Confirming an Organizational Relationship

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Confirming an Organizational Relationship

Changes made to NSPIRES on August 8, 2009 affect submission of proposals to NASA, and are being implemented to improve the process by which potential conflicts of interest are determined.

In order to submit a proposal after August 7, 2009, all proposal team members must confirm an organizational relationship. A proposal will not be able to be submitted if an organizational relationship is missing for any team member, regardless of role on the proposal (e.g. Co-I, collaborator, etc).

This guide illustrates how NSPIRES leads team members through the confirmation process.

1. Access your NSPIRES account.
2. Click the appropriate link under Reminders/Notifications to confirm your participation in a proposal.
3. Verify that the proposal information is correct. Please read the new requirement agreement, and click the ‘Continue’ button to proceed.

Click ‘Decline’ to remove yourself from the Team Member list.
Click ‘Cancel’ to return to previous page.
4. Click the ‘Link Relationship’ button to access the page where you can select your participating organization in the proposal.

5. There are three options to link your organizational relationship. Select one of the three linking options that apply to your organizational relationship, then click the ‘Save’ button.

A. **Link Proposal to an Association** - The first option is the Association to an organization you currently work for or have worked for in the past. All associations have to be registered in the US Government's System for Award Management (SAM)

   You will be presented a list of your current Associations. If the institution is not on your list, you can add it at this time with the **Add Association** button. Adding an Association to the list does not constitute a confirmed organizational relationship. After adding the Association you may select it from the list. (Refer to step 8, Add Association)

B. **Link Proposal to a Non SAM Organization** - The second option allows you to enter the name of your organization if it is not in your list, and is not listed in SAM. You may type the formal name of that organization, select it, and save it to link it to this proposal.

C. **Link Proposal as Self** - The third option allows you to specify that you are representing only yourself on this proposal. Selecting and saving ‘Self’ constitutes a confirmed organizational relationship.
6. Verify that all organization information is correct, then click the ‘Continue’ button located at the bottom of the page to complete your confirmation organizational relationship.

**NOTE:** You may click the ‘Edit Relationship’ button to make necessary changes. (Refer to Step 13, Edit Relationship).

Click ‘Edit Relationship’ to change your Organizational Relationship.

Click ‘Decline’ to remove yourself from the Team Member list.
7. The View Proposal Team page is now displayed reflecting that your organizational relationship has been confirmed.

Add Association

Associations indicate a past or present working relationship between you and an organization. Indicating these relationships will help NASA in identifying potential conflict of interest situations during peer review of proposals.

8. Click the ‘Add Association’ button to add your Association.
9. You may search your organization by Organization Name, DUNS Number, or Cage Code.

   Enter one of them in the search text field, and select the search type in the ‘By’ drop down menu.

   After that, click the ‘Search’ button.

10. Locate and select the radio button of your organization. Click the ‘Select’ button to proceed.

    NOTE:
    If your organization is not listed, click the ‘New Search’ button to search again by using other types (Organization Name, DUNS Number, or Cage Code).
    If your organization is still not found, click the ‘Cancel’ button and you may choose ‘Option B’ or ‘Option C’. (Refer to Step 5).
11. Verify that the organization information is correct, then click the ‘Add Association’ button to complete this process.

12. Your organization is now added to your associations list. Refer to Step 5 to complete the Organizational Relationship using ‘Option A’
**Edit Relationship**

In order to change the organizational relationship in a proposal, please follow the steps below.

13. Click the ‘Edit Relationship’ button.

14. The current organization relationship to the proposal is displayed.

Users may modify the email and phone number as necessary, then click the ‘Save’ button to save these changes and return to the previous page. The edits are reflected in the organizational relationship section.

In order to change the organization in the organizational relationship, click the ‘Change Relationship’ button.

Click ‘Cancel’ to return to previous page.
15. You may change the organizational relationship by selecting a different organization. The three options will be present to you once again. Select one option, then click on the ‘Save’ button.

16. The change is reflected in the following page.