

# How to Add or Remove an Other Authorized User (OAU)

An Other Authorized User (OAU) can assist with proposal preparation but is not part of the proposal's senior personnel. An OAU may be added to work on a letter of intent, proposal, or proposal file update/budget revision. For information about adding the OAU role, please visit the Research.gov [About Account Management](#) page.

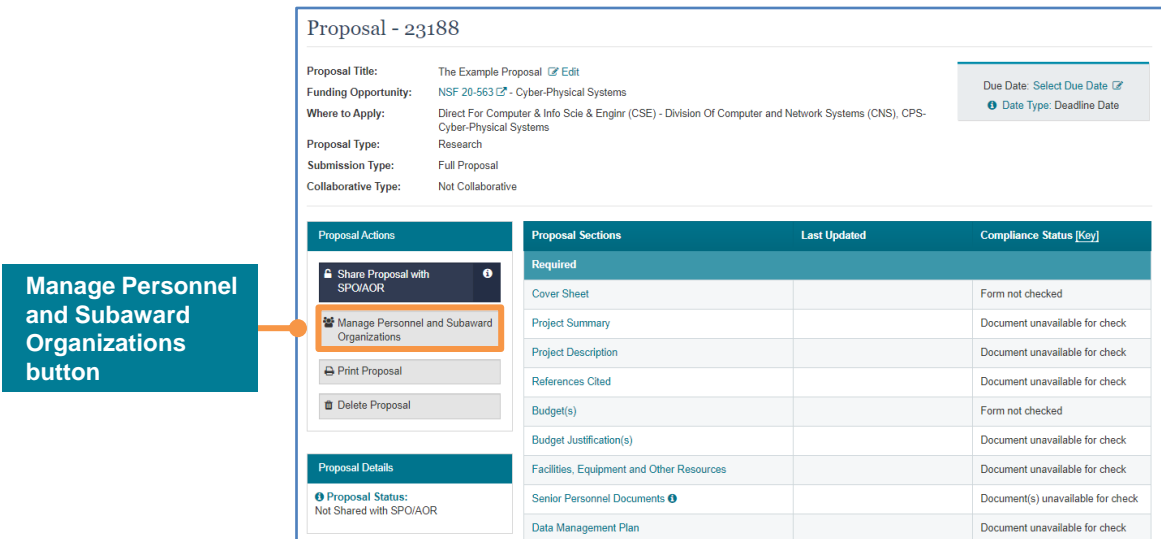
An individual with the OAU role can perform all proposal preparation functions except:

- Initiating a letter of intent, proposal, or proposal file update/budget revision
- Sharing a letter of intent, proposal, or proposal file update/budget revision with the Sponsored Project Office/Authorized Organizational Representative
- Deleting an in progress letter of intent, proposal, or proposal file update/budget revision
- Withdrawing a submitted letter of intent or proposal

**i** A PI/co-PI on a proposal cannot add themselves as an OAU. If a PI/co-PI needs to remove their PI/co-PI role and become an OAU, they can share the proposal with edit rights with the AOR and then request that the AOR add them as an OAU.

## Adding an OAU

- 1 Click the **Manage Personnel and Subaward Organizations** button on the proposal main page.



**Manage Personnel and Subaward Organizations button**

Proposal - 23188

Proposal Title: The Example Proposal [Edit](#)

Funding Opportunity: NSF 20-563 [Edit](#) - Cyber-Physical Systems

Where to Apply: Direct For Computer & Info Scie & Engr (CSE) - Division Of Computer and Network Systems (CNS), CPS-Cyber-Physical Systems

Proposal Type: Research

Submission Type: Full Proposal

Collaborative Type: Not Collaborative

Due Date: [Select Due Date](#) [Edit](#)

Date Type: [Deadline Date](#)

Proposal Actions	Proposal Sections	Last Updated	Compliance Status [Key]
<ul style="list-style-type: none"> <li>Share Proposal with SPO/AOR</li> <li><b>Manage Personnel and Subaward Organizations</b></li> <li>Print Proposal</li> <li>Delete Proposal</li> </ul>	<b>Required</b>		
	Cover Sheet		Form not checked
	Project Summary		Document unavailable for check
	Project Description		Document unavailable for check
	References Cited		Document unavailable for check
	Budget(s)		Form not checked
	Budget Justification(s)		Document unavailable for check
	Facilities, Equipment and Other Resources		Document unavailable for check
	Senior Personnel Documents		Document(s) unavailable for check
	Data Management Plan		Document unavailable for check

Proposal Details

Proposal Status: Not Shared with SPO/AOR

- 2 Click the **Manage Personnel** link.



**Manage Personnel link**

My Desktop > Proposal Preparation > Proposal - 23900 > Manage Personnel and Subaward Organizations

### Manage Personnel and Subaward Organizations

Prime Organization				
Organization Name	Unique Entity Identifier (UEI)	Principal Investigator	Address	Actions
County University		Natalie PI	1000 Circle County, MD 21250-0002 US	<b>Manage Personnel</b>

**Subaward Organization(s)** [Add Subaward Organization](#)

Organization Name	Unique Entity Identifier (UEI)	Address	Actions
No Subaward Organizations have been added. Once an organization is added, the personnel for this organization can be specified.			

**3** Click the Add Other Authorized User button.



Manage Personnel (Prime Organization)  
For County University

Senior Personnel Roles Video: How to Manage Personnel

Personnel Name	Role	Organization	Actions
Natalie PI	Principal Investigator	County University	

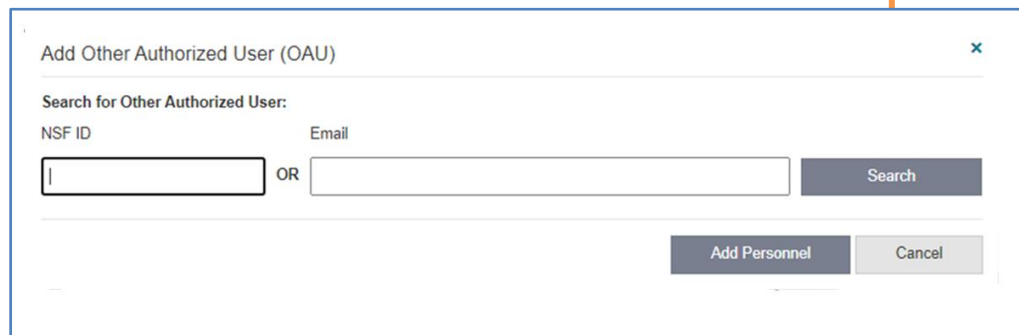
Other Authorized User(s) - Data preparation only

Personnel Name	Organization	Actions
There are currently no Other Authorized Users.		

Add Other Authorized User button

**4** Enter the NSF ID or email address of the individual to be added as an OAU. The individual you add must be registered in Research.gov, and you will need either the individual's NSF ID or the email address associated to their NSF ID (NSF account). The Search button will be enabled after an NSF ID or email address is entered.

Search button is enabled after NSF ID or email address entered



Add Other Authorized User (OAU)

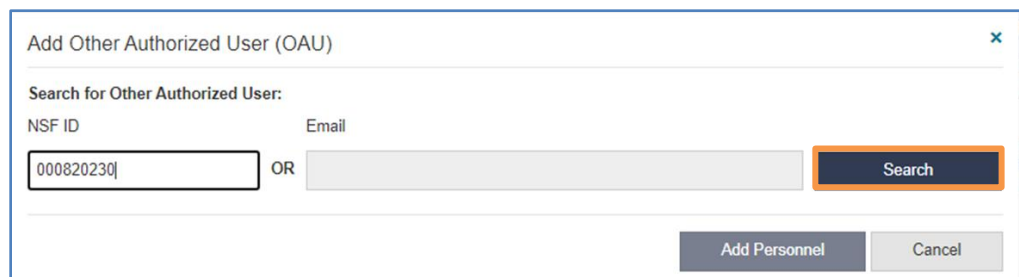
Search for Other Authorized User:

NSF ID OR Email

Search

Add Personnel Cancel

**5** Click the Search button.



Add Other Authorized User (OAU)

Search for Other Authorized User:

NSF ID OR Email

000820230 Search

Add Personnel Cancel

- 6 Click the **Add Personnel** button to add the selected individual as an OAU.

Add Other Authorized User (OAU) x

Search for Other Authorized User:

NSF ID  OR Email  Search

Select	Personnel Name	NSF ID	Email	Organization
<input checked="" type="radio"/>	Nick Oau	000820230	n*****@gmail.com	County University

Add Personnel
Cancel

Add Personnel  
button

- 7 A success message indicates the OAU has been added and will receive an email message with instructions. All other personnel with access to the proposal will also be notified by email.

Success Message

### Manage Personnel (Prime Organization)

*For County University*

✔ An Other Authorized User has been successfully added to the proposal and will now have the ability to make changes to any section. An email has been sent with instructions for accessing the proposal. All other personnel with access to the proposal will also be notified by email. x

[Senior Personnel Roles](#)   [Video: How to Manage Personnel](#)

Senior Personnel			Add co-Principal Investigator	Add Other Senior Personnel
Personnel Name	Role	Organization	Actions	
Natalie Pi	Principal Investigator	County University		

Other Authorized User(s) - Data preparation only <span style="font-size: small;">i</span>			Add Other Authorized User
Personnel Name	Organization	Actions	
Nick Oau	County University	Remove from Proposal	

## Removing an OAU

- 1 To remove an OAU, click the Remove from Proposal link.

Manage Personnel (Prime Organization)  
For County University

Senior Personnel Roles Video: How to Manage Personnel

Senior Personnel			
		Add co-Principal Investigator	Add Other Senior Personnel
Personnel Name	Role	Organization	Actions
Natalie Pi	Principal Investigator	County University	

Other Authorized User(s) - Data preparation only		
		Add Other Authorized User
Personnel Name	Organization	Actions
Nick Oau	County University	Remove from Proposal

Remove from Proposal link

- 2 Click the **Remove** button to confirm the removal of the identified OAU from the proposal.

Remove from Proposal

Please confirm that **Nick Oau** should be removed from the proposal.  
By clicking 'Remove', the person will lose access to the proposal.

Remove Cancel

- 3 A success message indicates the OAU has been removed. The OAU who was removed and all personnel with access to the proposal will be notified of this change by email.

✓ Nick Oau has been successfully removed from the proposal. This person, in addition to all personnel with access to the proposal, will be notified by email about this change. ✕

Success Message

## Helpful Resources

- **Help within the Proposal System**

Inline help features such as tooltips and links to relevant [Proposal & Award Policies & Procedures Guide](#) sections are included throughout the Research.gov Proposal Submission System.

- **Research.gov About Proposal Preparation and Submission Page**

Bookmark <https://www.research.gov/research-web/content/aboutpsm> to quickly access Frequently Asked Questions (FAQs), video tutorials, and how-to guides.

- **Research.gov Proposal Preparation Demo Site**

All demo site users are automatically given the PI role for demo site purposes, in order to perform the proposal preparation functions that a PI can do in the actual system. See the demo site FAQs on the Research.gov [About Proposal Preparation and Submission](#) page left navigation menu for information on demo site access and features.

- **Proposal Preparation FAQs**

FAQs organized by topic are available on the Research.gov [About Proposal Preparation and Submission](#) page left navigation menu.

- **Video Tutorials**

Videos demonstrating key proposal preparation steps are available on the Research.gov [About Proposal Preparation and Submission](#) page [Video Tutorials](#) section.

- **Automated Proposal Compliance Checks**

Automated proposal compliance checks triggering an error message will stop proposal submission to NSF, whereas checks triggering a warning message will still allow proposal submission. Expanded compliance checking in Research.gov helps to reduce administrative burden for the research community and NSF staff, as well as minimizes return without review proposals. Refer to the [Automated Compliance Checking of NSF Proposals](#) page for the current automated Research.gov proposal checks.

- **Adding and Managing User Roles**

To request a user role, please see the [Add a New Role job aid](#). After a user role is requested, the organization's Administrator will receive the request electronically to approve or disapprove it. Additional information about adding and managing user roles can be found on the Research.gov [About Account Management](#) page.

- **NSF Help Desk**

IT system-related and technical questions may be directed to the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via [rgov@nsf.gov](mailto:rgov@nsf.gov).