INTERNAL USER GUIDE

A Guide to the NASA Online Proposal System (NSPIRES)
(NASA Solicitation and Proposal Integrated Review and Evaluation System)

A Guide to applying for funding from NASA
NASA homepage web page: http://science.nasa.gov/
Imperial College Research Support (online submission systems) web page:
http://www3.imperial.ac.uk/researchsupport/funderinformation/onlinesubmissionsystems
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A Introduction

1. This document provides instructions to users on how to submit a research proposal to NASA.

   **Note:** If you are applying through Grants.gov you must be registered in NSPIRES in order for this proposal transfer to take place. Both systems require submission of the proposal by your Faculty Research Services/Joint Research Office and NOT the Principal Investigator (PI). Please ensure that you check the call for proposal information if the submission process is via Grants.gov or NSPIRES.

2. You must be a REGISTERED user to be able to apply to NASA. However, you are able to view calls for proposals using NSPIRES. To apply via NSPIRES you must have a valid username and password.

   - If you do not have an account, use the NSPIRES registration guidance http://www3.imperial.ac.uk/researchsupport/supportingdocumentsandresources#n
   - If you have an account, go to Section B (How to create a proposal)

B How to create a proposal

The tutorial link below is an interactive resource created to help you become familiar with creating a proposal. This tutorial has been transcribed below in a condensed version. The online tutorials for NSPIRES require a Javascript-enabled browser and uses Flash for both animation and navigation. Each tutorial explains a procedure or condition in an easy-to-follow movie with audio and can be view here: http://nspires.nasaprs.com/tutorials/ex305_createproposalfromsolicitation.htm

1. Go to the NSPIRES homepage: http://nspires.nasaprs.com/external/ and enter your username and password in the Member Login section.

   Click on Login to proceed.
2. The NSPIRES Home page will be displayed.

Scroll down the page and select Proposal.

Select the source of the proposal. The usual format is Solicitation.

Click on Continue to view all the open calls for proposals from NASA.

3. From the list of open calls, click on select the type of proposal you wish to apply for.

Click on the radio button to select the type of proposal you wish to make.
The Create Proposal screen will be displayed.

Enter the proposal title in the text box and click on Continue.

4. All proposals are linked to Imperial via your account details entered at point of registration. This is an automatic process.

Confirm that Imperial College is selected by clicking on the radio button as shown below:

You are now requested to confirm the organisation details are correct.

Click on Continue to proceed.
5. The Create Proposal > Confirm Proposal Creation screen will now be displayed. This will show the Proposal Title that you previously entered and the type of grant you are applying for. Click on Save to continue.

C PROPOSAL SUMMARY

The tutorial link below is an interactive resource created to help you become familiar with the Edit Proposal Summary page. This tutorial has been transcribed below into a condensed version. The online tutorials for NSPIRES require a Javascript-enabled browser and uses Flash for both animation and navigation. Each tutorial explains a procedure or condition in an easy-to-follow movie with audio and can be viewed here: http://nspires.nasaprs.com/tutorials/ex307_editproposalsummary.htm

1. From the Welcome screen, scroll down the page and select Proposals.

You will now see the full list of calls that you can apply for. Select the call you are applying for.

2. You will now be directed to the Active Proposals page. Select the proposal title to access the application form.
Scroll down the page and you will see the Proposal Cover page.

3. To start your application, select the Proposal Summary link.

Click on the Edit button (i) and enter the summary of your application in the Summary Text field (ii) using the criteria (iii) stated below.

Please enter a brief description of the proposal (using less than 4000 characters, including spaces) that provides the following information:

A description of the key, central objectives of the proposal in terms understandable to a nonspecialist;

A concise statement of the methods/techniques proposed to accomplish the stated research objectives; and

A statement of the perceived significance of the proposed work to the objectives of the solicitation and to NASA interests and programs in general.

Note: NASA intends to publish the proposal’s full title, the PI’s name and organization, and the Proposal Summary of every selected investigation in a publicly accessible data base; therefore, the Proposal Summary should not include proprietary information that would preclude its unrestricted release.
Click on Save to continue.

4. The View Proposal screen will be displayed, which now shows the title of your application.

Click on OK to go back to the Proposal Cover page

Scroll down the page and you will see the Proposal Cover page which now indicates that you have completed the Proposal Summary.

**D BUSINESS DATA**

The tutorial link below is an interactive resource created to help you become familiar with entering information on the Business Data page of your application. This tutorial has been transcribed below into a condensed version. The online tutorial for NSPIRES requires a Javascript-enabled browser and uses Flash for both animation and navigation. Each tutorial explains a procedure or condition in an easy-to-follow movie with audio and can be view here: [http://nspires.nasaprs.com/tutorials/ex308_editproposalbusinessdata.htm](http://nspires.nasaprs.com/tutorials/ex308_editproposalbusinessdata.htm)

1. On the Proposal Cover page, select the Business Data link.
2. The Business Data screen will now be displayed. Click on the Edit button to proceed.

3. On the Business Data Screen select the **Proposal Information** option and now enter the Start and End Dates of your application. It is at this stage that you can amend the Proposal Title.

4. On the Business Data Screen select **Application Information** and click on the Edit button.

In this section you must now enter the details of your application, such as Proposal Identification Number, Agency references, support and indicate International participants.
Click on **Save** to continue.

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5. On the Business Data Screen select **Other Project Information** and click on the **Edit** button.

   - Does the Project have an Actual or Potential Impact on the Environment?^*^
     - Yes
     - No
     - Environmental Impact Explanation:

   - Has an Exemption Been Authorized or an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) Been Performed?^*^
     - Yes
     - No
     - Exemption/EA/EIS Explanation:

   - Does this project have the potential to affect historic, archeological or traditional cultural sites (such as Native American burial or ceremonial grounds) or historic objects (such as an historic aircraft or spacecraft)?^*^
     - Yes
     - No
     - Explanation:

   - Will NASA civil servant personnel work on this project?^*^
     - Yes
     - No
     - Fiscal Year
     - No. of FTEs:

Complete each question in turn ensuring that all areas are covered.

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6. On the Business Data Screen select **Proposal Point of Contact** and click on the **Edit** button.

   - Proposal Point of Contact

   - The Proposal Point of Contact will be the PI by default. If you wish to use someone other than the PI, enter that person’s information in this section.

   - Name: Melissa Kataras
   - Email Address: MelissaKataras@yahoo.com
   - Phone Number: 301-695-2121 x 376

*Fields marked with an asterisk are mandatory.*
Your name will be displayed in the Proposal POC (Point of Contact) box. It is at this point you will be able to make any amendments to your details.

Click on Continue to return to the Proposal Cover Page.

Scroll down the page and you will see the Proposal Cover page which now indicates that you have completed the Business Data section.

**E BUDGET SUMMARY**

The tutorial link below is an interactive resource created to help you become familiar with entering information on the Project Budget Page. This tutorial has been transcribed below into a condensed version. The tutorials for NSPIRES require a Javascript-enabled browser and uses Flash for both animation and navigation.

Each tutorial explains a procedure or condition in an easy-to-follow movie with audio and can be view here: [http://nspires.nasaprs.com/tutorials/ex309_budgetoverview.htm](http://nspires.nasaprs.com/tutorials/ex309_budgetoverview.htm)

1. On the Proposal Cover page, select the **Budget** link.

2. The budget section is the complex with various section and options for each budget period. The main budget page shows the summary budget for each category and for all periods. You can navigate through each budget period, category and the ability to copy one project period to another.
4. Select the Budget period by clicking on the Enter Dates link as shown.

Select Edit to be able to update the budget lines.

You must now enter the Start and End Dates of your application. These must also correspond with the dates that you have entered in Point D3.

Click on Save the OK to continue.

You will now see the start and end dates that you entered for the first period and all periods as shown.
5. Click on a **Category** (i) and select the **Add New Item** (ii) to update the cost of each category.

![Budget Period 1 - C. Equipment Description](image)

*Each item of equipment exceeding $5000 must be listed individually, equipment items under $5000 can be grouped under a single heading.*

<table>
<thead>
<tr>
<th>Equipment Item</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on **OK** to continue.

Scroll down the page and you will see the Proposal Cover page which now indicates that you have completed the Budget section (the image below is just for illustration only).

![Proposal Cover Page](image)

### PROJECT SPECIFIC DATA

The tutorial link below is an interactive resource created to help you become familiar with entering information the Programme Specific Page. This tutorial has been transcribed below into a condensed version. The tutorials for NSPIRES require a Javascript-enabled browser and use Flash for both animation and navigation. Each tutorial explains a procedure or condition in an easy-to-follow movie with audio and can be view here: [http://nspires.nasaprs.com/tutorials/ex318_editprogramspecificdata.htm](http://nspires.nasaprs.com/tutorials/ex318_editprogramspecificdata.htm)

1. On the Proposal Cover page, select the **Program Specific Data** link.
2. This section will now require you to answer a number of questions that relate to your application and the type of grant you are applying for.

Click on Edit to continue.

Answer all questions as shown:

- Click on Confirm and OK to proceed.

Scroll down the page and you will see the Proposal Cover Page which now indicates that you have completed the Program Specific Data section.
PROPOSAL TEAM

The tutorial link below is an interactive resource created to help you become familiar with entering information on the Proposal Team page. This proposal has been transcribed below in a condensed version. The tutorials for NSPIRES require a Javascript-enabled browser and use Flash for both animation and navigation. Each tutorial explains a procedure or condition in an easy-to-follow movie with audio and can be viewed here: http://nspires.nasaprs.com/tutorials/ex319_editproposalteam.htm

1. On the Proposal Cover page, select the Proposal Team link.

2. Add Team Member. Click on Add Team Member.
3. Search for Member by their First or Last Name, Organisation or email address.

Click on Search.

4. The results for the criteria you have chosen will be displayed. Click on the radio button to confirm the staff member and click on Continue.

You must now assign a Role and select Privileges for each team member you have added to your application.

Roles are Mandatory, Privileges are not.

You are now required to confirm U.S Government and International participation and click on Save to continue.
5. The team member will now be displayed as shown below.

<table>
<thead>
<tr>
<th>Team Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Felix Nguyen</td>
</tr>
<tr>
<td>Email: <a href="mailto:nguyen71@yahoo.com">nguyen71@yahoo.com</a></td>
</tr>
<tr>
<td>Role: Collaborator</td>
</tr>
<tr>
<td>Date Assigned: 2005-10-18</td>
</tr>
</tbody>
</table>

It is the responsibility for the Team Member to confirm that they wish to participate in this application. As you can see from the image below, their status states **Unconfirmed**.

6. The team member will be notified by a system generated email that confirmation of their involvement is required. When the Team Member logs into the NSPIRES they will see a Reminder or Notification as shown.

The Team Member must either Accept or Decline the offer of intended participation.
Add Support Staff to your application. Click on Add Staff.

Search for Member by their First or Last Name, Organisation or email address.

The results for the criteria you have chosen will be displayed. Click on the radio button to confirm the staff member and click on Continue.

You must now assign a Role for each team member you have added to your application.

Roles are mandatory; however, privileges are not required for Support Staff.

Click on Save to continue to return to the Proposal Cover Page.
7. Scroll down the page and you will see the **Proposal Cover Page** which now indicates that you have completed all of the sections.

Click on Check Elements to validate your application. You may submit it to your Faculty Research Services/Joint Research Office even with the two errors as shown below, however these two errors will have to be completed before sign off by RS/JRO.

<table>
<thead>
<tr>
<th>Element</th>
<th>Updated</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Summary</td>
<td>Last updated: 31 Jan 2006, Prof. Melissa Amber Amber</td>
<td>✓</td>
</tr>
<tr>
<td>Business Data</td>
<td>Last updated: 31 Jan 2006, Prof. Melissa Amber Amber</td>
<td>✓</td>
</tr>
<tr>
<td>Budget</td>
<td>Last updated: 31 Jan 2006, Prof. Melissa Amber Amber</td>
<td>✓</td>
</tr>
<tr>
<td>Program Specific Data</td>
<td>Last updated: 31 Jan 2006, Prof. Melissa Amber Amber</td>
<td>✓</td>
</tr>
<tr>
<td>Proposal Team</td>
<td>Last updated: 27 Jan 2006, Prof. Melissa Amber Amber</td>
<td>X</td>
</tr>
</tbody>
</table>

* Status denotes if the minimum requirements have been met for each element. It is the responsibility of the PI/organization to determine if each element is completed for submission.

### H RELEASING YOUR PROPOSAL TO FACULTY RESEARCH SERVICES/JOINT RESEARCH OFFICE BEFORE SUBMISSION TO NASA

The tutorial link below is an interactive resource created to help you become familiar with checking and releasing your proposal to Research Services/Joint Research Office. This tutorial has been transcribed below in a condensed version. The tutorials for NSPIRES require a Javascript-enabled browser and use Flash for both animation and navigation. Each tutorial explains a procedure or condition in an easy-to-follow movie with audio and can be view here: [http://nspires.nasaprs.com/tutorials/EX323_ReleasingAProposal.htm](http://nspires.nasaprs.com/tutorials/EX323_ReleasingAProposal.htm)

1. As individuals, you do not have the authority to submit to NASA. As a PI you can only release your proposal to your Faculty RS/JRO and they will submit it to NASA.

Select **Print** to print your application, and then click on **Release or Org**. Inform your Faculty RS/JRO that an application has been released to them.

Click on **Release**.

Confirm that the organisation stated in correct and select **Proposal Information**.
Click on OK to proceed.

I. Help

1. If you need help use the following link: [http://nspires.nasaprs.com/external/help.do](http://nspires.nasaprs.com/external/help.do)
or have any questions regarding the NSPIRES website; please contact the NSPIRES Help Desk at +001 (202) 479-9376 EST.

or by email at nspires-help@nasaprs.com

The tutorials listed below are interactive resources created to help you become familiar with NSPIRES. Each tutorial explains a procedure or condition in an easy-to-follow movie with audio.


This page contains helpful references and general information related to research activities.

Helpful References can be found at: [http://nspires.nasaprs.com/external/helpReference.do](http://nspires.nasaprs.com/external/helpReference.do)