

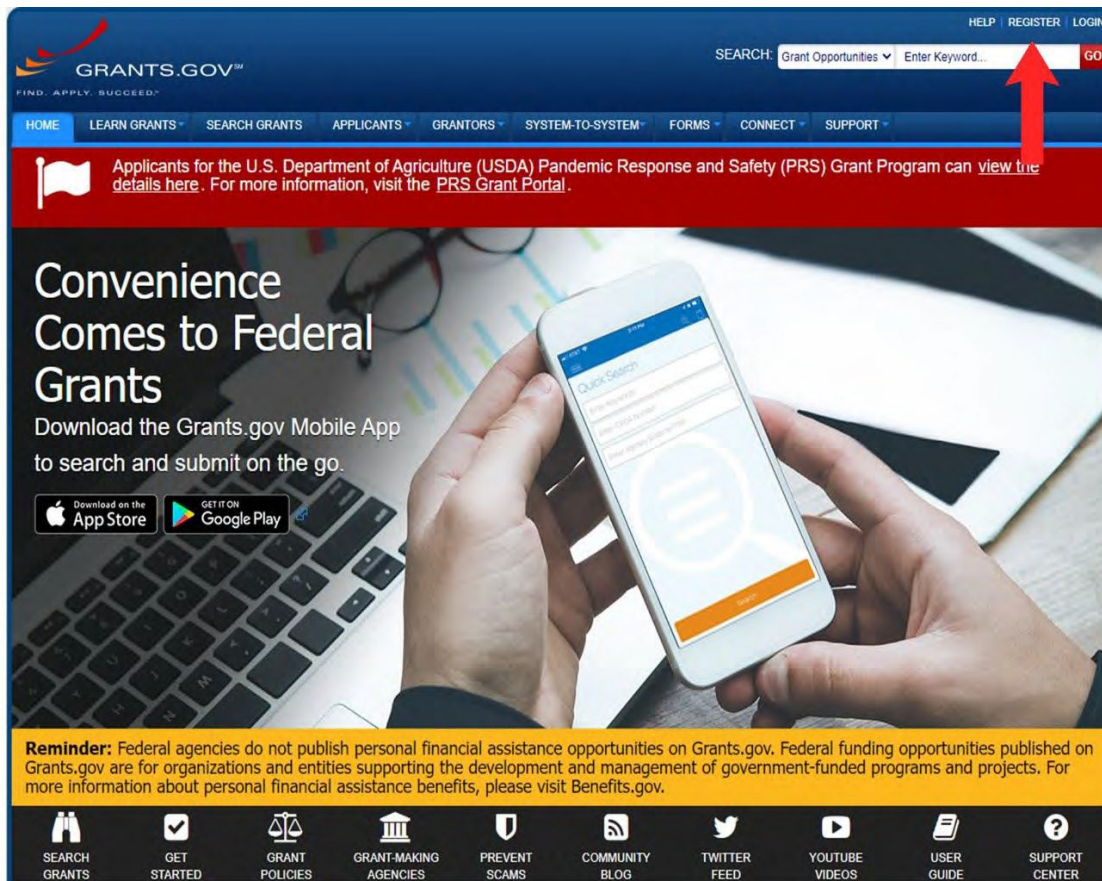
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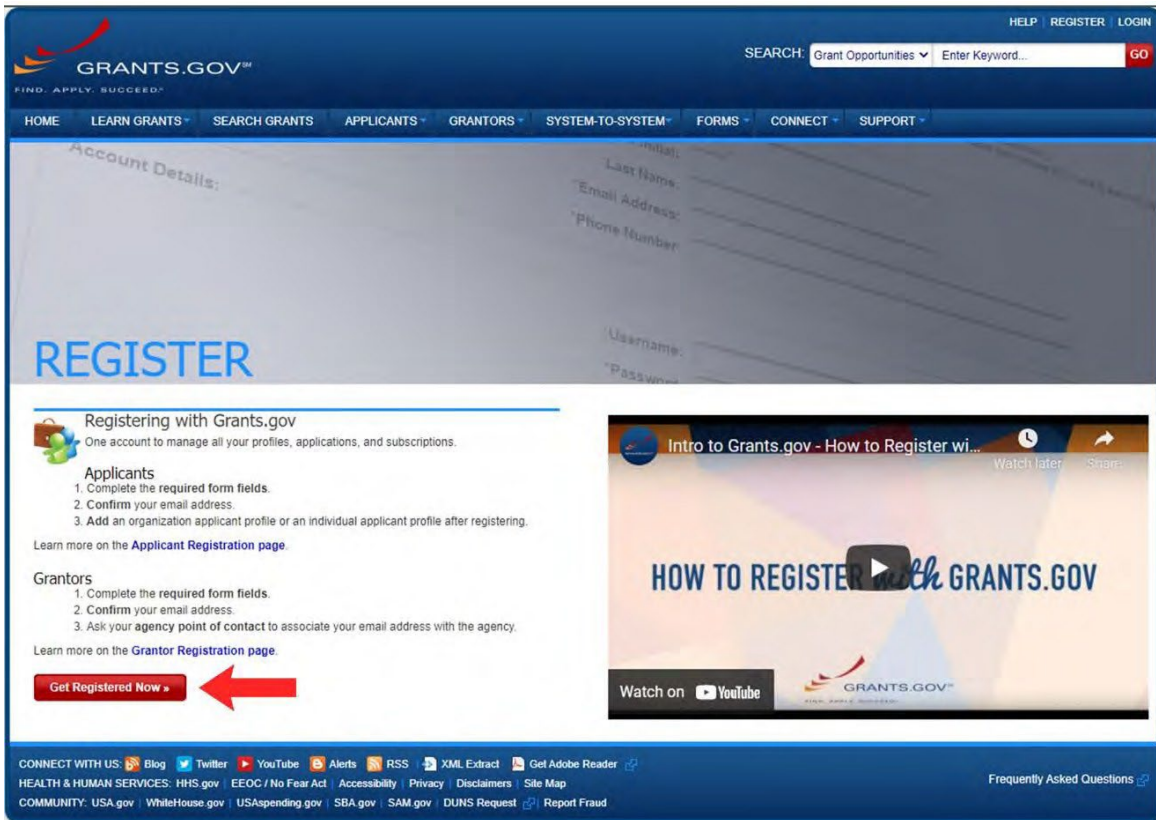
Grants.gov

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.

The screenshot shows the 'REGISTER' page on Grants.gov. At the top, there is a navigation bar with 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'CONNECT', and 'SUPPORT'. A search bar is also present with 'Grant Opportunities' selected and a 'GO' button. The main content area is titled 'REGISTER' and includes instructions: 'Please enter your information below to create an Account.' Below this are three sections: 'Contact Information', 'Account Details', and 'Communications'. The 'Contact Information' section has fields for *First Name (Research), Middle Initial, *Last Name (Advancement Services), *Email Address (ras@asu.edu), *Primary Phone Number (480-965-4225), Mobile Phone Number (US Only), and Confirm Mobile Phone Number. The 'Account Details' section has fields for *Username (ras54225), *Password (masked with dots), and *Confirm Password (masked with dots). The 'Communications' section has two checked checkboxes: 'GRANTS.GOV ALERTS' and 'GRANTS.GOV NEWSLETTER'. At the bottom of the form are 'Continue »' and 'Cancel' buttons.

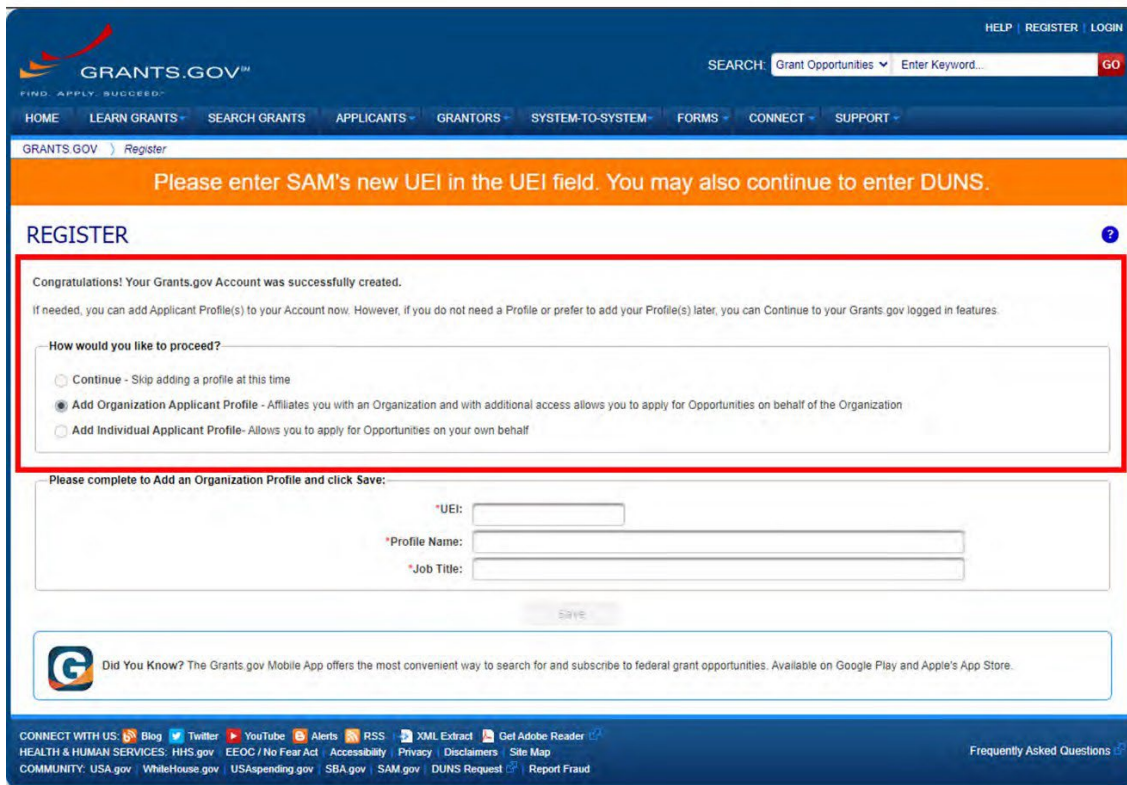
- 4. Grants.gov will then give you an opportunity to review that information. Once you have reviewed and verified your information, click "Send Temporary Code". You will receive an email at the listed email address with a code from grants.gov. Enter that code in the box at the top of the page. Once you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

This screenshot shows the 'Confirm Email' step of the registration process. The page title is 'REGISTER'. Below the title, there is a 'Confirm Email:' section with a text box containing the email address 'ras@asu.edu'. Below the text box, there is a message: 'Please confirm your information below. Click Edit if you need to make any changes. Otherwise, please click to Send email with temporary code to confirm your email address. The email will be sent to ras@asu.edu'. At the bottom of this section, there are two buttons: 'Send Temporary Code »' (which is highlighted with a red box) and 'Edit'.

This screenshot shows the 'Confirm Email' step after receiving a temporary code. The page title is 'REGISTER'. Below the title, there is a 'Confirm Email:' section with a message: 'Please enter temporary code below to confirm your email address. This code was sent to mareno@asu.edu. To change your email address click Edit link below.' Below the message, there is a text box for '*Temporary Code:' containing the value '396403'. At the bottom of this section, there are two buttons: 'Continue »' and 'Resend Temporary Code »'.

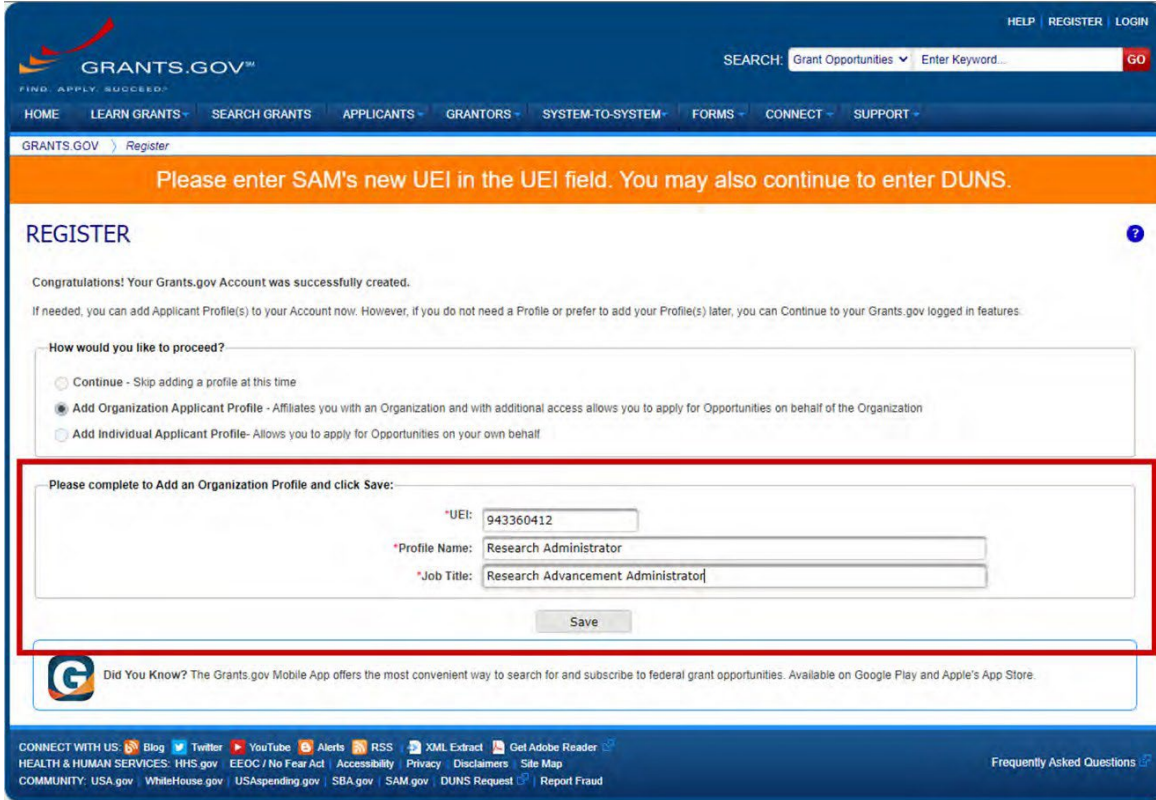
Grants.gov (Continued)

- 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"

A screenshot of the "Account Registration" form. At the top, there is a note: "NSF Proposal & Award Policies & Procedures Guide (PAPPG) specifies that each individual user of NSF systems should not have more than one NSF ID (Chapter I.G.4, NSF ID). Forgo/Look Up your NSF ID?". Below this is a section for "Required Fields" with the following inputs:

- Prefix: Select One (dropdown)
- * First Name: Research
- Middle Name: Advancement
- * Last Name: Services
- Suffix: Select One (dropdown)

Other fields include:

- Alternate Name(s) Nickname, maiden name, etc. (text input)
- * Primary Email For account recovery: ras@asu.edu
- * Confirm Primary Email: ras@asu.edu
- Secondary Email (text input)
- Confirm Secondary Email (text input)
- ORCID ID 16-digits ie. 1234-1234-1234-1234 (text input)
- Phone Number (text input)

At the bottom, there is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot". Below the reCAPTCHA is a checkbox: "I confirm that I am at least 13 years of age." At the very bottom are two buttons: "Save & Preview" and "Cancel".

NSF Research.gov (Continued)

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

NSF Research.gov
ONLINE GRANTS MANAGEMENT
FOR THE NSF COMMUNITY

Preview Account Registration

Review your information for accuracy.

Prefix:

First Name: Research

Middle Name: Advancement

Last Name: Services

Suffix:

Alternate Name(s):

Primary Email: ras@asu.edu

Secondary Email:

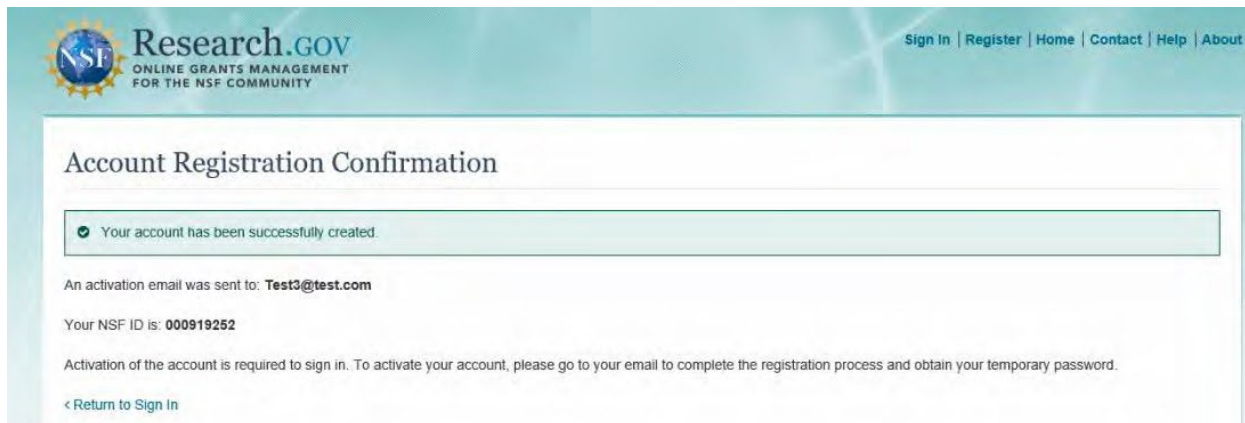
ORCID iD:

Phone Number:

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.

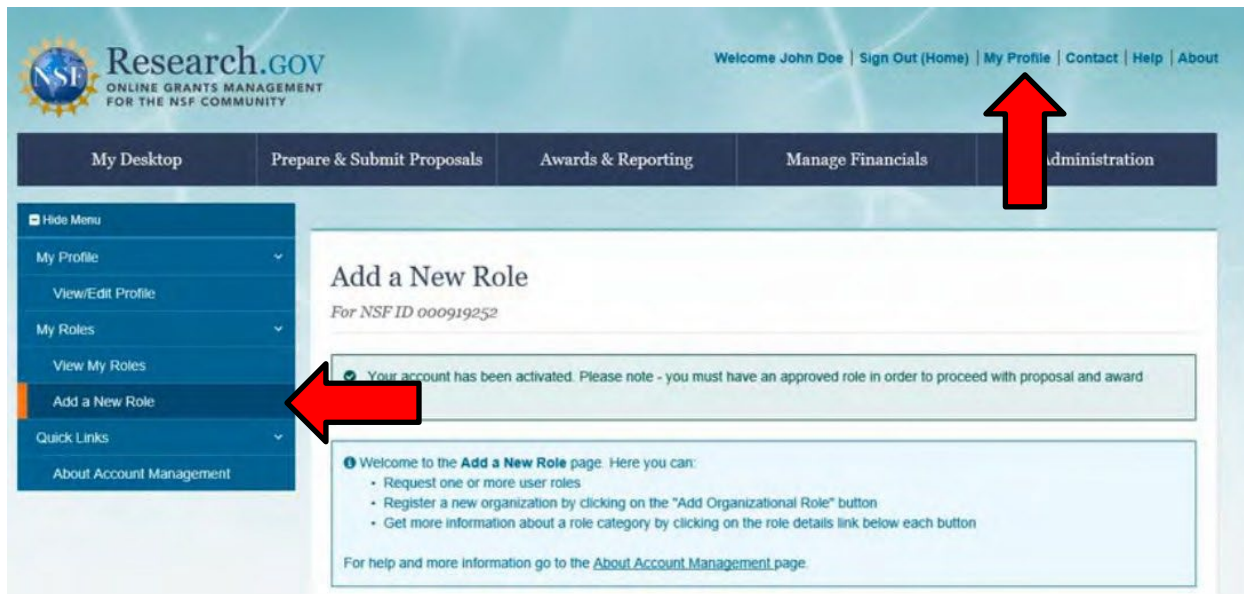


- 5. Then you should receive an email with a temporary password. You will need this information to complete the registration process.
- 6. Once you receive the temporary password, navigate back to Research.gov and click "sign in". Once you sign in, you will be prompted to change your password.



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

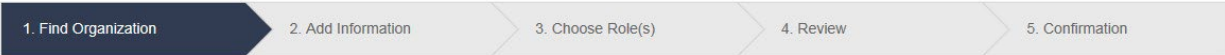


NSF Research.gov (Continued)

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

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

Add a New Role to Prepare Proposals and Manage Awards



Find Organization

Enter DUNS number [What is a DUNS number?](#) [How can I find my DUNS number?](#)

943360412

- 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 [What is a DUNS number?](#) [How can I find my DUNS number?](#)

943360412

Select	DUNS Number	Organization	Organization Contact(s)	Registered with NSF
<input type="radio"/>	943360412	Arizona State University East Campus	HEATHER C CLARK See all (4)	Yes
<input type="radio"/>	943360412	Arizona State University West Campus	HEATHER C CLARK See all (4)	Yes
<input checked="" type="radio"/>	943360412	Arizona State University	Lindsey Bosak See all (30)	Yes

- 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

* Work Email ⓘ

Your Degree Information

* Degree Type

* Degree Year

Your Work Address

* Country

* Street Address

Street Address (Line 2)

Department Name

* City

* State

* Postal Code

Previous Next

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

The screenshot shows a progress bar with five steps: 1. Find Organization, 2. Add Information, 3. Choose Role(s), 4. Review, and 5. Confirmation. Step 3 is currently active. Below the progress bar, the text reads 'Choose Role(s)' and 'Due to your selected organization, you will be registered for the following role: What is this role?'. A checkbox is checked for 'Principal Investigator/ co-Principal Investigator (PI/co-PI)'. At the bottom right, there are 'Previous' and 'Next' buttons.

- 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.

The screenshot shows the progress bar with step 5, 'Confirmation', highlighted. Below the progress bar, a green success message box contains the text: '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.

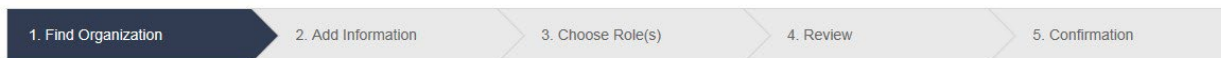
b. Sponsored Projects Officer

- i. To request the SPO role, click on the “Add Organizational Role” Button

The screenshot shows a light gray box with the title 'Add and Manage Organizations'. Below the title, the text lists roles: 'Administrator (Admin), Authorized Organizational Representative (AOR), Sponsored Projects Officer (SPO), View Only User'. A dark blue button labeled 'Add Organizational Role' is centered below the text. At the bottom, there is a blue information icon followed by the text '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



Find Organization

Enter DUNS number [What is a DUNS number?](#) [How can I find my DUNS number?](#)

943360412

- 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

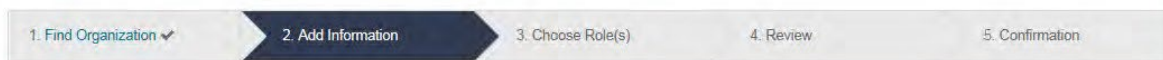
Enter DUNS number [What is a DUNS number?](#) [How can I find my DUNS number?](#)

943360412

Select	DUNS Number	Organization	Organization Contact(s)	Registered with NSF
<input type="radio"/>	943360412	Arizona State University East Campus	HEATHER C CLARK See all (4)	Yes
<input type="radio"/>	943360412	Arizona State University West Campus	HEATHER C CLARK See all (4)	Yes
<input checked="" type="radio"/>	943360412	Arizona State University	Lindsey Bosak See all (30)	Yes

- 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



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

NSF Research.gov (Continued)

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

Add a New Role to Add and Manage Organizations

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

Choose Role(s)

Select all roles that apply. ? What are these roles?

- Administrator (Manage Roles)
- Authorized Organizational Representative - AOR (Submit Proposals)
- Sponsored Projects Officer - SPO (View/Edit Proposals)
- View Only (View Reports)

Previous
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.

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.

- 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.



Contact Us

For general questions about Research.gov, please see our [Frequently Asked Questions](#).

For technical questions or immediate assistance, please contact the NSF Help Desk

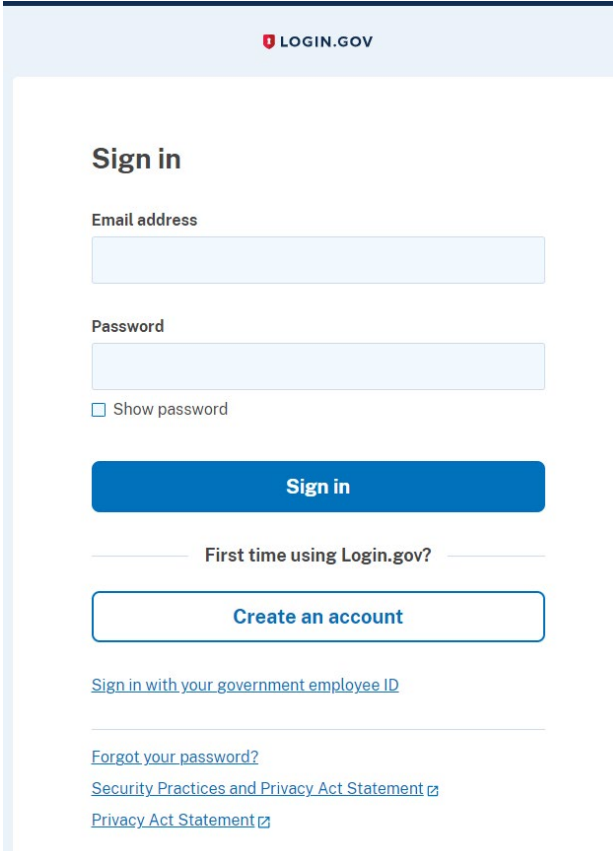
7 AM - 9 PM Eastern Time, Monday through Friday (except for federal holidays):

- Email the Help Desk at: rgov@nsf.gov
- Call the Help Desk at 1-800-381-1532
- To hear the recording on **System Availability**, call 1-800-437-7408
- To give feedback or comments, see the [feedback page](#).

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.



The screenshot shows the Login.gov interface. At the top, there is a header with the Login.gov logo. Below the header, the main content area is titled "Sign in". It contains two input fields: "Email address" and "Password". Below the password field is a checkbox labeled "Show password". A blue "Sign in" button is positioned below the input fields. Below the button, there is a link "First time using Login.gov?". Further down, there is a "Create an account" button. At the bottom of the form, there are several links: "Sign in with your government employee ID", "Forgot your password?", "Security Practices and Privacy Act Statement", and "Privacy Act Statement".

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

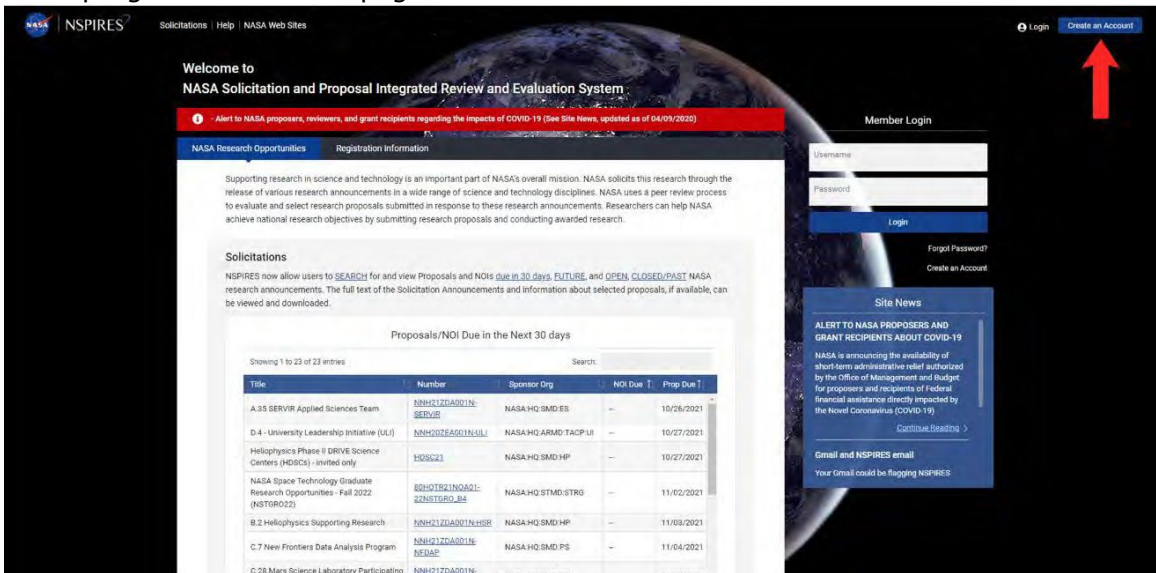
1. Navigate to suitability.nsf.gov.
2. Click the button on the top right corner "Sign in with LOGIN.GOV".
3. Using your Login.gov credentials, you will be able to sign-in and access ProSPCT.

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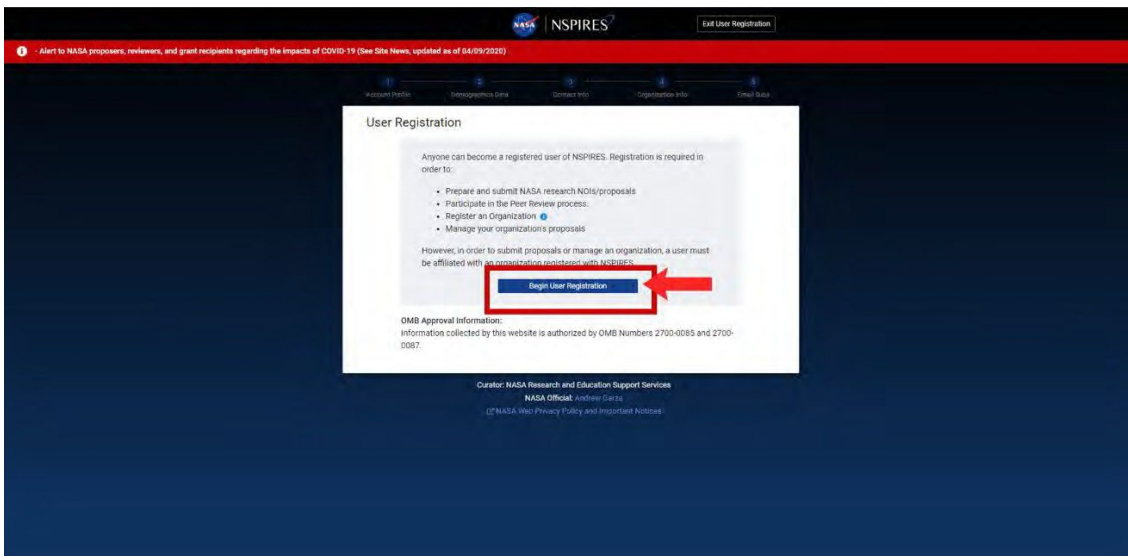
NASA (NSPIRES)

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 three 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)

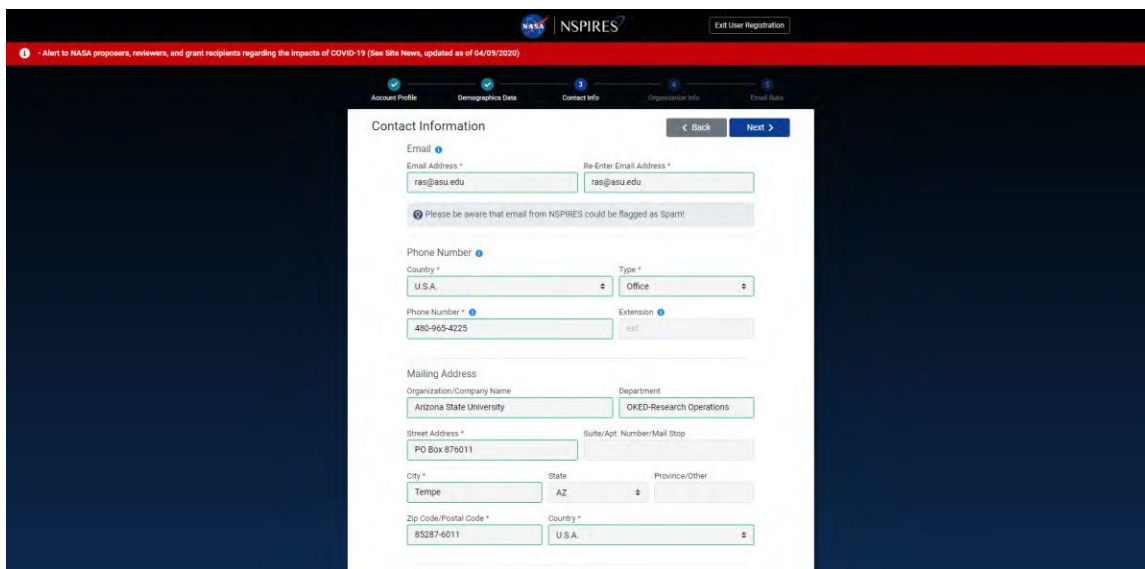
The screenshot shows the 'Account Profile' registration page. At the top, there is a red banner with a notification: 'Alert to NASA proposers, reviewers, and grant recipients regarding the impacts of COVID-19 (See Site News, updated as of 04/09/2022)'. Below this is a progress bar with five steps: 1. Account Profile (active), 2. Demographics Data, 3. Contact Info, 4. Organization Info, and 5. Email Subs. The main form area is titled 'Account Profile' and contains several sections: 'Personal Info' with fields for Salutation (dropdown), First Name (text: 'Research'), Middle initial or Name (text: 'Advancement Services'), Suffix (dropdown), and ORCID id (text: '0000-0000-0000-0000'); 'Login Credentials' with Username (text: 'asuras'), Password (masked with dots, 'Show' button), a challenge question section with a dropdown 'Create your own challenge question' and an 'ANSWER HERE' field; and 'Unique Identifier' with First Name on Birth Certificate (text: 'Research'), Last Name on Birth Certificate (text: 'Advancement Services'), Birthday (text), and City of Birth (text). A 'Next >' button is located at the top right of the form.

(2)

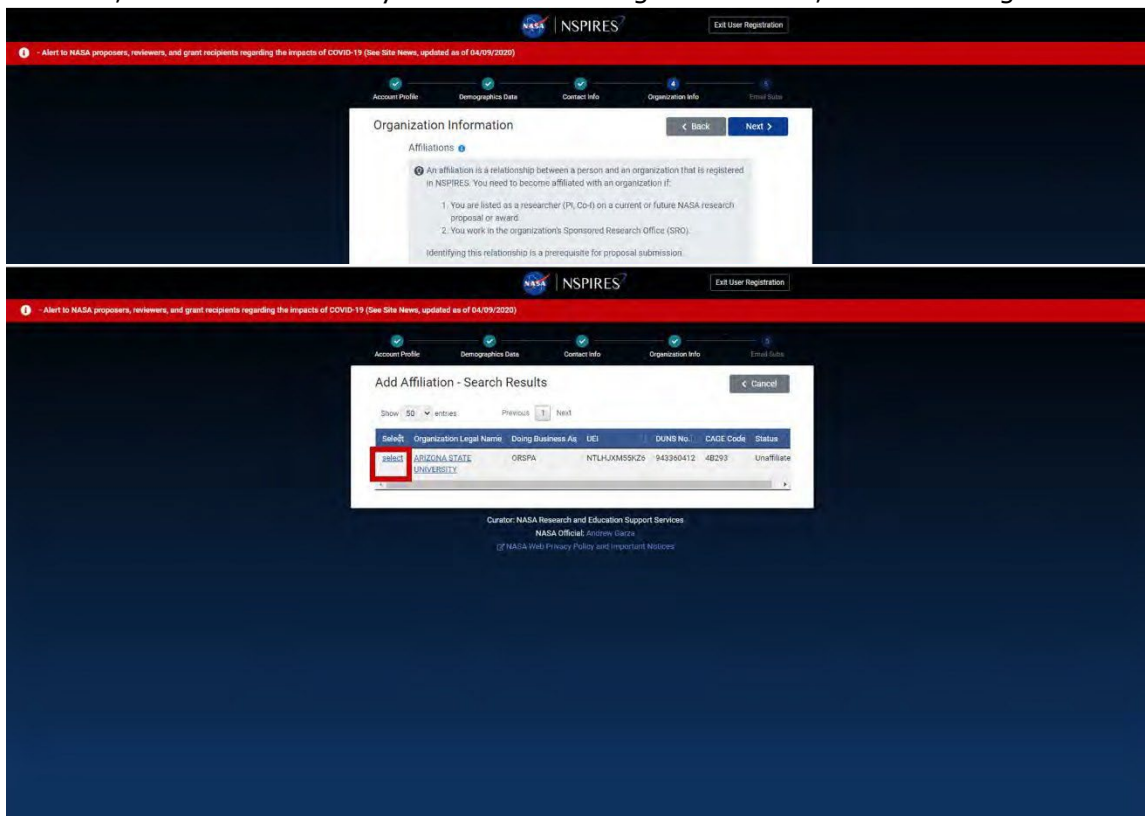
The screenshot shows the 'Demographics Data Collection' page. The progress bar at the top indicates that 'Account Profile' and 'Demographics Data' are completed (marked with checkmarks), while 'Contact Info', 'Organization Info', and 'Email Subs' are pending (marked with numbers 3, 4, and 5). The main content area has the title 'Demographics Data Collection' and two buttons: a grey 'Back' button and a blue 'Next >' button.

NASA NSPIRES (Continued)

(3)

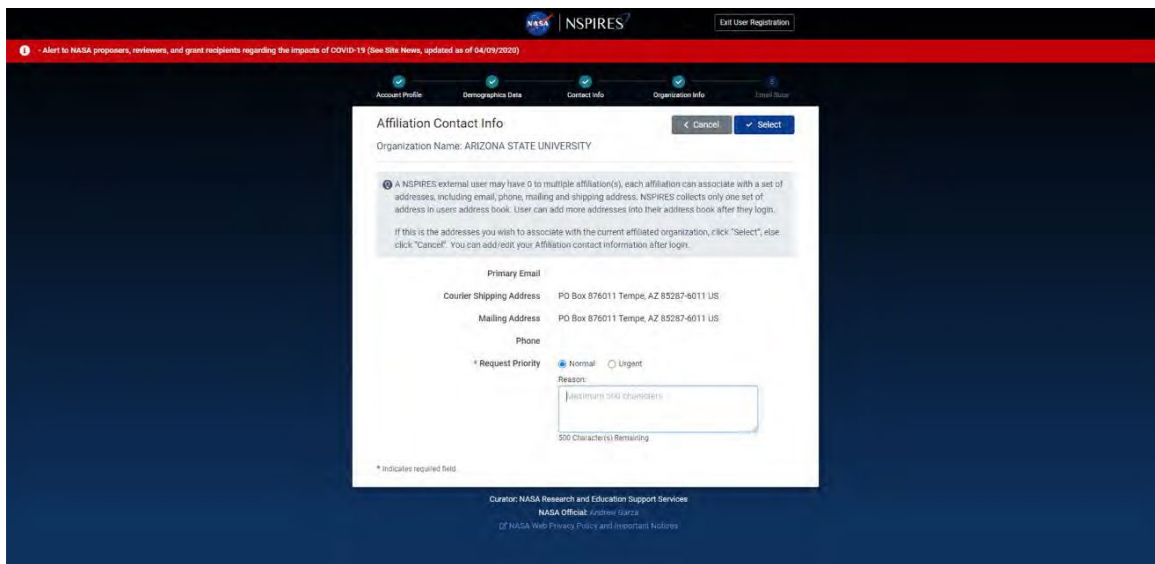


4. On the next screen you will be asked to add an affiliation. Click the “Add Affiliation” button.
5. On the next screen you will need to search for “Arizona State University” or ASU’s DUNS number, 943360412. Once you find ASU through the search, select the organization.

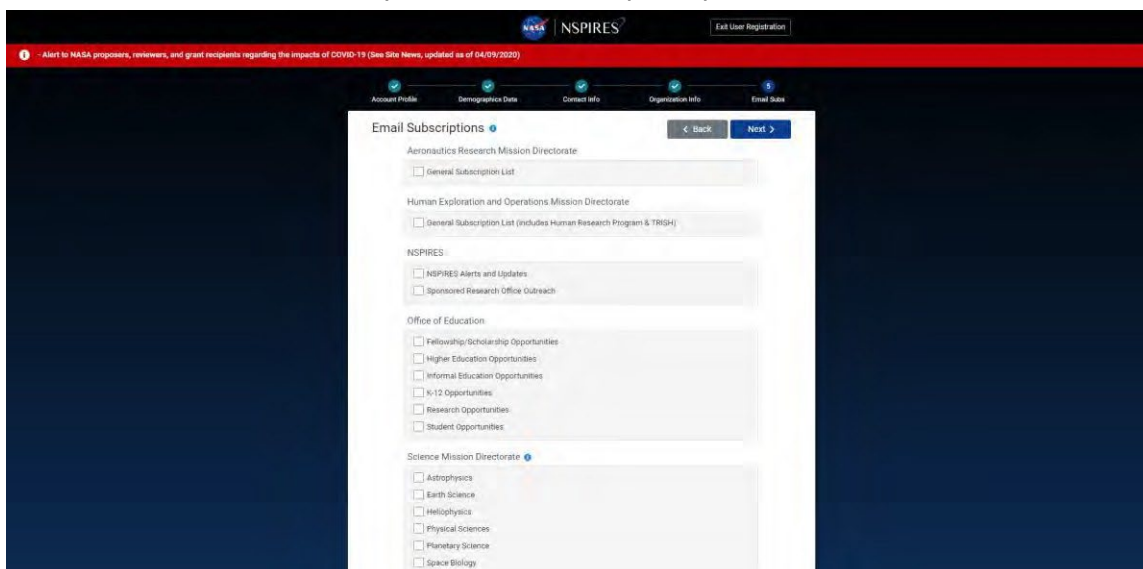


NASA NSPIRES (Continued)

- You will be prompted to add your affiliation contact information. Fill in your personal information, and your organization mailing addresses.



- 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 your registration. Your 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

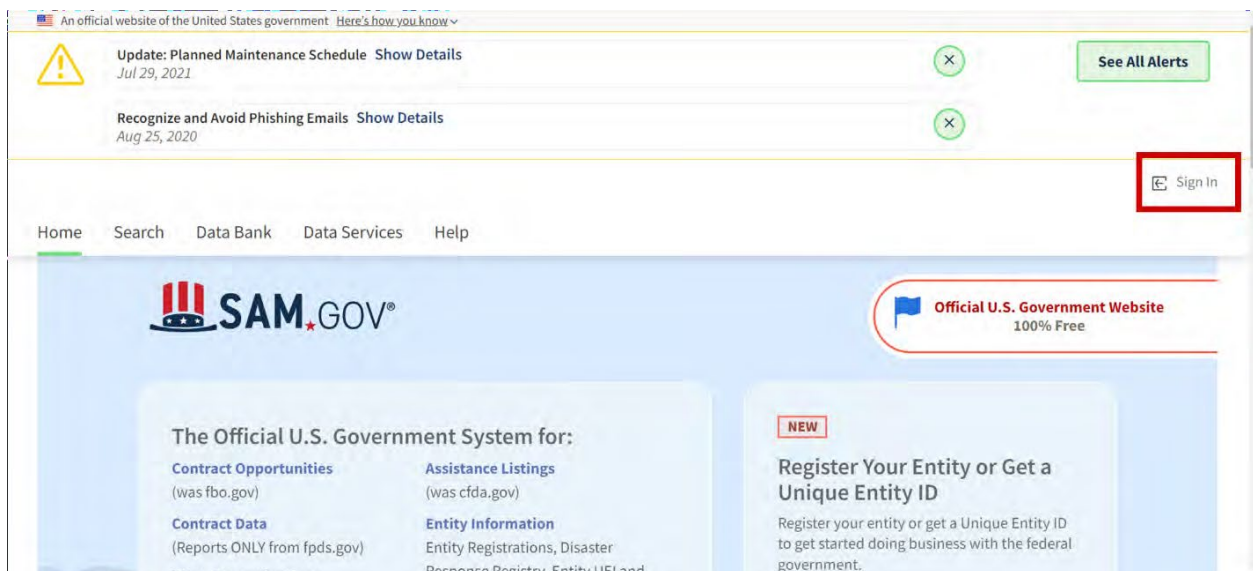
NIH has published a list of [FAQs](#) to assist users with the system and has developed [training](#) for those who are new to the system.

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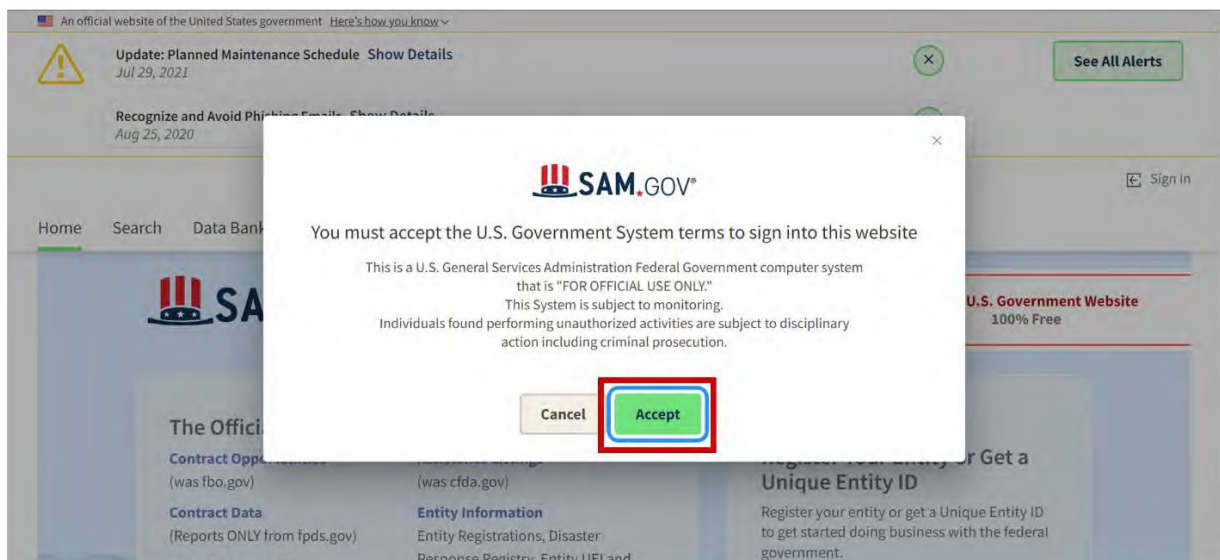
SAM.gov

Registration

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



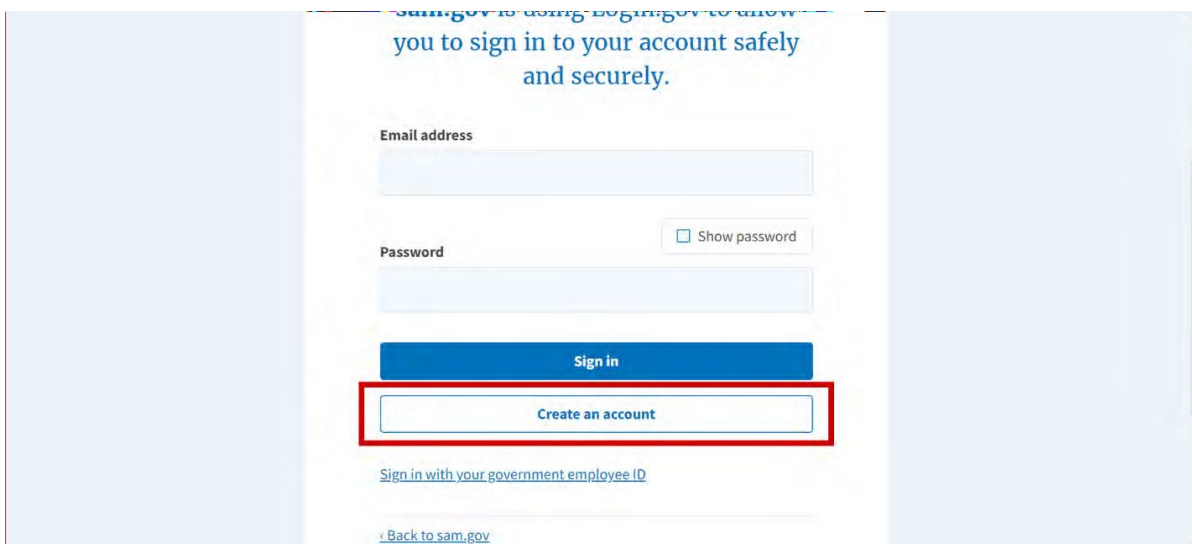
2. Upon clicking "Sign In," a pop-up will appear. Click "Accept" to move onto the next step.



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

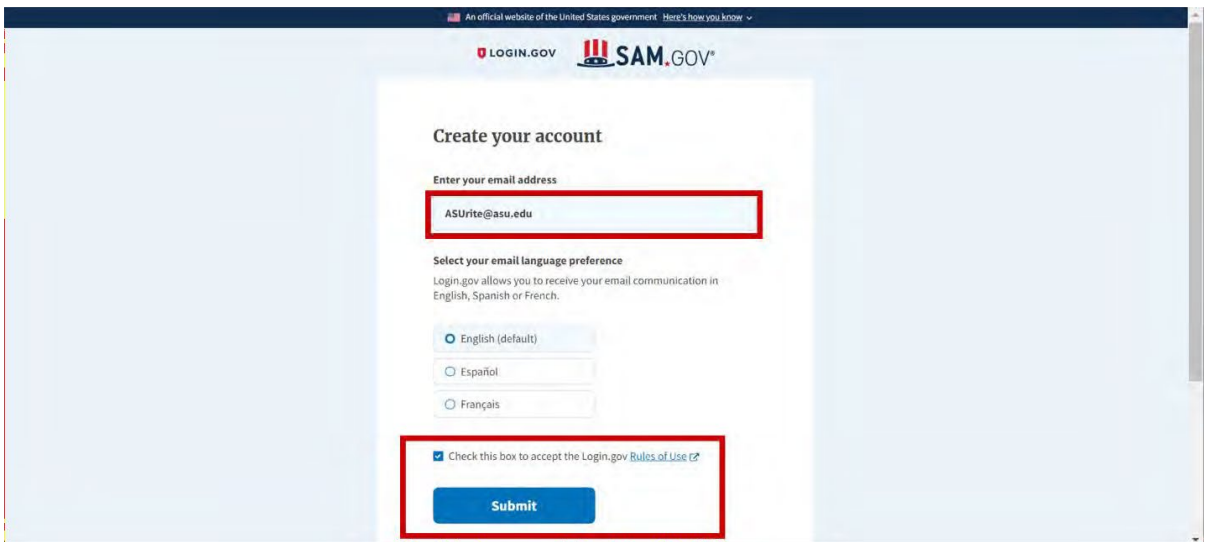


a. Scroll to the bottom of the page and click on the "Create an account" button

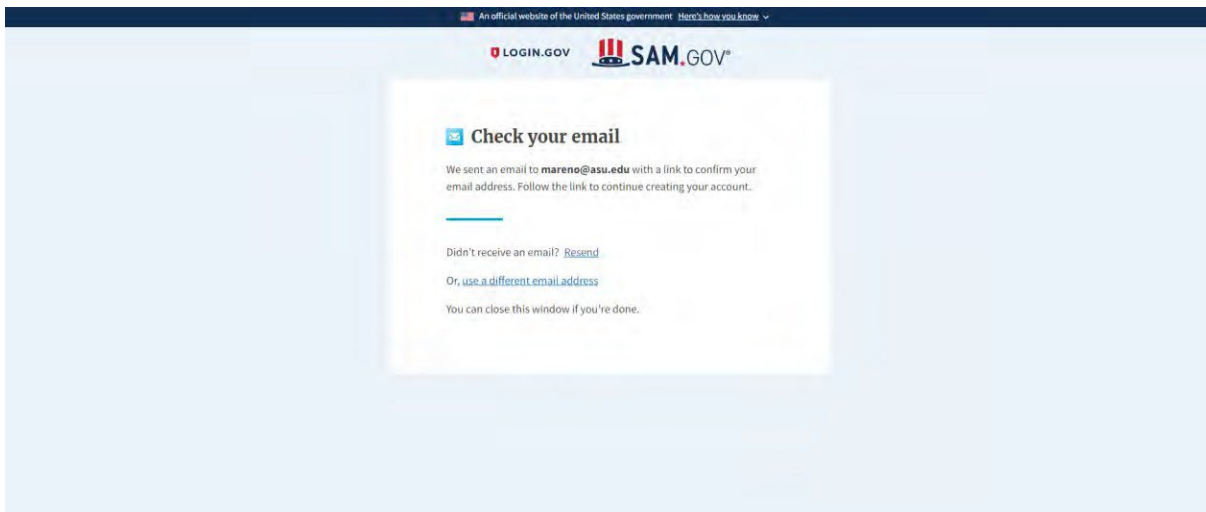


(SAM.gov Registration Continued)

- 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."

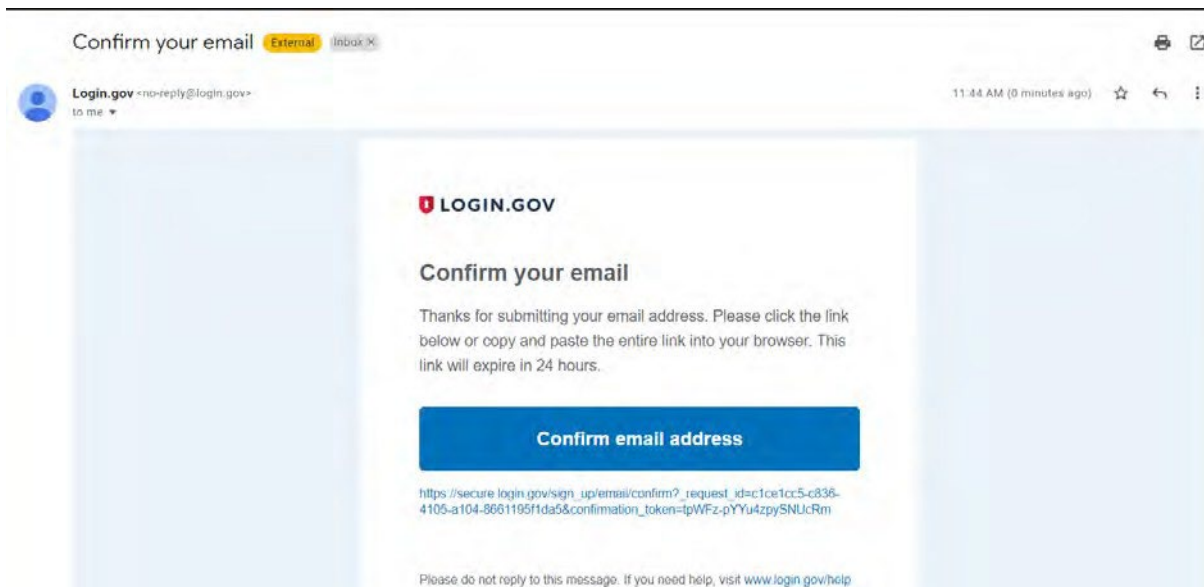


- 5. A confirmation email will be sent to the email address you provided.

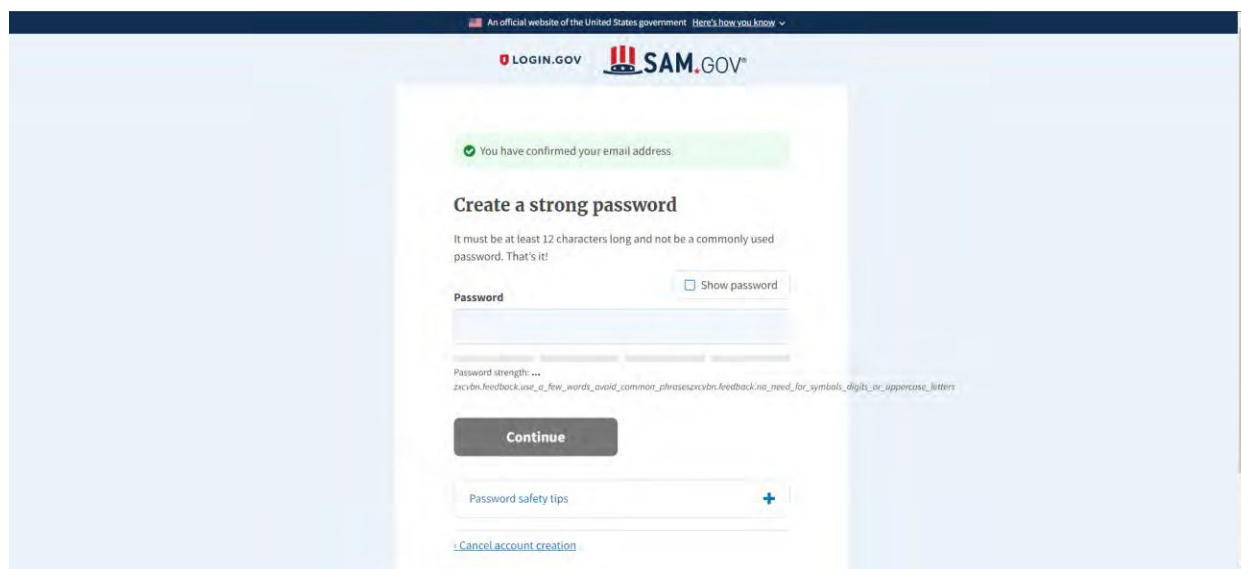


(SAM.gov Registration Continued)

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

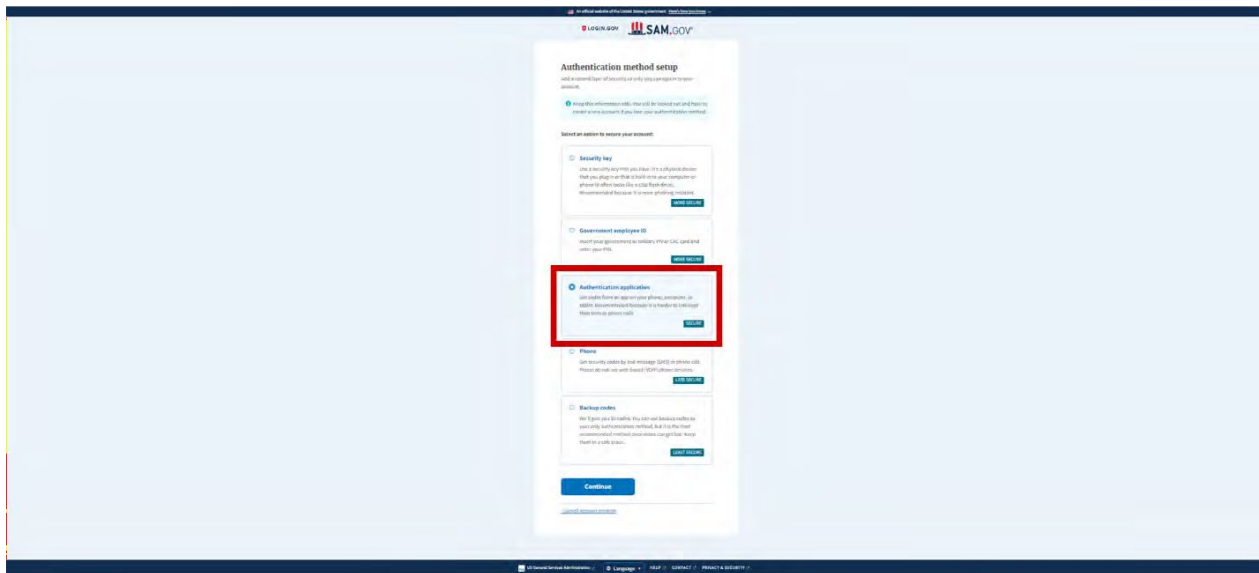


7. Create a password that meets the requirements set by SAM.gov.

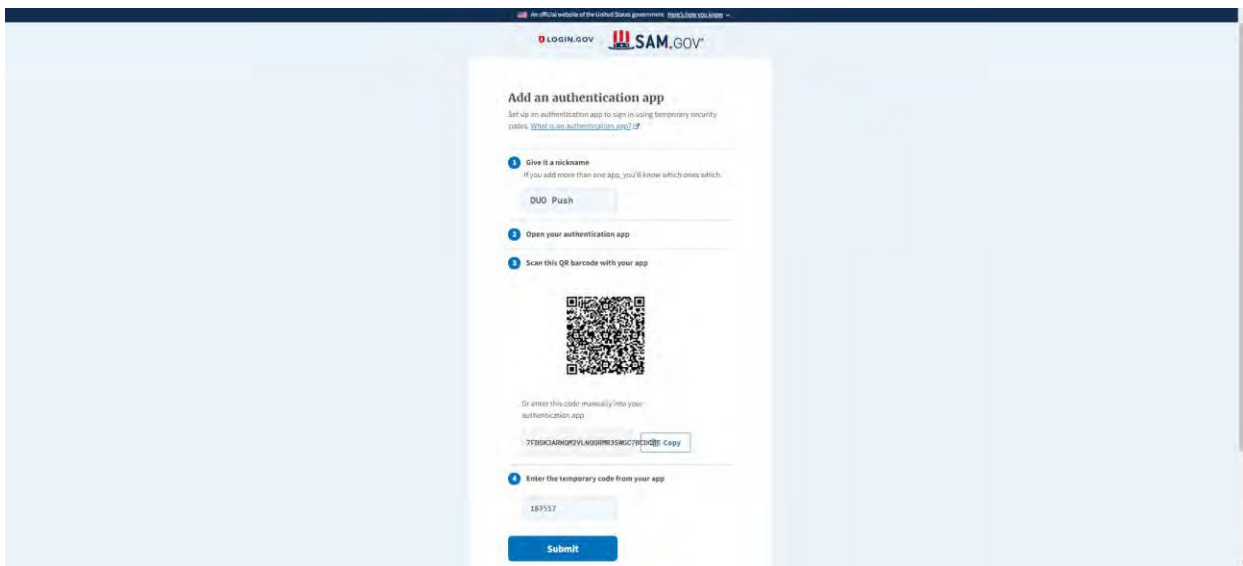


(SAM.gov Registration Continued)

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

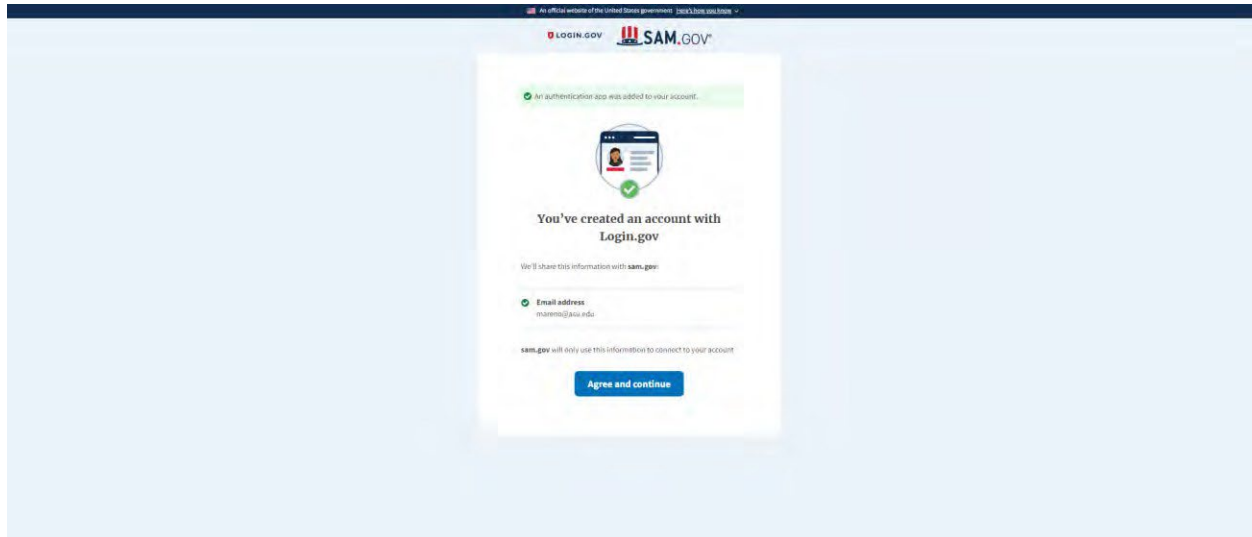


9. Connect your Sam.gov login information with the DUO Authenticator, which is used across Arizona State University. Do this by scanning the QR code on your screen, or by entering the string into the DUO Mobile App.



(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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