

**NASA Space Technology Research Fellowships  
Fall 2017 Fellowship Start (NSTRF17)  
Phase B Application Package Instructions**

**Phase B packages may only be submitted by universities on behalf of students whose applications were selected in Phase A.**

Date*	Event
April 6, 2017	Phase A Selection Notification to Students
April 28, 2017	Students' Intention to Accept Due (via e-mail)
May 19, 2017	Phase B Packages Due from Universities (via NSPIRES)
August 1, 2017 (target)	Start Date of Fellowships

\* These dates are consistent with those published in the NSTRF17 Phase A solicitation.

**PHASE B APPLICATION PACKAGE ELEMENTS**

The following table summarizes the required elements of a complete NSTRF16 Phase B application package and includes their required submission format:

Submission Format	Element	Element Description
NSPIRES designated	a	NSPIRES Proposal Cover Page <ul style="list-style-type: none"> <li>• List Faculty Advisor as the Principal Investigator/PI</li> <li>• This includes responses to Program Specific Data questions</li> </ul>
Combine b and c into a single PDF document	b	Faculty Advisor's Curriculum Vitae (CV)
	c	Faculty Advisor Statement <ul style="list-style-type: none"> <li>• Detail the planned use of the Faculty Advisor Allowance</li> <li>• Provide a brief description of ongoing or pending research awards from NASA that are related to the selected student's Project Narrative</li> </ul>
Convert into PDF document	d	NSTRF Funding Request – See "Other Documents" on the NSPIRES webpage associated with the NSTRF17 solicitation
<b><i>The elements below must be unrevised from the Phase A submission</i></b>		
Cut and paste Phase A application content	e	Student's Phase A-submitted Proposal Summary <ul style="list-style-type: none"> <li>• Located on the NSPIRES Proposal Cover Page</li> <li>• This is the abstract that will be posted on the NASA Space Technology Mission Directorate website</li> </ul>
Combine e-k into a single PDF document	f	Student's Phase A-submitted Personal Statement
	g	Student's Phase A-submitted Project Narrative
	h	Student's Phase A-submitted Degree Program Schedule
	i	Student's Phase A-submitted CV
	j	Student's Phase A-submitted GRE Scores (if submitted in Phase A)
	k	Student's Phase A-submitted Transcripts

## STEP-BY-STEP SUBMISSION INSTRUCTIONS FOR PHASE B

### NSPIRES-Specific Information

For assistance, you may contact the NSPIRES Help Desk by phone at (202) 479-9376 or e-mail at [nspires-help@nasaprs.com](mailto:nspires-help@nasaprs.com). The Help Desk is staffed from Monday-Friday 8 a.m. to 6 p.m., Eastern Time.

In NSPIRES, errors (✘) indicate problems that will preclude proposal submission to NASA. Errors must be corrected in order to submit. You must select the  button in order to update the error status of your application.

Warnings (⚠) are meant to be used as guidelines for checking a proposal prior to submission to NASA. They indicate potential discrepancies, based on typical proposal requirements. Any actions taken because of warnings are at your discretion.

*You are encouraged to view step-by-step NSPIRES video tutorials; they are available at <http://nspires.nasaprs.com/tutorials/index.html>.*

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The following table provides a list of the submission steps, including the individuals who have responsibility for each step:

Step	Actions Required	Responsible Parties
1	NSPIRES registration and affiliation with university	AOR, Faculty Advisor, Student,
2	Faculty Advisor/Principal Investigator creates proposal, completes cover page information, and uploads PDF files (elements b and c, combined into single PDF document, AND element d, converted from Word to PDF)	Faculty Advisor
3	Faculty Advisor/Principal Investigator adds Student as a team member	Faculty Advisor
4	Student submits required elements e-k (element e cut and pasted from Phase A application; elements f-k combined into single PDF document)	Student
5	Complete application package submission	AOR, Faculty Advisor

### Step 1 – NSPIRES Registration and Affiliation with University

#### NSPIRES REGISTRATION

1. The University must be registered with NSPIRES through an Authorized Organizational Representative (AOR).

2. The Faculty Advisor (Principal Investigator/PI) must be registered with NSPIRES and affiliated with a registered university (see instructions below on requesting an affiliation).
3. The Student must be registered with NSPIRES and affiliated with a registered university (see instructions below on requesting an affiliation).

#### FACULTY ADVISOR/STUDENT AFFILIATION WITH UNIVERSITY

***The AOR will not be able to submit the proposal (Release to Org – see Step 5) unless both the Student and the Faculty Advisor have a confirmed association with the University.***

1. Log into NSPIRES (<http://nspires.nasaprs.com>) using User Name and Password in the Member Login Box
2. Select the “Account Management” link on the NSPIRES Welcome page
3. Select “Affiliations” on the Account Management page
4. If you are not yet affiliated with the correct university, click on the “Add Affiliations” button on the Current Affiliations page
5. Type in the appropriate university name and click “Search”
6. Select the radio button for the university under the search results and click the “Select” button
7. Verify that you have selected the university that will submit the proposal and click “Continue”
8. Complete the Affiliation Address Book Data, by selecting a choice from each of the following four pull-down menus:
  - “Courier Shipping Addresses”
  - “Mailing Addresses”
  - “Emails”
  - “Phones”

*Note: Each pull-down menu will be pre-populated with data you entered when you registered with NSPIRES.*
9. Click “Continue”
10. Click “OK” on the Affiliations page

#### **Step 2 – Faculty Advisor/Principal Investigator Creates Proposal, Completes Cover Page Information, and Uploads PDF Files**

***The Proposal Summary, Business Data, Program Specific Data, and Proposal Team are required Cover Page elements for a NSTRF17 Phase B application.***

1. Faculty Advisor logs into NSPIRES
2. Select “Proposals” link

3. Click “Create Proposal”
  - a) Select “Solicitation” and click “Continue”
  - b) Select the radio button for the specific solicitation – “NASA Space Technology Research Fellowships (NSTRF) – Fall 2017” and click “Continue”
  - c) Enter the “Proposal Title” and click “Continue”

*Note: The title should be identical to the title of the Phase A application and only the Faculty Advisor can edit the proposal title.*
  - d) Link the proposal to the submitting organization and click “Continue”
  - e) System will display “Submitting Organization Information” for verification; Verify and click “Continue”
  - f) Click “Save”
4. On View Proposal page
  - a) Select “Business Data” link
  - b) For each section of the Business Data element:
    - i. Click “Edit” to access the section
    - ii. Provide the information requested in each field

*Note: The NSPIRES Budget Form will not be used for this solicitation. Instead, please use the NSTRF Funding Request located under “Other Documents” on the NSPIRES webpage associated with the NSTRF17 solicitation.*
    - iii. Click “Save”
  - c) Click “OK”
5. On View Proposal page
  - a) Select the “Proposal Team” link
  - b) Under the PI heading, select the link that has the PI’s name
  - c) Click “Edit Team Member”
  - d) Answer the two questions that follow the U.S. Government Agency & International Participation section
  - e) Click “Done”
  - f) Go to Proposal Attachments section
    - i. Click “Add”
    - ii. Select “Appendix” as “Attachment Type” from the drop down list
    - iii. Browse and select your documents (two PDF files: a single PDF file containing element b-Faculty Advisor’s CV and element c-Faculty Advisor Statement; and a second PDF file with element d-NSTRF Funding Request)
    - iv. Click “Upload” and click “OK”
6. Answer Program Specific Data questions
  - a) Select “Program Specific Data” link
  - b) Select “Edit”
  - c) Complete ALL (\*) questions

- d) Click “Confirm” when input is completed
- e) Click “OK”

### **Step 3 – Faculty Advisor/Principal Investigator Adds the Student to the Proposal**

1. On View Proposal page
  - a) Select “Proposal Team” link
  - b) Click “Add Team Member”
  - c) Enter Student’s name and click “Search” for the Member (Student) – system will display search results
  - d) Select the correct Student and click “Continue”
2. On Team Member page, under Assign Role/Privileges heading
  - a) Select “Graduate/Undergraduate Role” from pull down menu
  - b) Grant the student Edit privileges to the following Proposal Cover Page Elements:
    - i. “Proposal Summary”
    - ii. “Proposal Attachments”
  - d) Grant the student “View” privileges to the following Proposal Cover Page Elements:
    - i. “Business Data”
    - ii. “Team Members”
  - e) Answer the two questions that follow the U.S. Government Agency & International Participation section
  - f) Click “Save”
  - g) Click “OK”
3. Faculty Advisor MUST log out of NSPIRES

### **Step 4 – Student Submits Required Elements e-k**

*The Student must first request and get approved for an affiliation with their university (see Step 1) before completing this step.*

*Log into NSPIRES and return to the Affiliations page in the Account Management section of NSPIRES (as described in Step 1) to confirm that your affiliation request has been approved by your university. Your affiliation must be “confirmed” before you can proceed with linking your relationship to your university. You can check your affiliation status by clicking on the “Account Management” link and then “Affiliations” link.*

1. Student logs into NSPIRES
2. Under Reminders/Notifications, click “Need Graduate/Undergraduate Student Confirmation For Proposal: [proposal title] for Solicitation NSTRF17” link

3. On Team Member: Participation Confirmation page, Student should read, click “Accept,” then click “Continue”
4. On Team Member: Information and Organization page, click “Link Relationship”
5. On Team Member: Organizational Relationship page, go to the Link Proposal to an Association subsection, click the radio button to the left of your university, then click “Save”
6. Click “Done”
7. On Team Member: Information and Organization page, verify information and click “Done,” which will take you to View Proposal Team page
8. Click “OK”
9. On View Proposal page
  - a) Select “Proposal Summary” link
    - i. Select “Edit”
    - ii. Type, or cut and paste, the proposal summary into the Proposal Summary text box
    - iii. Click “Save,” then click “OK”
  - b) Go to Proposal Attachments
    - i. Click “Add”
    - ii. Select “Proposal Document” as “Attachment Type” from the drop down list
    - iii. Browse and select your proposal document  
*Note: Application elements f-k must be combined into a single PDF document and uploaded on the NSPIRES site for submission by the student.*
    - iv. Click “Upload” and click “OK”
    - v. Optional: Click “Generate” to enable you to review your proposal in draft form prior to submission  
*Note: A recently identified NSPIRES PDF compatibility issue may prevent you from generating a preview copy of your entire application prior to submission. If you encounter this issue, this in no way will prevent you from submitting your application. This compatibility issue is tied to PDF documents generated through the Office 2007/2010 interface. You are encouraged to use a stand-alone PDF converter, such as Adobe Writer, to convert your application document to PDF for transmission.*
  - c) Click “Check Elements” to update status for each element
10. Student MUST log out of NSPIRES

## **Step 5 – Submission**

***The Student MUST now coordinate with his or her Faculty Advisor to RELEASE the full application to the organization for submission to NASA.***

***All student-uploaded documents must be approved by the Faculty Advisor. By releasing the proposal, the Faculty Advisor implicitly approves all of the proposal documents.***

1. Faculty Advisor logs into NSPIRES
2. Select “Proposals” link
3. On Current Proposals/NOIs page, select the “Proposal Title” to be released
4. On View Proposal page
  - a) Click “Release to Org” button
  - b) Click “Release”
  - c) Click “OK”

*Note: If the Faculty Advisor has additional fellowship applications to release, repeat process.*
  - d) If the Faculty Advisor has no additional proposals to release, log out of NSPIRES

***The Faculty Advisor MUST now coordinate with the AOR, who will SUBMIT the full proposal to NASA.***