

# **Your Title**

PI: A Person A Place  
Co-I: Another Person Another Place

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PI: A Person A Place  
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## 2.3.3 Proposal Summary (abstract)

Both electronic submittal systems require the PI to prepare a Proposal Summary. The Proposal Summary should provide an overview of the proposed investigation that is suitable for release through a publicly accessible archive should the proposal be selected. The proposal summary (or abstract) should be concise, should not exceed 4000 characters in length, and should not contain any special characters or formatting. Note that, while Grants.gov does not impose a limit on the length of the proposal summary, it will be truncated when the proposal is transmitted from Grants.gov to NASA. Grants.gov users must use a writeable pdf form (downloadable from grants.gov) named ProposalSummary.pdf. This form restricts the Proposal Summary document to 4000 characters or less.

# **Your Title**

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## 2.3.6 Scientific/Technical/Management Section

As the main body of the proposal, this section must cover the following topics all within the specified page limit. Unless specified otherwise in the FA, the limit is 15 pages using the default values given in Section 2.3.1:

- The objectives and expected significance of the proposed research, especially as related to the objectives given in the FA;
- The technical approach and methodology to be employed in conducting the proposed research, including a description of any hardware proposed to be built in order to carry out the research, as well as any special facilities of the proposing organization(s) and/or capabilities of the proposer(s) that would be used for carrying out the work. (Note: ref. also Section 2.3.10(a) concerning the description of critical existing equipment needed for carrying out the proposed research and the Instructions for the Budget Justification in Section 2.3.10 for further discussion of costing details needed for proposals involving significant hardware, software, and/or ground systems development, and, as may be allowed by an FA, proposals for flight instruments);
- The perceived impact of the proposed work to the state of knowledge in the field and, if the proposal is offered as a direct successor to an existing NASA award, how the proposed work is expected to build on and otherwise extend previous accomplishments supported by NASA;
- The relevance of the proposed work to past, present, and/or future NASA programs and interests or to the specific objectives given in the FA;
- A general plan of work, including anticipated key milestones for accomplishments, the management structure for the proposal personnel, any substantial collaboration(s) and/or use of consultant(s) that is(are) proposed to complete the investigation; and a description of the expected contribution to the proposed effort by the PI and each person as identified in one of the additional categories in Section 1.4.2, regardless of whether or not they derive support from the proposed budget.
- To facilitate data sharing where appropriate, as part of their technical proposal, the proposer shall provide a data-sharing plan and shall provide evidence (if any) of any past data- sharing practices.

The Scientific/Technical/Management Section may contain illustrations and figures that amplify

and demonstrate key points of the proposal (including milestone schedules, as appropriate). However, they must be of an easily viewed size and have self-contained captions that do not contain critical information not provided elsewhere in the proposal.

(in order for bibtex to work, i have to cite something... here you go: Einstein 1936)

## **1 Methodology**

The technical approach and methodology to be employed in conducting the proposed research, including a description of any hardware proposed to be built in order to carry out the research, as well as any special facilities of the proposing organization(s) and/or capabilities of the proposer(s) that would be used for carrying out the work. (Note: ref. also Section 2.3.10(a) concerning the description of critical existing equipment needed for carrying out the proposed research and the Instructions for the Budget Justification in Section 2.3.10 for further discussion of costing details needed for proposals involving significant hardware, software, and/or ground systems development, and, as may be allowed by an FA, proposals for flight instruments);

## **2 Management Plan**

A general plan of work, including anticipated key milestones for accomplishments, the management structure for the proposal personnel, any substantial collaboration(s) and/or use of consultant(s) that is(are) proposed to complete the investigation; and a description of the expected contribution to the proposed effort by the PI and each person as identified in one of the additional categories in Section 1.4.2, regardless of whether or not they derive support from the proposed budget.

## **3 Perceived Impact and Relevance to the NASA Science Mission Directorate**

The perceived impact of the proposed work to the state of knowledge in the field and, if the proposal is offered as a direct successor to an existing NASA award, how the proposed work is expected to build on and otherwise extend previous accomplishments supported by NASA;

The relevance of the proposed work to past, present, and/or future NASA programs and interests or to the specific objectives given in the FA;

## **Data Management Plan**

To facilitate data sharing where appropriate, as part of their technical proposal, the proposer shall provide a data-sharing plan and shall provide evidence (if any) of any past data-sharing practices.

4000 characters.

## References

Einstein, A. 1936, Science, 84, 506

## **Biographical Sketches**

### **2.3.8 Biographical Sketch(s) [Ref.: Appendix B: Part (c)(6)]**

The PI (and Co-PI) must include a biographical sketch (not to exceed two pages) that includes his/her professional experiences and positions and a bibliography of recent publications, especially those relevant to the proposed investigation. A one-page sketch for each Co- Investigator must also be included (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). For the PI and any Co-Is who are required to provide Current and Pending Support information (ref. Section 2.3.8), the biographical sketch must include a description of scientific, technical and management performance on relevant prior research efforts. Those participants who will play critical management or technical roles in the proposed investigation should demonstrate that their qualifications, capabilities, and experience are appropriate to provide confidence that the proposed objectives will be achieved.

# Albert Einstein

Institute for Advanced Study  
Einstein Drive  
Princeton, N.J. 08540 U.S.A.

Phone: 609-734-8000

Fax: 609-924-8399

email: [a.einstein@ias.edu](mailto:a.einstein@ias.edu)

URL: <http://www.ias.edu/spfeatures/einstein/>

Born: March 12, 1879—Ulm, Germany

Nationality: German/American

## Current position

*Emeritus Professor*, Institute for Advanced Study, Princeton

## Areas of specialization

physics, relativity theory.

## Appointments held

1903-1908	Swiss Patent Office, Bern
1908-1911	University of Bern
1911-1912	University of Zürich
1912-1914	Charles University of Prague
1914-1932	Prussian Academy of Sciences, Berlin
1920-1930	University of Leiden
1932-1955	Institute for Advanced Study, Princeton

## Education

1900	MSc in Physics, ETH Zürich
1900	PhD in Physics, ETH Zürich

## Grants, honors & awards

1921	Nobel Prize in Physics, Nobel Foundation
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## Publications & talks

### Journal articles

- 1901 Einstein, Albert (1901), "Folgerungen aus den Capillaritätserscheinungen (Conclusions Drawn from the Phenomena of Capillarity)", *Annalen der Physik* 4: 513
- 1905a Einstein, Albert (1905), "On a Heuristic Viewpoint Concerning the Production and Transformation of Light", *Annalen der Physik* 17: 132–148.
- 1905b Einstein, Albert (1905), A new determination of molecular dimensions. *PhD dissertation*.
- 1905c Einstein, Albert (1905), "On the Motion—Required by the Molecular Kinetic Theory of Heat—of Small Particles Suspended in a Stationary Liquid", *Annalen der Physik* 17: 549–560. Einstein, Albert (1905), "On the Electrodynamics of Moving Bodies", *Annalen der Physik* 17: 891–921.
- 1905d Einstein, Albert (1905), "Does the Inertia of a Body Depend Upon Its Energy Content?", *Annalen der Physik* 18: 639–641.
- 1915 Einstein, Albert (1915), "Die Feldgleichungen der Gravitation (The Field Equations of Gravitation)", *Königlich Preussische Akademie der Wissenschaften*: 844–847
- 1917a Einstein, Albert (1917), "Kosmologische Betrachtungen zur allgemeinen Relativitätstheorie (Cosmological Considerations in the General Theory of Relativity)", *Königlich Preussische Akademie der Wissenschaften*
- 1917b Einstein, Albert (1917), "Zur Quantentheorie der Strahlung (On the Quantum Mechanics of Radiation)", *Physikalische Zeitschrift* 18: 121–128

### Books

- 1954 Einstein, Albert (1954), *Ideas and Opinions*, New York: Random House, ISBN 0-517-00393-7

### Newspaper articles

- 1940 Einstein, Albert, et al. (December 4, 1948), "To the editors", *New York Times*
- 1949 Einstein, Albert (May 1949), "Why Socialism?", *Monthly Review*.

## Teaching

...

## Service to the profession

...

## Current and Pending Support

### 2.3.9 Current and Pending Support [Ref.: Appendix B, Part (c)(10)]

Information must be provided for all ongoing and pending projects and proposals that involve the proposing PI. This information is also required for any Co-Is who are proposed to perform a significant share (>10 percent) of the proposed work.

All current project support from whatever source (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations) must be listed. This information must also be provided for all pending proposals already submitted or submitted concurrently. Do not include the current proposal on the list of pending proposals unless it also has been submitted elsewhere.

All projects or activities requiring a portion of the investigators' time during the period of the proposed effort must be included, even if they receive no salary support from the project(s). For the entire period of the proposed award the total amount received by that investigator (including indirect costs) or the amount per year if uniform (e.g., \$50 K/year) must be shown as well as the number of person-months per year to be devoted to the project for each year, regardless of source of support.

Specifically, for the PI and any Co-Is who are proposed to perform a significant share (>10%) of the person's time, provide the following information:

- Title of award or project title;
- Name of PI on award;
- Program name (if appropriate) and sponsoring agency or organization, including a point of contact with his/her telephone number and email address;
- Performance period;
- Total amount received by that investigator (including indirect costs) or the amount per year if uniform (e.g., \$50 k/year); and
- Commitment by PI or Co-I in terms of person-months per year for each year.

For pending research proposals involving substantially the same kind of research as that being proposed to NASA in this proposal, the proposing PI must notify the NASA Program Officer identified for the FA immediately of any successful proposals that are awarded any time after the proposal due date and until the time that NASA's selections are announced. Current and pending support is not required for student or foreign Co-Is.

## Statements of Commitment and Letters of Support

### 2.3.10 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.

The NSPIRES proposal management system allows for participants named on the Proposal Cover Page to acknowledge electronically a statement of commitment. Although we prefer all team members to confirm participation via NSPIRES, if that is not possible the inclusion of a statement of commitment in the proposal as set out in the example below may be permitted instead.

The Summary of Solicitation for an FA may specify that signed statements of commitment must be included within the proposal. Also, any proposals submitted via Grants.gov must include signed statements of commitment in the proposal. In the case of more than one Co-PI, Co-I or Collaborator at the same institution, a single statement signed by all participants may be submitted. In any case, each statement must be addressed to the PI, may be a facsimile of an original statement or the copy of an email (the latter must have sufficient information to unambiguously identify the sender), and is required even if the Co-PI, Co-I or Collaborator is from the proposing organization. An example of such a statement follows:

"I (we) acknowledge that I (we) am (are) identified by name as Co-Principal Investigator(s), Co-Investigator(s) [and/or Collaborator(s)] to the investigation, entitled <name of proposal>, that is submitted by <name of Principal Investigator> to the NASA funding announcement<alpha-numeric identifier>, and that I (we) intend to carry out all responsibilities identified for me (us) in this proposal. I (we) understand that the extent and justification of my (our) participation as stated in this proposal will be considered during peer review in determining in part the merits of this proposal. I (we) have read the entire proposal, including the management plan and budget, and I (we) agree that the proposal correctly describes my (our) commitment to the proposed investigation." For the purposes of conducting work for this investigation, my participating organization is «insert name of organization»."

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.

Letters of support do not include “letters of affirmation” (i.e., letters that endorse the value or merit of a proposal). NASA neither solicits nor evaluates such endorsements for proposals. The value of a proposal is determined by peer review. If endorsements are submitted, they may not be submitted as an appendix. They must be included as part of the proposal and must be included within the required page limitations even though they will not be considered in the evaluation of the proposal.

## Budget Justification

### 2.3.11 Budget Justification: Narrative and Details [Ref.: Appendix B, Part (c)(8)]

Each proposal shall provide a budget justification for each year of the proposed effort and shall be supported by appropriate narrative material and budget details in compliance with the following instructions.

Failure to adequately provide detailed cost data will require NASA procurement personnel to contact the proposing organization for the required information. All proposers are required to submit a thoroughly detailed cost breakdown. NASA procurement personnel must be able to determine that all proposed costs are allowable, allocable, and reasonable. All proposed costs must be directly related to the approved project and scope of work. A detailed budget will facilitate this cost analysis. Reference Grant and Cooperative Agreement Manual (GCAM) located at the following URL: [https://prod.nais.nasa.gov/pub/pub\\_library/srba/index.html](https://prod.nais.nasa.gov/pub/pub_library/srba/index.html)

#### 2.3.11(a) Required Budget Narrative (Including Personnel and Work Effort and Facilities and Equipment)

The Budget Narrative should clearly state the type of award instrument the proposer anticipates receiving if selected for award (i.e., contract, grant or cooperative agreement). NASA will, however, make the final decision on the award instrument used (reference D.1.2) and that decision may result in the need for additional information regarding requested items of costs

The Budget Narrative must describe the basis of estimate and rationale for each proposed component of cost, including direct labor, subcontracts/subawards, consultants, other direct costs (including travel), and facilities and equipment. The proposer must provide adequate budget detail to support estimates. 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 award 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. If destinations are not known, the proposer should, for estimating purposes, make reasonable assumptions about the potential destination and use historical cost data based on previous trips taken or conferences attended. Any conference, for which travel funding is requested, must be directly related to the project.

A required element of the Budget Narrative is a table of Personnel and Work Effort, summarizing

the work effort required to perform the proposed investigation. Proposals for contracts must include a table of work effort in the budget narrative section, before the section on facility costs. Proposals for grants or cooperative agreements are not required to submit the table of work effort in the budget narrative section, see section 2.3.12 for more details. The table must have the names and/or titles of all personnel necessary to perform the proposed effort, regardless of whether those individuals require funding. For each individual, list the planned work commitment to be funded by NASA, per period in fractions of a work year. In addition, include planned work commitment not funded by NASA, if applicable. Where names are not known, include the position, such as postdoc or technician.

The final element of the Budget Narrative is a description of any required facilities and equipment. This section should describe any existing facilities and equipment that are required for the proposed investigation. It must explain the need for items costing more than \$5,000 and describe the basis for estimated cost (i.e., competitive quotes were obtained, justification for sole source purchase, proposed cost based on previous purchases for same or similar item(s), cost data obtained from internet research, etc.).

Proposed costs for purchased facilities, tooling, or equipment must be entered in the Proposal Cover Page and included in the Budget Details (ref. Section 2.3.10(b)). Proposals submitted via Grants.gov should include a single Facilities and Equipment section as a separate PDF document; it should be uploaded to the Grants.gov application as the “Facilities and Other Resources” document. “Equipment” document should not be uploaded to Grants.gov.

There should be direct and obvious correlation between the items described in the Budget Narrative, those given in the Budget Details, and the figures entered in the Proposal Cover Page/Grants.gov forms.

#### 2.3.11 (b) Required 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. Regardless of format chosen, the following information must be included in the Budget Details.

1. Direct Labor (salaries, wages, and fringe benefits): List the number and titles of personnel, amounts of time to be devoted to the grant (level of effort for each position), and rates of pay. The annual salary should be clearly noted for each position. Labor should be clearly broken out from fringe benefits. The fringe benefit rate/percent should be clearly noted on the budget for each labor category for ease of review.

Important Note: All Recipients are reminded that in accordance with 2 CFR §200.414, NASA is required to apply the applicable negotiated rate for all grants awarded to the recipient. If

fringe benefits comprise part of the applicable negotiated rate, NASA will use this rate for all grants and cooperative agreements awarded to the recipient. . If the proposing organization does not have negotiated rate for fringe benefits, recipients should use their rates for fringe benefits that is applied to funds from all funding sources.

## 2. Other Direct Costs:

a. Subcontracts/Subawards: Attachments shall describe the work to be subcontracted/subawarded, estimated amount, recipient (if known), and the reason for subcontracting (e.g., uniquely qualified co-investigator is located at another institution from the proposing institution). 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. General-purpose equipment (i.e., personal computers and/or commercial software) valued at or above \$5,000 is not allowable as a direct cost unless specifically approved by the NASA Award Officer. Any requested general-purpose equipment purchase valued at or above \$5,000 to be made as a direct charge under this award must include the equipment description, an explanation of how it will be used in the conduct of the research proposed, and a written certification that the equipment will be used exclusively for the proposed research activities and not for general business or administrative purposes. [Ref.: Appendix B, Part (c)(7)].

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.).

Note: Every effort should be made to accurately estimate and detail travel costs. Under Federal procurement regulations, missing or minimum data is not acceptable for budget evaluation and award purposes. 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. That is, use reasonable assumptions and historical data for destinations and length of stay, however,

use current pricing for the applicable categories listed above. If adequate budget detail is not submitted with the proposal then this will delay your award.

f. Other: List and enter the total of direct costs not covered by 2a through 2e.

3. Facilities and Administrative (F&A)/Indirect 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. If approved audited rates are not available, provide the computational basis for the indirect expense pool and the corresponding allocation base for each proposed rate. For grants and cooperative agreements(only): Any non-Federal entity that has never received a negotiated indirect cost rate, except for these non-Federal entities described in Appendix VII to Part 200-paragraph D.1.b, may elect to charge a de minimis rate of 10of modified total direct costs (MTDC) which may be used indefinitely.

Reference Important Note in paragraph 2.3.10(b)1. above: All budgets shall be prepared using the most current “approved” indirect rates for estimating and award purposes. proposers shall not use unapproved “future” rates. Failure to do so will cause a delay in receiving your award as the NASA Procurement Office will then have to come back to the proposer with a request to reduce the proposed rates to the most current “approved” rates. Proposers may charge less than the approved current rates but shall not propose more in anticipation of the rates changing in the future. However, should the negotiated rate change throughout the period of performance that grantee is required to apply that changed rate to any direct funds expended during that time frame stated on the changed agreement.

4. Other Applicable Costs: Enter total explaining the need for each item and itemized lists detailing expenses within major budget categories. Also enter here the required funding for any Co-Is who cannot be funded through the PI award (e.g. because the PI is at a non- Government organization and a Co-I is at a U.S. Government organization) (see Section 2.3.10(c)(ii)(a)).

5. Subtotal-Estimated Costs: Enter the sum of items 1 through 4.

Less: Proposed Cost Sharing (if any): Neither NSPIRES nor Grants.gov allows for notating cost sharing on the standardized budget form. However, if cost sharing is proposed, it should be discussed in detail in the Budget Narrative. Further, if cost sharing is based on specific cost items, identify each item and amount in the Budget Detail with a full explanation provided in the Budget Narrative.

If an institution of higher education, hospital, other non-profit organization wants to receive a grant or cooperative agreement, cost sharing may not be required (review FA to see if cost is required). The award would be made in accordance with the requirements of 2 CFR 1800



and the Grants and Cooperative Agreement Manual. These two documents also applicable to NASA grants and cooperative agreements awarded to commercial firms which do not involve cost sharing. This does not prohibit voluntary cost sharing. NASA may accept cost sharing from any type of organization if it is voluntarily offered. Reference 2 CFR §200.306 (Cost Sharing or matching). If a commercial organization wants to receive a grant or cooperative agreement, cost sharing is required unless the commercial organization can demonstrate that it does not expect to receive substantial compensating benefits for performance of the work. If this demonstration is made, cost sharing is not required but may be offered voluntarily. Reference also 2 CFR §1800.922 and 14 CFR §1274.204, (Costs and Payments), paragraph (b), Cost Sharing.

Cost sharing is not required when a commercial organization receives a contract, but it may be offered voluntarily.

6. Total Estimated Costs: Enter the total amount of funding requested from the Government.  
2.3.11(c) Other Budget Guidelines

In preparing the Budget Justification (both Narrative and Details), proposers must consider the following additional important NASA procurement policies:

(i) Purchase of Personal Computers and/or Software. Note the discussion of item "2.c. Equipment" on the Instructions above regarding the proposed purchase of personal computers and/or commercial software at or above \$5,000. Such items are usually considered by NASA to be general purpose equipment that must be purchased from general, organizational overhead (Indirect or F&A) budgets and not directly from the proposal budget unless it can be demonstrated that such items are to be used uniquely and only for the proposed research. If a proposal is selected for award, failure to adequately address the requirements of the instructions for item 2.c above (Equipment) will require that NASA contact the proposing organization for the required information. Such activity may delay the award until the purchase is justified as a direct charge for general-purpose equipment to be used exclusively for the proposed research activities.

(ii) Joint Proposals Involving a Mix of U.S. Government and Non-Government Organizations.

(a) Unless otherwise specified in the FA, if a PI from any type of private or public organization proposes to team with a Co-I from and/or use a facility at a U.S. Government organization (including NASA Centers and the Jet Propulsion Laboratory), the budget for the proposal must include all funding requested from NASA for the proposed investigation, and this must be reflected in the budget totals that appear in the budget forms (e.g., Proposal Cover Page, Grants.gov forms, Budget Details). Any required budget for that Government Co-I and/or facility should be included in the proposal's Budget Narrative and should be listed as "Other Applicable Costs" in the required Budget Details. If the proposal is selected, NASA will execute

an inter- or intra-Agency transfer of funds, as appropriate, to cover the applicable costs at that Government organization.

(b) If a PI from a U.S. Government organization (including NASA Centers and the Jet Propulsion Laboratory) proposes to team with a Co-I from a non-Government organization, then the proposing Government organization must cover those Co-I costs through an appropriate award for which that Government PI organization is responsible. Such non-Government Co-I costs should be entered as a "Subcontract/Subaward" on the Budget Summary.

(c) If a PI from a non-U.S. organization proposes to team with a Co-I from a U.S. organization then reference part (vii) below.

(iii) Responsibility of the Proposing Organization to Place Subawards for Co-Is at Other Organizations. Other than the special cases discussed in item (ii) above, and unless specifically noted otherwise in the FA, the proposing PI organization must subcontract the funding of all proposed Co-Is who reside at other non-Government organizations, even though this may result in a higher proposal cost because of subcontracting fees.

(iv) Full-Cost Accounting at NASA Centers. Regardless of whether functioning as a team lead or as a team member, personnel from NASA Centers must propose budgets based on full-cost accounting. Proposal budgets from NASA Centers must include all costs that will be paid out of the resulting award. Costs which will not be paid out of the resulting award, but are paid from a separate NASA budget (e.g., Center Management and Operations, CM&O) and are not based on the success of this specific award, should not be included in the proposal budget. For example, CM&O should not be included in the proposal budget while direct civil service labor, travel, service pools, and other charges to the proposed research task should be included. Proposal budgets having JPL participation should include all costs except the JPL fixed-fee (formerly JPL award fee).

(v) Unallowable Costs. Subpart E, Cost Principles, 2 CFR §200.400, et seq., and the Federal Acquisition Regulation (FAR) at 48 CFR Part 31 <https://acquisition.gov/far/current/html/FARTOCP31.html>), identify and describe certain costs that may not be included in a proposed budget (unallowable costs). The use of appropriated funds for such purposes is unallowable and may lead to cancellation of the award and possible criminal charges. Grant recipients should be aware of cost principles applicable to their organization as set forth in the above regulations.

Payment of fee or profit is consistent with an activity whose principal purpose is the acquisition of goods and services for the direct benefit or use of the United States Government, rather than an activity whose principal purpose is assistance. Therefore, the Grants Officer shall use a procurement contract, rather than assistance instrument, in all cases where fee or profit is to be

paid to the recipient of the instrument or the instrument is to be used to carry out a program where fee or profit is necessary to achieving program objectives. Grants and Cooperative Agreements shall not provide for the payment of fee or profit to the recipient.

(vi) Prohibition of the Use of NASA Funds for Non-U.S. Research. NASA's policy welcomes the opportunity to conduct research with non-U.S. organizations on a cooperative, no-exchange-of-funds basis. Although Co-Is or collaborators employed by non-U.S. organizations may be identified as part of a proposal submitted by a U.S. organization, NASA funding may not typically be used to support research efforts by non-U.S. organizations at any level, including travel by foreign investigators. However, the direct purchase of supplies and/or services that do not constitute research from non-U.S. sources by U.S. award recipients is permitted. Ref. Section (I) of Appendix B. Also reference paragraph (c)(8)(iv) of Appendix B which states in part, "NASA funding may not be used for foreign research efforts at any level, whether as a collaborator or a subcontract. The direct purchase of supplies and/or services, which do not constitute research, from non-U.S. sources by U.S. award recipients is permitted."

(vii) Proposals from non-U.S. PI organizations that propose the funding of U.S. Co-Is. A proposal submitted by a non-U.S. organization that involves U.S. Co-Is for whom NASA funding is requested must provide the budgets for those U.S. Co-Is in compliance with all applicable provisions in this Section 2.3.10. The budget should identify the U.S. Co-I organization to which funding will be awarded. In addition, compliance is required by the proposing non-U.S. organization with the provisions of Section (I) of Appendix B.

(viii) Scholarships and student aid costs. If selected, proposers must comply with the policy of the Office of Management and Budget set out in 2 CFR §200.466, Scholarships and student aid costs. To ensure compliance with this policy, proposers must affirm in their proposals the

## **Special Notifications and/or Certifications**

## **Table of Personnel and Work Effort**

### **2.3.13 Table of Personnel and Work Effort**

Please note that this section does not apply to proposals resulting in contracts. The Table of Personnel and Work Effort summarizes the work effort required to perform the proposed investigation, should it be selected. 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 to be funded by NASA, per period in fractions of a work year. In addition, for each individual, include planned work not funded by NASA, if applicable. This planned work not funded by NASA is not considered cost sharing as defined in 2 CFR §200.29. The Table of Personnel and Work Effort should include only those resources that are directly applicable to the proposed research effort and should not include technical information that belongs in the Scientific/Technical/ Management Section. The detailed budget section must still include the work effort being paid by NASA.

## **Small Business Subcontracting Plan**

### **2.3.14 Subcontracting plans**

As set out in subparagraph (a)(4) of Appendix B, any proposal from a large business concern that may result in the award of a contract, which exceeds \$5,000,000 and has subcontracting possibilities should include a small business subcontracting plan in accordance with the clause at FAR 52.219-9, Small Business Subcontracting Plan. Subcontract plans for contract awards below \$5,000,000 will be negotiated after selection.