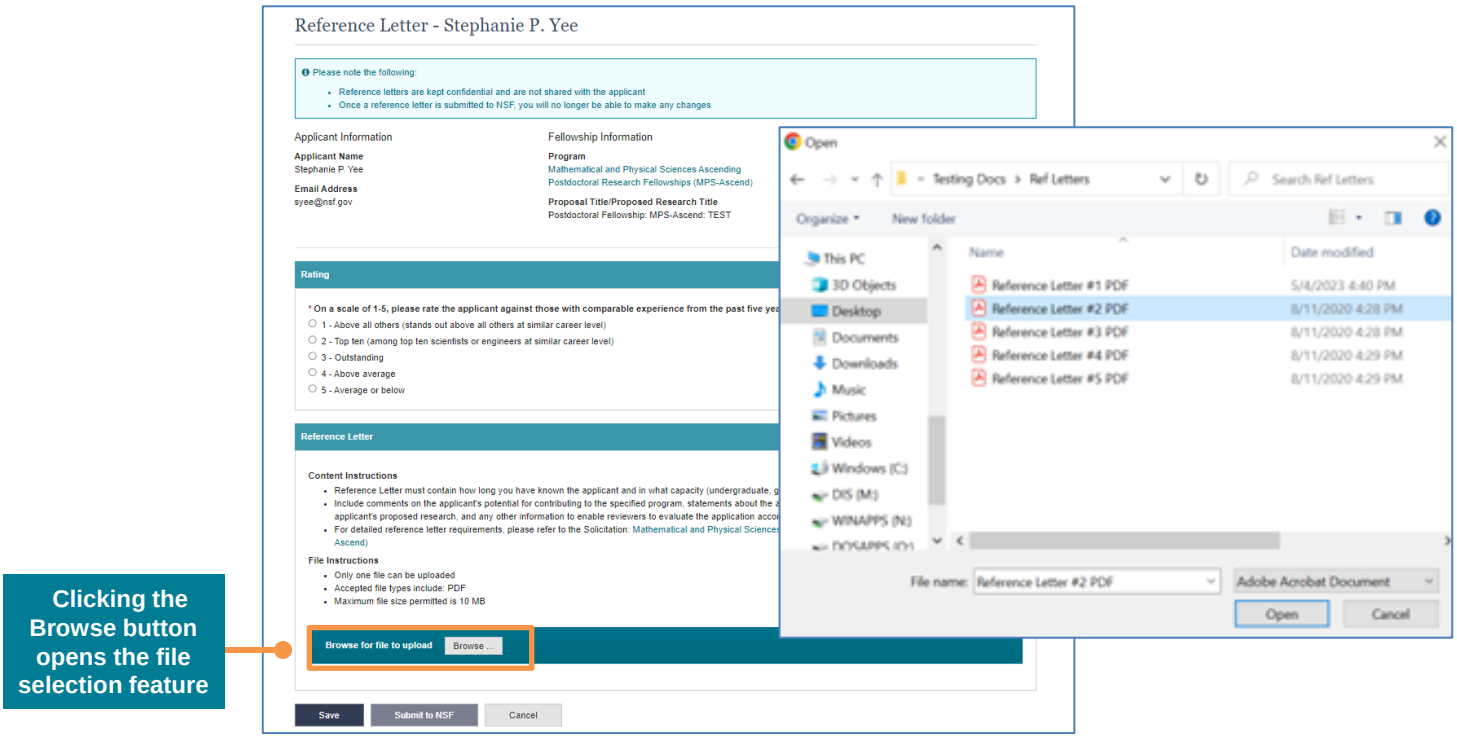
- Reference Letter Applicant Detail page includes information about the proposer, fellowship, reference letter due date, proposer rating section, and reference letter instructions.
- Reference letter must be uploaded as a PDF.

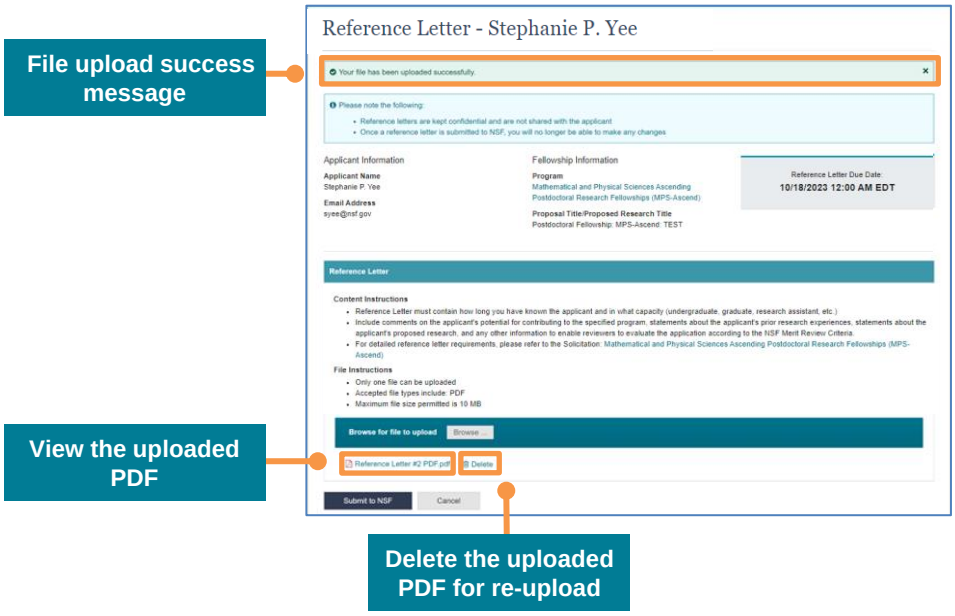


Step 5: Upload proposer reference letter and make a selection in the Rating section.

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

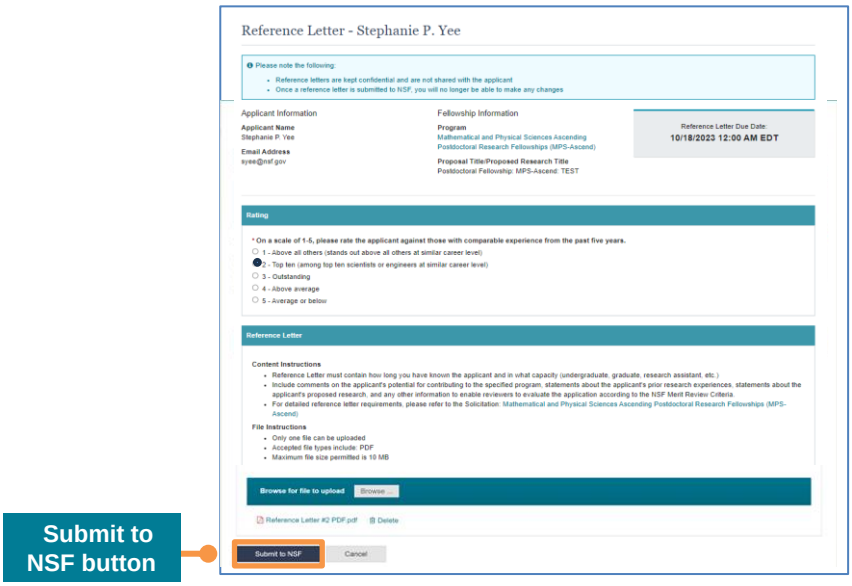


- A success message is generated after the PDF file is uploaded if no file compliance errors are detected (e.g., attempted file upload of a file format other than PDF)
- The uploaded file linked at the bottom of the page may be:
  - Viewed by clicking the file link. Please ensure the upload file is for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



Step 6: Submit reference letter and rating to NSF.

- 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. **<u>No changes can be made to the reference letter after it is submitted to NSF.</u>**



- 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

Reference letter status updated to “Submitted to NSF”

Questions?

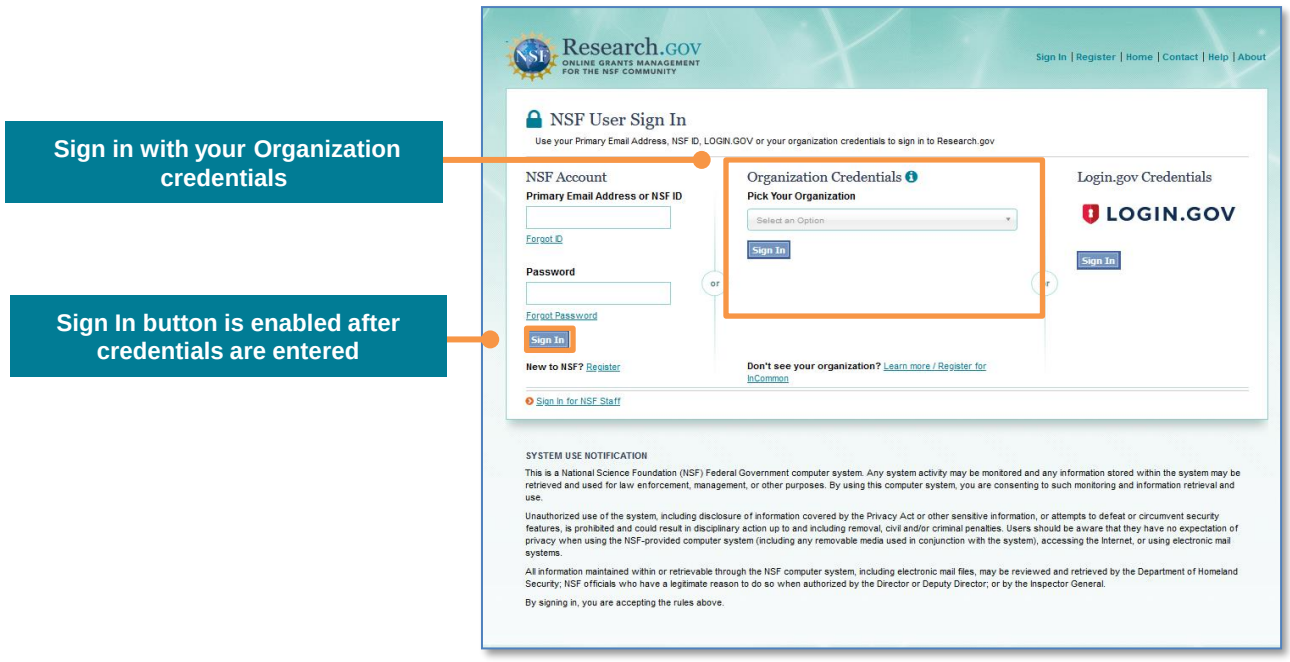
IT system-related and technical questions may be directed to the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via rgov@nsf.gov.

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

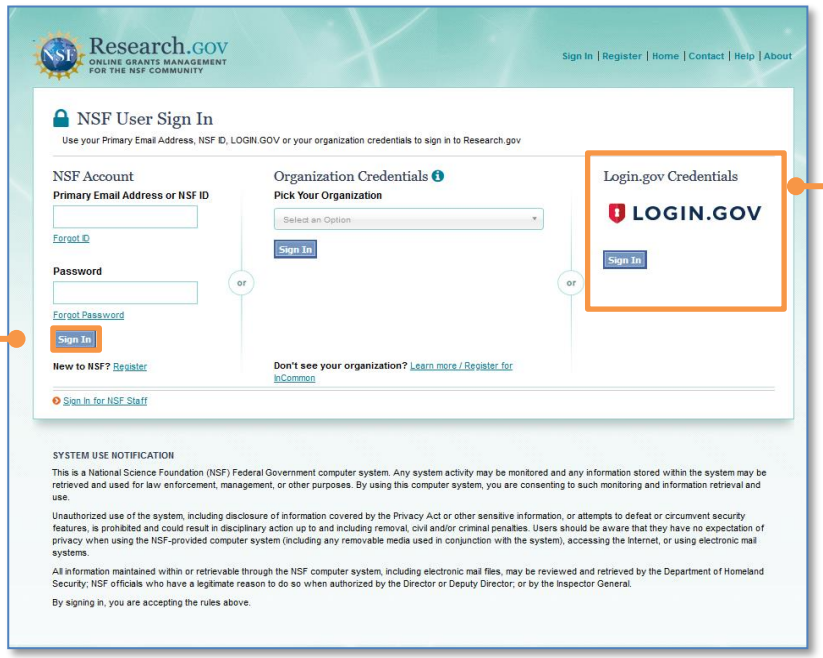
Using Organization Credentials to Sign in to Research.gov

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 About the InCommon Integration at Research.gov 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.



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.

- Login.gov 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 Help Center Authentication Options 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.