NASA Space Technology Graduate Research Opportunities  
– Fall 2020 (NSTGRO20)

Proposal Submission Instructions

*Important Note:* The NSTGRO20 Proposal **must** be submitted by an accredited U.S. university unless one of the following two conditions applies:
1. The individual seeking support is currently an undergraduate and does not know which accredited U.S. university they will be attending in the fall of 2020, or
2. The individual seeking support is not currently enrolled as either an undergraduate or graduate student and does not know which accredited U.S. university they will be attending in the fall of 2020.

Individuals who meet either of these conditions may use the NSTGRO Proposal Submission Office to submit their NSTGRO20 proposal (see *Section 4 – Eligibility Requirements* of the NSTGRO20 solicitation).

The faculty advisor at the submitting university (PI on the grant) and the student are required to complete each of the following steps (detailed further below) for NSTGRO20 proposal submission:

**Step 1 – Register in NSPIRES**
**Step 2 – Affilate with submitting university or the NSTGRO Proposal Submission Office (only if applicable, see *Important Note* above)**
**Step 3 – Input Cover Page Proposal Information in NSPIRES**
**Step 4 – Upload Required Elements of the NSTGRO20 Proposal to NSPIRES**
**Step 5 – Release Proposal to Organization for Submission to NASA**

The instructions below are the steps that must be taken to submit an NSTGRO proposal. A “✓” is provided to indicate whether the action should be taken by the PI or the student. Note that:
- For a proposal submitted by an accredited university, the faculty advisor is the PI
- For a proposal submitted via the NSTGRO Proposal Submission Office, the student is the PI.

**Important Notes to 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 NSTGRO20 submission deadline, **November 5, 2019.**

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

Concurrent with the Steps 1 – 5, the student must request three Letters of Recommendation as specified in the NSTGRO20 solicitation. The Letters must be submitted as part of the single pdf file proposal. Letters of Recommendation will not be accepted via email and proposal updates to accommodate late letters will not be permitted.
In NSPIRES, errors (X) indicate problems that will prevent 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**

The PI and student must be registered with NSPIRES and activate their accounts.

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<thead>
<tr>
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<tr>
<td>1. To register, go to <a href="http://nspires.nasaprs.com">http://nspires.nasaprs.com</a> and click on the “Create an Account” link in the Member Login Box on the right side of the page</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>2. Click on the yellow “Begin User Registration” button on the Registration Information page and complete the requested information to obtain an account</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>3. Activate the account by responding to the instructions provided in an automatic email sent by the NSPIRES system</td>
<td>✓</td>
<td>✓</td>
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1 The student will appear as the PI on a proposal submitted by the NSTGRO Proposal Submission Office.

**Step 2 – Affiliate with the Submitting Organization**

Step 2 should be completed well in advance of the proposal submission deadline. Note that the PI will not be able to release the proposal (Release to Org - see Step 5) unless they have a confirmed association with the submitting organization (an accredited U.S. university, in most cases). Note that submission through an accredited U.S. university requires coordination with Authorized Organizational Representative (AOR) of the university.

If you are eligible to affiliate with the NSTGRO Proposal Submission Office, the request must be made by November 1, 2019, to guarantee an approved affiliation by the proposal submission deadline. Affiliations will be approved during regular business hours: Monday through Friday from 8 AM - 6 PM Eastern Time.

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<tr>
<td>1. The PI must log into NSPIRES (<a href="http://nspires.nasaprs.com">http://nspires.nasaprs.com</a>) using their User Name and Password in the Member Login Box</td>
<td>✓</td>
<td>Optional</td>
</tr>
</tbody>
</table>
Instructions | University Submission | NSTGRO Proposal Submission Office
--- | --- | ---
2. Select the “Account Management” link on the NSPIRES Welcome page | ✓ | Optional | ✓
3. Select “Affiliations” on the Account Management page | ✓ | Optional | ✓
4. Click on the “Add Affiliations” on the Current Affiliations page | ✓ | Optional | ✓
5. Type in the name of the submitting organization (university or NSTGRO Proposal Submission Office) and click “Search” | ✓ | Optional | ✓
6. Select the radio button for submitting organization under the search results and click the “Select” button | ✓ | Optional | ✓
7. Verify that correct organization has been selected and click “Continue” | ✓ | Optional | ✓
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 entered when the PI registered with NSPIRES. | ✓ | Optional | ✓
9. Click “Continue” | ✓ | Optional | ✓
10. Click “OK” on the Affiliations page | ✓ | Optional | ✓

The PI must return to the Affiliations page in the Account Management section of NSPIRES to confirm that the affiliation request has been approved. A status of “confirmed” allows the PI to link the proposal to the submitting organization.

**Step 3 – Input Cover Page Proposal Information in NSPIRES**

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

Instructions | University Submission | NSTGRO Proposal Submission Office
--- | --- | ---
1. The PI must log into NSPIRES ([http://nspires.nasaps.com](http://nspires.nasaps.com)) by entering their 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 the Proposals link in Item 1 was already clicked) | ✓ | | ✓
3. Click “Create Proposal”
a. Select “Solicitation” and click “Continue” | ✓ | | ✓
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<td><strong>b.</strong> Select the radio button for the specific solicitation - “NASA Space Technology Graduate Research Opportunities – Fall 2020 (NSTGRO20)” - and click “Continue”</td>
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<tr>
<td><strong>c.</strong> Enter the “Proposal Title” and click “Continue”</td>
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<tr>
<td><strong>d.</strong> Link the proposal to the submitting organization and click “Continue”</td>
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If the PI does not yet have a confirmed affiliation with the submitting organization, they may also click the “Do Not Link At This Time” button so that work on the proposal can continue.  

*Note: Item 11 below describes how to link the proposal to the submitting organization at a later time.*

4. Verify the Proposal Title and the Solicitation Announcement on the Confirm Proposal Creation page and click “Save”

The following steps (5 and 6) are critical to permit the student to begin work on the proposal within the NSPIRES system.

5. From the proposal page, PI selects the “Team Member” link.
   a. Click on the “Add Team Member” button and search for the student name and click the “Search” button
   b. Click on the radio button next to the student’s name and then “Continue”  
   *If the student’s name does not show from this search, the student will need to register for an NSPIRES account (Step 1)*
   c. Assign the student the role of “Graduate/Undergraduate Student” and give the student privileges to “Edit” the Proposal Summary, Business Data, Program Specific Data, and Proposal Attachment by clicking on the radio buttons next to the Cover Page elements.
   d. Click Save. NSPIRES will email a link with the Statement of Commitment to the student

6. The student must click the NSPIRES-emailed link to accept the Statement of Commitment for the NSTGRO20 proposal, which will allow the student to edit the Cover Page elements and upload the proposal

The following steps to complete the proposal elements start from the View Proposal page.

7. Select the “Proposal Summary” link in the Proposal Cover Page section
   a. Select “Edit”
   b. Type, or cut and paste, the proposal summary into the “Proposal Summary” text box (4000 character limit)
   c. Click “Save,” and click “OK”

8. Select the “Business Data” link in the Proposal Cover Page section
a. 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”
b. Click “OK”

9. Select the “Program Specific Data” link in the Proposal Cover Page Section
   a. Select “Edit”
   b. Complete ALL required (*) questions
   Note: ALL required questions must be completed for NSPIRES to save the answers. The answers may be changed at a later time by clicking the Edit button in a subsequent session. The student must coordinate with the PI on the response to Program Specific Data Question #4.
   c. Click “Confirm” when input is completed
   d. Click “OK”

10. Select the “Proposal Team” link in the Proposal Cover Page section
    a. Under the PI/Team Member heading, select the link that has the PI’s/student’s name
    b. Click the “Edit Team Member” button
    c. Answer the two questions that follow the section entitled “U.S. Government Agency & International Participation”
    d. Click “Done”

11. Follow this step if the PI selected “Do Not Link At This Time” in Item 3d above, and the proposal now needs to be linked to the submitting organization:
    a. The PI must access the NSTGRO20 proposal in NSPIRES by clicking on the “Proposals” link on the Welcome page after logging in
    b. Click on the proposal title to be submitted to the NSTGRO20 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 the submitting organization and click “Continue”
    e. Verify the information on the Organization Link Confirmation page and click “Continue”

For a proposal that will be submitted by the NSTGRO Proposal Submission Office, the student should be the only team member listed on the NSTGRO20 proposal.

Once the proposal is linked to the submitting organization, the “Release to Org” button will be viewable on the View Proposal page.
Note that the Proposal Summary, Business Data, Program Specific Data and Proposal Team are required Cover Page elements for an NSTGRO20 proposal. The NSPIRES Budget Form element is NOT APPLICABLE to this solicitation, and no budget information is required or requested for the proposal. Budget information will be required (post-selection) for selected proposals only.

**Step 4 – Upload Required Elements of the NSTGRO20 Proposal to NSPIRES**

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<td>1. Check to make sure that the single PDF of the NSTGRO20 proposal includes (see <strong>Section 5– Proposal Procedures</strong> of the NSTGRO20 solicitation for full details) in this order: Personal Statement, Project Narrative, Degree Program Schedule, Curriculum Vitae, Transcripts, Letters of Recommendation</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>2. On the View Proposal page, in the Proposal Attachments section</td>
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<td>a. Click “Add”</td>
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<tr>
<td>b. Select “Proposal Document” as “Attachment Type” from the drop down list</td>
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<tr>
<td>c. Browse and select the proposal document</td>
<td>✓</td>
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<td>d. Click “Upload” and click “OK”</td>
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<tr>
<td>e. Optional: Click “Generate” to review the proposal in draft form prior to submission</td>
<td>✓</td>
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<td>f. Click “Check Elements” button to update status for each element</td>
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**Step 5 – Release Proposal to Organization for Submission to NASA**

For proposals being submitted by an accredited U.S. university, the PI will need to coordinate with a university AOR to ensure the proposal is submitted to NASA prior to the submission deadline specified in the NSTGRO20 solicitation. **The PI should ensure that the proposal is released with enough time to guarantee timely submission by the university AOR.**

Students who meet one of the two conditions specified at the beginning of these instructions must release their proposal to the NSTGRO Proposal Submission Office prior to the submission deadline.
Note: The PI must release the proposal to the submitting organization (i.e., the submitting organization can submit a proposal only after it has been released by the PI).

1. Select “Proposals” link
   a. On the Current Proposals/NOIs page, Select the “Proposal Title” to be released
2. On the View Proposal page
   a. Click “Release to Org” button
   If the “Release to Org” button does not appear, the PI should check their affiliation status with the submitting organization to make sure the proposal has been correctly linked
   b. Click “Release”
   c. Click “OK”

The PI of the proposal will receive two automatic emails from NSPIRES verifying the release and submission of the NSTGRO20 proposal. If the student is submitting through the NSTGRO Proposal Submission Office, they are the PI on the proposal. Note that it may take 1 – 2 business days for the proposal to display “Submitted” status in NSPIRES if submitted through the NSTGRO Proposal Submission Office.

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

NSTGRO20 Proposal Final Verification Checklist

The following checklist is provided to help the proposer verify that all components are in compliance with the solicitation requirements. Please note that this is only for final verification and is not intended to serve as a substitute for the NSTGRO20 full solicitation or for the above NSTGRO20 Proposal Submission Instructions.

Items completed well in advance of the Nov 5 proposal submission due date:
___ Approached Letter of Recommendation writers
___ Registered in NSPIRES (http://nspires.nasaprs.com)
___ PI’s NSPIRES account is affiliated with the submitting university (or, if applicable, “NSTGRO Proposal Submission Office”)
___ NSPIRES Proposal Cover Page proposal information complete
___ Proposal Summary
___ Business Data
___ Team Member: U.S. Government Agency & International Participation questions
___ NSPIRES 33 Program Specific Data questions complete (in one sitting)
___ Proposal is linked to the submitting university (or, if applicable, “NSTGRO Proposal Submission Office”)
___ Verified that the university AOR will be available to submit the proposal prior to the published deadline

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 academic degree program and research milestones
___ Curriculum Vitae, limited to 2 pages, 3rd page permitted for publications and presentations only
___ Undergraduate Transcripts (complete and current; official or unofficial)
___ Graduate Transcripts (if applicable, complete and current; official or unofficial)
___ Three Letters of Recommendation, limited to 2 pages each.

Responses to all 33 Program Specific Data Questions re-verified
___ Check that all fields have the responses you intended, and specifically note the following.
___ PSD 20 – Degree seeking reflects entire intended period of study with a single research topic
___ PSD 21 – Number of years seeking compliant with solicitation Section 3 requirements
___ PSD 24 – Profile selection compliant with solicitation Section 4 requirements
___ PSD 25 – Profile selection justification clearly articulated
___ PSD 27 – Distinction between master’s and doctoral research clearly articulated, if applicable

Finally
___ Upload single PDF file to NSPIRES
___ Release the proposal to the submitting university, or, under very specific conditions, to the NSTGRO Proposal Submission Office, clicking the “Release to Org” button well before deadline to allow the submitting organization to complete the proposal submission
- Proposal due November 5, 2019: 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