If you don’t see a specific portal referenced in the information below, or if you have questions about any of the information, contact the OSP eRA Systems team.

Federal Sponsors

<table>
<thead>
<tr>
<th>Grants.gov</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Uses:</strong> Proposal development &amp; submission (Workspace), application submission tracking</td>
</tr>
</tbody>
</table>

**Account Creation/Affiliation:**
- Account must be created by the individual.
  - Account is needed to be added to a Workspace as a participant
    - Participants can have access to application forms and attachments in Workspace without being affiliated with an institution
  - Account is not required to be listed as Key Personnel in a proposal
- Affiliation of an account is required in order for CSU OSP to have access to and submit a Workspace (proposal).
  - Affiliation of the account with CSU’s DUNS is done by the individual during the account registration and profile completion process.
    - CSU DUNS = 785979618
  - An account can have multiple affiliations.

**Roles:**
- No role is needed for a person to be added as a participant to an existing Workspace.
- Workspace Manager role is needed to create and manage a Workspace (proposal).
  - Affiliation with CSU is required for a person to have the Workspace Manager role

**OSP Access:**
- OSP will get an email when an account is affiliated with CSU.
  - OSP reviews the request to determine if roles need to be assigned.
    - Assignment of the Workspace Manager role is done by CSU OSP.
- OSP cannot see any account profile details, only user name and role information.
- Password reset must be requested by the individual.

<table>
<thead>
<tr>
<th>NIH eRA Commons (aka eCommons) (includes access to ASSIST portal)</th>
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<tbody>
<tr>
<td><strong>Primary Uses:</strong> Proposal submission (including access to ASSIST), proposal status and peer review process, award notification and JIT, reporting, training fellowship management</td>
</tr>
</tbody>
</table>

**Account Creation/Affiliation:**
- Account must be created by OSP or a designated college research administrator with Administrative Official (AO) role.
  - Send a request for an account to OSP eRA Systems Team. (This link opens a new email in your default mail application with pre-populated addresses and subject line.)
- Accounts are required for: investigators for submitting proposals; faculty sponsors on fellowship applications; post-docs, graduate and undergraduate students for progress reports; proposal reviewers.
- An eCommons account is required in order to use ASSIST, the NIH proposal development and submission portal.
- Account profile information must be completed by the individual (e.g., degree information, employment, etc.)
- CSU affiliation is managed by OSP.
  - PIs with existing accounts need to contact OSP to have their account affiliated with CSU.
  - CSU OSP cannot modify or delete any other institutional affiliation.

**Roles:**
• PI role applies to primary investigators, multiple principal investigators, co-investigators (faculty researchers)
• ASST role is for department and college research administrators who work with PIs to complete proposals and reports
  o Access to proposals and reports is maintained by the PI, not by OSP.
• For other roles, please review the NIH information: https://era.nih.gov/files/ RolesPrivileges.pdf (quick grid overview) and https://era.nih.gov/files/eRA-Commons-Roles.pdf (summary of each role and permissions)

OSP Access: OSP can edit an account’s primary email address and prompt a password reset, but cannot see or edit any profile details.

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**NSF Research.gov & FastLane**

**Primary Uses:** proposal development and submission; award actions; reporting

**Account Creation/Affiliation:**
- Account must be created by the individual, and the appropriate role requested at this time
  - https://www.research.gov/accountmgmt/#/registration
    - A PI should have only one account, and request affiliation when moving between institutions
  - An account is needed for access to proposals
    - Access is controlled by the PI using a PIN code (FastLane) or Manage Organizations and Personnel > Manage Personnel link (Research.gov)
- Account must be affiliated with CSU’s NSF Organization record in order for a person to create proposals to be submitted by CSU OSP.
  - CSU DUNS = 785979618

**Roles:**
- Have to be requested when creating a new account, or requesting affiliation for an existing account
  - Investigator role: Senior/key personnel on a proposal
  - Other Authorized User (OAU) role: Department/College research administrators who will need to work in FastLane or Research.gov to assist investigators

**OSP Access:**
- OSP will get an email notification that an account has been affiliated so that roles can be confirmed/managed.
  - PIs with existing accounts have to request affiliation.
  - CSU OSP can manage affiliation only for CSU.
- Individual must request a password reset. OSP cannot prompt this action.
- OSP can see what email address was used to create the account, but cannot change it.

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**NOAA GrantsOnline**

**Primary Uses:** Award notifications and award task management, financial and progress reporting

**Account Creation:**
- Account must be created by OSP, and information will be sent to the new user.
  - The password for a newly created account is valid for only 24 hours. After that, the OSP administrator has to reset the password for the new user to try again.

**Roles:**
- Roles and award access are assigned and managed by a system Administrator or Recipient Authorized Representative (OSP and CIRA administrative staff)

**OSP Access:**
- Passwords for existing accounts are reset by OSP.
<table>
<thead>
<tr>
<th>NSPIRES (NASA)</th>
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<tbody>
<tr>
<td><strong>Primary Uses:</strong> Proposal development; key personnel for proposal submission; progress reports</td>
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</table>

**Account Creation/Affiliation:**
- Account must be created by the individual.
  - Affiliation with CSU must be requested during the account creation process.
- Password reset must be done by the individual.

**Roles:** There are no PI roles to manage. Access to individual proposals requires only an account.

**OSP Access:** OSP cannot manage information for a person’s account or reset passwords.

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<tr>
<th>eBRAP - Department of Defense, Congressionally Directed Medical Research Program (CDMRP)</th>
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<tr>
<td><strong>Primary Uses:</strong> Pre-applications, post-submission application validation, award notifications, financial reporting</td>
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**Account Creation/Affiliation:**
- Accounts are created by the individual, and affiliated with CSU during the registration process
  - Search for Colorado State University
- Password reset is by the individual, not OSP.

**Special considerations:**
- **Pre-applications:** A PI account is required to initiate a pre-application. An OSP Business Official must be identified for the pre-proposal.
- **Full Applications:** Submitted by OSP through Grants.gov, but the same person that was identified as a Business Official in the pre-proposal must be identified as the Business Official in a full application to have access to the submitted information.

**Roles:** An account with PI role is required for submission of pre-applications.

**OSP Access:**
- OSP has to approve account affiliation requests.
- OSP cannot see or manage individual account information.

<table>
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<tr>
<th>GrantSolutions (multiple Federal agencies, including non-NIH HHS and Homeland Security)</th>
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<tbody>
<tr>
<td><strong>Primary Uses:</strong> Application (proposal) processing, award notification and management, financial and progress reports, closeout</td>
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</tbody>
</table>

**Account Creation/Affiliation:**
- Agencies create/affiliate accounts for OSP (central admin) and PIs based on proposal contacts.
- OSP can submit a form to request additional central administrative access

**OSP Access:**
- OSP can request access to specific awards.
- OSP can see a list of users, but has no account management role (e.g., can’t reset a password or modify contact email address).

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<th>PAMS (Department of Energy)</th>
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<tr>
<td><strong>Primary Uses:</strong> Pre-application and LOI submission, full proposal submission, post-submission proposal review, award management, reporting, closeout, &amp; commercialization plans</td>
</tr>
</tbody>
</table>
Account Creation/Affiliation:
- Accounts are created by the individual, then registered to an institution.
  - [https://pamspublic.science.energy.gov/](https://pamspublic.science.energy.gov/)
  - Search for Colorado State University or DUNS 785979618

OSP Access:
- OSP cannot see or manage individual accounts or reset passwords.
- OSP can manage user access to the system and to specific awards.

Special cases:
There are federal portals that allow individuals to submit proposals, but require an institutional DUNS in order for an award to be issued:
- Department of Energy ARPA-E and EERE are two examples.
  - Proposals submitted to these agencies by CSU personnel should include the CSU OSP DUNS in their applications (785979618).

** USDA ezFedGrants **

Primary Uses: Application submission, award management, progress & financial reports, invoices (claims)

** Please note: ** The ezFedGrants portal is an exception to many OSP business processes. **

Because the system lacks a PI role, does not provide transparency for action item assignments, and does not make a distinction of access for proposal submission, progress reports, and financial actions, OSP has opted to complete all tasks in this system on behalf of our PIs.

Applications: Contact the OSP Research Administrator for your college/department to coordinate the completion of the online application
- [https://www.research.colostate.edu/osp/staff/](https://www.research.colostate.edu/osp/staff/)

Progress Reports: We ask that the PI provide any required progress reports to OSP as scheduled by the award so that we can make sure they are submitted as required in the system.

Non-federal sponsors

** ProposalCentral (multiple non-profit organizations) **

Primary Uses: proposal development and submission

Account Creation:
- Accounts must be created and managed by the individual. An account is required to initiate and submit an application
  - [https://docs.proposalcentral.com/RegUser.pdf](https://docs.proposalcentral.com/RegUser.pdf)

Please note: Proposals, not accounts, are affiliated with CSU, per the following application process:

 Application and Submit Action:
- Proposal creation and submission is done by the PI.
  - Create an application: [https://docs.proposalcentral.com/CreateApp.pdf](https://docs.proposalcentral.com/CreateApp.pdf)
  - Choose Colorado State University as the institution
- Assignment for OSP proposal review is done on a per-proposal basis using the email address of the correct OSP administrator
  - If the person is already in the ProposalCentral system, the name will be available in a dropdown for contact role.
  - Add other users who need to work on the proposal by email address

OSP Access: OSP cannot see any account information for individual users.
American Heart Association (Grants@Heart)

Primary Uses: Proposal submission, award notification and management, financial and progress reports

Account Creation:
- Accounts must be created by the individual.
  - [https://www.research.americanheart.org/](https://www.research.americanheart.org/) > Applicants
  - more information: [https://professional.heart.org/professional/ResearchPrograms/UCM_320508_How-to-Register-or-Login-to-GrantsHeart---Applicant.jsp](https://professional.heart.org/professional/ResearchPrograms/UCM_320508_How-to-Register-or-Login-to-GrantsHeart---Applicant.jsp)

Please note: Proposals, not PI accounts, are affiliated with an organization, per the following application information:

Applications:
- A PI account is needed to initiate an application.
- Proposals are affiliated with institutions during the application creation process, based on the PI’s answer to the Where Work Will be Done choice.
- OSP submits applications.

Roles:
- A Grant Officer and Fiscal Officer must be added to the proposal; these are OSP roles. The selections have to be made by, and can only be changed by, the PI.
  - Please contact your college/department OSP Research Administrator for guidance about who to select for these roles.
- There is no ‘assistant’ role or account in this system.

OSP Access:
- OSP does not have access to PI account information.
- The OSP Grant Officer and Fiscal Officer contacts must be identified in the proposal by the PI, and OSP cannot change.
- The application routes to the specified Grant Officer for submission.
- OSP submits applications, but cannot edit them.

- end -