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

<table>
<thead>
<tr>
<th>Call Id</th>
<th>Title</th>
<th>Call State</th>
<th>Solicitation_Date</th>
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<tbody>
<tr>
<td>C-030</td>
<td>FY19 DS Call</td>
<td>Open</td>
<td>5/14/2019</td>
</tr>
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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)
Non-LLNL employees will login with you 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.
Once logged into the portal, go to create a new proposal, select the 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 FY16 DS call.
Once logged in, user should click on “Call for Proposal” tab and select FY16 DS Call.
NIF User Portal: Creating a Proposal Record

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 Proposal, Sponsor Letter, Presentations
To view your proposal user should click on “proposal” tab and the view: All click on “go” and a list your respective proposal should be listed.