**Registering PIs with Federal Agencies**

**NSF FastLane** –

Go to: <https://www.fastlane.nsf.gov/fastlane.jsp>

Log In to Research Administration; “Accounts Management”

First, run a query to see if they have an NSF account –

1) To Register New User -- “Add New User”

*To affiliate account w/ MSU, enter user’s NSF ID*

Fill in “User Profile” and “PI Profile” sections.

The password you create is temporary (must use alpha and numeric, 6 to 20 characters)

            Do not give them any “Permissions”

            “Add User” button at bottom

2) To Change Password –

            Fill in Last Name to find User Profile

            Modify User

            Type in a new password (twice) *(hint – typically use “fastlane1”, they will be prompted to change this)*

            Save (select “Modify User” at bottom)

Help Desk:

            1-800-673-6188 (7 AM to 9 PM Eastern Time • M-F) FastLane Availability (Recording): 1-800-437-7408

            Email [fastlane@nsf.gov](mailto:fastlane@nsf.gov)

**NIH eRA Commons** –

Log In to <https://commons.era.nih.gov/commons/>

“Admin”

“Accounts”

“Manage Accounts”

First, check to see if they have an NIH account in eRA Commons –

“Account Status”=“All”, enter “last name” or “user id”; check “Search outside your institution”

1) If not on list, at bottom of screen choose “Create New Account” – enter name, to create a user ID *(I usually use first initial and last name – 6 to 20 characters)*, select “PI for Role, and enter their email. If they have any prior support, please enter one item. Submit. (PI gets email and completes the verification. NIH may take 3-5 days to review and activate the account. An email will be sent to the PI with their eRA Commons username and password.)

2) “Create Affiliation” - If PI moves from another institution to MSU or has a Commons account from being a reviewer, we must “affiliate to MSU”. The PI should update their Profile information first. Then we enter the User ID and Email address from the old institution in the “Create Affiliation” tab. Submit. Then go into “Edit” to change email to their MSU email address.

Forgot password - The user enters their username and clicks on “Forgot Password” to have a new one sent to them.

Help Desk:

            eRA Commons email support:  [commons@od.nih.gov](mailto:commons@od.nih.gov)

            Phone: 301-402-7469 / 866-504-9552 (Toll Free); Business hours M-F 7am-8pm EST

Create ticket on web: <http://era.nih.gov/help/index.cfm#era>

**NASA NSPIRES** –

PI creates an account, chooses institution to affiliate with.

Go to:  <https://nspires.nasaprs.com/external/index.do>

Log In; “Organization Management”; “Affiliation Requests”; Confirm

*(Affiliation emails are sent to Leslie, Audrey, Dale and Sandy. One of them will need to confirm the Affiliation Request.)*

Help Desk:

Phone: (202) 479-9376; 8:00 am to 6:00 pm EST; Email: [nspires-help@nasaprs.com](mailto:nspires-help@nasaprs.com)