

NASA Guidebook for Proposers 2021

(Note: The ROSES solicitation deviates from some of these requirements. For ROSES applications, use the ROSES-specific checklist and, if applicable, the ROSES DAPR information sheet)

Required Document	Document Requirements
Formatting Requirements	<ul style="list-style-type: none"> 8.5 x 11 inch pages; fold-out pages count as multiple pages. Single spaced, 12-point font, single column text (unless otherwise specified). Figure and table captions must follow the same font requirements and restrictions as the main proposal text; text within figures and tables may use a smaller font if legible. 1 inch margins all sides. Only non-proposal material, e.g., page numbers, section titles, disclaimers, etc., is permitted in headers and footers.
Cover Sheet	<ul style="list-style-type: none"> Completed within NSPIRES. All fields are typically required for full proposal submissions. Summary, Business Data, Budget, Program Specific Data, Proposal Team, and Proposal Attachment(s).
<i>Summary</i>	<ul style="list-style-type: none"> Completed within the text box within NSPIRES, not the main body of the proposal. Limited to 4000 characters. Text field does not allow special characters.
<i>Business Data</i>	<ul style="list-style-type: none"> Recommended start date at least six months from deadline date, unless otherwise stated. Dates should match the period dates entered in the Budget section.
<i>Budget</i>	<ul style="list-style-type: none"> Period dates should match the start and end dates entered in the Business Data section. Not all periods have to be completed. Total projects should be entered, including support requested for collaborating U.S. Government organizations (FFRDC, JPL, NASA Center, etc.). Their costs should be entered on line 8 and 9 of Other Direct Costs. All other miscellaneous costs, such as Tuition, not categorized in lines 1-7, should be entered on line 10 of Other Direct Costs.
<i>Program Specific Data</i>	<ul style="list-style-type: none"> Provide response to all applicable questions; not all questions may be applicable. If Data Management Plan is requested, response is required, even if to explain why DMP is not needed. Limited to 4000 character within text box, unless otherwise stated in the program element of the solicitation.
<i>Proposal Team</i>	<ul style="list-style-type: none"> All Key Personnel must be identified here. Team Members that are not able to be identified in this section, should be listed in the Program Specific Data section. All CU Key Personnel should be registered within NPSIRES and affiliated with CU. Team members identified must confirm their relationship electronically in NSPIRES prior to submission.
<i>Proposal Attachments</i>	<ul style="list-style-type: none"> All documents required by the solicitation should be attached. Always Required: Proposal Document. Conditional: Total Budget; Appendix.
Proposal Document	<ul style="list-style-type: none"> The following assembly and details of sections is required for standard NASA solicitations. Follow the requirements detailed in the program element. 20 MB size limit.
<i>Table of Contents</i>	<ul style="list-style-type: none"> 1 page First required component of proposal document
<i>Scientific/Technical/Management Section</i>	<ul style="list-style-type: none"> 15 pages; unless stated otherwise in the program element of the solicitation The following details should be discussed: goals and their significance; perceived impact of the proposed work; technical approach and methodology; general implementation plan with milestones and management structure; description of roles and expected effort of all team members, including collaborators & consultants; and any other content required by the program element.
<i>References and Citations</i>	<ul style="list-style-type: none"> No page limit References must be cited per scientific standards including standard abbreviations for journals and complete names for book. Highly preferred that references include the full title of the cited paper or report

NASA Proposal Documents PI Checklist

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<i>Biographical Sketch(es)</i>	<ul style="list-style-type: none"> - Required for PI, Co-PI, Co-Is in special categories* (2 page biosketch). - Required for Co-Is proposing $\geq 10\%$ time in any year (1 page biosketch). - *Co-I/<i>Science PI</i> (Co-I who is in charge of scientific direction of project); Co-I/<i>Institutional PI</i> (Co-I at an organization other than the PI's institution); <i>Co-PI</i> (Co-I at non-US organization may be designated Co-PI if necessary to fulfill administrative requirements at Co-I institution). - Must include: professional experiences and positions, and bibliography of recent publications.
<i>Current and Pending Support</i>	<ul style="list-style-type: none"> - Required for PI and Co-PI. Required for any Co-I who proposes to devote greater than or equal to 10% of their time to the proposed work - Not required for Students, Foreign Co-Is or Collaborators - All current and pending projects and proposals regardless of salary support. Do not include the proposed project in the listing - The following information is required for each project: Title of award/project; name of PI on award; Sponsoring agency and program name (if appropriate), including Sponsor point of contact information; period of performance; Total amount received by the investigator, commitment by PI or Co-PI in terms of person-months per year.
<i>Statements of Commitment and Letters of Support</i>	<ul style="list-style-type: none"> - Team members' acknowledgement of involvement and participation on project is <i>typically done through NSPIRES</i>. - Proposers should include the participants <i>written statements in the body of the proposal only if</i>: team member is unable to confirm participation through NSPIRES or directed to do so by the funding opportunity. Email statements are acceptable. - Sample statement: "I (we) acknowledge that I (we) am (are) identified by name as Co-Principal Investigator(s), Co-Investigator(s) [and/or Collaborator(s)] to the investigation, entitled <name of proposal>, that is submitted by <name of Principal Investigator> to the NASA funding announcement<alpha-numeric identifier>, and that I (we) intend to carry out all responsibilities identified for me (us) in this proposal. I (we) understand that the extent and justification of my (our) participation, as stated in this proposal, will be considered during peer review in determining in part the merits of this proposal. I (we) have read the entire proposal, including the management plan and budget, and I (we) agree that the proposal correctly describes my (our) commitment to the proposed investigation. To conduct work for this investigation, my participating organization is <<insert name of organization>>." - Letters of resource support are only required if there is a facility or resource essential to the proposal and a team member does not have guaranteed access. - If the proposal involves the conduct of research by a non-U.S. organization, signed letter(s) of certification must be included that verifies that funding for their research will be provided by a responsible organization(s) or government agency(ies) should the proposal be selected by NASA. - Letters of Affirmation are typically not solicited nor evaluated by NASA.
<i>Proposal Budget - Budget Narrative and Budget Details</i>	<ul style="list-style-type: none"> - Standard OCG Budget Justification template is sufficient detail. - Cite the basis of estimate and rationale for each proposed component of cost. - Explain the purpose of any proposed travel in relation to the award and provide the basis of estimate, including: destination, # of travelers, # of days, conference fees, air fare, per diem, miscellaneous travel expenses. - Print version of CU Internal Budget is sufficient. - The budget details are the actual or estimated costs, in whole dollars, that correspond with the budget narrative. Break out the costs, as needed, for the items listed in the general budget found on the proposal cover page. - Subcontract budget narrative and details should be included, at the same level of detail that was provided by CU. - Budget for U.S. Government organizations (FFRDC or NASA Center) must be included with the proposal, at same level of detail that was provided by CU.

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<i>Facilities and Equipment</i>	<ul style="list-style-type: none">- Describe any existing facilities and equipment that are required for the proposed investigation and whether or not the team already has access to them in good working order or if they need to be repaired, upgraded or acquired.- Should not contain any information that adds to the scientific or technical information beyond a description of the facilities and equipment.
<i>Table of Personnel and Work Effort</i>	<ul style="list-style-type: none">- List all personnel supporting the work effort. Do not describe the work being performed.- Include the names and/or titles of all personnel necessary to perform the proposed effort, including the planned work funded by NASA, as well as the planned work not funded by NASA. Use position (i.e., postdoc or technician) if names are not known. List planned commitment per year in FTE or person months for each person.- Note: Planned work not funded by NASA that is listed in the Table is not considered cost sharing as defined in 2 CFR 200.29, Cost sharing or matching.
<i>Special Notifications and/or Certifications</i>	<ul style="list-style-type: none">- Some NOFOs may require proposals to include special notifications or certifications regarding the impact of research concerning the environment, human, or animal care provisions; conflicts of interest; or other topics as may be required by statute, Executive Order, or Government policies.