



# PRINCIPAL INVESTIGATOR: REGISTRATION

To register as a Principal Investigator from a participating institution, complete the form below and then select **Submit**. Required fields are indicated by an asterisk(\*). Please do not use acronyms. Please use your school email as your email address. Once you have been approved you will receive an email confirmation. This may take up to two business days.

\*First Name

\*Last Name

\*Role

\*University/College

\*Department/Field

\*Address 1

Address 2

\*City

\*State

\*ZIP+4 Code

\*Phone Number

Ext:

Fax Number

\*Email Address

Website

By selecting **Submit**, you acknowledge the **Privacy act statement**.

## Submit

### Privacy act statement

#### Privacy act statement

Pursuant to 5 U.S.C. § 552a(e)(3), this privacy statement serves to inform you of why the U.S. Office of Personnel Management (OPM) is requesting the information in this registration form.

**Authority:** The National Science Foundation Act of 1950, as amended, authorizes the National Science Foundation (NSF) to promote and advance scientific progress in the United States by competitively awarding grants and cooperative agreements for research and education in the sciences, mathematics and engineering. The CyberCorps: Scholarship for Service (SFS) program, as a program within the Division of Undergraduate Education at NSF, was established under this charter. OPM's authority to collect information in support of SFS program activities is derived from the above law through a memorandum of understanding (MOU) between NSF and OPM that tasks OPM with providing the operational framework for the federal placement and tracking of students throughout the academic phase and post-graduation federal employment obligation. Executive Order 9397 as amended by Executive Order 13478 authorizes the collection of the Social Security number to identify individual records in federal personnel records systems.

**Purpose and routine uses:** The purpose and routine uses of collected information are specific to the type of user (scholar, principal investigator or agency official) registering on the site, as follows:

- **Scholar**

**Purpose:** The information collected from you (the scholarship recipient) is used to verify your eligibility and ensure compliance with program requirements. The information is made available to SFS program administrators, the principal investigator (PI) at your participating

academic institution and participating employers (federal agencies, independent agencies, government corporations, commissions, quasi-official agencies or federally funded research development centers) for the purpose of internship and post-graduation placement. It may also be used for studies and statistics that will not identify you.

**Routine Uses:** The information requested here may be shared externally as a “routine use” and is subject to verification via paper, electronic media or through the use of computer matching programs with participating employers (federal agencies, independent agencies, government corporations, commissions, quasi-official agencies or federally funded research development centers) in order to assist you in meeting program commitment requirements. A complete list of the routine uses can be found in the system of records notice associated with this application, OPM Internal 18, CyberCorps: Scholarship for Service, 79 FR 42604, July 18, 2014. The information may also be shared with the Department of Treasury in the event you default on program requirements and scholarship funding received must be reimbursed to the U.S. federal government.

**Consequences of failure to provide information:** Furnishing the data requested is voluntary, but failure to do so will delay or make it impossible for us to process your registration. Registering in the SFS portal and completing an online resume is required for program participation.

- **Principal investigator**

**Purpose:** The information collected from you as a principal investigator (PI) is used to register scholarship recipients into the program and to monitor scholar progress toward meeting program requirements. NSF and OPM will have access to participating scholars’ records, and information provided by you about your program will enable interested individuals to inquire about, and vie for, SFS program scholarships. It may also be used for studies and statistics that will not identify you.

**Routine Uses:** The information requested here may be shared externally as a “routine use” and is subject to verification via paper or electronic media records. The information collected is as follows: (1) the PI’s full name; (2) the name of the educational institution; (3) the department or branch; (4) the institution’s address; (5) phone and fax numbers; and (6) the PI’s email address. This information will be made available to all site visitors. A

complete list of the routine uses can be found in the system of records notice associated with this application, OPM Internal 18, CyberCorps Scholarship for Service, 79 FR 42604, July 18, 2014.

**Consequences of failure to provide information:** Furnishing the data requested is voluntary, but failure to do so will prevent your school from being listed as a participating institution on the SFS website, and you will not be able to meet the terms of your grant.

- **Agency official**

**Purpose:** The information collected is used to allow agency officials system access to identify participating scholarship recipients for potential employment opportunities. Agency officials may also opt in to allow participating scholars and academic officials access to their contact information.

**Routine uses:** The information requested on this form from you as an agency official may be shared externally as a “routine use” and is subject to verification via paper or electronic media records. The information collected is as follows: (1) the name of the organization; (2) the name of the sub-agency or subdivision; (3) the registrant’s full name; (4) the organization’s address; (5) phone and fax numbers; and (6) the registrant’s email address. This information is made available to participating scholars, principal investigators (PIs) and registered agency officials. The website also records the number of times a participating agency official views participating scholar resumes. A complete list of the routine uses can be found in the system of records notice associated with this application, OPM Internal 18, CyberCorps Scholarship for Service, 79FR 42604, July 18, 2014.

**Consequences of failure to provide information:** Furnishing the data requested is voluntary, but failure to do so will prevent you from being granted access to information about participating scholars and their availability for placement with your agency.

### **Public reporting burden**

The public reporting burden to complete this information collection is estimated at 5 to 30 minutes per response, depending on the user type and activity: For each new scholar, we estimate the initial registration to take approximately 30 minutes. For each existing active scholar, we estimate

annual maintenance of their profile and employment verification to take 15 minutes. For academic officials, we estimate the registration of new scholars to take approximately 15 minutes and the maintenance and review of active scholars to take 5 minutes per activity. These burden estimates include time for reviewing instructions, searching data sources, gathering and maintaining the data needed and completing and reviewing the collected information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number and expiration date. Send comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, to: U.S. Office of Personnel Management, Scholarship for Service Program, Attn: OMB Number (3206-0246), 1900 E Street NW, Washington, DC 20415-7900. Current information regarding this collection of information—including all background materials—can be found at <https://www.reginfo.gov/public/do/PRAMain> by using the search function to enter either the title of the collection (Scholarship For Service (SFS) Program Internet Site) or the OMB Control Number (3206-0246).

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SFS Main

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Principal Investigator Login

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Registration

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