

Appendix D: Step-by-Step Instructions for Proposal Submission

All proposals submitted under this Funding Announcement are required to submit a **Data Management Plan (DMP)**, in accordance with the NASA Plan for Increasing Access to the Results of Scientific Research (http://www.nasa.gov/sites/default/files/files/NASA_Data_Plan.pdf). That plan must include:

- **Specific data requirements and expectations;**
- **An example DMP or** outline for the specific type of data likely to result from the funded projects; or
- A statement that a DMP is not required because of the nature of the activity (e.g., no data or proprietary or personally identifiable data are expected).

See SARA Q&A at <http://science.nasa.gov/researchers/sara/faqs/dmp-faq-roses/> for more information on this plan.

Important Notes to Review Prior to Initiating Proposal Submission:

Warning vs. Error. In NSPIRES, errors indicate problems that will *preclude* proposal submission to NASA. Errors must be corrected in order to submit a proposal. 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. Submitters are solely responsible for any actions they take in response to warnings.

Please consult the NASA Fellowship Activity announcement and select appropriate Program Element for specific requirements. In particular, "[2021 NASA MSI Fellowship Opportunities by Center](#)" document posted under "**Other Documents**" of the solicitation describes the research opportunities available for the Institution's candidate proposals. One of these opportunities must be selected during the proposal creation process described below.

NOTE: Applicants who have not yet selected a graduate institution at the time of application and thus do not have a Faculty Adviser/Principal Investigator (PI) or Authorized Organizational Representative (AOR) associated with an graduate institution for submission, should select the "**NASA Fellowship Proposal Submission Office**" as the applicant's organization. If the proposal is selected for an award, the applicant will receive further instructions to finalize the submission in conjunction with the graduate institution.

STEP-BY-STEP SUBMISSION INSTRUCTIONS for Proposal Submission:

Step 1

1. The Institution shall be registered with NASA NSPIRES through the Electronic Business Point of Contact (EBPOC) listed in the System for Award Management (SAM) database (<https://www.sam.gov/>). Each registered institution will have a **designated AOR** who will be responsible for submitting the Institution's candidate's application. (*Please see "**NOTE**" in Step 3a if you do not have an AOR.*)

2. The Faculty Adviser/PI shall be registered with NSPIRES and affiliated with the registered institution.
(Please see **“NOTE”** in Step 3a below if you have not been accepted into the institution of your choice yet and thus do not have a Faculty Adviser/PI.)
3. The Institution’s candidate must be registered with NSPIRES and activate his/her account.

To begin registration in NSPIRES go to
<https://nspires.nasaprs.com> and select “Create an account”.

Step 2

1. The Faculty Adviser/PI MUST initiate the proposal in NSPIRES for the Institution’s candidate, following these steps:
 - a. Faculty Adviser/PI logs into NSPIRES
 - b. Under NSPIRES links select “Open” solicitations
 - c. Search for “MSI Fellowships 2021”

MSI Fellowships 2021 Okay

Number: NNH21ZHA001N-MSIFELLOW21 Directorate: Office of STEM Engagement Type: NASA Research Announcement

Label	Date	Option
MSI Fellow '21	May 24, 2021	Create
Release	Mar 23, 2021	

Notices
No notice available.

Documents

Announcement Documents

Title

> [NASA Fellowship Activity 2021](#)

Other Documents

Title

> [Research Opportunities MSI Fellowship 2021](#)

> [Step-by-Step Proposal Submission Instructions](#)

Omnibus Information

> [NASA Fellowship Activity 2021](#)

- d. Click “Create” button to start the application
 - 1) Create “Proposal Title”
NOTE: The title must be entered at this point, and only the Faculty Adviser/PI should edit the proposal title), and click “Continue”
 - 2) Link the proposal to the submitting organization, and click “Continue”

- 3) The system will display “Submitting Organization Information” for verification.
Click “Continue”
 - 4) Click “Save”
- e. On “View Proposal” page (the Faculty Adviser is identified as the PI for the proposal)
- 1) Select “Business Data” link in “Proposal Cover Page”
 - 2) Click “Edit” to complete information in each field and click “Save”
 - 3) Click “OK”
 - 4) On “View Proposal” page, select “Proposal Team” link
 - a) Click “Add Team Member”
 - b) Enter Institution’s candidate’s name and click “Search” for the Member (Institution’s candidate) – system will display search results.
 - c) Select the correct Institution’s candidate and click “Continue”
 - d) On “Team Member” page, Assign Role/Privileges
 - e) Select “Graduate/Undergraduate Role” from the pull-down menu
 - f) Grant Institution’s candidate “Edit” privileges by selecting:
 - “Proposal Summary”
 - “Program Specific Data”
 - “Proposal Attachments”
2. Select “No” to the two questions that follow the section entitled “U.S. Government Agency & International Participation”
 3. Click “Save”
 4. Click “OK”
5. Faculty Adviser/PI MUST Logout of NSPIRES

Step 3a

NOTE: This step is ONLY for candidates that do not have a Faculty Adviser/PI or AOR associated with the graduate institution (for example, a candidate is in the process of applying to a graduate program and has not yet selected a graduate institution at the time of proposal submission); all other candidates should go to Step 3b.

1. Institution’s candidate logs into NSPIRES. If this section applies to the candidate, follow these steps:
2. Go to “Account Management”
3. Under “Account Management,” click “Affiliation”
4. To add an affiliation, click “Add Affiliation”
5. In the search box, type “NASA Fellowship Proposal Submission Office” then click Submit

6. Follow steps to adding the affiliation
7. Before the candidate can submit the proposal, the candidate will receive an email from NSPIRES confirming the affiliation request
8. Once the email is received then the candidate can proceed to Step 3b

Step 3b

1. Institution's candidate logs into NSPIRES. At initial log on, the Institution's candidate must follow these steps:
 - a. Under "Reminders/Notifications," click "Need Graduate/Undergraduate"
 - b. Institution's candidate Confirmation for Proposal: [proposal title] for Solicitation NASA Fellowship Activity Fellowships MSI Fellowships 2021 link
 - c. On "Team Member: Participation Confirmation" page, Institution's candidate should read and click "Continue"
 - d. On "Team Member Profile" page, click "Link Relationship"
 - e. On "Team Member: Organizational Relationship" page, go to "Link Proposal to a Non-SAM Organization" and enter your institution name, click button, and click "Save"
 - f. On "Team Member Profile" page, verify information and click "Continue," which will take you to "View Proposal" page. On "View Proposal" page:
 - 1) 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"
 - 2) Select "Program Specific Data" link (**NOTE: Required for the proposal to be considered.**)
 - a) Select "Edit"
 - b) Respond to all questions listed
 - c) Click "Confirm" at the end of the questions, and click "OK"
 - 3) Proposal Attachments
 - a) Click "Add"
 - b) Select "Proposal Document" as "Attachment Type" from the drop-down list
 - c) Browse and select your proposal document
 - d) Click "Upload" and click "OK"
 - 4) Institution's candidate MUST Logout of NSPIRES

NOTE: All required proposal elements that are not part of the NSPIRES cover page shall be combined into a single pdf document and uploaded on NSPIRES for submission. The document shall include:

Components	Maximum
• Impact Statement	2 pages
• Faculty Adviser/PI Curriculum Vitae (CV)	3 pages
• Project Description	6 pages
• Degree Program Schedule	2 pages
• Candidate's Curriculum Vitae (CV)	2 pages
• Personal Statement	2 pages
• Transcripts	N/A
• Letters of Recommendation (3)	N/A
• Letter of Support – NASA	N/A

All these need to be in on

NOTE: In “Complete Proposal” section, the “Generate” button enables the submitter to review its proposal in the draft prior to submission. However, this option is independent of the submission process. If the proposal fails to generate, the submitter should still proceed with proposal submission.

Step 4

1. Institution's candidate **MUST now coordinate with his or her Faculty Adviser/PI to RELEASE the full proposal to the organization.**
 - a. The Faculty Adviser/PI logs into NSPIRES
 - b. Select “Proposals” link
 - c. On “Current Proposals/NOIs” page:
 - a) Select the “Proposal Title” to be released
 - b) On “View Proposal” page
 - c) Click “Release to Org” button
 - d) Click “Release”
 - e) Click “OK” [If the Faculty Adviser/PI has additional Fellowship proposals to release, repeat process.]
 - f) If the Faculty Adviser/PI has no additional Fellowship proposals to release, logout of NSPIRES.
2. **The Faculty Adviser/PI MUST now coordinate with the Authorized Organizational Representative (AOR), who will SUBMIT the full proposal through NSPIRES.** The Faculty Adviser/PI will know that the proposal has been successfully submitted when he/she receives an E-mail from NSPIRES stating that it has been submitted and includes a proposal number.

For assistance, you may contact the NSPIRES Help Desk:

Phone: (202) 479-9376 or

E-mail: nspires-help@nasaprs.com The Help Desk is staffed Monday through Friday (except for federal holidays) from 8:00 AM to 6:00 PM ET.

