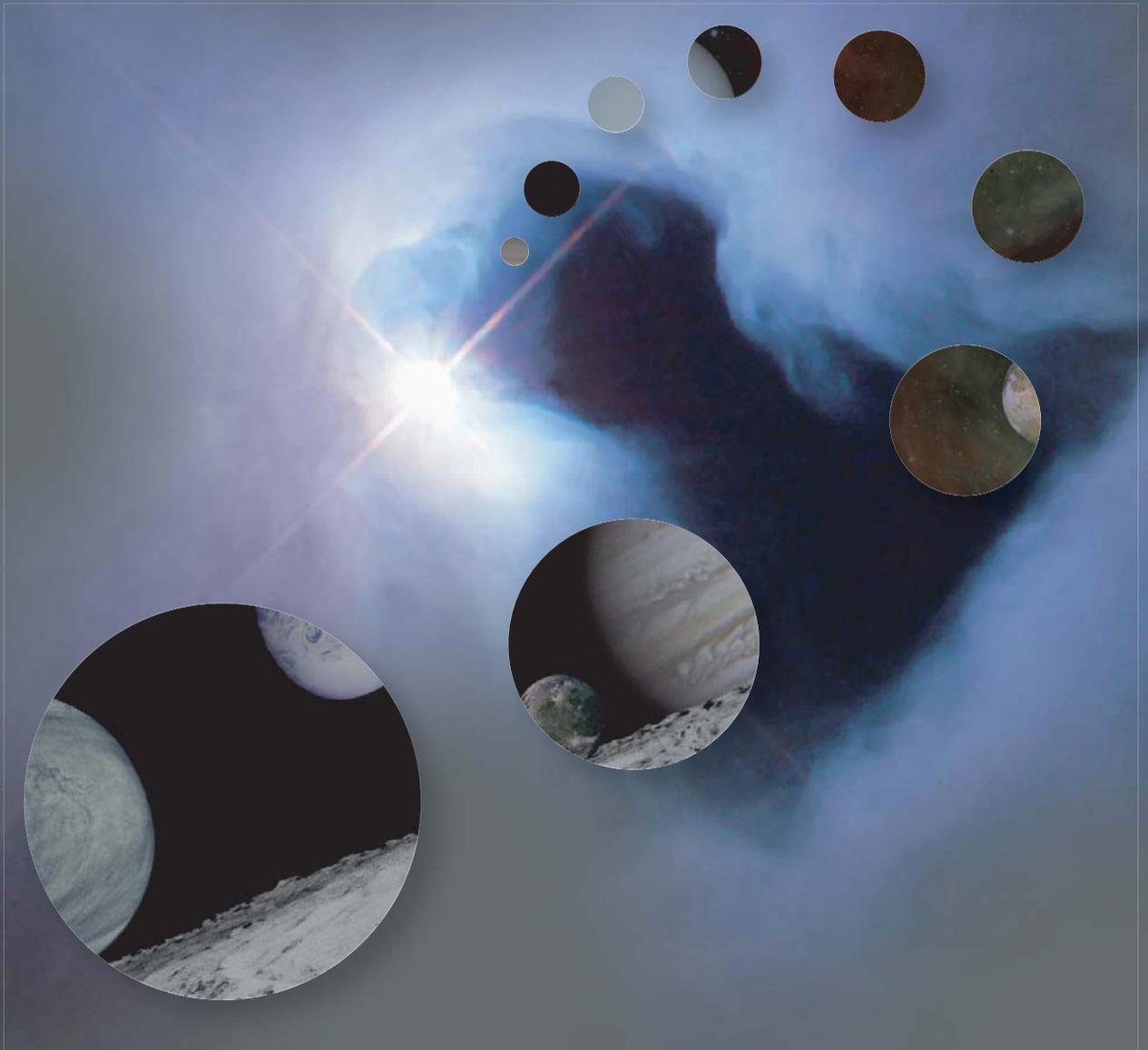


ACCESSING A REVIEW

User Guide | 2006

NSPIRES | **EXTERNAL**



NASA RESEARCH AND
EDUCATION SUPPORT SERVICES

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Accessing a Review

NASA maintains a complex set of standards for evaluating the numerous proposals it receives in response to a solicitation for research. NSPIRES supports this complex process with the Review module. With an NSPIRES account, this module allows you to access a review assignment in order to evaluate proposals and submit your individual evaluation to NASA.

In this guide, you will learn how to access a review in order to...

- ❖ Designate Employment status
- ❖ Accept a Review Assignment
- ❖ Access an assigned proposal
- ❖ Create an individual evaluation
- ❖ Edit, Delete or Submit an individual evaluation
- ❖ View shared evaluations
- ❖ Decline a Review of a proposal
- ❖ Contact support personnel

The Review Process

Members of the scientific community respond to NASA solicitations for research by submitting proposals through their affiliated organizations. When NASA receives a given set of proposals, NASA begins evaluating each proposal based on the criteria prescribed in the solicitation. The goal of these evaluations is to provide the NASA Program Officer with information to make selection recommendations to NASA.

The process that manages proposals from their receipt to their recommendation for selection is called a Review. Reviews are initiated by the NASA Program Officer in charge of the program that is soliciting.

A Review usually evaluates proposals responding to one solicitation. NASA will assign a proposal or a group of proposals which are linked to a specific solicitation for you to evaluate as a Reviewer.

You will have two roles within a Review. One is for the Review itself as a Reviewer, Review Chair, or Review Co-Chair. The other role is specific to each proposal assigned to you for evaluation, such as, Primary Reviewer, Secondary Reviewer, and Non-Panelist Reviewer. NASA will designate Primary and Secondary roles to those users who will be part of a future Panel review, while a Non-Panelist role indicates an electronic “mail-in” or “external” review assignment (thus not part of a Panel).

When you are ready to record the results of your evaluation, NSPIRES provides you with an electronic form. Once you submit your individual evaluation to NASA, you may have the option of viewing other evaluations prior to the panel meeting if your role allows for evaluation sharing.

Step 1: Accessing a Review

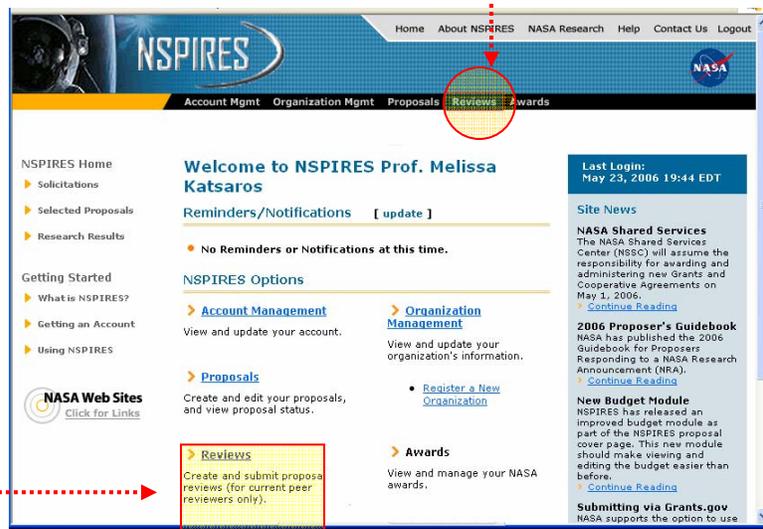
In order to access a review, you must have an NSPIRES account. If you do not have one, you must register for an NSPIRES account at this time. Please see the **User Registration** tutorial for more information. With an NSPIRES account, your first step is to access the **NSPIRES Home** page at <http://nspires.nasaprs.com>.

1. Enter your **Username** and **Password**
2. Click the **Login** button



From your **personal NSPIRES Home** page, you may access the **Reviews** module. This module allows you to access your specific review assignment, the electronic proposals assigned to you, and the form you will use to enter your evaluation of these proposals.

- ❖ Select the **Reviews** link from within the body of the page, OR
- ❖ Click **Reviews** from the **Member Options** bar



Accessing a Review (cont.)

This will bring you to the **Reviews** page. This page consists of a **Current Reviews** section, which provides links to the current, or active, reviews to which you are assigned, as well as, a link to the index page of the solicitation or program element you are reviewing, and support personnel, if available. In this example, there is one new review assigned to this member.

1. Select the appropriate **Review Name** link

The **Review Name** link allows you to access a specific review.

The **Program Officer** link, if available, allows you to contact the individual via email.

Review Name	Review Acronym	Solicitation	Program Officer
NEW DISCOVERY PROGRAM REVIEW 2	DISCPRORV2	NNH06ZDA0010	Salvatore Cino

Note:
NEW indicates a new review assignment that has not been accepted/declined.

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 NASA Official: Greg Lindsay
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The **Solicitation** link provides access to the solicitation or program element you are reviewing.

Science Mission Directorate
Discovery Program 2006 and Missions of Opportunity
 Solicitation: NNH06ZDA0010

Dates:
 Release: Jun 03, 2006
 DISCIRN Due: Mar 06, 2006
 DISCIRN Proposals Due: Apr 05, 2006

Announcement Documents:
[Discovery Program 2006 and Missions of Opportunity as amended](#)
[Amendments \(As of March 1, 2006\)](#)

Other Documents:
[Discovery Program Acquisition Home Page](#)
[Discovery Program Library](#)

OK

ICON KEY
NEW New Review

Step 2: Designating Employment status

The first time you access a review, NSPIRES requires you to designate whether or not you are a federal civil servant. You must also agree to the review assignment. A civil servant is an individual who has received an official appointment to the civil service to perform a federal function, and whose supervisor is also a civil servant. In this example, we will select a non-civil servant status.

1. Select a **radio** button that best describes your employment status
2. Click the **Continue** button

Home NASA Research Help Logout

Account Mgmt Organization Mgmt Proposals Reviews Awards

Review Assignment Agreement

Review: DISCOVERY PROGRAM REVIEW 2 [DISCPORV2]

Solicitation Announcement: [NNH06ZDA0010: Discovery Program 2006 and Missions of Opportunity](#)

In order to participate in a NASA review, all reviewers must accept the *Review Assignment Agreement* and, if they are not a U.S. Civil Servant, agree to a Non-Disclosure Agreement regarding the proposals associated with this review.

Please declare whether you are a U.S. Civil Servant to determine the proper terms of the Review Assignment Agreement.

Reviewer Declaration

A civil servant is an individual who has received an official appointment to the civil service, performs a federal function, and whose supervisor is also a civil servant. Employees of Federally Funded Research and Development Centers (FFRDCs) such as JPL are not civil servants.

Select One: I am not a U.S. Civil Servant I am a U.S. Civil Servant

Continue Cancel

Step 3: Accepting Review Assignment

Both civil servants and non-civil servants must read and accept the **Review Assignment Acceptance** statute. If you are not a civil servant, you must also read and accept the **Proposal Peer Review Nondisclosure Agreement and Conflict of Interest Avoidance** statute. If you decline, you will not be able to access a proposal to create your evaluation.

1. **Read** the statutes on this page
2. Click the **Accept** button

Non-Civil Servant

Review Assignment Agreement
Review: DISCOVERY PROGRAM REVIEW 2 [DISCPORV2]
Solicitation Announcement: [NNH06ZDA0010: Discovery Program 2006 and Missions of Opportunity](#)

Please carefully read the items listed below. If you accept all these terms, click on the "Accept" button at the bottom of this page to participate in this review. If you do not accept these terms, click on the "Decline" button.

Review Assignment Acceptance

By accepting this review assignment, I agree to complete proposal evaluation responsibilities as part of my official duties by the specified due date(s).

Proposal Peer Review Nondisclosure Agreement and Conflict of Interest Avoidance

In the performance of peer review of proposals submitted to NASA, I may have access to or be furnished with information that contains unpublished research results, unpublished research ideas, and/or proprietary plans, information, and budgetary data. All NASA supervisory and management personnel and reviewers, and all non-NASA participants, are bound by Federal regulations to maintain the confidentiality of such information and to avoid conflicts of interest in the review process. (Note that exceptions from participating as a reviewer of any proposals, unless authorized by NASA, at a close professional associate from his/her own organization is identified in a proposal. In addition, a reviewer is not permitted to take part in the review of a particular proposal (a) that originates from his/her own organization, or (b) if any of the personnel identifies in the proposal are closely related to the reviewer (e.g., household family members, partners, or professional associates), or (c) if the reviewer has a financial interest in a proposing organization (e.g., ownership of stock or securities, employment, or arrangements for prospective employment). If a reviewer is given access to a proposal for which a conflict of interest exists, the reviewer shall notify NASA immediately and return the proposal.

6. to advise NASA of the disclosure of any information obtained from NASA that is disclosed, used, or handled in a manner inconsistent with this agreement.

Accept **Decline** **Back** **Cancel**

Civil Servant

Review Assignment Agreement
Review: DISCOVERY PROGRAM REVIEW 2 [DISCPORV2]
Solicitation Announcement: [NNH06ZDA0010: Discovery Program 2006 and Missions of Opportunity](#)

Please carefully read the items listed below. If you accept all these terms, click on the "Accept" button at the bottom of this page to participate in this review. If you do not accept these terms, click on the "Decline" button.

Review Assignment Acceptance

By accepting this review assignment, I:

- Recognize that information contained in proposals is confidential business information that must be protected from unauthorized use or disclosure under Federal law (see the Trade Secrets Act, 18 U.S.C. 1836 and the Procurement Integrity Act, 41 U.S.C. 423).
- Acknowledge that I have or will file a Confidential Financial Disclosure Report (OGE Form 450). Call your agency official advisor to obtain this form or for additional information.
- Agree to complete proposal evaluation responsibilities as part of my official duties by the specified due date(s).

Continue **Decline** **Back** **Cancel**

Note

If you have any questions, please contact the NSPIRES Help Desk at npsires-help@nasaprs.com

On this page, confirm your employment status and/or agreement to review.

1. Click the **Continue** button

Review Assignment Agreement
Review: DISCOVERY PROGRAM REVIEW 2 [DISCPORV2]
Solicitation Announcement: [NNH06ZDA0010: Discovery Program 2006 and Missions of Opportunity](#)

You have declared yourself as not being a U.S. Civil Servant and have agreed to the Non-Disclosure Agreement. If this is correct, click continue to view the review information. Use the "Back" button to go back and make corrections.

Continue **Back**

NSPIRES
 NASA Official: Greg Lindsay
[NASA Privacy, Disclaimers and Accessibility Statement](#)

Step 4: Accessing an Assigned Proposal

NSPIRES now displays detailed information on this particular review. The top half of the page contains the name of the Review, a link to the index page of the solicitation announcement or program element you are reviewing, and a link to Review Instructions, if available. NSPIRES also displays information on support personnel for the review, and any important notifications.

The **Proposals Assigned** section of this page contains information and links to help you access, create and submit your evaluation.

Evaluation Due lists the due date for individual evaluations.

Evaluation column provides access to the individual evaluation form for recording your results.

Shared Evals, depending upon your role, allows you to view submitted evaluations of other Reviewers assigned to this proposal.

Proposal # provides access to an electronic proposal for review.

Proposal Title displays the name of the proposal you are reviewing.

PI and Organization columns display the name of the proposal's PI and the PI's submitting organization.

Role displays your specific role for the review of this proposal. See table below for more details.

Decline button allows you to decline review of a specific proposal.

Proposal #	Proposal Title	PI	Organization	Role	Evaluation Due	Evaluation	Shared Evals
06-DISC06-0003	Phoebus Mission	Vaslas, Dom	UNIVERSITY OF CENTRAL MARYLAND	Primary	2006-08-01 23:59:00.0	Create	Decline
06-DISC06-0004	Lampades	Merle, Nimish	UNIVERSITY OF EASTERN WYOMING	Primary	2006-08-01 23:59:00.0	Create	Decline

Specific Roles

Primary Reviewer
External member who is a Panelist in charge of consolidating evaluations for a specific proposal.

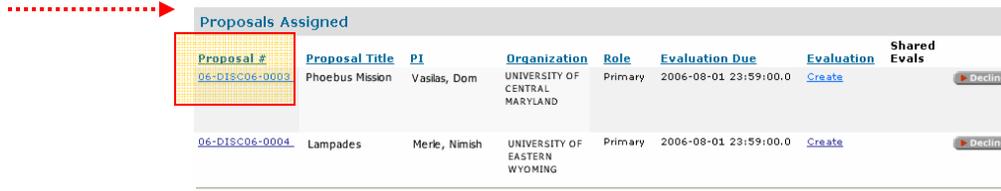
Secondary Reviewer
A Panelist assigned to a proposal.

Non-panelist Reviewer
An external member who will evaluate the assigned proposals remotely (electronic) but will not join the Panel.

Accessing an Assigned Proposal (cont.)

To begin, you must select the proposal you wish to review from the **Proposal #** column within the **Proposal Assigned** section.

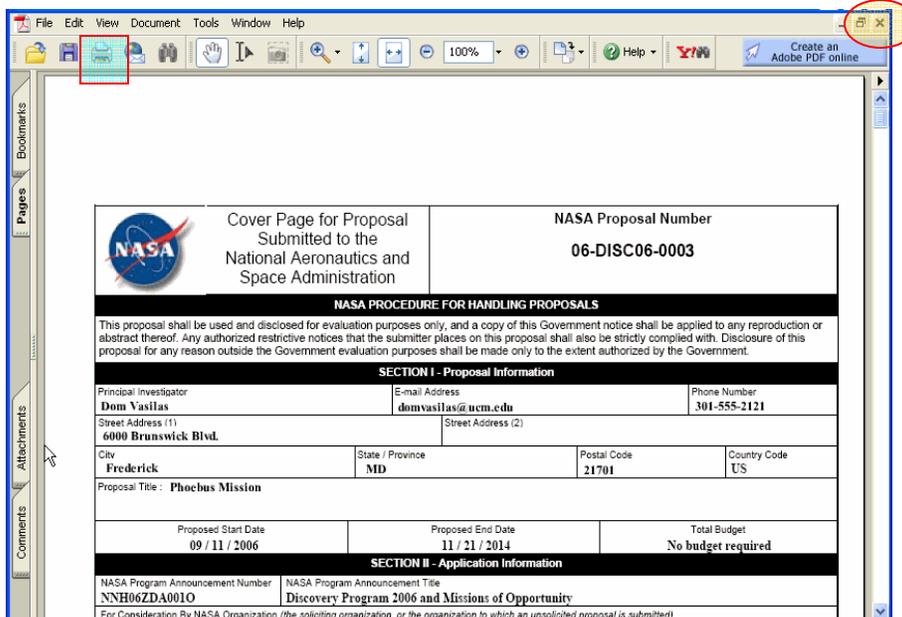
1. Select the **appropriate Proposal #** link



Proposal #	Proposal Title	PI	Organization	Role	Evaluation Due	Evaluation	Shared Evals
06-DISC06-0003	Phoebus Mission	Vasilas, Dom	UNIVERSITY OF CENTRAL MARYLAND	Primary	2006-08-01 23:59:00.0	Create	Decline
06-DISC06-0004	Lampades	Merle, Nimish	UNIVERSITY OF EASTERN WYOMING	Primary	2006-08-01 23:59:00.0	Create	Decline

NSPIRES will now load the proposal document as a PDF file. For many solicitations, NASA provides reviewers with a redacted version of the proposal, whereby certain budget information is redacted out of the cover page and the total budget file, if any, is not included. You have the option of printing the proposal.

1. Click the **Print** icon, OR
2. Click the **X** to close the window



		Cover Page for Proposal Submitted to the National Aeronautics and Space Administration		NASA Proposal Number 06-DISC06-0003	
NASA PROCEDURE FOR HANDLING PROPOSALS This proposal shall be used and disclosed for evaluation purposes only, and a copy of this Government notice shall be applied to any reproduction or abstract thereof. Any authorized restrictive notices that the submitter places on this proposal shall also be strictly complied with. Disclosure of this proposal for any reason outside the Government evaluation purposes shall be made only to the extent authorized by the Government.					
SECTION I - Proposal Information					
Principal Investigator Dom Vasilas		E-mail Address domvasilas@ucm.edu		Phone Number 301-555-2121	
Street Address (1) 6000 Brunswick Blvd.			Street Address (2)		
City Frederick		State / Province MD		Postal Code 21701	Country Code US
Proposal Title : Phoebus Mission					
Proposed Start Date 09 / 11 / 2006		Proposed End Date 11 / 21 / 2014		Total Budget No budget required	
SECTION II - Application Information					
NASA Program Announcement Number NNH06ZDA001O		NASA Program Announcement Title Discovery Program 2006 and Missions of Opportunity			
<small>For Consideration By NASA Organization /the soliciting organization, or the organization to which an unsolicited proposal is submitted)</small>					

Full
A Full Proposal Review Copy is a complete proposal.

Redacted
A Redacted Proposal Review Copy is intentionally missing information, such as proprietary budget information.

Step 5: Creating an Evaluation

Your next step in the review process is to access the individual evaluation form to record your results. If this is your first time accessing the form, NSPIRES will display a **Create** link in the **Evaluation** column. Please make sure you read the **Note** section of this page for any specific instructions, and if available, access the **Review Instructions** before completing your evaluation.

1. Read the **Note** section for review information
2. Access **Review Instructions**, if available, OR
3. Select the **Create** link

Review: DISCOVERY PROGRAM REVIEW 2 [DISCPORV2]

Solicitation Announcement: NNH06ZDA0010: Discovery Program 2006 and Missions of Opportunity

Review Instructions: [DISCPORV2 Review Instructions](#)

Review Support Personnel: Salvatore Cino (Program Officer)
Katerina Daniele (Assis. Peer Review Administrator)
Porter Bush (Peer Review Administrator)

Note:
If you have any questions on review instructions, please contact Alice Smith at 202-479-9030, ext. 376.

Proposals Assigned

Proposal #	Proposal Title	PI	Organization	Role	Evaluation Due	Evaluation	Shared
06-DISC06-0003	Phoebus Mission	Vasilas, Dom	UNIVERSITY OF CENTRAL MARYLAND	Primary	2006-08-01 23:59:00.0	Create	Decline
06-DISC06-0004	Lampades	Merle, Nimish	UNIVERSITY OF EASTERN WYOMING	Primary	2006-08-01 23:59:00.0	Create	Decline

OK



Creating an Evaluation (cont.)

Now enter your evaluation of this proposal in the form provided. You have the option of cutting and pasting your original review composition from a word processor or notepad, if you so choose. Please be aware, however, that special characters and scientific notations may be lost. Unless otherwise specified, the principal elements considered in evaluating a proposal are its intrinsic merit, its relevance to NASA's objectives, and the realism and reasonableness of its cost.

1. **Enter** your evaluation in the form provided
2. Click the **Save as Draft** button

The screenshot displays the NSPIRES web interface. At the top, there is a navigation bar with links for Home, NASA Research, Help, and Logout. Below this is a secondary navigation bar with links for Account Mgmt, Organization Mgmt, Proposals, Reviews, and Awards. The main content area shows the details for a 'DISCOVERY PROGRAM REVIEW 2' evaluation. It includes a 'Solicitation Announcement' link, 'Individual Evaluations Due' date (08/01/2006), and 'Review Support Personnel' list. A 'Note' section provides contact information for questions. The form consists of multiple questions, each with a text area for input. Question 10 and 11 are titled 'Cost Realism and Reasonableness' and have 'Strengths' and 'Weaknesses' fields respectively. Question 12 also has a 'Cost Realism and Reasonableness' title and a 'Rating' dropdown menu. At the bottom of the form, there are two buttons: 'Save as Draft' and 'Cancel'. A red dashed arrow points to the 'Save as Draft' button. A yellow callout box on the right contains the following text:

Note
For security purposes, NSPIRES will time-out an inactive session. Make sure you click the **Save as Draft** button to save your evaluation in order to edit it at a later time.

NSPIRES will display the [Proposal Evaluation Form](#) page.

1. Scroll to the bottom of the page
2. Click the **OK** button

Step 6: Editing, Deleting or Submitting an Evaluation

The status of the evaluation now appears as a **Draft** so that you can edit it at any time prior to final submission.

1. Select the **Draft** link

Review: **DISCOVERY PROGRAM REVIEW 2 [DISCPORV2]**

Solicitation Announcement: [NNH06ZDA0010: Discovery Program 2006 and Missions of Opportunity](#)

Review Instructions: [DISCPORV2 Review Instructions](#) Review Support Personnel: Salvatore Cino (Program Offi
Katerina Daniele (Assis. Peer
Porter Bush (Peer Review Adr

Note:
If you have any questions on review instructions, please contact Alice Smith at 202-479-9030, ext. 376.

Proposals Assigned

Proposal #	Proposal Title	PI	Organization	Role	Evaluation Due	Evaluation	Shared Evals
06-DISC06-0003	Phoebus Mission	Vasilas, Dom	UNIVERSITY OF CENTRAL MARYLAND	Primary	2006-08-01 23:59:00.0	Draft (2006-07-26)	Decli
06-DISC06-0004	Lampades	Merle, Nimish	UNIVERSITY OF EASTERN WYOMING	Primary	2006-08-01 23:59:00.0	Create	Decli

The evaluation form now appears as a Draft along with the date last accessed.



Editing, Deleting or Submitting an Evaluation (cont.)

Prior to the Review End date, you have the option of editing your evaluation, deleting the evaluation to create a new one, or submitting the evaluation form as complete. NSPIRES only allows you to create one evaluation per proposal per review. In this example, the evaluation is complete. We will now submit it to NASA.

1. Click the **Edit** button to edit the form, OR
2. Click the **Submit as Final** button at the bottom of the page, OR
3. Click the **OK** button to edit at a later date, OR
4. Click the **Delete** button to create a new evaluation for this proposal

Home NASA Research Help Logout

Account Mgmt Organization Mgmt Proposals Reviews Awards

Proposal Evaluation Form

Proposal Title: PHOEBUS MISSION
Proposal No.: [06-DISC06-0003](#)
PI Name: Vasillas, Dom
PI Institution: UNIVERSITY OF CENTRAL MARYLAND
Review Name: DISCOVERY PROGRAM REVIEW 2
Review Acronym: DISCPORV2
Solicitation Announcement: [NNH06ZDA0010: Discovery Program 2006 and Missions of Opportunity](#)

Individual Evaluations Due: 08/01/2006
Review Instructions: [DISCPORV2 Review Instructions](#)

Review Support Personnel: Salvatore Cino (Program Officer)
Porter Bush (Peer Review Administrator)
Katerina Daniele (Assis. Peer Review Administrator)

Note:
If you have any questions on review instructions, please contact Alice Smith at 202-479-9030, ext. 376.

Evaluation Criteria

Brief Summary of Research Objectives:

Excellent

Cost Realism and Reasonableness Strengths:
To be determined.

Cost Realism and Reasonableness Weaknesses:
The costs involved in constructing the optical telescope have not been clearly defined budget summary.

Cost Realism and Reasonableness Rating:
Very Good

NSPIRES
NASA Official: Greg Lind
[NASA Privacy, Disclaimers](#) [Accessibility Statement](#)

Note

You may view and print your evaluation at any time prior to the Review End Date.



[Do **NOT** click the **Submit as Final** button until you finalize your evaluation.]

Editing, Deleting or Submitting an Evaluation (cont.)

You must now verify the information on this page, as once you submit an evaluation to NASA, you cannot edit it until the Panel Start Date, if there is a Panel. As a panel member, you will be able to edit evaluations up until the Panel End Date.

1. Click the **Submit** button, OR
2. Click the **Cancel** button to return to the **Reviews** page

NSPIRES Proposal Evaluation Form

Warning: You are about to SUBMIT this evaluation as final.

Proposal Title: PHOEBUS MISSION

Proposal No.: 06-DISC06-0003

PI Name: Vasilas, Dom

PI Institution: UNIVERSITY OF CENTRAL MARYLAND

Review Name: DISCOVERY PROGRAM REVIEW 2

Review Acronym: DISCPORV2

Solicitation Announcement: NNH06ZDA0010: Discovery Program 2006 and Missions of Opportunity

Individual Evaluations Due: 08/01/2006

Review Support Personnel: Salvatore Cino (Program Officer)
Porter Bush (Peer Review Administrator)
Katerina Daniele (Assis. Peer Review Administrator)

Review Instructions: [DISCPORV2 Review Instructions](#)

Note:
If you have any questions on review instructions, please contact Alice Smith at 202-479-9030, ext. 376.

Submit Cancel

NSPIRES now displays the status of the evaluation form as **Submitted**. As a Reviewer, you can view and print your evaluation, regardless of the status, from the time you created the evaluation to the Review End Date. If you are allowed to view other submitted evaluations for this proposal, NSPIRES will display a View link under the **Shared Evals** column.

1. Select the [view](#) link

NSPIRES Review: DISCOVERY PROGRAM REVIEW 2 [DISCPORV2]

Solicitation Announcement: NNH06ZDA0010: Discovery Program 2006 and Missions of Opportunity

Review Instructions: [DISCPORV2 Review Instructions](#)

Review Support Personnel: Salvatore Cino (Program Offi
Katerina Daniele (Assis. Peer
Porter Bush (Peer Review Adr

Note:
If you have any questions on review instructions, please contact Alice Smith at 202-479-9030, ext. 376.

Proposals Assigned

Proposal #	Proposal Title	PI	Organization	Role	Evaluation Due	Evaluation	Shared Evals
06-DISC06-0003	Phoebus Mission	Vasilas, Dom	UNIVERSITY OF CENTRAL MARYLAND	Primary	2006-08-01 23:59:00.0	Submitted (2006-05-26)	view Decline
06-DISC06-0004	Lampades	Merle, Nimish	UNIVERSITY OF EASTERN WYOMING	Primary	2006-08-01 23:59:00.0	Create	Decline

Step 7: Viewing Shared Evaluations

NSPIRES allows you to view other submitted evaluations for a given proposal if you have met the following criteria:

- ❖ NASA has enabled you to do so,
- ❖ you have submitted your evaluation, and
- ❖ you have a role as Primary or Secondary Reviewer on the proposal.

If your role is as a Non-panelist Reviewer, you will not be allowed to view other evaluations. Additionally, only **Submitted** reviews are viewable prior to the panel meeting.

1. Select the appropriate **Submitted** link for the evaluation you wish to view

Note

In many cases, the Reviewer name(s) will be ANONYMOUS.

Role	Reviewer
Primary	Anonymous #1
Secondary	Anonymous #2
Non-Panelist	Anonymous #3

Individual Evaluations

Review: DISCOVERY PROGRAM REVIEW 2 [DISCPORV2]
 Proposal #: 06-DISC06-0003
 Proposal Title: Phoebus Mission
 PI: Dom Vasilas
 Organization: UNIVERSITY OF CENTRAL MARYLAND

Role	Reviewer	Status	Last Modified
Primary	Katsaros, Melissa	Submitted	2006-05-26
Secondary	Schridtenknepp, Lance	Submitted	2006-05-21
Non-Panelist	Young, Christopher	Submitted	2006-04-23

OK

NSPIRES displays the submitted evaluation you selected.

Proposal Review Form

Proposal: 06-DISC06-0003: Phoebus Mission
 PI: Vasilas, Dom
 Organization: University of Central Maryland
 Review: DISCOVERY PROGRAM REVIEW 2 [DISCPORV2]
 Solicitation Announcement: NNH06ZDA0010: Discovery Program 2006 and Missions of Opportunity

Individual Evaluations Due: 08/01/2006
 Program Officer: Salvatore S. Ciro
 Review Instructions: DISCPORV2 Review Instructions
 Task Lead: Sven Calning

Note:
 If you have any questions on review instructions, please contact Alice Smith at 202-479-9030, ext. 376.

Review

1. Science Merit

Strengths
 The proposal addresses compelling scientific questions related to the ionospheric electric field, which is an important LWS science goal.

Weaknesses
 Essentially all of the proposed work is to be completed by unfunded collaborators with minimal role for PI.

Score

Step 8: Declining Review of Proposal

Lastly, NSPIRES offers you the option of declining review of a single assigned proposal. This may be due to either a conflict of interest or the fact that you simply do not want to review the proposal. If you are uncertain if a particular situation constitutes a conflict, please contact the NASA Program Officer managing the review prior to declining to seek clarification. In this example, we will decline review of the second proposal due to a conflict of interest.

2. Click the **Decline** button for the proposal you wish to decline

The screenshot shows the NSPIRES interface for 'DISCOVERY PROGRAM REVIEW 2 [DISCPORV2]'. It includes a navigation bar with 'Account Mgmt', 'Organization Mgmt', 'Proposals', 'Reviews', and 'Awards'. Below the navigation bar, there is a 'Review Support Personnel' section listing Salvatore Cino, Katerina Daniele, and Porter Bush. A 'Note' section provides contact information for Alice Smith. The main section is 'Proposals Assigned', which contains a table with the following data:

Proposal #	Proposal Title	PI	Organization	Role	Evaluation Due	Evaluation	Shared Evals
06-DISC06-0003	Phoebus Mission	Vaslas, Dom	UNIVERSITY OF CENTRAL MARYLAND	Primary	2006-08-01 23:59:00.0	Submitted (2006-07-26)	view
06-DISC06-0004	Lampades	Merle, Nimish	UNIVERSITY OF EASTERN WYOMING	Primary	2006-08-01 23:59:00.0	Create	Decline

On the **Decline Review of Proposal** page, you must identify the reason for declining evaluation of this proposal, and enter an explanation in the text box.

1. Select a **Reason** for declining from the drop-down menu
2. Enter an **Explanation** in the text box
3. Click the **Decline** button

The screenshot shows the 'Decline Review of Proposal' page. It includes a warning message: 'WARNING: By declining a review of a proposal, you will no longer be able to access the proposal.' The proposal details are: Proposal: Lampades, Review: DISCPORV2 Review Instructions, Solicitation Announcement: NNH06ZDA0010: Discovery Program 2006 and Missions of Opportunity, PI: Merle, Nimish, Submitted: 2006-03-27, Organization: UNIVERSITY OF EASTERN WYOMING. Below the details, there is a 'Decline Review' section with a 'Reason' dropdown menu set to 'Conflict of Interest' and an 'Explanation' text box containing the text: 'I must decline evaluation of this proposal as I am currently a colleague of Dr. Merle at the University of Eastern Wyoming.' At the bottom, there are 'Decline' and 'Cancel' buttons.

Declining Review of a Proposal (cont.)

Once you decline to review, you can no longer access the proposal. NSPIRES will also display the reason you declined.

1. Click the **OK** button to return to the **Reviews** page

The screenshot shows the NSPIRES web interface. At the top, there is a navigation menu with links for 'Account Mgmt', 'Organization Mgmt', 'Proposals', 'Reviews', and 'Awards'. The main content area displays the review details for 'DISCOVERY PROGRAM REVIEW 2 [DISCPORV2]'. Below this, there is a table titled 'Proposals Assigned' with columns for 'Proposal #', 'Proposal Title', 'PI', 'Organization', 'Role', 'Evaluation Due', 'Evaluation', and 'Shared Evals'. The table contains two rows of data. At the bottom of the page, there is a yellow 'OK' button circled in red.

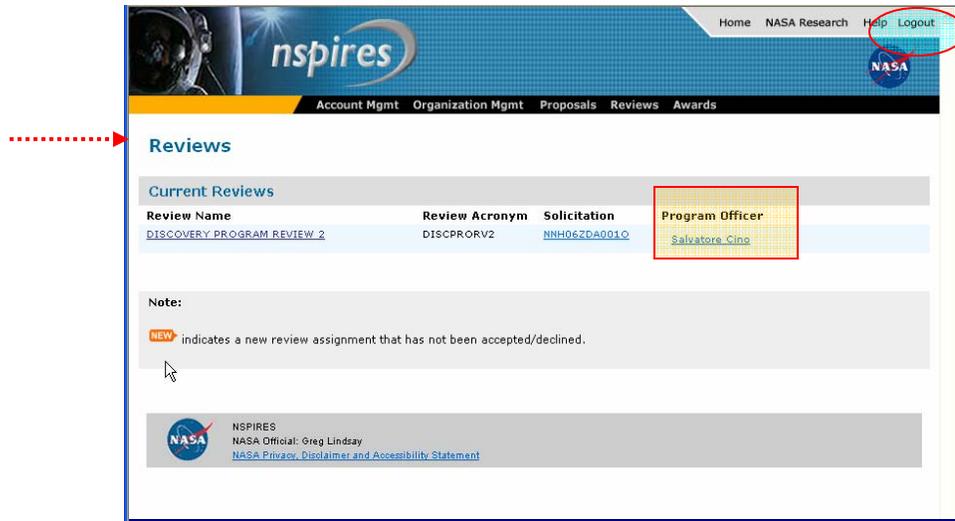
Proposal #	Proposal Title	PI	Organization	Role	Evaluation Due	Evaluation	Shared Evals
06-DISC-0001	Phoebus Mission	Vaslas, Dom	UNIVERSITY OF CENTRAL MARYLAND	Primary	2006-09-01 23:59:00.0	Create	
06-DISC06-0004	Lampione	Mere, Bench	UNIVERSITY OF EASTERN MICHIGAN	Primary	2006-08-01 23:59:00.0	Create	DECLINE (2006-08-01)

NSPIRES displays the reason you declined review of this proposal.

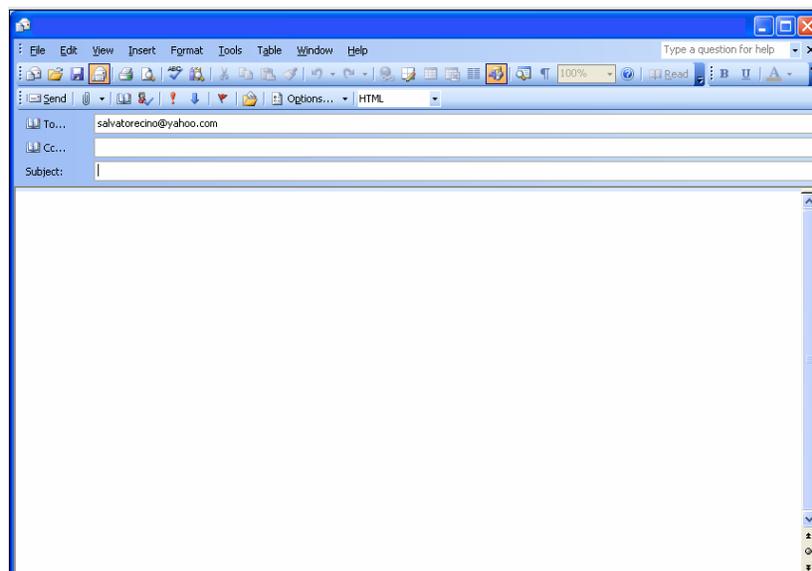
Step 9: Contacting Support Personnel

Once you have returned to the **Reviews** page, you have the option of contacting the Program Officer managing the review, if activated, or any other review support personnel listed.

1. Select the **name link**, OR
2. Select **Logout** to exit NSPIRES



NSPIRES will access the email of the Program Officer you wish to contact.



Step 10: Viewing Proposals as Review Chair/Co-Chair (Version 4.1)

If assigned to a Review as a Review Chair or Review Co-Chair without any specific proposals to evaluate, NSPIRES will list all proposals assigned to the Review on the [Reviews](#) page. You have the option of viewing any electronic proposal listed, as well as all evaluations, regardless of their status (i.e., Draft, Submitted).

1. Select the appropriate [Proposal #](#) link, OR
2. Select an appropriate [Evaluation](#) to view

Review: DISCOVERY PROGRAM REVIEW 2 [DISCRORV2]
Solicitation Announcement: [NNH06ZDA0010: Discovery Program 2006 and Missions of Opportunity](#)

Review Instructions: [DISCRORV2 Review Instructions](#) **Review Support Personnel:** Salvatore Cino (Program Offi
Katerina Daniele (Assis. Peer
Porter Bush (Peer Review Ad

Note:
If you have any questions on review instructions, please contact Alice Smith at 202-479-9030, ext. 376.

Proposals Assigned

Proposal #	Proposal Title	PI	Organization	Role	Evaluation Due	Evaluation	Shared Evals
06-DISC06-0003	Phoebus Mission	Vasilas, Dom	University of Central Maryland	Primary	2006-08-01 23:59:00.0	Submitted (02/12/2006)	-- <input type="button" value="Decline"/>
06-DISC06-0045	Ria Telescope	Nguyen, Felix	Einstein Institute of Technology	Primary	2006-08-01 23:59:00.0	Draft (02/10/2006)	-- <input type="button" value="Decline"/>
06-DISC06-0254	A comprehensive analysis of NEOs	Katsaros, Melissa	University of Eastern Wyoming	Secondary	2006-08-01 23:59:00.0	Draft (02/11/2006)	-- <input type="button" value="Decline"/>
06-DISC06-0004	Lampades	Merie, Nimish	UNIVERSITY OF EASTERN WYOMING	Primary	2006-08-01 23:59:00.0	Create	DECLINE (2006-05)
06-DISC06-0067	Asteroid composites	Picetti, Jim	University of South Denver	Non-panelist	2006-08-01 23:59:00.0	Submitted (02/12/2006)	-- <input type="button" value="Decline"/>
06-DISC06-0133	Helios study	Olsen, Rustan	College of St. Jude	Secondary	2006-08-01 23:59:00.0	Submitted (02/12/2006)	-- <input type="button" value="Decline"/>

Cover Page for Proposal Submitted to the National Aeronautics and Space Administration

NASA Proposal Number: **06-DISC06-0133**

PI: Rustan Olsen
 Email Address: rustan.olsen@stjude.edu Phone Number: **812-555-3838**

Street Address (S): **9078 Williamson** Street Address (C):
 City: **Paris** State/Province: **IN** Postal Code: **47218** Country Code: **US**

Proposal Title: **Helios Study**

Proposed Start Date: **09/11/2006** Proposed End Date: **11/31/2014** Total Budget: **No budget registered**

NASA Program Announcement Number: **NNH06ZDA0010** NASA Program Announcement Title: **Discovery Program 2006 and Missions of Opportunity**

For Consideration By NASA Organization (the awarding organization, or the organization to which an awarded proposal is submitted)

Proposal Review Form

Proposal: **06-DISC06-0133: Helios Study**

PI: **Olsen, Rustan**

Organization: **College of St. Jude**

Review: **DISCOVERY PROGRAM REVIEW 2 [DISCRORV2]**

Solicitation Announcement: [NNH06ZDA0010: Discovery Program 2006 and Missions of Opportunity](#)

Individual Evaluation Due: **08/01/2006** Program Officer: **Porter Bush**

Review Instructions: [DISCRORV2 Review Instructions](#) Task Lead: **Stevie Carling**

Note:
If you have any questions on review instructions, please contact Alice Smith at 202-479-9030, ext. 376.

Review

I. Science Merit

Strengths
The proposal addresses compelling scientific questions related to the ionospheric electric field, which is an important LWS science goal.

Weaknesses
Essentially all of the proposed work is to be completed by unfunded collaborators with minimal role for PI.

Score