

- The following postdoctoral fellowship programs currently require requested 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 requested reference letter authors can access this module.

Starting the Reference Letter Process

- Requested postdoctoral fellowship proposer 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 postdoctoral fellowship proposer details and instructions to access the Research.gov Reference Letter Submission system.
- A confirmation email is sent to the postdoctoral fellowship proposer after the system-generated reference letter request email is sent to the writer. The proposer can track reference letter submission status in the Research.gov Proposal Submission System.
- The system will send a separate email for each postdoctoral fellowship proposer requesting a reference letter (i.e., writers who receive more than one reference letter request will receive an email for each postdoctoral fellowship proposer).

Example System-generated Reference Letter Request Email

Reference Letter Due Date

Fellowship Proposer Details

Instructions

Link to Help Documentation

NSF Fellowship Reference Letter Request for Alan G Alphaman - Due 11/07/2024 05:00 p.m. submitter's local time

 Rgov-No-Reply@nsf.gov
to: RLS-TEST

Sent to Reference Writer: PI_brody@gmail.com

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

Reference Letter Due Date: **11/07/2024 05:00 p.m. submitter's local time**

Fellowship applicant details:
Name: Alan G Alphaman
Email: [gb](#)
Program Applying For: [Postdoctoral Research Fellowships in Biology \(PRFB\)](#)

To accept the request and provide your reference letter through Research.gov:
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 the Research.gov homepage. ([Sign in](#) to Research.gov required)
3. Select this Applicant Name linked in the table.
4. Upload, review, and submit the reference letter to NSF.

Please note that clicking on the **Submit to NSF** button is required to complete the process and make the letter available to NSF. You will receive a confirmation email once you successfully submit your reference letter to NSF.

Please click [here](#) for more information/help on the reference letter submission process.

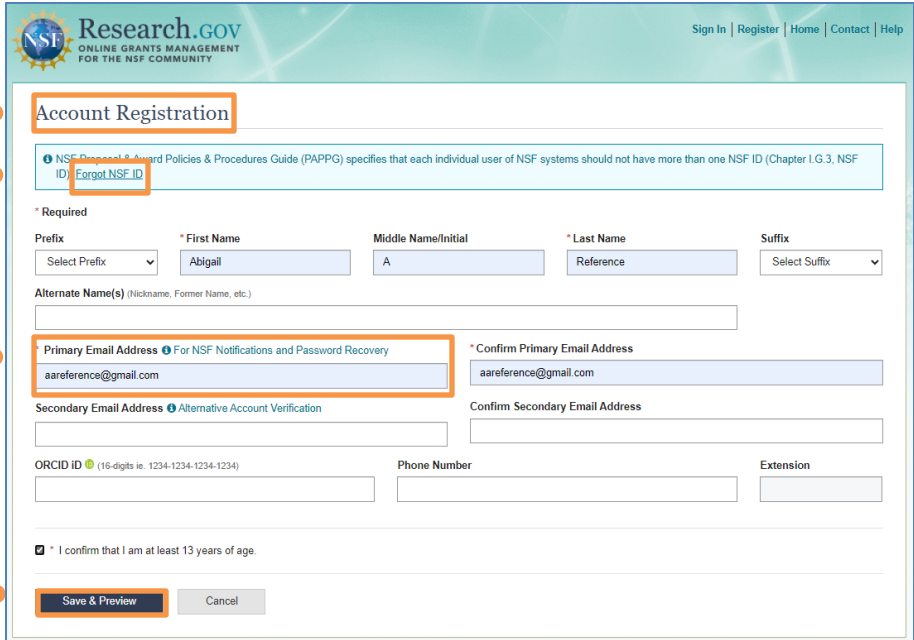
For additional assistance, contact the NSF IT Service Desk at 1-800-381-1532 or Rgov@nsf.gov.
Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.

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

Note: Skip to Step 2 on page 3 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 IT Service Desk for account verification assistance at 1-800-381-1532 (7:00 a.m. - 9:00 p.m. 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**)



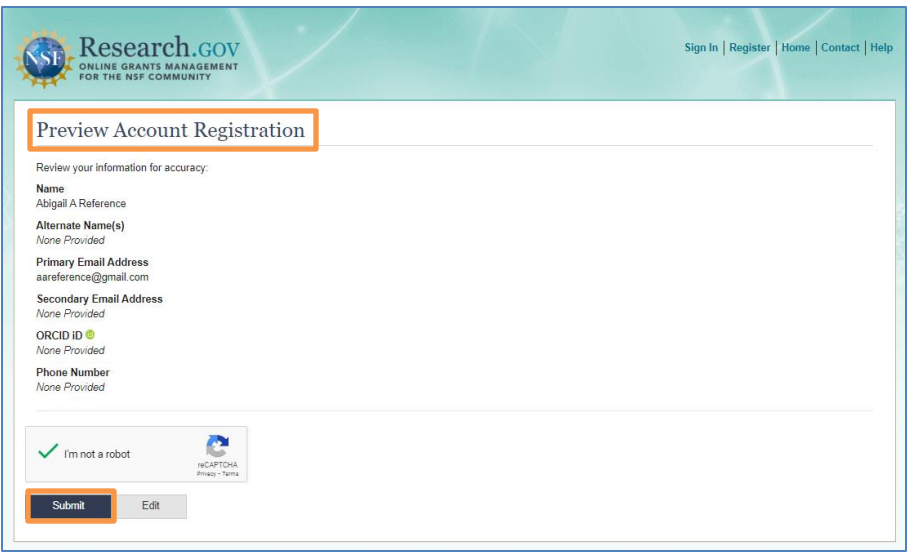
The screenshot shows the 'Account Registration' page on Research.gov. The page includes a header with the Research.gov logo and navigation links (Sign In, Register, Home, Contact, Help). The main content area is titled 'Account Registration' and contains a link for 'Forgot NSF ID'. Below this is a form with several fields: Prefix (dropdown), First Name (text), Middle Name/Initial (text), Last Name (text), and Suffix (dropdown). There is also an 'Alternate Name(s)' field. The 'Primary Email Address' field is highlighted with an orange box and is required for NSF notifications and password recovery. A 'Confirm Primary Email Address' field is also present. Below these are fields for 'Secondary Email Address' and 'Confirm Secondary Email Address'. At the bottom, there are fields for 'ORCID ID', 'Phone Number', and 'Extension'. A checkbox at the bottom indicates 'I confirm that I am at least 13 years of age.' Below the checkbox are 'Save & Preview' and 'Cancel' buttons. On the left side of the screenshot, there are four callout boxes with orange arrows pointing to specific elements: 'NSF Account Registration page' points to the title, 'NSF ID Lookup tool link' points to the 'Forgot NSF ID' link, 'NSF Account Primary Email field' points to the primary email address field, and 'Save & Preview button is enabled after age confirmation box is checked' points to the 'Save & Preview' button.

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 IT Service Desk assistance after registration.

- After previewing your account registration information, click **Submit**.

Preview Account Registration screen to verify NSF account information

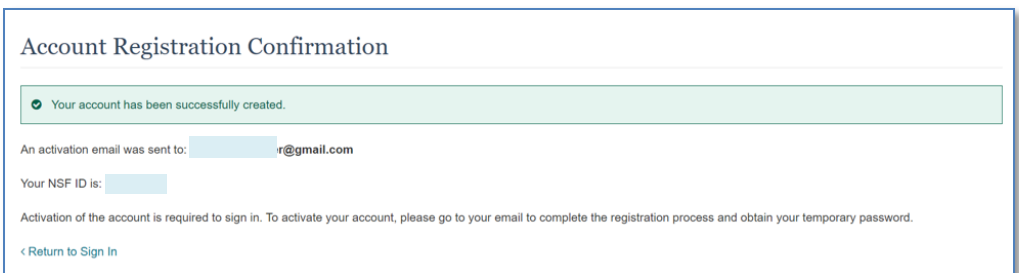


Submit button is enabled after the 'I'm not a robot' box is checked

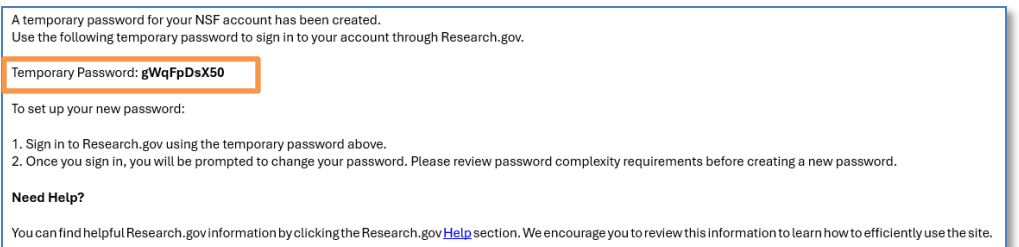
Use the Edit button to make changes

- 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](https://www.research.gov). Follow the instructions provided in the email to change your temporary password.

Confirmation message indicates successful NSF account creation

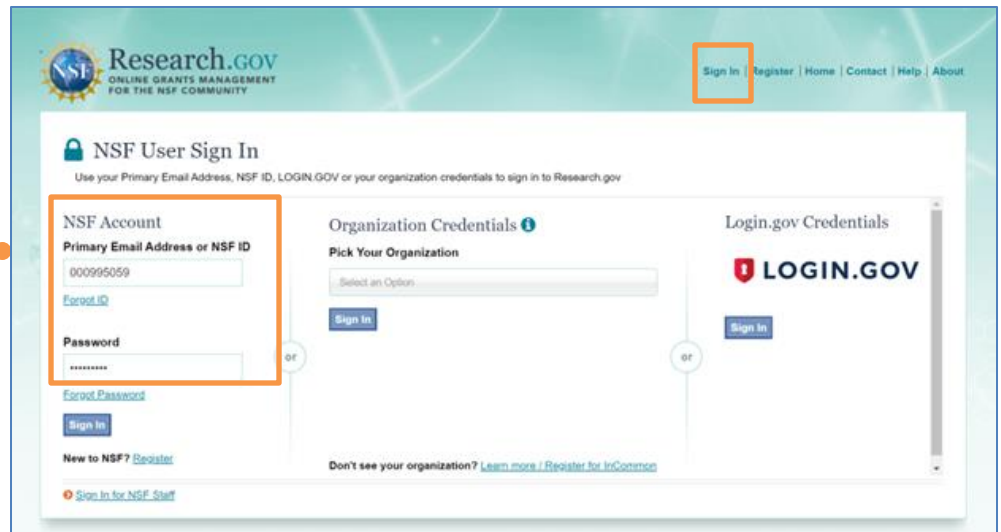


System generated email is sent to the NSF account primary email address with temporary password to sign in to Research.gov

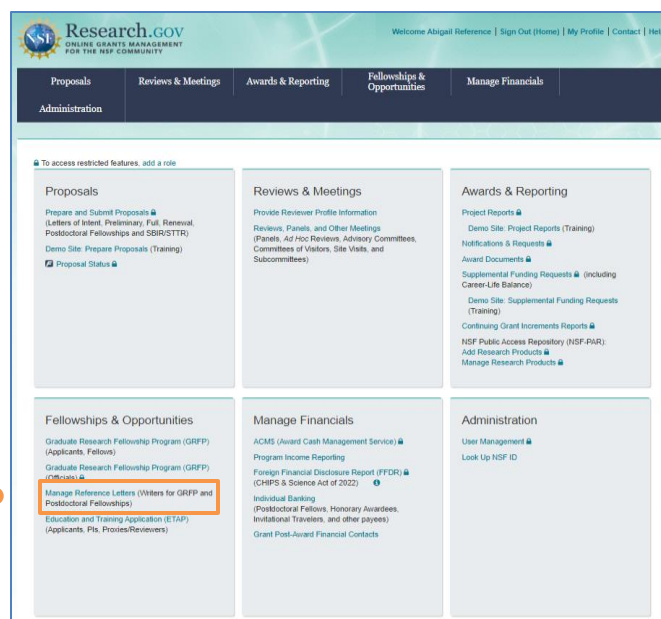


Step 2: Sign into Research.gov and access the Reference Letter Submission system.

- Open [Research.gov](https://www.research.gov).
- Click **Sign In** located at the top of the screen to enter NSF account credentials.



- You will be on the Research.gov homepage after signing in.
- Click the **Manage Reference Letters (Writers for GRFP and Postdoctoral Fellowships)** link under Fellowships & Opportunities.
- You will be navigated to the Reference Letter Submission system.

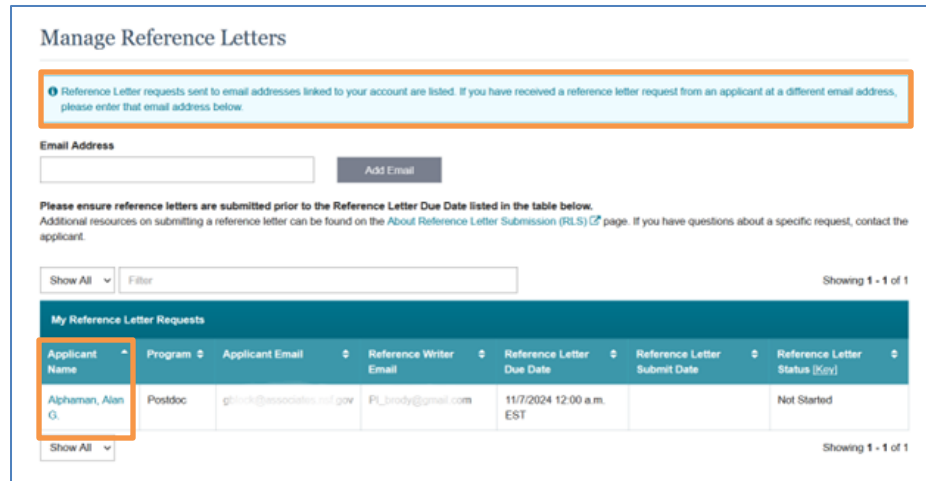


Step 3: Select or Add postdoctoral fellowship proposer in the Reference Letter Submission system.

- The postdoctoral fellowship proposer is added to the *My Reference Letter Requests* table automatically if the reference writer's NSF account primary email address matches the email address provided by the proposer and used on the "To" line of the system-generated Reference Letter Request email to the reference writer.
- Note: Skip to page 9 if the "To" email address on a system-generated Reference Letter Request email does not match your NSF account primary email address.** To view your NSF account primary email address:
 - Sign into Research.gov and select the My Profile option at the top of the screen
 - Your primary email address is shown on the Contact Information tab
- Click the Applicant Name link in the *My Reference Letter Requests* table to continue.

Info message on adding proposer requests to the *My Reference Letter Requests* table when "To" email does not match NSF account primary email

Applicant Name link



Manage Reference Letters

Reference Letter requests sent to email addresses linked to your account are listed. If you have received a reference letter request from an applicant at a different email address, please enter that email address below.

Email Address

Please ensure reference letters are submitted prior to the Reference Letter Due Date listed in the table below. Additional resources on submitting a reference letter can be found on the [About Reference Letter Submission \(RLS\)](#) page. If you have questions about a specific request, contact the applicant.

Show All Filter Showing 1 - 1 of 1

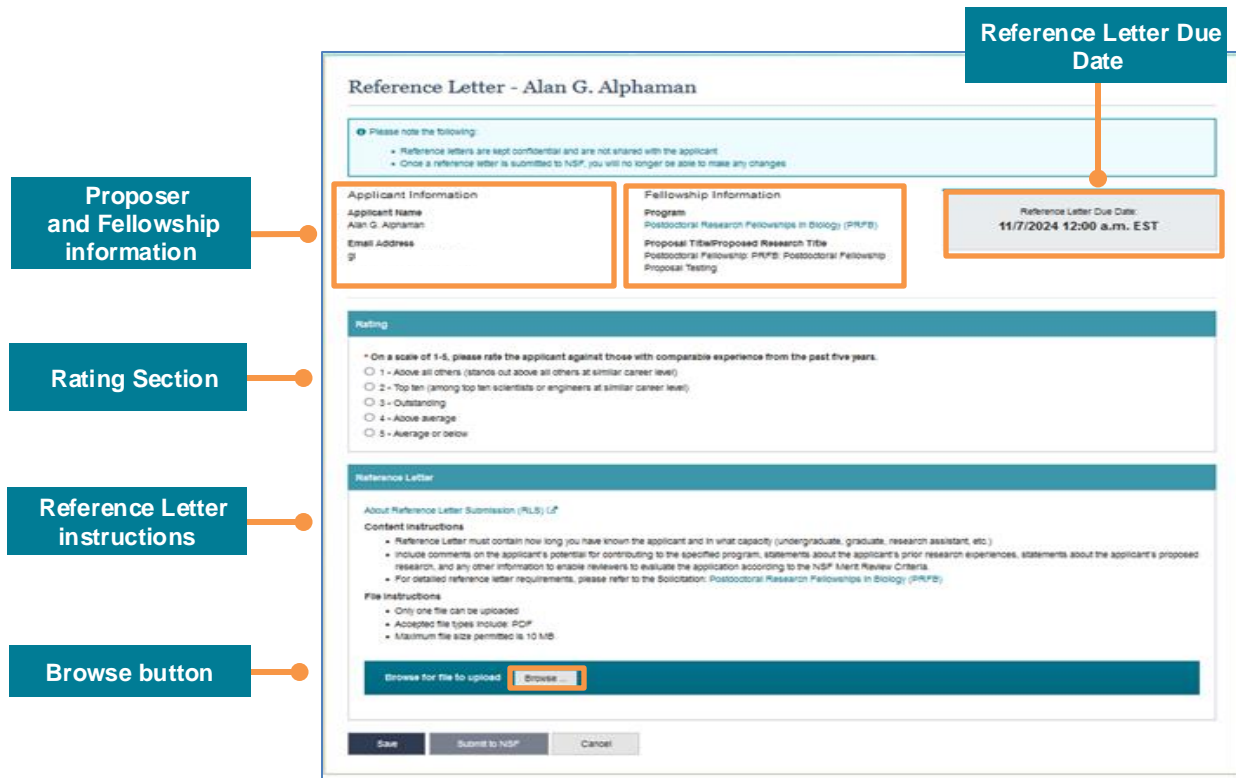
Applicant Name	Program	Applicant Email	Reference Writer Email	Reference Letter Due Date	Reference Letter Submit Date	Reference Letter Status (Key)
Alphaman, Alan G.	Postdoc	glink@associates.nsl.gov	FL_brody@gmail.com	11/7/2024 12:00 a.m. EST		Not Started

Show All Showing 1 - 1 of 1

Step 4: Display Reference Letter proposer detail page.

- Clicking the Applicant Name link opens the Reference Letter proposer detail page which includes information about the proposer, fellowship, reference letter due date, and reference letter instructions.
- The reference letter is uploaded on the Reference Letter proposer detail page and must be uploaded as a PDF.
- Click the Browse button to continue.

Postdoctoral Fellowship Proposal Reference Letter Submission Guide (cont'd)



Reference Letter - Alan G. Alphaman

Please note the following:

- Reference letters are kept confidential and are not shared with the applicant.
- Once a reference letter is submitted to NSF, you will no longer be able to make any changes.

Proposer and Fellowship information

Applicant Information
Applicant Name: Alan G. Alphaman
Email Address: g1

Fellowship Information
Program: Postdoctoral Research Fellowships in Biology (PRFB)
Proposal Title/Proposed Research Title: Postdoctoral Fellowship: PRFB: Postdoctoral Fellowship Proposal: Testing

Reference Letter Due Date
Reference Letter Due Date: 11/7/2024 12:00 a.m. EST

Rating Section

Rating

* On a scale of 1-5, please rate the applicant against those with comparable experience from the past five years.

1 - Above all others (stands out above all others at similar career level)
 2 - Top ten (among top ten scientists or engineers at similar career level)
 3 - Outstanding
 4 - Above average
 5 - Average or below

Reference Letter instructions

About Reference Letter Submission (RLS) (F)

Content instructions

- Reference Letter must contain how long you have known the applicant and in what capacity (undergraduate, graduate, research assistant, etc.)
- Include comments on the applicant's potential for contributing to the specified program, statements about the applicant's prior research experiences, statements about the applicant's proposed research, and any other information to enable reviewers to evaluate the application according to the NSF merit review criteria.
- For detailed reference letter requirements, please refer to the Solicitation: Postdoctoral Research Fellowships in Biology (PRFB).

File instructions

- Only one file can be uploaded.
- Accepted file types include: PDF.
- Maximum file size permitted is 10 MB.

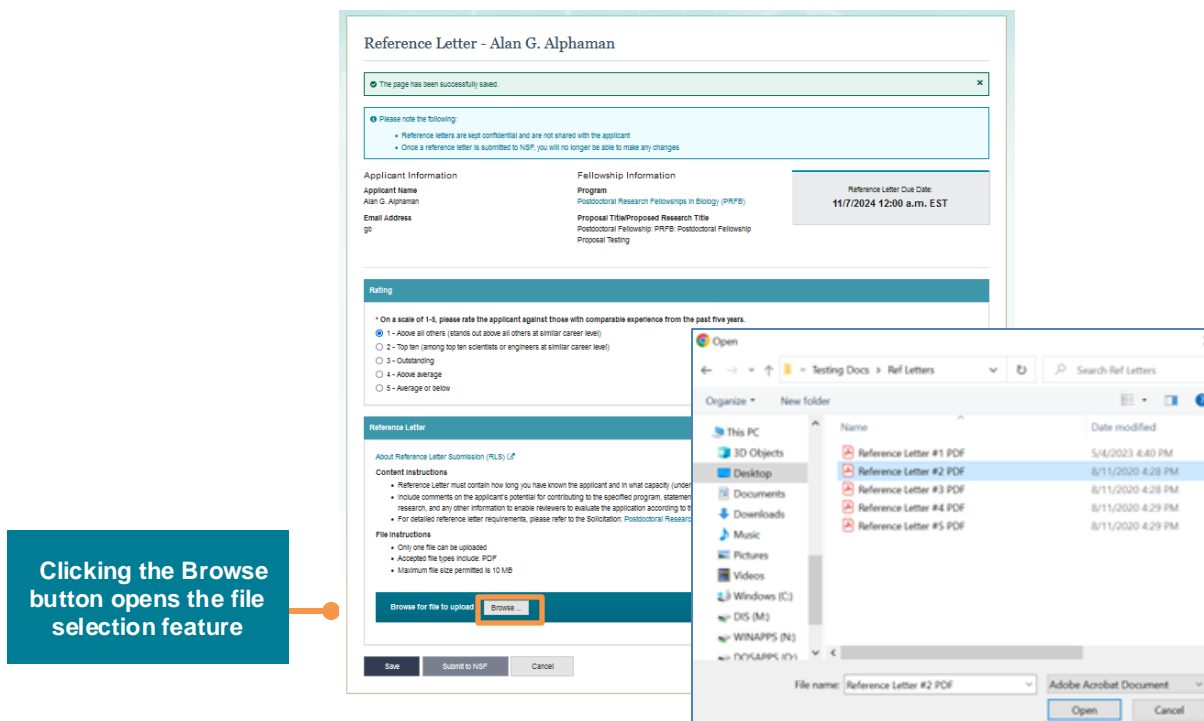
Browse button

Browse for file to upload

Save Submit to NSF Cancel

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 - Alan G. Alphaman

The page has been successfully saved.

Please note the following:

- Reference letters are kept confidential and are not shared with the applicant.
- Once a reference letter is submitted to NSF, you will no longer be able to make any changes.

Applicant Information
Applicant Name: Alan G. Alphaman
Email Address: g1

Fellowship Information
Program: Postdoctoral Research Fellowships in Biology (PRFB)
Proposal Title/Proposed Research Title: Postdoctoral Fellowship: PRFB: Postdoctoral Fellowship Proposal: Testing

Reference Letter Due Date
Reference Letter Due Date: 11/7/2024 12:00 a.m. EST

Rating Section

Rating

* On a scale of 1-5, please rate the applicant against those with comparable experience from the past five years.

1 - Above all others (stands out above all others at similar career level)
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Reference Letter instructions

About Reference Letter Submission (RLS) (F)

Content instructions

- Reference Letter must contain how long you have known the applicant and in what capacity (undergraduate, graduate, research assistant, etc.)
- Include comments on the applicant's potential for contributing to the specified program, statements about the applicant's prior research experiences, statements about the applicant's proposed research, and any other information to enable reviewers to evaluate the application according to the NSF merit review criteria.
- For detailed reference letter requirements, please refer to the Solicitation: Postdoctoral Research Fellowships in Biology (PRFB).

File instructions

- Only one file can be uploaded.
- Accepted file types include: PDF.
- Maximum file size permitted is 10 MB.

Clicking the Browse button opens the file selection feature

Browse for file to upload

Save Submit to NSF Cancel

File Selection Dialog

Open

Testing Docs > Ref Letters

Organize New folder

Name	Date modified
This PC	
3D Objects	
Desktop	
Documents	
Downloads	
Music	
Pictures	
Videos	
Windows (C:)	
Disk (M:)	
WINAPPS (N:)	
WINAPPS (N:)	

File name: Reference Letter #2 PDF Adobe Acrobat Document

Open Cancel

- A success message is generated after the PDF file is uploaded if no file compliance errors are detected (e.g., attempted 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 that the uploaded file is for the intended proposer.
 - **Deleted** by selecting the Delete link. Note that an existing uploaded PDF must be **deleted** before a replacement PDF can be uploaded.



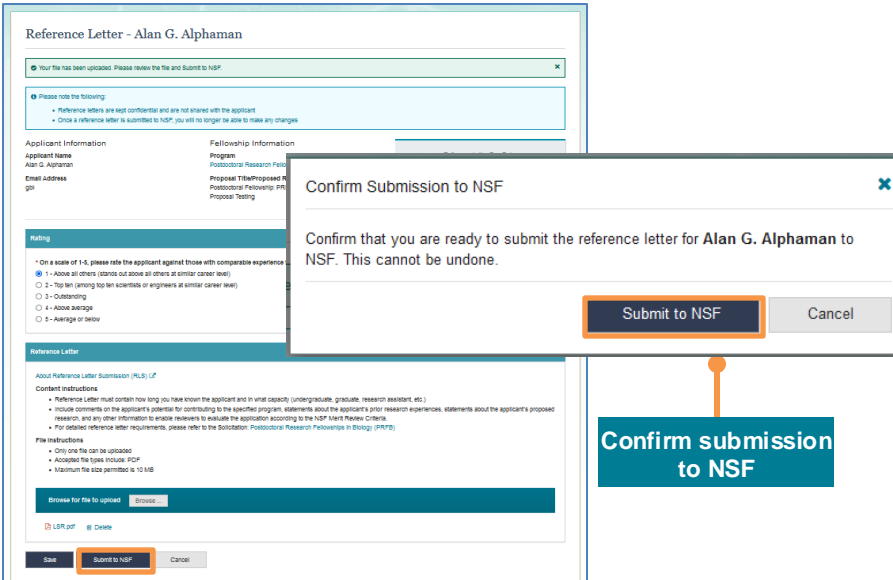
File upload success message

View the uploaded PDF

Delete the uploaded PDF to re-upload a replacement PDF

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 reference letter and rating submission.
- A modal will display to confirm that you are ready to submit the reference letter and rating for the specified proposer.



Submit to NSF button

Confirm submission to NSF

- A success message is generated after reference letter submission.
- The status is changed to “Submitted to NSF” in the *My Reference Letter Requests* table.
- A system-generated confirmation email is sent to the reference letter writer and to the proposer to notify of the reference letter submission.
- **Note: A reference letter PDF can be replaced as many times as needed BEFORE the reference letter submission deadline by clicking the Delete link on the Reference Letter Applicant detail page and repeating steps 4 through 6.**

Reference letter submission success message

Manage Reference Letters

✔ The Reference Letter has been successfully submitted to NSF. No additional changes can be made. ✕

ℹ Reference Letter requests sent to email addresses linked to your account are listed. If you have received a reference letter request from an applicant at a different email address, please enter that email address below.

Email Address

Please ensure reference letters are submitted prior to the Reference Letter Due Date listed in the table below. Additional resources on submitting a reference letter can be found on the [About Reference Letter Submission \(RLS\)](#) page. If you have questions about a specific request, contact the applicant.

Show All Showing 1 - 1 of 1

My Reference Letter Requests						
Applicant Name	Program	Applicant Email	Reference Writer Email	Reference Letter Due Date	Reference Letter Submit Date	Reference Letter Status <small>[Key]</small>
Alphaman, Alan G.	Postdoc	gb_ _ _ _ _	PI_ _ _ _ _	11/7/2024 12:00 a.m. EST	8/22/2024 1:16 p.m. EDT	Submitted to NSF

Show All Showing 1 - 1 of 1

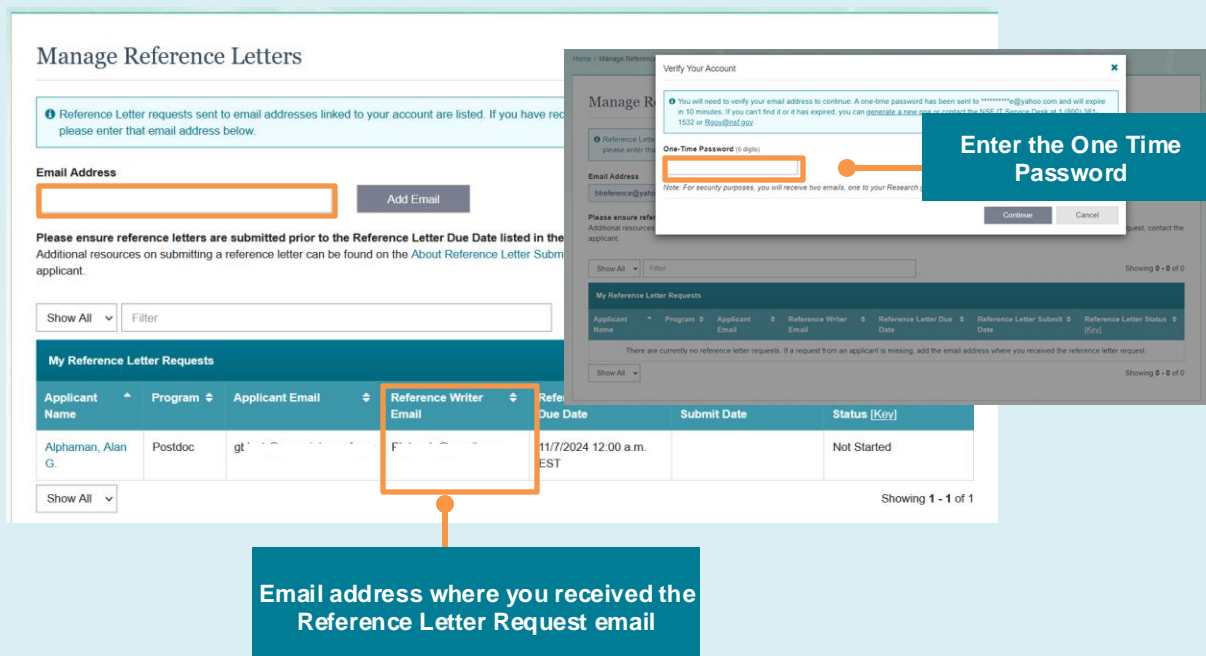
Reference Letter Status updated to “Submitted to NSF”

Questions?

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

i Additional Step May be Required to Add Postdoc Fellowship 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 step is needed to **add** the proposer to the *My Reference Letter Requests* table.
- View your NSF account primary email address:
 - Sign into Research.gov and select the My Profile option at the top of the screen
 - Your primary email address is shown on the Contact Information tab
- Follow these steps if the “To” email address on a system-generated Reference Letter Request email **does not** match your NSF account primary email address:
 - Enter the email address where you received the Reference Letter Request email in the *Email Address* field and click the **Add Email** button.
 - Check your email for a message from *noreplyadmin@nsf.gov* with the subject “Your One-Time Password.” Note that this password expires in 10 minutes.
 - Copy the 6-digit One-Time Password in the email and enter it in the One-Time Password field. Click the **Continue** button.
 - The proposer will now be added to the *My Reference Letter Requests* table.
- If you have received requests by more than one proposer, this process would be repeated for each proposer when the “To” email address on the proposer-specific system-generated Reference Letter Request email does not match your NSF account primary email address.



Enter the One Time Password

Email address where you received the Reference Letter Request email

Applicant Name	Program	Applicant Email	Reference Writer Email	Reference Letter Due Date	Submit Date	Status [Key]
Alphaman, Alan G.	Postdoc	gt...	F...	11/7/2024 12:00 a.m. EST		Not Started