

# Imperial College London

## INTERNAL USER GUIDE

### A Guide to the NASA Electronic Application and Submission System (NSPIRES)

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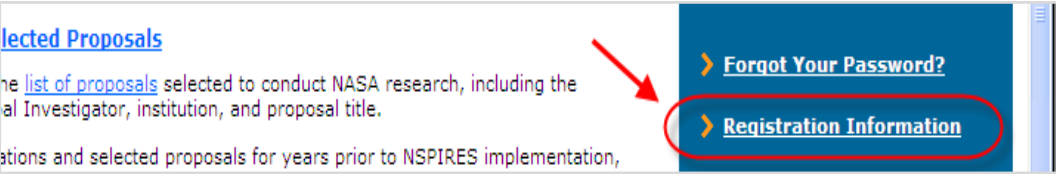
A Quick Guide for Applicants applying for a NSPIRES User Account  
NASA homepage web page: <http://www.nasa.gov/home/>

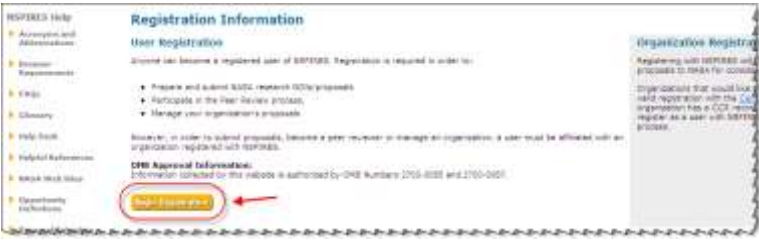


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**NOTE:** Applicants must allow a minimum of 5 working days for Research Services to check and authorise the application before the submission deadline.

<p><b>A</b></p>	<p><b>Introduction</b></p>
<p>1.</p>	
<p>2.</p>	<p>You will not be able to use NSPIRES system unless you have a system username and password.</p> <ul style="list-style-type: none"> <li>• If you do not have an account, go to <b>Section B</b> (How to Register).</li> <li>• If you have an account, use NASA How to Apply Guide</li> </ul>
<p><b>B</b></p>	<p><b>How to Register on NSPIRES</b></p>
<p>1.</p>	<p>Go to the NASA - NSPIRES home page using the following link:  <a href="http://nspires.nasaprs.com/external/">http://nspires.nasaprs.com/external/</a></p>  <p>Towards the right hand side of the page displayed will be the Member Login box. Click on <b>Registration Information</b> link</p>  <p>When the page is displayed, click on the yellow <b>Begin Registration</b> button.</p>



**Registration Information**  
User Registration

Anyone can become a registered user of NSPIRES. Registration is required to order for:

- Purchase and submit NASA research orders/purchases
- Participate in the User Review process
- Manage your organization's processes

However, in order to submit proposals, become a peer reviewer or manage an organization, a user must be affiliated with an organization registered with NSPIRES.

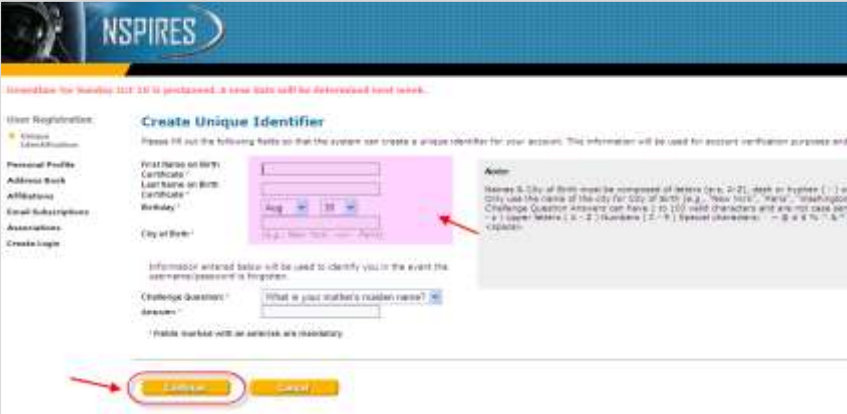
**DSIS Approval Information:**  
Information collected on this website is authorized by OMB Numbers 2703-0038 and 2700-0001.

**Organization Registration:**  
Registering with NSPIRES will not disclose to NASA any content. Organizations that would like to be registered with the NSPIRES system must register as a user with NSPIRES first.

**Begin Registration**

Click on the **Begin Registration** button.

2. The **Create Unique Identifier** page will be displayed. Complete all the fields as requested.



**Create Unique Identifier**

Please fill out the following fields so that the system can create a unique identifier for your account. This information will be used for account verification purposes and for:

- Personal Profile
- Address Book
- Affiliations
- Email Subscriptions
- Associations
- Create Logos

First Name on Birth Certificate \*  
Last Name on Birth Certificate \*  
Birthdate \*  
City of Birth \*

Information entered below will be used to identify you in the event the username/password is forgotten.

Challenge Question: What is your student's resident name? \*  
Answer \*

\* Fields marked with an asterisk are mandatory.

**Continue** **Cancel**

Click on **Continue** to proceed.

3. The **Personal Profile** page will be displayed. Complete all the fields as requested.



**Personal Profile**

Please enter your name as you would like it to appear. This will be the name NSPIRES uses for all communications with you.

Substitution: Up  
First Name \*  
Middle Initial or Name \*  
Last Name \*  
Suffix \*

\* Fields marked with an asterisk are mandatory.

**Continue** **Cancel**

Click on **Continue** to proceed.

4. The **Shipping Address** page will be displayed. Complete all the fields as requested.



**Address Book - Shipping Address**

Please enter your shipping address information so that you may add additional addresses for your account later.

Organization/Company Name  
Department  
Street Address  
Address2 (Building/Room/Mail Stop)  
City  
State/Zip Code  
Zip Code/Postal Code  
Priority \*

\* Fields marked with an asterisk are mandatory.

**Continue** **Cancel**

Click on **Continue** to proceed.

5. The **Mailing Address** page will now be displayed. Complete all fields as requested or if the address is the same as the Shipping Address, click the radio button as shown below.

Click on **Continue** to proceed.

6. The Email Address page will be displayed. Complete all the fields as requested.

Click on **Continue** to proceed.

7. The **Phone Number** page will be displayed. Complete all the fields as requested.

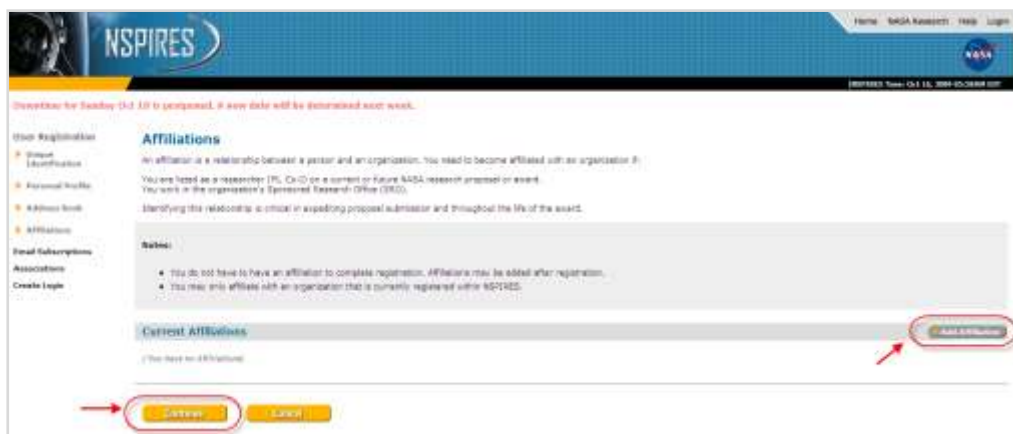
Click on **Continue** to proceed.

8. All the details that you have completed for your **Address Book** will be displayed. You are given the option to amend any incorrect details at this stage by clicking on the Add or Change buttons at the end of each line.



Once you are satisfied that the details you have completed are correct click on **Continue** to proceed.

10. The **Affiliations** screen will now be displayed. This enables you to link yourself to Imperial College.



Click the **Add Affiliation** button.

The search page will be displayed. Enter Imperial College in the search field and ensure that the By field is set to Organisation Name. Click 'Continue'.

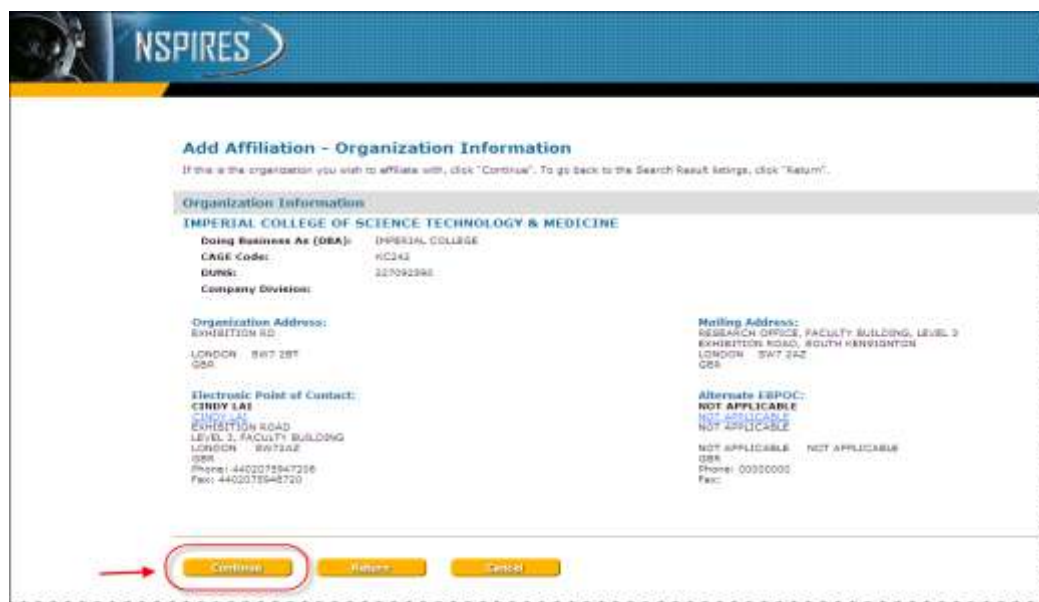


12. The search results will be displayed.

Select the radio button next to Imperial College and then click **Select** to proceed.

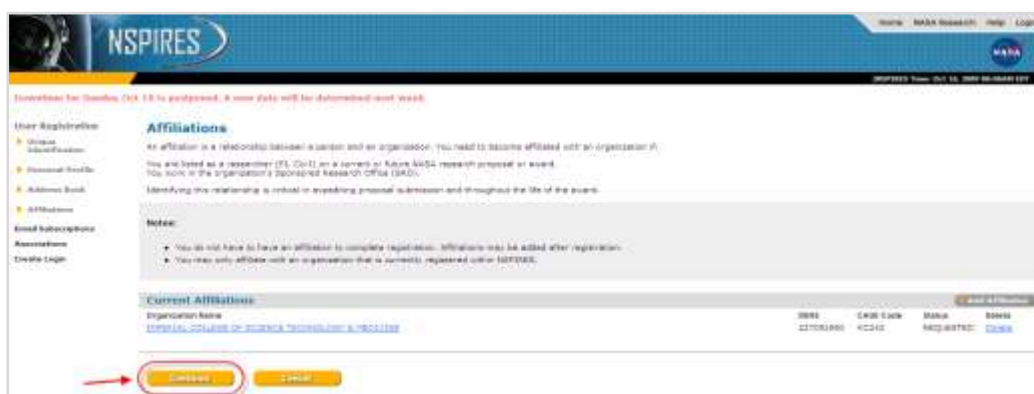


13. The **Affiliation Address Book** is now displayed. Check all the details that are shown. If any part of the Organisation Information is incorrect, click on the **Return** button to go back to the relevant section and re-enter the correct data.



Click on **Continue** to proceed.

14. The Affiliations screen will once again be displayed showing the institution you have been affiliated with and the status of the affiliation.



Click on **Continue** to proceed.

Check and amend if required.

The screenshot shows the 'Affiliation Address Book Data' page. It includes a sidebar with navigation options like 'User Registration', 'Personal Profile', 'Address Book', 'Affiliations', 'Email Subscriptions', 'Associations', and 'Create Login'. The main content area has sections for 'Counter Visiting Address', 'Mailing Address', 'Emails', and 'Phone', each with a 'Save' button. At the bottom, there are 'Continue' and 'Cancel' buttons, with a red arrow pointing to 'Continue'.

If the details are correct, click on **Continue** to proceed.

15.

You will now be offered the opportunity to receive various information via email from NASA. Once you have ticked the mailing requests, click on **Continue** to proceed.

The screenshot shows the 'Email Subscriptions' page. It features a sidebar with navigation options and a main content area with a heading 'Email Subscriptions' and a description. Below are five numbered categories with checkboxes for various subscription lists and opportunities. At the bottom, there are 'Continue' and 'Cancel' buttons, with a red arrow pointing to 'Continue'.

16.

The **Associations** page will now be displayed. Enter Imperial College in the Search field.

The screenshot shows the 'Add Association' page. It has a sidebar with navigation options and a main content area with a heading 'Add Association' and a search section. A yellow banner at the top contains the text: 'Unlike an affiliation, an association is optional and requires no confirmation.' The search section includes a 'Search:' input field, a 'By:' dropdown menu set to 'Organization Name', and 'Search' and 'Cancel' buttons. At the bottom, there are links for 'Counter: NASA Research and Education Support Services', 'NASA Official: Gina Lofgren', 'NASA Privacy, Disclaimer and Accessibility Statement', and 'Website Feedback / Technical Issues'. A red arrow points to the 'Search' button.

Click on **Search** to proceed.

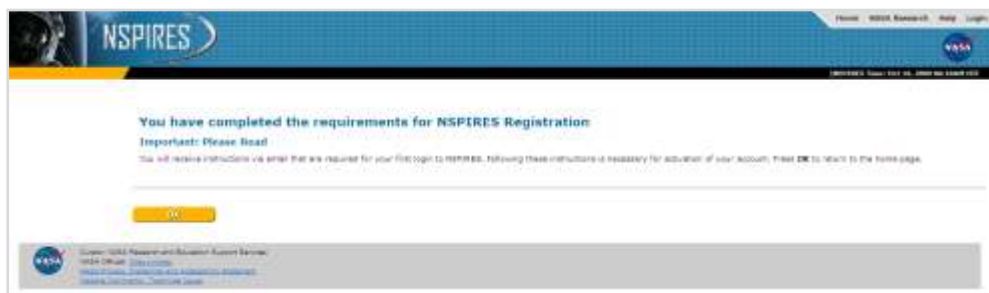


17. You will now be asked to create a unique Username and Password for your NSPIRES Account.



Click on **Continue** to proceed.

18. You have now completed your NSPIRES registration.

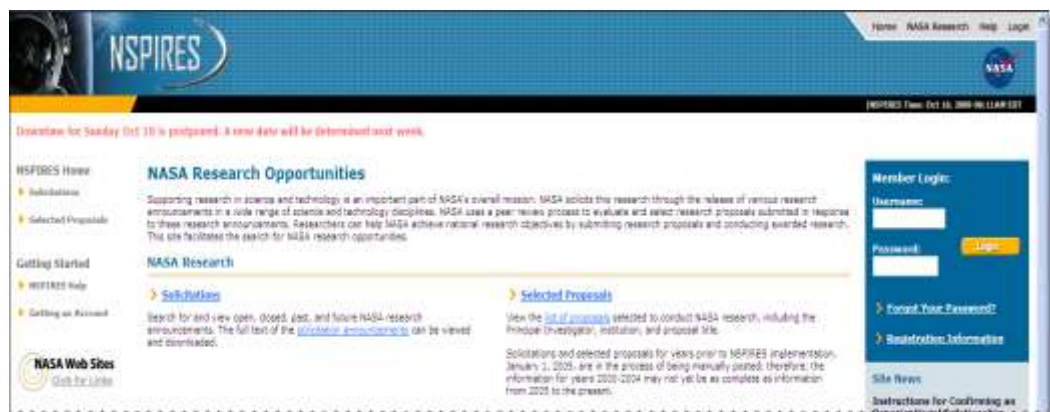


An email will be sent to the address you provided giving you instructions to activate your account.

i.



Click on the email link as shown above.



19. Enter your **Username** and **Password** as shown below.

NASA solicits this research through the release of various research review process to evaluate and select research proposals submitted in response to solicitations by submitting research proposals and conducting awarded research.

[Selected Proposals](#)

View the [list of proposals](#) selected to conduct NASA research, including the Principal Investigator, institution, and proposal title.

View [solicitations and selected proposals](#) for years prior to NSPIRES implementation.

Click on **Login** to proceed.

The following **Welcome to NSPIRES** screen will appear.

**This now completes your NSPIRES Account Registration**

**C Approval Process by the Research Office**

1. An affiliation is a business relationship between an NSPIRES registered user and Imperial College. An affiliation request by a user must be confirmed by the Research Office for their proposals to be submitted to NASA.

Once registration is complete, an email will be sent to the Research Office (RGCOADMIN Mailbox) advising them that an affiliation has been created and an account requires approval.

A link to the registration account will be automatically sent to the RGCOADMIN Mailbox.

The Research Office will check the Mailbox on a daily basis for any notification of from the NASA, and from the email, they will find out where the applicant is located and APPROVE the registration request.

<b>D</b>	<b>Help</b>
1.	<p>If you need help use the following link: <a href="http://nspires.nasaprs.com/external/help.do">http://nspires.nasaprs.com/external/help.do</a></p> <p>or have any questions regarding the NSPIRES website, please contact the NSPIRES Help Desk at 202 479-9376.</p> <p>or by email at <a href="mailto:nspires-help@nasaprs.com">nspires-help@nasaprs.com</a></p> <p>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.</p> <p><a href="http://nspires.nasaprs.com/tutorials/index.html">http://nspires.nasaprs.com/tutorials/index.html</a></p> <p>This page contains helpful references and general information related to research activities.</p> <p><a href="#">Helpful References</a></p>