

**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)  
HEADQUARTERS  
OFFICE OF EDUCATION  
300 E STREET, SW  
WASHINGTON, DC 20546-0001**

**EDUCATION OPPORTUNITIES IN NASA STEM 2014  
(EONS-2014)**

**NASA RESEARCH ANNOUNCEMENT (NRA)**

**NNH14ZHA001N**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 43.008**

**ISSUED: March 20, 2014**

TABLE OF CONTENTS

EXECUTIVE SUMMARY ..... 5

1. FUNDING OPPORTUNITY DESCRIPTION..... 6

1.1 Background ..... 6

1.2 NASA Strategic Plan and Relevance to Education..... 7

1.3 Guidebook for Proposers ..... 8

1.4 NASA’s Safety Policy ..... 8

2. AWARD INFORMATION ..... 9

2.1 Award Type and Availability of Funds for Awards ..... 9

2.2 Award Period of Performance ..... 10

2.3 Cancellation of NASA Research Announcement (NRA)..... 10

2.4 Schedule for Awards..... 10

2.5 Successor Proposals and Resubmissions ..... 10

2.6 Proposal Funding Restrictions ..... 11

TABLE 2. MUREP Solicited Activities [1] ..... 11

3. ELIGIBILITY INFORMATION ..... 12

3.1 Proposing Institutions ..... 12

3.2 Number of Proposals and Teaming Arrangements ..... 13

3.3 Principal Investigators and Proposal Team Members ..... 13

3.4 Cost Sharing or Matching ..... 14

3.5 Special considerations for NASA team members..... 14

3.6 Submissions from Non-Domestic Entities..... 14

4. CERTIFICATIONS OF COMPLIANCE ..... 14

4.1 Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions 14

4.2 Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements..... 15

4.3 Assurance of Compliance with the National Aeronautics and Space Administration Regulations Pursuant to Nondiscrimination in Federally Assisted Programs .....	16
4.4 Assurance of Compliance – China Funding Restriction (DEVIATION FEB 2012).....	17
4.4 Representation by prospective recipient that they are not the Association of Community Organizations for Reform now (ACORN) or a subsidiary of ACORN.....	18
4.5 Representation by corporations regarding an unpaid delinquent tax liability or a felony conviction under any federal law .....	18
4.6 Certification by prospective recipients regarding federal income tax filing and federal income tax violations .....	19
5. PROPOSAL INSTRUCTIONS AND SUBMISSION INFORMATION .....	20
5.1 Proposal Submission Date and Time .....	20
5.2 Address for Submission of Proposals .....	20
5.3 Registration .....	20
5.4 Special Advisory Regarding Grants.gov Submissions to an EONS Appendix .....	21
5.5 Notice of Intent to Propose .....	22
5.6 Team Member Confirmation .....	23
5.7 Withdrawal of Proposals.....	23
5.8 Questions Related to this NRA .....	23
5.9 Conflict of Interest Check Information.....	24
5.10 Other Submission Requirements .....	24
5.11 Content and Format of the Proposal Submission.....	24
6. PROPOSAL EVALUATION AND SELECTION.....	28
6.1 Proposal Review Information .....	28
6.2 Review and Selection Processes .....	28
7. AWARD ADMINISTRATION INFORMATION.....	28
7.1 Notice of Award.....	28
7.2 Process for Appeals Prior to Formal Requests for Reconsideration.....	29
7.3 Administrative and National Policy Requirements.....	31

7.4 Award Reporting Requirements .....	31
7.5 Additional Terms and Conditions .....	31
8. POINTS OF CONTACT FOR FURTHER INFORMATION .....	32
9. ANCILLARY INFORMATION .....	32
9.1 Announcement of Updates/Amendments to Solicitation.....	32
APPENDIX A PIV Card Issuance Procedures in accordance with NASA Grant and Cooperative Agreement Handbook 14 C.F.R. § 1260.35 Investigative Requirements (January 2004).....	33
APPENDIX B Sample Proposal Format.....	37
APPENDIX C EONS Policy on Late Proposals.....	54
APPENDIX D Glossary of Acronyms and Definitions.....	59
TABLE 3. Solicited Education Programs (in order of Appendices E-G).....	(see note)

Note: TABLE 3 of this NRA is posted as a separate document on the EONS-2014 homepage located at <http://nspires.nasaprs.com/> (select “Solicitations” then “Open Solicitations” then “NNH14ZHA001N”).

## EXECUTIVE SUMMARY

This National Aeronautics and Space Administration (NASA) Research Announcement (NRA), entitled *Education Opportunities in NASA STEM (EONS) – 2014*, solicits education opportunities in support of NASA's Office of Education (OE) under the Minority University Research and Education Project (MUREP) for fiscal year 2014. NASA may elect to support some of the proposals submitted under this NRA through the use of non-MUREP funds if such funds are available from other NASA or federal sources.

The purpose of MUREP is to increase NASA's responsiveness to Federal mandates related to Historically Black Colleges and Universities (HBCU), Hispanic Serving Institutions (HSI), Tribal Colleges and Universities (TCU), Asian American and Pacific Islanders (AAPI) institutions and Other Minority Universities (OMU). Currently, MUREP activities address Presidential Executive Orders No. 13532 on HBCUs, No. 13592 on American Indian and Alaska Native Education, No. 13555 on Educational Excellence for Hispanic Americans and No. 13515 on Increasing Participation of Asian American and Pacific Islanders (AAPI) in Federal Programs. The MUREP program team at NASA is responsible for developing agency-wide policies, procedures, and guidelines that enhance the involvement of all minority-serving education institutions in NASA's mission through MUREP-related activities.

Activities supported by MUREP provide underrepresented and underserved students majoring in a science, technology, engineering, or mathematics (STEM) discipline and faculty at Minority Serving Institutions (MSIs) access to NASA research and education opportunities. Students and faculty supported by MUREP are provided opportunities to engage in NASA-related research and mission-specific technology development. MUREP projects are also designed to address the national challenges of attracting and retaining underrepresented and underserved undergraduate and graduate students in STEM.

The funds available for awards in each activity offered in this NRA can range from less than one million to five million dollars. This allows selection from a few to as many as several dozen proposals, depending on the activity objectives and the submission of proposals of merit. Awards will be made as grants, cooperative agreements or contracts, depending on the nature of the proposing institution and/or activity requirements. The typical period of performance for an award is one to three years, although some project activities may specify shorter or longer (maximum of five years) periods. Any changes or modifications to any of these guidelines will be specified in the descriptions of the relevant activities in the Appendices of this solicitation.

Details of the solicited activities are given in the Appendices of this NRA. Proposal due dates are given in Table 2, Section 2 of this NRA. Interested proposers should monitor the NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES) website <http://nspires.nasaprs.com/> for new activities or amendments to this NRA.

## SUMMARY OF SOLICITATION

### **1. FUNDING OPPORTUNITY DESCRIPTION**

#### **1.1 Background**

The NASA Minority University Research and Education Project (MUREP) is administered through NASA's Office of Education. The purpose of MUREP is to increase NASA's responsiveness to Federal mandates related to Historically Black Colleges and Universities (HBCU), Hispanic Serving Institutions (HSI), Tribal Colleges and Universities (TCU), Asian American and Pacific Islanders (AAPI) institutions and Other Minority Universities (OMU). Currently, MUREP projects address Presidential Executive Orders No. 13532 on HBCUs, No. 13270 on TCUs, No. 13230 on Educational Excellence for Hispanic Americans, and No. 13515 on Increasing Participation of Asian American and Pacific Islanders (AAPI) in Federal Programs.

The America COMPETES Reauthorization Act of 2010 was passed by Congress and signed by President Obama. This Act formulated and charged the National Science and Technology Council Committee on science, technology, engineering, and mathematics (STEM) Education (CoSTEM) to create a five-year strategic plan to advance the state of American STEM education. In February 2012, the Committee released the following report entitled, "Coordinating Federal Science Technology, Engineering, and Mathematics (STEM) Education Investments: Progress Report"

([http://www.whitehouse.gov/sites/default/files/microsites/ostp/nstc\\_federal\\_stem\\_education\\_coordination\\_report.pdf](http://www.whitehouse.gov/sites/default/files/microsites/ostp/nstc_federal_stem_education_coordination_report.pdf)). The CoSTEM Report established a set of federal-wide goals and objectives to increase the coordination of STEM education efforts. Objective 4 provides the following guidance to federal agencies:

- Strategic Federal Coordination Objective 4: Identify and Focus Attention on Priority Areas. The CoSTEM believes that the Federal government, through coordinated and collaborative interagency efforts, can achieve significant, measurable impacts on the following four priority areas: effective K-12 STEM teacher education, engagement in STEM, undergraduate STEM education, and serving groups traditionally underrepresented in STEM fields.

EONS will have activities supported by MUREP that focus on all of these priority areas:

- Effective K-12 STEM Teacher Education – Increase the number and proportion of individuals, particularly from groups that are traditionally underrepresented in STEM fields, who complete teacher pre-service and in-service programs with an ability to increase students' understanding of STEM.
- Engagement in STEM – Expand the availability and coherence of investments that increase interest in, involvement in, or value place on STEM by PreK-12 aged individuals (especially those from traditionally underrepresented groups).
- Undergraduate STEM Education – Improve retention rates, including among groups traditionally underrepresented, in STEM majors during the first two years of undergraduate education.
- Serving Groups Traditionally Underrepresented in STEM Fields – Increase the number of individuals from underrepresented groups that graduate with STEM degrees.

The MUREP team at NASA is responsible for developing agency wide policies, procedures and guidelines that enhance the involvement of all minority-serving education institutions in NASA's mission through MUREP related activities. Activities supported by MUREP provide underrepresented and underserved students majoring in a STEM discipline and faculty at MSIs with access to NASA research and education opportunities. Students and faculty supported by MUREP are provided opportunities to engage in NASA-related research and mission-specific technology development. MUREP projects are designed also to address the national challenges of attracting and retaining underrepresented and underserved undergraduate and graduate students in STEM.

## **1.2 NASA Strategic Plan and Relevance to Education**

The NASA 2011 Strategic Plan includes the focus on the development of STEM disciplines along with the engagement of academic institutions and students in accomplishing the vision and mission of NASA. NASA contributes to national efforts for achieving excellence in STEM education through a comprehensive education portfolio implemented by the Office of Education, the Mission Directorates, the Office of the Chief Technologist, and the NASA Centers. NASA will continue the Agency's tradition of investing in the Nation's education programs and supporting the country's educators who play a key role in preparing, inspiring, exciting, encouraging, and nurturing the young minds of today that will manage and lead the Nation's laboratories and research centers of tomorrow.

NASA Strategic Goals, Outcomes, and Objectives relevant to education are outlined by the 2011 NASA Strategic Plan ([http://www.nasa.gov/pdf/516579main\\_NASA2011StrategicPlan.pdf](http://www.nasa.gov/pdf/516579main_NASA2011StrategicPlan.pdf)):

- Strategic Goal 5: Enable program and institutional capabilities to conduct NASA's aeronautics and space activities.

Outcome 5.1: Identify, cultivate, and sustain a diverse workforce and inclusive work environment that is needed to conduct NASA missions.

*Objective 5.1.2: Provide opportunities and support systems that recruit, retain, and develop undergraduate and graduate students in STEM-related disciplines.*

- Strategic Goal 6: Share NASA with the public, educators, and students to provide opportunities to participate in our Mission, foster innovation, and contribute to a strong national economy.

Outcome 6.1: Improve retention of students in STEM disciplines by providing opportunities and activities along the full length of the education pipeline.

*Objective 6.1.1: Provide quality STEM curricular support resources and materials.*

*Objective 6.1.2: Provide NASA experiences that inspire student interest and achievement in STEM disciplines.*

*Objective 6.1.3: Assess grant recipient institutions throughout the education pipeline to ensure that grant recipients demonstrate a consistent commitment to civil rights compliance.*

Outcome 6.2: Promote STEM literacy through strategic partnerships with formal and informal organizations.

*Objective 6.2.1: Develop NASA's leadership role in national STEM improvement efforts, as demonstrated by provision of meaningful educator professional development and student experiences, adoption of education technologies, and contributions to STEM education policies and strategies.*

Outcome 6.4: Inform, engage, and inspire the public by sharing NASA's missions, challenges, and results.

*Objective 6.4.1: Use strategic partnerships with formal and informal educational organizations to provide NASA content to promote interest in STEM.*

*Objective 6.4.2: Provide clear, accurate, timely, and consistent information that is readily available and suitable for a diverse audience.*

### **1.3 Guidebook for Proposers**

All policies and procedures for the preparation and submission of proposals, as well as those for NASA's review and selection of proposals for funding, are presented in a separate document entitled *Guidebook for Proposers Responding to a NASA Research Announcement (NRA)* (the *Guidebook for Proposers*) that is located at <http://www.hq.nasa.gov/office/procurement/nraguidebook/>. The 2013 *Guidebook for Proposers* is hereby incorporated into this NRA by reference, and proposers are responsible for understanding and complying with its procedures before preparing and submitting their proposals. **Proposals that do not conform to the standards in the *Guidebook for Proposers* may be declared noncompliant and declined without peer review.** The chapters and appendices in the *Guidebook for Proposers* provide supplemental information about the entire NRA process, including NASA policies for the solicitation of proposals; guidelines for writing complete and effective proposals; NASA policies and procedures for the review and selection of proposals; as well as for issuing and managing the awards to the institutions that submitted selected proposals; and Frequently Asked Questions (FAQs) about a variety of the NASA proposal and award processes and procedures. Note that NASA's policy for proposals involving non-U.S. participants is provided in section (1) of Appendix B to the *Guidebook for Proposers*.

### **1.4 NASA's Safety Policy**

All proposals must take into consideration NASA's priority emphasis on safety.

Safety is the freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment. NASA's safety priority is to protect: (1) the public, (2) astronauts and pilots, (3) the NASA workforce (including

employees working under NASA award instruments), and (4) high-value equipment and property.

Proposers should have a written safety policy. MUREP awardees must notify the NSSC of any mishaps and close calls related to award implementation within 10 business days of the occurrence of the close call or mishap. The following NASA procedural requirement applies to NASA entities and may be useful to non-NASA entities for benchmarking purposes:

NPR 8621.1B - Subject: NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping with Change 6 (10/24/2011)

Responsible Office: Office of Safety and Mission Assurance

[http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal\\_ID=N\\_PR\\_8621\\_001B\\_&page\\_name=Chapter5](http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PR_8621_001B_&page_name=Chapter5)

For additional information on the NASA Safety and Mission Assurance Program see:

<http://www.hq.nasa.gov/office/codeq/>

## **2. AWARD INFORMATION**

### **2.1 Award Type and Availability of Funds for Awards**

Awards made through this NRA typically will be in the form of grants or cooperative agreements, depending on the nature of the submitting institution and/or the specific requirements for awards given in each activity description in the appendices. The type of award to be offered to selected proposers will generally follow the policies in Section D.1 of the *Guidebook for Proposers*, although in a few cases, only one type of award may be offered, as specified in the activity description. NASA will determine the appropriate award instrument for the selections resulting from this solicitation. Grants and cooperative agreements will be subject to the provisions of the *NASA Grant and Cooperative Agreement Handbook (the Grants Handbook)* [http://prod.nais.nasa.gov/pub/pub\\_library/grcover.htm](http://prod.nais.nasa.gov/pub/pub_library/grcover.htm) and Appendix D of the *Guidebook for Proposers*. In the case of any conflict between the content of this NRA and the *Grants Handbook*, the NRA takes precedence. Prospective proposers to this NRA are advised that in general, funds are not available to award all solicited activities at the time of this NRA release. The Government's obligation to make awards is contingent upon the availability of sufficient appropriated funds from which payment can be made and the receipt of proposals that NASA determines are acceptable for award under this NRA. Further, continuation of the awards in the second and subsequent years (if applicable) will be contingent on the availability of appropriated funds, progress of the project, and continued relevance of the project to NASA programs.

The amount of funds expected to be available for new awards for proposals submitted in response to this NRA is given in the *Summary of Key Information* at the end of each activity description in the appendices. Given the submission of meritorious proposals, the number of awards that may be made for each activity is also provided. A list of MUREP solicited activities is provided in Table 2 at the end of Section 2.

## **2.2 Award Period of Performance**

The maximum period of performance (duration) for awards made under this NRA is given in the *Summary of Key Information* at the end of each activity description in the appendices. Any proposed period of performance shall be justified in the proposal. The appropriateness of the proposed period of performance will be evaluated by peer review. NASA may select proposals for shorter award durations than proposed.

## **2.3 Cancellation of NASA Research Announcement (NRA)**

NASA reserves the right not to make any awards under this NRA and/or to cancel this NRA at any time prior to award. NASA assumes no liability (including bid and proposal costs in case of cancellation) for canceling the NRA or for any entity's failure to receive an actual notice of cancellation.

## **2.4 Schedule for Awards**

Every effort will be made to announce selections within nine months from the proposal submission deadline. Selection notifications will be communicated electronically via NSPIRES to the institution's Authorized Organization Representative (AOR) and Principal Investigator (PI). NSPIRES sends a decision notice via email requesting the PI or AOR to log into NSPIRES. This decision notice e-mail means NSPIRES has been updated to indicate where a proposal is in NASA's selection review process. When a PI or AOR logs into NSPIRES the following are examples of the type of decisions possible:

- A "declined" status means that 1) NASA's review of the proposal is concluded; and 2) no NASA funds are available to support the proposed project.
- A "selected" or "selectable (pending)" status means that the proposal's review continues and the proposal has NOT received an award. A "selected" or "selectable (pending)" proposal status in NSPIRES is NOT a promise that a proposal has or will receive an award by the NSSC nor that any funds have been or will be transferred from NASA Headquarters to a NASA Field Center.

Proposers are cautioned that only a NASA Grant/Contracting Officer may make commitments, obligations or awards on behalf of NASA or authorize the expenditure of funds. No commitment on the part of NASA should be inferred from technical or budgetary discussions with a NASA informal education manager, mission directorate employee, or support office coordinator. A PI or organization that makes financial or personnel commitments in the absence of a grant or cooperative agreement signed by a NASA Grant/Contracting Officer does so at their own risk. Please refer to section 3.4 of the *Guidebook for Proposers* for more information.

## **2.5 Successor Proposals and Resubmissions**

Generally, researchers holding previous awards selected through any of the projects offered through earlier NRAs are welcome to submit "successor" proposals that seek to continue a previously funded line of work. However, each individual project will provide specific information on eligibility as outlined in the Appendix. For future offerings under continuing proposals, it is NASA Office of Education policy that successor proposals will be considered along with new proposals submitted for that same activity; will undergo the full peer review process, and will not be advantaged nor disadvantaged in the evaluation process because they are successor proposals. Instructions regarding successor proposals may be found in Section 1.5 of the *Guidebook for Proposers*.

Proposals that were submitted but not selected for any previous NASA solicitation may be submitted either in a revised or original form. Such proposals will undergo full peer review, along with new proposals that NASA receives, and will not be advantaged nor disadvantaged in the evaluation process because they were previously submitted.

## 2.6 Proposal Funding Restrictions

In addition to the funding restrictions and requirements given in the *Guidebook for Proposers* and the *Grants Handbook*, the following restrictions are applicable to this EONS NRA.

- As directed in the *Guidebook for Proposers*, Section 2.3.10(c) (iii), other than the special cases discussed in Section 2.3.10(c) (ii) of the *NASA Guidebook for Proposers*, and unless specifically noted otherwise in the specific EONS activity appendix, the proposing PI institution shall subcontract the funding of all proposed Co-Is who reside at other non-Government institutions.
- The construction of facilities is not allowed for any of the activities solicited in this NRA unless specifically stated. For further information on what costs are permissible, refer to the cost principles cited in the *Grants Handbook*, Section B, 14 C.F.R. §1260.127, “Allowable Costs.”
- U.S. award recipients may directly purchase supplies and/or services from non-U.S. sources that do not constitute research, but award funds may not be used to fund research carried out by non-U.S. institutions. However, a foreign national may receive payment through a NASA award for the conduct of research while employed either full or part time by a U.S. institution (see Section 1.6 of the *Guidebook for Proposers*; see also Appendix B, part (c)(8)(iv)).
- Reasonable and justified travel by a participant in the research investigation, whether for the purpose of conducting the research, for collaboration, or for attending a conference, is considered to be a reasonable expense. NASA conducts its collaborations with foreign institutions on a no-exchange-of-funds basis. NASA funding may not be used for foreign institutions to conduct research efforts at any level. Therefore, NASA funding shall not be used for travel expenses for any participant who is not employed either full time or part time by a U.S. institution (see Section 1.6 of the *Guidebook for Proposers*; see also Appendix B, part (c)(8)(iv)).

**TABLE 2.** MUREP Solicited Activities [1]

APPENDIX	ACTIVITY	Notice of Intent (NOI) DUE DATE	PROPOSAL DUE DATE
E	Tribal Colleges and Universities Experiential Learning Opportunities (TCU ELO)	Not Solicited This Year	
F	NASA Innovations in Climate Education – Tribal (NICE - T)	Not Solicited This Year	
G	NASA Educator Professional Development (EPD)	April 24, 2014	June 18, 2014
n/a	MUREP Small Projects (MSP)	TBD	TBD

n/a	Community College Effort	TBD	TBD
n/a	University Research Centers (URCs)	TBD	TBD

Notes:

[1] Amended due dates and new activities will be indicated with bold red text as EONS-2014 is amended through the 2014 fiscal year.

### 3. ELIGIBILITY INFORMATION

#### 3.1 Proposing Institutions

The following categories of U.S. institutions are eligible to propose to the various activities under MUREP. Refer to each activity description for more details.

##### Table of Eligibility for Lead Institution

	NASA EPD
Minority Institutions (MI)	√
Historically Black Colleges and Universities (HBCU)	√
Hispanic Serving Institutions (HSI)	√
Asian American and Native American Pacific Islander-Serving Institutions (AANAPISIs)	√
Tribal Colleges and Universities (TCU)	√
Other Minority-Serving Institutions (MSI)	√
Minority Serving Community Colleges	√
Public School Districts with High Minority Enrollment	
Nonprofit Institutions (see Note 1)	

Note 1. See *Guidebook for Proposers*, Section 1.4.1, Proposing Organization Type

For a list of designated MIs, please go to: <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>

For institutions that serve a substantial Hispanic enrollment but have not been designated as an HSI or MI by the US Department of Education, please submit documentation that your full-time Hispanic enrollment is at least 25 percent of your total enrollment.

NASA Centers, Federal Agencies, Federally Funded Research and Development Centers, non-minority serving higher education institutions, state agencies, local agencies, federally recognized tribal government agencies, science museums and planetariums, for-profit companies, non-U.S. institutions and other institutions including those types listed in the table above may apply through a partnership with the lead institution.

All institutions receiving funds shall be listed on the proposal cover page.

Work to be performed through subcontracts/subawards should be proposed in accordance with Section 2.3.10(b) 2.a. of the *Guidebook for Proposers*.

In accordance with Federal statutes and NASA policy, no eligible applicant shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance from NASA on the grounds of race, color, creed, age, sex, national origin, or disability.

For more information on national policy with regard to MIs, please see the following websites:

- White House Initiative on Historically Black Colleges and Universities  
<http://www.ed.gov/edblogs/whhbcu/>
- White House Initiative on Educational Excellence for Hispanic Americans  
<http://www2.ed.gov/about/inits/list/hispanic-initiative/index.html>
- White House Initiative on American Indian and Alaska Native Education  
<http://www.ed.gov/edblogs/whiaiane/>
- White House Initiative on Asian American and Pacific Islanders  
<http://www2.ed.gov/about/inits/list/asian-americans-initiative/index.html>

### **3.2 Number of Proposals and Teaming Arrangements**

See the individual appendix for specific requirements regarding the number of proposals that may be submitted and teaming arrangements. If more than one proposal is allowed, each proposal shall be a separate, stand-alone, complete document in order to be evaluated.

### **3.3 Principal Investigators and Proposal Team Members**

Every institution submitting a proposal in response to this NRA shall designate a single individual, the Principal Investigator (PI), who will be responsible for the quality and direction of the entire proposed effort and for the use of all awarded funds. Because EONS does not accept the designation of a “Co-Principal Investigator;” there shall be only one PI who is solely responsible for the proposed investigation.

Individuals from institutions other than eligible lead institutions may be identified in a proposal as a Co-Investigator (Co-I) or other type of team member/collaborator but not as a PI. (See Section 1.4.2 of the *Guidebook for Proposers*). Proposals that include the participation of an individual from a NASA Center or Jet Propulsion Laboratory (JPL) shall include a letter of support acknowledging his/her participation, and should identify such team member(s) with a

NASA Partner role in the NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES; <http://nspires.nasaprs.com>).

### **3.4 Cost Sharing or Matching**

Responders to this NRA are not required to propose or provide matching funds; nonetheless, NASA can accept cost sharing if it is voluntarily offered (see the *Grants Handbook*, Section B, 14 C.F.R. §1260.123, “Cost Sharing or Matching”).

### **3.5 Special considerations for NASA team members**

Any proposal that includes a NASA team member shall include the NASA Center on the cover page. The total budget request for the NASA Center shall also be specified under the NASA Partner team member.

Since NASA funding sent to NASA Centers shall be obligated in the same fiscal year (FY) in which it is received, proposals including NASA Centers (except JPL) should provide a breakdown of funding by NASA Center and by fiscal year, assuming the start date given in the “Summary of Key Information” table at the end of the appendix (the default is six months after proposal submission). Thus, an EONS-2014 proposal for a two-year award that starts in late FY 2014 could phase the funds for civil servants as follows: 1/4 year of funding in FY 2014, a full year in FY 2015, and 3/4 of a year in FY 2016.

Proposers including JPL should not include the JPL award fee in the total requested amount, which shows on the NSPIRES online (cover page) budget form or the Grants.gov standard budget form. JPL award fees are accounted and paid for through a different mechanism than the mechanism used to fund awards based on proposals. JPL proposers and Co-Is may still include the award fee for informational purposes in their budget narratives and detailed budgets.

### **3.6 Submissions from Non-Domestic Entities**

NASA welcomes proposals from outside the U.S. However, foreign entities are generally not eligible for funding from NASA. Therefore, unless otherwise noted in the NRA, proposals from foreign entities should not include a cost plan unless the proposal involves collaboration with a U.S. institution, in which case a cost plan for only the U.S. entity’s participation must be included. Proposals from foreign entities and proposals from U.S. entities that include foreign participation must be endorsed by the respective government agency or funding/sponsoring institution in the country from which the foreign entity is proposing. Such endorsement should indicate that the proposal merits careful consideration by NASA, and if the proposal is selected, that sufficient funds will be made available to undertake the activity as proposed.

## **4. CERTIFICATIONS OF COMPLIANCE**

The summaries for the existing required certifications state:

### **4.1 Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 - 19211). Copies of the regulation may be obtained by contacting the U.S. Department of

Education, Grants and Contracts Service, 400 Maryland Avenue, S.W. (Room 3633 GSA Regional Office Building No. 3), Washington, DC. 20202-4725, telephone (202) 732-2505.

- The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.
- Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach a detailed explanation to this proposal.

#### **4.2 Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, sub-grants,

and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certificate shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure.

#### **4.3 Assurance of Compliance with the National Aeronautics and Space Administration Regulations Pursuant to Nondiscrimination in Federally Assisted Programs**

As a condition of receipt of Federal financial assistance, the Applicant Institution, acknowledges and agrees that it must comply (and require any subgrantees, contractors, successors, transferees, and assignees to comply) with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin (42 U.S.C. 2000d et seq.), as implemented by NASA Title VI regulations, 14 C.F.R. Part 1250.
- As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, the Applicant must take reasonable steps to ensure that LEP persons have meaningful access to its programs in accordance with NASA Title VI LEP Guidance to Grant Recipients (68 Fed. Reg. 70039). Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The Applicant is encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. Assistance and information regarding LEP obligations may be found at <http://www.lep.gov>.
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.) as implemented by NASA Title IX regulations, 14 C.F.R. Part 1253. If the Applicant is an educational institution:
  - The Applicant is required to designate at least one employee to serve as its Title IX coordinator (14 C.F.R. §1253.135(a)).
  - The Applicant is required to notify all of its program beneficiaries of the name, office, address, and telephone number of the employee(s) designated to serve as the Title IX coordinators. (14 C.F.R. §1253.135(a)).
  - The Applicant is required to publish internal grievance procedures to promptly and equitably resolve complaints alleging illegal discrimination in its programs or activities (14 C.F.R. §1253.135(b)).

- The Applicant is required to take specific steps to regularly and consistently notify program beneficiaries that the Applicant does not discriminate in the operation of its programs and activities. (14 C.F.R. §1253.140).
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits The Applicant from discriminating on the basis of disability (29 U.S.C. 794) as implemented by NASA Section 504 regulations, 14 C.F.R. Part 1251.
  - The Applicant is required to designate at least one employee to serve as its Section 504 coordinator (14 C.F.R. §1251.106(a)).
  - The Applicant is required to notify all its program beneficiaries of the name, office, address, and telephone number of the employee(s) designated to serve as the Section 504 coordinator (14 C.F.R. §1251.106(a)).
  - The Applicant is required to publish internal grievance procedures to promptly and equitably resolve complaints alleging illegal discrimination in its programs or activities (14 C.F.R. §1251.106(b)).
  - The Applicant is required to take specific steps to regularly and consistently notify program beneficiaries that the Applicant does not discriminate in the operation of its programs and activities. (14 C.F.R. §1251.107).
- The Age Discrimination Act of 1975, as amended, which prohibits the Applicant from discriminating on the basis of age (42 U.S.C. 6101 et seq.) as implemented by NASA Age Discrimination Act regulations, 14 C.F.R. Part 1252.

The Applicant also acknowledges and agrees that it must cooperate with any compliance review or complaint investigation conducted by NASA and comply (and require any subgrantees, contractors, successors, transferees, and assignees to comply) with applicable provisions governing NASA access to records, accounts, documents, information, facilities, and staff. The Applicant must keep such records and submit to the responsible NASA official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible NASA official or his designee may determine to be necessary to ascertain whether the Applicant has complied or is complying with relevant obligations and must immediately take any measure determined necessary to effectuate this agreement. The Applicant must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

#### **4.4 Assurance of Compliance – China Funding Restriction (DEVIATION FEB 2012)**

An Assurance of Compliance with The Department of Defense and Full-Year Appropriation Act, Public Law 112-10 Section 1340(a); The Consolidated and Further Continuing Appropriation Act of 2012, Public Law 112-55, Section 539; and future-year appropriations herein after referred to as “the Acts,” whereas:

- NASA is restricted from using funds appropriated in the Acts to enter into or fund any grant or cooperative agreement of any kind to participate, collaborate, or coordinate bilaterally with China or any Chinese-owned company, at the prime recipient level and at all subrecipient levels, whether the bilateral involvement is funded or performed under a no-exchange of funds arrangement.

- Definition: “China or Chinese-owned Company” means the People’s Republic of China, any company owned by the People’s Republic of China, or any company incorporated under the laws of the People’s Republic of China.
- The restrictions in the Acts do not apply to commercial items of supply needed to perform a grant or cooperative agreement.
- By submission of its proposal, the proposer represents that the proposer is not China or a Chinese-owned company, and that the proposer will not participate, collaborate, or coordinate bilaterally with China or any Chinese-owned company, at the prime recipient level or at any subrecipient level, whether the bilateral involvement is funded or performed under a no-exchange of funds arrangement.

**4.4 Representation by prospective recipient that they are not the Association of Community Organizations for Reform now (ACORN) or a subsidiary of ACORN**

In accordance with section 534 of the Consolidated and Further Continuing Appropriations Act of 2012 (Pub. L.112-55), none of the funds made available by the Act may be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries.

The prospective recipient represents, by submission of its offer, that it is not the Association of Community Organizations for Reform Now (ACORN) or a subsidiary thereof, and that no funds made available under this award will be distributed to ACORN or its subsidiaries.

**4.5 Representation by corporations regarding an unpaid delinquent tax liability or a felony conviction under any federal law**

In accordance with sections 544 and 543 of the Consolidated and Further Continuing Appropriations Act of 2012 (Pub. L.112-55), none of the funds made available by that Act may be used to enter into a grant or cooperative agreement with any corporation that:

- Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government; or
- Was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

The prospective recipient represents that -

- It is  is not  a corporation that has had any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and

It is  is not  a corporation that was convicted, or had an officer or agent acting on behalf of the corporation convicted, of a felony criminal violation under a Federal law within the preceding 24 months.

**4.6 Certification by prospective recipients regarding federal income tax filing and federal income tax violations**

In accordance with section 527 of the Consolidated and Further Continuing Appropriations Act of 2012 (Pub. L.112-55), none of the funds made available by the Act may be used to enter into a grant or cooperative agreement in an amount greater than \$5 million unless the prospective recipient certifies in writing to NASA that, to the best of its knowledge and belief, the prospective recipient has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

The prospective recipient's proposal shall include a signed written certification as follows -

To the best of my knowledge and belief, \_\_\_\_\_(name of offeror) has filed the Federal tax returns required during the three years preceding this certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

Recipient \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date of execution \_\_\_\_\_

## **5. PROPOSAL INSTRUCTIONS AND SUBMISSION INFORMATION**

### **5.1 Proposal Submission Date and Time**

All information needed to apply to this solicitation is contained in this EONS NRA and in the companion document, the *Guidebook for Proposers* (see Section 1.3). For each solicitation opportunity (activity) provided in the appendices of this NRA, the electronic proposal shall be submitted in its entirety by an Authorized Organizational Representative (AOR) no later than the proposal deadline on the appropriate proposal due date given in Table 2 of this NRA. Unless stated otherwise in the relevant appendix to this NRA, the proposal deadline is 11:59 p.m. Eastern Time. Refer to the activity descriptions in the appendices for specific due dates.

On-time electronic submission is required for every proposal. While every effort is made to ensure the reliability and accessibility of the websites and to maintain a help center via e-mail and telephone, difficulty may arise at any point on the internet, including the user's own equipment. Prospective proposers are urged to familiarize themselves with the NSPIRES or Grants.gov site and to submit the required proposal materials well in advance of the proposal submission deadline. Difficulty in registering with or using the NSPIRES or Grants.gov proposal submission systems is not, in and of itself, a sufficient reason for NASA to consider a late proposal. Proposers may contact the NSPIRES help desk by email at [nspires-help@nasaprs.com](mailto:nspires-help@nasaprs.com) or by calling, Monday through Friday from 8 am to 6 pm Eastern Time at (202) 479-9376, excluding federal holidays. The grants.gov contact center is available by email at [support@grants.gov](mailto:support@grants.gov), or by calling 1-800-518-4726 and via website at <http://www.grants.gov/>.

### **5.2 Address for Submission of Proposals**

All proposals submitted in response to this EONS NRA shall be submitted in a fully electronic form. No hard copy of the proposal is required or permitted. Electronic proposals shall be submitted by one of the officials at the PI's institution who is authorized to make such a submission, the AOR. The AOR's electronic submission of the proposal fulfills the requirement for signature of the proposal by an authorized official of the proposing institution.

Proposers may opt to submit proposals in response to this EONS NRA via two different electronic proposal submission systems: either NSPIRES or Grants.gov. In all cases, registration on NSPIRES (Section 4.1.3) is required for review and award of any funded activity offered through this solicitation; therefore proposers are encouraged to use the NSPIRES system for submission of the proposal. Proposals submitted on Grants.gov will be transferred to NSPIRES for review. Additional information about NSPIRES and Grants.gov can be found in Sections 2 and 3 of the *Guidebook for Proposers*. Note that entities may begin working in these systems as soon as the NRA is released. Further, entities may edit the required information as many times as needed until the proposal and accompanying cover sheet information are ready to submit.

### **5.3 Registration**

In order to submit a proposal, all team members and their institutions shall first be registered in the NSPIRES (<http://nspires.nasaprs.com>) system. Proposers submitting through Grants.gov shall also register on Grants.gov. Details of the multi-step registration process, which takes 3 business days (or up to four weeks if all steps are not completed in a timely manner) to register a new institution, are described at [http://www.grants.gov/applicants/organization\\_registration.jsp](http://www.grants.gov/applicants/organization_registration.jsp). Registration in NSPIRES cannot be accomplished until each applicable institution obtains a Data Universal Number (DUNS) and registers in the System for Award Management (SAM). Once

the DUNS and SAM steps are complete, the institutions and each team member shall then register with NSPIRES and with Grants.gov if that submission medium will be used. PLEASE NOTE: registration with NSPIRES is required in order to complete transfer of the Grants.gov proposal to NASA for review. Linking a team member's registration with their institution will automatically associate all required numbers (DUNS, CAGE, EIN) with the proposal.

To identify the AOR, who also can register the institution if it is not already registered, a potential PI can contact his or her Sponsored Research Office (SRO). If that fails or there is no SRO, the NSPIRES Help Desk can determine who the AOR is from the SAM system. If an institution is not registered in the SAM database, then the point of contact from the Office of Sponsored Research/Electronic Business Point of Contact shall register it on the SAM webpage (<http://www.sam.gov>). See the Applicant User Guide referenced at the above website.

No later than the due date for proposals, proposers to this NRA are required to have:

- 1) a Data Universal Numbering System (DUNS) number,
- 2) a valid registration with the System for Award Management (SAM) [formerly known as the Central Contractor Registry (CCR)],
- 3) a valid Commercial And Government Entity (CAGE) Code,
- 4) a valid registration with NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES) (this also applies to any entities proposed for subawards or subcontracts.)

#### IMPORTANT NOTE: FORMER CCR REGISTRANTS

If your entity had an active record in CCR, then it has an active record in SAM. Your entity does not need to take any action with respect to SAM, unless a change in business circumstances requires updates to your entity's record(s) in order to be paid; to receive an award; or to renew your entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to the entity's expiration. To update or renew your entity's records(s) in SAM, your entity is required to create a SAM User Account and link it to your entity's migrated records.

#### 5.4 Special Advisory Regarding Grants.gov Submissions to an EONS Appendix

Applicants choosing to submit a proposal via Grants.gov **also** must register in the NSPIRES site well in advance of the proposal due date. Grants.gov proposals are transcribed manually to NSPIRES so that NASA can review them. Grants.gov proposals cannot be transcribed for entities 1) not eligible to compete or 2) not registered in NSPIRES by the due date for proposals for this NRA. Technical Note: Grants.gov does not use the NASA budget template and lacks data quality control checks available to proposals submitted via NSPIRES.

In order to submit a proposal via Grants.gov, Grants.gov requires that the PI download an application package from Grants.gov. Identifying the appropriate application package requires the funding opportunity number for that program; the funding opportunity number may be found in the *Summary of Key Information* subsection for each Appendix that concludes each activity description. Proposals submitted via Grants.gov must be submitted by the AOR.

Additional instructions for formatting and submitting proposals via Grants.gov may be found in the *NASA Guidebook for Proposers*, Sections 2 and 3. Instructions for the use of Grants.gov may be found in the *Grants.gov Applicant User Guide* at

[http://www.grants.gov/applicants/app\\_help\\_reso.jsp](http://www.grants.gov/applicants/app_help_reso.jsp).

Instructions for NASA-specific forms and NASA program-specific forms may be found in the application package and at <http://nspires.nasaprs.com/external/faq.do - gq2>. These NASA program-specific forms are required, and failure to properly include them may result in the proposal being deemed nonresponsive and not submitted to peer review for evaluation. For any questions that cannot be resolved with the available on-line help menus and documentation, requests for assistance may be directed by e-mail to [support@grants.gov](mailto:support@grants.gov) or by telephone to (800) 518-4726.

Submission of electronic proposals via Grants.gov that are transcribed to NSPIRES requires several coordinated actions within the proposing institution. In particular, when the PI has completed entry of the data requested in the required electronic forms and attachment of the allowed PDF attachments, (including the project description section), an official at the PI's institution who is authorized to make such a submission (referred to as the AOR) must submit the electronic proposal (forms plus attachments). Coordination between the PI and his/her AOR on the final editing and submission of the proposal materials is facilitated through their respective accounts in NSPIRES. Note that if one individual is acting in both the PI and AOR roles, he/she must ensure that separate registrations in NSPIRES for both roles are done by the proposal due date for this NRA.

Grants.gov provides the proposals to NASA and then those proposals are transcribed to NSPIRES for applicants who registered in NSPIRES by the proposal due date. NSPIRES generates a NASA proposal number for the Grants.gov users and sends a notification e-mail. Depending on the volume of proposals submitted to Grants.gov, Grants.gov users can expect an email no earlier than 15 business days from the proposal due date. If a Grants.gov submitter has not registered completely in NSPIRES (including AOR, PI, proposed sub awards) by the time NASA is ready to transcribe the proposal, the proposal will be considered late. (See Appendix C.)

Finally, if a Grants.gov submitter did not format the proposal so it can be transcribed cleanly (without consultation with the submitter) into NSPIRES for review, the Grants.gov proposal will be considered a late proposal. Grants.gov users are responsible for understanding all the required fields in NSPIRES to ensure accurate transcription. NASA is not responsible for transcription errors in NSPIRES for proposals submitted to Grants.gov.

## **5.5 Notice of Intent to Propose**

To assist in the planning of the proposal evaluation process, NASA strongly encourages all prospective proposers to submit a Notice of Intent (NOI) to propose by the date given in each activity. An NOI is not required but is strongly encouraged. The information contained in an NOI is used to help expedite the proposal review activities and, therefore, is of considerable value to both NASA and the proposer. To be of maximum value, NOIs are to be submitted electronically by entering the requested information through NSPIRES at <http://nspires.nasaprs.com> by the dates given in Table 2 of this NRA for each activity in the relevant appendix. Note that NOIs may be submitted within NSPIRES directly by the PI; no action by an institution's AOR is required to submit an NOI.

Grants.gov does not provide NOI capability; therefore, NOIs shall be submitted via NSPIRES regardless of whether the proposal will be submitted via NSPIRES or Grants.gov. Interested proposers shall register with NSPIRES before it can be accessed for use. NSPIRES is open for the submission of NOIs for typically 30 days, starting about 90 days in advance of the due date for the proposals themselves. Since NOIs submitted after these deadlines may still be useful to NASA, late NOIs may be submitted by email as directed in Section 3.1 of the *Guidebook for Proposers*.

NOIs also aid NASA in establishing a peer review process that is free from conflicts of interest and that incorporates the requisite expertise. A separate NOI should be submitted for each intended proposal. The submission of a NOI is not a commitment to submit a proposal, nor is information contained therein considered binding on the submitter. NOIs will be treated as competition-sensitive material. Additional information about the NOI can be found in Section 3.1 of the *Guidebook for Proposers*.

## **5.6 Team Member Confirmation**

Each individual team member (e.g., PI, Co-Is, etc.), including all personnel named on the proposal's electronic cover page, shall confirm their participation on that proposal (indicating team member role) and specify an institutional affiliation. For proposals submitted via NSPIRES, this confirmation is via NSPIRES. For proposals submitted via Grants.gov, this confirmation is via "Letters of Commitment" included within the proposal. The institutional affiliation specified on the cover page shall be the institution through which the team member would work and receive funding while participating in the proposed investigation. If the individual has multiple affiliations, then this institution may be different from the individual's primary employer or preferred mailing address. **Any institution requesting NASA funds through the proposed investigation shall be listed on the Proposal Cover Page.** Team members are asked to ensure that their contact information is up-to-date. Changes can be made using the "Account Management" link on the "NSPIRES Options" page.

## **5.7 Withdrawal of Proposals**

The proposer may withdraw proposals at any time before award. Proposers are requested to timely notify NASA if the proposal is funded by another institution or of other changed circumstances that necessitate withdrawal of the proposal or termination of its evaluation.

## **5.8 Questions Related to this NRA**

Questions regarding this NRA or its activities should be directed to the cognizant Program Officer identified in the *Summary of Key Information* subsection that concludes each activity description. Any clarifications or questions and answers that are published will be posted on the relevant activity's NSPIRES web page. It is the responsibility of interested proposers to check for such information prior to the submission of their proposals.

Clarification questions regarding this solicitation should be submitted in writing or via E-mail as soon as possible but no later than 10 days prior to the proposal due date to the designated point-of-contact given in each activity.

## 5.9 Conflict of Interest Check Information

NASA expects all peer reviewers and/or panelists to disclose all conflicts of interest (see the *Guidebook for Proposers*). Peer reviewers are also expected to disclose situations that may give the appearance of bias, or that may cause a reasonable observer to question the ability of the reviewer to provide an unbiased evaluation of a proposal. Peer reviewers are required to sign a nondisclosure/conflict of interest form prior to being granted access to proposals. **To facilitate this check, any institution requesting NASA funds through the proposal SHALL be listed on the proposal cover page.**

## 5.10 Other Submission Requirements

All proposals shall comply with the general requirements of this NRA. Upon receipt, proposals will be reviewed for compliance. This includes:

- Submission of a complete proposal with all required elements.
- Submission of a proposal from an eligible proposer as specified in the Eligibility Information. (Section 3 of this NRA).
- Submission of a budget narrative that includes details of any subawards and that is for a funding period consistent with this NRA.
- Submission of a proposal that is consistent with the page limitations and formatting guidelines specified in this NRA and the *Guidebook for Proposers*.

At NASA's discretion, non-compliant proposals may be eliminated from further consideration for award and not be evaluated further.

## 5.11 Content and Format of the Proposal Submission

Required elements of the proposal as described below must be submitted via the NSPIRES website or Grants.gov. It is recommended that where practical, proposers assemble their proposal into a single PDF document (except the NSPIRES-generated Proposal Cover Page) prior to upload of the proposal. Proposers must comply with all format requirements identified in this NRA and in the *Guidebook for Proposers*. Please refer to Sections 2 and 3 of the *Guidebook for Proposers* for more information on proposal submission procedures. Section 2.2 of the *Guidebook for Proposers* provides important guidelines for style formats. A sample proposal format can be found in Appendix B.

Proposal Elements	Page Guideline
<p><b>NSPIRES Cover Page and Budget Form (Section 2.3.2(a) of the <i>Guidebook for Proposers</i>):</b> The NSPIRES Cover Page contains the following:</p> <p><b><i>Proposal Information:</i></b> PI information, proposal title, proposed start and end dates, submitting institution information, certification and authorization.</p> <p><b><i>Certifications Regarding Lobbying, Disbarment, Suspension and Other Responsibility Matters:</i></b> The AOR’s signature on the Proposal Cover Page automatically certifies that the proposing organization has read and is in compliance with these certifications. No additional form is necessary. See <i>NASA Grants and Cooperative Agreement Handbook</i>, Appendix A, Part 1260.10(c).</p> <p><b><i>Team Members:</i></b> Names, institution and contact information (Notes: each team member must register him/herself in NSPIRES and complete all required data. Each team member must establish an organizational relationship; i.e., identify the organization or other auspices through which the person is participating in the proposal. A proposal <u>cannot</u> be submitted if an organizational relationship within NSPIRES is missing for any team member.)</p> <p><b>Proposal Title:</b> Include a meaningful title for the proposed project applicable to specific Appendix. (Note: Title length may not exceed 255 characters including spaces.)</p> <p><b><i>Project Summary (max. 4000 characters, Section 2.3.3. of the <i>Guidebook for Proposers</i>):</i></b> Provide a brief description of the project, including objectives, targeted audience, partners, method of approach, relevance to NASA themes, use of NASA content, and outcomes.</p> <p><b><i>Budget Figures:</i></b> Include figures for all years (up to 5 years) of the proposed project in the spaces provided. This is the total budget, including any subawards.</p> <p>Notes: Sample Cover Pages are located in Appendix B of this NRA. NASA will not fund institutions that do not appear on the Proposal Cover Page. This includes NASA Centers.</p>	<p>1 or more— NSPIRES will generate the necessary number of pages</p>
<p><b>Note:</b> To improve proposal reviewability, submit <u>one</u> PDF file to NSPIRES that begins with</p>	

Proposal Elements	Page Guideline
<p><b>the Table of Contents and includes all information described below:</b></p>	
<p><b>Table of Contents (TOC)</b> (Section 2.3.4 of the <i>Guidebook for Proposers</i>)</p> <p>NSPIRES does not offer a stand-alone TOC file upload choice. If not uploading a complete end-to-end- proposal in a single PDF, include a TOC as the first page(s) of the project description even if that makes the project description longer than 15 pages.</p>	<p>1-2 pages</p>
<p><b>Project Description:</b> A detailed description of the proposed plan. Page limit includes all illustrations, tables, and figures, where each “n-page” foldout counts as n-pages and each side of a sheet containing text or an illustration counts as a page.</p> <p>See Section X. Project Description; Evaluation: Proposal Peer Review Process and Notification for a detailed description of the evaluation criteria.</p>	<p>maximum 15 pages</p>
<p><b>References and Citations</b> (Section 2.3.6 of <i>Guidebook for Proposers</i>)</p>	<p>1 or more (if applicable)</p>
<p><b>Biographical Sketches:</b> Submit sketches for key personnel using the guidelines from Section 2.3.7 of <i>Guidebook for Proposers</i> and references therein.</p>	<p><b>PI:</b> max 2 pages</p> <p><b>Each Co-I and Other Key Personnel:</b> max 1 page</p>
<p><b>Past, Current and Pending Support</b> (Section 2.3.8 of <i>Guidebook for Proposers</i> and references therein):</p>	<p>1 or more (if none, so state)</p>
<p><b>Statements of Commitment and Letters of Support</b> (Section 2.3.9 of <i>Guidebook for Proposers</i>)</p>	<p>1 or more (if appropriate)</p>
<p><b>Notification of Potential Deviation Letter</b> A budget item may appear to conflict with part of NASA’s Grant and Cooperative Agreement 14 CFR 1260 and a deviation may be necessary. When in doubt, the proposer must request a deviation from a particular CFR requirement in a letter addressed to NASA’s Office of Education and add it as an appendix to its proposal.</p>	<p>1 or more (if appropriate)</p>

Proposal Elements	Page Guideline
<p><b>Budget Justification: Narrative and Details</b> (Section 2.3.10 of <i>Guidebook for Proposers</i>): Include a budget breakdown for each year of proposed work, along with total budget figures for the entire period of performance.</p> <p>Notes: A finding by the peer review of “insufficient information to properly evaluate cost realism” will be considered a proposal weakness. Inconsistent information between these budget descriptions and the proposal text will also be considered a proposal weakness. The budget/cost accounts for 20% of the evaluation score (see Section X.B.3, Budget/Cost).</p> <p>Section VIII. Proposal Guidelines and Submission Instructions provide details on budget submission.</p> <p>Administrative and indirect costs should not exceed 20% of the total funds requested from NASA. Facilities and Administrative (F&amp;A) Costs: Identify F&amp;A cost rate(s) and base(s) as approved by the cognizant Federal agency, including the effective period of the rate. Provide the name, address, and telephone number of the Federal agency official having cognizance. <b>If approved audited rates are not available, provide the computational basis for the indirect expense pool and the corresponding allocation base for each proposed rate.</b></p>	<p>1 or more</p>
<p><b>Special Notifications and/or Certifications</b></p>	<p>As needed</p>

## **6. PROPOSAL EVALUATION AND SELECTION**

### **6.1 Proposal Review Information**

Unless specifically stated in the individual Appendices (specific activities), all NASA-sponsored education activities are evaluated against the following criteria: (1) **Intrinsic Merit**, (2) **Relevance to NASA's objectives**, and (3) **Budget/Cost** (see Appendix C of the *Guidebook for Proposers*). NASA's Education Operating Principles are integrated into these evaluation criteria. Refer to each individual appendix for specific details on proposal evaluation criteria.

### **6.2 Review and Selection Processes**

Review of proposals submitted to this announcement will be consistent with the general policies and provisions given in the *Guidebook for Proposers*, Sections C.1 through C.4. Evaluation criteria described in Section C.2 of the *Guidebook for Proposers* are superseded by the evaluation criteria described in each EONS activity. Selection procedures will be consistent with the procedures identified in Section C.5 of the *Guidebook for Proposers*.

Proposals will be evaluated by a merit review process composed of the proposers' professional peers (government and non-government), including STEM education and evaluation experts, who have been screened for conflicts of interest. Unless specifically stated in the individual Appendices (specific activities), proposals will be evaluated and assessed on the number and significance of strengths and weaknesses against each of the three criteria (Intrinsic Merit, Relevance to NASA, and Budget/Cost) and their sub-elements. NASA seeks a balanced project award portfolio. NASA also considers diversity factors in the final award portfolio, such as but not limited to, different types of institutional representation, participation by individuals traditionally underrepresented in STEM studies and careers, and geography.

The Selecting Official for each activity is identified in the *Summary of Key Information* at the end of each appendix description.

## **7. AWARD ADMINISTRATION INFORMATION**

### **7.1 Notice of Award**

NASA programs are highly competitive. Careful reading of the entire NRA and adhering to the instructions lowers the risk of a proposal disqualification for failure to meet basic eligibility and technical requirements. NASA has no obligation to evaluate ineligible proposals or those that do not meet all stated requirements. Selections are typically announced between 150-220 days of the proposal due date. The initiation of the award typically occurs between 45 and 90 days after the announcement of selections.

In all cases, only after the Selecting Official's approval is obtained, any proposals recommended for funding will be forwarded to the NASA Grant Officer for final eligibility review of business, financial, and policy implications and the processing and issuance of a grant or cooperative agreement.

Proposers are cautioned that only a NASA Grant Officer may make commitments, obligations or awards on behalf of NASA or authorize the expenditure of funds. No commitment on the part of NASA should be inferred from technical or budgetary discussions with a NASA education project manager or mission directorate or support office coordinator. A PI or institution that

makes financial or personnel commitments in the absence of a written instrument signed by a NASA Grant Officer does so at their own risk.

Grant or cooperative agreement awards are made to the proposing institution, not to the proposed PI.

Notification of both the selected and the non-selected proposals will be consistent with the policy stated in the *Guidebook for Proposers*, Section C.5.3 for grants and cooperative agreements. For selected proposals, a NASA Grants Officer, who is the only official authorized to obligate the Government, will contact the offeror's business office. The NASA Shared Services Center (NSSC) will handle negotiation and award of any grants or cooperative agreements. Any costs that the proposer incurs in anticipation of a grant or cooperative agreement award will be subject to the policies and regulations of the *NASA Grant and Cooperative Agreement Handbook*, Section B, 14 C.F.R. §1260.125(e).

In order to announce selection decisions on grants and cooperative agreements as soon as is practical, even in the presence of budget uncertainties, the Selection Official may decide to defer selection decisions on some proposals while making selection decisions on others. If a Selection Official uses this option, then proposals will be selected, not selected, or "not selected at this time."

Proposals that are "not selected at this time" may be considered for a supplemental selection when circumstances allow. All proposers whose proposals are "not selected at this time" will eventually be notified whether their proposal is selected through a supplemental selection or is no longer being considered for a supplemental selection.

Those proposers not selected will be notified by postal or electronic mail and offered a debriefing consistent with the policy in Section C.6 of the NASA Guidebook for Proposers.

## **7.2 Process for Appeals Prior to Formal Requests for Reconsideration**

This NRA is limited to awarding grants and cooperative agreements and will not result in the award of contracts except when required by statute or by NASA-specific regulations related to Minority Serving Institutions. Accordingly, the appeals and reconsideration processes under this NRA do not include protest rights either at the U.S. Government Accountability Office (GAO) or with the Agency, as defined in FAR 33.101. The provisions at FAR 52.233-2 ("Service of Protest") and NFS 1852.233-70 ("Protests to NASA") do not apply to this NRA.

A PI who is not satisfied with the explanation of the basis for the declination of its proposal may contact the Acting MUREP Manager, Office of Education, NASA Headquarters, in writing (delivered via e-mail, fax or regular mail) stating the reasons for requesting reconsideration of the declination and requesting an oral debriefing before initiating a formal Request for Reconsideration. (See Formal Request for Reconsideration, below) The Acting MUREP Manager must provide the debriefing expeditiously; i.e., usually within two weeks. Send a request for an oral debrief to:

Joeletta Patrick  
Acting MUREP Manager  
Office of Education  
NASA Headquarters  
Washington, DC 20546  
Email: joeletta.o.patrick@nasa.gov  
Fax number: 202-358-7097

## **Formal Requests for Reconsideration**

NASA's *Guidebook for Proposers* states:

### H.3 Requests for Reconsideration.

(ii) Written Request for Reconsideration to Selecting Official. Following the debriefing, dissatisfied PIs must within 30 calendar days of the debriefing submit in writing a Request for Reconsideration to the Selecting Official. If no debriefing has been conducted, the Request for Reconsideration must be submitted within 60 calendar days of notification that the proposal had been declined. The Selecting Official will respond in writing to the Request for Reconsideration within 30 calendar days. If additional time is required to prepare a response, an explanation of the need for more time will be given to the PI within 30 calendar days.

(iii) Appeals above the Selecting Official. Appeals of the Selecting Official's decision must be made within 30 calendar days of receipt of that decision. The written appeal must be submitted to the Associate Administrator or the Assistant Administrator of the Mission Directorate or Office issuing the solicitation. A response to the appeal will be provided to the PI within 30 calendar days.

Following an oral debriefing with the Acting MUREP Manager, if still not satisfied that the proposal's evaluation process was fair and reasonable, substantively and/or procedurally, a PI whose proposal has been declined may request a formal reconsideration within 30 days of the debriefing. Electronic or faxed requests for formal reconsiderations will not be accepted. Formal requests must 1) detail the reasons for the reconsideration request; 2) be printed on institutional letterhead; 3) be co-signed by the PI and the AOR and 4) be addressed to the Selection Official:

Deputy Associate Administrator for Education  
NASA Headquarters  
Washington, DC 20546  
Telephone: 202-358-0103

Finally, the NASA Procurement Ombudsman Program is available under this NRA as a procedure for addressing concerns and disagreements. The clause at NASA FAR Supplement (NFS) 1852.215-84 ("Ombudsman") is incorporated into this NRA. The cognizant ombudsman is:

Director, Contract Management Division  
Office of Procurement  
NASA Headquarters  
Washington, DC 20546  
Telephone: 202-358-2090

### **7.3 Administrative and National Policy Requirements**

Grant and cooperative agreement awards are subject to the *NASA Grant and Cooperative Agreement Handbook*, located at [http://prod.nais.nasa.gov/pub/pub\\_library/grcover.htm](http://prod.nais.nasa.gov/pub/pub_library/grcover.htm). This handbook consists of four sections that prescribe the policies and procedures relating to the award and administration of NASA grants and cooperative agreements. Section A provides the text of provisions and special conditions and addresses NASA's authority, definitions, applicability, amendments, publications, deviations, pre-award requirements and post-award requirements currently covered by 14 CFR §1260. Section B relates to grants and cooperative agreements with institutions of higher education, hospitals, and other nonprofit institutions. Sections A and B, with the special considerations in subpart 14 C.F.R. §1260.4(b), apply to awards with commercial firms that do not involve cost sharing. Section C adopts the administrative requirements of OMB Circular No. A-102 and relates to administrative requirements for grants and cooperative agreements to state and local governments. Section D relates to awards with commercial firms.

### **7.4 Award Reporting Requirements**

The reporting requirements for awards made through this NRA will be consistent with Exhibit G of the *NASA Grants Handbook*. Any additional requirements are specified in the activity description.

### **7.5 Additional Terms and Conditions**

#### **Personal Identity Verification (PIV) of Grant/Cooperative Agreement Personnel**

If any proposal personnel are expected to work on a NASA Center, they will have to comply with the following requirements.

In accordance with the requirements of 14 C.F.R §1260.35, Investigative Requirements, recipients needing access to a NASA Center, facility, or computer system, or to NASA technical information shall comply with the requirements of this provision and shall ensure that individuals needing such access shall provide the personal background and biographical information requested by NASA.

14 C.F.R. §1260.35 is hereby further defined that recipients shall comply with the PIV Card Issuance Procedures identified in Appendix A.

Receipt of Federal financial assistance (Federal Money, Federal Property and detail of Federal Personnel) by an entity triggers the authority and jurisdiction of civil rights laws and regulations for Federally assisted programs. If your entity is awarded a NASA grant, the obligation to comply with Title VI, Section 504 and the Age Discrimination Act is triggered. *All programs, services and activities of your organization must comply with these regulations, not just the program or exhibit which will be supported by the NASA grant. If your entity currently receives*

a grant from another Federal agency, then your entity is already required to comply with these laws.

## 8. POINTS OF CONTACT FOR FURTHER INFORMATION

General questions and comments about the policies of this NRA may be directed to:

Joeletta Patrick, Acting Manager  
Minority University Research and Education Project  
OE Lead for EONS  
Office of Education  
National Aeronautics and Space Administration  
300 E Street SW  
Washington, DC 20546-0001  
Telephone: (202) 358-2378  
Email: [joeletta.o.patrick@nasa.gov](mailto:joeletta.o.patrick@nasa.gov)

**Note: Proposals shall not be submitted to this address. Proposals shall be submitted electronically as described in Section 4 of this NRA.**

Specific questions about a given activity in this NRA should be directed to the Project Manager(s) listed in the *Summary of Key Information* subsection that concludes each activity description.

Inquiries about accessing or using the NASA proposal system located at <http://nspires.nasaprs.com> should be directed by an email that includes a telephone number to [nspires-help@nasaprs.com](mailto:nspires-help@nasaprs.com) or by calling (202) 479-9376. This help center is staffed Monday through Friday, 8:00 a.m. – 6:00 p.m. Eastern Time, excluding federal holidays.

Inquiries about accessing or using Grants.gov located at <http://www.grants.gov> are available by email at [support@grants.gov](mailto:support@grants.gov), or by calling 1-800-518-4726 and via the website at <http://www.grants.gov>.

## 9. ANCILLARY INFORMATION

### 9.1 Announcement of Updates/Amendments to Solicitation

Because this NRA is released far in advance of many of the deadlines given in Table 2, additional major programmatic information for any of its elements may develop before their proposal due dates. If so, such information will be added as a formal amendment to this NRA and posted at EONS homepage at <http://nspires.nasaprs.com> (select “Solicitations” then “Open Solicitations” then “NNH14ZHA001N”). It is the responsibility of the prospective proposer to check this NRA’s homepage for updates concerning the activity(s) of interest.

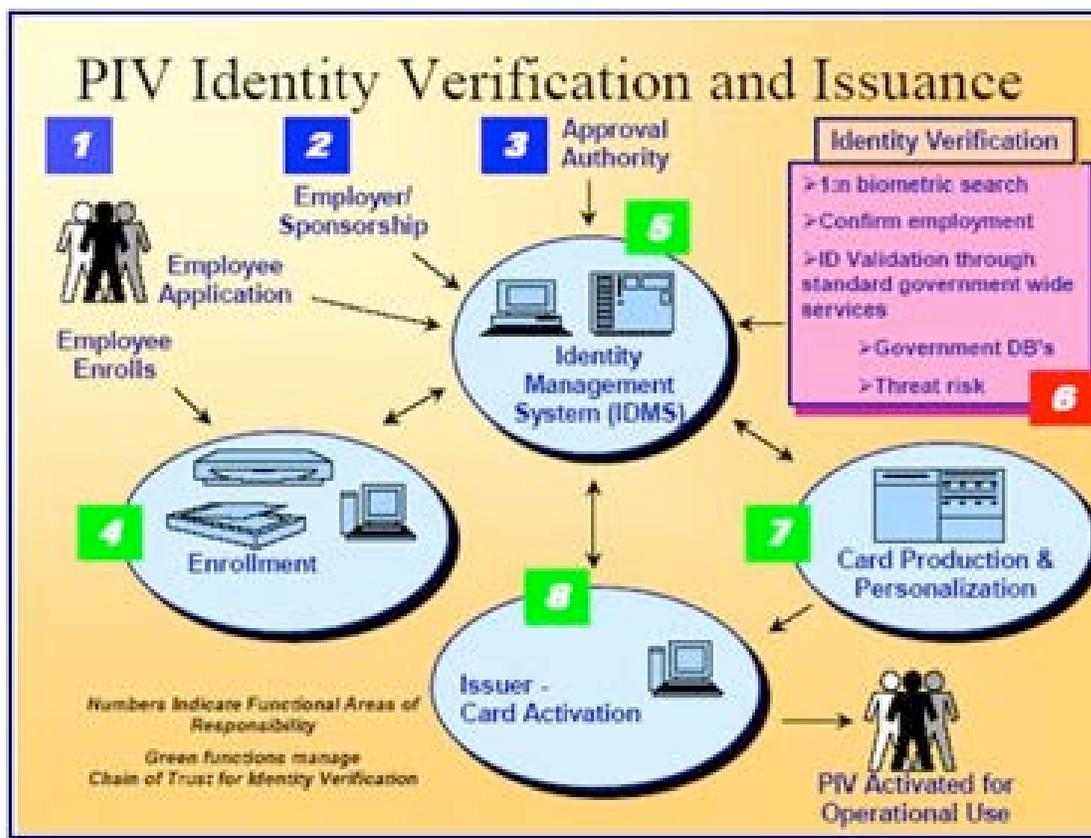
Any clarifications or questions and answers that are published will be posted on the relevant activity’s web page at <http://nspires.nasaprs.com> (select “Solicitations” then “Open Solicitations” then “NNH14ZHA001N” then “List of Activities” then the relevant activity). FAQs may be updated until the proposal due date.

## APPENDIX A

### PIV Card Issuance Procedures in accordance with NASA Grant and Cooperative Agreement Handbook 14 C.F.R. § 1260.35 Investigative Requirements (January 2004)

FIPS 201 Appendix F graphically displays the following procedure for the issuance of a PIV credential.

Figure F-1, FIPS 201,



Appendix F

#### Step 1

The grantee or recipient submits a formal letter that provides a list of the names of individuals (applicants) who require access to a federally-controlled facility or access to a Federal information system to the cognizant NASA technical officer. In the case of a foreign national applicant, approval through the NASA Foreign National Management System (NFMMS) shall be obtained for the visit or assignment before any processing for a PIV credential can take place. Further, if the foreign national is not under a grant, cooperative agreement, where a technical officer has been officially designated, the foreign national will provide the information directly to their visit/assignment host, and the host sponsor will fulfill the duties of the technical officer mentioned herein. In each case, the letter shall include the subject grant or cooperative

agreement number, the foreign national's full name (first, middle and last), social security number (SSN) or NASA Foreign National Management System Visitor Number (if the foreign national does not have a SSN), and date and place of birth. If the applicant has a current satisfactorily completed National Agency Check with Inquiries (NACI) or an equivalent or higher degree of background investigation, the letter shall indicate the type of investigation, the agency completing the investigation, and date the investigation was completed. Also, the letter shall specify the risk/sensitivity level associated with the position in which each applicant will be working (NPR 1600.1, §4.5 is germane). Further, the letter shall also acknowledge that applicants may be denied access to NASA information or information systems based on an unsatisfactory background investigation/adjudication.

After reviewing the letter for completeness and concurring with the risk/sensitivity levels, the technical officer/host shall forward the letter to the Center Chief of Security (CCS). The CCS shall review the OPM databases (e.g., DCII, PIP, et al.), and take appropriate steps to validate the applicant's investigation status. Requirements for a NACI or other investigation shall be initiated only if necessary.

Applicants who do not currently possess the required level of background investigation shall be directed to the e-QIP web site to complete the necessary background investigation forms online. The CCS shall provide to the technical officer/host information and instructions on how to access the e-QIP for each grantee, recipient or foreign national employee requiring access.

## **Step 2**

Upon acceptance of the letter/background information, the applicant will be advised that in order to complete the investigative process, he or she shall appear in-person before the authorized PIV registrar and submit two forms of identity source documents in original form. The identity source documents shall come from the list of acceptable documents included in Form I-9, Employment Eligibility Verification, one of which shall be a Federal<sup>1</sup> or State issued picture identification. Fingerprints will be taken at this time. The applicant shall appear no later than the entry on duty date.

When the applicant appears, the registrar will electronically scan the submitted documents; any document that appears invalid will be rejected by the registrar. The registrar will capture electronically both a facial image and fingerprints of the applicant. The information submitted by the applicant will be used to create or update the applicant identity record in the Identity Management System (IDMS).

## **Step 3**

Upon the applicant's completion of the investigative document, the CCS reviews the information, and resolves discrepancies with the applicant as necessary. When the applicant has appeared in person and completed fingerprints, the package is electronically submitted to initiate the NACI. The CCS includes a request for feedback on the NAC portion of the NACI at the time the request is submitted.

#### **Step 4**

Prior to authorizing physical access of a grantee or recipient to a federally-controlled facility or access to a Federal information system, the CCS will ensure that a check has been performed with the National Crime Information Center (NCIC) and Interstate Identification Index. In the case of a foreign national, a national check of the Bureau of Immigration and Customs Enforcement (BICE) database will be performed for each applicant. If this process yields negative information, the CCS will immediately notify the technical officer/host of the determination regarding access made by the CCS.

#### **Step 5**

Upon receipt of the completed NAC, the CCS will update IDMS from the NAC portion of the NACI and indicate the result of the suitability determination. If an unsatisfactory suitability determination is rendered, the technical officer will advise the grantee or recipient that the applicant is being denied physical access to all federally-controlled facilities and Federal information systems.

Based on a favorable NAC and NCIC/III or BICE check, the CCS will authorize the issuance of a PIV federal credential in the Physical Access Control System (PACS) database. The CCS, based on information provided by the technical officer/host, will determine what physical access the applicant should be granted once the PIV issues the credential.

#### **Step 6**

Using the information provided by the applicant during his or her in-person appearance, the PIV card production facility creates and instantiates the approved PIV card for the applicant with an activation date commensurate with the applicant's start date.

#### **Step 7**

The applicant proceeds to the credential issuance facility to begin processing for receipt of his/her federal credential.

The applicant provides to the credential issuing operator proof of identity with documentation that meets the requirements of FIPS 201 (DHS Employment Eligibility Verification (Form I-9)) documents. These documents **shall** be the same documents submitted for registration.

The credential issuing operator will verify that the facial image, and optionally referenced finger print, matches the enrollment data used to produce the card. Upon verification of identity, the operator will locate the employee's record in the PACS database, and modify the record to indicate the PIV card has been issued. The applicant will select a PIN for use with his or her new PIV card. Although root data is inaccessible to the operator, certain fields (hair color, eye color, etc.) may be modified to more accurately record the employee's information.

The applicant proceeds to a kiosk or other workstation to complete activation of the PIV card using the initial PIN entered at card issuance.

---

<sup>1</sup>*A non-PIV government identification badge, including the NASA Photo Identification Badge, MAY NOT BE USED for the original issuance of a PIV vetted credential.*

---

**ALTERNATIVE FOR APPLICANTS WHO DO NOT HAVE A COMPLETED AND ADJUDICATED NAC AT THE TIME OF ENTRANCE ON DUTY (EOD)**

Steps 1 through 4 shall be accomplished for all applicants in accordance with the process described above. If the applicant is unable to appear in person until the time of entry on duty, or does not, for any other reason, have a completed and adjudicated NAC portion of the NACI at the time of entrance on duty, the following interim procedures shall apply.

1. If the documents required to submit the NACI have not been completed prior to EOD, the applicant will be instructed to complete all remaining requirements for submission of the investigation request. This includes presentation of I-9 documents and completion of fingerprints, if not already accomplished. If the applicant fails to complete these activities as prescribed in NPR 1600.1 (Chapters 3 & 4), it may be considered as failure to meet the conditions required for physical access to a federally-controlled facility or access to a Federal information system, and result in denial of such access.
2. Based on favorable results of the NCIC, the applicant shall be issued a temporary NASA identification card for a period not-to-exceed six months. If at the end of the six month period the NAC results have not been returned, the agency will at that time make a determination as to whether an additional extension will be granted for the temporary identification card.
3. Upon return of the completed NAC, the process will continue from Step 5.

## APPENDIX B

### Sample Proposal Format

	<b>Cover Page for Proposal Submitted to the National Aeronautics and Space Administration</b>	<b>NASA Proposal Number</b>			
<b>NASA PROCEDURE FOR HANDLING PROPOSALS</b>					
This proposal shall be used and disclosed for evaluation purposes only, and a copy of this Government notice shall be applied to any reproduction or abstract thereof. Any authorized restrictive notices that the submitter places on this proposal shall also be strictly complied with. Disclosure of this proposal for any reason outside the Government evaluation purposes shall be made only to the extent authorized by the Government.					
<b>SECTION I - Proposal Information</b>					
Principal Investigator		E-mail Address		Phone Number	
Street Address (1)			Street Address (2)		
City	State / Province	Postal Code	Country Code		
Proposal Title :					
Proposed Start Date	Proposed End Date	Total Budget	Year 1 Budget	Year 2 Budget	Year 3 Budget
<b>SECTION II - Application Information</b>					
NASA Program Announcement Number	NASA Program Announcement Title				
<i>For Consideration By NASA Organization (the soliciting organization, or the organization to which an unsolicited proposal is submitted)</i>					
Date Submitted	Submission Method	Grants.gov Application Identifier	Applicant Proposal Identifier		
Type of Application	Predecessor Award Number	Other Federal Agencies to Which Proposal Has Been Submitted			
International Participation	Type of International Participation				
<b>SECTION III - Submitting Organization Information</b>					
DUNS Number	CAGE Code	Employer Identification Number (EIN or TIN)	Organization Type		
Organization Name (Standard/Legal Name)				Company Division	
Organization DBA Name				Division Number	
Street Address (1)			Street Address (2)		
City	State / Province	Postal Code	Country Code		
<b>SECTION IV - Proposal Point of Contact Information</b>					
Name		Email Address		Phone Number	
<b>SECTION V - Certification and Authorization</b>					
<b>Certification of Compliance with Applicable Executive Orders and U.S. Code</b> By submitting the proposal identified in the Cover Sheet/Proposal Summary in response to this Research Announcement, the Authorizing Official of the proposing organization (or the individual proposer if there is no proposing organization) as identified below: <ul style="list-style-type: none"> <li>• certifies that the statements made in this proposal are true and complete to the best of his/her knowledge;</li> <li>• agrees to accept the obligations to comply with NASA award terms and conditions if an award is made as a result of this proposal; and</li> <li>• confirms compliance with all provisions, rules, and stipulations set forth in the two Certifications and one Assurance contained in this NRA (namely, (I) the Assurance of Compliance with the NASA Regulations Pursuant to Nondiscrimination in Federally Assisted Programs, and (II) Certifications, Disclosures, and Assurances Regarding Lobbying and Debarment and Suspension.</li> </ul> Willful provision of false information in this proposal and/or its supporting documents, or in reports required under an ensuing award, is a criminal offense (U.S. Code, Title 18, Section 1001).					
Authorized Organizational Representative (AOR) Name		AOR E-mail Address		Phone Number	
AOR Signature (Must have AOR's original signature. Do not sign "for" AOR.)				Date	

FORM NRESS-300 Version 3.0 Apr 09

PI Name :		NASA Proposal Number	
Organization Name :			
Proposal Title :			
<b>SECTION VI - Team Members</b>			
Team Member Role	Team Member Name	Contact Phone	E-mail Address
Organization/Business Relationship		Cage Code	DUNS#
International Participation	U.S. Government Agency		Total Funds Requested
Team Member Role	Team Member Name	Contact Phone	E-mail Address
Organization/Business Relationship		Cage Code	DUNS#
International Participation	U.S. Government Agency		Total Funds Requested
Team Member Role	Team Member Name	Contact Phone	E-mail Address
Organization/Business Relationship		Cage Code	DUNS#
International Participation	U.S. Government Agency		Total Funds Requested

PI Name :	NASA Proposal Number
Organization Name :	
Proposal Title :	
<b>SECTION VII - Project Summary</b>	
<h1>SAMPLE</h1>	

PI Name :		NASA Proposal Number		
Organization Name :				
Proposal Title :				
<b>SECTION VIII - Other Project Information</b>				
<b>Proprietary Information</b>				
Is proprietary/privileged information included in this application?				
<b>International Collaboration</b>				
Does this project involve activities outside the U.S. or partnership with International Collaborators? No				
Principal Investigator	Co-Investigator	Collaborator	Equipment	Facilities
Explanation :				
<b>NASA Civil Servant Project Personnel</b>				
Are NASA civil servant personnel participating as team members on this project (include funded and unfunded)?				
Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
Number of FTEs	Number of FTEs	Number of FTEs	Number of FTEs	Number of FTEs

PI Name :		NASA Proposal Number
Organization Name :		
Proposal Title :		
<b>SECTION VIII - Other Project Information</b>		
<b>Environmental Impact</b>		
Does this project have an actual or potential impact on the environment?	Has an exemption been authorized or an environmental assessment (EA) or an environmental impact statement (EIS) been performed?	
Environmental Impact Explanation:		
Exemption/EA/EIS Explanation:		

PI Name :	NASA Proposal Number
Organization Name:	
Proposal Title :	

**SECTION VIII -Other Project Information**

**Historical Site/Object Impact**

Does this project have the potential to affect historic, archeological, or traditional cultural sites (such as Native American burial or ceremonial grounds) or historic objects (such as an historic aircraft or spacecraft)?

Explanation:

SAMPLE

PI Name :	NASA Proposal Number
Organization Name :	
Proposal Title :	
<b>SECTION IX - Program Specific Data</b>	

SAMPLE

PI Name :		NASA Proposal Number		
Organization Name :				
Proposal Title :				
<b>SECTION X - Budget</b>				
Cumulative Budget				
Budget Cost Category	Funds Requested (\$)			
	Year 1 (\$)	Year 2 (\$)	Year 3 (\$)	Total Project (\$)
A. Direct Labor - Key Personnel	0.00	0.00	0.00	0.00
B. Direct Labor - Other Personnel	0.00	0.00	0.00	0.00
Total Number Other Personnel	0	0	0	0
<b>Total Direct Labor Costs (A+B)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
C. Direct Costs - Equipment	0.00	0.00	0.00	0.00
D. Direct Costs - Travel	0.00	0.00	0.00	0.00
Domestic Travel	0.00	0.00	0.00	0.00
Foreign Travel	0.00	0.00	0.00	0.00
E. Direct Costs - Participant/Trainee Support Costs	0.00	0.00	0.00	0.00
Tuition/Fees/Health Insurance	0.00	0.00	0.00	0.00
Stipends	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Subsistence	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00
Number of Participants/Trainees				0
F. Other Direct Costs	0.00	0.00	0.00	0.00
Materials and Supplies	0.00	0.00	0.00	0.00
Publication Costs	0.00	0.00	0.00	0.00
Consultant Services	0.00	0.00	0.00	0.00
ADP/Computer Services	0.00	0.00	0.00	0.00
Subawards/Consortium/Contractual Costs	0.00	0.00	0.00	0.00
Equipment or Facility Rental/User Fees	0.00	0.00	0.00	0.00
Alterations and Renovations	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00
<b>G. Total Direct Costs (A+B+C+D+E+F)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
H. Indirect Costs	0.00	0.00	0.00	0.00
<b>I. Total Direct and Indirect Costs (G+H)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
J. Fee	0.00	0.00	0.00	0.00
<b>K. Total Cost (I+J)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Cumulative Budget</b>				<b>0.00</b>

PI Name :						NASA Proposal Number			
Organization Name :									
Proposal Title :									
<b>SECTION X - Budget</b>									
Start Date :			End Date :		Budget Type :		Budget Period :		
<b>A. Direct Labor - Key Personnel</b>									
<b>Name</b>		<b>Project Role</b>	<b>Base Salary (\$)</b>	<b>Cal. Months</b>	<b>Acad. Months</b>	<b>Summ. Months</b>	<b>Requested Salary (\$)</b>	<b>Fringe Benefits (\$)</b>	<b>Funds Requested (\$)</b>
			0.00				0.00	0.00	0.00
Total Key Personnel Costs								0.00	
<b>B. Direct Labor - Other Personnel</b>									
<b>Number of Personnel</b>	<b>Project Role</b>		<b>Cal. Months</b>	<b>Acad. Months</b>	<b>Summ. Months</b>	<b>Requested Salary (\$)</b>	<b>Fringe Benefits (\$)</b>	<b>Funds Requested (\$)</b>	
0	Total Number Other Personnel							0.00	
<b>Total Direct Labor Costs (Salary, Wages, Fringe Benefits) (A+B)</b>								<b>0.00</b>	

PI Name :		NASA Proposal Number	
Organization Name :			
Proposal Title :			
<b>SECTION X - Budget</b>			
Start Date :	End Date :	Budget Type :	Budget Period :
<b>C. Direct Costs - Equipment</b>			
<b>Item No.</b>	<b>Equipment Item Description</b>	<b>Funds Requested (\$)</b>	
	<b>Total Equipment Costs</b>	<b>0.00</b>	
<b>D. Direct Costs - Travel</b>			
		<b>Funds Requested (\$)</b>	
1. Domestic Travel (Including Canada, Mexico, and U.S. Possessions)		<b>0.00</b>	
2. Foreign Travel		<b>0.00</b>	
	<b>Total Travel Costs</b>	<b>0.00</b>	
<b>E. Direct Costs - Participant/Trainee Support Costs</b>			
		<b>Funds Requested (\$)</b>	
1. Tuition/Fees/Health Insurance		<b>0.00</b>	
2. Stipends		<b>0.00</b>	
3. Travel		<b>0.00</b>	
4. Subsistence		<b>0.00</b>	
<b>Number of Participants/Trainees:</b>		<b>Total Participant/Trainee Support Costs</b>	<b>0.00</b>

PI Name :		NASA Proposal Number	
Organization Name :			
Proposal Title : IS23 Test 1			
<b>SECTION X - Budget</b>			
Start Date :	End Date :	Budget Type :	Budget Period :
<b>F. Other Direct Costs</b>			
			<b>Funds Requested (\$)</b>
1. Materials and Supplies			0.00
2. Publication Costs			0.00
3. Consultant Services			0.00
4. ADP/Computer Services			0.00
5. Subawards/Consortium/Contractual Costs			0.00
6. Equipment or Facility Rental/User Fees			0.00
7. Alterations and Renovations			0.00
<b>Total Other Direct Costs</b>			<b>0.00</b>
<b>G. Total Direct Costs</b>			
			<b>Funds Requested (\$)</b>
<b>Total Direct Costs (A+B+C+D+E+F)</b>			<b>0.00</b>
<b>H. Indirect Costs</b>			
		<b>Indirect Cost Rate (%)</b>	<b>Indirect Cost Base (\$)</b>
Cognizant Federal Agency:		<b>Funds Requested (\$)</b>	
		<b>Total Indirect Costs</b>	
		<b>0.00</b>	
<b>I. Direct and Indirect Costs</b>			
			<b>Funds Requested (\$)</b>
<b>Total Direct and Indirect Costs (G+H)</b>			<b>0.00</b>
<b>J. Fee</b>			
			<b>Funds Requested (\$)</b>
			<b>Fee</b>
			<b>0.00</b>
<b>K. Total Cost</b>			
			<b>Funds Requested (\$)</b>
<b>Total Cost with Fee (I+J)</b>			<b>0.00</b>

PI Name :						NASA Proposal Number			
Organization Name :									
Proposal Title :									
<b>SECTION X - Budget</b>									
Start Date :		End Date :		Budget Type :		Budget Period :			
<b>A. Direct Labor - Key Personnel</b>									
Name		Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Summ. Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
			0.00				0.00	0.00	0.00
Total Key Personnel Costs									0.00
<b>B. Direct Labor - Other Personnel</b>									
Number of Personnel	Project Role		Cal. Months	Acad. Months	Summ. Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)	
0	Total Number Other Personnel							Total Other Personnel Costs	0.00
<b>Total Direct Labor Costs (Salary, Wages, Fringe Benefits) (A+B)</b>									0.00

PI Name :		NASA Proposal Number	
Organization Name :			
Proposal Title :			
<b>SECTION X - Budget</b>			
Start Date :	End Date :	Budget Type :	Budget Period :
<b>C. Direct Costs - Equipment</b>			
<b>Item No.</b>	<b>Equipment Item Description</b>	<b>Funds Requested (\$)</b>	
	<b>Total Equipment Costs</b>	<b>0.00</b>	
<b>D. Direct Costs - Travel</b>			
		<b>Funds Requested (\$)</b>	
1. Domestic Travel (Including Canada, Mexico, and U.S. Possessions)		<b>0.00</b>	
2. Foreign Travel		<b>0.00</b>	
	<b>Total Travel Costs</b>	<b>0.00</b>	
<b>E. Direct Costs - Participant/Trainee Support Costs</b>			
		<b>Funds Requested (\$)</b>	
1. Tuition/Fees/Health Insurance		<b>0.00</b>	
2. Stipends		<b>0.00</b>	
3. Travel		<b>0.00</b>	
4. Subsistence		<b>0.00</b>	
<b>Number of Participants/Trainees:</b>		<b>Total Participant/Trainee Support Costs</b>	<b>0.00</b>

PI Name :		NASA Proposal Number	
Organization Name :			
Proposal Title :			
<b>SECTION X - Budget</b>			
Start Date :	End Date :	Budget Type :	Budget Period :
<b>F. Other Direct Costs</b>			
			Funds Requested (\$)
1. Materials and Supplies			0.00
2. Publication Costs			0.00
3. Consultant Services			0.00
4. ADP/Computer Services			0.00
5. Subawards/Consortium/Contractual Costs			0.00
6. Equipment or Facility Rental/User Fees			0.00
7. Alterations and Renovations			0.00
Total Other Direct Costs			0.00
<b>G. Total Direct Costs</b>			
			Funds Requested (\$)
Total Direct Costs (A+B+C+D+E+F)			0.00
<b>H. Indirect Costs</b>			
		Indirect Cost Rate (%)	Indirect Cost Base (\$)
Cognizant Federal Agency:		Total Indirect Costs	
		0.00	
<b>I. Direct and Indirect Costs</b>			
			Funds Requested (\$)
Total Direct and Indirect Costs (G+H)			0.00
<b>J. Fee</b>			
			Funds Requested (\$)
			0.00
Fee			0.00
<b>K. Total Cost</b>			
			Funds Requested (\$)
Total Cost with Fee (I+J)			0.00

PI Name :						NASA Proposal Number		
Organization Name :								
Proposal Title :								
<b>SECTION X - Budget</b>								
Start Date :			End Date :		Budget Type :		Budget Period :	
<b>A. Direct Labor - Key Personnel</b>								
Name	Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Summ. Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
		0.00				0.00	0.00	0.00
Total Key Personnel Costs								0.00
<b>B. Direct Labor - Other Personnel</b>								
Number of Personnel	Project Role	Cal. Months	Acad. Months	Summ. Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)	
0	Total Number Other Personnel							
Total Other Personnel Costs							0.00	
<b>Total Direct Labor Costs (Salary, Wages, Fringe Benefits) (A+B)</b>								0.00

PI Name :		NASA Proposal Number	
Organization Name :			
Proposal Title :			
<b>SECTION X - Budget</b>			
Start Date :	End Date :	Budget Type :	Budget Period :
<b>C. Direct Costs - Equipment</b>			
<b>Item No.</b>	<b>Equipment Item Description</b>	<b>Funds Requested (\$)</b>	
	<b>Total Equipment Costs</b>	<b>0.00</b>	
<b>D. Direct Costs - Travel</b>			
		<b>Funds Requested (\$)</b>	
1. Domestic Travel (Including Canada, Mexico, and U.S. Possessions)		<b>0.00</b>	
2. Foreign Travel		<b>0.00</b>	
	<b>Total Travel Costs</b>	<b>0.00</b>	
<b>E. Direct Costs - Participant/Trainee Support Costs</b>			
		<b>Funds Requested (\$)</b>	
1. Tuition/Fees/Health Insurance		<b>0.00</b>	
2. Stipends		<b>0.00</b>	
3. Travel		<b>0.00</b>	
4. Subsistence		<b>0.00</b>	
<b>Number of Participants/Trainees:</b>		<b>Total Participant/Trainee Support Costs</b>	<b>0.00</b>

PI Name :		NASA Proposal Number	
Organization Name :			
Proposal Title :			
<b>SECTION X - Budget</b>			
Start Date :	End Date :	Budget Type :	Budget Period :
<b>F. Other Direct Costs</b>			<b>Funds Requested (\$)</b>
1. Materials and Supplies			0.00
2. Publication Costs			0.00
3. Consultant Services			0.00
4. ADP/Computer Services			0.00
5. Subawards/Consortium/Contractual Costs			0.00
6. Equipment or Facility Rental/User Fees			0.00
7. Alterations and Renovations			0.00
<b>Total Other Direct Costs</b>			<b>0.00</b>
<b>G. Total Direct Costs</b>			<b>Funds Requested (\$)</b>
<b>Total Direct Costs (A+B+C+D+E+F)</b>			<b>0.00</b>
<b>H. Indirect Costs</b>			
		Indirect Cost Rate (%)	Indirect Cost Base (\$)
Cognizant Federal Agency:		<b>Total Indirect Costs</b>	
			<b>0.00</b>
<b>I. Direct and Indirect Costs</b>			<b>Funds Requested (\$)</b>
<b>Total Direct and Indirect Costs (G+H)</b>			<b>0.00</b>
<b>J. Fee</b>			<b>Funds Requested (\$)</b>
			<b>Fee</b>
			<b>0.00</b>
<b>K. Total Cost</b>			<b>Funds Requested (\$)</b>
<b>Total Cost with Fee (I+J)</b>			<b>0.00</b>

**APPENDIX C**  
**EONS Policy on Late Proposals**

NASA does not pre-approve the submission of a late proposal. The decision to submit a late proposal is solely that of the proposer, and it is then NASA's decision whether to accept it or not. If NSPIRES is not totally shut down, then it automatically captures the time the system received the proposal and the proposal is "LATE" when submitted later than 11:59:59 PM Eastern Time on the date the proposals are due. When NSPIRES is totally shut down, the proposer is prevented from finishing its submission.

NSPIRES generates an automatic acknowledgement when any proposal is submitted on time or late. If a proposal was submitted late and NSPIRES captured it the message is the same and it will resemble the following:

**Sample Acknowledgement of Submission**

-----Original Message-----

From: [nspires@nasaprs.com](mailto:nspires@nasaprs.com)

Sent: <Name of the day of the Week>, Name of Month, Date, Year <Message Time Hour:Minute>

To: <email address of submitter>

Cc: <email address of submitter>

Subject: NASA NSPIRES - Proposal has been submitted to NASA

The following proposal has been submitted for consideration of an award by NASA:

Proposal Number: xx-201?[EONS Appendix]-000X

Proposal Title: <Name as submitted by the AOR>

Submitting Organization: <Name that shows up in NSPIRES>

Authorized Organization Representative: First and then Last NAME

Principal Investigator: First then Last NAME

Date submitted: Numeric Month/ Numeric Day /Numeric Year Hour:Minute:Second

To log in to NSPIRES, click on this link: <http://nspires.nasaprs.com/>

If the above URL is not an active link, please cut and paste the entire URL into your web browser.

If you have questions or problems regarding this, or any other NSPIRES business, please contact the NSPIRES Help Desk:

E-mail: [NSPIRES-HELP@nasaprs.com](mailto:NSPIRES-HELP@nasaprs.com)

Phone Support: (202) 479-9376

Hours: Monday through Friday, 8:00 AM to 6:00 PM EST/EDT

This message is being sent from an outbound-only mail server. Please do not reply to this message.

-----End of Excerpt-----

If your entity does not receive a notice similar to the sample above after submission of your proposal, check spam filters and junk boxes. If unable to locate the e-mail acknowledgement, then contact the NSPIRES Help Desk or log in directly to NSPIRES to check a submission status.

Only the Selection Official or a designee may accept a late proposal for assignment to external review. Late proposals normally are only considered for review if there is a practical way of reviewing the proposal along with the on-time proposals. If for some known or unknown reason your entity's proposal was not submitted by the proposal due date, send a detailed explanatory note via e-mail to the Support Contractor for this NRA:

NASA Research & Education Support Services  
2345 Crystal Drive, Suite 500  
Arlington, VA 22202

202-479-9030  
202-479-0511 (fax)  
Email: [help@nasaprs.com](mailto:help@nasaprs.com)

Decisions about each proposal submitted—either on time or late--will be communicated electronically (not by phone or personalized email) to each PI and AOR via NSPIRES. It is entirely possible that a late proposer might not know whether or not it was accepted for review until all proposers are notified approximately nine months from the NRA's proposal due date.

When decisions are made a computer-generated e-mail goes out requesting the PI/AOR to log in. It will resemble the following:

**Sample Decision Notice E-mail**

-----Original Message-----

From: [nspires@nasaprs.com](mailto:nspires@nasaprs.com) [mailto:[nspires@nasaprs.com](mailto:nspires@nasaprs.com)]

Sent: Name of Weekday, Month ??, 20?? H:Min PM/AM

To: [NSPIRES-admin@nasaprs.com](mailto:NSPIRES-admin@nasaprs.com)

Subject: NASA NSPIRES - Decision has been made.

A decision has been made by NASA for:

Solicitation Number: NNH????????

Solicitation Title: [EONS Appendix Reference]

Acronym: [EONS Appendix Reference]

Proposal Due Date: 0?/?/20??

You may access information regarding this decision by logging in to NSPIRES:

<http://nspires.nasaprs.com/>

Decision information can be accessed in two ways:

After logging in, the Principal Investigator selects the "Proposals" link, the "Submitted Proposals/NOIs" link, and then clicks on the proposal submitted to the solicitation identified above. The document(s) provided by NASA will be displayed under the heading "PI Information Package" located at the bottom of the "View Proposal" page.

After logging in, the Authorized Organization Representative selects "Organization Mgmt" link and, from within the submitting organization, selects the "Organization Proposals" link, the "Submitted Proposals" link and then clicks on the proposal submitted to the solicitation identified above. The document(s) provided by NASA will be displayed under the heading "PI Information Package" located at the bottom of the "View Proposal" page.

If the above URL is not an active link, please cut and paste the entire URL into your web browser.

If you have questions or problems regarding this, or any other NSPIRES business, please contact the NSPIRES Help Desk:

E-mail: [nspires-help@nasaprs.com](mailto:nspires-help@nasaprs.com)

Phone Support: (202) 479-9376

Hours: Monday through Friday, 8:00 AM to 6:00 PM EST/EDT

This message is being sent from an outbound-only mail server. Please do not reply to this message.

-----

From the NASA Guidebook for Proposers Responding to a NASA Research Announcement (NRA) or Cooperative Agreement Notice (CAN)  
(<http://www.hq.nasa.gov/office/procurement/nraguidebook>):

Proposers should be aware that neither NASA personnel nor the employees of the support contractor that receives and handles proposals for NASA are empowered to authorize the submission of a late proposal and, therefore, such permission should not be requested. The decision to submit a late proposal is solely that of the Proposer, and it is then NASA's decision whether to accept it or not. Late proposals may be considered for review and possible selection only if they appear to offer a distinct benefit to NASA [Ref. Appendix B, Part (g)]. In this regard it is important to note that, since almost every NRA receives many more high-quality proposals than can be supported with the available funds, a determination by NASA that a late proposal is of distinct benefit over its competitors is likely to be rare.

Additionally Proposers should note that Grants.gov does not accept late proposals.

Appendix B Part (g) Late Proposals. Proposals or proposal modifications received after the latest date specified for receipt may be considered if a significant reduction in cost to the Government is probable or if there are significant technical advantages, as compared with proposals previously received.

Also see [http://www.hq.nasa.gov/office/procurement/regs/1815.htm#15\\_208](http://www.hq.nasa.gov/office/procurement/regs/1815.htm#15_208):

**1815.208 Submission, modification, revision, and withdrawal of proposals.**

(b) The FAR late proposal criteria do not apply to Announcements of Opportunity, NASA Research Announcements (see 1852.235-72), and Small Business Innovative Research (SBIR) Phase I and Phase II solicitations, and Small Business Technology Transfer (STTR) solicitations. For these solicitations, proposals or proposal modifications received from qualified firms after the latest date specified for receipt may be considered if a significant reduction in cost to the Government is probable or if there are significant technical advantages, as compared with proposals previously received. In such cases, the project office shall investigate the circumstances surrounding the late submission, evaluate its content, and submit written recommendations and findings to the selection official or a designee as to whether there is an advantage to the Government in considering it. The selection official or a designee shall determine whether to consider the late submission.

**Allowances for Technical Problems**

Proposers are advised in every NASA solicitation that it is their responsibility to begin the proposal submission process early enough to account for ubiquitous technical problems with computer systems and with the internet.

If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the Government office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume. An example might be an act of nature (e.g.,

hurricane or blizzard affecting NASA or a proposer's region) or an act of man (e.g., NSPIRES is offline).

The failure of the proposing team to complete its proposal prior to the deadline, for whatever reason, does not constitute a technical problem. The failure of the proposer to meet a known delivery deadline does not constitute a technical problem. Other circumstances that may constitute a technical problem will be reviewed on a case-by-case basis. The NASA Selection Official may declare a proposal “on time” if a proposal would have been received by NASA before the proposal deadline in the absence of the technical problem, if the technical problem cannot be reasonably anticipated and is beyond the reasonable control of the proposer, and if the proposer does not gain a competitive advantage through these circumstances.

**Any Changes or Revisions to a Proposal After the Due Date make the Proposal Late:**

It is not possible for a proposal to be updated, particularly the substance of a proposal, without NASA considering such revisions/updates as a late proposal. If a proposer wants to provide new material, revise, clarify or change or expand a submitted proposal, such a substantial update is akin to submitting a new proposal after the proposal’s due date. Changes or updates to basic descriptive data (e.g., a PI has retired or the submitting organization has a new President) are not changes to the proposal’s substance under the NRA; however, they cannot be reflected in the proposal submission either nor can they be considered in the review of the proposal. If during the course of the time between the proposal due date and decision announcement, there have been changes to the AOR and PI, please immediately notify the above mentioned NSPIRES Support Contractor for this NRA to confirm that the proposing organization will still be able to access NSPIRES.

## APPENDIX D

### Glossary of Acronyms and Definitions

#### ACRONYMS

ACC	Academic Competitiveness Council
AOR	Authorized Organization Representative
ARC	NASA Ames Research Center, Moffett Field, CA
ARMD	NASA Aeronautics Research and Mission Directorate
CCE	Climate Change Education
CCR	Central Contractor Registry
CIPAIR	Curriculum Improvement Partnership Award for the Integration of Research into the Undergraduate Curriculum
CO	Contracting Officer
CO-I	Co-Investigator
DFRC	NASA Dryden Flight Research Center, Edwards, CA
DUNS	Data Universal Numbering System; a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 100 million businesses worldwide
EIN	Employer Identification Number
EONS	Education Opportunities in NASA STEM
ESMD	NASA Exploration Systems Mission Directorate
FAQ	Frequently Asked Questions
FY	(Federal) Fiscal Year (October – September)
GRC	NASA Glenn Research Center, Cleveland, OH
GSFC	NASA Goddard Space Flight Center, Greenbelt, MD
HBCUs	Historically Black Colleges and Universities
HSI	Hispanic Serving Institutions
HSSIP	Hispanic Scholars Summer Internship Project
IGCCE	Innovations in Global Climate Change Education
JPL	NASA Jet Propulsion Laboratory, Pasadena, CA
JSC	NASA Johnson Space Center, Houston, TX
KSC	NASA Kennedy Space Center, FL
LRC	NASA Langley Research Center, Hampton, VA
MI	Minority Institutions (refers collectively to HBCUs, HSIs, TCUs, and other minority serving institutions of higher education)
MIE	Model Institutions for Excellence
MISE	Minorities in Science and Engineering
MSFC	NASA Marshall Space Flight Center, Huntsville, AL
MUREP	Minority University Research and Education Project
MSP	MUREP Small Projects
NOI	Notice of Intent
NPD	NASA Policy Directive
NSF	National Science Foundation
NRA	NASA Research Announcement
NRESS	NASA Research and Education Support Services
NSPIRES	NASA Solicitation and Proposal Integrated Review and Evaluation System

NSSC	NASA Shared Services Center
OE	NASA Office of Education
OMUs	Other Minority Universities (includes HSIs, TCUs, and other minority serving institutions of higher education)
PAR	Performance Accountability Report
PART	Performance Assessment Rating Tool
PI	Principal Investigator
PL	Public Law
PSTI	Pre-Service Teacher Institute
SMD	NASA Science Mission Directorate
SOMD	NASA Space Operations Mission Directorate
SRO	Sponsored Research Office
SSC	NASA Stennis Space Center, Mississippi
STEM	Science, Technology, Engineering, and Mathematics
TCUs	Tribal Colleges and Universities
TM	Technical Monitor
TO	Technical Officer

## **DEFINITIONS**

**American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African-American:** A person having origins in any of the black racial groups of Africa.

**Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture.

**Pacific Islander:** A person having origins in any of the original peoples of Hawaii; the US Pacific Territories of Guam, American Samoa, and the North American Marianas; the U.W. Trust Territory of Palau; the islands of Micronesia and Melanesia; and the Philippines.

**Targeted Disabled:** A person having a physical or mental impairment that substantially limits one or more major life activities; who has a record of such impairment or who is regarded as having such impairment. (See the LEAD (Leadership for the Employment of Americans with Disabilities) pages at the U.S. Equal Employment Opportunity Commission, <http://www.eeoc.gov/initiatives/lead/why.html>.)

**White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Underrepresented Minority:** Refers to persons from racial and ethnic groups whose enrollment in STEM education or participation in STEM professions is much smaller than that group's representation in the general population. African Americans, Hispanics/Latinos, and Native Americans and Pacific Islanders currently fit this definition.

**TABLE 3. MUREP Solicited Activities (in order of Appendicies of E-G)**

Note: TABLE 3 of this NRA is posted as a separate document on the EONS-2014 homepage located at <http://nspires.nasaprs.com/> (select “Solicitations” then “Open Solicitations” then “NNH14ZHA001N”).