

- Note: If requirements inconsistencies exist the precedence is:
 1. Solicitation; 2. ROSES Summary/Checklist; 3. NASA Proposer's Guidebook

NSPIRES PROPOSAL ELEMENTS/COVER PAGE – APPLIES TO ALL ROSES PROPOSALS	
<input type="checkbox"/>	Click "Check Elements" box; resolve all errors (red X's). Resolve as many warnings as possible (some specific warnings addressed below).
<input type="checkbox"/>	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.)
<input type="checkbox"/>	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: <i>Uploading Non-US Organization/Agency Endorsement Attachments is recommended for Non-US Team Members.</i> 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 <i>Proposed Start/End date must equal the Period Start/End date of first/last budget period</i> , warning is resolved by ensuring start/end dates match budget page.
<input type="checkbox"/>	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 <i>All Period Start/End Dates must be defined</i> , 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 <i>Budget is not complete for all fiscal years</i> , OK to proceed if not all available years are required.
<input type="checkbox"/>	Program Specific Data tab - All required questions answered. Warning for <i>optional questions unanswered</i> 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.
<input type="checkbox"/>	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 <i>International Participation: (Yes or No) must be answered</i> ; <i>U.S. Government Agency Participation (Yes or No) must be answered</i> , 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.)
<input type="checkbox"/>	Step 1 to Step 2 Proposals - If applicable, Step-2 sections match Step 1, e.g., title, goals, team members, as stated in Solicitation.

NON-DUAL-ANONYMOUS PEER REVIEW (NON-DAPR) PROPOSAL DOCUMENT

NON-DAPR PROPOSAL DOCUMENT – PROPOSAL NOT SUBJECT TO DAPR (ANONYMIZING NOT REQUIRED)	
<input type="checkbox"/>	1 PDF file upload. Order listed below is recommended but not mandatory. 20 MB size limit.
<input type="checkbox"/>	1. Table of Contents - 1 page (optional)
<input type="checkbox"/>	2. Scientific/Technical/Management Section - # pages permitted: ___ (typically 15 pages). Pages must be numbered. - 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. - If and only if acronyms are defined within the S/T/M section may an acronym list also be provided outside of the S/T/M section. - <u>Data Mgt Plan (sharing/archiving) included in this section ONLY if required by solicitation.</u> <i>Enter additional requirements/comments as needed.</i>
<input type="checkbox"/>	3. References - No references to documents unavailable to reviewers; no page limit.
<input type="checkbox"/>	4. Open Science & Data Management Plan (OSDMP) - Typically 2 page limit - Unless otherwise stated, an OSDMP or explanation of why it is not needed must be provided in this section. - Template may be required; check specific solicitation announcement. <i>Enter additional requirements/comments as needed.</i> (If an Inclusion Plan, Software Development Plan, or Launch Accommodation Worksheet is required, it likely is placed after the DMP.)
<input type="checkbox"/>	5. Biographical Sketches/CVs - Required for PI and each Co-I - PI, Science PI (special category of Co-I), Institutional PI (special category of Co-I) – 2 pages, unless otherwise specified, 1" all-around margins, 12pt font - Co-Is and all other researchers – 1 page, 1" all-around margins, 12pt font - Collaborator CVs not required, but permitted
<input type="checkbox"/>	6. Table of Personnel and Work Effort - Names and/or titles and planned work commitment of all personnel to perform proposed effort. (refer to solicitation to determine whether <u>effort should be listed in person-months or FTE based on recommended templates</u>) - Includes time charged to this proposal and time not charged to this proposal. (Not always cost share) - Template may be required; check solicitation. No page limit.
<input type="checkbox"/>	7. Current & Pending Support - Required for PI and for funded team members who will devote ≥10% of their time. No page limit. - Do not "self-reference" this proposal. Award values not required. - Not permitted for collaborators; discouraged for students and foreign Co-Is - Template may be required; check solicitation. (Table of Work Effort template may contain C&P tab.) <i>Enter additional requirements/comments as needed.</i>

<input type="checkbox"/>	<p>8. Statements of Commitment and Letters of Support, Feasibility and Endorsement</p> <ul style="list-style-type: none"> - <u>Statement of Commitment</u> only required if named team member not confirmed in Proposal Team cover page. - <u>Letter of Resource Support</u> required from facility or resource if no unrestricted access by PI/Co-I. - <u>Letter of Feasibility</u> from the NASA Space Station Payload Office must be included with proposals to use ISS. - <u>Letter of Endorsement</u> only for special cases: 1) <u>foreign Co-I</u> and 2) commercial vendors for sRLVs. - <u>Letters of Affirmation</u> from the community only where explicitly allowed by Solicitation.
<input type="checkbox"/>	<p>9. Budget Narrative & Details</p> <p>Budget Narrative/Justification – REDACTED</p> <ul style="list-style-type: none"> - No \$ or % values for salary, fringe, or IDC - Narrative format; justify each component of cost. No page limit. - Includes hours budgeted for consultants, but no \$ amounts for salary. - Includes reference to each subaward in terms of effort, e.g., "0.5 FTE are budgeted for Co-I Dr. H. West as can be seen the summary table of work effort. Dr. West will be funded via a subaward to Southwest Research Institute." - Includes redacted budget justifications from each subaward organization and gov't lab, NASA center. - No SOWs for subs are permitted in this section. If included in proposal, they belong in the S/T/M section 2. <p>Detailed Budget (Table) – REDACTED</p> <ul style="list-style-type: none"> - PDF of Excel budget spreadsheet, with no \$ or % values for salary, fringe, or IDC - Show redacted values only for Co-I subawards on the UA budget - Separate redacted budget from each subaward organization and gov't lab, NASA center, JPL <p>If subawards are included, order of documents should be: UA Budget Narrative, UA Budget, Co-I 1 Budget Narrative, Co-I 1 Budget, Co-I 2 Budget Narrative, Co-I 2 Budget, etc.</p>
<input type="checkbox"/>	<p>10. Facilities and Equipment statement</p> <ul style="list-style-type: none"> - Does not add scientific or technical information beyond a description of the facilities and equipment. - Included for each subaward organization and gov't lab, NASA center, JPL

TOTAL BUDGET ATTACHMENT (ALL PROPOSALS)

TOTAL BUDGET – APPLIES TO ALL ROSES PROPOSALS	
<input type="checkbox"/>	<p>1 PDF file upload.</p>
<input type="checkbox"/>	<p>Detailed UA Budget Narrative/Justification Budget Document</p> <ul style="list-style-type: none"> - 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.
<input type="checkbox"/>	<p>Detailed UA Budget</p> <ul style="list-style-type: none"> - 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.
<input type="checkbox"/>	<p>Detailed Co-I Subaward Budget Narrative/Justification(s) & Budget(s)</p> <ul style="list-style-type: none"> - Prepared by PI from template if required by element (e.g., Appendix C - PICASSO, Matisse, DALI).

APPENDIX ATTACHMENT (ALL PROPOSALS, AS NEEDED)

APPENDIX – APPLIES TO ALL ROSES PROPOSALS (IF NEEDED)	
<input type="checkbox"/>	<p>High-End Computing (HEC) Request</p> <ul style="list-style-type: none"> - 1 PDF document provided by PI if HEC is requested.
<input type="checkbox"/>	<p>Summary Chart or other required Appendix</p> <ul style="list-style-type: none"> - Prepared by PI from template if required by element (e.g., Appendix C - PICASSO, Matisse, DALI).