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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.

		HELP REGISTER LOGIN
GRANTS COV	SEARCH: Grant Opp	ortunities V Enter Keyword GO
FIND. APPLY. SUCCEED*		
HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRAN	TORS - SYSTEM-TO-SYSTEM- FORMS - CONNECT -	SUPPORT -
GRANTS.GOV > Register		
REGISTER		0
Please enter your information below to create an Account.		
 Required fields are denoted with an asterisk (*). The following special characters are allowed; question marks, periods, dashes, i Username cannot resemble UEI. 12 character usernames must contain a special <u>Password requirements</u>. Your password must contain at least eight characters in character (e.g. 1.g. # \$ % * & *). Your password must not contain dictionary word if Mobile Phone Number is provided, it must be a US number and it can be used 	underscores, and @ symbol (Password is not subject to these restrictions I character. cluding: at least one uppercase letter (A-Z); at least one lowercase letter is, names, or your Username, to reset forgotten password.	s). (a-z); at least one number (0-9); and at least one special
Contact Information:		
*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):		
Confirm Mobile Phone Number	(Can be used to reset forgotten password)	
-Account Details:		
*lleorname:	rac54225	_
*Daesword		(Case Sensitive)
Confirm Dateword	[]	(Case Sensitive)
Commi Password.	[
Communications:		
Subscribe:	GRANTS.GOV ALERTS Yes, I want to receive email messages containing time-sensitive in potentially impact users. GRANTS.GOV NEWSLETTER Yes, I want to receive occasional emails highlighting system enha relevant to the federal grant community.	nformation about Grants gov changes that ncements, training resources, and other topics
	Continue » Cancel	

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".

s@asu.edu					
			Send Temporary Code »	Edit	
		Sec.			
LEARN GRAI	TS - SEARCH GRANTS	APPLICANTS GRA	NTORS SYSTEM-TO-SYSTE	M- FORMS - CONNECT - SUPPORT	-
TS.GOV > Regist	r.				
GISTER					
Confirm Email:					

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".

1	HELP REGISTER LOGIN
GRANTS.GOV™	SEARCH: Grant Opportunities V Enter Keyword
HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRAN	TORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT
GRANTS.GOV) Register	
Please enter SAM's new UEI in	the UEI field. You may also continue to enter DUNS.
REGISTER	0
Congratulations! Your Grants.gov Account was successfully created.	
If needed, you can add Applicant Profile(s) to your Account now. However, if you do not r	ieed a Profile or prefer to add your Profile(s) later, you can Continue to your Grants gov logged in features.
- How would you like to proceed?	
Continue. Skin adding a grafile at this time	
Add Organization Applicant Profile - Affiliates you with an Organization and with	th additional access allows you to apply for Opportunities on behalf of the Organization
Add Individual Applicant Profile- Allows you to apply for Opportunities on your	own behalf
Please complete to Add an Organization Profile and click Save:	
*UEI:	
*Profile Name:	
*Job Title:	
	save
Did You Know? The Grants.gov Mobile App offers the most convenient w	ty to search for and subscribe to federal grant opportunities. Available on Google Play and Apple's App Store.
CONNECT WITH US: 🚱 Blog 😰 Twitter 🕨 YouTube 🌀 Aleris 📷 RSS 🖙 🔩 XML Extrad HEALTH & HUMAN SERVICES: HHS gov EEOC / No Fear Act Accessibility Privacy Discla COMMUNITY: USA gov WhiteHouse gov USAspending gov SBA gov SAM gov DUNS R	E Get Adobe Reader 🚰

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.

1	HELP REGISTER LOGIN
GRANTS.GOV*	SEARCH: Grant Opportunities V Enter Keyword
FIND APPLY SUCCEED	
HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRAM	NTORS SYSTEM-TO-SYSTEM- FORMS CONNECT SUPPORT
GRANTS.GOV > Register	
Please enter SAM's new UEI in	the UEI field. You may also continue to enter DUNS.
REGISTER	0
Congratulations! Your Grants.gov Account was successfully created.	the second se
If needed, you can add Applicant Profile(s) to your Account now. However, if you do not	need a Profile or prefer to add your Profile(s) later, you can Continue to your Grants.gov logged in features.
- How would you like to proceed?	
Continue - Skip adding a profile at this time	
Add Organization Applicant Profile - Affiliates you with an Organization and v	with additional access allows you to apply for Opportunities on behalf of the Organization
Add Individual Applicant Profile- Allows you to apply for Opportunities on you	ur own behalf
Please complete to Add an Organization Profile and click Save:	
-UEI:	943360412
*Profile Name:	Research Administrator
"Job Title:	Research Advancement Administrator
and the second sec	Save
Did You Know? The Grants.gov Mobile App offers the most convenient v	vay to search for and subscribe to federal grant opportunities. Available on Google Play and Apple's App Store.
CONNECT WITH US; So Blog V Twitter > YouTube O Alerts S RS S MULEdra HEALTH & HUMAN SERVICES: HHS gov EEOC / No Fear Act Accessibility Privacy Disc CONMUNITY US SERVICES: HHS gov EEOC / No Fear Act Accessibility Privacy Disc	cl 🕒 Get Adobe Reader 🚰 Jaimes T. Sile Map P. Frequently Asked Questions 🚰
COMMONITY, USA gov WhiteHouse gov USAspending gov SBA gov SAM gov DUNS I	Request C Report Frau

7. Once you have entered your information, verified, and submitted, you will then need to email <u>RAHelp@asu.edu</u> 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.

ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY		rch	٨
ATTENTION: Beainning September 24, 2018, there will be more options for PDF Uploads in Research	h.cov's Proposal Preparation and Submission site. Click here for	more details.	
lide all notifications (Viewing 1 of 1 notification)			

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

Required Fields	* First Namo	Middle Name	* Lact Name	Suffix
Select One	Research	Advancement	Services	Select One
Alternate Name(s) Nicki	name, maiden name, etc.			
* Primary Email () For a	ccount recovery	* Confirm Primary Ema	NI .	
ras@asu.edu		ras@asu.edu		
Secondary Email		Confirm Secondary En		
Secondary Email		Confirm Secondary En	Tall	
ORCID ID 💿 16-digits ie.	1234-1234-1234-1234	Phone Number		
I'm not a robot	C			
	reCAPTCHA Privacy - Terms			

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".

Preview Ac	count Registration
Review your informat	ion 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.

4. Once you verify your information you will see that your account has been created and you NSF ID listed.

ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY		Sign In Register Home Contact Help Abo
Account Registration Confirmation		
• Your account has been successfully created.		
An activation email was sent to: Test3@test.com		
Your NSF ID is: 000919252		
Activation of the account is required to sign in. To activate your account, p	please go to your email to complete the	e registration process and obtain your temporary password.
< Return to Sign In		

- **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.



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.

му Desktop	Prepare & Submit Proposals Awards & Reporting Manage Financials Idministration
Hide Menu	
ly Profile	
View/Edit Profile	Add a New Kole
ly Roles	For NSF ID 000919252
View My Roles	Your account has been activated. Please note - you must have an approved role in order to proceed with proposal and award
Add a New Role	
uick Links	
About Account Management	Welcome to the Add a New Role page. Here you can: Request one or more user roles Register a new organization by clicking on the "Add Organizational Role" button Get more information about a role category by clicking on the role details link below each button

- **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



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

1. Find Organization	2. Add Information	3. Choose Role(s)	4. Review	5. Confirmation
Find Organization				
Enter DUNS number	a DUNS number? 🚯 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								
943360	412		Search	Clear				
Select	DUNS Number	Organization			Organization Contact	:(s)	Registered with NSF	
0	943360412	Arizona State University East Campus			HEATHER C CLARK	See all (4)	Yes	
0	943360412	Arizona State University West Campus			HEATHER C CLARK	See all (4)	Yes	
۲	943360412	Arizona State University			Lindsey Bosak	See all (30)	Yes	
							_	
						Prev	ious Next	

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

1. Find Organization ✓ 2. Add Info	mation 3. Choose Role(s)	4. Review	5. Confirmation
A Existing role information: You currently have role Please review the information for accuracy. If you cho	e contact information for the selected organization. All role lose to update the contact information, all other roles for t	as share the same contact informat his organization will be updated wit	ion within the same organization. h the new information.
Add Information			
The contact information will be used for all communicat	ons when performing in approved roles for this organizati	on	
Required			
Your Contact Details			
Work Phone Number	* Work Email 0		
480-965-4225	Melinda.Rowe@asu.edu		
Your Degree Information			
Degree Type	* Degree Year		
Master of Education	2011		
Very Mede Address			
Country			
Select One			
Street Address	Street Address (Line 2)	Department Name	
City	* State	* Postal Code	
	Select State 🔷		

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

l. Find Organization ✔	2. Add Information 🖌	3. Choose Role(s)	4. Review	5. Confirmation
oose Role(s)				
to your selected organization	n, you will be registered for the follo	owing role: () What is this role?		
Principal Investigator/ co-Princip	oal Investigator (Pl/co-Pl)			

- 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	en forwarded to the organization contac	t(s) below. Check the status of this re	equest on the <u>View My Roles</u> 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	a DUNS number? 8 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 Or	ganization						
943360	NS number 🚯 Wi	nat is a DUNS number?	IS number? Search	Clear			
Select	DUNS Number	Organization			Organization Contact	(s)	Registered with NSF ④
0	943360412	Arizona State University East Campus			HEATHER C CLARK	See all (4)	Yes
0	943360412	Arizona State University West Campus			HEATHER C CLARK	See all (4)	Yes
۲	943360412	Arizona State University			Lindsey Bosak	See all (30)	Yes
						Previ	ious Next

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

1. Find Organization 🛩	2. Add Information	3. Choose Role(s)	4. Review	5. Confirmation
A Existing role information: You	u currently have role contact inform	nation for the selected organization. A	Il roles share the same contact inf	ormation within the same organization
Please review the information for a	accuracy. If you choose to update t	the contact information, all other roles	for this organization will be updat	ed with the new information.
and Information				
dd Information			2.8-4	
Add Information The contact information will be used	for all communications when perfo	orming in approved roles for this organ	nization	
Add Information 'he contact information will be used Required	for all communications when perfo	orming in approved roles for this orgar	nization	
Add Information The contact information will be used Required	for all communications when perfo	prming in approved roles for this organ	iization	
Add Information The contact information will be used Required Your Contact Details	for all communications when perfo	orming in approved roles for this orgar	iization	
Add Information The contact information will be used Required Your Contact Details Work Phone Number	for all communications when perfo	orming in approved roles for this orgar	nization	

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

1. Find Organization 🛩	2. Add Information 🖌	3. Choose Role(s)	4. Review	5 Confirmation
Choose Role(s)				
elect all roles that apply. 🛙 Wha	t are these roles?			
Administrator (Manage Roles)				
Authorized Organizational Repr	esentative - AOR (Submit Proposals)			
Sponsored Projects Officer - SP	O (View/Edit Proposals)			
View Only (View Reports)				

- 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 bee	n forwarded to the organization contact	ct(s) below. Check the status of this re	equest on the <u>View My Roles</u> 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 <u>RESEARCH.GOV HELP</u> <u>SYSTEM</u>, <u>FAQS</u> 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.

	CLOGIN.GOV
Sign	in
Email ad	dress
Passwor	d
Show	password
	Sign in
	First time using Login.gov?
	Create an account
<u>Sign in w</u>	<u>vith your government employee ID</u>
Forgot ye	pur password?
Coourity	
Security	Practices 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 <u>nspires.nasaprs.com/external/</u> and click on the link "Create an Account" of the top right corner of the page.

NSPIRES solicitations Welc NAS	Hep MAA web Sites some to A Solicitation and Proposal Integ	rated Review a	nd Evaluation Sys	tem .			O Login Create an Account
0	 Alert to NASA proposers, reviewers, and grant recipie 	nts regarding the impacts	of COVID-19 (See Site News,	updated as of	04/09/2020)	Member Login	
NAS	A Research Opportunities Registration Inform	nation		2000 10		Usemame	
	Supporting research in science and technology release of various research announcements in a to evaluate and select research proposals subm achieve national research objectives by submitt	is an important part of # a wide range of science atted in response to the ling research proposals	ASA's overall mission. NAS and technology disciplines, se research announcements and conducting awarded res	A solicits this NASA uses á Researcher earch	research through the peer review process s can help NASA	Password	
	Solicitations					Forgot Password?	
	NSPIRES now allow users to <u>SEARCH</u> for and vi research announcements. The full text of the So be viewed and downloaded.	ew Proposals and NOIs plicitation Announcemer	due in 30 days, FUTURE, and its and information about se	I <u>OPEN, CLOS</u> lected propo	ED/PAST NASA sals, if available, can	Create an Account Site News	
	Pro	oposals/NOI Due in t	he Next 30 days			ALERT TO NASA PROPOSERS AND GRANT RECIPIENTS ABOUT COVID-19	
	Showing 1 to 23 of 23 entries		Search:			NASA is announcing the availability of short-term administrative relief authorized	
	Title	Number	Sponsor Org	NOI Due	Prop Due T	by the Office of Management and Budget for processes and recipients of Federal	
	A 35 SERVIR Applied Sciences Team	NNH21ZDA001N SERVIR	NASA:HQ:SMD:ES		10/26/2021	financial assistance directly impacted by the Novel Coronavirus (COVID-19)	
	D.4 - University Leadership Initiative (ULI)	NNH20ZEAG01N-ULJ	NASA HQ ARMD TACP UI	-	10/27/2021	Continue Reading >	
	Heliophysics Phase II DRIVE Science Centers (HDSCs) - invited only	HDSC21	NASA:HQ:SMD:HP	-	10/27/2021	Gmail and NSPIRES email	
	NASA Space Technology Graduate Research Opportunities - Fail 2022 (NSTGR022)	80HOTR21NOA01- 22NSTGRO_84	NASA HQ:STMD:STRG	-	11/02/2021	Your Gmail could be flagging NSPIRES	
	B.2 Heliophysics Supporting Research	NNH21ZDA001N-HSR	NASA HQ SMD HP	-	11/03/2021		
	C.7 New Frontiers Data Analysis Program	NNH21ZDA001N- NEDAP	NASA HQ SMD PS	-	11/04/2021		
	C.28 Mars Science Laboratory Participating	NNH21ZDA001N			14 10 5 10 0 0 0		

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

NSPIRES Exit User Registration
O - Alart to NASA proposes, inviewen, and grant incipients regarding the impacts of COVID-19 (See Site News, updated as of 64(09)/2020).
1) 2 3 4 4 Vizzovel Berlin Venegopuleca Del Domar Hol Cogletando Hol Final Baa
User Registration
Anyone can become a registered user of NSPRES: Registration is required in order to: Prepare and submit NASA research NOIb/proposals Paticipate in the Prec Review process. Register an Organization is proposals or manage in organization, a user must be affiliated with a comparation proposals or manage in organization, a user must be affiliated with a comparation to KOB/PSP. OMB Approval Information: Information collected by this website is authorized by OMB Numbers 2700-0065 and 2700- 2007.
Carator NASA Research and Educator Regort Services NASA Official Antimer Garsa (21NASA/Weit Proces) Palicy and Institute Notimer)

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)	
	INSPIRES ² Exit User Registration
• Alert to NASA proposers, reviewers, and grant recipients regarding the impl 	of COVID-19 (See Sile News, updated as of 84(09/2020)
	Account Public Designational Data Designational Data
	Account Profile Next > Personal Info Salutation First Name *
	Middle initial or Name Last Name * Last Name *
	Suffix ORCD Is 0
	I XXX YXXX XXX XXX XXX XXX YXXX XXX X
	Login Credentials
	Astras Snov
	Origination entered below will be used to identify you in the event the username/password is forgotten Challenge Question * Create you own challenge question * Answer *
	Unique Identifier o
	First Name on Birth Certificate" Last Name on Birth Certificate " Research Advancement Serviced
	Rithday * City of Reth * 0
(-)	er i nagi
(2)	
	a a a a
Account Profile Dem	graphics Data Contact Info Organization Info Email Subs
Demographics Da	
Demographies De	A CONCECTION

<u>(3)</u>

	Nga	NSPIRES	7 Eut	ser Registration	
Alert to NASA proposers, reviewers, and grant recipients regarding the impacts of COVID-19 (See Situ 1998).	News, updated as of 04/09/2020)				
Account	Profile Demographics Data	3 Contact info	24 Dygunization Info	Ernel Subs	
Cont	act Information		< Back	Next >	
	Email Address *	Re-Enter	mail Address *	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	ras@asu.edu	ras@a	su.edu		
	Please be aware that email fro	om NSPIRES could be	flagged as Spam!		
	Phone Number				
	Country *		Type *		
	U.S.A.	٥	Office	*	
	Phone Number * 0		Extension 0		
	480-965-4225		ext		
	Mailing Address				
	Organization/Company Name		Department		
	Arizona State University		OKED-Research Operation:		
	Street Address *	Suite/Apt	Number/Mail Stop		
	PO Box 876011				
	City *	State	Province/Other		
	Tempe	AZ	•		
	Zip Code/Postal Code *	Country *			
	85287-6011	U.S.A.		*	

- **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.



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

NASA	NSPIRES	Đi	t User Registration
- Alert to NASA proposers, reviewers, and grant recipients regarding the impacts of COVID-19 (See Site News, updated as of 04/09/2020)			
Actourt Profile Demographica Data	Contect info	Organization Info	5 Empil Stater
Affiliation Contact Info		< Cancel	✓ Select
Organization Name: ARIZONA STATE UNI	IVERSITY		
A NSPRES external user may have 0 to m addresses, including email, phone, mailing address in users address hok. User can a if this is the address you with a social click "Cancel" you can address your Athlia	ultiple affiliation(s), ea and shipping address add more addresses in ate with the current af ation contact informa	ch affiliation can associat s. NSPIRES collects only o to their address book after filiated organization, click tion after login.	e with a set of me set of er they login. "Select", else
Primary Email			
Courier Shipping Address	PO Box 876011 Tem	npe, AZ 85287-6011 US	
Mailing Address	PO Box 876011 Terr	npe, AZ 85287-6011 US	
Phone			
* Request Priority	Normal O Urge Reason:	ent	
	Jana imum Sourch	anaciers	
	500 Character(s) Rema	ining	
* Indicates required field.			
Curator: NASA Res	search and Education S	upport Services	
D [*] NASA Web F	Invacy Policy and impo	ar rtant Notices	

7. Check the boxes to indicate your email subscription preferences.



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.

		-	MSPIRES	? Б	t User Registration	
O - Allert to NASA proposers, reviewers, and grant recipitents regarding the impacts	of COVID-19 (See Site News, upd	ated as of 04/09/2020)				
	Account Profile	Demographics Data	Contact Info	Organization Info	Cimail Subs	
	Check your	email to complet	e the requireme	ents for NSPIRES R	egistration	
	You will registra check y	receive instructions via er tion. If you do not receive our SPAM folder or contac	mail about how to activ an email from NSPIRES if the Help Desk	ate your account to comple S in the next few minutes, pl	e your ase	
	An acti	ve account is required for y	rour first login to NSPIR	RES.		
	Press.C	ik to return to the nome pa	ige.			
			Ok			
		Curator: NAS/	A Research and Education NASA Official: Andrew B co Privacy Policy and Im	n Support Services Isrica portani Noticen		

USING NSPIRES

NSPIRES has a list of <u>Tutorials and User Guides</u> and <u>FAQs</u> 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

 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 <u>RAhelp@asu.edu</u> for assistance.

USING NIH COMMONS

NIH has published a list of <u>FAQs</u> to assist users with the system and has developed <u>training</u> 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"

\wedge	Update: Planned Maintenance Schedule Show Details Jul 29, 2021		×	See All Alerts
	Recognize and Avoid Phishing Emails Show Aug 25, 2020	Details	(\times)	-
				E Sign I
Home	Search Data Bank Data Service	es Help		
	SAM.GOV*	,	Official U.S. Government 100% Free	t Website
	The Official U.S. Govern	nment System for:	Official U.S. Government 100% Free	t Website
	The Official U.S. Govern (was fbo.gov)	nment System for: Assistance Listings (was cfda.gov)	Official U.S. Government 100% Free NEW Register Your Entity or Get a Unique Entity ID	t Website

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

A	Update: Planned Maintenance Schedule Sh	ow Details	(\mathbf{x})	See All Alerts
	Jul 29, 2021		9	
	Recognize and Avoid Phicking Family Channel	Batalla	×	
		SAM.GOV		E Sign Ir
ome	Search Data Banl You must	accept the U.S. Government System te	rms to sign into this website	
	LSA "	s is a U.S. General Services Administration Federal G that is "FOR OFFICIAL USE ON This System is subject to monito adividuals found performing unauthorized activities action including criminal prosect	overnment computer system LY:" U.S. are subject to disciplinary 1 ution.	Government Website 100% Free
	The Offici. Contract Opp. (was fbo.gov)	Cancel Accept (was cfda.gov)	Unique Entity ID	et a
	Contract Data (Reports ONLY from fpds.gov)	Entity Information Entity Registrations, Disaster Response Registry, Entity UEI and	Register your entity or get a Unique E to get started doing business with the government.	ntity ID e federal

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

An official website of the U	nited States government Here's how you know 🗸	
CLOGIN.GOV	SAM.GOV*	
sam.gov is usin you to sign in t and	ng Login.gov to allow to your account safely 1 securely.	
Email address		
Password	Show password	

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

you to sign in to your account safely and securely.	
Password Show password	
Sign in Create an account	
Sign in with your government employee ID Back to sam,gov	

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."

An official website of the United States government Here's how you know v	
DLOGIN.GOV	
Create your account Enter your email address	
ASUrite@asu.edu	
Select your email language preference Login.gov allows you to receive your email communication in English, Spanish or French.	
 English (default) Español 	
O Français	
Check this box to accept the Login.gov Rules of Use 62	
Submit	

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

📷 An official vebsite of the United States government. <u>Harchibouryou know</u> 🗸
DLOGIN.GOV
Check your email We sent an email to mareno@asu.edu with a link to confirm your
email address. Follow the link to continue creating your account.
Or, use a different email address You can close this window if you're done.

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.

🚟 An official website of the United States government - Herc's how you know 🗸	4
Ulogin.gov Login.goV"	
You have confirmed your email address.	
Create a strong password It must be at least 12 characters long and not be a commonly used password. That's it! Password □ Show password	
Passaord strength: zerobn.feedbock.nor. or.forw.words_ovoid_common_phrases.zerobn.feedbock.no.meed_for_symbols_digits_or_separates_listers Continue	
Password safety tips +	
Cancel account creation	-

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.

📷 An afficial window of the United States government. <u>Hand States government</u> . Hand States government. Hand States government.
Add an authentication app Set us in authentication ap to see its using temporary security codes White an authentication and dr
Give it a vickname in you add more than end sigs, you'll know which: DUD Plush
Gymr ywr asthenticalan spp
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Entire the temperary code from your app 157537
Submit

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

📷 An official website of the United States governments i beneficial on a long hole o
🕏 Ar auffreniscion ass esta abbei to vour sozont.
You've created an account with
raghtere
Viel'Eshare this information with samuges
O Email address mammajaa ada
sam, gov will doly use this information to connect to your account
Agree and continue

(SAM.gov Registration Finished)

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