Researchers can remove research products from the NSF Public Access Repository (NSF-PAR) and from their in-progress project reports in Research.gov without assistance from the NSF IT Service Desk.

Overview for Removing Research Products from the NSF-PAR:

- Remove Award IDs for your added products in the NSF-PAR

Steps to Remove your Research Products from the NSF-PAR

1. **Sign in** to Research.gov:
   - Open Research.gov.
   - Click **Sign In** located at the top right of the screen to enter credentials.
   - On the NSF User Sign In page, sign in to Research.gov with your NSF credentials, organization credentials, or with your Login.gov credentials and click the **Sign In** button.

2. **Click** the Manage Research Products link under Awards & Reporting on the Research.gov homepage to go to the Manage Research Products page in the NSF-PAR.

- Award IDs removed in NSF-PAR will immediately stop displaying on the Manage Research Products page in the NSF-PAR.
- If a product has only one associated Award ID, that product is immediately removed from the Manage Research Products page and in the NSF-PAR search results.
- Removing a product from the NSF-PAR does not automatically remove it from an in-progress project report though. You must manually remove it from your in-progress project report in Research.gov.
3 Click the Edit link in the Actions column for the product you want to remove from the NSF-PAR.

- All products for the NSF awards for which you have permissions are displayed on the NSF-PAR Manage Research Products page, regardless of whether you originally added the product.
- You will continue seeing products that are not associated with one of your awards if you were the one who originally added the product, and other awards are linked to that product.

4 Click the Remove award ID link on the Edit Research Products - Details page.
5 Click the Confirm Award ID Removal link located to the right of the award you want to remove from the added product.

![Remove Award Information](image)

You will not be able to remove an award if you did not associate the award to that product.

![Removal Not Available](image)

6 Confirm the Award ID and click the Remove button on the confirmation dialog box.

![Confirm Award ID Removal](image)
Click Next.

View the confirmation banner message and click Confirm and Submit Updates.

Review the final confirmation banner message containing important information about your updates to the NSF-PAR and to your in-progress project report.
The example below illustrates the messaging displayed if you are removing the only remaining associated Award ID. The removal steps are the same as those detailed on the previous page except the modal shown below includes red text.

- If you delete the only Award ID from the list, you will see a modal alerting you that your product will be removed from discovery in the NSF-PAR. This means the public and research community will not be able to view your entry in the PAR Public Search (https://par.nsf.gov).

The remaining steps that follow are the same as steps 8 and 9 detailed on the previous page.
Overview for Removing Research Products from your In-progress Project Report:

- Remove your research product from your in-progress project report after the product has been removed from the NSF-PAR
- Remove your research product from your in-progress project report when the product has not been removed from the NSF-PAR
- Remove your research product from your in-progress project report that has not been added in the NSF-PAR

Steps to Remove your Research Products from your In-progress Project Report: Products Added or Removed in the NSF-PAR

1. **Sign in** to Research.gov:
   - Open [Research.gov](http://Research.gov).
   - Click **Sign In** located at the top right of the screen to enter credentials.
   - On the NSF User Sign In page, sign in to Research.gov with your NSF credentials, organization credentials, or with your Login.gov credentials and click the **Sign In** button.

2. **Click** the Project Reports link under Awards & Reporting on the Research.gov homepage to go to your Project Report.
3. **Navigate** to the Products tab of your in-progress project report. **View** the warning banner message at the top of your report.

4. **Locate** the alert icon in the Actions column that corresponds to the NSF-PAR ID provided to you during the NSF-PAR removal and **click** the Delete from Report link.
5 Click the Delete button in the modal.

- If you already removed your research product from the NSF-PAR first, you may now remove it from your in-progress project report.

6 Review the success banner message confirming the removal of your research product from your in-progress project report.
Steps to Remove your Research Products from your In-Progress Project Report: Products Not Added in the NSF-PAR

1. **Begin** with the Research.gov sign-in steps on page 6 and **navigate** to your in-progress project report, then **click** on the Products tab.

2. **Locate** your research product that does not contain an NSF-PAR ID in the Product Status column and **click** the Delete from Report link in the Actions column.

3. **Click** the Delete button on the modal.

4. **Verify** successful removal by viewing the banner message displayed at the top of the Products page.
Questions and Helpful Resources

For **IT system-related questions or technical questions**, please contact the NSF IT Service Desk (7:00 AM – 9:00 PM ET, Monday through Friday except for federal holidays):
- Call the NSF IT Service Desk: 1-800-381-1532
- Email the NSF IT Service Desk: rgov@nsf.gov

- Additional training resources are available on the Research.gov About Public Access page. Please also refer the NSF Public Access Initiative for more information.

We Want Your Feedback!

- We want your thoughts on your experience with the workflow for removing research products from the NSF-PAR and from your in-progress project reports in Research.gov.
- Please send your feedback to publicaccess@nsf.gov.