View My Roles – Requested Role(s)

The View My Roles page shows the roles you have requested that are pending approval or disapproval from your organization's Administrator as well as your existing approved roles. You may view Organization Contact(s) and edit your organization contact information by following the step-by-step process below.

Access the View My Roles page

- Open Research.gov

- Click **"Sign In"** located at the top right of the screen.

- Enter your NSF ID and password and click **"Sign In."**

- Click **"My Profile"** located at the top right of the screen.

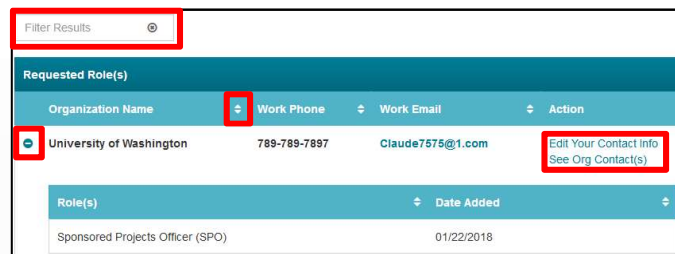- Click **"View My Roles"** from the left navigation bar.

Figure 1

How do I change my organization contact information for a non-Principal Investigator role?

- Locate the organization and click **"Edit Your Contact Info"** in the "Action" column located on the right side of Requested Role table (Figure 1)

- Users who have non-Principal Investigator roles will see the screen depicted in Figure 2 and can edit their work phone number and work email address. Then click **"Save."** (Figure 2)
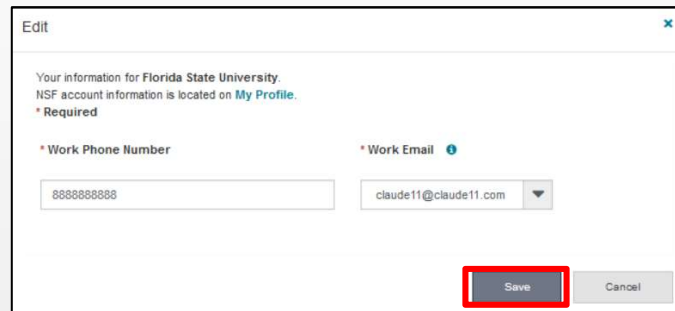
Figure 2

Helpful Tips

- The Requested Role(s) table depicted in Figure 1 can be filtered, sorted, and expanded:
    - Filter on any information contained in the table by typing into the Filter Results box in the upper left corner.
    - Sort data in ascending or descending order by clicking the arrows located next to the column names.
    - Expand and collapse the organization name to display and hide roles.

- Each NSF account requires a primary email address and a work email address. (Figures 2 and 3)
    - Your primary email address is used for important notifications about your NSF account such as password resets. It is critical that you have continued access to this email account (e.g., Google email address), even if you change organizations.
    - Your work email address is associated with all your roles **at a particular organization**. This email address is used for role request and approval notifications as well as for proposal and award related notifications.

How do I change my organization contact information for a Principal Investigator role?

- Locate the organization and click **"Edit Your Contact Info"** in the "Action" column located on the right side of Requested Role table (Figure 1 on previous page)

- Users who have an affiliated Principal Investigator role will see the screen depicted in Figure 3 and can edit their contact details, degree information, and work address. Then click **"Save."**

Who do I contact at my organization for role request questions?

- Locate the organization and click **"See Org Contact(s)"** in the "Action" column located on the right side of Requested Role table. (Figure 1 on previous page)

- The Organization Contacts modal box will appear. (Figure 4)

Edit ✕

Your contact information for University of Washington
Account information is located on My Profile

Your Contact Details

*Work Phone Number
`7039840341`

*Work Email ⓘ
`test_user2@tester.com` ▼

Your Degree Information

*Degree Type
`Master of Information Systems` ▼

*Degree Year
`2008` ▼

Your Work Address

*Country
`United States` ▼

*Street Address
`10001 test dr.`

Street Address (Line 2)
`line 2`

Department Name
` `

*City
`herndon`

*State
`Virginia` ▼

*Postal Code
`20171`

Cancel   **Save**

Figure 3

Helpful Tips

- Each NSF account requires a primary email address and a work email address. (Figure 2 on previous page & Figure 3)

  - Your primary email address is used for important notifications about your NSF account such as password resets. It is critical that you have continued access to this email account (e.g., Google email address), even if you change organizations.

  - Your work email address is associated with all your roles **at a particular organization**. This email address is used for role request and approval notifications as well as for proposal and award related notifications.

Organization Contact(s) ✕

Show 5 ▼

showing **1-5** of 34 « ‹Prev **1** 2 3 4 5 Next› »

Organization Contact(s)	Organization Contact Type
Debra Callaway	Administrator
Jasmine Campbell	Administrator
Lisa Cantore	Administrator
Nicky Choi	Administrator
Autumn Eck	Administrator

showing **1-5** of 34 « ‹Prev **1** 2 3 4 5 Next› »

Figure 4

View My Roles – Active Role(s)

The View My Roles page shows the roles you have requested that are pending approval or disapproval from your organization's Administrator as well as your existing approved roles. You may view Organization Contact(s) and edit your organization contact information by following the step-by-step process below. You may set your Primary Organization designation if you have a Principal Investigator role at an organization or you are a Unaffiliated Principal Investigator.

Access the View My Roles page

- Open Research.gov

- Click **"Sign In"** located at the top right of the screen.

- Enter your NSF ID and password and click **"Sign In."**

- Click **"My Profile"** located at the top right of the screen.

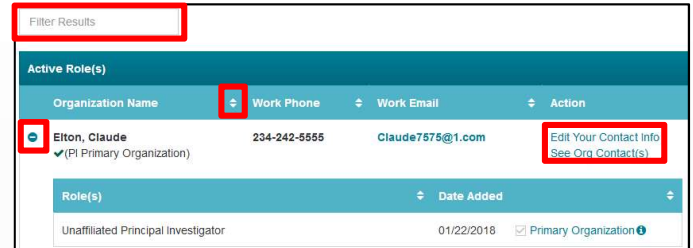- Click **"View My Roles"** from the left navigation bar.

Figure 1

How do I change my organization contact information for a non-Principal Investigator role?

- Locate the organization and click **"Edit Your Contact Info"** in the "Action" column located on the right side of Requested Role table (Figure 1)

- Users who have non-Principal Investigator roles will see the screen depicted in Figure 2 and can edit their work phone number and work email address. Then click **"Save."** (Figure 2)
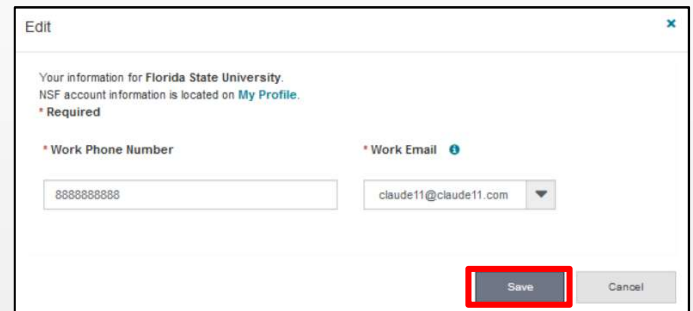

Figure 2

Helpful Tips

- The Requested Role(s) table depicted in Figure 1 can be filtered, sorted, and expanded:
    - Filter on any information contained in the table by typing into the Filter Results box in the upper left corner.
    - Sort data in ascending or descending order by clicking the arrows located next to the column names.
    - Expand and collapse the organization name to display and hide roles.

- Each NSF account requires a primary email address and a work email address. (Figures 2 and 3)
    - Your primary email address is used for important notifications about your NSF account such as password resets. It is critical that you have continued access to this email account (e.g., Google email address), even if you change organizations.
    - Your work email address is associated with all your roles **at a particular organization**. This email address is used for role request and approval notifications as well as for proposal and award related notifications.

How do I change my organization contact information for a Principal Investigator role?

- Locate the organization and click **"Edit"** in the "Action" column located on the right side of Requested Role table (Figure 1 on previous page)

- <u>Users who have an affiliated Principal Investigator role</u> will see the screen depicted in Figure 3 and can edit their contact details, degree information, and work address. Then click **"Save."**

Who do I contact at my organization for role request questions?

- Locate the organization and click **"See Org Contact(s)"** in the "Action" column located on the right side of Requested Role table. (Figure 1 on previous page)

- The Organization Contacts modal box will appear. (Figure 4)

Edit ✕

Your contact information for University of Washington
Account information is located on My Profile

Your Contact Details

*Work Phone Number: 7039840341
*Work Email ⓘ: test_user2@tester.com ▼

Your Degree Information

*Degree Type: Master of Information Systems ▼
*Degree Year: 2008 ▼

Your Work Address

*Country: United States ▼
*Street Address: 10001 test dr.
Street Address (Line 2): line 2
Department Name:
*City: herndon
*State: Virginia ▼
*Postal Code: 20171

Cancel | Save

Figure 3

Helpful Tips

- Each NSF account requires a primary email address and a work email address. (Figures 2 and 3)

  - Your primary email address is used for important notifications about your NSF account such as password resets. It is critical that you have continued access to this email account (e.g., Google email address), even if you change organizations.

  - Your work email address is associated with all your roles **at a particular organization**. This email address is used for role request and approval notifications as well as for proposal and award related notifications.

Organization Contact(s) ✕

Show 5 ▼

showing **1-5** of 34 « ‹ Prev **1** 2 3 4 5 Next › »

Organization Contact(s)	Organization Contact Type
Debra Callaway	Administrator
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Lisa Cantore	Administrator
Nicky Choi	Administrator
Autumn Eck	Administrator

showing **1-5** of 34 « ‹ Prev **1** 2 3 4 5 Next › »

Figure 4

How do I set an organization as my Primary Organization for proposal submissions?

- <u>Prerequisites</u>: You must have either an approved Principal Investigator (PI) role with an organization or an Unaffiliated Principal Investigator role before you can designate a Primary Organization.

    - If you don't have a Principal Investigator role and would like to add one, [click here](#).

- Open the "**View My Roles**" page and locate the Active Role(s) table. (Figure 5)

- Locate the organization where you have an approved PI role that you would like to set as your Primary Organization. (Figure 5)

- If your roles at the organization are not already expanded, click on the plus sign next to the organization name to expand the row. (Figure 5)

- Locate the Principal Investigator role. (Figure 5)

- Select the "**Primary Organization**" checkbox located to the right of the Date Added field. (Figure 5)

- Notice the green check mark and "PI Primary Organization" label under the organization name. (Figure 5)

- You now have set the organization as the Primary Organization. The Primary Organization is the default for your proposal submissions.

Active Role(s)				
Organization Name		**Work Phone**	**Work Email**	**Action**
⊖ FARISH JACKSON REHABILITATION ... ✓(PI Primary Organization)		301-010-1101	cars1603@tester.com	Edit Your Contact Info / See Org Contact(s)

Role(s)	**Date Added**	
Awardee Financial Representative	01/11/2018	
Principal Investigator / co-Principal Investigator (PI)	11/14/2017	☑ Primary Organization ⓘ
Administrator (Admin)	11/03/2017	

Figure 5

💡 Helpful Tips

- You can only have one Primary Organization.
- Only PIs need to select a Primary Organization.
- By default, the latest PI role added to your profile (including an Unaffiliated PI role) will become the Primary Organization