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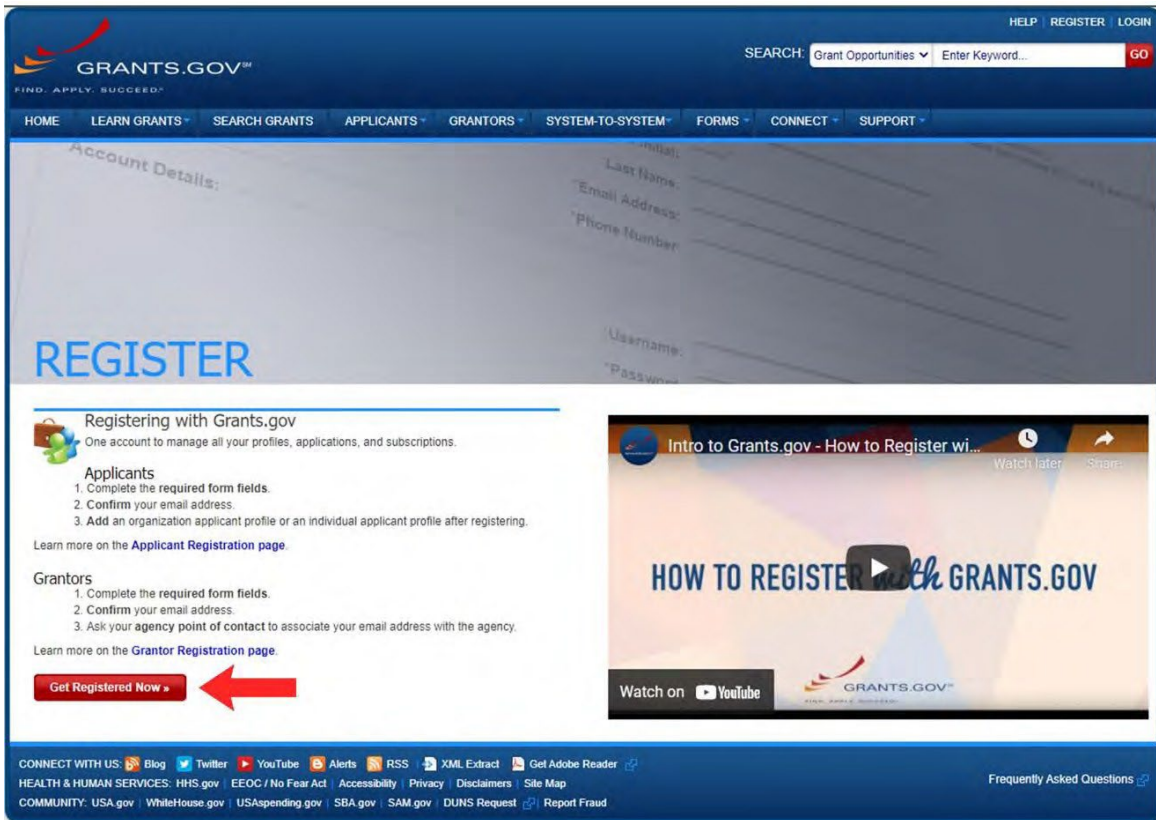## Grants.gov

REGISTRATION

1. Navigate to grants.gov. Once on the webpage, in the upper right corner of the screen, click on the word "REGISTER".
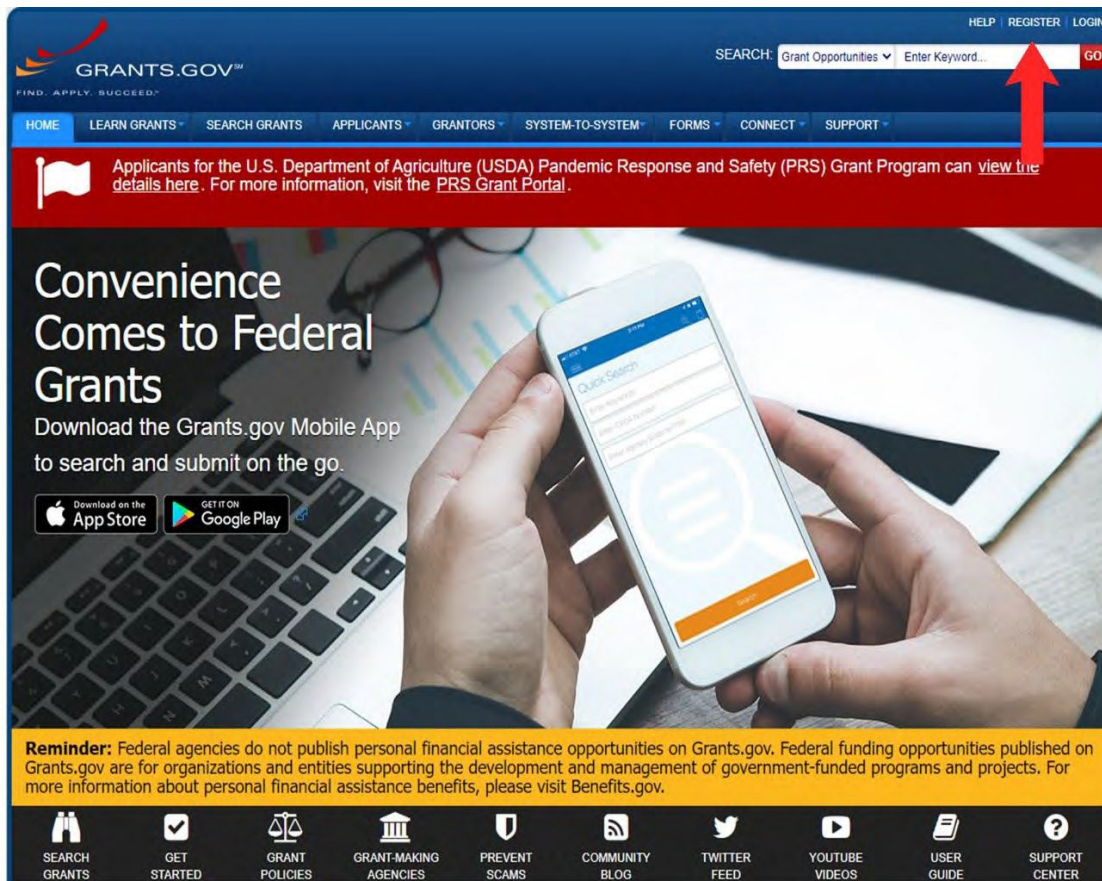
2. After clicking "REGISTER", will list different options for user types. Click on the red button that says "Get Registered Now" to start the process.

Grants.gov (Continued)

3. On the next screen, complete the registration information. **NOTE: It is best practice to use your ASU contact information.** Once all of the information is entered, click continue.

4. Grants.gov will then give you an opportunity to review that information. Once you have reviewed and verified your information, click "Send Temporary Code". You will receive an email at the listed email address with a code from grants.gov. Enter that code in the box at the top of the page. Once you have entered the code, click "Continue".

Grants.gov (Continued)

5. On the next screen you will see several options to add an organization to your profile or skip this step. You should select "Add Organization Applicant Profile".
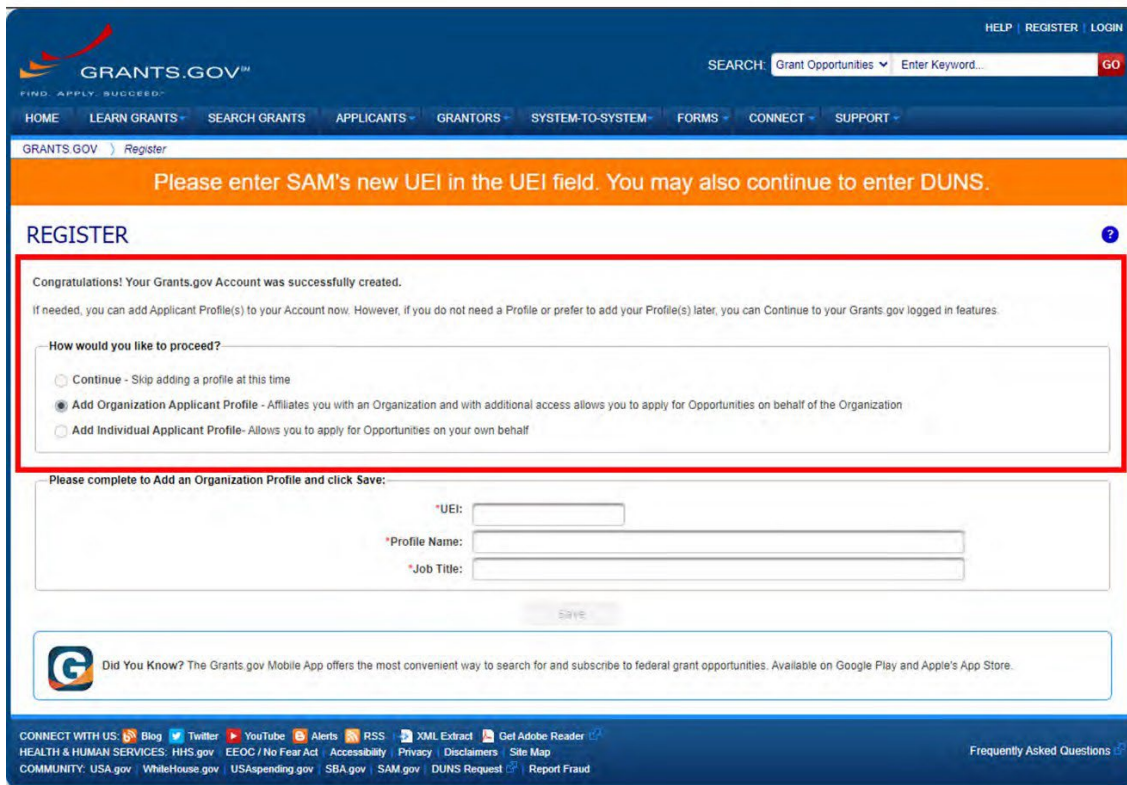
Grants.gov (Continued)

6. Once you have selected "Add Organization Applicant Profile", a second set of boxes will appear on the same screen for you to provide the ASU Tempe DUNS (**943360412**), your job function (research administrator), and you job title. Once this information is entered, click SAVE.
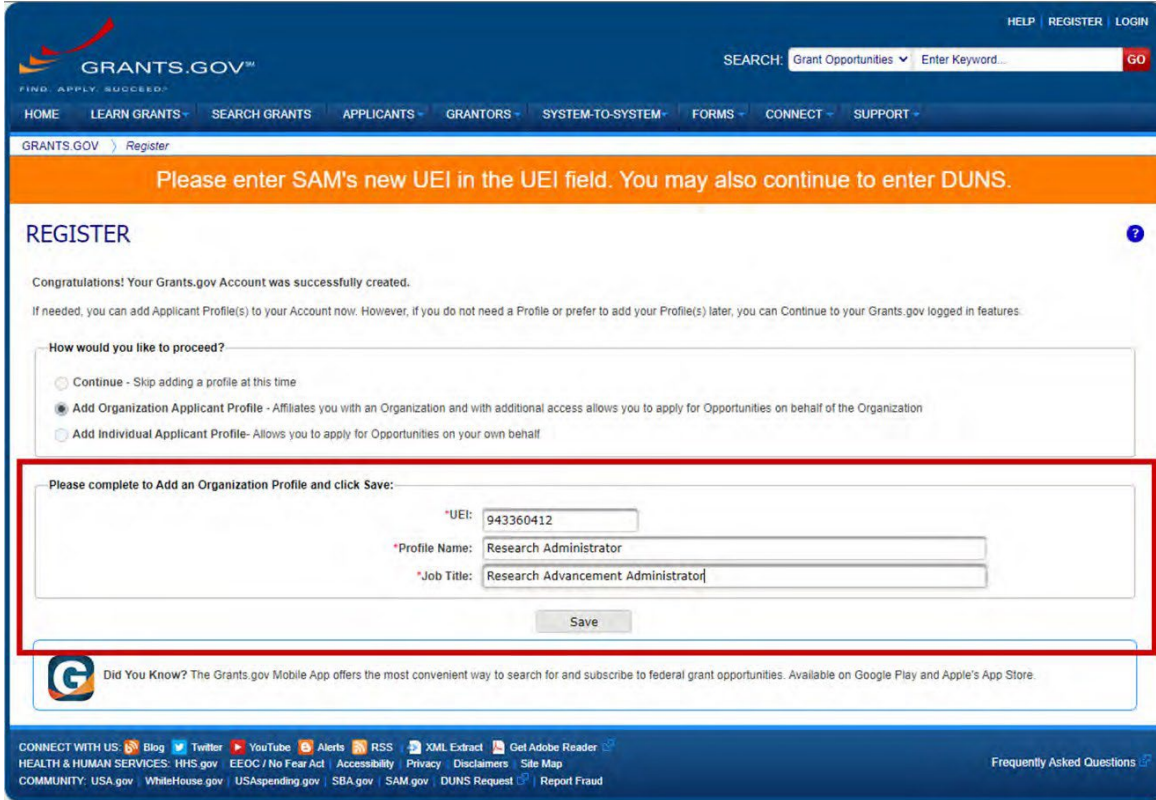
7. Once you have entered your information, verified, and submitted, you will then need to email RAHelp@asu.edu and request to be given the "RA Role" in grants.gov.

USING GRANTS.GOV WORKSPACE

To find out more about how to use grants.gov workspace, check out the following:

- Workspace Process
- Grants.gov Training Resources and Videos
- Grants.gov FAQs

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NSF (Research.gov)

REGISTRATION

1. Navigate to research.gov and click "Register" in the upper right corner of the page.

2. On the next page enter the required personal information. Once you have entered the information click "save & preview"

NSF Research.gov (Continued)

3. On the next screen, verify that you have entered your information correctly. If it is correct, click "submit". If is it incorrect, click "edit".

NOTE: If you have already registered and have an NSF ID, should not register for a new account. If you need assistance at this stage, please contact the NSF IT Help desk for support.

NSF Research.gov (Continued)

4. Once you verify your information you will see that your account has been created and you NSF ID listed.
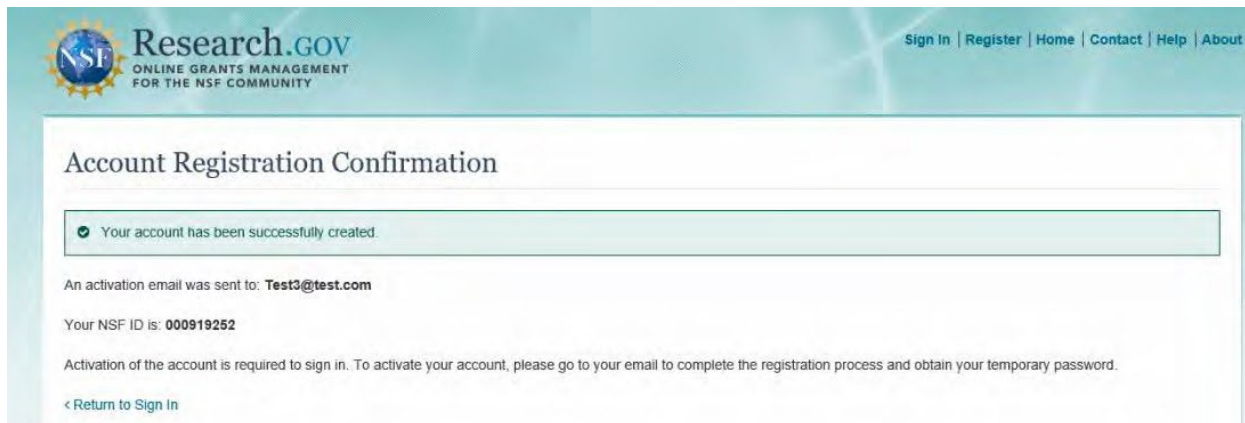
5. Then you should receive and email with a temporary password. You will need this information to complete the registration process.
6. Once you receive the temporary password, navigate back to Research.gov and click "sign in". Once you sign in, you will be prompted to change your password.

NSF Research.gov (Continued)

7. Once you have changed your password and logged in, you will need to request roles. To request roles, click on "my profile" at the top of the screen. Then click "Add a new role" on the left side of the screen.
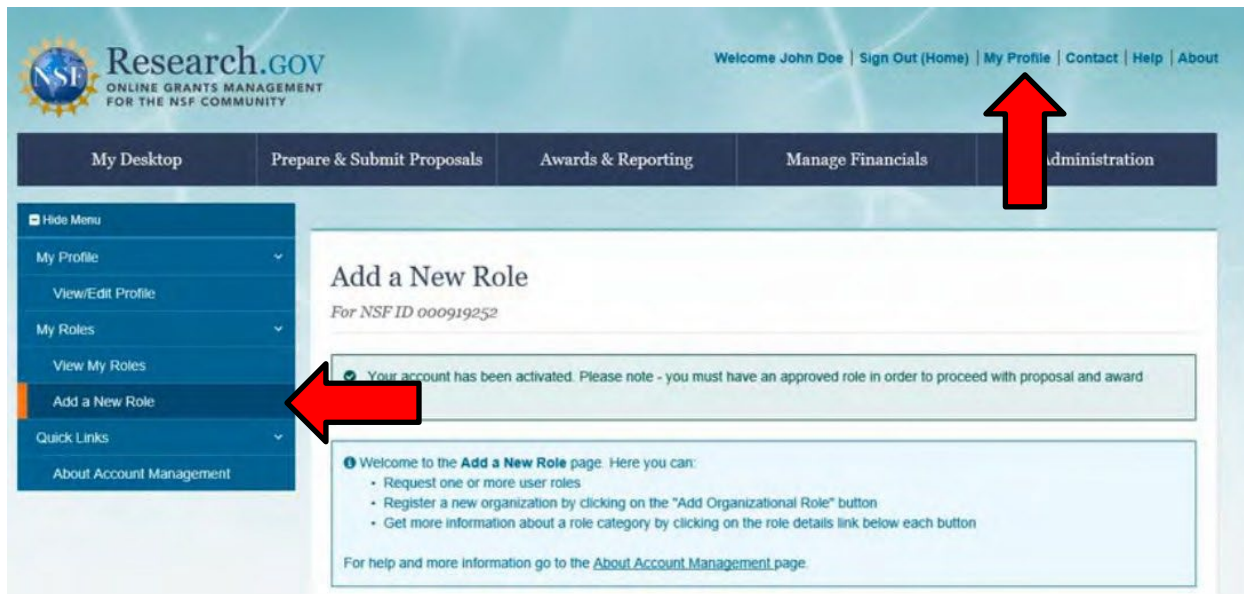
8. RAs should request the PI and SPO roles as follows
    a. Principal Investigator
        i. To request the PI role, click on the "Add Investigator Role" Button

NSF Research.gov (Continued)

ii. In the pop up window, select the top option "Yes, prepare and manage proposals within an organization as an Investigator"

Prepare Proposals ✕

Would you like to perform these actions as a part of an organization?

◉ Yes, prepare and manage proposals within an organization as an Investigator

○ Yes, prepare and manage proposals within an organization as an Other Authorized User

○ No, prepare and manage proposals independently (e.g. unaffiliated or post-doctoral fellowship)

[Submit] [Cancel]

iii. On the next screen, enter the ASU Tempe DUNS (**943360412**), then click search

Add a New Role to Prepare Proposals and Manage Awards

| 1. Find Organization | 2. Add Information | 3. Choose Role(s) | 4. Review | 5. Confirmation |

Find Organization

Enter DUNS number ℹ What is a DUNS number? ℹ How can I find my DUNS number?

943360412   [Search] [Clear]

iv. After searching for the ASU Tempe DUNS, select the option listed as "Arizona State University", even if you work at another campus. Then click "next".

Find Organization

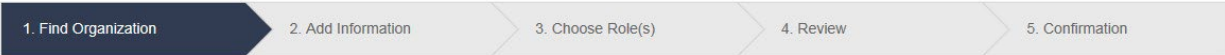Enter DUNS number ℹ What is a DUNS number? ℹ How can I find my DUNS number?

943360412   [Search] [Clear]

Select	DUNS Number	Organization	Organization Contact(s)		Registered with NSF ℹ
○	943360412	Arizona State University East Campus	HEATHER C CLARK	See all (4)	Yes
○	943360412	Arizona State University West Campus	HEATHER C CLARK	See all (4)	Yes
◉	943360412	Arizona State University	Lindsey Bosak	See all (30)	Yes

[Previous] [Next]

v. On the next screen, you will need to enter/verify your information. Once you have done that, click "next".

Add a New Role to Prepare Proposals and Manage Awards

| 1. Find Organization ✔ | 2. Add Information | 3. Choose Role(s) | 4. Review | 5. Confirmation |

⚠ **Existing role information:** You currently have role contact information for the selected organization. All roles share the same contact information within the same organization. Please review the information for accuracy. If you choose to update the contact information, all other roles for this organization will be updated with the new information.

Add Information

The contact information will be used for all communications when performing in approved roles for this organization

* Required

Your Contact Details

* Work Phone Number

480-965-4225

* Work Email ⓘ

Melinda.Rowe@asu.edu ▼

Your Degree Information

* Degree Type

Master of Education ▼

* Degree Year

2011 ▼

Your Work Address

* Country

Select One ▼

* Street Address

Street Address (Line 2)

Department Name

* City

* State

Select State ▼

* Postal Code

Previous   Next

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vi. On the next screen, make sure the PI role is selected and click next.

Add a New Role to Prepare Proposals and Manage Awards

| 1. Find Organization ✔ | 2. Add Information ✔ | 3. Choose Role(s) | 4. Review | 5. Confirmation |

Choose Role(s)

Due to your selected organization, you will be registered for the following role: ⓘ What is this role?

☑ Principal Investigator/ co-Principal Investigator (PI/co-PI)

Previous   Next

> **vii.** On the following screen, review your information and click "submit".
> **viii.** You will then see a message that your successfully submitted your role request for PI.

| 1. Find Organization ✔ | 2. Add Information ✔ | 3. Choose Role(s) ✔ | 4. Review ✔ | 5. Confirmation |

✓ Success - your request has been forwarded to the organization contact(s) below. Check the status of this request on the View My Roles page.

> **ix.** Please allow 24-48 hours for your role to be approved. If there are any issues with your role request, OKED will reach out directly.
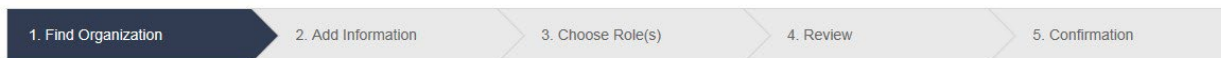
> **b.** Sponsored Projects Officer
> > **i.** To request the SPO role, click on the "Add Organizational Role" Button

Add and Manage Organizations

Administrator (Admin), Authorized Organizational Representative (AOR), Sponsored Projects Officer (SPO), View Only User

Add Organizational Role

ⓘ Organizational role details

ii. On the next screen, enter the ASU Tempe DUNS (**943360412**), then click search

Add a New Role to Prepare Proposals and Manage Awards

| 1. Find Organization | 2. Add Information | 3. Choose Role(s) | 4. Review | 5. Confirmation |

Find Organization

Enter DUNS number   ❶ What is a DUNS number?   ❶ How can I find my DUNS number?

| 943360412 | | Search | Clear |

iii. After searching for the ASU Tempe DUNS, select the option listed as "Arizona State University", even if you work at another campus. Then click "next".
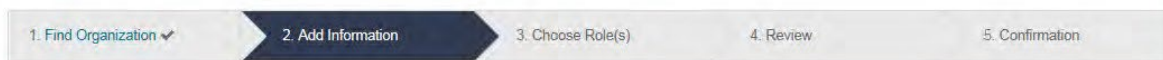
Find Organization

Enter DUNS number   ❶ What is a DUNS number?   ❶ How can I find my DUNS number?

| 943360412 | | Search | Clear |

Select	DUNS Number	Organization	Organization Contact(s)		Registered with NSF ❶
○	943360412	Arizona State University East Campus	HEATHER C CLARK	See all (4)	Yes
○	943360412	Arizona State University West Campus	HEATHER C CLARK	See all (4)	Yes
●	943360412	Arizona State University	Lindsey Bosak	See all (30)	Yes

Previous   Next

iv. On the next screen, you will need to enter/verify your information. Once you have done that, click "next".

Add a New Role to Prepare Proposals and Manage Awards

| 1. Find Organization ✔ | 2. Add Information | 3. Choose Role(s) | 4. Review | 5. Confirmation |

⚠ **Existing role information:** You currently have role contact information for the selected organization. All roles share the same contact information within the same organization. Please review the information for accuracy. If you choose to update the contact information, all other roles for this organization will be updated with the new information.

Add Information

The contact information will be used for all communications when performing in approved roles for this organization

* Required

Your Contact Details

* Work Phone Number	* Work Email ❶
480-965-4225	Melinda.Rowe@asu.edu

NSF Research.gov (Continued)

> **v.** On the next screen, check the box next to "Sponsored Project Officer – SPO (View/Edit Proposals). Then click "next".

> **vi.** On the following screen, review your information and click "submit"
> **vii.** You will then see a message that your successfully submitted your role request for PI.

> **viii.** Please allow 24-48 hours for your role to be approved. If there are any issues with your role request, OKED will reach out directly.

USING NSF SYSTEMS
FOR HELP WITH THE NSF SYSTEM, PLEASE REVIEW THE RESEARCH.GOV HELP SYSTEM, FAQS OR REACH OUT TO THE NSF HELP DESK.

NSF (LOGIN.gov/baam.nsf.gov/ProSPCT)

REGISTRATION

1. Navigate to login.gov. Once on the webpage, in the upper right corner of the screen, click on the button "Sign in with LOGIN.GOV".
2. Then click on the "Create an account" button to start your registration.

3. Enter your @asu.edu email address and then click the "Submit" button.
4. Check your email inbox for a message from Login.gov. Click the "Confirm your email address" button within the email message, which will take you to Login.gov.
5. Create your Login.gov password.
6. Then set up a second layer of security. You can choose from multiple options.
7. Once you have authenticated, your Login.gov account has been created.

You can use Login.gov for many different federal sponsor portals. **All of the accounts will be connected, as long as you use the same email address for each.** If an account isn't linking, you can reach out to the sponsor's helpdesk and request that they link your sponsor account with your Login.gov account.

ACCESSING BAAM.GOV

1. Navigate to baam.nsf.gov.
2. Click the button on the top right corner "Sign in with LOGIN.GOV".
3. Using your Login.gov credentials, you will be able to sign-in and access baam.nsf.gov.
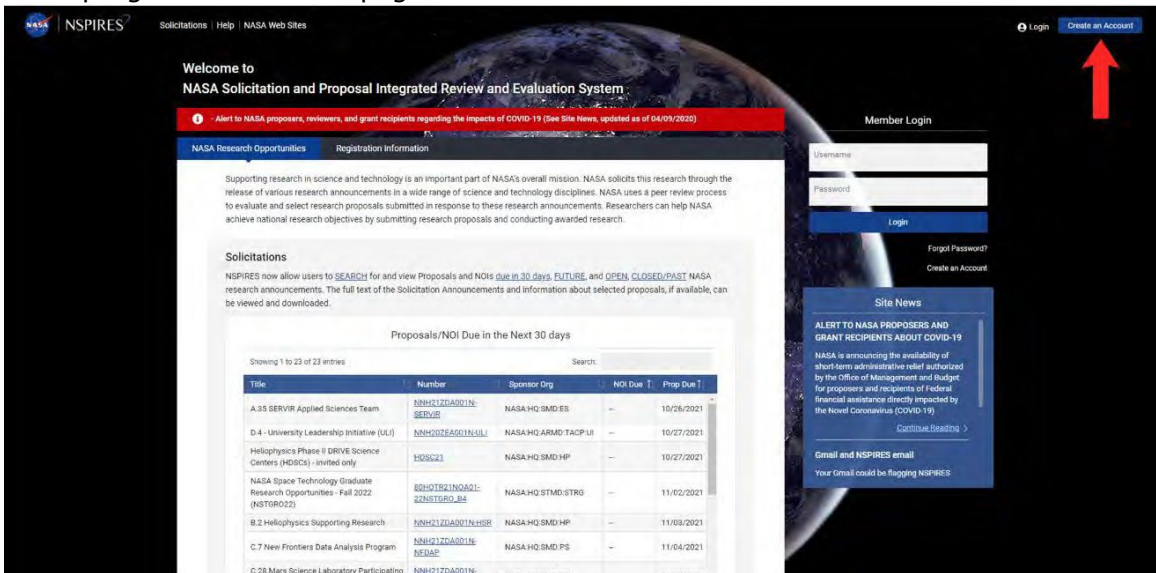
ACCESSING ProSPCT

1. Navigate to suitability.nsf.gov.
2. Click the button on the top right corner "Sign in with LOGIN.GOV".
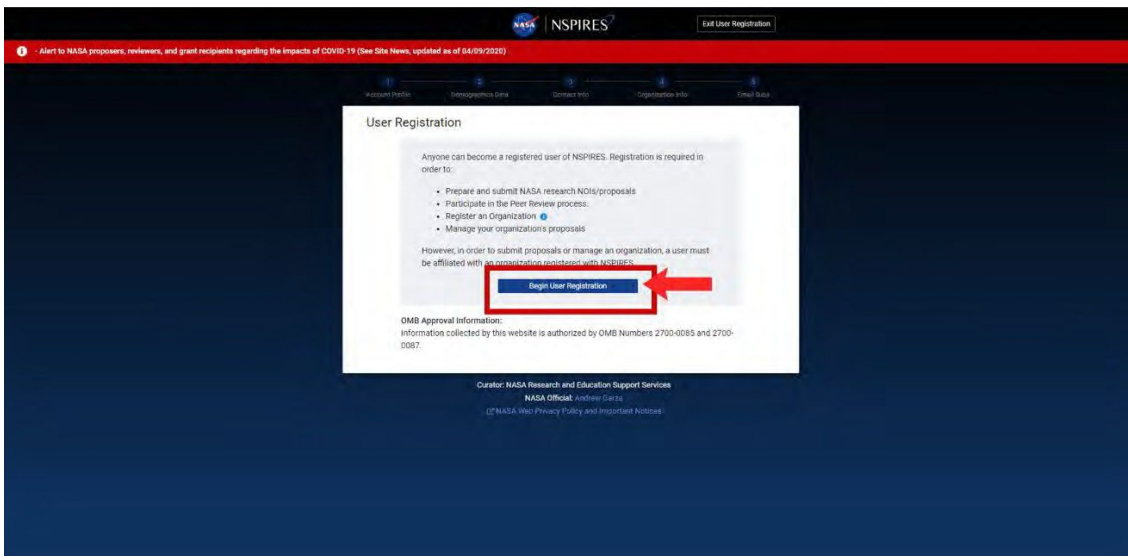3. Using your Login.gov credentials, you will be able to sign-in and access ProSPCT.

NASA (NSPIRES)

REGISTRATION

1. Navigate to nspires.nasaprs.com/external/ and click on the link "Create an Account" of the top right corner of the page.

2. On the next page, click the link "Begin User Registration"

NASA NSPIRES (Continued)

3. On the next <u>three</u> pages, enter the personal information requested. This is where you will also create your login information (i.e., username and password). Once you have entered the personal information, click "continue" to move to the next step.

NOTE: When an email address is requested, you must use an email address then ends with @asu.edu.

(1)

**(2)**

NASA NSPIRES (Continued)

(3)

4. On the next screen you will be asked to add an affiliation. Click the "Add Affiliation" button.
5. On the next screen you will need to search for "Arizona State University" or ASU's DUNS number, 943360412. Once you find ASU through the search, select the organization.
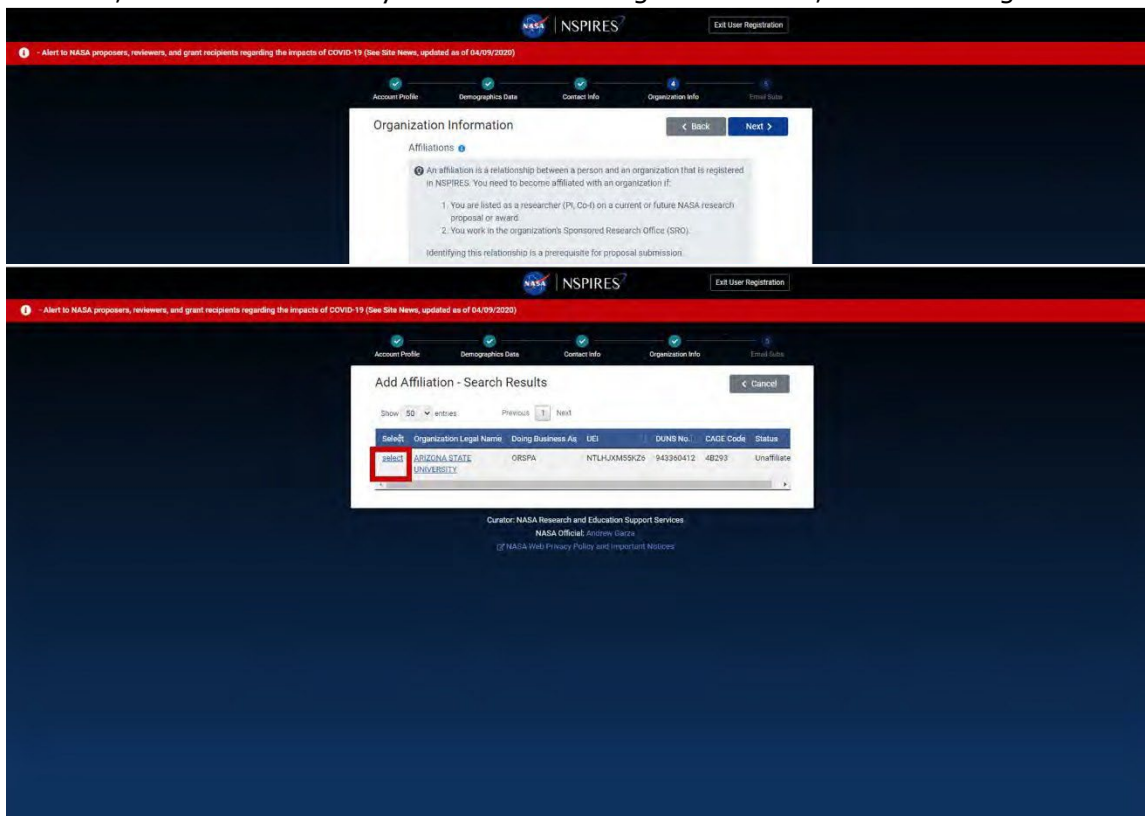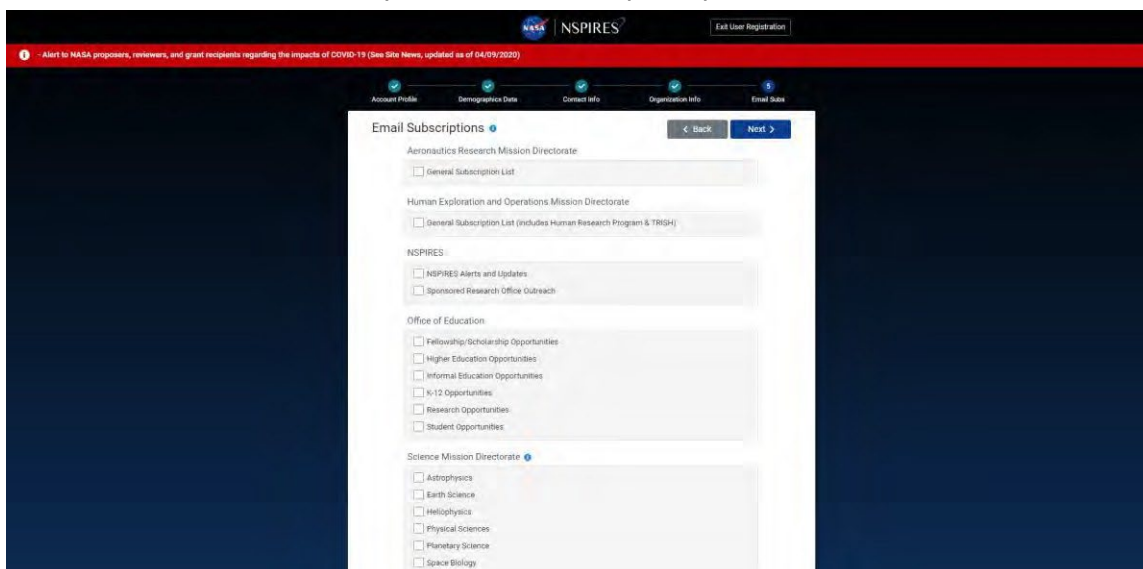
NASA NSPIRES (Continued)

6. You will be prompted to add your affiliation contact information. Fill in your personal information, and your organization mailing addresses.
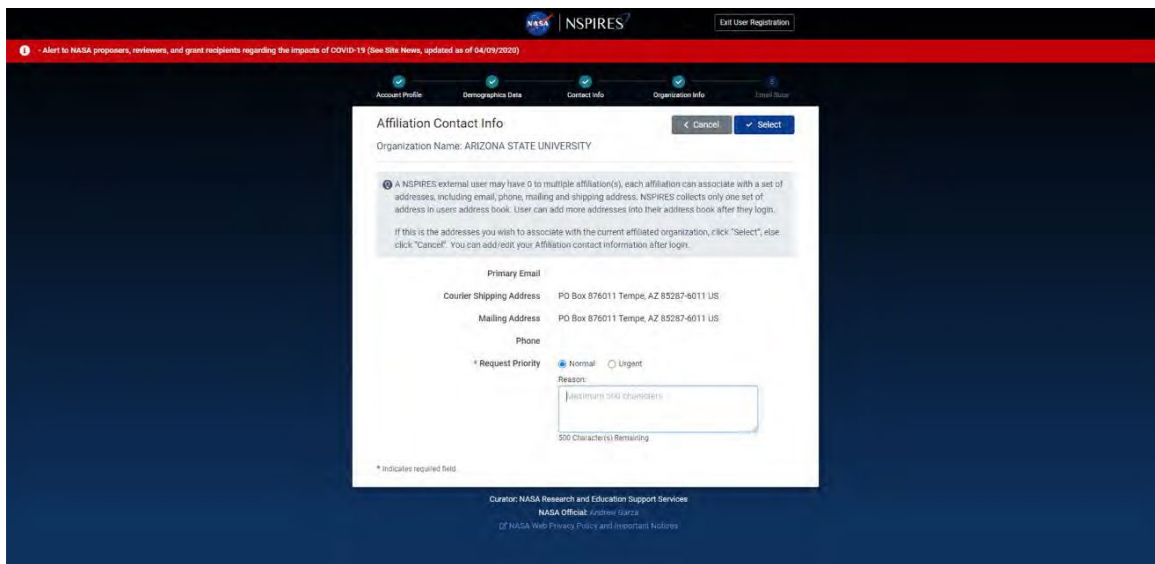
7. Check the boxes to indicate your email subscription preferences.

NASA NSPIRES (Continued)

8. On the following page, confirm your account-creation information and click "Submit."

9. On the final page, click "Ok." You have finished you registration. You affiliation should be approved with 24 to 48 hours. If there are any issues preventing affiliation, OKED will reach out directly.

USING NSPIRES

NSPIRES has a list of Tutorials and User Guides and FAQs that are available to help users understand the system.

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NIH (eRA Commons)

NOTE: eRA Commons is often referred to as 'Commons' or 'NIH Commons' to avoid confusion with ASU's internal grants management system, Enterprise Research Administration (ERA).

REGISTRATION

1. A member of your team will need to create an account for you in eRA Commons, and give you the Administrative Official (AO) role. If your team lead or other members of your team are not able to set up your eRA Commons ID, contact RAhelp@asu.edu for assistance.
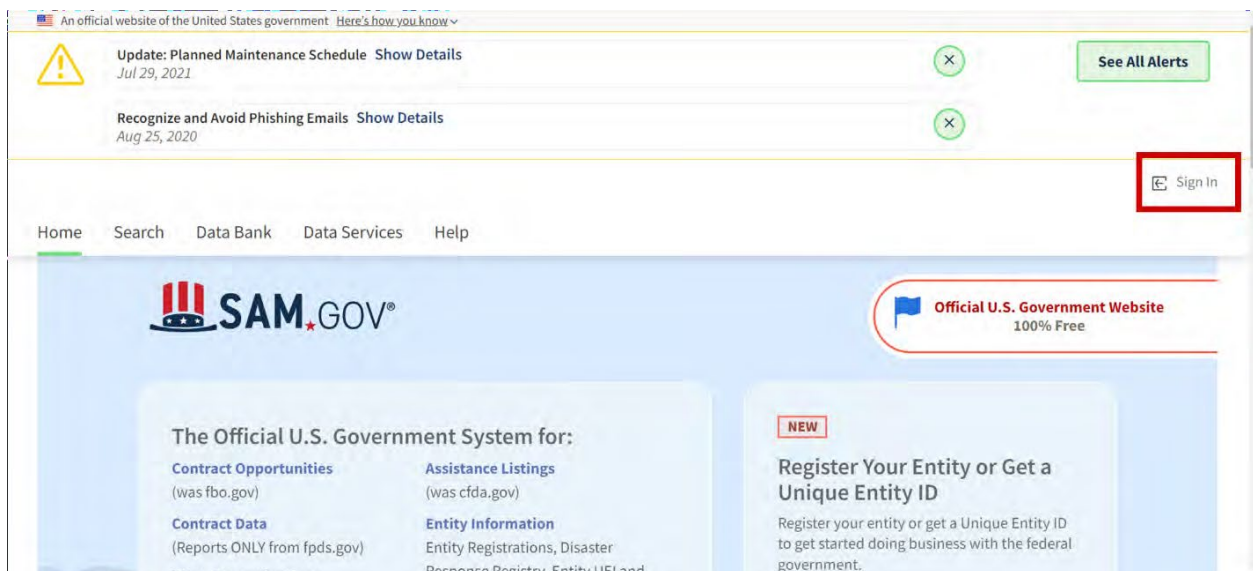
USING NIH COMMONS

NIH has published a list of FAQs to assist users with the system and has developed training for those who are new to the system.
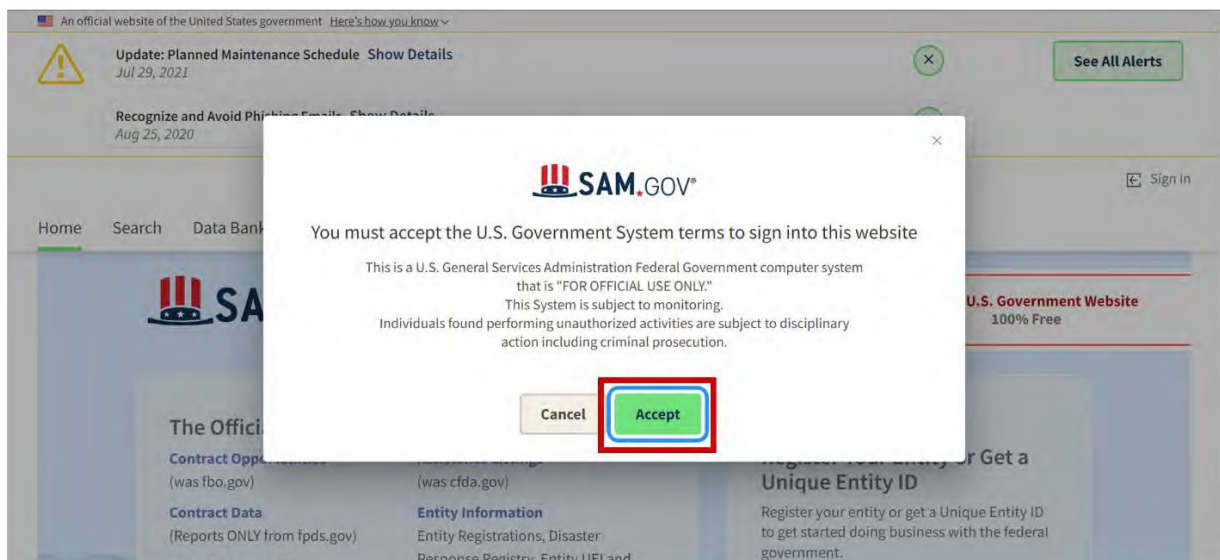
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SAM.gov

Registration

1. Navigate to SAM.gov. Once on the webpage, in the upper right corner of the screen, click on the words "Sign In"
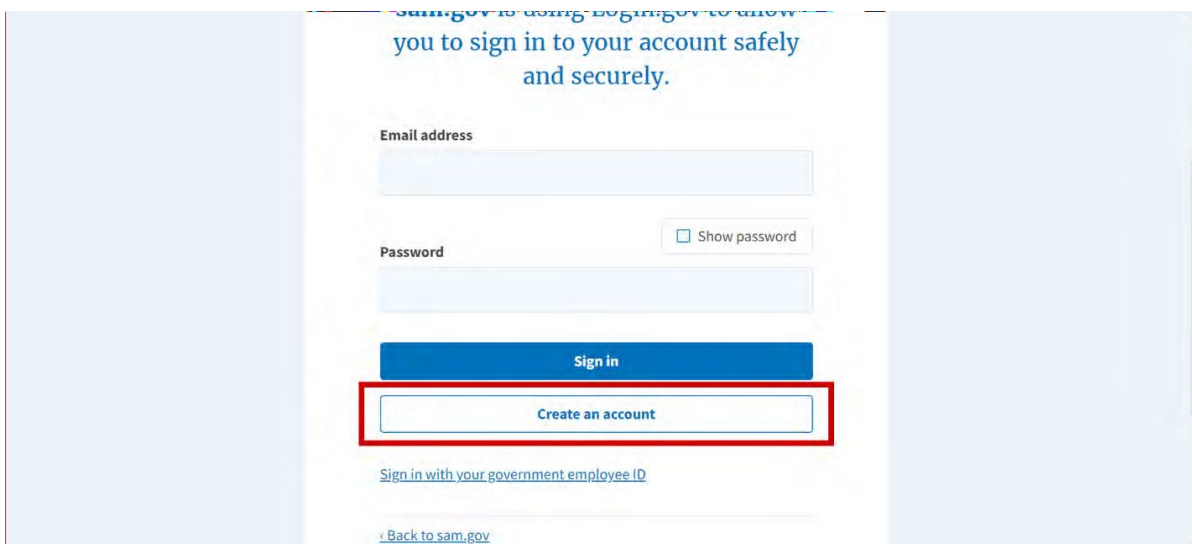

2. Upon clicking "Sign In," a pop-up will appear. Click "Accept" to move onto the next step.

3. You will be redirected to a page that looks like the screenshot below.

a. Scroll to the bottom of the page and click on the "Create an account" button

(SAM.gov Registration Continued)

4. Enter your personal information, select your language preference, and tick the "Rules of Use" box. It is highly recommended that you create an account with your institutional email address. After your information is entered, click "Submit."
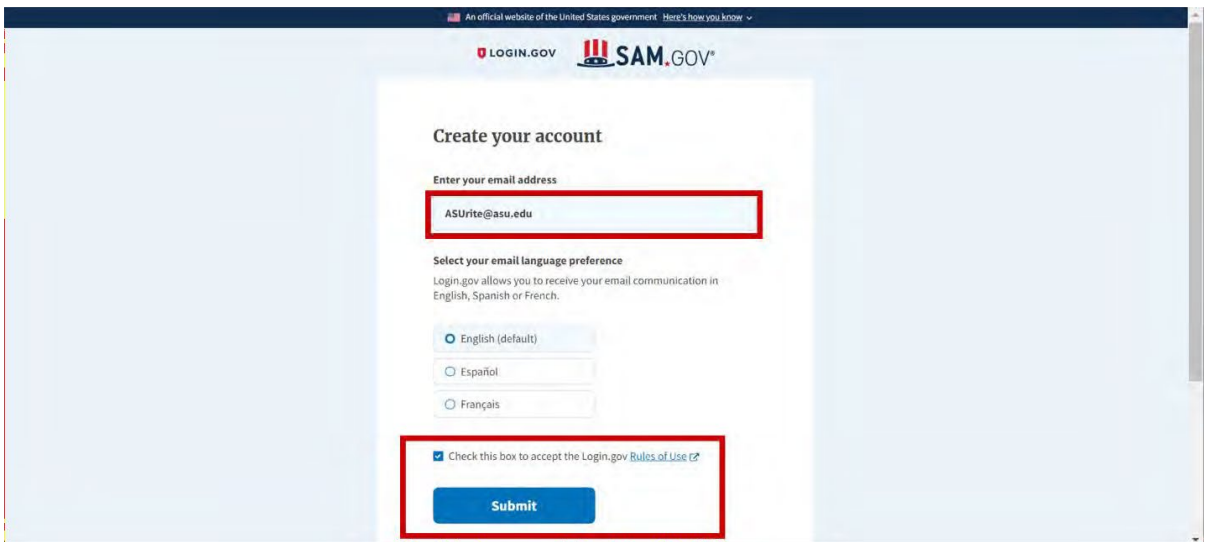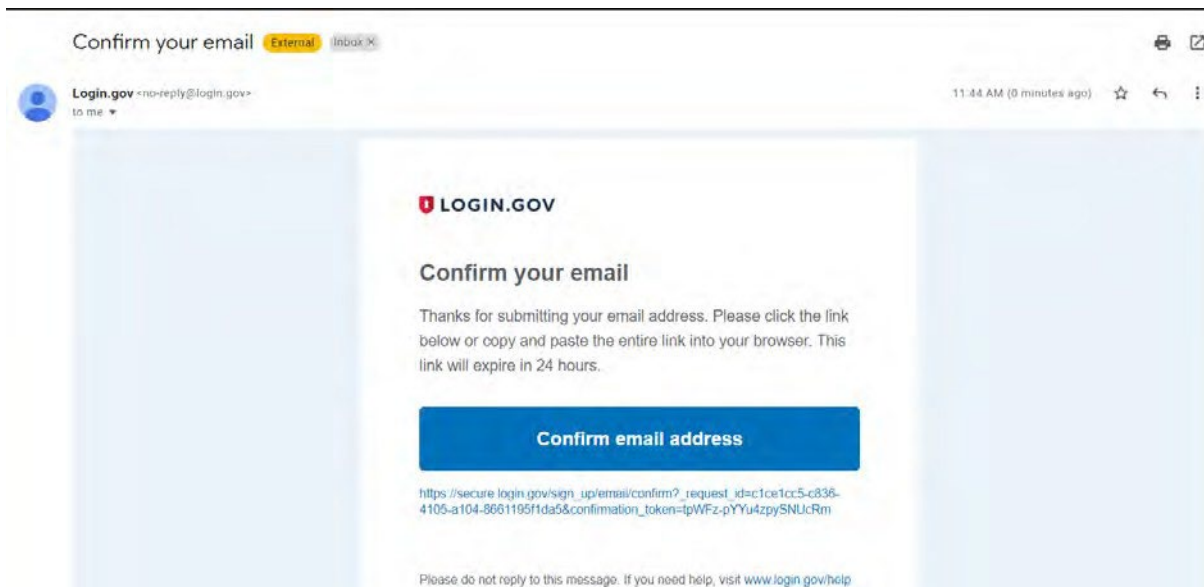

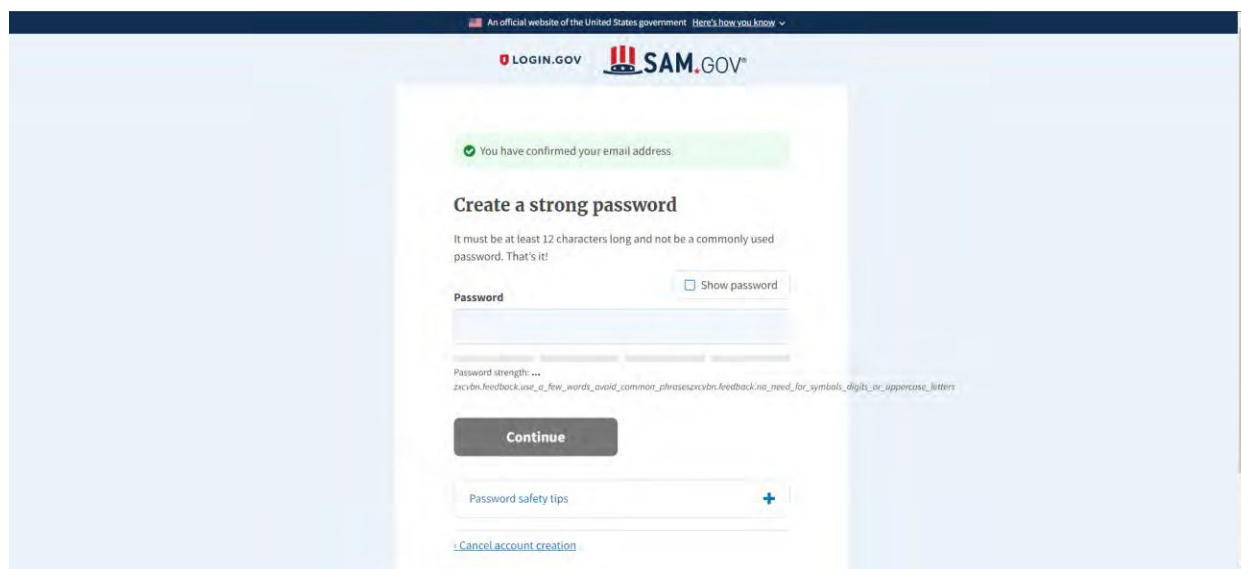5. A confirmation email will be sent to the email address you provided.
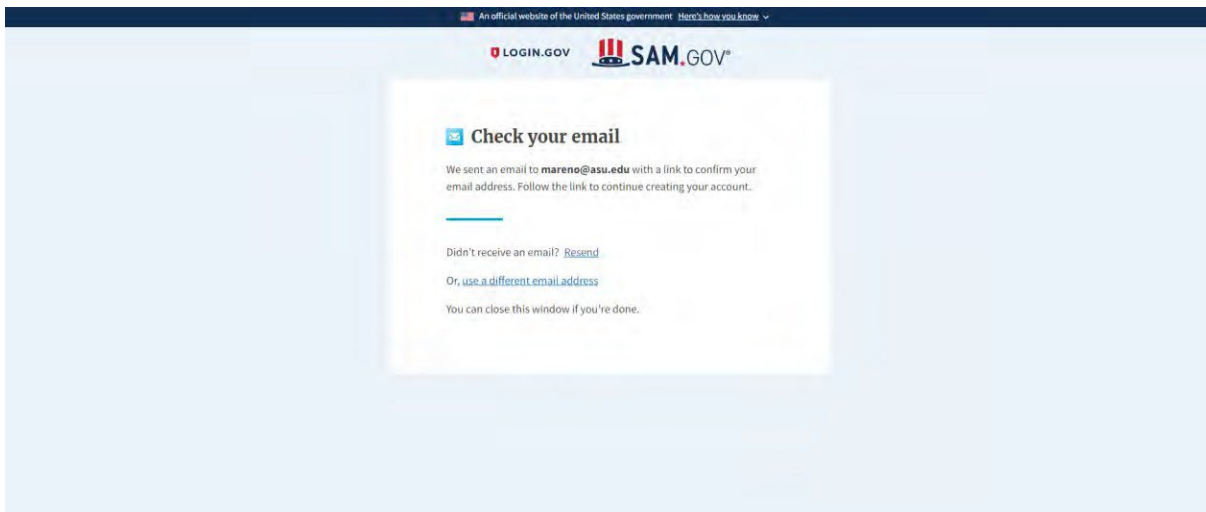
(SAM.gov Registration Continued)

6. Access your email and continue registration by clicking on the link provided.
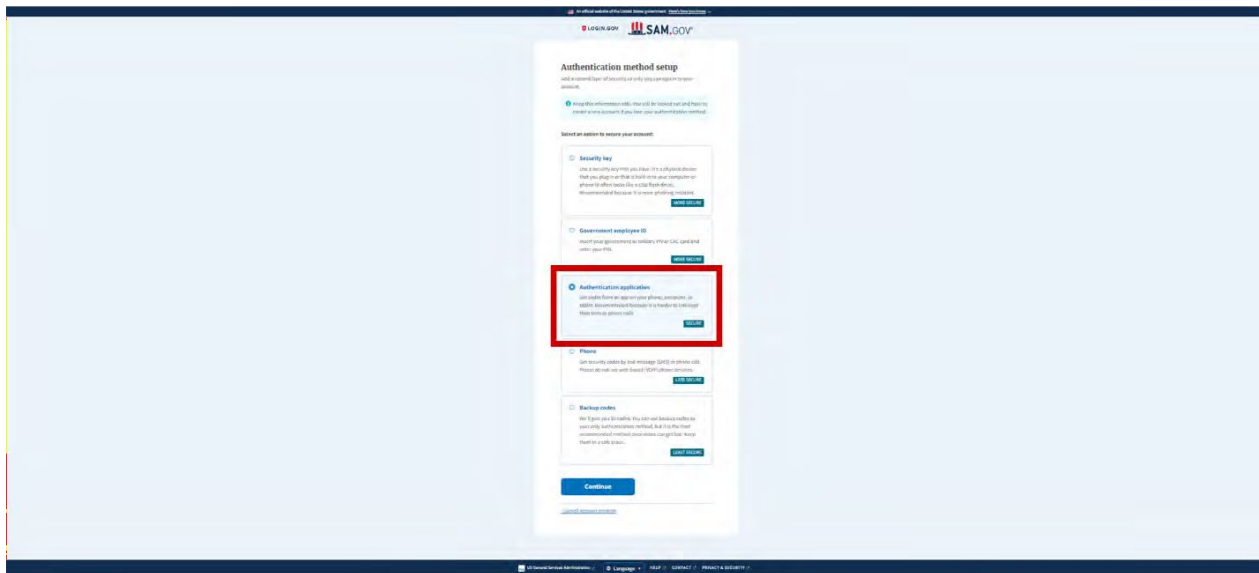

7. Create a password that meets the requirements set by SAM.gov.

(SAM.gov Registration Continued)

8. Set up an authentication method: choose the "Authentication application" option
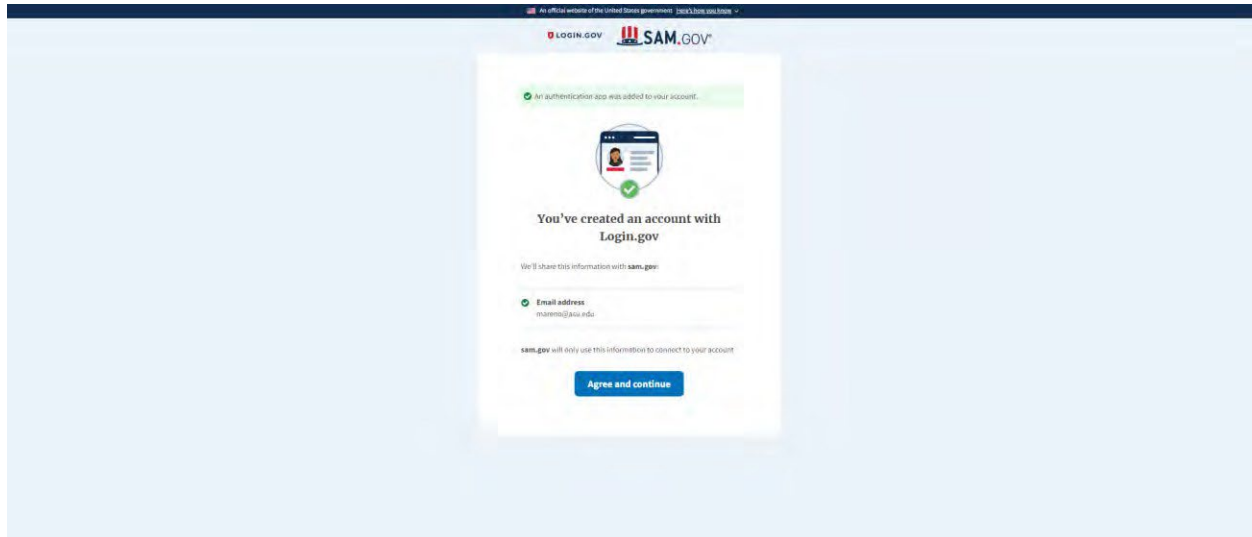

9. Connect your Sam.gov login information with the DUO Authenticator, which is used across Arizona State University. Do this by scanning the QR code on your screen, or by entering the string into the DUO Mobile App.
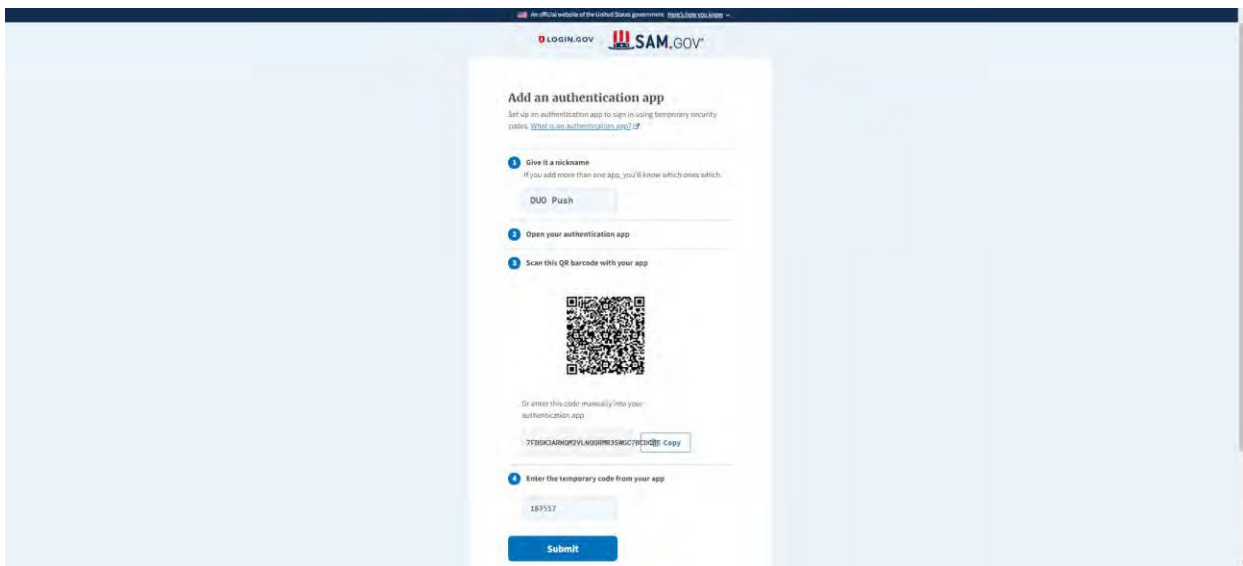
(SAM.gov Registration Continued)

10. Confirm the email address, as shown in the screenshot below, and complete your account creation.

(SAM.gov Registration Finished)

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