NASA Space Technology Research Fellowships (NSTRF) – Fall 2019
[NSTRF19]

Phase A - Proposal Submission Instructions

The student, hence forth referred to as ‘you’ in these instructions, is required to complete each of
the following steps (detailed further below) for NSTRF19 Phase A proposal submission:

Step 1 – Register in NSPIRES
Step 2 – Affiliate with the NSTRF Proposal Submission Office
Step 3 – Input Cover Page Proposal Information in NSPIRES
Step 4 – Upload Required Elements of the NSTRF19 Phase A Proposal to NSPIRES
Step 5 – Submit Proposal

Important Notes You Should Review Prior to Initiating Proposal Submission

It is recommended that Steps 1, 2, and the Program Specific Data section in Step 3 be completed far in advance of the NSTRF19 deadline. Affiliation (Step 2) must be requested by October 29, 2018, to guarantee an approved affiliation by the November 1, 2018, proposal submission deadline.

Prior to completing Step 4, you are encouraged to review the Final Verification Checklist on the last page of these instructions to ensure that proposal components are in compliance with solicitation requirements.

Concurrent with the Steps 1 – 5, you must request three Letters of Recommendation (LOR) be sent via email to NASA, as specified in the NSTRF19 solicitation. The Letters may be submitted via email at any time prior to November 5, 2018, the deadline for Letters of Recommendation.

In NSPIRES, errors (X) indicate problems that will prevent a 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 proposal.

Warnings (❖) are meant as indicators 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.
**STEP-BY-STEP SUBMISSION INSTRUCTIONS:**

**Step 1 – Register in NSPIRES**

You must be registered with NSPIRES and activate your account.

1. To register, go to [http://nspires.nasaprs.com](http://nspires.nasaprs.com) and click on the “Registration Information” link in the Member Login Box on the right side of the page
2. Click on the yellow “Begin Registration” button on the Registration Information page and complete the requested information to obtain an account
3. Activate your account by responding to the instructions provided in an automatic email sent by the NSPIRES system

**Step 2 – Affiliate with the NSTRF Proposal Submission Office**

*Note: You may complete Step 2 at any time prior to submitting your proposal to NASA. Please note that you will not be able to submit your proposal (Release to Org - see Step 5) unless you have a confirmed association with the NSTRF Proposal Submission Office. It is your responsibility to request this affiliation well in advance of the proposal due date. You must request affiliation no later than October 29 in order to guarantee an approved affiliation by the November 1 proposal submission deadline. Affiliations will be approved by the NSTRF Proposal Submission Office during regular business hours: Monday through Friday from 8 AM - 6 PM Eastern Time.*

1. Log into NSPIRES ([http://nspires.nasaprs.com](http://nspires.nasaprs.com)) using your 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. Click on the “Add Affiliations” on the Current Affiliations page
5. Type in “NSTRF Proposal Submission Office” and click “Search”
6. Select the radio button for “NSTRF Proposal Submission Office” under the search results and click the “Select” button
7. Verify that you have selected NSTRF Proposal Submission Office and click “Continue”
8. Complete the Affiliation Address Book Data. Select a choice from each of the following four pull-down menus:
   - “Courier Shipping Addresses”
   - “Mailing Addresses”
   - “Emails”
   - “Phones”
   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

Return to the Affiliations page in the Account Management section of NSPIRES to confirm that your affiliation request has been approved. A status of “confirmed” allows you to link your proposal to the NSTRF Proposal Submission Office.
Step 3 – Input Cover Page Proposal Information in NSPIRES

Note: NSPIRES will automatically generate the NSPIRES Cover Page for your proposal following the completion of this step.

1. Log into NSPIRES (http://nspires.nasaprs.com) by entering your User Name and Password in the Member Login Box, or, if already logged into NSPIRES, click the “Proposals” link on the black bar at the top of the NSPIRES page.
2. Select “Proposals” link (skip this step if you already clicked the Proposals link in Item 1).
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 2019” - and click “Continue”
   c. Enter the “Proposal Title” and click “Continue”
   d. Link the proposal to the submitting organization named NSTRF Proposal Submission Office by clicking the button next to this name, and click “Continue”
      (Note: For NSTRF19 Phase A proposal, your submitting organization must be the NSTRF Proposal Submission Office and NOT your academic institution). If you do not yet have a confirmed affiliation with the NSTRF Proposal Submission Office, you may also click the “Do Not Link At This Time” button so that you can continue with your proposal.
      (Note: Item 9 below describes how to link your proposal to the NSTRF Proposal Submission Office at a later time.)
   e. If the proposal was linked to the NSTRF Proposal Submission Office, NSPIRES will display Submitting Organization Information for verification. Click “Continue”
4. Verify the Proposal Title and the Solicitation Announcement on the Confirm Proposal Creation page and click “Save”.
5. On the View Proposal page (Note: you will be identified as the PI for the NSTRF19 Phase A proposal)
   a. Select “Proposal Summary” link in the Proposal Cover Page section
   b. Select “Edit”
   c. Type, or cut and paste, the proposal summary into the “Proposal Summary” text box (4000 character limit)
   d. Click “Save,” and click “OK”
6. On the View Proposal page
   a. Select the “Business Data” link in the Proposal Cover Page section
   b. For each section of the “Business Data” element
      i. Click “Edit” to access the section
      ii. Provide the information requested in each field
      iii. Click “Save”
   c. Click “OK”
7. On the View Proposal page
   a. Select the “Program Specific Data” link in the Proposal Cover Page section
   b. Select “Edit”
   c. Complete ALL required (*) questions (Note: Refer to Privacy Act Statement in the NSTRF19 solicitation)
      Note: You must complete ALL required questions for NSPIRES to save your answers. You may change your answers at a later time by clicking the Edit button in a subsequent session.
   d. Click “Confirm” when input is completed
e. Click “OK”

8. On the View Proposal page
   a. Select “Proposal Team” link in the Proposal Cover Page section
   b. Under the PI heading, select the link that has the PI’s (i.e. your) name
   c. Click the “Edit Team Member” button
   d. Answer the two questions that follow the section entitled “U.S. Government Agency & International Participation”
   e. Click “Done”

(Note: You should be the only team member listed on your NSTRF19 Phase A proposal)

9. Follow this step if you selected “Do Not Link At This Time” in Item 3d above, and you now need to link your proposal to the NSTRF Proposal Submission Office:
   a. Access your NSTRF19 proposal in NSPIRES by clicking on the “Proposals” link on the NSPIRES Welcome page after you login to NSPIRES.
   b. Click on the proposal title you are planning to submit for the NSTRF19 solicitation
   c. On the View Proposal page, click the “Link Organization” button
   d. On the Create Link to Submitting Organization page, click the radio button next to NSTRF Proposal Submission Office and click “Continue”
   e. Verify the information on the Organization Link Confirmation page and click “Continue”

(Note: The proposal is now linked to the NSTRF Proposal Submission Office. The “Release to Org” button should now be viewable on the View Proposal page.)

Please note that the Proposal Summary, Business Data, Program Specific Data and Proposal Team are required Cover Page elements for an NSTRF proposal. The NSPIRES Budget Form element is NOT APPLICABLE to this solicitation, and no budget information is required for NSTRF19 Phase A proposal. Budget information will be required for Phase B proposal (for those students invited to submit Phase B proposals) only.

**Step 4 – Upload Required Elements of the NSTRF19 Phase A Proposal to NSPIRES**

1. On the View Proposal page, in the Proposal Attachments section
   a. Click “Add”
   b. Select “Proposal Document” as “Attachment Type” from the drop down list
   c. Browse and select your proposal document

The document that you upload must be a single PDF document that includes (see **Section 9 – Proposal Procedures – Phase A** of the NSTRF19 solicitation for additional details):

- 2 - Personal Statement
- 3 - Project Narrative
- 4 - Degree Program Schedule
- 5 - Curriculum Vitae
- 6 - Transcripts
- 7 - GRE general test scores

**Note:** NSPIRES will automatically generate the NSPIRES Cover Page for your proposal (see Step 3).

d. Click “Upload” and click “OK”

e. Optional: Click “Generate” to review your proposal in draft form prior to submission

f. Click [Check Elements] to update status for each element
**Step 5 – Submit Proposal**

NOTE: Releasing your proposal to the NSTRF Proposal Submission Office formally submits your Phase A proposal to NASA and the proposal will be locked (i.e. you will not be able to make further updates). Click the “Release to Org” button only if you intend to formally submit your proposal to NASA.

1. Select “Proposals” link
   a. On the Current Proposals/NOIs page
      i. Select the “Proposal Title” to be released
   b. On the View Proposal page
      i. Click “Release to Org” button. If you do not see the “Release to Org” button, please check your affiliation status with the NSTRF Proposal Submission Office (see Step 2) and make sure that you have linked the proposal to the NSTRF Proposal Submission Office (see Step 3).
      ii. Click “Release”
      iii. Click “OK”
   c. Logout of NSPIRES

The “Release to Org” step must occur by the submission deadline specified in the NSTRF19 solicitation. The NSTRF Proposal Submission Office will submit the full Phase A proposal to NASA. It will take 1 – 2 business days for the proposal to display “Submitted” status in NSPIRES. You will receive two automatic emails from NSPIRES verifying the release and submission of the Phase A proposal.

For assistance, you may contact the NSPIRES Help Desk at Phone: (202) 479-9376 or E-mail: nspires-help@nasaprs.com. The Help Desk is staffed, Monday to Friday, from 8 AM to 6 PM ET.

In addition, you are encouraged to view step-by-step NSPIRES video tutorials; they are available at http://nspires.nasaprs.com/tutorials/index.html.
NSTRF19 Proposal Final Verification Checklist

The following checklist is provided to help you ensure that all components are in compliance with the solicitation requirements. Please note that this is only for final verification – refer to the above NSTRF19 Phase A Proposal Submission Instructions for the specific details.

Items completed well in advance of the Nov 1 proposal submission due date
___ Letter of Recommendation (LOR) Instructions provided to three Letter Writers (no more than one from NASA/JPL)
   - Also provide LOR Writer with email address and proposal title as entered in NSPIRES
___ Registered in NSPIRES (http://nspires.nasaprs.com)
___ Affiliated NSPIRES account with the “NSTRF Proposal Submission Office” (not the university)
___ NSPIRES Proposal Cover Page proposal information complete
   ___ Proposal Summary
   ___ Business Data
   ___ Team Member: U.S. Government Agency & International Participation questions
___ NSPIRES 53 Program Specific Data questions complete (in one sitting)
___ Proposal is linked to the “NSTRF Proposal Submission Office” (not the university)

Single PDF file verified to contain only the following, and in this order:
___ Personal Statement, limited to 2 pages
___ Project Narrative, limited to 5 pages (additional page(s) for references permitted)
___ Degree Program Schedule, limited to 1 page, with focus on the academic plan (research milestones permitted but not required)
___ Curriculum Vitae, limited to 2 pages
___ Undergraduate Transcripts (complete and current; official or unofficial)
___ Graduate Transcripts (if applicable, complete and current; official or unofficial)
___ GRE general test score verification (legible; personal data blacked out; official or unofficial)

Responses to all 53 Program Specific Data Questions re-verified
___ Check that all fields have the responses you intended, and specifically note the following.
   ___ PSD 25 – Degree seeking reflects entire intended period of study with a single research topic
   ___ PSD 26 – # Years seeking compliant with section 5 requirements
   ___ PSD 29 – Profile selection compliant with section 4 requirements
   ___ PSD 30 – Profile selection justification clearly articulated
   ___ PSD 32 – Distinction between master’s and doctoral research clearly articulated, if applicable

Finally
___ Upload single PDF file to NSPIRES (you, not the university)
___ Submit proposal according to Step 5 (see instructions above) in NSPIRES (you, not the university) well before due time
   - Proposal due November 1, 2018: 6:00 pm ET, 5:00 pm CT, 4:00 pm MT, 3:00 pm PT
   - Avoid waiting until last minute – late proposals (due to internet outages, computer problems, misreading instructions, etc.) are not guaranteed acceptance
___ Verify that you have received two emails from the NSPIRES system after releasing the proposal
   ___ First email – notifying you that the proposal has been released
   ___ Second email – notifying you that the proposal has been submitted