INTERNAL USER GUIDE

A Guide to the NASA Electronic Application and Submission System (NSPIRES)

A Quick Guide for Applicants applying for a NSPIRES User Account
NASA homepage web page: http://www.nasa.gov/home/
**Contents**

| A | Introduction | ............................................... | 3 |
| B | How to Register on NSPIRES | ............................................... | 3 |
| C | Registration Approval | ............................................... | 10 |
| D | Help | ............................................... | 11 |

**NOTE**: Applicants must allow a minimum of 5 working days for Research Services to check and authorise the application before the submission deadline.
A  Introduction

1.

You will not be able to use NSPIRES system unless you have a system username and password.

- If you do not have an account, go to Section B (How to Register).
- If you have an account, use NASA How to Apply Guide

B  How to Register on NSPIRES

1. Go to the NASA - NSPIRES home page using the following link:
   http://nspires.nasaprs.com/external/

Towards the right hand side of the page displayed will be the Member Login box. Click on Registration Information link

When the page is displayed, click on the yellow Begin Registration button.
Click on the **Begin Registration** button.

2. The **Create Unique Identifier** page will be displayed. Complete all the fields as requested.

3. The **Personal Profile** page will be displayed. Complete all the fields as requested.

4. The **Shipping Address** page will be displayed. Complete all the fields as requested.
5. The **Mailing Address** page will now be displayed. Complete all fields as requested or if the address is the same as the Shipping Address, click the radio button as shown below.

Click on **Continue** to proceed.

6. The **Email Address** page will be displayed. Complete all the fields as requested.

Click on **Continue** to proceed.

7. The **Phone Number** page will be displayed. Complete all the fields as requested.

Click on **Continue** to proceed.

8. All the details that you have completed for your **Address Book** will be displayed.

You are given the option to amend any incorrect details at this stage by clicking on the **Add** or **Change** buttons at the end of each line.
Once you are satisfied that the details you have completed are correct click on **Continue** to proceed.

10. The **Affiliations** screen will now be displayed. This enables you to link yourself to Imperial College.

   Click the **Add Affiliation** button.

   The search page will be displayed. Enter Imperial College in the search field and ensure that the By field is set to Organisation Name. Click ‘Continue’.

12. The search results will be displayed.

   Select the radio button next to Imperial College and then click **Select** to proceed.
13. The **Affiliation Address Book** is now displayed. Check all the details that are shown. If any part of the Organisation Information is incorrect, click on the **Return** button to go back to the relevant section and re-enter the correct data.

Click on **Continue** to proceed.

14. The Affiliations screen will once again be displayed showing the institution you have been affiliated with and the status of the affiliation.

Click on **Continue** to proceed.
Check and amend if required.

If the details are correct, click on Continue to proceed.

15. You will now be offered the opportunity to receive various information via email from NASA. Once you have ticked the mailing requests, click on Continue to proceed.

16. The Associations page will now be displayed. Enter Imperial College in the Search field.

Click on Search to proceed.
17. You will now be asked to create a unique Username and Password for your NSPIRES Account.

Click on Continue to proceed.

18. You have now completed your NSPIRES registration.

An email will be sent to the address you provided giving you instructions to activate your account.

i. Click on the email link as shown above.
19. Enter your **Username** and **Password** as shown below.

Click on **Login** to proceed.

The following **Welcome to NSPIRES** screen will appear.

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**This now completes your NSPIRES Account Registration**

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**C Approval Process by the Research Office**

1. An affiliation is a business relationship between an NSPIRES registered user and Imperial College. An affiliation request by a user must be confirmed by the Research Office for their proposals to be submitted to NASA.

Once registration is complete, an email will be sent to the Research Office (RGCOADMIN Mailbox) advising them that an affiliation has been created and an account requires approval.

A link to the registration account will be automatically sent to the RGCOADMIN Mailbox.

The Research Office will check the Mailbox on a daily basis for any notification of from the NASA, and from the email, they will find out where the applicant is located and APPROVE the registration request.
If you need help use the following link: [http://nspires.nasaprs.com/external/help.do](http://nspires.nasaprs.com/external/help.do)
or have any questions regarding the NSPIRES website, please contact the NSPIRES Help Desk at 202 479-9376.
or by email at nspires-help@nasaprs.com

The tutorials listed below are interactive resources created to help you become familiar with NSPIRES. Each tutorial explains a procedure or condition in an easy-to-follow movie with audio.


This page contains helpful references and general information related to research activities.

[Helpful References](#)