



## 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 should NOT register for a new NSF account if you are working at multiple organizations, moving to another organization, or working as an Unaffiliated Principal Investigator (PI). 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 an Unaffiliated PI

- 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 a role from a new organization or adding the Unaffiliated Principal Investigator 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., Google email address). For more information on editing your NSF account profile, [click here](#).

## 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 NSF ID and password and click “**Sign In.**”
- Click “**My Profile**” located at the top right of the screen.
- Click “**Add New Role**” from the left navigation bar.
- To request the Investigator role, click the blue “**Add Investigator Role**” button located in the “Prepare Proposals and Manage Awards” box and a five-step role request wizard will display. (Figure 1)
- Select “**Yes, prepare and manage proposals with an organization**” and click “**Submit.**” (Figure 2)

### Step 1: Find Organization

- Enter the organization’s DUNS number and click “**Search**” (Figure 3). If you already have an organization-approved role at NSF you may select the DUNS number associated with your existing organization from the dropdown menu.
- Verify the correct organization is displayed and click “**Next.**”

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

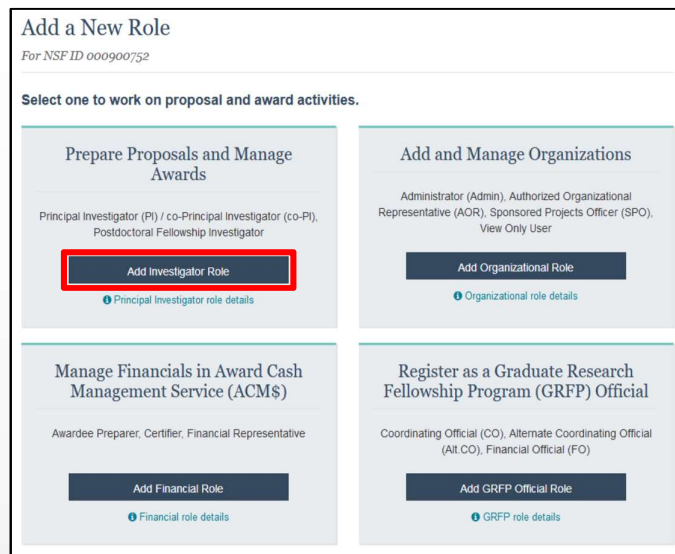


Figure 1

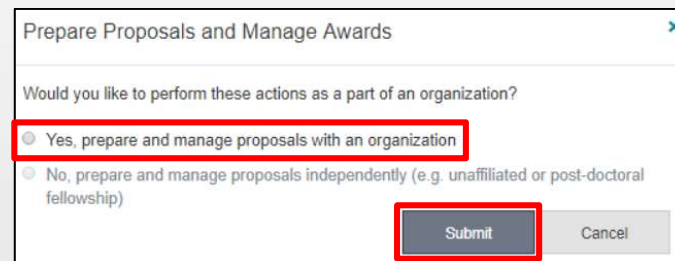


Figure 2

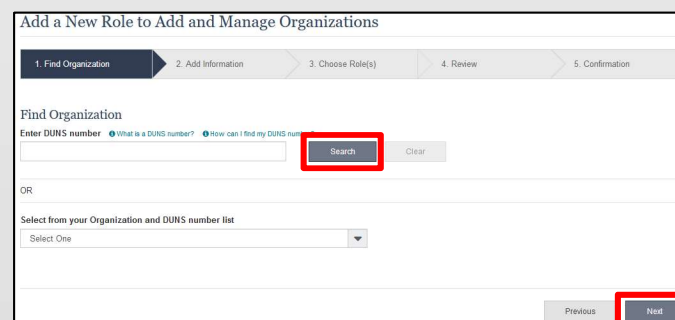


Figure 3



## 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

- Review your information for accuracy and click “Next” (Figure 6)

## Step 5: Confirmation

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

Figure 4

Figure 5

Figure 6

| Organization Contact(s) | Organization Contact Type |
|-------------------------|---------------------------|
| RichardName TesterName  | Administrator             |
| LORANE DRISCOLL         | SAM POC                   |
| RDALIE PRICE            | SAM POC                   |
| DICK WATT               | SAM POC                   |

Figure 7



## Helpful Tips

- Your primary email address is used for notifications about your NSF account such as password resets.
- Your work email address is associated with all your roles at a particular organization. It is used for role request and approval notifications as well as for proposal and award related notifications.
- The Degree Information section will be prepopulated if you already have a Principal Investigator (PI) role at another organization. If you update this section, the change will be reflected in your PI role at all organizations.
- By default, the latest PI role will be set to primary.