

Submitting Step 2

[Note that these instructions used screen shots from SHP12; the process for other programs is the same.]

Once you receive an email from NSPIRES telling you that a decision has been made about the Step 1 opportunity, the Step 2 structure will be available for proposal creation and submission. Please note that the Step-2 structure is the ONLY structure that will be open at this time. Thus even though the system doesn't say "Step-2 proposal", you will be in the correct place. In future, NSPIRES will do a better job of displaying the "Step-1" vs. "Step-2" part of the process.

Log into NSPIRES and select "Create proposal" as per usual.

Create Proposal

Select Proposal Source

To create a proposal, you must first choose the source of the proposal. The source can be an open solicitation, a previously created Notice-of-Intent (NOI), or a collaborative proposal.

Choose Source

- Solicitation**
Search open solicitation announcements for the one you wish to respond to.
- NOI**
Create a proposal from your list of submitted NOIs.
- Prior-phase Proposal**
Create a (later) phase proposal based on a proposal submitted during an earlier phase.

Continue

Cancel

Select "Prior-phase Proposal" and click Continue.

After selecting Continue, you will see your Step 1 proposal. Sorry, this test proposal has a silly title – hopefully yours was more logical. Note that the Status (right column in screen shot) below is "Invited". Depending on how the second step was set up, there may be a different status here (e.g., Encouraged or Discouraged).

Create Proposal

Below is a list of proposals for the early phase of a multi-phase proposal. Select the proposal you wish to convert into a proposal for a later phase.

Select Prior Phase Proposal

Proposal Title	Proposal #	Solicitation	Status
<input type="radio"/> Step1/Step 2 test by NRESS - please AOR approve this.	12-SHP12-0086	NNH12ZDA001N-SHP:Heliophysics Research: Solar and Heliospheric Science	Invited

Continue

Cancel

Select the radio button next to your proposal title and click Continue.

The next couple steps will look familiar.

Create Proposal

Solicitation Announcement: Heliophysics Research: Solar and Heliospheric Science

It is recommended that you do not change the title from your previous proposal



Proposal Title

Step1/Step 2 test by NRESS – please AOR approve this.

Continue

Cancel

Click Continue

Create Proposal

Link to Submitting Organization

All proposals must be linked to a submitting organization in order to be submitted to NASA. Once the proposal is released, the organization will submit the proposal to NASA as appropriate. While this is a required step in the proposal process, you do not have to specify an organization at this time.

You cannot change the link to the submitting organization between phases. The link is displayed for information purposes only.

Submitting Organization: NASA Foreign PI Support Organization

Notes:

- The submitting organization will have the ability to view and edit the proposal.
- Linking an organization to a proposal is permanent. Once the link is established, it cannot be removed. If you are not sure about linking to an organization, choose "Do Not Link At This Time" from the drop down menu.

Continue

Cancel

Click Continue. Note that you cannot change the submitting organization. If you have moved since Step-1 was submitted, please contact NASA immediately AND ensure that you get an NSPIRES Affiliation with your new organization ASAP.

Create Proposal

Confirm Proposal Creation

Based on the information you have submitted, you are about to create the following proposal:

Proposal Title:

Step1/Step 2 test by NRESS - please AOR approve this.

For Solicitation Announcement:

NNH12ZDA001N-SHP: Heliophysics Research: Solar and Heliospheric Science

Prior Phase Proposal Import Options

Type

File Name

If this is correct, select "Save" to create the proposal and continue on to the edit proposal screens.

Save

Cancel

Click Save. Now you have the start of your Step 2 proposal and you will be on the “View Proposal” page. Note that some things have carried forward – like your abstract and your team members. **Make sure you read the solicitation for any restrictions on changing anything.** From here forward, it looks like what you expect for a standard proposal. Please be sure to check and complete all “cover page elements”.

You can reach the NSPIRES Help Desk at (202) 479-9376, or by email at nspires-help@nasaprs.com.

Points of contact for all calls can be found [here](#).