Process to Register in NSPIRES

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Register in NSPIRES

User Registration

Anyone can become a registered user of NSPIRES. Registration is required in order to:

- Create and submit a Notice of Intent (NOI)
- Create and submit Proposals
- View status of proposals
- Register an organization
- Perform organizational management functions
- Submit individual reviews of proposals when participating in a review

This guide illustrates how a user can register in NSPIRES with the following steps:

**Home page:** Access the Home page at [https://nspires.nasaprs.com](https://nspires.nasaprs.com), and click the 'Create an Account' button, or click the 'Create an Account' link.

Click Button or Link to start the registration
**Begin User Registration:** Read the information in the next page which will provide more details about what a user can do once registered in NSPIRES.

Click the ‘**Begin User Registration**’ button to start the **5-step** process.

**5-Step process:** The registration in NSPIRES involves filling out **5 forms:**


The system will guide you to navigate sequentially to each form. Click the ‘**Next**’ button in order to go to the next form. However, you will need to complete the required information of that form first. You will be able to go back to the previous form by clicking the ‘**Back**’ button. If you wish to cancel the registration, click the ‘**Exit User Registration**’ button.
1. **Account Profile.** Please accurately fill out all applicable sections and fields. Required fields are marked with a red asterisk ‘*’. Some of the fields have a blue icon 1. When you mouse over that icon, a small window will display detailed information about that specific field.

The Account Profile form consists of 3 sections: a) **Personal Information**, b) **Login Credentials**, and c) **Unique Identifier**.

a) **Personal Information:** Please enter your name as you would like it to appear. This will be the name NSPIRES uses for all communications with you. This information also will be displayed in any NOI, proposal, or Evaluation review form you create with your NSPIRES account. Additionally, you may enter your ORCID Identifier (You can get your unique ORCID identifier at ORCID.org). However, this field is optional.

![Personal Information Form](image)

You can get your ORCID Identifier at ORCID.org

b) **Login Credentials:** You will create your own username and password, and select or create a challenge question.

- The username must be 6 to 12 characters long and must be composed of only letters (a-z, A-Z) and numbers (0-9). A username is not case sensitive. A "space" (blank) is not a valid character.
- A password is case sensitive and must be at least 8 characters long (letters, numbers, and special characters can be used). However, you should not use your Username, First Name or Last Name for the password.

![Login Credentials Form](image)

Username must be 6 to 12 characters long
Password must be at least 8 characters long
• You will be able to select a challenge question from the list provided, or create your own challenge question with a minimum of 15 characters.

You can create your own challenge question

You can recover your account by providing this information. If the encrypted values of the information you provide match what is stored in the system, you can recover your account. Therefore, it is important that you provide information here that you will remember in the future.

c) Unique Identifier: Rather than collect your social security number, NSPIRES collects a set of information that is unique to you, and that will not change during your lifetime. All of the personal information collected for the unique identifier is combined and encrypted and cannot be retrieved from the system.

You can create your own challenge question

You can recover your account by providing this information. If the encrypted values of the information you provide match what is stored in the system, you can recover your account. Therefore, it is important that you provide information here that you will remember in the future.

City of Birth is for city only. Do not try to include a state or country.
2. **Demographics Data.** The Federal Government has a continuing commitment to monitor the operation of its review and award processes to identify any inequities based on gender, race, ethnicity, or disability. NASA asks that you provide that information in order to ensure compliance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq., and NASA's implementing regulations at 14 CFR. §§1250, 1251, and 1253. Submission of the requested information is voluntary and will not affect an organization’s eligibility for an award.
3. **Contact Information.** In this page, you will be asked to enter your contact information. Please fill it out as accurate as possible.

   a) **Email Address:** Enter your email address. Any NSPIRES related material will be sent to this email address, including the account registration confirmation. You must enter it twice to ensure accuracy.

   b) **Phone Number:** Enter your phone number to fulfill the minimum requirement for registration. Please use numbers (0 to 9) separated by dashes (-) only.

   c) **Mailing Address:** Enter your mailing address in order to receive correspondence from NASA via the US Postal Service.
If you enter an address not recognized by the Postal Service (i.e. invalid, new), after you click the Next button, NSPIRES will display the message highlighted in red ‘Accept Address as Entered’. You may continue with that address by selecting the check box next to the message, and click Next again.

Select the check box to accept the mailing address as entered

<table>
<thead>
<tr>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accept Address as Entered.</td>
</tr>
<tr>
<td>Organization/Company Name</td>
</tr>
<tr>
<td>Street Address *</td>
</tr>
<tr>
<td>123 Invalid Address Street</td>
</tr>
<tr>
<td>City *</td>
</tr>
<tr>
<td>Washington</td>
</tr>
<tr>
<td>Zip Code/Postal Code *</td>
</tr>
<tr>
<td>22202</td>
</tr>
</tbody>
</table>

d) **Shipping Address:** In order to receive packages or important documents from NASA, you must provide a shipping address that can be used by overnight couriers.

Please note that **overnight couriers will not deliver to an APO or P.O. Box address**, nor leave a package when a recipient's signature is required.

Select the check box if your shipping address is the same as your mailing address

<table>
<thead>
<tr>
<th>Shipping Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same as my Mailing Address</td>
</tr>
<tr>
<td>Organization/Company Name</td>
</tr>
<tr>
<td>Street Address *</td>
</tr>
<tr>
<td>City *</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Zip Code/Postal Code *</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
4. **Organization Information.** In this page, you may include your organization’s information by adding an Affiliation to your organization.

**Affiliations.** An affiliation is a business relationship between an NSPIRES registered user and an Organization. An affiliation must be requested by the user and confirmed by the OPOC (Organization Point of Contact) at the Sponsored Research Office (SRO). A user’s proposal cannot be submitted to NASA without having a confirmed affiliation.

You must be affiliated with an organization if:

a) You are listed as a researcher (PI – Principal Investigator) on a NASA proposal.

b) Or, you work in the organization’s Sponsored Research Office (SRO).

**Note1:** If you do not wish or do not need to request an affiliation yet, you may skip the Affiliations process by clicking the Next button.

You can always go back to the Affiliations page under Account Management (once you activate and access your NSPIRES account).
In order to request an affiliation to your organization, follow the next steps:

a) In the “Search for Organization’ field enter your organization name, DUNS Number or CAGE code. Use the pull-down menu to select the corresponding search category, and click the ‘Search’ button.

You may use a portion or full name of an organization when searching by the organization name.

b) Search Results: The next page will display organizations that match your search. If NSPIRES does not list your organization, try a less specific search parameter. Click the ‘select’ link to the left for your organization.

Note2: Your organization must be already registered in NSPIRES before you can request an affiliation with it. If it is not registered with NSPIRES, you must contact your Sponsored Research Office (SRO) or your Business Office.
When you click the organization name under the “Organization Name” column, you can preview its organization details. A closable window will display these organization details such as Cage Code, DUNS number, organization address, mailing address, and electronic point of contact.

![Organization Details Window]

When you click the organization name under the “Organization Name” column, you can preview its organization details. A closable window will display these organization details such as Cage Code, DUNS number, organization address, mailing address, and electronic point of contact.

- **Organization Name:** SA-AAA QUALITY MOVERS EXPRESS, INC.
- **Organization Address:**
  - **P.O. BOX:** 50902
  - **CAGE Code:** 7X591
  - **City:** MIAMI
  - **State:** FL
  - **Zip Code:** 33256
- **Mailing Address:**
  - **P.O. BOX:** 50902
  - **CAGE Code:** 7X591
  - **City:** MIAMI
  - **State:** FL
  - **Zip Code:** 33256
- **Electronic Point of Contact:**
  - **Name:** Reuben Levy
  - **Address:** 23750 Hardy Dr
  - **City:** Novi
  - **State:** MI
  - **Zip Code:** 48375-4144
  - **Phone:** 248-449-9100
  - **Fax:** 248-449-9101

**c)** After you click ‘select’, NSPIRES will display the organization name and your contact information that will be linked to this affiliation. If everything is correct, click the ‘Select’ button to continue with the registration process. Otherwise, click ‘Cancel’ to go back to the Search Results page.

![Affiliation Contact Info]

**Affiliation Contact Info**

**Organization Name:** SA-AAA QUALITY MOVERS EXPRESS, INC.

- **Primary Email:** johndoe@gmail.com
- **Courier Shipping Address:**
  - **Address:** 5678 Main Street
  - **City:** Crystal City
  - **State:** VA
  - **Zip Code:** 22202
- **Mailing Address:**
  - **Address:** 5678 Main Street
  - **City:** Crystal City
  - **State:** VA
  - **Zip Code:** 22202
- **Phone:** Office: 301-321-0987

A NSPIRES external user may have 0 to multiple affiliation(s), each affiliation can associate with a set of addresses, including email, phone, mailing and shipping address. NSPIRES collects only one set of address in users address book. User can add more addresses into their address book after they login. If this is the addresses you wish to associate with the current affiliated organization, click “Select”, else click “Cancel”. You can add/edit your Affiliation contact information after login.
d) **Overview:** The Affiliations page will be displayed again with the affiliation request to your organization. Notice that the status in the Current Affiliations section under the Status column will say ‘REQUESTED’. This means that you must wait for your organization to confirm or deny your affiliation request. You may only add one affiliation during the registration, but can add more after you complete your registration.

The status of the affiliation will change to ‘CONFIRMED’ or ‘DENIED’. If confirmed, then you will be able to link a proposal to that organization.

**Associations.** An association indicates a past or present working relationship between an NSPIRES user and an organization, but unlike an affiliation, it does not require a confirmation by the SRO.

An indication of associations is helpful to NASA in identifying potential conflicts of interest when planning for the peer review process. Members are asked to identify at least one association, representing the organization that employs the member.

You will be able to add an association after your registration is complete. However, if your affiliation is confirmed, NSPIRES will add automatically an association to that organization.

**Note3:** You can have more than one affiliation and more than one association in your NSPIRES account.
5. **Email Subscriptions.** NSPIRES offers an electronic mailing list service for those interested in receiving NSPIRES information and NASA Solicitation announcements. This service is optional, and you can skip this page by clicking the ‘Next’ button.

**To Subscribe:** Check the box or boxes next to the mailing list(s) from which you wish to receive emails, and click the ‘Next’ button.

![Email Subscriptions Form](image)

- **Aeronautics Research Mission Directorate**
  - General Subscription List

- **Human Exploration and Operations Mission Directorate**
  - General Subscription List (includes Space Biology, Physical Sciences and Human Research)

- **NSPIRES**
  - NSPIRES Alerts and Updates
  - Sponsored Research Office Outreach

- **Office of STEM Engagement**
  - K-12 Opportunities
  - Student Opportunities
  - Research Opportunities
  - Higher Education Opportunities
  - Fellowship/Scholarship Opportunities
  - Informal Education Opportunities

- **Science Mission Directorate**
  - Earth Science
  - Astrophysics
  - General Subscription List
  - Planetary Science
  - Heliophysics

- **Space Technology Mission Directorate**
  - General Subscription List
**Information Confirmation.** NSPIRES will display the information you have entered in the previous forms. Carefully verify all information displayed on this page. Please note that most information can be changed under “Account Management” after you complete your registration and you access your NSPIRES account.

Once all information has been reviewed, click the “Submit” button to complete the initial registration. However, you will still need to activate your NSPIRES account through an email sent to the email address you have entered during your registration.
Email confirmation information. Once you click the ‘Submit’ button, a confirmation page will be displayed stating that an activation email will be sent to you. Please check your spam folder if you do not promptly receive an email in your inbox. See Appendix A for an example of that email.
Appendix A

The following, is an example of the activation email sent to the email address entered during your registration.

In order to activate your NSPIRES account, click the link included in the email, and enter the username and password you have created.

If successful, you will access the Welcome page of your NSPIRES account.

If you have any questions about this registration process, please contact the NSPIRES Help Desk. Phone number: 202-479-9376 from 8:00 am to 6:00 pm EST, Monday through Friday. E-mail: NSPIRES-Help@nasaprs.com.