For NSPIRES-related questions regarding the online preparation and submission of a proposal, email nspires-help@nasaprs.com or call (202) 479-9376, Monday through Friday, 8 AM – 6 PM ET. There is also a Proposal Online Help site at http://nspires.nasaprs.com/external/help.do. NSPIRES tutorials are available at http://nspires.nasaprs.com/tutorials/index.html.

Date Added: The following questions (Q1-Q6) and answers (A1-A6) were included at time of solicitation release.

Q-1: What do the various “proposal status” types mean?
A-1: There are six different proposal status types:
- A **pending** proposal has a cover page that is in process, but the proposal is not yet linked to an organization. The PI (faculty advisor) and student (once added to the proposal as a Team Member) can edit the cover page or upload documents in this status.
- A **linked** proposal has a cover page that is in process, and the proposal is linked to the organization that is going to submit it. A proposal must be linked to the submitting accredited U.S. university or NSTGRO Proposal Submission Office, which will submit the proposal after it has been released (and locked) by the PI.
- A **locked** proposal cannot be edited. A proposal becomes locked when the PI clicks the “Release to Org” button.
- A **rejected** proposal is returned by the submitting organization (U.S. university or the NSTGRO Proposal Submission Office) to the PI. This will only be done per request from the PI. The proposal can then be edited by the student /PI and re-released to the submitting organization by the PI.
- A **submitted** proposal has been submitted to NASA by the submitting organization on behalf of the PI. Submitted proposals no longer appear on the Current Proposals/NOIs page. Submitted proposals are shown on the Submitted Proposals/NOIs page.
- A **withdrawn** proposal is pulled back from NASA by the submitting organization at the request of the PI. If this is done prior to the proposal due date, the proposal may be re-submitted (it will be given a new proposal number). After the proposal due date, the proposal cannot be re-submitted.

Q-2: How can I verify that my proposal has been submitted to NASA?
A-2: Once your proposal is released to the submitting U.S. university or the NSTGRO Proposal Submission Office, your proposal will be submitted to NASA by this organization. The proposal PI will receive an automatic email from NSPIRES verifying submission of the proposal. Once a proposal has been submitted, it no longer appears on the “Current proposals/NOIs” screen. Select the “Submitted proposals/NOIs” link on the left side of the screen. Submitted proposals and NOIs are displayed here. **Check with the NSPIRES Help Desk if you have questions about a submitted proposal.**

Q-3: Can I request an extension for submitting my NSTGRO proposal?
A-3: Extensions will not be given. It is strongly recommended that you begin your proposal
preparation early, familiarize yourself with both the solicitation and its associated instructions, and ensure that the PI has a confirmed affiliation with the submitting U.S. university or NSTGRO Proposal Submission Office. Proposals must be submitted to NASA by the submitting organization by the proposal due date and time identified in the solicitation.

Q-4: I expect to become a permanent resident of the U.S. Am I eligible to apply?
A-4: Only students who are U.S. citizens, U.S. nationals, or permanent resident aliens of the U.S. (at the time of proposal submission) are eligible to have proposals submitted on their behalf. The term "nationals" refers to native residents of a possession of the United States such as American Samoa.

Q-5: Should the Letters of Recommendation be addressed to anyone in particular?
A-5: The required Letters of Recommendation do not need to be addressed to anyone specifically. However, you may suggest that the letters be addressed to the NSTGRO Team.

Q-6: I initiated the proposal but then realized my advisor must initiate it. What should I do?
A-6: The faculty advisor will have to start a new proposal, and the student will need to delete the proposal they started to be able to use the same proposal title.