

Researchers can remove research products from the NSF Public Access Repository (NSF-PAR) and from their in-progress project reports in Research.gov without assistance from the NSF IT Service Desk.

## Overview for Removing Research Products from the NSF-PAR:

- ✓ Remove Award IDs for your added products in the NSF-PAR

- Award IDs removed in NSF-PAR will immediately stop displaying on the Manage Research Products page in the NSF-PAR .
- If a product has only one associated Award ID, that product is immediately removed from the Manage Research Products page and in the NSF-PAR search results.
- **Removing a product from the NSF-PAR does not automatically remove it from an in-progress project report though. You must manually remove it from your in-progress project report in Research.gov.**

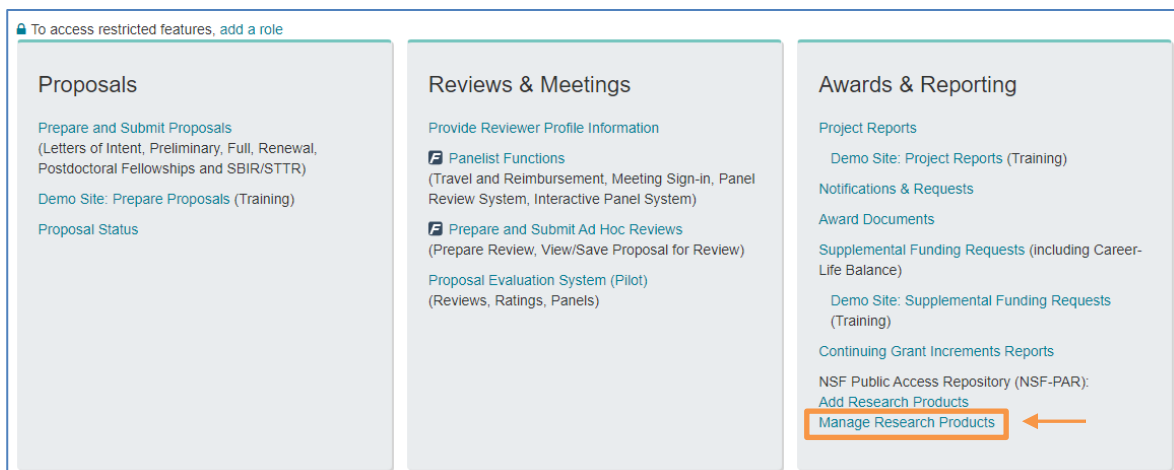
## Steps to Remove your Research Products from the NSF-PAR

### 1 Sign in to Research.gov:

- Open [Research.gov](https://www.research.gov).
- Click **Sign In** located at the top right of the screen to enter credentials.
- On the NSF User Sign In page, sign in to Research.gov with your NSF credentials, organization credentials, or with your Login.gov credentials and click the **Sign In** button.



### 2 Click the Manage Research Products link under Awards & Reporting on the Research.gov homepage to go to the Manage Research Products page in the NSF-PAR.



**3** Click the Edit link in the Actions column for the product you want to remove from the NSF-PAR.

Manage Research Products

Use NSF-PAR to deposit your publications by entering a Digital Object Identifier (DOI) and associating them to specific NSF awards. You can also search for and manage publications that have previously been entered for your awards.

Research Products Previously Submitted

Type:

Show:  Search:  Showing 1 to 10 of 83 | << < Prev 1 Next >>

Type	Award ID(s)	Title	Author(s)/Creator(s)	DOI Number	PAR ID	Actions
Journal Article	#####	Sample Title	Smith, John;	10.17026/dans-xbm-z29z	222607	View Edit
Conference Paper	#####	Sample Title	Smith, John;		171934	View Edit
Conference Proceeding	#####	Sample Title	Smith, John;	10.17026/dans-xbm-z29z	183163	View Edit
Dataset	#####	Sample Title	Smith, John;		199755	View Edit
Workshop Report	#####	Sample Title	Smith, John;	10.17026/dans-xbm-z29z	229191	View Edit



- All products for the NSF awards for which you have permissions are displayed on the NSF-PAR Manage Research Products page, regardless of whether you originally added the product.
- You will continue seeing products that are not associated with one of your awards if you were the one who originally added the product, and other awards are linked to that product.

**4** Click the Remove award ID link on the Edit Research Products - Details page.

Edit Research Product - Details [Print Summary](#)

[+ Add additional award ID](#)

[Remove award ID](#)

**Award Information:**

Award ID: 1234567  
 Acknowledgement: Federal Government's License = Acknowledged, 09/29/2023  
 Completed by = Smith, John

Award ID: 1345678  
 Acknowledgement: Federal Government's License = Acknowledged, 12/31/2023  
 Completed by = Jones, Jane

Sponsoring Organization: National Science Foundation

**Product Type Information:**

[+ Edit product information](#)

Product Type: Journal Article

NSF-PAR ID: 123111

- 5** Click the Confirm Award ID Removal link located to the right of the award you want to remove from the added product.

### Remove Award Information

Award ID:	1234567	<a href="#">Confirm Award ID Removal</a>
Acknowledgement:	Federal Government's License = Acknowledged, 09/29/2023 Completed by = Smith, John	
Award ID:	1345678	<a href="#">Confirm Award ID Removal</a>
Acknowledgement:	Federal Government's License = Acknowledged, 12/31/2023 Completed by = Jones, Jane	

- i** You will not be able to remove an award if you did not associate the award to that product.

Award ID:	XXXXXXX	<a href="#">Remove</a>
Acknowledgement:	Federal Government's License = Acknowledged, 07/30/2022 Completed by = John Smith	
Award ID:	XXXXXXX	<a href="#">Remove</a>
Acknowledgement:	Federal Government's License = Acknowledged, 06/20/2022 Completed by = Jane Jones	

**Removal Not Available**

You cannot remove an award that you have not added yourself.

For further assistance please contact your Program Officer or the NSF Help Desk at 1-800-381-1532.


**i** Removal Not Available

- 6** Confirm the Award ID and click the Remove button on the confirmation dialog box.

NSF Public Access

A partnership with the Department of Education  
Office of Scientific and Technical Information

Add Research Products



**Research.gov**  
ONLINE GRANTS MANAGEMENT  
FOR THE NSF COMMUNITY

### Confirm Award ID Removal

Are you sure you want to remove the following from this Journal Article?

Award ID: 1234567

### Remove Award Information

Award ID:	1234567	<a href="#">Confirm Award ID Removal</a>
Acknowledgement:	Federal Government's License = Acknowledged, 09/29/2023 Completed by = Smith, John	

**7** Click Next.

### Remove Award Information

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**Award ID:** 1345678

**Acknowledgement:** Federal Government's License = Acknowledged, 12/31/2023  
Completed by = Jones, Jane

[Confirm Award ID Removal](#)

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Cancel
Next

**8** View the confirmation banner message and **click** Confirm and Submit Updates.

### Edit Research Product - Details [Print Summary](#)

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**✔ You have successfully set your Award ID(s) to be removed from your Journal Article.**

**Note:**

- To complete this process, you must click the Confirm and Submit Updates button at the bottom of this page.

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[Add additional award ID](#)      **Award Information:**

[Remove award ID](#)      **Award ID:** 1345678

**Acknowledgement:** Federal Government's License = Acknowledged, 12/31/2023  
Completed by = Jones, Jane

**Product-Specific Information:**

**\* Journal Name:** Petits scientifiques asdf

**\* ISSN:** 0993-8761

[Change file](#)      **Final Accepted Version:** [PDF Test File for PAR.pdf](#)

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Cancel
Confirm and Submit Updates

**9** Review the final confirmation banner message containing important information about your updates to the NSF-PAR and to your in-progress project report.

### Edit Research Product - Confirmation

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**✔ Your updated Journal Article with NSF-PAR ID 1234567 has been successfully added for processing.**


**Note:**

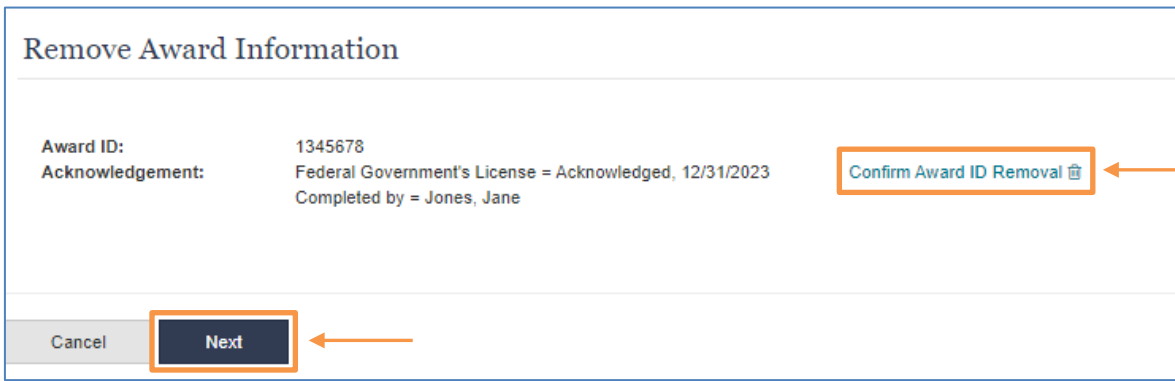
- It may take up to a few hours for the updated Journal Article to appear in the NSF Public Access Repository.
- Currently only information from Conference Papers, Datasets, and Journal Articles are auto-populated into your In-progress Project Report.
- If your product is of another type other than those mentioned above, you should manually update your research product in your In-progress Project Report on Research.gov until further notice.
- If you have already submitted your Project Report for approval, then you will not be able to view your Journal Article in your report.

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Return to Manage Research Products
Print Summary

The example below illustrates the messaging displayed if you are removing the only remaining associated Award ID. The removal steps are the same as those detailed on the previous page except the modal shown below includes red text.

-  If you delete the only Award ID from the list, you will see a modal alerting you that your product will be removed from discovery in the NSF-PAR. This means the public and research community will not be able to view your entry in the PAR Public Search (<https://par.nsf.gov>).

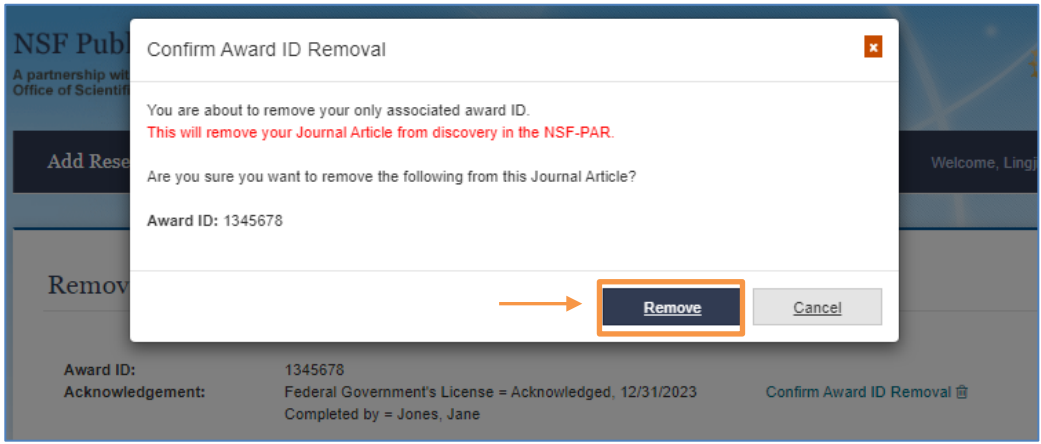


**Remove Award Information**

Award ID: 1345678  
Acknowledgement: Federal Government's License = Acknowledged, 12/31/2023  
Completed by = Jones, Jane

Confirm Award ID Removal

Cancel Next



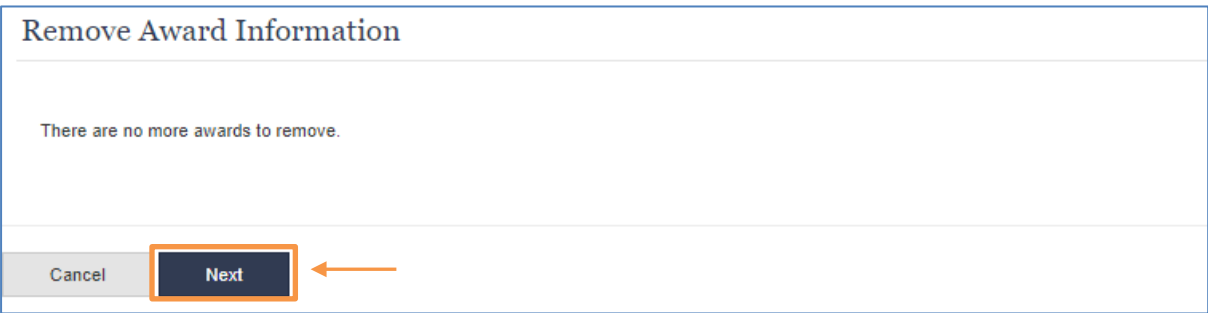
**Confirm Award ID Removal**

You are about to remove your only associated award ID.  
**This will remove your Journal Article from discovery in the NSF-PAR.**

Are you sure you want to remove the following from this Journal Article?

Award ID: 1345678

Remove Cancel



**Remove Award Information**

There are no more awards to remove.

Cancel Next

The remaining steps that follow are the same as steps 8 and 9 detailed on the previous page.

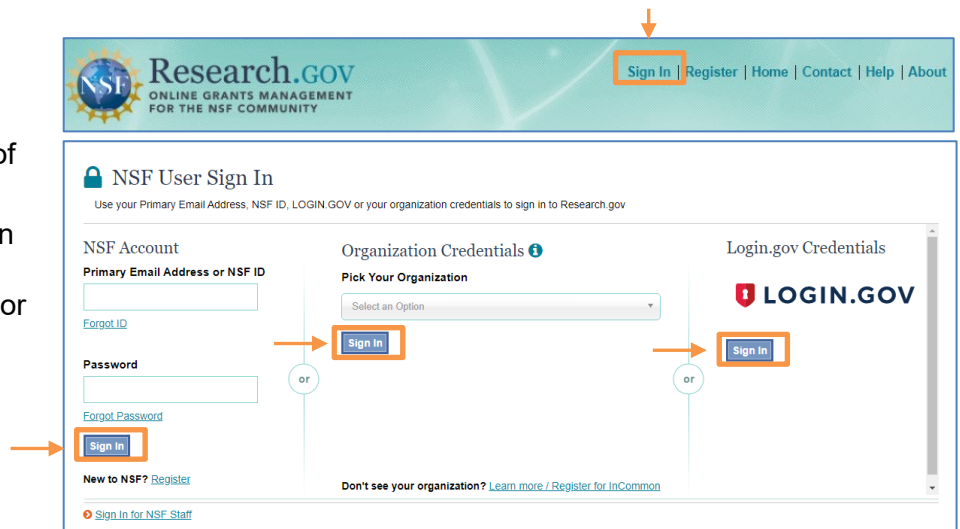
## Overview for Removing Research Products from your In-progress Project Report:

- ✓ Remove your research product from your in-progress project report after the product has been removed from the NSF-PAR
- ✓ Remove your research product from your in-progress project report when the product has not been removed from the NSF-PAR
- ✓ Remove your research product from your in-progress project report that has not been added in the NSF-PAR

## Steps to Remove your Research Products from your In-progress Project Report: Products Added or Removed in the NSF-PAR

### 1 Sign in to Research.gov:

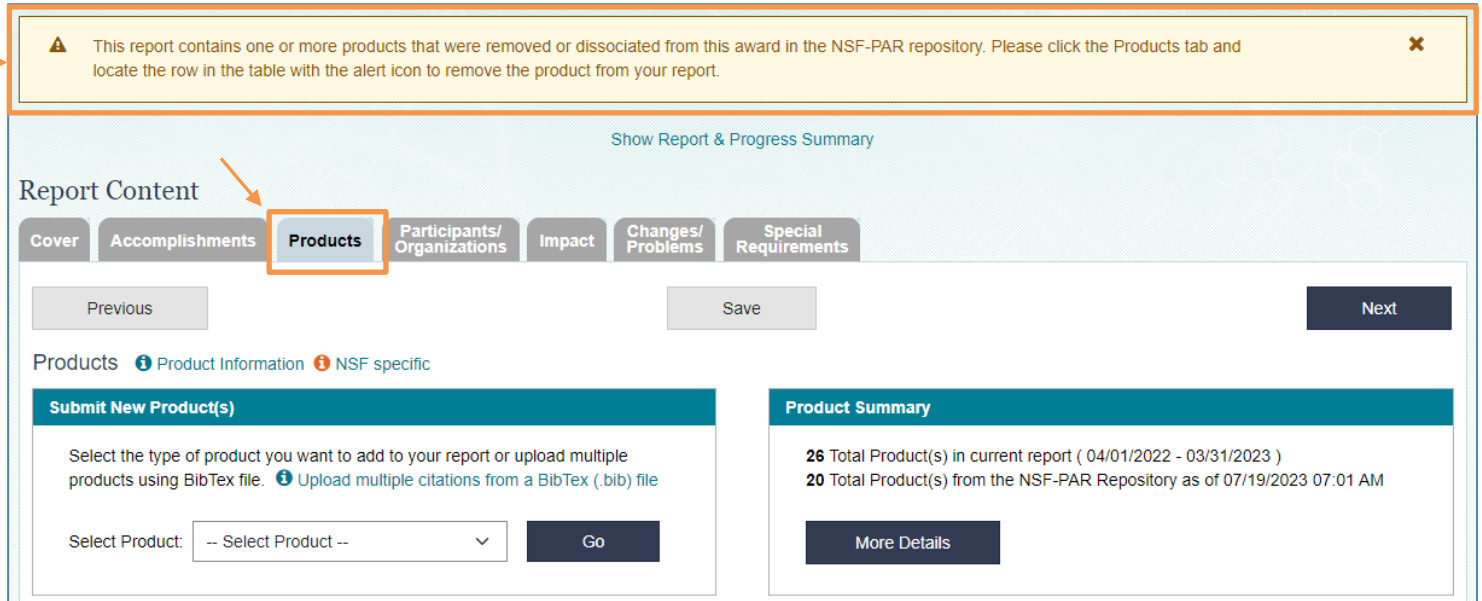
- Open [Research.gov](https://www.research.gov).
- Click **Sign In** located at the top right of the screen to enter credentials.
- On the NSF User Sign In page, sign in to Research.gov with your NSF credentials, organization credentials, or with your Login.gov credentials and click the **Sign In** button.



### 2 Click the Project Reports link under Awards & Reporting on the Research.gov homepage to go to your Project Report.




- 3** **Navigate** to the Products tab of your in-progress project report. **View** the warning banner message at the top of your report.



The screenshot shows a warning banner at the top: "This report contains one or more products that were removed or dissociated from this award in the NSF-PAR repository. Please click the Products tab and locate the row in the table with the alert icon to remove the product from your report." Below the banner, the "Products" tab is highlighted in the "Report Content" navigation bar. The interface includes buttons for "Previous", "Save", and "Next". The "Products" section contains a "Submit New Product(s)" form and a "Product Summary" box showing 26 total products in the current report and 20 total products from the NSF-PAR Repository.

- 4** **Locate** the alert icon in the Actions column that corresponds to the NSF-PAR ID provided to you during the NSF-PAR removal and **click** the Delete from Report link.

Product Type	Citation / Description	Product Status	Year	Status	Actions
Other Product	Audio or Video Products test		--	✓ Complete	<a href="#">Edit details</a> <a href="#">Delete from Report</a>
Other Product ✓ Dataset	Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) C, N.A. (2013). <i>BOBr Raw Breaking Wave Data, Agate Beach, OR</i> <a href="https://doi.org/10.15473/1421950">doi: https://doi.org/10.15473/1421950</a> Citation details	Removed from NSF-PAR PAR ID: 183620	2013	✓ Complete	 <a href="#">Delete from Report</a>
Other Product ✓ Dataset	Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) GROUAZEL, N.A. (2015). <i>Oaflux Standardized</i> <a href="https://doi.org/10.5281/zenodo.14593">doi: https://doi.org/10.5281/zenodo.14593</a> Citation details	Added to NSF-PAR PAR ID: 185500	2015	✓ Complete	<a href="#">Edit in NSF-PAR</a> <a href="#">Delete from Report</a>

Products removed from NSF-PAR display as "Removed"

Products that have been entered and not removed from NSF-PAR display as "Added"

**5** Click the Delete button in the modal.



- If you already removed your research product from the NSF-PAR first, you may now remove it from your in-progress project report.

test					Delete from Report
Other Product Dataset	Data and Research Animal models) C, N.A. (2013). BO OR doi: https://doi.o Citation details		Complete		Delete from Report
Other Product Dataset	Data and Research Animal models) GROUAZEL, N.A. (2015). <i>Oaflux Standardized</i> doi: https://doi.org/10.5281/zenodo.14593 Citation details	Added to NSF-PAR PAR ID: 249668	Complete		Edit in NSF-PAR Delete from Report

**Delete From Report** ✕

Are you sure you want to delete this entry from your project report?

Delete
Close



- If you remove your research product from your in-progress project report first, a modal message will display informing that the removal will not be reflected in the NSF-PAR. After removing the product from your in-progress project report, you will then need to remove it manually from the NSF-PAR.

test					Delete from Report
Other Product Dataset	Data and Research Animal models) C, N.A. (2013). BO OR doi: https://doi.o Citation details		Complete		Delete from Report
Other Product Dataset	Data and Research Animal models) GROUAZEL, N.A. (2015). <i>Oaflux Standardized</i> doi: https://doi.org/10.5281/zenodo.14593 Citation details	Added to NSF-PAR PAR ID: 249668	Complete		Edit in NSF-PAR Delete from Report

**Delete From Report** ✕

Are you sure you want to delete this entry from your project report?

**Note:** This will not delete it from the NSF-PAR repository if it has not been done already.

Delete
Close

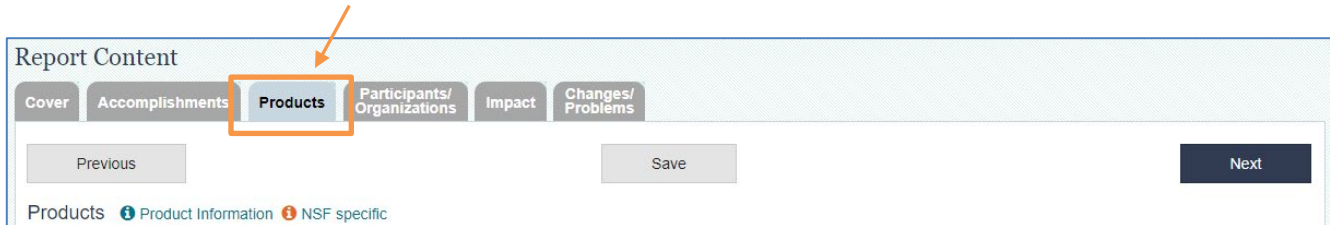
**6** Review the success banner message confirming the removal of your research product from your in-progress project report.

✔ You have successfully deleted the "Other Product" from your project report. ✕



## Steps to Remove your Research Products from your In-Progress Project Report: Products Not Added in the NSF-PAR

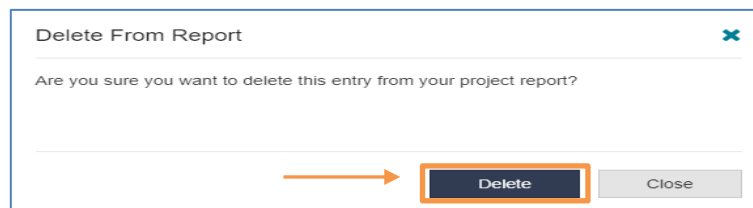
- 1** **Begin** with the Research.gov sign-in steps on page 6 and **navigate** to your in-progress project report, then **click** on the Products tab.



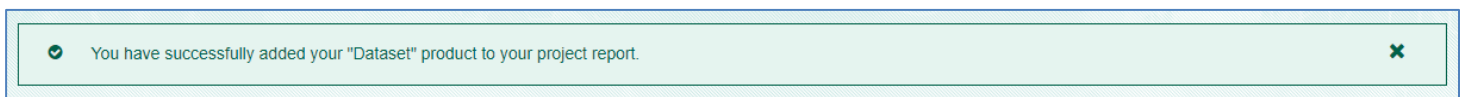
- 2** **Locate** your research product that does not contain an NSF-PAR ID in the Product Status column and **click** the Delete from Report link in the Actions column.

Product Type	Citation / Description	Product Status	** Year	Status	Actions
Other Product <input checked="" type="checkbox"/> Dataset	Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) Last Name, Middle Int. First Int. (Published Year). Title of Dataset, (Version V2). Repository Name. <a href="#">more &gt;&gt;</a>	Other	2022	✓ Complete	<a href="#">Edit in NSF-PAR</a> <a href="#">Delete from Report</a>
Other Product <input checked="" type="checkbox"/> Research Material	Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) Last Name, Middle Int. First Int. (Published Year). Title of Research Material, (Version V2). Repository Name. <a href="#">more &gt;&gt;</a>	Other	2022	✓ Complete	<a href="#">Edit Details</a> <a href="#">Delete from Report</a>

- 3** **Click** the Delete button on the modal.



- 4** **Verify** successful removal by viewing the banner message displayed at the top of the Products page.



## Questions and Helpful Resources

For **IT system-related questions or technical questions**, please contact the NSF IT Service Desk (7:00 AM – 9:00 PM ET, Monday through Friday except for federal holidays):

- Call the NSF IT Service Desk: 1-800-381-1532
- Email the NSF IT Service Desk: [rgov@nsf.gov](mailto:rgov@nsf.gov)
- Additional training resources are available on the Research.gov [About Public Access](#) page. Please also refer the [NSF Public Access Initiative](#) for more information.

## We Want Your Feedback!

- We want your thoughts on your experience with the workflow for removing research products from the NSF-PAR and from your in-progress project reports in Research.gov.
- **Please send your feedback to [publicaccess@nsf.gov](mailto:publicaccess@nsf.gov).**