

Summary Guidelines for Responding to a NASA Research Announcement (NRA) Through NSPIRES

From the 2015 Proposers Guidebook

The following guidelines apply to all proposal submitted via NSPIRES in response to NRAs unless specifically stated otherwise in the NRA itself. NASA may reject proposals without review that are not consistent with the *ROSES 2015 Clarifications, Corrections, and Amendments* and *NRA instructions*. Please refer to the [ROSES 2015 Clarifications, Corrections, and Amendments*](#) and the [NASA NRA Proposer's Guidebook 2015](#) for detailed instructions and clarifications.

**Please note: the ROSES 2015 checklist supersedes the default instructions found within the NRA Proposer's Guide (until that Guide is also updated) per FAQs for ROSES 2015.*

All proposals submitted electronically must be a PDF file and additionally must:

- Be unlocked and searchable
- Have edit permission enabled
- Have all fonts embedded into the PDF file
- Have Type 1 or TrueType fonts
- Be limited to 10 Mbyte which applies to the combined size of all files uploaded for a single proposal.
- The use of PDF bookmarks is encouraged for easy electronic navigation of file

Please see [NASA PDF Guidelines](#) for detailed information of how to create acceptable PDFs. Additional details can be found in section 2.3.1 (c) of the Guidebook.

Standard Proposal Style Formats

Single spaced, at least 1- inch margins on all sides, easy to read font having no more than ~15 characters per inch (typical 12-point font). No more than 5.5 lines per inch of text. Electronically submitted proposals must have a single column format. For details please see Section 2.2 of the Guidebook.

Proposal Contents

Unless otherwise specified in the NRA, a proposal should be assembled with the items given in the following order, using the page limits provided. For more details please see section 2.3 of Guide.

Proposal Cover Page - No page limit when generated by electronic proposal system (NSPIRES). Every person or organization expected to play a significant role in the proposed project must be registered in NSPIRES and be identified on the Proposal Cover Page. Proposed costs for purchased facilities, tooling, or equipment must be entered here. For details please see section 2.3.2 of the Guide.

Proposal Summary (abstract) - 4,000 characters, included in Proposal Cover Page. No special characters or formatting. For details please see section 2.3.3 of the Guide and refer to the Science Research Program appendix for any deviations.

Table of Contents – 1 page limit. Please see section 2.3.4 of the Guide.

Scientific/Technical/Management Section – 15 page limit to include all illustrations, tables, and figures where each “n-page” fold-out counts as n-pages and each side of a sheet containing text or an

illustration counts as a page unless otherwise stated in the NRA. Please see section 2.3.5 of the guide for details and refer to the Science Research Program appendix for any deviations.

References and Citations – Page limit as needed. Please see section 2.3.6 of the Guide for details.

Biographical Sketches:

Principal Investigator(s) – 2 page limit per PI

Each Co-Investigator – 1 page limit. Any Co-Investigator also serving as one of the three special Co-I categories maybe use the same two-page limit as for the PI (see 1.4.2 of full NASA 2015 proposal guide for details). Please see section 2.3.7 of the Guide for details.

Table of Personnel and Work Effort* – Page limit as needed. The rules have been clarified regarding the location of The Summary Table of Work Effort and the flexibility allowed for components of the Scientific/Technical section of the proposal in the ROSES 2015 Clarifications, Corrections, and Amendments. Please see section 2. of the ROSES 2015 guide for details
<http://science.nasa.gov/researchers/sara/grant-solicitations/roses-2015/2015/5/12/changes-roses-15-summary-solicitation/>.

Current and Pending Support – Page limit as needed. Per ROSES 2015 Clarifications, award dollar values are no longer required as part of the current and pending support section. This supersedes NRA instructions. Please see section 1 of the ROSES 2015 Clarifications, Corrections, and Amendments for additional details: <http://science.nasa.gov/researchers/sara/grant-solicitations/roses-2015/2015/5/12/changes-roses-15-summary-solicitation/>.

Statements of Commitment and Letters of Support – Page limit as needed. The NSPIRES proposal management system allows for participants named on the Proposal Cover Page to acknowledge electronically a statement of commitment. The preferred method is to have all team members confirm participation via NSPIRES. If that is not possible the inclusion of a statement of commitment in the proposal may be permitted instead (see section 2.3.9 of Guide for details).

Additional letters of support are required from the owner of any facility or resource that is not under the PI's direct control, acknowledging that the facility or resource is available for the proposed use during the proposed period. Letters of support do not include "letters of affirmation". Please see section 2.3.9 of the Guide for details.

Budget Justification: Narrative and Details– Page limit as needed. The budget narrative must describe the basis of estimate and rationale for each proposed component of cost to include direct labor, subcontracts, consultants, other direct costs (including travel), and facilities and equipment. Please see section 2.3.1. (a) of the Guide for details.

- It must clearly state the type of award the recipient anticipates receiving (contract, grant, etc.)
- *A table of Personnel and Work Effort summarizing the work effort required to perform the project is required (regardless of whether those individuals require funding).
- A description of any required facilities and equipment is also required in this section. Items exceeding \$5,000 along with a basis for estimated cost will be listed here

**If the anticipated award type is a contract the table of Personnel and Work Effort goes here. If the anticipated award type is a grant or cooperative agreement, it will go in the Table of Personnel and Work Effort below.*

A detailed budget including detailed subcontracts budget (if applicable) is required to show the project cost breakdown in a format of their choosing. Please see section 2.3.10 (b) of Guide for details.

- Budget Details *MUST* include the following: Direct Labor, Other Direct Costs (Subcontracts, Consultants, Equipment, Supplies, Travel, Other), F&A Costs, Other Applicable Costs, Subtotal – Estimated Costs, Total Estimated Costs

Note: Please refer to section 2.3.10 (c) for details of Other Budget Guidelines for Purchase of Personal Computers and/or Software, Joint Proposals Involving a Mix of U.S. Government and Non-Government Organizations, Responsibility of the Proposing Organization to Place Subawards for Co-Is at Other Organizations, Full-Cost Accounting at NASA Centers, Unallowable Costs, Prohibition of the User of NASA Funds for NON-U.S. Research, Proposals from non-U.S. PI organizations that propose the funding of U.S. Co-Is, and Scholarships and Student Aid Costs.

Special Notifications and/or Certifications – Page limit as needed. Items that require special review, notifications, or certifications regarding the impact of research may be required. For proposals involving a non-U.S. organization, an appropriate signed letter of certification must be included. Information regarding special review will go in this section. Please see section 2.3.11 of Guide for details.

Small Business Subcontracting Plan – Page limit as needed. Any proposal that may result in the award of a contract, and will exceed \$5,000,000 and has subcontractors should include a small business subcontracting plan (see FAR 52.219-9). Awards lower than \$5,000,000 will be negotiated after selection. See section 2.3.13 of Guide for details.

Reprints/Preprints/Websites – N/A. Reprints and/or preprints are not permitted to be appended to a proposal unless they are accommodated within the proposal page limit. Proposals shall not rely upon material posted on a website. References to unpublished manuscripts should be avoided. If a proposal requires referenced material (not included within the proposal page limit) in order to be evaluated, this information will not be examined and the proposal may be judged noncompliant. Please see section 2.3.14 of Guide for details.

Submission Process

Please refer to the NRA and see if a Notice of Intent (NOI) to Propose is required. If an NOI is required, please refer to section 3.1 *Notice of Intent (NOI) to Propose* in the 2015 Proposal Guide for further instructions.

Your Contract Administrator (CA) is your AOR. You must give your AOR access to your finalized proposal at least 24 hours in advance of the deadline for review, approval, and submission.

The NSPIRES deadline for proposal submissions is as follows:

All electronic proposals must be submitted on the proposal due date prior to midnight (11:59 pm) Eastern Time on the proposal due date

Although NASA's deadline is 11:59pm at night, please note that ORA operates on normal business hours (Monday – Friday 8am-5pm).

If both electronic and hard copy submission are required, the Offeror must submit the required number of copies of the proposal (as specified in the NRA), along with the original signature of the AOR on the printed *Proposal Cover Page*, to the address specified in the NRA by the submission due date. Please see section 3.3.1 of Guide for further instructions regarding the submission process.