

Proposal Submission Frequently Asked Questions

Date Added: This question and answer included at time of solicitation release

Q: I cannot find the answers to my questions in the solicitation, the guidebook, or this FAQ. Who can I ask for assistance?

Q: Please ensure that you read the solicitation, Guidebook for Proposers, the online NSPIRES help files/tutorials, and this FAQ in their entirety before contacting NASA with questions.

For NSPIRES-related questions and the online preparation and submission of your proposals, e-mail nspires-help@nasaprs.com or by telephone to (202) 479-9376 Monday through Friday, 8:00 AM – 6:00 PM Eastern Time. There is also a Proposal Online Help site at <http://nspires.nasaprs.com/external/help.do>. Tutorials of NSPIRES are available at <http://nspires.nasaprs.com/tutorials/index.html>.

Additional technical information for the NASA SRPE is available from

Dr. Lisa Simonsen
Space Radiation Element Scientist
NASA Langley Research Center
Telephone at (757) 864-4432
Email: lisa.c.simonsen@nasa.gov

Additional contracting information for this NRA is available from:

Latoy J. Jones
Contracting Officer
NASA Johnson Space Center (Mail Code BH4)
Houston, Texas 77058
Telephone: 281-244-8023
Fax: 281-483-4066
Email: latoy.j.jones@nasa.gov

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Q: I've submitted to NASA within the last three years, and I am not sure whether my current proposal would be classified as a revised proposal?

A: Investigators who are submitting a proposal in response to this solicitation, and who's most recent submission that included similar aims to any Human Research Program supported NASA Research Announcements (NRA) within the last three years was not accepted, are required to submit an explanation of how the current proposal addresses criticisms from previous review cycles. Proposers in doubt as to whether a proposal is a revision or a new submission are encouraged to contact Kevin Willison (kwillison@nasaprs.com, phone 202-479-9030 x242) at NASA Research and Education Support Services.

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Q: My proposal team includes a NASA civil servant. Are there special instructions for including budget information for a NASA civil servant team member?

A: Proposers are required to enter the NASA civil servant team member name and fraction of FTE (full-time equivalent) involvement in the same field under the Item column in section F “Other Direct Costs” of the online budget. The funds requested should be entered as the Total Requested Funds for the NASA civil servant, including salary, fringe, materials, travel, etc. Proposers with questions on accounting for NASA civil-servant team members are encouraged to contact Kevin Willison (kwillison@nasaprs.com, phone 202-479-9030 x242) at NASA Research and Education Support Services.

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Q: I’ve started the proposal creation/submission process. How do I find what I started and see where it is in the process?

A: In order to see proposals that you have in process, login to your account and select the “Proposals” link. Below the Active Proposals heading is a list of all proposals that you have started to create as a PI or on which you have been identified as a team member, but which have not yet been submitted. The title of the proposal is a link that will take you to the screen that allows you to edit the various components (note that if you are a team member, you may or may not have editing privileges, depending on if the PI granted them to you or not). The organization to which you have linked your proposal (if any) is shown, as is the PI name, the proposal due date, and the proposal status (see below).

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Q: How can I verify that my proposal has been submitted?

A: Once a proposal has been submitted, it no longer appears on the “Current proposals/NOIs” screen. Select the “Submitted proposals/NOIs” link to the left of the screen. Submitted proposals and are displayed here. **Ultimately, it is your responsibility, and not NASA’s, to verify that your proposal has been officially submitted by the proposal due date.**

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Q: What do the various “proposal status” types mean?

A: There are six different proposal status types.

Pending is a proposal cover page that is in process, but not yet linked to an organization. Only the PI (and any team member who has been granted privileges) can edit the cover page or upload documents in this status.

Linked is a proposal cover page that is in process, and linked to the organization that is going to submit it. Once a proposal is linked, appropriately privileged personnel in the office who will be submitting the proposal (typically the AOR) will have access to the proposal and can, if necessary, lock the proposal.

A **locked** proposal cannot be edited. A proposal becomes locked when the PI clicks the “Release to Org” button. A proposal can also be locked by the AOR, who can also unlock a proposal if further editing by the PI is needed.

A **rejected** proposal is returned by the organization to the PI. It can be edited by the PI and re-released to the organization.

A **submitted** proposal has been submitted to NASA by the AOR. Submitted proposals no longer appear on the “Active Proposals/NOIs” page of a PI’s proposals page. Submitted proposals are shown on the “Submitted Proposals/NOIs” page.

A **withdrawn** proposal is pulled back from NASA by the organization. If this is done prior to the proposal due date, the proposal could be re-submitted (it will be given a new proposal number). After the proposal due date, the proposal cannot be re-submitted.

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Q: Do I need to list all team members on my cover page?

A: Yes. NASA depends on receiving a complete and accurate accounting of team member participation on the proposal cover page in order to prevent conflicts of interest during the peer review process. A CV should be included for each team member listed on the cover page.

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Q: Some of my team members do not yet have NSPIRES accounts, what do I do?

A: In order to list your team members on the cover page, they must have NSPIRES accounts. You can complete most of your cover page creation and proposal document upload while the individuals are being registered. If an individual has still not created an account when the proposal needs to be submitted, this person should be named in the Proposal upload.

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Q: Can a foreign citizen who is part of the faculty of a U.S. institution propose to the NRA?

A: Yes. The eligibility requirements of the NRA apply to the proposing organization and not the individual. However, it is possible that export control requirements must be taken into account for members of a proposing organization who are not U.S. citizens or do not have permanent resident status.

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Q: Can I request an extension for submitting my proposal?

A: Extensions will not be given. It is strongly suggested that you begin your proposal preparation early, familiarize yourself with solicitation and the proposer’s guidebook, and ensure that your authorized organization representative is registered with NSPIRES and will be available to submit your proposal by the deadline.

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Q: I have not received notification if I will be invited to submit a Step-2 proposal.

A: All submitters of Step-1 proposals must log in to NSPIRES on or after the Step-1 notification date listed in Section IV.C. of the solicitation to receive their Step-2 full proposal invitation status..

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Q: Can I propose the use of facilities different than those listed in the solicitation?

A: You are permitted to propose the use of other facilities. The offeror needs to determine the cost to utilize the facility and include this in the proposal. Justification of the facility, including reasons why the work can not be conducted at the facilities listed in the solicitation, must be provided.

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Q: I receive “checks” that I am missing proposal components when I submit my proposal. What does this mean?

A: As a courtesy, the NSPIRES system performs a “check” of the proposal components upon submission. NSPIRES is used by multiple programs for proposal submission and only the components outlined in this solicitation are required for compliance. Checks referring to proposal components not mentioned in the NRA or requesting proposal components be uploaded separately (such as budget justification) can be ignored. A completed proposal cover page elements and single PDF proposal document as outlined in the solicitation are the only required components for this NRA.

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Q: I was invited to submit a Step-2 proposal, but I would like to change my collaborators (Co-I) to different individuals at different Institutions, is this allowed in Step-2 submissions?

A: Yes, this is allowed as long as the basic premise of the work has not changed. The project personnel listed in Step-1 are not considered binding and can be adjusted in an invited Step-2 proposal.