Researchers are able to update research product information in the National Science Foundation Public Access Repository (NSF-PAR). NSF-PAR allows Principal Investigators (PIs) and co-PIs to search through your records and make edits to ensure the information is current. This supports NSF's long-standing commitment to clear and open communication of research results.

Overview for Updating Research Products in the NSF-PAR:

✓ Review record details and verify metadata information

✓ Filter record results specifically by author, Award ID, DOI, product type, or title

✓ Edit records to ensure entries are current and accurate

✓ Associate additional awards to pre-existing records
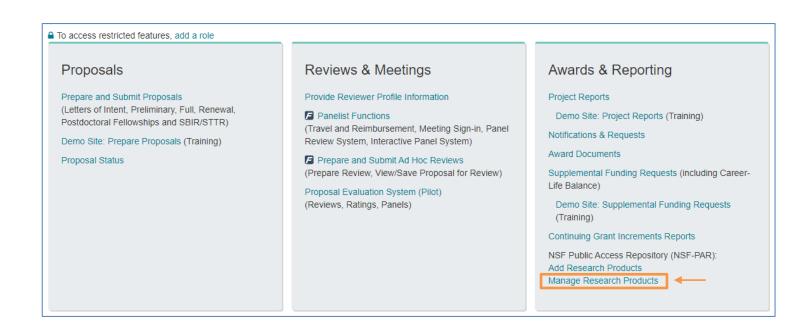
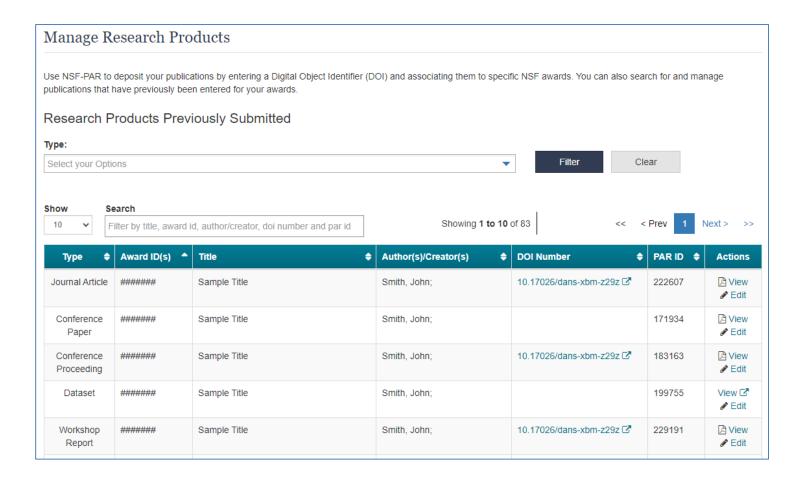## *Steps to Update your Research Products in the NSF-PAR*

1 **Sign in** to Research.gov:

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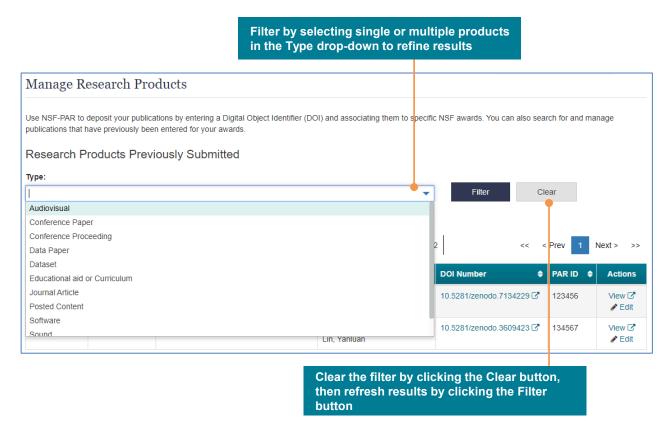
2   **Click** the Manage Research Products link under Awards & Reporting on the Research.gov homepage to navigate to the Manage Research Products page in the NSF-PAR.

🔒 To access restricted features, add a role

Proposals

Prepare and Submit Proposals
(Letters of Intent, Preliminary, Full, Renewal, Postdoctoral Fellowships and SBIR/STTR)

Demo Site: Prepare Proposals (Training)

Proposal Status

Reviews & Meetings

Provide Reviewer Profile Information

𝐅 Panelist Functions
(Travel and Reimbursement, Meeting Sign-in, Panel Review System, Interactive Panel System)

𝐅 Prepare and Submit Ad Hoc Reviews
(Prepare Review, View/Save Proposal for Review)

Proposal Evaluation System (Pilot)
(Reviews, Ratings, Panels)

Awards & Reporting

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
Manage Research Products   ←

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:

[Select your Options ▼] [Filter] [Clear]

Show [10 ▼] **Search** [Filter by title, award id, author/creator, doi number and par id]   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

3 **Apply Filter and Search** features described below:

Filter by selecting single or multiple products in the Type drop-down to refine results

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:

Audiovisual
Conference Paper
Conference Proceeding
Data Paper
Dataset
Educational aid or Curriculum
Journal Article
Posted Content
Software
Sound

Filter | Clear

<< < Prev **1** Next > >>

		DOI Number	PAR ID	Actions
		10.5281/zenodo.7134229 🔗	123456	View 🔗 / Edit
		10.5281/zenodo.3609423 🔗	134567	View 🔗 / Edit
	Lin, Yanluan			

Clear the filter by clicking the Clear button, then refresh results by clicking the Filter button

Search by entering either Product Type, Award ID, Title, Author, DOI number, or PAR ID to refine results

The DOI link, when available, enables a redirect to the source information associated to the DOI

Show 10 | **Search** dataset ✕ | Showing **1 to 2** of 2 | << < Prev **1** Next > >>

Type ⬍	Award ID(s) ⬍	Title ⬍	Author(s)/Creator(s) ⬍	DOI Number ⬍	PAR ID ⬍	Actions
Dataset	######	Sample Title	Smith, John	10.5281/zenodo.7134229 🔗	123456	View 🔗 / Edit

Clear the filter and results by clicking the X button

Depending on the product type, the View link displays an uploaded PDF/A file or a dataset URL

④ **Click** the Edit link in the Actions column to review record details and verify metadata information.
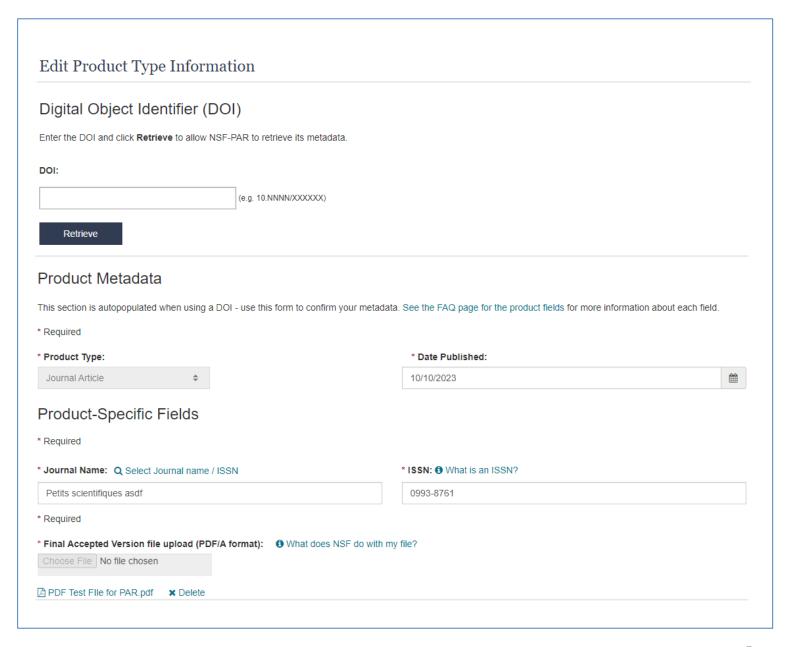
Type	Award ID(s)	Title	Author(s)/Creator(s)	DOI Number	PAR ID	Actions
Journal Article	######	Sample Title	Smith, John;	10.17026/dans-xbm-z29z ⧉	222607	🗋 View ✏ Edit

- Use the **Add additional award ID** link to associate additional NSF Award IDs
- Use the **Edit product information** link to review and update metadata information. You must have associated an award **to** the record to access this link
- Use the **Change file** link to update a PDF/A file
- Use the **Print Summary** link to print a copy a of the recorded entry and associated metadata

Edit Research Product - Details

🖨 Print Summary

⊕ Add additional award ID
🗑 Remove award ID

Award Information:

Award ID: 1539011
Acknowledgement: Federal Government's License = Acknowledged, 09/29/2023
Completed by = Tang, Lingjia

Award ID: 1845577
Acknowledgement: Federal Government's License = Acknowledged, 12/31/2023
Completed by = Tang, Lingjia

Sponsoring Organization: National Science Foundation

Product Type Information:

⊕ Edit product information

Product Type: Journal Article

NSF-PAR ID: 222607

DOI Number:

* Title(s): PA Test 10-01-23

Product-Specific Information:

* Journal Name: Petits scientifiques asdf

* ISSN: 0993-8761

⊕ Change file

Final Accepted Version: 🗋 PDF Test File for PAR.pdf

[Cancel] [Confirm and Submit Updates]

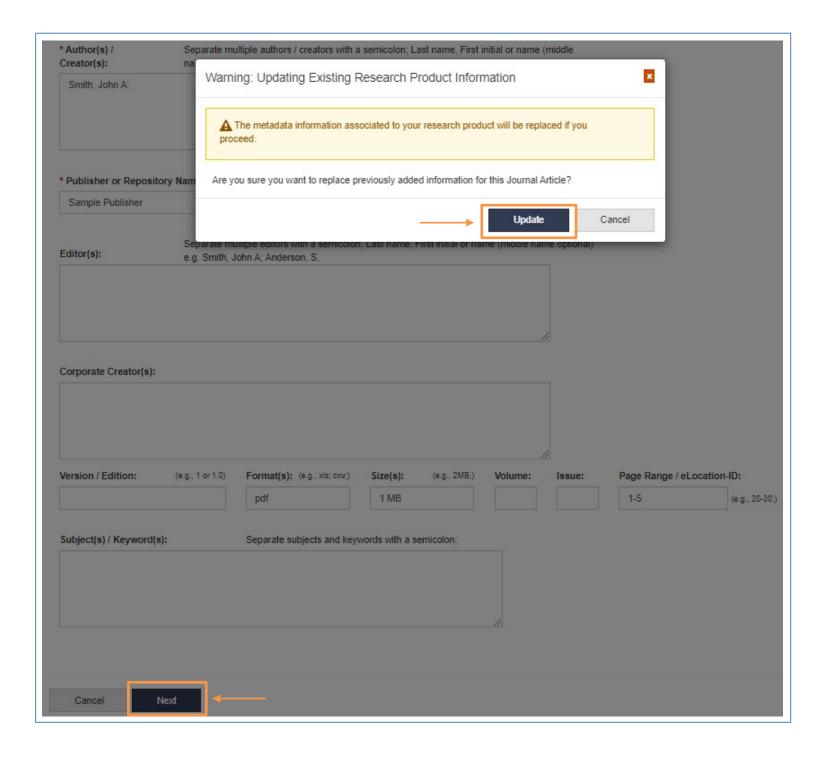**Research.GOV**
ONLINE GRANTS MANAGEMENT
FOR THE NSF COMMUNITY

5 **Update** your record as needed so that it is current and accurate.

- Enter your DOI in the DOI input field if you have obtained one for your research product
- All required fields must be completed before finalizing an update
- Changing the Product Type selection is not permitted. To change the Product Type, you must delete the existing record and start over.
- To enter data in the Journal Name and ISSN fields, you may either use the provided links or manually type into the fields
- Product-Specific Fields section is product type specific
- To update your PDF/A file, you must first delete the existing PDF/A file and then upload the replacement PDF/A file
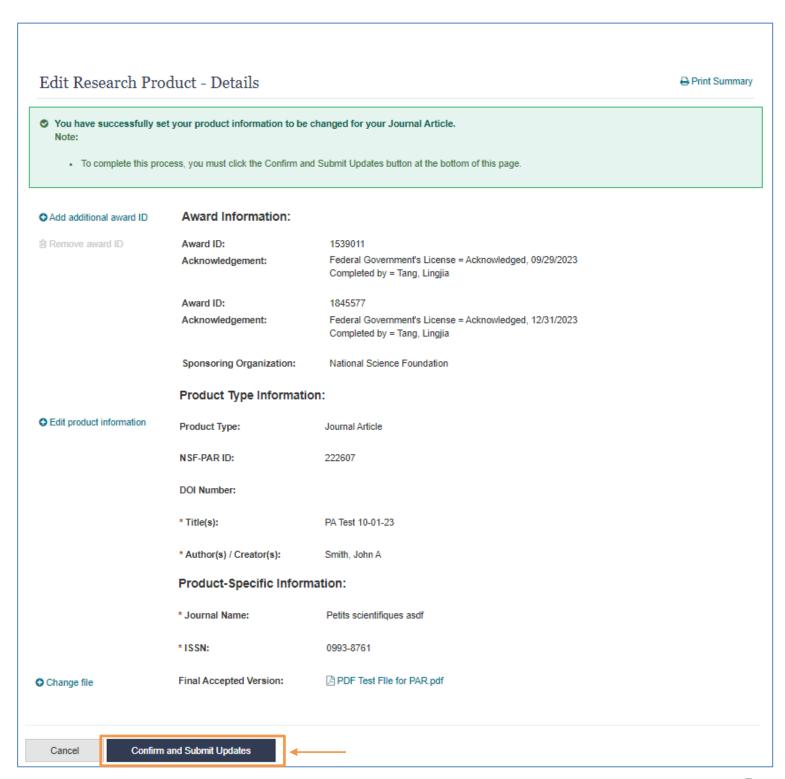
Edit Product Type Information

Digital Object Identifier (DOI)

Enter the DOI and click **Retrieve** to allow NSF-PAR to retrieve its metadata.

DOI:

[   ] (e.g. 10.NNNN/XXXXXX)

[Retrieve]

Product Metadata

This section is autopopulated when using a DOI - use this form to confirm your metadata. See the FAQ page for the product fields for more information about each field.

* Required

* **Product Type:**	* **Date Published:**
Journal Article ⬍	10/10/2023 📅

Product-Specific Fields

* Required

* **Journal Name:** 🔍 Select Journal name / ISSN	* **ISSN:** ⓘ What is an ISSN?
Petits scientifiques asdf	0993-8761

* Required

* **Final Accepted Version file upload (PDF/A format):** ⓘ What does NSF do with my file?

[Choose File] No file chosen

📄 PDF Test File for PAR.pdf ✖ Delete

6 **Click** the Next button at the bottom of the page and then **click** the Update button on the warning modal to proceed with your updates.

- The **Next** button will only be enabled if you have made an update and completed all required fields
- Any metadata that has been changed will be replaced by proceeding with an update action

7 **Review** the confirmation banner message and product metadata, then **click** Confirm and Submit Updates.

- Changes will not be applied if you do not click the Confirm and Submit Updates button at the bottom of the page

Edit Research Product - Details

🖶 Print Summary

✅ You have successfully set your product information to be changed for 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

🗑 Remove award ID

Award Information:

Award ID:	1539011
Acknowledgement:	Federal Government's License = Acknowledged, 09/29/2023 Completed by = Tang, Lingjia
Award ID:	1845577
Acknowledgement:	Federal Government's License = Acknowledged, 12/31/2023 Completed by = Tang, Lingjia
Sponsoring Organization:	National Science Foundation

Product Type Information:

⊕ Edit product information

Product Type:	Journal Article
NSF-PAR ID:	222607
DOI Number:	
* Title(s):	PA Test 10-01-23
* Author(s) / Creator(s):	Smith, John A

Product-Specific Information:

* Journal Name:	Petits scientifiques asdf
* ISSN:	0993-8761

⊕ Change file

Final Accepted Version:	📄 PDF Test File for PAR.pdf

Cancel   **Confirm and Submit Updates** ←

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

- Take note of the NSF PAR ID provided to facilitate the lookup of your update in your in-progress project report
- Use the **Print Summary** button to print a copy of your updated record
- Use the **Return to Manage Research Products** button to update additional research product entries

Edit Research Product - Confirmation

✓ **Your updated Journal Article with NSF-PAR ID ######## 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.

[Return to Manage Research Products] [Print Summary]

Overview for Updating Research Products in your In-progress Project Report:

✓ Review record details and verify metadata information

✓ Filter record results by product type

✓ Update auto-populated and manually entered records

✓ Edit records to ensure your entries are current and accurate

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Steps to Update Auto-Populated Research Products in your In-progress Project Report

1 **Sign in** to Research.gov:

- Open 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 navigate to your in-progress project report.

3 **Locate** your project report and **click** the Create/Edit link in the Actions column.

4 **Navigate** to the Products tab of your report and **click** the Products tab.

5 **Click** the Edit in NSF-PAR link in the Actions column to update information for records you added to the NSF-PAR that were auto-populated into your in-progress project report.
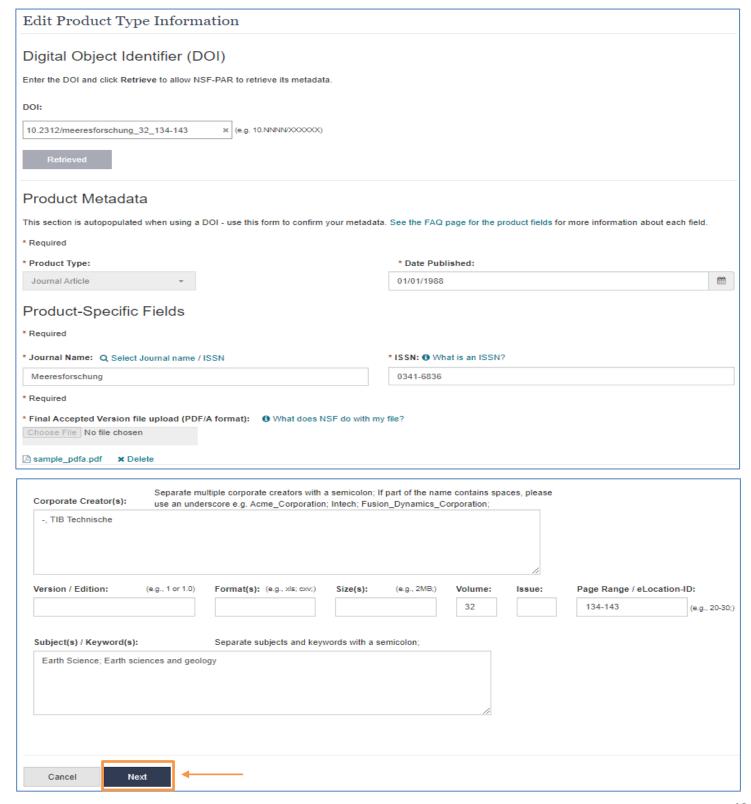
6 Once you are redirected to the Edit Research Product – Details page in the NSF-PAR, **select** the desired link on the left side of the screen to update your record.

- Depending on the product type, you can add additional Award IDs, remove Award IDs, edit product information, and in some cases update PDF/A files associated to a product (e.g., for journal article, conference paper, conference proceeding, or data paper product).

Edit Research Product - Details   🖨 Print Summary

⊕ Add additional award ID   **Award Information:**

🗑 Remove award ID   **Award ID:**   1845577
                                   Acknowledgement: Federal Government's License = Acknowledged, 05/09/2023
                                                                    Completed by = Tang, Lingjia

                                   Sponsoring Organization: National Science Foundation

                                   Product Type Information:

⊕ Edit product information   **Product Type:**   Dataset

                                   NSF-PAR ID: 192054

                                   * DOI Number: 10.5281/zenodo.3609423

                                   * Title(s):   AMIP and AMIP-P4K simulation dataset with Park-RH and Gauss-PDF cloud scheme

                                   * Author(s) / Creator(s): Qin, Yi; Lin, Yanluan

                                   Editor(s):

                                   Corporate Creator(s):

                                   *** Publisher/Repository
                                   Name:**   Zenodo

                                   * Date Published: 01/01/2020

                                   Description/Abstract: {"Abstract":["

                                                                   This dataset includes AMIP and AMIP-P4K simulations using Park-RH and Gauss-PDF cloud schemes, respectively. <\/p>\n\n

                                                                   Park-RH cloud scheme is the default cloud macrophysical scheme in NCAR CAM5. <\/p>\n\n

                                                                   Gauss-PDF cloud scheme is a statistical cloud scheme, developed by Qin et al. (2018). <\/p>\n\n
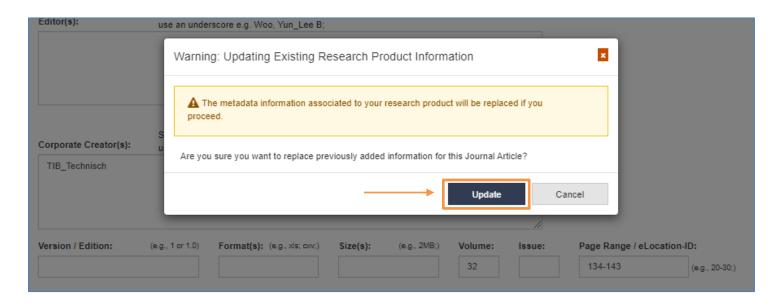
7 After making your updates, **click** the Next button at the bottom of page to proceed.

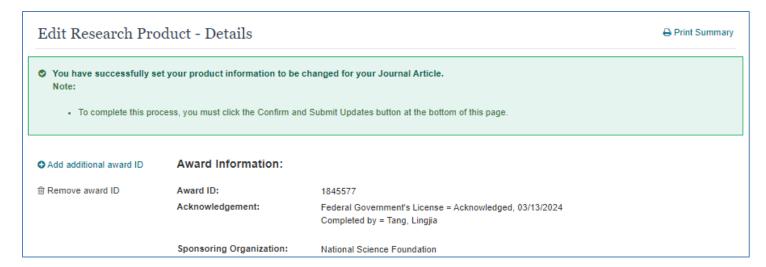- Certain rules apply to updates, please review the info box on page 5.

Edit Product Type Information

Digital Object Identifier (DOI)

Enter the DOI and click **Retrieve** to allow NSF-PAR to retrieve its metadata.

DOI:

`10.2312/meeresforschung_32_134-143` ✕ (e.g. 10.NNNN/XXXXXX)

[Retrieved]

Product Metadata

This section is autopopulated when using a DOI - use this form to confirm your metadata. See the FAQ page for the product fields for more information about each field.

* Required

* Product Type:	* Date Published:
Journal Article ▾	01/01/1988 📅

Product-Specific Fields

* Required

* Journal Name: 🔍 Select Journal name / ISSN	* ISSN: ❶ What is an ISSN?
Meeresforschung	0341-6836

* Required

* **Final Accepted Version file upload (PDF/A format):** ❶ What does NSF do with my file?

[Choose File] No file chosen

📄 sample_pdfa.pdf   ✕ Delete

Corporate Creator(s): Separate multiple corporate creators with a semicolon; If part of the name contains spaces, please use an underscore e.g. Acme_Corporation; Intech; Fusion_Dynamics_Corporation;

-, TIB Technische

Version / Edition: (e.g., 1 or 1.0)	Format(s): (e.g., xls; cxv;)	Size(s): (e.g., 2MB;)	Volume:	Issue:	Page Range / eLocation-ID:
			32		134-143 (e.g., 20-30;)

Subject(s) / Keyword(s): Separate subjects and keywords with a semicolon;

Earth Science; Earth sciences and geology

[Cancel] [**Next**] ⬅

8 **Click** the Update button on the modal to proceed.

- *Caution:* The metadata information for your product will be replaced if you choose to proceed.

- Changes will not be applied if you do not click the Confirm and Submit Updates button at the bottom of the page

9 **Click** the Confirm and Submit Updates button to finalize your updates.

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

- Take note of the NSF PAR ID provided to facilitate the lookup of your update in your in-progress project report
- Use the **Print Summary** button to print a copy of your updated record
- Use the **Return to Manage Research Products** button to update additional research product entries

Edit Research Product - Confirmation

✓ **Your updated Journal Article with NSF-PAR ID ######## 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.

[Return to Manage Research Products]   [Print Summary]   ←

Steps to Update Manually Entered Products in your In-progress Project Report

1 **Sign in** to Research.gov:

- Open 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 navigate to your in-progress project report.

3 **Navigate** to the Products tab.

4 **Click** the Edit Detail link in the Actions column for a product that does not have an NSF-PAR ID in the Product Status column.

⑤ **Enter** required information in the text box and then **click** Save.

⑥ **View** the final confirmation banner message at the top of the Products page and **verify** your updates on the Products table.

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

- 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 to update research products in the NSF-PAR and in your in-progress project reports.
- **Please send your feedback to publicaccess@nsf.gov.**