



Click the portal name to go to the instructions:

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

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

Impact of Login.gov

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

- Must have an account in the 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
- Use an authenticator app (like Google Authenticator) for 2-factor authentication
 - [Authentication options | 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.)
- 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.

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

Admin accounts in transition to **Login.gov**.

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
 - Access to proposals and reports is maintained by the PI, not by OSP.

Sponsor Proposal and Award Portal Access / Account Guidance



- 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 as of January 2023*)

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
 - Proposal access is controlled by the PI using Manage Organizations and Personnel > Manage Personnel link within a proposal
- 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 or NSF institution code 0013508000 to complete the affiliation step

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

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 assist investigators

If you need this role(s)	To perform these functions	Select this "Add Role" Button
<ul style="list-style-type: none"> Principal Investigator (PI) Co-Principal Investigator (co-PI) Unaffiliated Fellowship Principal Investigator 	<ul style="list-style-type: none"> Prepare proposals Manage awards 	Add Investigator or Authorized User Role
<ul style="list-style-type: none"> Administrator Sponsored Projects Coordinator Authorized Organization Administrator View Only 	<ul style="list-style-type: none"> Add/remove users 	Add Organizational Role
<ul style="list-style-type: none"> Awardee Preparer Awardee Certifier Awardee Financial Officer (AWFO) 	<ul style="list-style-type: none"> Prepare and manage awards 	Add Financial Role
<ul style="list-style-type: none"> Graduate Research Fellowship Program (GRFP) Coordinating Officer GRFP Alternate Coordinator GRFP Financial Officer (GRFPFO) 	<ul style="list-style-type: none"> Manage GRFP functions 	Add GRFP Official Role
<ul style="list-style-type: none"> Other Authorized User (OAU) 	<ul style="list-style-type: none"> Assist a PI with proposal preparation 	Add Investigator or Authorized User Role

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.

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: Proposal development; key personnel for proposal submission; progress reports

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
- No role is needed 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.

Sponsor Proposal and Award Portal Access / Account Guidance



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COLORADO STATE UNIVERSITY

- 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.