	NSPIRES PROPOSAL ELEMENTS/COVER PAGE – APPLIES TO ALL ROSES PROPOSALS
☐	**Click "Check Elements" box; resolve all errors (red X's). Resolve as many warnings as possible (some specific warnings addressed below).**
☐	**Project Summary tab** – 4000 character text box. For Dual-Anonymous Peer Review (DAPR) proposals: anonymize as required (i.e. do not explicitly identify names of the team members or their institutions.)
☐	**Business Data tab** - Start date for investigation complies with Solicitation. - If international collaboration, explanation provided. Note: If Yes, an informational warning will appear in the Attachments check: *Uploading Non-US Organization/Agency Endorsement Attachments is recommended for Non-US Team Members.* See II. Proposal Document section 8, <u>Letter of Endorsement</u> for foreign co-Is. - If NASA civil servants are team members, FTE entered by fiscal year under Other Project Information. – If project date warnings, such as *Proposed Start/End date must equal the Period Start/End date of first/last budget period,* warning is resolved by ensuring start/end dates match budget page.
☐	**Budget tab** - Budget in NSPIRES budget table matches AOR-approved detailed budget - If "direct-funded" (JPL, NASA Centers), costs entered in Other Direct Costs lines 8 and/or 9 of NSPIRES budget table - If warning *All Period Start/End Dates must be defined,* warning is resolved by repeating the final budget period dates in the later unused periods, but $ values remain empty in the unused periods. – If warning *Budget is not complete for all fiscal years,* OK to proceed if not all available years are required.
☐	**Program Specific Data tab** - All required questions answered. Warning for *optional questions unanswered* is OK. - If applicable, team members not listed in Proposal Team section are listed in applicable question field. - If High End Computing (HEC) requested, applicable question for request number is completed.
☐	**Proposal Team tab** – Co-Is should be budgeted team members; collaborators should not appear in the budget – Add Jonna Alley (jalley@arizona.edu) and Marcela Robison (mrobison7@arizona.edu) under the "Support Staff" category for populating budget table and performing compliance checks. – If warnings *International Participation: (Yes or No) must be answered; U.S. Government Agency Participation (Yes or No) must be answered,* warning is resolved by editing PI entry. - UA personnel have correct cage code and UEI for UA affiliation. (If not, unlock proposal and ask team member to correct affiliation. Note: Some fellowships do not require the student to affiliate. Other UA affiliations OK if time is limited, e.g., Cage code 0LJH3.)
☐	**Step 1 to Step 2 Proposals** - If applicable, Step-2 sections match Step 1, e.g., title, goals, team members, as stated in Solicitation.

DUAL-ANONYMOUS PEER REVIEW (DAPR) PROPOSAL DOCUMENT

DAPR PROPOSAL DOCUMENT – PROPOSAL SUBJECT TO DAPR (ANONYMIZING REQUIRED)	
☐	**1 PDF file upload. Note: A Table of Contents (1 page) is permitted in addition to the following:**
☐	**1. Proposal Summary** - Anonymized - 1 page permitted. May count as 1 page against S/T/M section; check Solicitation. - Anonymized, i.e., does not explicitly identify names of team members or institutions. - No page headers, footers, diagrams, figures, or watermarks permitted.
☐	**2. Scientific/Technical/Management Section** - Anonymized - # pages permitted: ___ (Note: proposal summary may count as 1 page; e.g., H-GIO permits 9 pages + 1 page summary = 10 pages total; USPI permits 15 pages + 1 page summary = 16 pages total). - Unless otherwise specified, 8.5" x 11" paper size, single spaced, single column, 1" margins on all 4 sides, no reviewable content in margins, line spacing: ≤5.5 lines per vertical inch, ≤15 char per horizontal inch (typ. font 12). Figure captions: same font and spacing rules as the main text. Figures and tables: all text legible without magnification above 100%. Expository text necessary for the proposal may not be located solely in figures or tables, or their captions. - Anonymized format, i.e., that does not explicitly identify the names of the team members or their institutions. - References written in form of number in square bracket, e.g. [1], with third person neutral wording to cite, i.e., no ownership when self-referencing. - All required sections included per Solicitation. *Enter additional requirements/comments as needed, such as Relevance Statement, etc.*
☐	**3. References** - Full citations for bracketed numbers in previous section; no page limit.
☐	**4. Open Science & Data Management Plan (OSDMP) - ANONYMIZED** - If required, up to 2 pages - Template may be required; check Solicitation.
	5. Biographical Sketches/CVs: NOT INCLUDED IN DAPR PROPOSAL DOCUMENT
☐	**6. Table of Personnel and Work Effort – ANONYMIZED** - Anonymized roles (e.g., PI, Co-I-1, Co-I-2) and committed project work effort for all personnel. - Template may be required; check Solicitation; no page limit
	7. Current & Pending Support: NOT INCLUDED IN DAPR PROPOSAL DOCUMENT
	8. Statements of Commitment/Letters: NOT INCLUDED IN DAPR PROPOSAL DOCUMENT
☐	**9. Budget** **Budget Narrative/Justification – REDACTED & ANONYMIZED** -Anonymized, i.e., no names or institutions identified -Follow personnel and institution labeling used in S/T/M section (i.e. Co-I 1, Institution 2, etc.) -No $ or % values for salary, fringe, or IDC -Narrative format; justify each component of cost. No page limit. -Include redacted budget justifications from each subaward organization and gov't lab, NASA center
☐	**Budget – REDACTED & ANONYMIZED** -Anonymized, i.e., no names or institutions identified -PDF of budget spreadsheet, with no $ or % values for salary, fringe, or overhead. Separate redacted budget from each subaward organization and gov't lab, NASA center
	10. Facilities and Equipment: NOT INCLUDED IN DAPR PROPOSAL DOCUMENT

EXPERTISE & RESOURCES NON-ANONYMIZED (E&R) ATTACHMENT (DAPR PROPOSALS ONLY)

EXPERTISE & RESOURCES NON-ANONYMIZED – DUAL-ANONYMOUS PEER REVIEW (DAPR) PROPOSALS ONLY	
☐	**1 PDF file upload, no page limit**
☐	**For Dual-Anonymous Peer Review Proposals Only:** Should include the following details, in order, in one PDF document following the 1" all margins and 12pt font requirements:
☐	- A list of all team members, together with their roles (e.g., PI, Co-I, Collaborator) and institutional affiliations.
☐	- Brief descriptions of the scientific and technical expertise each team member brings, emphasizing the experiences necessary to be successful in executing the proposed work.
☐	- The contribution that each team member will make to the proposed investigation.
☐	- Specific resources ("Facilities and Equipment", e.g., access to a laboratory, observatory, specific instrumentation, or specific samples or sites) that are required to perform the proposed investigation.
☐	- A summary of work effort, to include the table of work effort. Given that the solicitation requires an anonymized version of this table in the main proposal body, the table here should be identical, but with the roles now also identified with names (e.g., Sandra Cauffman – PI; Nicky Fox – Co-I-1; Lori Glaze – Co-I-2).
☐	- Bio sketches, if required by the solicitation.
☐	- Statements of Current and Pending support, if required by the solicitation.
☐	- Letters of resource support, if needed, see Table 1 of ROSES.

TOTAL BUDGET ATTACHMENT (ALL PROPOSALS)

TOTAL BUDGET – APPLIES TO ALL ROSES PROPOSALS	
☐	**1 PDF file upload**
☐	**Detailed UA Budget Narrative/Justification Budget Document** - Narrative format; justify each component of cost. No page limit. - Includes levels of effort, salary, ERE, and IDC rate details - Includes full detail of identifying information including names, institutions, locations, etc. - Includes reference to each subaward in terms of effort.
☐	**Detailed UA Budget** – PDF print of UA Detailed Budget spreadsheet. This Detailed Budget includes all costs, including salaries and fringe benefits for all participants and overhead. It should contain any needed justification for the salary, fringe, and IDC rates.
☐	**Detailed Co-I Subaward Budget Narrative/Justification(s) & Budget(s)** –Prepared by PI from template if required by element (e.g., Appendix C - PICASSO, Matisse, DALI).

APPENDIX ATTACHMENT (ALL PROPOSALS, AS NEEDED/NOT REQUIRED)

APPENDIX – APPLIES TO ALL ROSES PROPOSALS (IF NEEDED)	
☐	**1 PDF file upload**
☐	**High-End Computing (HEC) Request** – 1 PDF document provided by PI if HEC is requested.
☐	**Summary Chart or other required Appendix** –Prepared by PI from template if required by element (e.g., Appendix C - PICASSO, Matisse, DALI).