

Submitting Step-1 ROSES proposals

This document is to remind proposers that many ROSES calls now have "Step-1" due dates (rather than NOIs) listed in Tables 2 and 3 and in response from proposers must be created and submitted as "proposals" rather than NOIs. This document lays out the general steps for the creation of Step-1 proposals. Since this applies to some calls in Appendix A, all calls in Appendix B, most calls in Appendix C, some in Appendix D (K2 GO) and the cross division Exoplanet Research Program (E.3) and Habitable World (E.4) calls, and there are variations between these calls, it may not exactly match your experience.

Log into NSPIRES and select "Create proposal" and choose solicitation as the source and click Continue. Do not choose "NOI" as you will not see the

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

opportunity you want in the list later and you will wonder why not. After selecting Continue, you will now be prompted to select the solicitation (the ROSES call) to which you are responding. In this case I use ExoBio as an example:

<input type="radio"/>	Emerging Worlds	NNH14ZDA001N-EW	2014-02-18	(See Announcement)	2014-03-31
<input checked="" type="radio"/>	Exobiology	NNH14ZDA001N-EXO	2014-02-18	(See Announcement)	2014-04-14
<input type="radio"/>	Exoplanet Research Program	NNH14ZDA001N-XRP	2014-02-18	(See Announcement)	2014-03-31
<input type="radio"/>	Fellowships for Early Career Researchers	NNH14ZDA001N-ECF	2014-02-18	(See Announcement)	2015-03-31

The next couple steps will look familiar if you have ever submitted a proposal via NSPIRES...

Enter a title:

Create Proposal

Solicitation Announcement:

Exobiology

Enter a title for your proposal below.

Proposal Title

Testing the Sagan's Theory of "floaters" and "Sinkers" on Jupiter and other gas giant planets

Continue

Cancel

Link to your organization and click Continue...

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.

To link to an organization, select one from your confirmed affiliations list below. And click continue button. If you do not wish to link at this time, select "Do Not Link At This Time".

Submitting Organization

Select	Organization Name	Doing Business As (DBA)	DUNS	Cage Code
<input checked="" type="radio"/>	University of Massachusetts, Essex County.	Miskatonic University	666	Cthu1920

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, do not continue.

Continue

Cancel

Do Not Link At This Time

Confirm the Link to Submitting Organization by clicking continue...

Link to Submitting Organization

Please confirm that the organization displayed below is the organization you wish to link this proposal to. Once a link is made, it cannot be changed.

Select "Continue" to confirm this organization. Select "Back" to change your choice.

Submitting Organization Information

NSPIRES Proposal Submission Office

Doing Business As (DBA): Miskatonic University
DUNS: 666
CAGE/NCAGE Code: Cthu1920
Web Site: <http://www.miskatonic-university.org/>

Back

Continue

Cancel

and then confirm proposal creation by choosing save...

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

You do NOT need a budget for a Step-1 proposal. However, when you enter civil servant team members it will ask you for a \$ amount associated with those civil servant team members. If you don't respond it will give you this error:

Validation Error. You must correct the following error(s) before proceeding:
 • If government agency participation is chosen, dollar amount should be specified.

Team Member Information

Member Documents

Assigned Role

Role: PI**
 * (** denotes required role for this proposal)

U.S. Government Agency & International Participation

Is this person participating in this project as an employee of the U.S. Government? *

Yes No

If yes, select U.S. Government agency:

Fish and Wildlife Service

If yes, enter total dollar amount requested:

 just put zero here

Is this person participating in this project as an employee of a foreign organization? *

Yes No

* Fields marked with an asterisk are mandatory

Unless told otherwise for Step-1 proposals just put in zero and move on.

ATTACHMENTS:

There are different requirements for whether an attached document is required or not for Step-1 proposals. Please read the solicitation carefully. If an attachment is required, you will still also need to put something into the Proposal Summary text box on the NSPIRES cover pages AND upload a PDF proposal attachment as well. You will know that you need the attachment if, when "Check Elements", you get an error for Attachments like:

Proposal Element Check Results

Status: Some Proposal elements are incomplete. Click on 'View

Element	Status *	Report
Attachments	X	View Report

Proposal Attachments (1 file)

Order	File	Type
1	(missing)	Proposal Document

and when you click on "View Report" it says something like:

Errors:

X The Proposal Document must be uploaded.

Not all Step-1 proposals require that you upload a PDF; if no PDF upload is required, you should merely fill in the 4000-character Proposal Summary text box on the NSPIRES cover pages. Read the call carefully.

As this is a proposal, not an NOI, you cannot submit this at the last moment. You must release it to your organization and it must be submitted by your authorized organizational representative (AOR), so please leave enough time for that.

For those who are new to proposal submission, release of the proposal to org by the PI vs. submission by the AOR are covered [here](#).

Your AOR cannot submit the proposal if there is an error (a red X) but they can if there is merely a warning (the yellow diamond). For those who are new to proposal submission errors vs. warnings are covered [here](#).

As this is a proposal, not an NOI, you have to put in the business data, sorry. This means that in the Business Data Section, you will need to answer the questions under "Other Project Information" including FTEs of civil servants, or you will receive an error message. Don't worry, these answers can be changed in your Step-2 proposal.

As this is a proposal, not an NOI, get confirmation by team members. For those who are new to proposal submission, adding team members is covered [here](#).

Unconfirmed team members will give you an error (a red X) and prevent submission. If you find yourself in this unfortunate situation please contact your program scientist immediately and CC SARA@nasa.gov.

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

Please read the instructions in the appropriate research program overview (e.g., B.1 for Heliophysics, C.1 for Planetary Science) and carefully read the program element to which you are responding for any requirements of the Step-1 that are specific to that division or that program element.

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

This document was created by SARA@nasa.gov and last updated on 2/18/2016