

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.

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

To access restricted features, add a role

Research	GOV	ign In Register Home Contact Help About
System Sign In Use your Primary Email Address, NSF ID, Li	DGIN GOV or your organization credentials to sign in to Research gov	
NSF Account Primary Email Address or NSF ID Forgot ID Password Forgot Password Sign In	Organization Credentials () Pick Your Organization Select an Option Sign In	Login.gov Credentials LOGIN.GOV Ignin or
New to NSF? Register	Don't see your organization? Learn more / Register for InCom	mon 🗸
Sign In for NSF Staff		

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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.

Proposals	Reviews & Meetings	Awards & Reporting
Prepare and Submit Proposals (Letters of Intent, Preliminary, Full, Renewal, Postdoctoral Fellowships and SBIR/STTR) Demo Site: Prepare Proposals (Training) Proposal Status	 Provide Reviewer Profile Information Panelist Functions (Travel and Reimbursement, Meeting Sign-in, Panel Review System, Interactive Panel System) Prepare and Submit Ad Hoc Reviews (Prepare Review, View/Save Proposal for Review) Proposal Evaluation System (Pilot) (Reviews, Ratings, Panels) 	Project Reports Demo Site: Project Reports (Training) Notifications & Requests Award Documents Supplemental Funding Requests (including Career- Life Balance) Demo Site: Supplemental Funding Requests (Training) Continuing Grant Increments Reports NSF Public Access Repository (NSF-PAR): Add Research Products



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

Manage R	esearch Pr	oducts				
Ise NSF-PAR to ublications that	deposit your publ have previously be	ications by entering a Digital Ob een entered for your awards.	ject Identifier (DOI) and associating them t	to specific NSF awards. You can also se	arch for and ma	anage
		viously Submitted				
select your Opti	ons			✓ Fitter C	lear	
10 ✔ F	Filter by title, award	J id, author/creator, doi number	and par id Showing Author(s)/Creator(s)	1 to 10 of 83 <<	< Prev 1	Next > >> Actions
Journal Article	****	Sample Title	Smith, John;	10.17026/dans-xbm-z29z 🖸	222607	Ct View
						🖋 Edit
Conference Paper	****	Sample Title	Smith, John;		171934	 ✓ Edit ☑ View ✓ Edit
Conference Paper Conference Proceeding	*****	Sample Title Sample Title	Smith, John; Smith, John;	10.17026/dans-xbm-z29z 🗗	171934 183163	 ✓ Edit ☑ View ✓ Edit ☑ View ✓ Edit
Conference Paper Conference Proceeding Dataset	****	Sample Title Sample Title Sample Title	Smith, John; Smith, John; Smith, John;	10.17026/dans-xbm-z29z 🗗	171934 183163 199755	

- 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.

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

	Edit Research Prod	uct - Details		🔒 Print Summary
	Add additional award ID	Award Information:		
-	Remove award ID	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	1:	
	• Edit product information	Product Type:	Journal Article	
		NSF-PAR ID:	123111	



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

Award ID:	1234567	
Acknowledgement:	Federal Government's License = Acknowledged, 09/29/2023 Completed by = Smith, John	Confirm Award ID Removal 🗎 🧲
Award ID:	1345678	
Acknowledgement:	Federal Government's License = Acknowledged, 12/31/2023 Completed by = Jones, Jane	Confirm Award ID Removal 🖻
Cancel Next		



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

Acknowledgement:	Federal Government's License = Acknowledged, 12/30/202	3	_
	Completed by = John Smith	Removal Not Available	emo
Award ID:	XXXXXXX	You cannot remove an award that you	
Acknowledgement:	Federal Government's License = Acknowledged, 07/30/20	have not added yourself.	
	Completed by = John Smith	For further assistance please contact your Program Officer or the NSF Help Desk at 1-800-381-1532.	em
Award ID:	XXXXXXX		
Acknowledgement:	Federal Government's License = Acknowledged, 06/20/202	2	
	Completed by = Jane Jones	🧵 Removal Not Avai	ilable

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

NSF Public Access	Confirm Award ID Removal	×	Research.gov
Office of Scientific and Technical In Add Research Products	Are you sure you want to remove the following from this Journal Arti Award ID: 1234567	cle?	FOR THE NSF COMMUNITY
Remove Award In	tormation	Remove Cancel	
Award ID: Acknowledgement:	1234567 Federal Government's License = Acknowledged, 09/29/2023 Completed by = Smith, John	Confirm Award ID Removal 🗟	



Click Next.

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Remove Award Information		
Award ID: Acknowledgement:	1345678 Federal Government's License = Acknowledged, 12/31/2023 Completed by = Jones, Jane	Confirm Award ID Removal 🔒
Cancel Next		

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

Edit Research Product - Details				
 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. 				
Add additional award ID	Award Information:			
	Award ID:	1345678		
	Acknowledgement:	Federal Government's License = Acknowledged, 12/31/2023 Completed by = Jones, Jane		
	Product-Specific Inform	nation:		
	* Journal Name:	Petits scientifiques asdf		
	* ISSN:	0993-8761		
O Change file	Final Accepted Version:	PDF Test File for PAR.pdf		
Cancel Confirm	n and Submit Updates			

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

O You	rr updated Journal Article with NSF-PAR ID 1234567 has been successfully added for processing.	×
No	ie: . Il may take un to a few hours for the undated Journal Article to annear in the NSE Dublic Access Denository	
	Currently lake up to a few mouth of the opticated optical manages appear in the fractional actions reporting the optication from Conference Papers. Datasets, and Journal Articles are auto-oppulated 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. 	



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 (<u>https://par.nsf.gov</u>).

Remove Award Information	
Award ID: 1345678 Acknowledgement: Federal Government's License = Acknowledged, 12/31/2023 Completed by = Jones, Jane	
Cancel Next	
NSF Pub A partnership wi Office of Scient Add Res Add Res Add Res Add Res Award ID: 1345678 Remove Award ID: 1345678 Completed by = Jones, Jane Confirm Award ID Removal (***) Confirm Award ID Removal (***)	
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

Sign in to Research.gov:

- Open <u>Research.gov</u>.
- 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.

Research.		♥ gn In Register Home Contact Help Ab
FOR THE NSF COMMUNIT	Y	
🔒 NSF User Sign In		
Use your Primary Email Address, NSF ID, LO	SIN.GOV or your organization credentials to sign in to Research.gov	
NSF Account	Organization Credentials 🕄	Login.gov Credentials
Primary Email Address or NSF ID	Pick Your Organization	
	Select an Option	· UCGIN.GOV
Forgot ID	Sign In	
Password		Sign In
0		or
Forgot Password		
Sign In		
New to NSF? Register	Don't see your organization? Learn more / Register for InCom	imon
Sign In for NSF Staff		

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

To access restricted features, add a role				
Proposals	Reviews & Meetings	Awards & Reporting		
Prepare and Submit Proposals	Provide Reviewer Profile Information	Notifications & Requests		
 (Letters of Intent, Preliminary, Full, Renewal, Postdoctoral Fellowships and SBIR/STTR) Access FastLane for Limited Functionality (Proposal File Updates, Proposal Downloads, Budget Revisions) 	Panelist Functions (Travel and Reimbursement, Meeting Sign-in, Panel	Supplemental Funding Requests (including Career- Life Balance)		
	Review System, Interactive Panel System)	Demo Site: Supplemental Funding Requests (Training)		
Demo Site: Prepare Proposals (Training)	Interactive Panel System)	Project Reports		
Proposal Status		Continuing Grant Increments Reports		
		Award Documents		
		Award Functions		
		NSF Public Access Repository (NSF-PAR): Add Research Products C Manage Research Products C		



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

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.						
	Show Report & Pr	ogress Summary				
Cover Accomplishments Products Org	rticipants/ anizations Impact Changes/ Problems R	Special sequirements				
Previous	Sa	ve	Next			
Products () Product Information () NSF specifi	Products 1 Product Information 1 NSF specific					
Submit New Product(s)		Product Summary				
Select the type of product you want to add to your report or upload multiple 26 Total Product(s) in current report (04/01/2022 - 03/31/2023) products using BibTex file. Upload multiple citations from a BibTex (.bib) file 20 Total Product(s) from the NSF-PAR Repository as of 07/19/2023 07:01 AM						
Select Product: Select Product	✓ Go	More Details				

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.

Other Product Audio or Video Products test < Con Other Product Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) C, N.A. (2013). BOBr Raw Breaking Wave Data, Agate Beach, OR Removed from NSF-PAR PAR ID: 183620 2013 < Con Other Product Image: Construct of the construction of the construct of the constend of the construct of the construct of th	Product Type	Citation / Description	Product Status +	** Year ¢	Status 🗢	Actions
Other Product Image: Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) C, N.A. (2013). BOBr Raw Breaking Wave Data, Agate Beach, OR Image: doi: https://doi.org/10.15473/1421950Removed from NSF-PAR PAR ID: 1836202013Com PAR ID: 183620Other Product Image: Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) GROUAZEL, N.A. (2015). Oaflux StandardizedAdded to NSF-PAR PAR ID: 1855002015Image: Original StandardizedOther Product Image: DatasetData and Research Materials (e.g. Cell lines, DNA probes, Animal models) GROUAZEL, N.A. (2015). Oaflux StandardizedAdded to NSF-PAR PAR ID: 1855002015Image: Original Standardized	Other Product	Audio or Video Products test			✓ Complete	Edit detailsDelete from Report
Other Product Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) Added to NSF-PAR 2015 Con SROUAZEL, N.A. (2015). Oaflux Standardized GROUAZEL, N.A. (2015). Oaflux Standardized Con Con Con	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,</i> <i>OR</i> © [*] doi: https://doi.org/10.15473/1421950 Citation details	Removed from NSF-PAR PAR ID: 183620	2013	✓ Complete	Delete from Report
Citation details	Other Product Dataset	Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) GROUAZEL, N.A. (2015). <i>Oaflux Standardized</i> C [*] doi: https://doi.org/10.5281/zenodo.14593 Citation details	Added to NSF-PAR PAR ID: 185500	2015	✓ Complete	 Edit in NSF-PAR Delete from Report



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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		×		Delete from Report
Other Product	Data and Research Animal models) C, N.A. (2013). <i>BO</i> <i>OR</i> <i>C</i> [*] doi: https://doi.o Citation details	Are you sure you want to delete this entry from	your project report?		 Complete 	Delete from Report
Other Product Dataset	Data and Research Animal models) GROUAZEL, N.A. (C [*] doi: https://doi.or Citation details	2015). Oafiux Standardized rg/10.5281/zenodo.14593	Delete Added to NSF-PAR PAR ID: 249668	Close	✓ Complete	 Edit in NSF-PAR Delete from Report

 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	1	×		Delete from Report
Other Product Dataset	Data and Research Animal models) C, N.A. (2013). BO OR	Are you sure you want to delete this entry from Note: This will not delete it from the NSF-PAR repo	your project report?	already.	 Complete 	▲ 🛍 Delete from Report
	doi: https://doi.o Citation details					
Other Product	Data and Research Animal models)		Delete	Close	 Complete 	Edit in NSE-PAR Delete from Report
	GROUAZEL, N.A. (2015). Oaflux Standardized	Added to NSF-PAR			
	doi: https://doi.or Citation details	g/10.5281/zenodo.14593	Par ID: 249668			

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

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.

Report Content			
Cover Accomplishments	Products Participants/ Organizations	Impact Changes/ Problems	
Previous		Save	Next
Products () Product Inform	ation 📵 NSF specific		

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 Dataset	Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) Last Name, Middle Int. First Int. (Published Year). <i>Title of Dataset</i> , (Version V2). Repository Name.	Other	2022	✓ Complete	Edit in NSF-PAR Delete from Report
Other Product	Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) Last Name, Middle Int. First Int. (Published Year). <i>Title of Research Material</i> , (Version V2). Repository Name. <u>More >></u>	Other	2022	✓ Complete	 Edit Details Delete from Report

Click the Delete button on the modal.

Delete From Report	×
Are you sure you want to delete this entry from your project report?	
Delete	Close

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

You have successfully added your "Dataset" product to your project report.

×



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: <u>rgov@nsf.gov</u>
- Additional training resources are available on the Research.gov <u>About Public Access</u> page. Please also refer the <u>NSF Public Access Initiative</u> 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 <u>publicaccess@nsf.gov</u>.