

NASA Information for Investigators

The following information includes excerpts and references to the [NASA Proposers Guidebook 2016](#).

Standard Proposal Style Formats

Single spaced, single column, font with no more than 15 characters per inch (Times New Roman 12 point font). No more than 5.5 lines per inch of text. Paper size 8.5x11 with at least 1 inch margins on all sides. Headers and Footers are allowed as long as they do not contain proposal data.

Proposals should not include URLs for information or materials needed to either complete or understand the proposal.

10MB file size limit for each proposal.

**Any Proposer who creates files using TeX or LaTeX is required to first create a DVI file and then convert the DVI file to Postscript and then to PDF. All Proposers are encouraged to reference https://nspires.nasaprs.com/tutorials/PDF_Guidelines.pdf for more information on creating PDF documents compliant with NSPIRES.

Proposal Contents

Proposal Personnel

NASA will not fund organizations that do not appear on the Proposal Cover Page. All personnel with a significant role on the project must be listed on the Proposal cover page and must be registered in NSPIRES.

Proposal Summary

Should not exceed 4000 characters in length, and should not contain any special characters or formatting

Scientific/Technical/Management Section,

15 page limit

Include: technical approach, perceived impact of the proposed work, relevance of the proposed work, a general plan of work including milestones, the management structure of the personnel.

Must include a data-sharing plan as part of technical proposal.

Biosketch,

2 pages allowed per PI, 1 page per Co-Investigator

Note: Any Co-I also serving in one of the three special Co-I categories defined in Section 1.4.2 may use the same two-page limit as for the PI

Current and Pending

Pre-Award will prepare a current and pending for Purdue investigators, required for PI and Co-PIs.

Statements of commitment and Letters of Support

Every Co-PI, Co-I, and Collaborator (ref. definitions in Section 1.4.2) identified as a participant on the proposal's cover page and/or in the proposal's *Scientific/Technical/Management Section* must acknowledge his/her intended participation in the proposed effort. This can be done as a confirmed relationship in NSPIRES or a Letter of Commitment.

In addition, a letter of support is required from the owner of any facility or resource that is not under the PI's direct control, acknowledging that the facility or resource is available for the proposed use during the proposed period. For Government facilities, the availability of the facility to users is often stated in the facilities documentation or web page. Where the availability is not publicly stated or where the proposed use goes beyond the publicly stated availability, a statement, signed by the appropriate Government official at the facility verifying that it will be available for the required effort, is sufficient.

The budget justification consists of the budget narrative and the budget details

Budget Narrative

Should clearly state the type of award the recipient anticipates receiving.

Describe basis of estimate and rationale for proposed costs. The Proposer must state the source of cost estimates (e.g., based on quote, on previous purchases for same or similar item(s), cost data obtained from internet research, etc.) including the company name and/or URL and date if known, but need not include the actual price quote or screen captures from the web. The Proposer must describe in detail the purpose of any proposed travel in relation to the grant and provide the basis of estimate, including information or assumptions on destination, number of travelers, number of days, conference fees, air fare, per diem, miscellaneous expenses, etc.

Also describe any required facilities and equipment. Describe existing facilities that are required. Proposed costs for purchased facilities, tooling, or equipment must be entered in the Proposal Cover Page and included in the Budget Details.

Budget Details

In addition to the Budget Narrative, Proposers are required to include detailed budgets, including detailed subcontract/subaward budgets, in a format of their own choosing.

This information can be provided in a budget spreadsheet prepared by Pre-Award to include:

Personnel: base salary, level of effort, and requested salary. Fringe benefits should be separately broken out by person, and include the fringe rate.

Other Direct Costs:

- a. Subcontracts: Itemized budgets are required for all subcontracts/subawards, regardless of dollar value.

- b. Consultants: Identify consultants to be used and provide the amount of time they will spend on the project and rates of pay to include annual salary, overhead, etc.
- c. Equipment: List all facilities and equipment items separately
- d. Supplies: Provide general categories of needed supplies, the method of acquisition, and the estimated cost.
- e. Travel: Provide a detailed breakout of costs for any proposed travel. Detailed budget data shall include the following:
 - Number of people and number of days
 - Departure/Arrival cities
 - Airfare
 - Per diem
 - Car rental
 - Conference fees (if applicable)
 - Miscellaneous Costs (i.e., car rental fuel, airport parking, tolls, etc.).

If destinations are not known at time of proposal preparation, then reasonable assumptions about the potential destination and historical data for previous trips may be used but the preparer is still required to include the same amount of detail listed above.

F&A Costs:

Identify F&A cost rate(s) and base(s) as approved by the cognizant Federal agency, including the effective period of the rate. Provide the name, address, and telephone number of the Federal agency official having cognizance.

Funds that are going to the U.S. Government Organization, ie. PNNL, NOAA, etc. should be entered into Other Applicable Costs. Also see information on Joint Proposals Involving a Mix of U.S. Government and Non-Government Organizations, PDF P 38. These will not be treated as subcontracts in the budget.

Table of Personnel and Work Effort

The table must include the names and/or titles of all personnel necessary to perform the proposed effort, regardless of whether they require funding. Where names are not known, include the position, such as postdoc or technician. For each individual, list the planned work commitment to be funded by NASA, per period in fractions of a work year.

See check list on next page.

Unless otherwise specified in the NRA, a proposal should be assembled with the items given in the following table in the order shown, using the page limits provided herein. Proposals that omit required materials or that exceed the page limits may be rejected without review. In some cases, an NRA may specify exceptions to these page limits, especially to allow for the *Scientific/Technical/Management Section*.

REQUIRED CONSTITUENT PARTS OF A PROPOSAL (in order of assembly)	PAGE LIMIT
<i>Proposal Cover Page</i>	No page limit when generated by electronic proposal system
Proposal Summary (abstract)	4,000 characters, included in <i>Proposal Cover Page</i>
<i>Table of Contents</i>	1
<i>Scientific/Technical/Management Section</i>	15*
<i>Data Management Plan</i>	
<i>References and Citations</i>	<i>As needed</i>
<i>Biographical Sketches for: the Principal Investigator(s) each Co-Investigator</i>	2 (per PI) 1
<i>Current and Pending Support</i>	<i>As needed</i>
<i>Statements of Commitment and Letters of Support</i>	<i>As needed</i>
<i>Budget Justification: Narrative and Details</i>	
<i>(including Proposing Organization Budget, itemized lists detailing expenses within major budget categories, and detailed subcontract/subaward budgets)</i>	
<i>Budget Narrative, including Summary of Proposal Personnel</i>	<i>As needed</i>
<i>Facilities and Equipment)</i>	<i>As needed</i>
Budget Details	<i>As needed</i>
<i>Special Notifications and/or Certifications</i>	<i>As needed</i>
<i>Table of Personnel and Work Effort</i>	<i>As needed</i>
<i>Small Business Subcontracting Plan</i>	<i>As needed</i>

* includes all illustrations, tables, and figures, where each "n-page" fold-out counts as n-pages and each side of a sheet containing text or an illustration counts as a page. Note: This page limit may be superseded by instructions in the FA.