

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

- 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.**

## Steps to Remove your Research Products from the NSF-PAR

### 1 Sign in to Research.gov:

- Follow [this link](#) to a detailed explanation on how to login to Research.gov

About Signing into Research.gov

### GETTING STARTED

In order to sign into Research.gov, you must register for an NSF account. Refer to the link here [if you need to register for an NSF account](#). You can sign into Research.gov using one of the following three options:

- [Sign in using your NSF Account Credentials](#)
- [Sign in using your Organization Credentials \(InCommon Federation organizations only\)](#)
- [Sign in using Login.gov](#)

### MULTIFACTOR AUTHENTICATION

Effective on October 27, 2024, NSF implemented multifactor authentication (MFA) for Research.gov as part of an ongoing commitment to enhancing security and safeguarding NSF's IT systems, user accounts, personal and scientific data, and the integrity of the merit review process. This extra step protects both the research community and NSF. See [Dear Colleague Letter \(NSF 25-011\)](#) for details. View the [MFA Options Overview](#).

### Sign in using your NSF Account Credentials

Sign into Research.gov account with your NSF ID + password or Primary Email address + password. If you access Research.gov using NSF credentials, you must set up MFA in Research.gov to sign in.

The MFA options that will display and will be available to select will depend on what role you have in Research.gov. If you have a financial or administrative role, you must use a phishing-resistant MFA method. If you have other roles such as Principal Investigator or Reviewer which do not have financial or administrative privileges, you can select an MFA or phishing-resistant MFA method; however, NSF strongly recommends that all users choose a phishing-resistant MFA. NSF urges you to also set up a secondary MFA method in case your primary MFA method is unavailable (e.g., you do not have their mobile phone with you).

### 2 Once logged in, **Click** the “PAR Research Products” link under Awards & Reporting on the Research.gov homepage to navigate to the “Submitted Research Products” tab on the top of the screen in the NSF-PAR.

To access restricted features, add a role

#### Proposals

[Prepare and Submit Proposals](#)  
(Letters of Intent, Preliminary, Full, Renewal, Postdoctoral Fellowships and SBIR/STTR)

[Demo Site: Prepare Proposals \(Training\)](#)

[Proposal Status](#)

#### Reviews & Meetings

[Provide Reviewer Profile Information](#)  
(For reviewers, panelists, and meeting participants who have received notice from NSF requesting to provide their reviewer profile information)

[Reviews, Panels, and Other Meetings](#)  
(Panels, *Ad Hoc* Reviews, Advisory Committees, Committees of Visitors, Site Visits, and Subcommittees)

[Volunteer to Review](#)  
(Sign up to become a reviewer for NSF)

[Reviewing for the National Science Foundation](#)

#### Awards & Reporting

[Project Reports](#)

[Demo Site: Project Reports \(Training\)](#)

[Notifications & Requests](#)

[Award Documents](#)

[Supplemental Funding Requests \(including Career-Life Balance\)](#)

[Demo Site: Supplemental Funding Requests \(Training\)](#)

[Continuing Grant Increments Reports](#)

[NSF Public Access Repository \(NSF-PAR\):](#)

[PAR Research Products](#)

**NSF Public Access Repository (PAR)**  
A partnership with the Department of Energy,  
Office of Scientific and Technical Information

PAR Research Products
Add Research Products
Submitted Research Products
Contacts
FAQs

### 3 Click the Edit link in the Actions column for the product you want to remove from the NSF-PAR.

Submitted Research Products

Use the **Submitted Research Products** feature to search for and manage information associated with your previously entered research products such as editing award IDs, metadata, PDF/A documents, or deleting award IDs that you have previously entered. Once you have selected a record of interest, use the Edit link on the Actions column to update information associated to your research product.

Research Products Previously Submitted

**Keyword Search:**  
Use this search input to search by keyword e.g., award id, title, author/creator, DOI number, and par id. The returned results may contain mixed products.

**Specific Product Search:**  
Use this search input to search by specific product type(s).

Showing 1 to 10 of 77

Type	Award ID(s)	Title	Author(s)/Creator(s)	DOI Number	PAR ID	Last Edited	Actions
Journal Article		wray Artificial Intelligence in Decision Making: A Challenge to Rawlsian Idea of Justice	Test Name	<a href="#">10.2139/ssm.4137044</a>	1234567	02/27/2025	<a href="#">View</a> <a href="#">Edit</a>
Conference Proceeding		Proceeding of 7th Thermal and Fluids Engineering Conference (TFEC)	Test Name	<a href="#">10.1615/tfec2022</a>	1234567	07/25/2024	<a href="#">View</a> <a href="#">Edit</a>
Journal Article		test1	Test Name		1234567	10/02/2024	<a href="#">View</a> <a href="#">Edit</a>
Journal Article		HSR Abstracts und Autoreindex, 2004-2014	Test Name	<a href="#">10.12759/hsr.suppl.26.2014.63-343</a>	1234567	01/07/2025	<a href="#">View</a> <a href="#">Edit</a>

- All products for the NSF awards for which you have permissions are displayed on the NSF-PAR Submitted 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 Submitted Research Product - Details page.

Edit Submitted Research Product

**Please Note:** Some sections may become disabled to properly process your specific update(s). To complete this process, you must refresh this page.

\* Required

**Product Summary**

\* Product Type  
Journal Article

\* Full Title(s) [Text Instructions](#)  
wray Artificial Intelligence in Decision Making: A Challenge to Rawlsian Idea of Justice

Have you previously deposited your publication in another federal repository? [More Information](#)  
 Yes  
 No

**Awards**

Award ID: 1234568  
[Removal Not Available](#)

Acknowledgement: Federal Government's License = Acknowledged, 01/29/2025 Completed by =

Award ID: 1234567  
[Remove Award ID](#)

Acknowledgement: Federal Government's License = Acknowledged, 01/29/2025 Completed by =

Award ID: 1234569  
 Acknowledgement: Federal Government's License = Acknowledged, 02/27/2025 Completed by =

Sponsoring Organization: National Science Foundation

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

### Confirm Award ID Removal ✕

Are you sure you want to remove the following from this Journal Article?

**Award ID:** 1234567

Remove
Cancel

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

<b>Acknowledgement:</b>	Federal Government's License = Acknowledged, 12/30/2023 Completed by = John Smith	<a href="#">remove</a>
<b>Award ID:</b>	XXXXXXX	
<b>Acknowledgement:</b>	Federal Government's License = Acknowledged, 07/30/2023 Completed by = John Smith	<a href="#">remove</a>
<b>Award ID:</b>	XXXXXXX	
<b>Acknowledgement:</b>	Federal Government's License = Acknowledged, 06/20/2022 Completed by = Jane Jones	<a href="#">remove</a>

**Removal Not Available**

You cannot remove an award that you have not added yourself.

For further assistance please contact your Program Officer or the NSF Help Desk at 1-800-381-1532.

**i** Removal Not Available

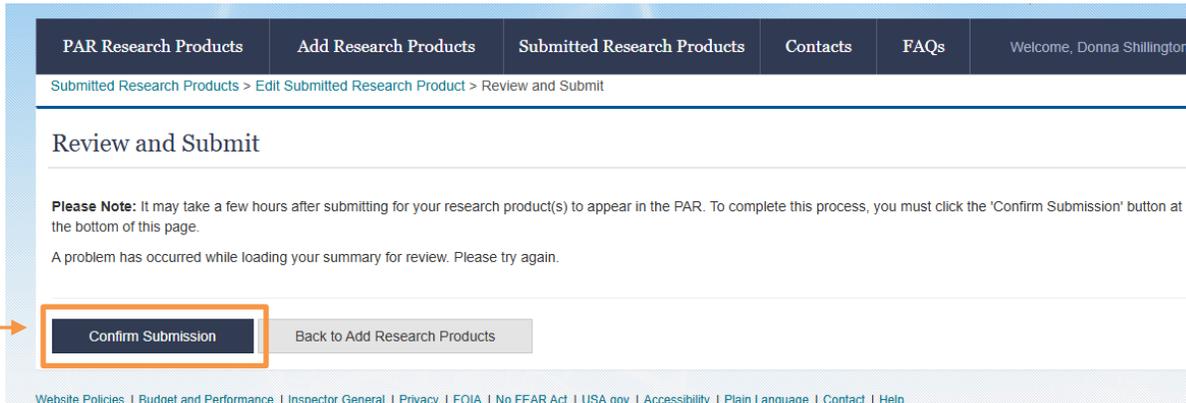
**6** Click **Save & Resubmit** to confirm the deletion.

**Subject(s) / Keyword(s)** Text Instructions

test;test

Save & Resubmit
Cancel

**7 Click Confirm Submission** to confirm the removal of your product



PAR Research Products | Add Research Products | Submitted Research Products | Contacts | FAQs | Welcome, Donna Shillington

Submitted Research Products > Edit Submitted Research Product > Review and Submit

## Review and Submit

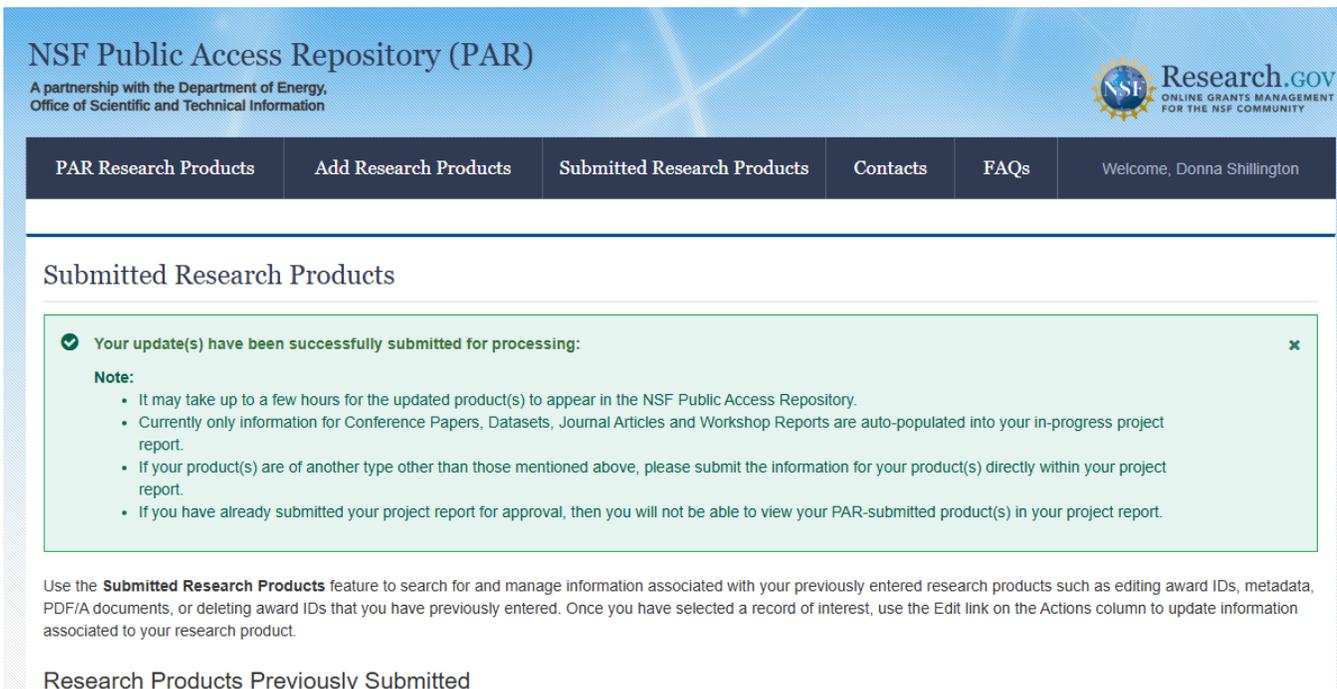
**Please Note:** It may take a few hours after submitting for your research product(s) to appear in the PAR. To complete this process, you must click the 'Confirm Submission' button at the bottom of this page.

A problem has occurred while loading your summary for review. Please try again.

[Confirm Submission](#) | [Back to Add Research Products](#)

Website Policies | Budget and Performance | Inspector General | Privacy | FOIA | No FEAR Act | USA.gov | Accessibility | Plain Language | Contact | Help

**8 Review** the final confirmation banner message containing important information about your updates to the NSF-PAR and to your in-progress project report



NSF Public Access Repository (PAR)  
A partnership with the Department of Energy,  
Office of Scientific and Technical Information

PAR Research Products | Add Research Products | Submitted Research Products | Contacts | FAQs | Welcome, Donna Shillington

## Submitted Research Products

✔ **Your update(s) have been successfully submitted for processing:** ✕

**Note:**

- It may take up to a few hours for the updated product(s) to appear in the NSF Public Access Repository.
- Currently only information for Conference Papers, Datasets, Journal Articles and Workshop Reports are auto-populated into your in-progress project report.
- If your product(s) are of another type other than those mentioned above, please submit the information for your product(s) directly within your project report.
- If you have already submitted your project report for approval, then you will not be able to view your PAR-submitted product(s) in your project report.

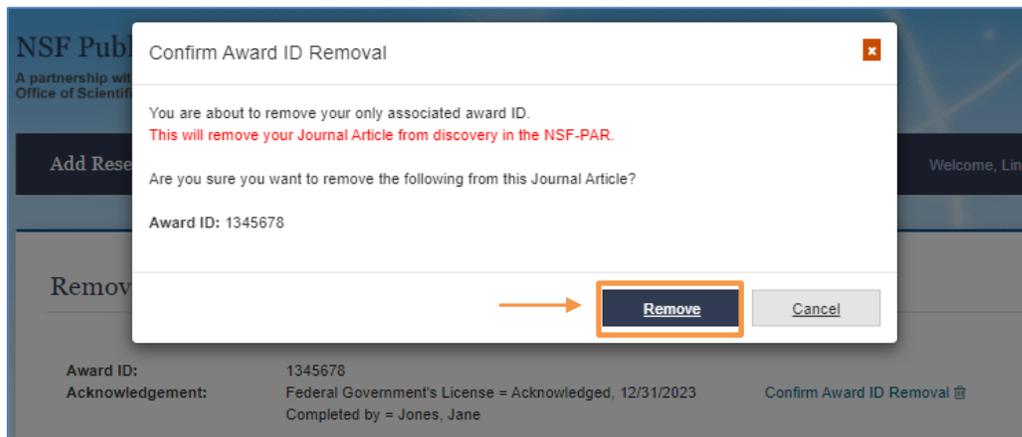
Use the **Submitted Research Products** feature to search for and manage information associated with your previously entered research products such as editing award IDs, metadata, PDF/A documents, or deleting award IDs that you have previously entered. Once you have selected a record of interest, use the Edit link on the Actions column to update information associated to your research product.

Research Products Previously Submitted

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 pages 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>).



## 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:

- Follow [this link](#) to a detailed explanation on how to login to Research.gov

About Signing into Research.gov

**GETTING STARTED**

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**Sign in using your NSF Account Credentials**

Sign into [Research.gov](#) account with your NSF ID + password or Primary Email address + password. If you access Research.gov using NSF credentials, you must set up MFA in Research.gov to sign in.

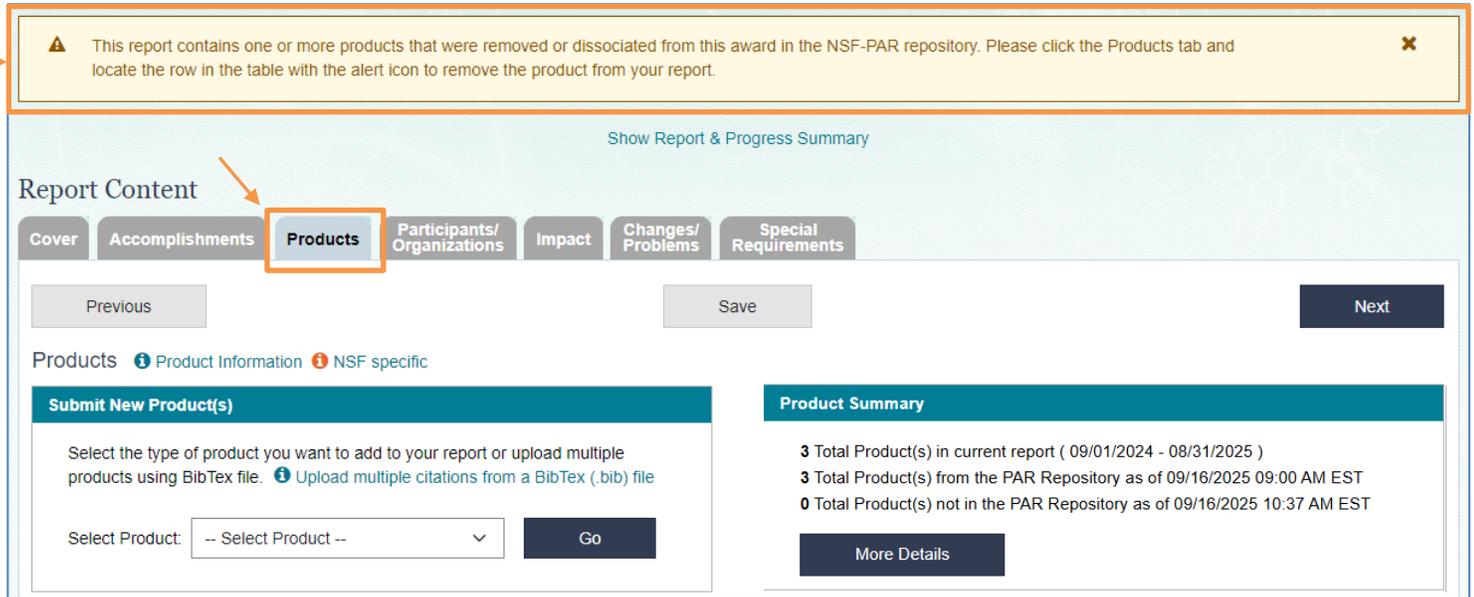
The MFA options that will display and will be available to select will depend on what role you have in Research.gov. If you have a financial or administrative role, you must use a phishing-resistant MFA method. If you have other roles such as Principal Investigator or Reviewer which do not have financial or administrative privileges, you can select an MFA or phishing-resistant MFA method; however, NSF strongly recommends that all users choose a phishing-resistant MFA. NSF urges you to also set up a secondary MFA method in case your primary MFA method is unavailable (e.g., you do not have their mobile phone with you).

### 2 Click the Project Reports link under Awards & Reporting on the Research.gov homepage to go to your Project Report.

 To access restricted features, [add a role](#)

<p><b>Proposals</b></p> <p><a href="#">Prepare and Submit Proposals</a> (Letters of Intent, Preliminary, Full, Renewal, Postdoctoral Fellowships and SBIR/STTR)</p> <p><a href="#">Demo Site: Prepare Proposals (Training)</a></p> <p><a href="#">Proposal Status</a></p>	<p><b>Reviews &amp; Meetings</b></p> <p><a href="#">Reviews, Panels, and Other Meetings</a> (Panels, <i>Ad Hoc</i> Reviews, Advisory Committees, Committees of Visitors, Site Visits, and Subcommittees)</p> <p><a href="#">Reviewing for the National Science Foundation</a></p>	<p><b>Awards &amp; Reporting</b></p> <p><a href="#">Project Reports</a> ←</p> <p><a href="#">Demo Site: Project Reports (Training)</a></p> <p><a href="#">Notifications &amp; Requests</a></p> <p><a href="#">Award Documents</a></p> <p><a href="#">Supplemental Funding Requests (including Career-Life Balance)</a></p> <p><a href="#">Demo Site: Supplemental Funding Requests (Training)</a></p> <p><a href="#">Continuing Grant Increments Reports </a></p> <p>NSF Public Access Repository (NSF-PAR): <a href="#">PAR Research Products</a></p>
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**3** **Navigate** to the Products tab of your in-progress project report. **View** the warning banner message at the top of your report.



The screenshot shows a warning banner at the top: "This report contains one or more products that were removed or dissociated from this award in the NSF-PAR repository. Please click the Products tab and locate the row in the table with the alert icon to remove the product from your report." Below the banner, the "Products" tab is highlighted in the "Report Content" navigation bar. The main content area includes a "Submit New Product(s)" section with a dropdown menu and a "Go" button, and a "Product Summary" section showing statistics for products in the current report and the PAR repository.

**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.

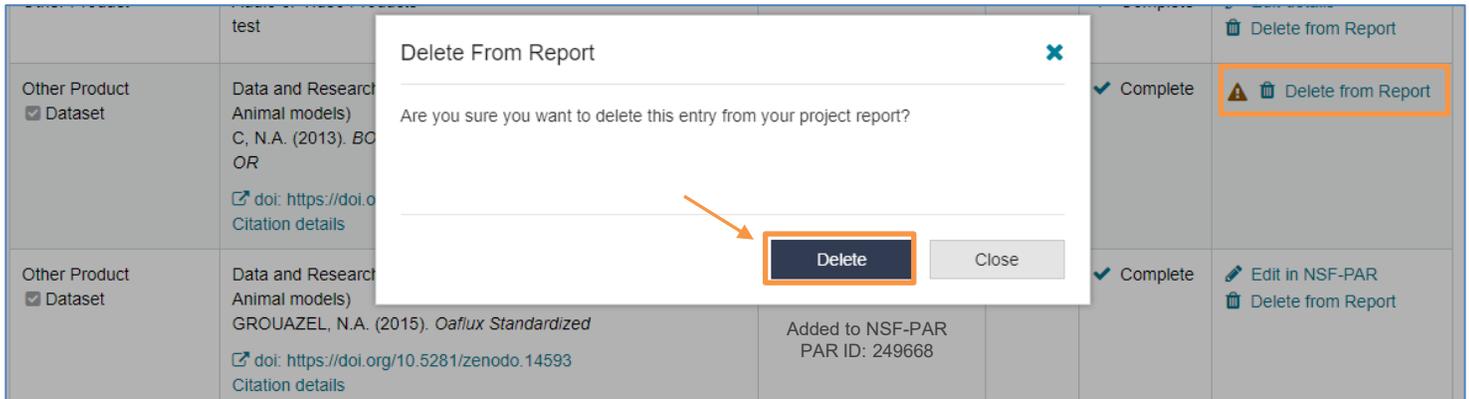
Product Type	Citation / Description	Product Status	Year	Status	Actions
Other Product <input checked="" type="checkbox"/> Workshop Report	, test (2025). Larry Test Product 2. ... <a href="#">Full text</a> <a href="#">Citation details</a>	Removed from NSF-PAR PAR ID: 123456	2025	✓ Complete	  Delete from Report
Journal or Juried Conference Paper	, test2 (2025). Larrys Test Products. ... <a href="#">Full text</a> <a href="#">Citation details</a>	Added to NSF-PAR PAR ID: 997654	2025	✓ Complete	 Edit in NSF-PAR  Delete from Report

Products removed from NSF-PAR display as "Removed"

Products that have been entered and not removed from NSF-PAR display as "Added"

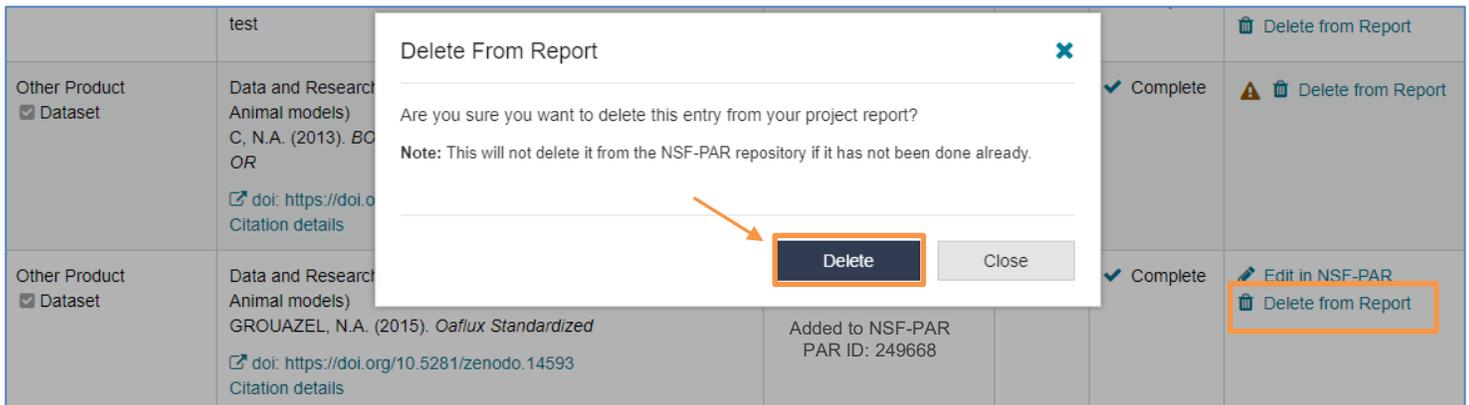
**5** Click the Delete button in the modal.

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



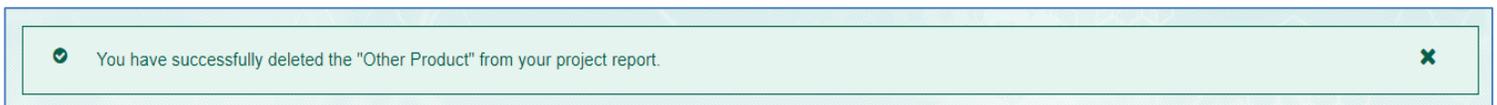
test					Delete from Report
Other Product Dataset	Data and Research Animal models) C, N.A. (2013). BO OR doi: https://doi.o Citation details	Complete			Delete from Report
Other Product Dataset	Data and Research Animal models) GROUAZEL, N.A. (2015). <i>Oaf</i> Added to NSF-PAR PAR ID: 249668 doi: https://doi.org/10.5281/zenodo.14593 Citation details	Complete			Edit in NSF-PAR Delete from Report

- i** If you remove your research product from your in-progress project report first, a modal message will display informing that the removal will not be reflected in the NSF-PAR. After removing the product from your in-progress project report, you will then need to remove it manually from the NSF-PAR.



test					Delete from Report
Other Product Dataset	Data and Research Animal models) C, N.A. (2013). BO OR doi: https://doi.o Citation details	Complete			Delete from Report
Other Product Dataset	Data and Research Animal models) GROUAZEL, N.A. (2015). <i>Oaf</i> Added to NSF-PAR PAR ID: 249668 doi: https://doi.org/10.5281/zenodo.14593 Citation details	Complete			Edit in NSF-PAR Delete from Report

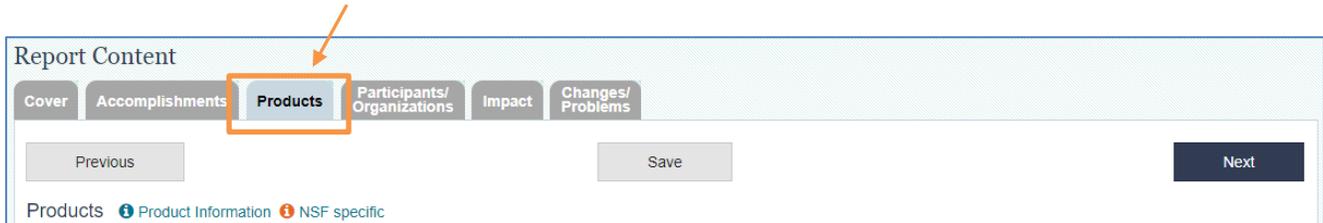
**6** Review the success banner message confirming the removal of your research product from your in-progress project report.



✔ You have successfully deleted the "Other Product" from your project report. ✕

## Steps to Remove your Research Products from your In-Progress Project Report: Products Not Added in the NSF-PAR

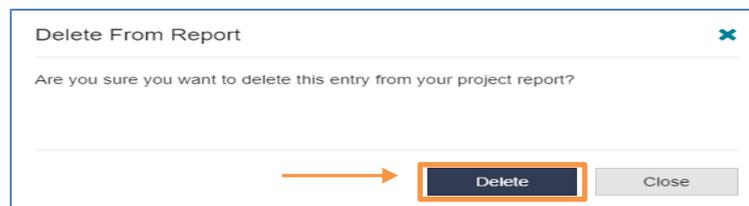
- 1** **Begin** with the Research.gov sign-in steps on page 6 and **navigate** to your in-progress project report, then **click** on the Products tab.



- 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.

Product Type	Citation / Description	Product Status	** Year	Status	Actions
Other Product <input checked="" type="checkbox"/> Dataset	Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) Last Name, Middle Int. First Int. (Published Year). Title of Dataset, (Version V2). Repository Name. <a href="#">more &gt;&gt;</a>	Other	2022	✓ Complete	<a href="#">Edit in NSF-PAR</a> <a href="#">Delete from Report</a>
Other Product <input checked="" type="checkbox"/> Research Material	Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) Last Name, Middle Int. First Int. (Published Year). Title of Research Material, (Version V2). Repository Name. <a href="#">more &gt;&gt;</a>	Other	2022	✓ Complete	<a href="#">Edit Details</a> <a href="#">Delete from Report</a>

- 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](mailto:rgov@nsf.gov)
- Additional training resources are available on the Research.gov [About Public Access](#) page (Please note that you have to be logged into RGOV to access this 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](mailto:publicaccess@nsf.gov).**