

# NIF User Portal: Request Access

New User?  
Request  
Access

NIF

Proposals  
Call For Proposals

## Calls for Proposal

NIF User Portal  
Request Access  
NIF User Portal Login

Call  
State

All

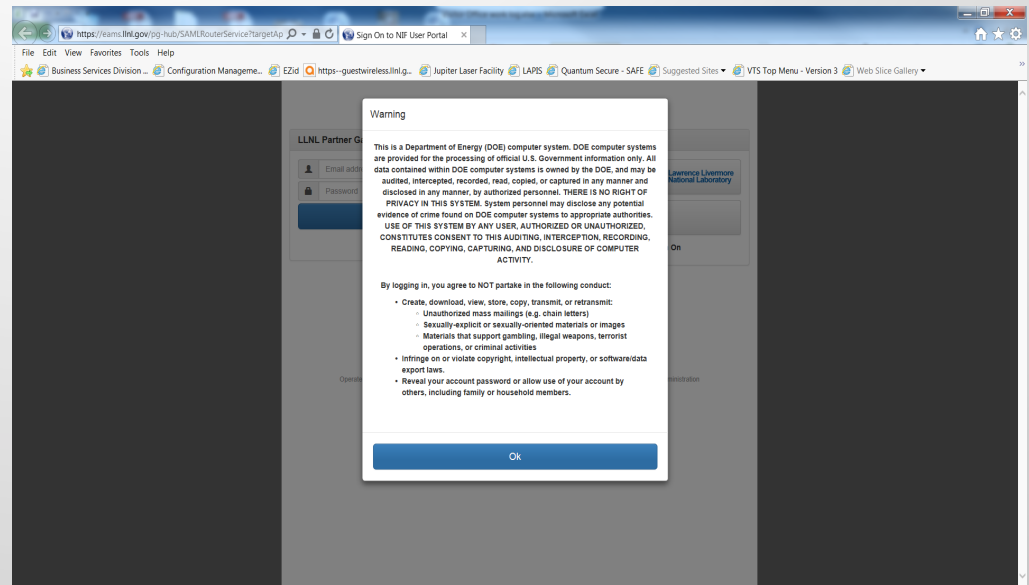
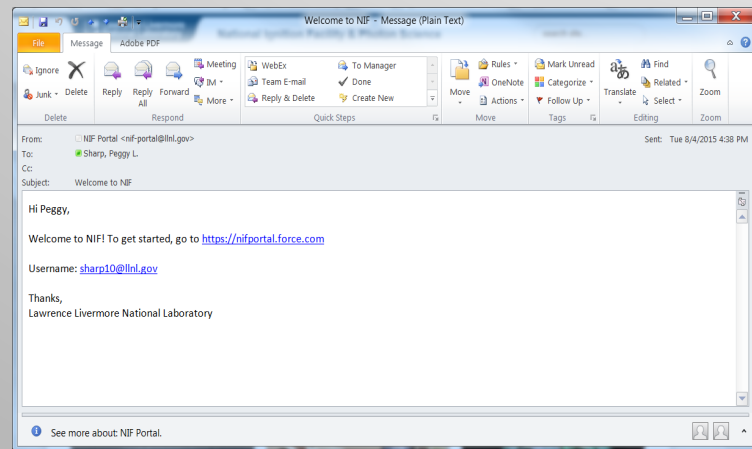
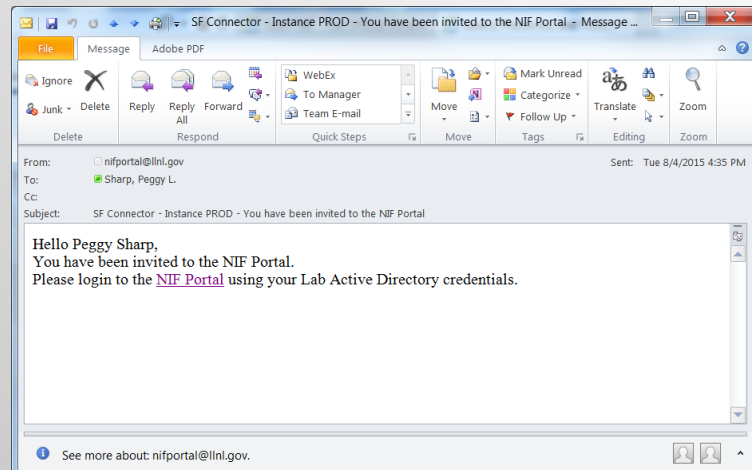
Call Id	Title	Call State	Solicitation_Date
C-048	FY23 DS Call	Open	05/09/2023

Already  
Registered?  
Click here

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To Register Request Access: go to <https://nifpub.secure.force.com/> click on Request Access, complete your registration information. If already registered, click on NIF User Portal Login.

# NIF User Portal: Email Invitation



You will receive two emails from NIF Portal: one that you've been invited to register and the second to actually login with your username (email)

# NIF User Portal: Login Screen

## nifportal.force.com

The screenshot shows the NIF User Portal login interface. At the top, it says 'NIF User Portal' and 'Sign On Instructions'. Below this, there are instructions for LLNL and Non-LLNL users. The main login area is divided into two sections: 'LLNL Partner Gateway Account' and 'Other Accounts'. The 'LLNL Partner Gateway Account' section has fields for 'Email address' and 'Password', a 'Sign On' button, and a 'Forgot Your Password?' link. The 'Other Accounts' section has logos for 'DOE PIV Card', 'Lawrence Livermore National Laboratory', 'RSA', and 'UC DAVIS UNIVERSITY OF CALIFORNIA'. There is a checkbox labeled 'Always use this credential to Sign On'. A yellow arrow points from the text 'Non-LLNL Employee login' to the 'LLNL Partner Gateway Account' section. A green arrow points from the text 'LLNL Employee login' to the 'Other Accounts' section.

**NIF User Portal**

Sign On Instructions

**LLNL users:** Select [Lawrence Livermore National Laboratory](#) and then enter your *OUN/Active Directory* password if prompted.  
**Non-LLNL users:** Enter your email address and LLNL Partner Gateway password or select an account below to sign on.

**LLNL Partner Gateway Account**

Email address

Password

**Sign On**

[Forgot Your Password?](#)

**Other Accounts**

**DOE PIV Card**

**Lawrence Livermore National Laboratory**

**RSA**

**UC DAVIS**  
UNIVERSITY OF CALIFORNIA

☒ Always use this credential to Sign On

**Non-LLNL Employee login**

**LLNL Employee login**

Non-LLNL employees will login with your email and passcode provided via login email.  
LLNL employees, please click on the LLNL log and login to the partner gateway with your Active Directory OUN and passcode.

# NIF User Portal: Home Screen

The screenshot shows the NIF User Portal Home Screen. At the top, there is a search bar and a user profile for Kim Hallock. The main navigation bar includes links for Home, Calls for Proposal, Proposals, Manage Reviewers, Pending Users, Approve Draft Proposals, Platforms, and Programs. A sidebar on the left contains a 'Create New...' dropdown menu with options: Event, Task, Call for Proposal, Proposal, Pending User, Platform, Program, Campaign, and a list of recent items including P-000039, P-000023, P-000032, NIF, and CSC-0004. A central instruction box states: 'To create a new proposal select from the list of open calls Proposal'. Below this, there is a 'Recent Calls for Proposal' table with columns for Call ID, Title, and Solicitation Date. The table lists two calls: C-002 (FY15 DS Call, 7/1/2015) and C-007 (FY16 NSA Call, 10/1/2015). Red arrows with numbers 1 through 4 point to the 'Create New...' dropdown, the 'Proposal' option, the underlined text 'select from the list of open calls', and the 'Recent Calls for Proposal' table, respectively.

Search... Search Kim Hallock Setup

Home Calls for Proposal **Proposals** Manage Reviewers Pending Users Approve Draft Proposals Platforms Progra

**Create New...**

- Event
- Task
- Call for Proposal
- Proposal**
- Pending User
- Platform
- Program
- Campaign

P-000039  
P-000023  
P-000032  
NIF

**INSTRUCTIONS:**

To create a new proposal select from the list of open calls Proposal'

Home **Calls for Proposal** Proposals Manage Reviewers Pending Users Approve Draft Proposals

Create New...

Recent Items

- P-000025
- P-000017
- C-002
- P-000038
- P-000031
- P-000039
- P-000023
- P-000032
- NIF
- CSC-0004

Calls for Proposal Home

View: All Go! Clone | Create New View

**Recent Calls for Proposal** New

Call ID	Title	Solicitation_Date
C-002	FY15 DS Call	7/1/2015
C-007	FY16 NSA Call	10/1/2015

Once logged into the portal, go to create a new proposal, select: 1) "Create New..." drop down menu from HOME page and select 2) "New Proposal". Click on link select from the list of open calls. It will list all the open proposals, choose FY23 DS Call.

# NIF User Portal: Home Screen

The screenshot shows the NIF User Portal interface. At the top is a navigation bar with tabs: Proposal, Proposals, Manage Reviewers, Pending Users, Approve Draft Proposals, Platforms, Programs, and Campaigns. Below the navigation bar, there is a 'Return' link and a 'Call for Proposal' section for the 'FY16 NSA Call'. A 'Create Proposal' button is highlighted with a red circle and a yellow arrow. Below this, there is a 'Summary' section with a table showing the call details.

Summary			
Title	FY16 NSA Call	Solicitation_Date	10/1/2015
Call State	Open	Allocation Days	14

Below the summary section is a 'Detail' section showing the call number 'NIF-1000132670' and the start date 'October 1, 2015'.

Once in the FY23 DS Call, user should click on “Create Proposal” button.

# NIF User Portal: Creating a Proposal Record

The image displays three overlapping screenshots of the NIF User Portal interface, illustrating the steps to create a proposal record. Red circles highlight the 'Summary', 'Collaborators', and 'Attachments' tabs in each screenshot.

**Top Screenshot (Summary Tab):** Shows the 'Proposals' tab selected in the top navigation bar. Below it, the 'Summary' tab is highlighted. The 'Collaborators' and 'Attachments' tabs are also visible.

**Middle Screenshot (Collaborators Tab):** Shows the 'Collaborators' tab selected. The 'Summary' and 'Attachments' tabs are also visible.

**Bottom Screenshot (Attachments Tab):** Shows the 'Attachments' tab selected. The 'Summary' and 'Collaborators' tabs are also visible. Below the tabs, a message states: "Your Proposal has been recalled from review." Below this message, there is a form with fields for 'File', 'Type', 'Description', and 'Action'. The 'File' field has a 'Browse...' button and the text 'No files selected.' The 'Type' field is a dropdown menu with 'Proposal' selected. The 'Description' field is a text input. The 'Action' field has an 'Upload' button. Below the form, there is a table with columns: 'Delete', 'View', 'Name', 'Type', and 'Desc'. The table contains one row with the following data: 'Delete', 'View', 'NIF Discovery Abstract.pdf', 'Proposal', and 'Desc'.

The Summary Screen: Title of Proposal, Abstract, PI and Co-PI (if applicable)  
Collaborator Screen: Add collaborator and assign permissions (Read or Read/Write)  
Attachment Screen: Add Letter of Intent, Proposal, Sponsor Letter, Presentations

# NIF User Portal: Home Screen

Custom Object: Proposal - x Detail ~ salesforce.com - | x NIF

https://nifportal.force.com/home/home.jsp

Apps QA SAVI Analysis Re... New Tab NIF Single Sign-On tools

NIF Search... Rita Bettenhausen

Home Call for Proposals Proposals

Create New...

Recent Items

C-004

Messages and Alerts

Custom Links

My Tasks New Overdue

You have no open tasks scheduled for this period.

https://l1n1.my.salesforce.com/a08/o Search

Recent Items

View: All Go! Clone | Create

Recent Proposals New Recently Created

Proposal Name	Call Title	Title	Principal Investigator	Created Date
P-000045	FY15 DS Call	Collection of Fission Products from Capsule Target		

Chat

To view your proposal user should click on “proposal” tab and the view: All click on “go” and a list your respective proposals should be listed.