



Working at Multiple Organizations or Moving to Another Organization



It is National Science Foundation (NSF) policy that only one NSF account is allowed per user. If you already have an NSF account, you MUST NOT register for a new NSF account even if you are working at multiple organizations, moving to another organization, or working as a Postdoctoral Fellow. Instead, you can add roles to your existing NSF account.

You do NOT need a separate NSF account for each organization you are affiliated with or a new NSF account when moving to a new organization or working as a Postdoctoral Fellow.

- You can have multiple organizations associated with your NSF account, and you can add new roles from different organizations to your existing NSF account.
 - For more information about adding an organization-approved role from a new organization or adding the Proposed Postdoctoral Fellow role, [click here](#).
- If you are associated with multiple organizations, be sure to update your designated Primary Organization on the “View My Roles” page. For more information on changing your Primary Organization, [click here](#).
- If you are leaving an organization, make sure the primary email address on your NSF account profile is set to an email address you will continue to have access to after your departure (e.g., a Gmail address). For more information on editing your NSF account profile, [click here](#).

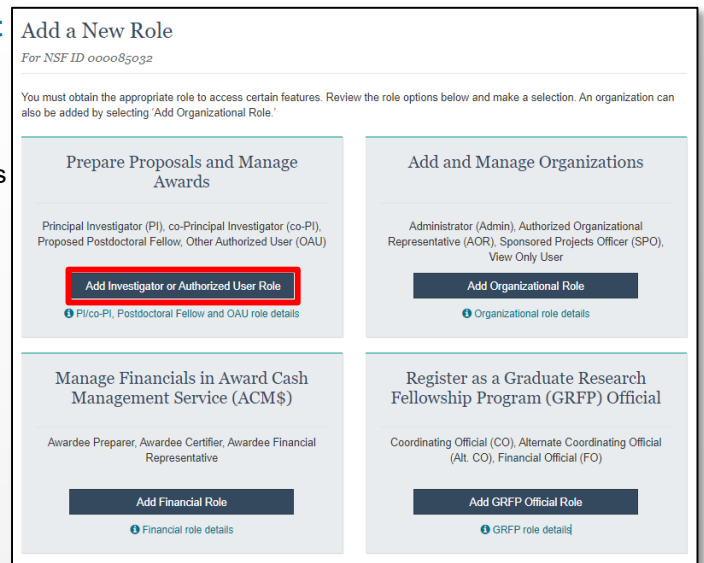


Figure 1

Adding a PI role at a new organization to your existing NSF account

- Click “**Sign In**” located at the top right of [Research.gov](#) page.
- Enter your credentials (e.g., NSF ID and password) and click “**Sign In**.”
- Click “**My Profile**” located at the top right of the screen.
- Click “**Add a New Role**” from the left navigation bar and the “**Add a New Role**” page will display. (Figure 1)
- To request the Investigator role, click the blue “**Add Investigator or Authorized User Role**” button located in the “Prepare Proposals and Manage Awards” box. (Figure 1)
- Select “**Principal Investigator (PI) or co-Principal Investigator (co-PI)**”, click “**Submit**” (Figure 2) and a four-step role request wizard will display. (Figure 3)

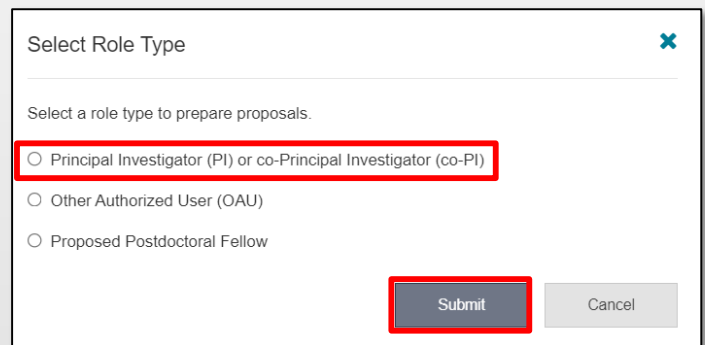


Figure 2

Cornell UEI: G56PUALJ3KT5

Step 1: Find Organization

- Enter the organization’s System for Award Management (SAM) issued Unique Entity Identifier (UEI) and click “**Search**” (Figure 3). If you already have an organization-approved role at NSF, you can select the SAM UEI associated with your existing organization from the drop-down menu.
- Verify the correct organization is displayed and click “**Next**”. (Figure 3)

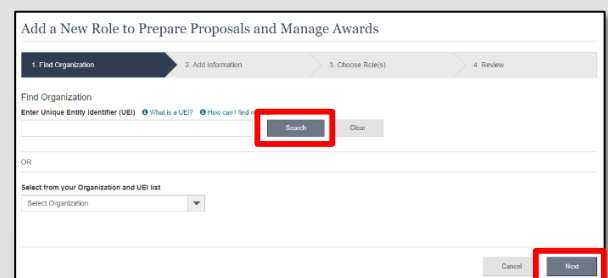


Figure 3

Note: For more information about SAM UEIs, please [click here](#) or contact your Sponsored Projects Office (SPO).



Step 2: Add Information

- Complete the required fields denoted by a red asterisk (*) and click **“Next”**. (Figure 4)

Step 3: Choose Role(s)

- The “Principal Investigator” role is pre-selected. Click **“Next”**. (Figure 5)

Step 4: Review and Submit

- Review your information for accuracy and click **“Submit”**. (Figure 6)

Success

- Your role request is sent to the listed Organizational Contacts for review and approval. (Figure 7)
- You have successfully submitted a role request!

Important Note: *Your Demographic Information will not be shared with the listed Organizational Contacts when they review and approve your role request.*

Figure 4

Figure 5

Figure 6

Organization Contact(s)	Organization Contact Type
Doo, John	Administrator
Carey, Mariah	SAM POC
Jolie, Angelina	SAM POC
Doo, Jane	SAM POC

Figure 7



Helpful Tips

- Your primary email address is used for notifications about your NSF account including password resets.
- Your work email address is associated with all your roles at a particular organization. It is used for role requests and approval notifications as well as for proposal and award related notifications.
- The Degree Information section will be pre-populated if you previously provided this information. If you update this section, the change will be reflected within the “Academic/Professional Information” tab in My Profile and on the “Edit Your Contact Information” page on “View My Roles” for all organizations where you have an organization-approved PI role.
- The Demographic Information section will be pre-populated if you have already provided this information. If you update this section, the demographic information changes will be reflected for all organizations where you have an organization-approved PI role and within the “Demographic Information” tab in My Profile.
- By default, the latest PI role will be set to primary.