 **NASA PROPOSAL SUBMISSION REVIEW CHECKLIST**

**ROSES NNH23ZDA001N-***ELEMENT\**

\* *does not apply to step 1 proposals*

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| |  |  |  |  | | --- | --- | --- | --- | | PI Name | *Enter PI name.* | Due Date | *Enter due date.* | | Co-I Names | *Enter Co-I names if desired.* | Program Element tag, *e.g.*, -LWS | - *Enter tag.* | | *Enter program element specific requirements as needed.* | | | | | **Is the program element using Dual Anonymous Peer Review (DAPR)?**  **Yes** (*complete I, III, IV)*  **No** (*complete I, II, III)* | | | | | |  |
| *Note: If requirements inconsistencies exist the precedence is: 1. Program Element; 2. ROSES Solicitation; 3. NASA Proposer’s Guidebook.* | |  |
| I. Proposal Cover Page Elements – applies to all ROSES proposals | | |
|  | **Click “Check Elements” box; resolve all errors (red X’s). Resolve as many warnings as possible (some specific warnings addressed below).** | |
|  | **Project Summary**  – 4000 character text box. For Dual-Anonymous Peer Review (DAPR) proposals only: anonymize, i.e., do not explicitly identify the names of the team members or their institutions. | |
|  | **Business Data**  - Start date for investigation complies with Program Element.  - If international collaboration, explanation provided. Note: If Yes, an informational warning will appear in the Attachments check: *Uploading Non-US Organization/Agency Endorsement Attachments is recommended for Non-US Team Members.* See II. Proposal Document section 8, Letter of Endorsement for foreign co-Is.  - If NASA civil servants are team members, FTE entered by fiscal year under Other Project Information.  – If project date warnings, such as *Proposed Start/End date must equal the Period Start/End date of first/last budget period,* warning is resolved by ensuring start/end dates match budget page. | |
|  | **Budget**  - Budget matches internal budget.  - If direct distribution (JPL, NASA Centers, FFRDCs), costs entered in Other Direct Costs lines 8 and/or 9.  - If warning *All Period Start/End Dates must be defined,* warning is resolved by repeating the final budget period dates in the later unused periods, but $ values remain empty in the unused periods.  – If warning *Budget is not complete for all fiscal years,* OK to proceed if not all available years are required*.* | |
|  | **Program Specific Data**  - All required questions answered. Warning for *optional questions unanswered* is OK.  - If applicable, team members not listed in Proposal Team section are listed in applicable question field.  - If High End Computing (HEC) requested, applicable question for request number is completed. | |
|  | **Proposal Team**  – Co-Is may be budgeted; collaborators must be unpaid by project.  – If warnings *International Participation: (Yes or No) must be answered; U.S. Government Agency Participation (Yes or No) must be answered,* warning is resolved by editing PI entry.  - CU personnel have correct cage code and UEI for CU Boulder affiliation. (If not, unlock proposal and ask team member to correct affiliation. Note: Some fellowships do not require the student to affiliate. Other CU affiliations OK if time is limited, e.g., Cage code 35RR6.) | |
|  | **Step 1 to Step 2 Proposals**  - If applicable, Step 2 sections match Step 1, e.g., title, goals, team members, as stated in Program Element. | |

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| II. Proposal document – does not apply to Dual-Anonymous Peer Review (DAPR) | |
|  | **1 PDF file uploaded. Order listed below is recommended but not mandatory. 20 MB size limit.** |
|  | **1. Table of Contents**  – 1 page (optional). |
|  | **2. Scientific/Technical/Management Section**  - # pages permitted: \_\_\_ (typically 15 pages). Pages must be numbered.  - Unless otherwise specified, 8.5” x 11” paper size, single spaced, single column, 1” margins on all 4 sides, no reviewable content in margins, line spacing: ≤5.5 lines per vertical inch, ≤15 char per horizontal inch (typ. font 12). Figure captions: same font and spacing rules as the main text. Figures and tables: all text legible without magnification above 100%. Expository text necessary for the proposal may not be located solely in figures or tables, or their captions.  - If and only if acronyms are defined within the S/T/M section may an acronym list also be provided outside of the S/T/M section.  - Data Mgt Plan (sharing/archiving) included in this section ONLY if required by program element.  *Enter additional requirements/comments as needed.* |
|  | **3. References**   |  | | --- | | **-** No references to documents unavailable to reviewers; no page limit. | |
|  | **4. Open Science and Data Management Plan (OSDMP)**   |  | | --- | | - Typically 2 page limit.  - Unless otherwise stated, a OSDMP or explanation of why it is not needed must be provided in this section.  - Template may be required; check specific program element announcement.  *Enter additional requirements/comments as needed.*  (If an **Inclusion Plan, Software Development Plan, or Launch Accommodation Worksheet** is required, it likely is placed after the OSDMP.) | |
|  | **5. Biographical Sketches/CVs**  - Required for PI and each Co-I.  - PI, Science PI (special category of Co-I), Institutional PI (special category of Co-I) – 2 pages, unless otherwise specified.  - Co-Is and all other researchers – 1 page.  - Collaborator CVs not required, but permitted. |
|  | **6. Table of Personnel and Work Effort**  - Names and/or titles and planned work commitment of all personnel to perform proposed effort.  - Includes time charged to this proposal and time not charged to this proposal. (This is not cost share.)  - Template may be required; check program element. No page limit. |
|  | **7. Current & Pending Support**  - Required for PI and for funded team members who will devote ≥10% of their time. No page limit.  - Do not self-reference “this proposal”. Award values not required.  - Not permitted for collaborators; discouraged for students or foreign co-Is.  - Template may be required; check program element. (Table of Work Effort template may contain C&P tab.)  *Enter additional requirements/comments as needed.*  (Template always required for Appendix B proposals. Some elements require C&P for all co-Is regardless of time commitment.) |
|  | |  | | --- | | **8. Statements of Commitment and Letters of Support, Feasibility and Endorsement**  - Statement of Commitment only required if named team member not confirmed in Proposal Team cover page.  **-** Letter of Resource Support required from facility or resource if no unrestricted access by PI/Co-I.  - Letter of Feasibility from the NASA Space Station Payload Office must be included with proposals to use ISS.  - Letter of Endorsement only for special cases: 1) foreign Co-I and 2) commercial vendors for sRLVs.  - Letters of Affirmation from the community only where explicitly allowed by Program Element. | |
|  | **9. Budget**  **Budget Justification – “Redacted”**  - No $ or % values for salary, fringe, or overhead.  - Narrative format; justify each component of cost. No page limit.  - Includes hours budgeted for consultants, but no $ amounts for salary.  - Includes reference to each subaward in terms of effort, *e.g., “0.5 FTE are allocated for Co-I Dr. H. West as can be seen the summary table of work effort. Dr. West will be funded via a subaward to the Miskatonic foundation in Arkham, Mass. The total cost for that subaward is given in the cover page budget in Section F line 5 and is included in the separately uploaded Total Budget pdf file.”*  - Includes redacted budget justifications from each subaward organization and gov’t lab, NASA center, FFRDC.  - No SOWs for subs are permitted in this section. If included in proposal, they belong in the S/T/M section 2.  **Detailed Budget (Table) – “Redacted”**  - PDF of budget spreadsheet, with no $ or % values for salary, fringe, or overhead.  - No $ listed for consultants or subawards on the CU budget.  - Separate redacted budget from each subaward organization and gov’t lab, NASA center, FFRDC. |
|  | **10. Facilities and Equipment**  - Does not add scientific or technical information beyond a description of the facilities and equipment.  - Included for each subaward organization and gov’t lab, NASA center, FFRDC. |

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| III. Appendices – Applies to all ROSES proposals | | |
|  | | **Total Budget Document**  - 1 PDF file uploaded. Includes PDF print of CU total budget spreadsheet. This "Total Budget" includes all costs, including salaries and fringe benefits for all participants and overhead. It should contain any needed justification for the salary, fringe, and overhead rates. *Inclusion of a “total” budget justification is recommended for completeness, but it is not specifically required if all rates and items are explained on the CU budget spreadsheet.*  - Includes total budgets/justifications for each subaward organization and gov’t lab, NASA center, FFRDC. |
|  | | **High End Computing (HEC) Request**  – 1 PDF document provided by PI if HEC is requested. |
|  | | **Summary Chart or other required Appendix**  –Prepared by PI from template if required by element (e.g., Appendix C - PICASSO, Matisse, DALI). |
|  | | **For Dual-Anonymous Peer Review Proposals Only: Expertise and Resources – Not Anonymized**  - 1 PDF file uploaded. No page limit.  *Enter noteworthy Program Element specific requirements here, if needed*.  - List of all team members & their roles (PI, Co-I, Collaborator).  - Team member expertise.  - Team member contributions to the work.  - Facilities & equipmentrequired to perform the investigation.  - Table of Work Effort – identical to table in proposal document, but with names included.  - Biosketches, if required - PI, Science Co-I/PI, Institutional Co-I/PI – 2 pages; other Co-Is – 1 page.  - Statements of Current & Pending support, if required.  - Letters of resource support, if required. |
| IV. Proposal document – Dual-Anonymous Peer Review (DAPR) proposals only | | | | |
|  | | **1 PDF file uploaded. For more info see ROSES** [**Guidelines for Anonymous Proposals**](https://nspires.nasaprs.com/external/viewrepositorydocument?cmdocumentid=919308&solicitationId=%7bFCB5A04D-A6B3-0454-BF02-3BFDBE5666D7%7d&viewSolicitationDocument=1)**.** | | |
|  | | **1. Table of Contents –** Optional; anonymized  (Note 1: Anonymized Proposal Summary is no longer included in PDF, unless directed by program element.)  (Note 2: Ensure PDF bookmarks and document properties are anonymous.) | | |
|  | | **2. Scientific/Technical/Management Section** – Anonymized  - # pages permitted: \_\_\_  - Unless otherwise specified, 8.5” x 11” paper size, single spaced, single column, 1” margins on all 4 sides, no reviewable content in margins, line spacing: ≤5.5 lines per vertical inch, ≤15 char per horizontal inch (typ. font 12). Figure captions: same font and spacing rules as the main text. Figures and tables: all text legible without magnification above 100%. Expository text necessary for the proposal may not be located solely in figures or tables, or their captions.  - Anonymized format, i.e., that does not explicitly identify the names of the team members or their institutions.  - References written in form of number in square bracket, e.g. [1], with third person neutral wording to cite, i.e., no ownership when self-referencing.  - All required sections included per Program Element.  - As applicable, describe the following in an anonymized fashion for reviewers: HEC request, supporting letters or statements, and/or need, utilization, and salient capabilities of facilities and equipment.  *Enter additional requirements/comments as needed, such as Relevance Statement, etc.* | | |
|  | | **3. References**   |  | | --- | | - Full citations for bracketed numbers in previous section; no page limit. | | | |
|  | | **4. Open Science and Data Management Plan (OSDMP)** - Anonymized   |  | | --- | | - If required, up to 2 pages and anonymized.  - Template may be required; check Program Element. | | | |
|  | | **5. Biographical Sketches/CVs** Not included in anonymized document. | | |
|  | | **6. Table of Personnel and Work Effort** - Anonymized  - Anonymized roles (e.g., PI, Co-I-1, Co-I-2) and committed project work effort for all personnel.  - Template may be required; check Program Element; no page limit | | |
|  | | **7. Current & Pending Support** Not included in anonymized document. | | |
|  | | **8. Statements of Commitment/Letters** Not included in anonymized document. | | |
|  | | **9. Budget**  **Budget Justification – “Redacted”** - Anonymized  - Anonymized, i.e., no names or institutions identified.  - No $ or % values for salary, fringe, or overhead.  - Narrative format; justify each component of cost. No page limit.  - Include redacted budget justifications from each subaward organization and gov’t lab, NASA center, FFRDC.  **Detailed Budget – “Redacted”** – Anonymized  - Anonymized, i.e., no names or institutions identified.  - PDF of budget spreadsheet, with no $ or % values for salary, fringe, or overhead.  - Separate redacted budget from each subaward organization and gov’t lab, NASA center, FFRDC. | | |
|  | | **10. Facilities and Equipment** Not included in anonymized document. | | |