



## Confirming an Organizational Relationship

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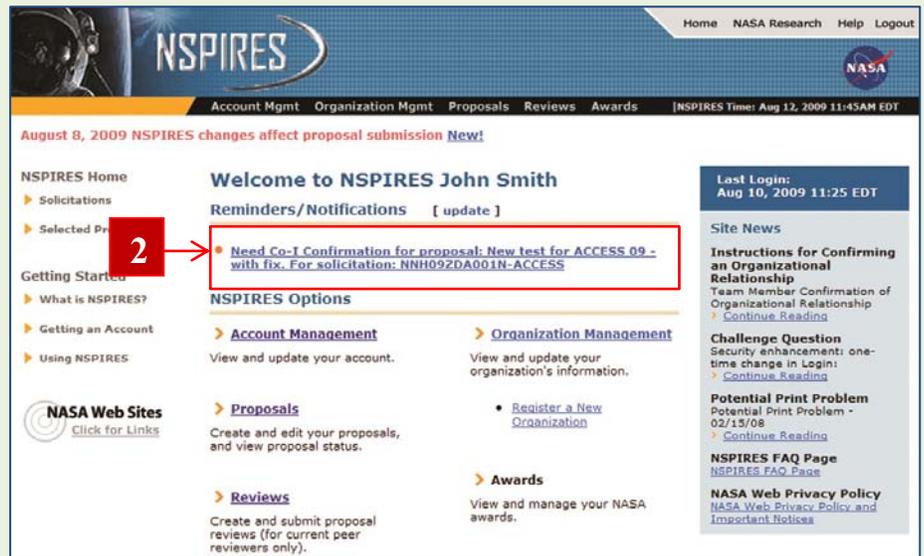
# Confirming an Organizational Relationship

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.

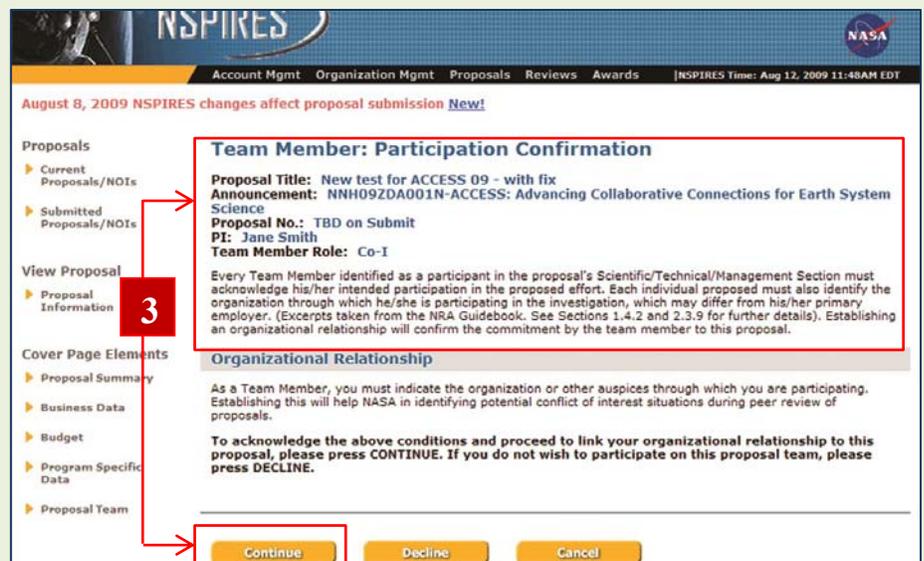
In order to submit a proposal after August 7, 2009, all proposal team members must confirm an organizational relationship. A proposal will not be able to be submitted if an organizational relationship is missing for any team member, regardless of role on the proposal (e.g. Co-I, collaborator, etc).

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.

- Click the 'Link Relationship' button to access the page where you can select your participating organization in the proposal.

Home NASA Research Help Logout

Account Mgmt Organization Mgmt Proposals Reviews Awards [NSPIRES Time: Aug 12, 2009 11:49AM EDT]

August 8, 2009 NSPIRES changes affect proposal submission [New!](#)

Proposals

- Current Proposals/NOIs
- Submitted Proposals/NOIs

View Proposal

- Proposal Information

Cover Page Elements

- Proposal Summary
- Business Data
- Budget
- Program Specific Data
- Proposal Team

**Team Member: Information and Organization**

**Proposal Title:** New test for ACCESS 09 - with fix  
**Announcement:** Advancing Collaborative Connections for Earth System Science  
**Proposal No:** TBD on Submit  
**PI:** Jane Smith  
**Team Member Role:** Co-I  
**Team Member Name:** John R Smith  
**Team Member Contact Info:**

NRESS Office: 202-479-9030  
 500 E St SW  
 200  
 Washington, DC 20024-2760  
 r-help@nasaprs.com

**NOTE:** Co-I John Smith must confirm an organizational relationship. This is initiated by clicking on the "Link Relationship" button.

**Organizational Relationship**

An organizational relationship must be linked to this proposal.

**4** →

- 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.

- 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)
- 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.
- 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.

Proposal Team

**Link Proposal to an Association {Option A}**

Choose your organization for this proposal from the list below and click **Save** button at the bottom of the page. If your organization is not on the list, click on the Add Association button to add one. Then you may select it to complete the linking process.

Organization Name	Doing Business As (DBA)	DUNS #	Cage Code
<input type="radio"/> LMD Standard Name	Z#A	999999900-0000	ZZZ00
<input type="radio"/> NSPIRES HELP DESK ORGANIZATION	Z#H	999999907-0000	ZZZ07

**5** → **Link Proposal to a Non SAM Organization {Option B}**

If the organization you wish to link is not in the System for Award Management, you may type in its formal name below:

Type in Organization Name

**5** → **Link Proposal as Self {Option C}**

If you are not working under the auspices of any organization for this proposal, you may link as an individual representing him/her self.

Self

**5** →

Click 'Cancel' to return to previous page.

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).

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 is titled 'Team Member: Information and Organization' and contains the following sections:

- Proposals:** A sidebar menu with options for Current Proposals/NOIs and Submitted Proposals/NOIs.
- View Proposal:** A sidebar menu with an option for Proposal Information.
- Cover Page Elements:** A sidebar menu with options for Proposal Summary, Business Data, Budget, Program Specific Data, and Proposal Team.
- Team Member: Information and Organization:** The main content area, which includes:
  - Proposal Title:** New test for ACCESS 09 - with fix
  - Announcement:** Advancing Collaborative Connections for Earth System Science
  - Proposal No:** TBD on Submit
  - PI:** Jane Smith
  - Team Member Role:** Co-I
  - Team Member Name:** John R Smith
  - Team Member Contact Info:** NRESS, 500 E St SW, 200, Washington, DC 20024-2760, r-help@nasaprs.com
  - Organizational Relationship:** A section with an 'Edit Relationship' button highlighted in a red box.
  - Linked Information:** Name: LMD Standard Name, DBA: LMD/IPSL, Cage Code: ZZZ00, DUNS #: 999999900 -0000
  - Contact Information:** Phone: 202-479-9030, Email: r-help@nasaprs.com
  - Team Member Information:** A section with an 'Edit Team Member' button.
  - Member Documents:** A section with a 'Biographical Sketch' link.
  - Assigned Roles and Privileges:** A table with columns for Privilege, None, View, and Edit. The 'Role' is set to 'Co-I'.
 

Privilege	None	View	Edit
Proposal Summary	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Business Data	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Budget	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Program Specific Data	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Team Members	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Proposal Attachments	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
  - U.S. Government Agency & International Participation:** A section with two questions:
    - Is this person participating in this project as an employee of the U.S. Government? \* (Radio buttons for Yes and No)
    - If yes, select U.S. Government agency: (Dropdown menu)
    - If yes, enter total dollar amount requested: (Text input field)
    - Is this person participating in this project as an employee of a foreign organization? \* (Radio buttons for Yes and No)

At the bottom of the page, there are two buttons: 'Continue' (highlighted in a red box) and 'Decline' (highlighted in a green box). A blue arrow points from the 'Edit Relationship' button to the 'Continue' button. A red box with the number '6' is positioned to the left of the 'Continue' button.

- 7. The View Proposal Team page is now displayed reflecting that your organizational relationship has been confirmed.

August 8, 2009 NSPIRES changes affect proposal submission [New!](#)

**View Proposal Team**  
 Proposal Title: New test for ACCESS 09 - with fix

**PI**

Name	Role	Date Assigned	Email
Jane Smith	PI	04/02/2009	p-help@nasaprs.com

**Team Members** Add Team Member

Name	Role	Date Assigned	Email	Relationship Confirmed	Options
John Smith	Co-I	08/12/2009	r-help@nasaprs.com	08/12/2009	Delete

*Optional Team Member Role(s): Co-I, Co-I/Co-PI (non-US organization only), Co-I/Institutional PI, Co-I/Science PI, Collaborator, Consultant, Graduate/Undergraduate Student, Other Professional, Postdoctoral Associate*

**Support Staff** Add Staff

Name	Email	Date Assigned	Options
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**OK**

## 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.

**Link Proposal to an Association** Add Association

Choose your organization for this proposal from the list below and click **Save** button at the bottom of the page. If your organization is not on the list, click on the **Add Association** button to add one. Then you may select it to complete the linking process.

Organization Name	Doing Business As (DBA)	DUNS #	Cage Code
<input type="radio"/> LMD Standard Name	Z##A	999999900-0000	ZZZ00
<input type="radio"/> NSPIRES HELP DESK ORGANIZATION	Z##H	999999907-0000	ZZZ07

**Link Proposal to a Non SAM Organization**

If the organization you wish to link is not in the System for Award Management, you may type in its formal name below:

Type in Organization Name

**Link Proposal as Self**

If you are not working under the auspices of any organization for this proposal, you may link as an individual representing him/her self.

Self

**Save** **Cancel**

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.

Account Management

Change Username

Change Password

Challenge Question

Personal Profile

Address Book

Affiliations

Email Subscriptions

Associations

Account Management Questions?

### Add Association: Search for Organization

Enter your search criteria below. You may search by organization name, DUNS number or CAGE code using the dropdown selection below.

Search:  By: Organization Name CAGE Code DUNS # Organization Name

Search Tips:

- You may use a portion or full name of an organization with an organization name search.
- When searching by either the DUNS number or CAGE code, use the full DUNS Code.

Click 'Cancel' to return to previous page.

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).

Account Management

Change Username

Change Password

Challenge Question

Personal Profile

Address Book

Affiliations

Email Subscriptions

Associations

Account Management Questions?

If you need help with this process, please contact NSPIRES Help (800) 479-9376, or by email at [nspires-help@nasaprs.com](mailto:nspires-help@nasaprs.com). [Click here](#) for more contact information.

### Add Association - Search Results

Select an organization from the list below and click "Select" to advance to the next step. If you need to search again, click "New Search".

Select	Organization Name	Doing Business As (DBA)	DUNS #	Cage Code
<input checked="" type="radio"/>	Z\$\$C	University of Central Maryland	999999941	ZZZ41
<input type="radio"/>	Z\$\$E	University of Eastern Wyoming	999999940-0040	ZZZ40
<input type="radio"/>	Z\$\$G	College of St. Jude	999999947-F4UC	ZZZ47
<input type="radio"/>	Z\$\$M	University of South Denver	999999942-0042	ZZZ42
<input type="radio"/>	Z\$\$N	The Einstein Institute of Technology	999999943-0043	ZZZ43
<input type="radio"/>	Z\$\$S	Metropolitan Center of Science and Technology	999999946-0046	ZZZ46
<input type="radio"/>	Z\$\$V	Roswell Space Labs	999999944-0044	ZZZ44
<input type="radio"/>	Z\$\$Y	The Center for Science Research	999999945-0045	ZZZ45

Click 'New Search' to use other criteria to find organization.

Click 'Cancel' to return to previous page.

11. Verify that the organization information is correct, then click the 'Add Association' button to complete this process.

Click 'Cancel' to end the Add Association process and return to the Organizational relationship page.

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

Organization Name	Doing Business As (DBA)	DUNS #	Cage Code
<input type="radio"/> LMD Standard Name	Z##A	99999900-0000	ZZZ00
<input type="radio"/> Z##H	Z##H	99999907-0000	ZZZ07
<input checked="" type="radio"/> Z\$\$C	University of Central Maryland	99999941	ZZZ41

# Edit Relationship

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

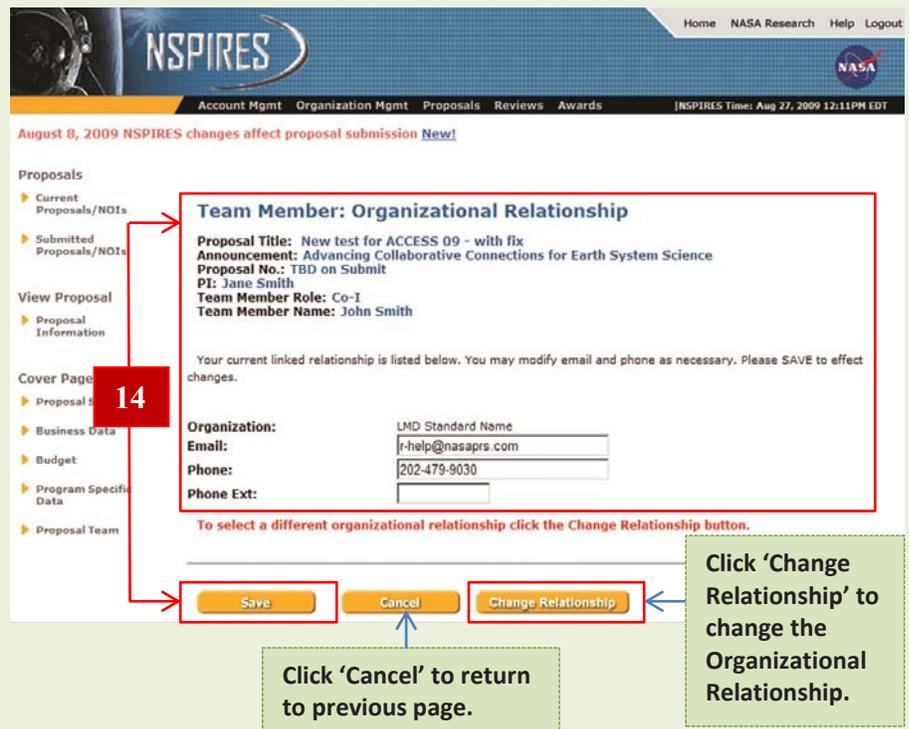
## 13. Click the 'Edit Relationship' button.



## 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.



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.

**Team Member: Organizational Relationship**

Proposal Title: New test for ACCESS 09 - with fix  
 Announcement: Advancing Collaborative Connections for Earth System Science  
 Proposal No.: TBD on Submit  
 PI: Jane Smith  
 Team Member Role: Co-I  
 Team Member Name: John Smith

Your current linked relationship is listed below. You may modify email and phone as necessary. Please SAVE to effect changes.

**Organization:** LMD Standard Name  
**Email:** jtisatest@nasaprs.com  
**Phone:** 301-555-1212  
**Phone Ext:** 555

Check this box to apply the above contact email and phone to the next relationship you select. Otherwise, the above information will be replaced by the primary email and phone from your Address Book.

**Link Proposal to an Association** Add Association

Choose your organization for this proposal from the list below and click Save button at the bottom of the page. If your organization is not on the list, click on the Add Association button to add one. Then you may select it to complete the linking process.

Organization Name	Doing Business As (DBA)	DUNS #	Cage Code
<input type="radio"/> LMD Standard Name	LMD/IPSL	999999900-0000	ZZZ00
<input checked="" type="radio"/> Z##H	Z##H	999999907-0000	ZZZ07

**Link Proposal to a Non CCR Organization**

If the organization you wish to link is not in the Central Contract Registry, you may type in its formal name below:

Type in Organization Name

**Link Proposal as Self**

If you are not working under the auspices of any organization for this proposal, you may link as an individual representing him/her self.

Self

Click 'Save' to maintain your new Organizational relationship.

Click 'Cancel' to return to previous page.

16. The change is reflected in the following page.

Home NASA Research Help Logout

Account Mgmt Organization Mgmt Proposals Reviews Awards NSPIRES Time: Aug 27, 2009 12:45PM EDT

August 8, 2009 NSPIRES changes affect proposal submission [New!](#)

**Team Member: Information and Organization**

Proposal Title: New test for ACCESS 09 - with fix  
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 Proposal No.: TBD on Submit  
 PI: Jane Smith  
 Team Member Role: Co-I  
 Team Member Name: John R Smith  
 Team Member Contact Info:

NRES  
 500 E St SW Office: 202-479-9030  
 200  
 Washington, DC 20024-2760  
 r-help@nasaprs.com

**Organizational Relationship** Edit Relationship

Linked Information	Contact Information
Name: Z##H DBA: Z##H Cage Code: ZZZ07 DUNS #: 999999907-0000	Phone: 301-555-1212 ext 555 Email: jtisatest@nasaprs.com

**Team Member Information** Edit Team Member