



Click the portal name to go to the instructions:

<a href="#">ARPA-E xChange</a>	<a href="#">FEMA GO</a>	<a href="#">NSPIRES</a>
<a href="#">eBRAP</a>	<a href="#">G5 / G6</a>	<a href="#">PAMS</a>
<a href="#">EERE EPIC</a>	<a href="#">Grants.gov</a>	<a href="#">Proposal Central</a>
<a href="#">EERE xChange</a>	<a href="#">GrantSolutions</a>	<a href="#">Research.gov</a>
<a href="#">eRA Commons (ASSIST, NIH)</a>	<a href="#">JustGrants</a>	<a href="#">SAM.gov</a>
<a href="#">ezFedGrants</a>	<a href="#">Login.gov</a>	<a href="#">SciENcv</a>
<a href="#">FedConnect</a>	<a href="#">NOAA GEMS (eRA Commons)</a>	

If you don't see a specific portal in this table, or if you have questions about any of the information, contact the [OSP eRA Systems team](#).

## Federal Sponsors

[Login.gov](#)

If a portal/system requires login through Login.gov:

- **You must have an account in the specific sponsor portal first** – it will be linked to the Login.gov account

Recommendations for the Login.gov account:

- Create with **first.last@colostate.edu** email address format for an account to be used for CSU-related activities
- The email address for the Login.gov account must match the email address used for the sponsor portal account
- Set up at least two authentication options (e.g., authenticator app, backup codes)
  - [Authentication options | Login.gov](#)
  - **NOTE:** *If you use a phone app and you change the device, you will have to use another authentication method to establish your new phone's connection to Login.gov*
- Use a personal email as 'backup' address for account recovery

Follow each portal's instructions for linking the portal account to the Login.gov account

- Once a portal account is linked to a Login.gov account, the user must follow Login.gov instructions for portal access

Multiple Login.gov accounts are allowed:

- If user has an existing Login.gov account for non-CSU work in Federal portals, recommend separate Login.gov account for CSU work

**OSP does not have access to manage account information or reset password for Login.gov accounts**

[Grants.gov](#)

**Primary Uses:** Proposal development & submission (Workspace), application submission tracking

### Account Creation/Affiliation:

- Account must be created by the individual.
  - <https://www.grants.gov/web/grants/register.html>
  - 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 with CSU is required in order for CSU OSP to have access to and submit a Workspace (proposal).
  - Affiliation is done by the individual during the account registration and profile completion process.
    - CSU SAM.gov UEI = LT9CXX8L19G1
- For opportunities that require individual submission (not through CSU), follow Grants.gov instructions to create a separate [individual applicant profile](#)

Login.gov required as of March 2022

## 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 for CSU proposals

## 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 (cannot be reset by OSP)

NIH eRA Commons (*aka* eCommons) (*includes access to ASSIST portal*)

**Primary Uses:** Proposal submission (including access to ASSIST), proposal status and peer review process, award notification and JIT, reporting, training fellowship management

## Account Creation/Affiliation:

- Account must be created by OSP or a designated college research administrator with Administrative Official (AO) role.
  - Send an account request with this link: [eRA Commons account request](#). (*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.)
- For existing accounts, CSU affiliation is managed by OSP
  - [Contact OSP ERA](#) team to have a CSU affiliation added to an account
  - CSU OSP cannot modify or delete any other institutional affiliation

Login.gov or InCommon 2-factor authentication required for [IAR, scientific role accounts](#).

Admin accounts in transition to Login.gov.

## Roles:

- PD/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
  - 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.

**NSF Research.gov** (*FastLane has been decommissioned for proposal & award actions as of January 2023; peer review will re-direct from Research.gov to Fastlane after login*)

**Primary Uses:** proposal development and submission; award actions; reporting; proposal and panel review (peer review)

### 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
- Account must be affiliated with CSU's NSF Organization record in order for a person to create proposals to be submitted by CSU OSP.
  - Use the OSP SAM.gov UEI = **LT9CXX8L19G1** to find the Organization for affiliation

### Roles:

- A role has to be requested when creating a new account or requesting affiliation for an existing account
- Use the 'My Profile' link at the top right, then Add a New Role in the left navigation menu
  - Investigator role: Senior/key personnel on a proposal
    - Choose PI / co-PI in the Role Type modal
  - Other Authorized User (OAU) role: Department/College research administrators who provide assistance to investigators

Prepare Proposals and Manage Awards

Principal Investigator (PI), co-Principal Investigator (co-PI), Proposed Postdoctoral Fellow, Other Authorized User (OAU)

Add Investigator or Authorized User Role

Select Role Type

Select a role type to prepare proposals.

Principal Investigator (PI) or co-Principal Investigator (co-PI)

Other Authorized User (OAU)

Proposed Postdoctoral Fellow

Submit Cancel

- **Login.gov** is optional at this point.
- **In-Common Federated login** is also optional for PI accounts.

### OSP Access to account information:

- 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.



- OSP does not see an account's NSF ID number in our User Administration interface and cannot look it up.

SciENCv (*biosketch and support information management tool for researchers*)

[SciENCv](#) is the online system required by NSF and recommended by other federal sponsors for preparation of biosketch (CV) and current/pending support documents.

OSP does not set up or maintain separate accounts for this system.

- Existing eRA Commons (NIH) or Research.gov (NSF) account can be used to access this application.

OSP does not have access to any content in this portal.

[SciENCv: Help Documentation \(nih.gov\)](#)

NOAA GEMS (*eRA Commons platform, go-live October 2023*)

**Primary Uses:** Proposal status, peer review, award notification and management, performance and financial reporting, closeout

**Account Creation/Affiliation:**

- Account must be created by OSP or a designated college research administrator with Administrative Official (AO) role.
  - Send an account request with this link: [NOAA GEMS account request](#). (*This link opens a new email in your default mail application with pre-populated addresses and subject line.*)
- 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)
  - PI will have access to full proposal information and will be responsible for the performance report action
  - OSP will have access to proposal status and award information
    - The OSP SO will submit performance reports
    - The OSP FFR will submit financial reports
- Please note: NOAA did not implement the full range of roles available in eRA Commons. There is no department research administrator assistance role at this time.

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

**Login.gov impact:** If using Login.gov to get to the eRA Commons platform, the email address for the GEMS account and the Login.gov account must be the same.

NSPIRES (NASA)

**Primary Uses:** NOI and Proposal development; key personnel for proposal submission; peer review

**Account Creation/Affiliation:**

- Account must be created by the individual.
  - <https://nspires.nasaprs.com/external/registration/createuser!init.do>
- Affiliation with CSU must be requested during the account creation process.



- Search by UEI = **LT9CXX8L19G1** (the SAM.gov UEI for Colorado State University OSP)
- OSP receives and evaluates a notification for affiliations.
- 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.

**eBRAP - Department of Defense, Congressionally Directed Medical Research Program (CDMRP)**

**Primary Uses:** Pre-applications, post-submission application validation, award notifications, financial reporting

**Account Creation/Affiliation:**

- Accounts are created by the individual, and affiliated with CSU during the registration process
  - <https://eBRAP.org/>
  - Search for Colorado State University, UEI **LT9CXX8L19G1**
- 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
  - 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. AA role can be assigned to department administrators for pre-application assistance.

**OSP Access:**

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

**GrantSolutions (multiple Federal agencies, including non-NIH HHS, DOI, and Homeland Security)**

**Primary Uses:** Application (proposal) processing, award notification and management, financial and progress reports, closeout

**Account Creation/Affiliation:**

- PI and department access requests need to be routed through OSP
  - Request the current account form with this link: [GrantSolutions account request](#)
- After the account is created, OSP must work with the agency grant management officer for PI access to their award(s)

**Login.gov required** as of January 2022

**OSP Access:**

- OSP has no award access or account management role (e.g., can't manage award access, can't reset a password or modify contact email address).

**PAMS (Department of Energy)**

**Primary Uses:** Pre-application and LOI submission, full proposal submission, post-submission proposal review, award management, reporting, closeout, & commercialization plans



**Account Creation/Affiliation:**

- Accounts are created by the individual, then registered to an institution.
  - <https://pamspublic.science.energy.gov/>
  - Search for Colorado State University *or* CSU SAM.gov UEI = LT9CXX8L19G1

**OSP Access:**

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

**FedConnect**

**Primary Uses:** Award and modification notifications & management, opportunity search, pre-applications, message center (financial reports)

**Account Creation/Affiliation:**

- Accounts are created by the individual, and approved by a vendor Administrator
  - <https://www.fedconnect.net/FedConnect/PublicUserRegistration.aspx>
- Password reset by Vendor Administrator.

**Special considerations:**

- **Pre-applications:** PI initiated and submitted, no OSP approval required
  - Account (vendor representative) is required for the PI to submit

**Roles:**

- Vendor Administrator = Account management, award/modification management
- Vendor Representative = Opportunity search, view awards

**OSP Access:**

- Vendor Administrator must approve user-initiated account registration.

**Department of Energy (DOE) EERE EPIC**

**Primary Use:** Application submission

**Account Creation/Affiliation:**

- Accounts are created by the individual, affiliated with CSU (**UEI = LT9CXX8L19G1**), and approved by an Account Administrator
  - <https://epicweb.ee.doe.gov/EPICWeb/#/home>
  - Choose 'Create Account' in the upper right horizontal menu

**Roles:**

- Technical POC = PI (principal investigator)
- Business POC = department research administrator

**OSP Access:**

- Account Administrator (AA) must approve user-initiated account registration
- AA can modify existing user's roles

**Department of Justice (DoJ) JustGrants**

**Primary Uses:** Application submission, award management, progress & financial reports

**Account Creation:**

- Created by invitation, initiated by Entity Administrator (OSP)
  - Send an account request using this link: [JustGrants account request](#)
- No unique role for PI





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 will complete award progress report actions on behalf of the PI.

**Role for campus department administrator:**

- Application Submitter = completes and submits applications, including assurances.
  - Toggle between department research administrator and OSP RA to complete and submit the application
  - If PI does not have support, OSP RA will complete and submit the application.

**Other:**

- Submission of progress report will be done by OSP; report provided by PI according to award instructions

**USDA ezFedGrants**

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

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/>

**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.

**ARPA-E eXCHANGE & EERE eXCHANGE (Department of Energy)**

**Primary Uses:** funding opportunity information, concept paper and full application submission

**Account Creation:**

- Account must be created by the individual.

Coordinate with OSP for CSU review prior to submitting.

A proposal requires an institutional identifier in order for an award to be issued:

- Proposals submitted by CSU personnel should include the CSU OSP SAM.gov UEI in their applications (LT9CXX8L19G1).

**OSP Access:**

- OSP does not have access to user account information

**Login.gov** required

**G5 / G6 (Department of Education)**

**Primary Uses:** Award notifications, award management, progress & financial reports, invoices (claims)

**Account Creation:**

- Account must be created by the individual.
  - PIs need an account for award action notifications and performance reporting
  - PIs have to give access to other account holders for specific awards



Login.gov required starting May 2023

**OSP Access:**

- OSP does not have access to user account information

SAM.gov

**Primary Uses:** Legal entity information (UEI) lookup, Assistance Listing (CFDA) details, funding opportunity information, federal contract reporting

**Account Creation:**

- Accounts are created by the individual
  - Entity lookup requires an account
- An account holder does not need a role for searches in the various domains

Login.gov is required

FEMA GO

**Primary Uses:** proposal development and submission

**Account Creation:**

- OSP must generate an invitation to register for an organization account
  - Use this link to request an invitation: [FEMA GO registration invitation request](#)
- Complete the registration steps per the invitation email
- Contact OSP when registration has been completed to confirm that role is active

**OSP Access:**

- OSP generates a registration invitation and manages 'team' in the portal
- OSP manages roles for an account holder
- OSP does not manage account information, cannot reset a password or unlock an account

## Non-federal sponsors

A significant number of portals assume the PI is submitting a proposal. Please make sure to include OSP in the proposal review stage regardless of how the proposal is being submitted.

A KR PD record is required for all sponsored programs proposals (i.e., external funding, sponsor terms & conditions apply, reporting/invoicing requirements, and obligation by the institution required).

***Most non-Federal portals are individual account based, not centrally (OSP) managed. Some have 'organization' information that is linked to a proposal.***

- ***If a portal asks for 'authorized representative' information, please contact the OSP eRA team so that we can investigate further.***

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>

**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>
  - 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.
    - If the OSP SRA or RA is not in the system, add by email to generate a notification and provide access.
  - Add other users who need to work on the proposal by email address

**OSP Access:** OSP cannot see any account information for individual users.