

All Graduate Research Fellowship Program (GRFP) reference letters are submitted in the Reference Letter Submission module in Research.gov. <u>All reference letters must be submitted to NSF by</u> <u>the annual deadline in late October</u>.

Starting the Reference Letter Process

- Nominated GRFP reference letter writers will receive a system-generated email from the "Rgov-No-Reply@nsf.gov" sender email with "NSF Fellowship Reference Letter Request" in the subject line.
- The email includes an **Invitation Code** required to access the Reference Letter Submission module in Research.gov.
- A confirmation email is sent to the GRFP Applicant after the reference letter request email is sent to the nominated writer. The GRFP Applicant can track reference letter submission status in the GRFP module.

Example System-generated GRFP Reference Letter Request Email



Step 1: Register for a new NSF account in Research.gov.

Note: Skip to Step 2 on page 3 if you already have an NSF account in Research.gov. Use the <u>NSF ID Lookup</u> tool to check if you have an existing NSF account. If needed, contact the NSF Help Desk for account verification assistance at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via <u>rgov@nsf.gov</u>.

Follow the steps below to create a new NSF account. There is also a three-minute <u>Register for a New</u> <u>NSF Account video tutorial</u> and <u>Register for a New NSF Account job aid</u> for a detailed walk-through of steps with associated screenshots.

- Open <u>Research.gov</u>.
- Click "Register" located at the top of the screen.
- Enter the requested information on the Account Registration page (one-time process)



GRFP Reference Letter Submission Guide (cont'd)

NSF Account Registration page	Account	t Regist	tration				
NSF ID Lookup tool link		sal & Award P Jo your NSF II) specifies that	t each individual user of NS	F systems should not have more than	one NSF ID (Chapter I.G.4, N
	* Required Fie Prefix	lds	* First Name		le Name/Initial	" Last Name	Suffix
	Select Prefix	×	Daniel	Milus	Norther Institutes	McAllister	Select Suffx
SF account Primary Email field	Primary Ema daniet.mcalls Secondary Em	ter@gmail.cor			* Confirm Primary Email daniel mcallister@gmail. Confirm Secondary Email		
	ORCID ID 🙁 1	5-digits ie. 1234	-1234-1234-1234		Phone Number		Extension
	I confirm the second	sat I am at leas	st 13 years of age.				

NSF Account Primary Email Address Tips:

- Your NSF account primary email address will be used for NSF account notifications including password resets.
- Please make sure you have ongoing access to this email account (e.g., Gmail address).
- It is critical that you have continued access to this email account if you change organizations.
- NSF account holders can update their NSF account primary email address without NSF Help Desk assistance after registration.
- After previewing your account registration information, click Submit.

Preview Account Registration	Bign In Register Home Contact Hole About
screen to verify NSF account —	Preview Account Registration Review your information for accuracy Prefic: Prest Name: Daniel Middle Manachalati
	BackTome: MoAlbor Suffic: Advandar Manna Manna Suffic: Advandar Manna M Manna Manna
Submit button is enabled after the <i>I'm not a robot</i> box is checked	france a nobel
Use the Edit button to make changes	LON CON



- You will receive an Account Registration Confirmation on the screen.
- You will then receive two system-generated emails at your NSF account primary email address.
 - o One email will contain your new NSF ID for your NSF account.
 - The second email will have your temporary password so you can sign in to <u>Research.gov</u>.
 Follow instructions provided in the email to change your temporary password.

Confirmation message indicates — successful NSF account creation	Account Registration Confirmation Vour account has been successfully created. An activation email was sent to: daniet.mcatlister@gmail.com Your NSF ID is: 000995059
	Activation of the account is required to sign in. To activate your account, please go to your email to complete the registration process and obtain your temporary password.
	< Return to Sign In
	A temporary password for your NSF account has been created. Use the following temporary password to sign in to your account through Research.gov.
System generated email is sent to	Temporary Password: qCVQCJwZ54
the NSF account primary email	To set up your new password:
address with temporary password to	1. Sign in to Research.gov using the temporary password above.
sign in to Research.gov	 Sign in to necession using the temporary password above. Once you sign in, you will be prompted to change your password. Please review password complexity requirements before creating a new password.
	Need Help?
	You can find helpful Research.gov information by clicking the Research.gov Help < <u>https://web.acpt.research.gov/common/robohelp/public/WebHelp/Research.htm#Welcome to the Research gov Help System.htm</u> > section. We encourage you to review this information to learn how to efficiently use the site.
	For additional assistance, please contact the NSF Help Desk at 1-800-381-1532 or Rgov@nsf.gov <mailto:rgov@nsf.gov>.</mailto:rgov@nsf.gov>
	Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.

Step 2: Sign in to Research.gov and access the Reference Letter Submission module.

- Open <u>Research.gov</u>.
- Click Sign In located at the top of the screen to enter NSF account credentials.





- You will be on the Research.gov homepage after signing in.
- Click the Manage Reference Letters (Writers) link under Fellowships.
- You will be navigated to the Reference Letter Submission module.

	Proposals	Reviews & Meetings	Awards & Reporting	Fellowships	Manage Financials	Administration
	REMANDER: September 20. Ord P 2023 Revees are even Hide all motifications (V	able. Click here to learn more.	per revisions in FestLane and to access FestL	ane LOIs, proposals, and supple	mental requests. See the FaoLane Decomm	ssioning page for details. Set it
	Postdoctoral Fellows	Proposals & Jarmany, Full, Renewal, Hype and SBIR/STTRI for Limited Functionality & ex. Proposal Downloads, Proposals (Training)	Reviews & Meetings Protein Reviews Putils Infor @ Partiell Trustom (Threat and Bestbussment), Intertoin Review System, Interaction Partie (Propers Review, NewSan P Interaction Partiell (Interaction Partiell System) Propersel Evaluation System (P (Interaction, System (P)	nation teeting Sign-in, Panel nel System) roposal for Review,	Awards & Reportin Prese Report # Deno Sile Project Reports Autoritations & Report Reports Subjective Tanges Reporting Carefung Grant Incremental Deno Sile, Supprimental F (Terrang) Contraung Grant Incremental MSIF Natio Assess Reporting Add Research Products @	Training) Its & (including unding Requests Reports & (NSF-PAR):
Manage Reference – etters (Writers) link	Fellowships Orsbute Research (Applicate Research Officials) & Manage Reference II	Fellowship Program	Manage Financials ACMS (Award Cash Managam Program hoome Reporting Individual Bearing (Peddoctoral Fellows, Honora Invitational Travelers, and othe Grant Poel-Award Financial Co	ry Awardees, r payees)	Administration User Management & Research Administration & Look Up NEF ID	

Step 3: Enter Invitation Code to Add GRFP Applicant.

- Enter the Invitation code from your NSF Fellowship Reference Letter Request email to the Invitation Code field on the Manage Reference Letters page. Be sure not to add extra blank spaces at the end of the Invitation Code. The system will only validate 10 characters in the Invitation Code field.
- Click the Add Applicant button to continue.
- Note: This process must be repeated for <u>each</u> GRFP applicant (i.e., if you are nominated to write a reference letter for two GRFP applicants, you will enter the Invitation Code from the NSF Fellowship Reference Letter Request email corresponding to each Applicant).

	Add Applicant button is enabled when 10 character Invitation Code is entered
You have been nominated as a reference for a fellowship applicant. Please ensure reference letters are submitted prior to the Reference Letter Due Data listed below . To accept the nomination and provide your reference letter: 1. Once if you have an KNF ID. If not, Register as soon as possible to ensure that you have the required access to provide a reference letter by the due date. 2. Numplets for Manage Reference Letters, who found under "Fellowships" on "My Desklop". (<u>Non</u> in to Research.gov required) 3. Enter the Invitation code below:	Manage Reference Letters To add a reference little first enter the Invitation Code provided via email. Once the applicant is added to a table below, safet the applicant's name to provide their reference. Presentence and the safet and the sa
Invitation Code: 1QKXAOK7V4 Note: For security purposes, this invitation code is associated with your email address. Please do not share it.	Invitation Code (10 divactions, e.g. 123A01785C) Where is my code? Add Applicant Stream All ~ Film Stream All ~
Fallowship applicant details: Name: Yearnia Asimi final: yearnia activity family activity of the second s	Show All > Infor Showing & - & Grill Applicants Requesting Reference Letters Applicants Requesting Reference Letter Status (Sov) 2 Applicants Name * Applicants Email 2 Reference Letter Status (Sov) 2 There are currently no applicants added. 5 Showing & - & Grill 5

Example NSF Fellowship Reference Letter Request email



- A success message will display on the Manage Reference Letters page after a GRFP Applicant is added to the Applicants Requesting Reference Letters table.
- The Reference Letter Status (Not Started, In Progress, or Submitted to NSF) column in the Applicants Requesting Reference Letters table will update as the status changes.

	Manage Reference Letters						
Success message indicates reference letter nomination acceptance for the specified GRFP Applicant	• You have successfully accepted the nomination for Applicant Yasmin Azimi. You can provide the reference letter by selecting the applicant's name below. Please ensure the reference letter is submitted prior to the Reference Letter Due Date: 10:27/2023						
	To add a reference letter, first enter the Invitation Code provided via email. Once the applicant is added to the table below, select the applicant's name to provide their reference. Please ensure reference letters are submitted prior to the Reference Letter Due Date listed in the table below. If you have questions about a specific request, contact the applicant.						
	Add Applicant						
	Invitation Code (10 sharadem, e.g. 123A50786C) O Where is my code? Add Applicant						
	Show All v Filter Showing 1 - 1 of 1						
	Applicants Requesting Reference Letters						
GRFP Applicant is added to Applicants	Applicant Name * Program © Applicant Email © Reference Letter Due Date © Reference Letter Submit Date © Reference Letter Status [Key] ©						
Requesting Reference Letters table.	Azimi, Yasmin GRFP yasmin.azimi@gmail.com 10/27/2023 5:00 PM EDT Not Started						
Status is Not Started after an Applicant is initially added.	Show All V Showing 1 - 1 of 1						

Additional Verification Step May be Required to Add GRFP Applicant

- If the "To" email address on a system-generated GRFP Reference Letter Request email <u>does not</u> match your NSF account **primary email address**, an additional quick verification step is needed to add the GRFP Applicant to the Applicants Requesting Reference Letters table.
- If you have been nominated by more than one GRFP Applicant, this process would be repeated for each Applicant when the "To" email address on the systemgenerated GRFP Reference Letter Request email does not match your NSF account primary email address.

ress to continue. A one-time password has been sent to """"""""""""""""""""""""""""""""""
ve two emails, one to your Research gov account email and one to the email lated above.
planate. Please Letter Due Date listed in the table below. If you have questions about a specific request, contact the applicant.
y code? Add Applicant



Step 4: Select GRFP Applicant to upload the reference letter.

• Click on the **Applicant Name** linked in the Applicants Requesting Reference Letters table to go to the Reference Letter Applicant Detail page to upload the reference letter.

	Manage Reference Letters
	• You have successfully accepted the nomination for Applicant Yasmin Azimi. You can provide the reference letter by selecting the applicant's name below. Please ensure the reference letter is submitted prior to the Reference Letter Due Date: 10/27/2023
	To add a reference letter, first enter the Invitation Code provided via email. Once the applicant is added to the table below, select the applicant's name to provide their reference. Please ensure reference letters are submitted prior to the Reference Letter Due Date listed in the table below, if you have questions about a specific request, contact the applicant.
	Add Applicant
	Invitation Code (10 characters, e.g. 123A66788C) Where is my code? Add Applicant
	Show All 👻 Filter Showing 1 - 1 of 1
	Applicants Requesting Reference Letters
Click on GRFP Applicant	Applicant Name * Program © Applicant Email © Reference Letter Due Date © Reference Letter Submit Date © Reference Letter Status (Key) ©
name (blue link) —	Azimi, Yasmin GRFP yasmin.azimi@gmail.com 10/27/2023 5:00 PM EDT Not Started
	Show A8 ~ Showing 1 - 1 of 1

- Reference Letter Applicant Detail page includes information about the Applicant, Fellowship, reference letter due date, and reference letter instructions.
- Reference letter must be uploaded as a PDF.





Step (5): Upload GRFP Applicant reference letter.

• Use the Browse button to select the reference letter PDF file to upload.

	 Please note the following: Reference letters are kept confidential and are not shared to Once a reference letter is submitted to NSF, you will no longer 		
	Applicant Name Progra Yasmin Azimi Graduu Email Address Propo yasmin azimi@gmail.com A Holo	ship Information m le Research Felowship Program (ORFP) al Title/Proposed Research Title tic Approach to Modeling Fraser Fir and Red Hydraulic Function	Reference Letter Due Date: 10/27/2023 5:00 PM EDT
	Reference Letter		
	Content Instructions Reference Letter must contain how long you have known the Include comments on the applicant's potential for contribution applicant's proposed research, and any other information to	g to the 🗧 🚽 👘 🕈 🗧 - Testing Docs	> Refletters ~ 0 P Search Refletters
	 For detailed reference letter requirements, please refer to the 		H · D
Clicking the Browse button	File Instructions Office Instructions Office Instruction Office Of	E Desktop	Dute modified ference Letter #1 PDF 5/4/2003 4:40 PM ference Letter #2 PDF 8/11/2020 4:28 PM ference Letter #3 PDF 8/11/2020 4:28 PM ference Letter #1 PDF 8/11/2020 4:28 PM ference Letter #3 PDF 8/11/2
opens the file selection feature	Submit to NSF Cancer	Downloads Downloads Music Pictures	ference Letter #4 PDF 8/11/2020 4.29 PM ference Letter #5 PDF 8/11/2020 4.29 PM
		Videos	

- A success message is generated after the PDF file is uploaded if no file compliance errors are detected (e.g., attempted file upload of a file format other than PDF)
 - The uploaded file linked at the bottom of the page may be:
 - Viewed by clicking the file link. Please ensure the upload file is for the intended Applicant. Reference letters cannot be updated after submission to NSF.
 - Deleted by selecting the trash can icon.

File upload success message	Reference Letter - Yasmin Azimi vur file has been sploaded successfully O Please note the following: Reference tables are hard confidential and are not and Reference tables in a submitted to NMT, you will reference and	ared with the applicant	×
	Applicant Name P Yasmin Azimi G Email Address P yasmin azimi@gmail.com A	ellowship Information regam rasbate Research Fellowship Program (ORP P) roposal Title/Proposed Research Title Holdisc Approach Modeling Francer Fir and Red pruce Hydraulic Function	Reference Letter Due Date: 10/27/2023 5:00 PM EDT
	 Include comments on the applicant's potential for contr applicant's proposed research, and any other informati 	in the applicant and in what capacity (undergraduate, graduat Buding to the specified graginer, laterners about the applica- tion shadle measure to available the application according to to the Solicitation: Closebus Research Fellowship Program (f	nt's prior research experiences, statements about the the NSF Merit Review Criteria.
View the uploaded PDF	Browne for file to updated Browne C Reference Latter 42 PDF pp Submit to NSF Cancel		
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Step 6: Submit reference letter to NSF.

- After confirming that the correct reference letter has been uploaded, use the Submit to NSF button to complete the submission.
- A modal will display to confirm that you are ready to submit the reference letter for the specified Applicant. No changes can be made to the reference letter after it is submitted to NSF.

	Reference Letter - Yasmin	Azimi]		
	O Your file has been uploaded successfully.			×			
	Please note the following: Reference letters are kept confidential and Once a reference letter is submitted to NSI	are not shared with the applicant ¹ , you will no longer be able to make any changes					
	Applicant Information Applicant Name Vasmin Azimi	Fellowship Information Program Graduate Research Fellowship Program (GRFP)	Reference Letter Due Date: 10/27/2023 5:00 PM EDT				
	Email Address yasmin azimi@gmail.com	Graduate Research Fedorating Program (GRPP) Proposal Title/Proposed Research Title A Holistic Approach to Modeling Fraser Fir and Red Spruce Hydraulic Function	10/21/2023 5:00 PM ED 1				
	Reference Letter		·······				
	 Include comments on the applicant's potenti 	have known the applicant and in what capacity (under all for contributing to the specified program, statements information to enable reviewers to evaluate the applic	Confirm Submission to NSF			×	
	File Instructions • Only one file can be uploaded • Accepted file types include: PDF	lease refer to the Solicitation: Graduate Research Felc	Confirm that you are ready to subm additional changes can be made.	nit the	e reference letter for Yasmin Azimi to NSF. No		Confirm submission to NSF
	Maximum file size permitted is 10 MB Browse for file to upload Browse	i how			Submit to NSF Cancel	istant,	
Submit to NSF	C Reference Letter #2 PDF.pdf 🔒 Delete				to evaluate the application according to the NS aduate Research Fellowship Program (GRFP)	ch exp SF Merit Revie	
button	Submit to NSF Cancel	(CLUTE)	anema, clease refer to the Solicitation	T. GIR	auste Resoluci Pelowshic Program (GRPP)		

- A success message is generated after reference letter submission.
- The reference letter status is changed to "Submitted to NSF" for the Applicant on the Applicants Requesting Reference Letters table.
- System-generated confirmation email is sent to the reference letter writer and to the GRFP Applicant to notify of the reference letter submission.

Defense letter	Manage Reference Letters							
Reference letter submission success message	The Reference Letter has been successfully submitted to NSF. No additional changes can be made. X							
	To add a reference letter, first enter the invitation Code provided via email. Once the applicant is added to the table below, select the applicant's name to provide their reference. Please ensure reference letters are submitted prior to the Reference Letter Due Date listed in the table below, if you have questions about a specific request, contact the applicant.							
	Add Applicant							
	Invitation Code (10 characters, e.g. 123A56788C) Where is my code? Add Applicant							
	Show All v Filter Showing 1 - 1 of 1							
	Applicants Requesting Reference Letters	Reference letter						
	Applicant Name * Program © Applicant Email © Reference Letter Due Date © Reference Letter Submit Date © Reference Letter Status (Key) ©	status updated to						
	Azimi, Yasmin GRFP yasmin.azimi@gmail.com 10/27/2023 5:00 PM EDT 7/14/2023 3:10 PM EDT Submitted to NSF	Submitted to NSF						
	Show All V Showing 1 - 1 of 1							

Questions?

 Questions about the GRFP reference writer process should be directed to the GRF Operations Center (website: <u>https://nsfgrfp.org</u>) at 1-866-NSF-GRFP (1-866-673-4737) or by email to <u>info@nsfgrfp.org</u>.



Signing in to Research.gov with Organization Credentials or Login.gov Credentials



Using Organization Credentials to Sign in to Research.gov

After registering for an NSF account in Research.gov, you can sign in to Research.gov with your organization-issued credentials if your organization is an InCommon Federation participant and integrated with NSF. Please check the Organization drop-down on the Research.gov <u>Sign In</u> page to view the list of InCommon Organizations that participate/integrate with NSF.

- Only InCommon Federation participants can use their organization-issued credentials to sign in to Research.gov.
- If you are signing in with your organization-issued credentials, you will be prompted to link your credentials to your NSF account if they are not already linked.
- Please see the <u>About the InCommon Integration at Research.gov</u> page to learn more.
- If you have questions, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM 9:00 PM Eastern Time; Monday Friday except federal holidays) or via <u>rgov@nsf.gov</u>.

	Research.GOV FOR THE NSF COMMUNITY Sign In Register Home Contact Help About
Sign in with your Organization credentials	NSF User Sign In Use your Primary Email Address, NSF D, LOGN GOV or your organization credentials to sign in to Research gov NSF Account Primary Email Address or NSF ID Pick Your Organization Login.gov Credentials Login.goV
Sign In button is enabled after credentials are entered	Feret D Password Ferent Password Ferent Password Ferent Password Ferent Password Ferent Password
	Sign In Don't see your organization? Learn more / Register for InCommon • Sign In for NSF Staff
	SYSTEM USE NOTIFICATION This is a National Science Foundation (NSF) Federal Covernment computer system. Any system activity may be monitored and any information stored within the system may be retrieved and used for law enforcement, management, or other purposes. By using this computer system, you are consenting to such monitoring and information retrieval and use. Unsubinotized use of the system, including disclosure of Information covered by the Privacy Act or other sensitive information, or attempts to defeat or circumvest security features, is prohibited and could result in disciplinary action up to and hocking removal circli and/or commal peralties. Users should be avare that they have no expectation of privacy when using the NSF-provided computer system (including any removable media used in conjunction with the system), accessing the Internet, or using electronic mail systems. All information maintained within or retrievable through the NSF computer system, including electronic mail files, may be reviewed and retrieved by the Department of Homeland Security. Files of folias where use algoritan creases to do so when authorized by the Director or Deputy Director; or by the Inspector General. By signing in, you are accepting the rules above.



Using Login.gov Credentials to Sign in to Research.gov

After registering for an NSF account in Research.gov, you can sign in to Research.gov with your Login.gov credentials.

- <u>Login.gov</u> is a Federal shared service platform that provides multi-factor authentication for users to sign in to participating government agency systems.
- Accessing Research.gov through Login.gov enables Reference Writers to have a single username and password for participating Federal systems.
- After Login.gov credentials (username and password) are entered, the Login.gov system will
 require the Reference Writer to provide a second factor such as a security key, authentication
 application, or a one-time security code the Reference Writer receives by phone or by text to
 complete the authentication. For more information, please see the Login.gov Help Center
 <u>Authentication Options</u> page.
- When signing in to Research.gov with Login.gov credentials the first time, the Reference Writer's Login.gov account and NSF account will automatically be linked if the same primary email is used for both accounts. If Research.gov does not detect a primary email address match for both accounts, the Reference Writer will be prompted to complete a one-time process to link their Login.gov account to an existing NSF account.
- If you have questions, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM 9:00 PM Eastern Time; Monday Friday except federal holidays) or via <u>rgov@nsf.gov</u>.

	Sign In Register Home Contact Help About
	NSF User Sign In Use your Primary Email Address, NSF D, LOGNLGOV or your organization credentials to sign in to Research.gov
	NSF Account Organization Credentials Login.gov Credentials Sign in with Login.gov credentials Primary Email Address or NSF ID Exlect an Option I LOGIN.GOV Credentials
	Forest D Password or or or or or or or
Sign In button is enabled after credentials are	Forot Pasword Sign Thil New to NSP? Register Don't see your organization? Learn more / Register for Incommon
entered	System use notification
	This is a National Science Foundation (NSF) Federal Government computer system. Any system activity may be monitored and any information stored within the system may be refieved and used for law enforcement, management, or other purposes. By using this computer system, you are consenting to such monitoring and information retrieval and use. Unsubtrotized use of the system, including disclosure of information covered by the Privacy Act or other sensitive information, or attempts to defeat or circumvent security
	Instances, as prohibited and could result in decipitinary action up to and including removal, civil and/or criminal penaltes. Users should be aware that they have no expectation of privacy when using the NSF-provided computer system (including any removable media used in conjunction with the system), accessing the internet, or using decirronic mail systems. All information maintained within or retrievable through the NSF computer system, including electronic mail files, may be reviewed and retrieved by the Department of Homeland
	Security. INSF officials who have a leptimate reason to do so when authorized by the Director or Deputy Director, or by the inspector General. By signing in, you are accepting the rules above.