

# NASA Earth and Space Science Fellowship (NESSF) Program Proposal Submission Instructions

## Important Notes You Should Review Prior to Initiating Proposal Submission:

In NSPIRES, Errors (✘) indicate problems that will preclude proposal submission to NASA. Errors must be corrected in order to submit.

Warnings (⚠) are meant to be used as guidelines for checking a proposal prior to submission to NASA. They indicate potential discrepancies, based on typical proposal requirements. Any actions taken because of warnings are at your discretion.

Please consult the NESSF solicitation announcement for specific requirements. In particular, Section 3 of the Solicitation describes the goals and objectives of the four SMD Scientific Areas of Support for the NESSF. One of these areas must be selected during the proposal creation process described below. Please ensure that you select the correct "Option for Proposal Submission" for your proposal.

## **STEP BY STEP SUBMISSION INSTRUCTIONS:**

### *Step 1*

1. The University must be registered with NSPIRES through the Electronic Business Point of Contact (EBPOC) listed in the System for Award Management (SAM) database ([www.sam.gov](http://www.sam.gov)).
2. The Advisor (Principal Investigator - PI) must be registered with NSPIRES and affiliated with the registered university.
3. The Student must be registered with NSPIRES and activate his/her account.

### *Step 2*

1. The Advisor MUST initiate the proposal in NSPIRES for the Student
  - a. Advisor logs into NSPIRES
  - b. Select "Proposals" link
  - c. Click "Create Proposal" button on right side
    - i. Select "Solicitation" and click "Continue"
    - ii. Select "NESSF" and click "Continue"
    - iii. Select Options for Proposal Submission (this choice must match the 'Scientific Area of Support,' as required on the Program Specific Questions page):
      - Earth Science (EARTH18)
      - Heliophysics Research (HELIO18)
      - Planetary Science (PLANET18)
      - Astrophysics Research (ASTRO18)and click "Continue"
    - iv. Create "Proposal Title" (Note: The title must be entered at this point, and only the Advisor can edit the proposal title), and click "Continue"
    - v. Link the proposal to the submitting organization, and click "Continue"

- vi. System will display "Submitting Organization Information" for verification. Click "Continue"
- vii. Click "Save"
- d. On "View Proposal" page (the Advisor is identified as the PI for the proposal.)
  - i. Select "Business Data" link in "Proposal Cover Page"
  - ii. Click "Edit" to complete information in each field and click "Save"
  - iii. Click "OK"
  - iv. On "View Proposal" page, select "Proposal Team" link
  - iii. Click "Add Team Member"
  - iv. Enter Student's name and click "Search" for the Member (Student) – system will display search results.
  - v. Select the correct Student, and click "Continue"
  - vi. On "Team Member" page, Assign Role/Privileges
  - vii. Select "Graduate/Undergraduate Role" from pull down menu.
  - viii. Grant Student "Edit" privileges by selecting
    - "Proposal Summary"
    - "Program Specific Data"
    - "Proposal Attachments"
  - ix. Select "No" to the two questions that follow the section entitled "U.S. Government Agency & International Participation"
  - x. Click "Save"
  - xi. Click "OK"
  - xii. Advisor MUST Logout of NSPIRES

### *Step 3*

#### **Student logs into NSPIRES.**

At initial log on, the Student must follow these steps:

- Under "Reminders/Notifications," click "Need Graduate/Undergraduate Student Confirmation for Proposal: [proposal title] for Solicitation NESSF" link
- On "Team Member: Participation Confirmation" page, Student should read and click "Continue"
- On "Team Member Profile" page, click "Link Relationship"
- On "Team Member: Organizational Relationship" page, go to "Link Proposal to a Non-SAM Organization" – enter your institution name, click button, and click "Save"
- On "Team Member Profile" page, verify information and click "Continue," which will take you to "View Proposal" page

On "View Proposal" page

- i. Select "Proposal Summary" link
  - (a) Select "Edit"
  - (b) Type or cut and paste the proposal summary into the "Proposal Summary" text box
  - (c) Click "Save," and click "OK"

ii. Select "Program Specific Data" link (Note: Required for the proposal to be considered.)

- (a) Select "Edit"
- (b) Respond to the questions listed.
- (c) Click "Confirm" at the end of the questions, and click "OK"

iii. Proposal Attachments

- (a) Click "Add"
- (b) Select "Proposal Document" as "Attachment Type" from the drop-down list
- (c) Browse and select your proposal document

Note: All required proposal elements that are not part of the NSPIRES cover page must be combined into a single .pdf document and uploaded on the NSPIRES site for submission.

Document must include (Section 8 of the solicitation for details):

- A personal statement
- A description of the proposed research investigation (progress report for renewal application)
- Schedule stating the proposed start and completion dates and anticipated milestones of the applicant's degree program (updated for renewals)
- Curriculum Vitae for Faculty Advisor and Student (for new applications only)
- A signed letter of recommendation from the Student's academic Advisor
- Affirmation statement (see item 6 of Section 8 of the solicitation for details)
- Unofficial, legible, and clearly unaltered undergraduate and graduate transcripts (provide an explanation if the transcripts are not current or recent). Transcripts for any classes taken during the previous year are required for renewals. (Full or partial SSN and/or date of birth must be removed from the transcript, if present. See Frequently Asked Question #9)

(d) Click "Upload" and click "OK"

iv. Note: "Complete Proposal" section ("Generate" button enables you to review your proposal in draft prior to submission.) However, this option is independent of the submission process. If proposal fails to generate, you should still proceed with your submission.

v. Student MUST Logout of NSPIRES

#### ***Step 4***

1. Student MUST now coordinate with his or her Advisor to RELEASE the full proposal to the organization.

- a. The Advisor logs into NSPIRES
- b. Select "Proposals" link
- c. On "Current Proposals/NOIs" page
  - i. Select the "Proposal Title" to be released

- ii. On "View Proposal" page
- iii. Click "Release to Org" button
- iv. Click "Release"
- v. Click "OK" [If the Advisor has additional Fellowship proposals to release, repeat process]
- vi. If the Advisor has no additional Fellowship proposals to release, Logout of NSPIRES

The Advisor MUST now coordinate with the Authorized Organizational Representative (AOR), who will SUBMIT the full proposal to NASA.

The advisor will know that the proposal has been successfully submitted when he/she receives an email from NSPIRES stating that it has been received which includes a proposal submission number.

For assistance, you may contact the NSPIRES Help Desk at Phone: (202) 479-9376 or Email: [nspires-help@nasaprs.com](mailto:nspires-help@nasaprs.com). The Help Desk is staffed from 8:00 AM to 6:00 PM EDT/EST.