



## PI Proposal Preparation Checklist for Dual Anonymous Peer Review (DAPR)

### NASA ROSES DAPR Guidelines with Examples:

[https://assets.science.nasa.gov/content/dam/science/cds/researchers/dapr/2025/SMDDAPRguidelines\\_030425.pdf](https://assets.science.nasa.gov/content/dam/science/cds/researchers/dapr/2025/SMDDAPRguidelines_030425.pdf)

### I. Nspires Proposal Cover Pages

#### Project Summary

- For Dual-Anonymous Peer Review (DAPR) proposals: anonymize, i.e., do not explicitly identify the names of the team members or their institutions.

#### Business Data

- Fill out as normal.

#### Budget – uploaded by OCG as normal

- For **Appendix C: Planetary Science (3.11.3)** – If applicable, “Cost of substantial instrumentation” is included as a single number per year in Section F unredacted line.
- For **Appendix A: Earth Science (7.3)** – If NASA Center for Climate Simulation high-end computing facility requested, \$0.09/SBU is included per year in Section F unredacted line.

#### Program Specific Data

- Fill out as normal.

#### Proposal Team

- Fill out as normal. *Appendices A-D, and F.3 Exoplanets research have restrictions on funding government agencies (other than NASA and JPL). Check eligibility requirements.*

### II. Proposal document – **anonymized**, 1 PDF – tailor according to solicitation.

Recommended order below. Ensure any PDF bookmarks are anonymous, and the document properties do not reveal names of author or organization. PDF portfolios are noncompliant.

#### 1. Table of Contents – optional; **anonymized**; 1 page

#### 2. Scientific/Technical/Management Section – **ANONYMIZED**

- 15 pages unless otherwise specified
- Format, unless otherwise specified: 8.5" x 11" paper size, single-spaced, single column text, 1" margins on all 4 sides, no reviewable content in margins, line spacing: ≤5.5 lines per vertical inch, ≤15 char per horizontal inch (**typically font size 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.

### **Guidelines for Anonymization:**

- **NAMES:** Do not explicitly identify the names of the team members or their institutions.
- **LOGOS:** No institutional logos or identifying insignia.
- **ASSOCIATIONS:** Do not associate proposal personnel with named teams or collaborations, e.g., those that are proprietary to one institution.
- **STATEMENTS ABOUT TEAM:** prohibited except to establish team's ability to execute the specific tasks proposed. (Qualifications are not part of the anonymous proposal review.)
- **PRONOUNS:** Do not use pronouns that indicate the sex of team members, e.g., he, she, his, her.
- **OWNERSHIP:** Do not claim ownership of past work or use possessive pronouns that indicate ownership, e.g., we, my, our, etc. Use third person neutral wording instead.

- **REFERENCES IN TEXT:** callouts 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.
- **OTHER INFORMATION:** Describe the following in an anonymized manner for reviewers, as applicable: overview of High End Computing (HEC) request, existence of supporting letters or statements in the non-anonymized document, description of the need, utilization, and salient capabilities of facilities and equipment for proposed research.

### **3. References**

- Full citations for bracketed numbers in the previous section; no page limit.

### **4. Open Science and Data Management Plan (OSDMP) – anonymized – 2 pages**

- If a plan is not needed, explain why. **Do not disclose CU's identity.**
- Template may be required; check Program Element.
- Template for all science divisions: <https://science.nasa.gov/researchers/sara/faqs/OSDMP/>

### **5. Table of Personnel and Work Effort – anonymized**

- Anonymized roles (e.g., PI, Co-I-1, Co-I-2, postdoc) and committed effort for every person who will work on the proposed investigation, regardless of funding or role.
- Template may be required; check Program Element; no page limit; if zero time committed to this project, state *de minimis* rather than 0.0 FTE.
- Appendix A template: <https://science.nasa.gov/researchers/templates-for-earth-science-division-appendix-a-roses-proposals/>
- Appendix C template: <https://science.nasa.gov/researchers/templates-planetary-science-division-appendix-c-roses-proposals/>

### **6. Redacted Budget – no page limits**

#### **Budget Justification – “Redacted” - Anonymized**

- **No names or institutions identified.**
- Omit \$ for salaries, \$ and % for fringe and F&A. Do list personnel % time committed.
- Narrative format; justify each component of cost. No page limit.
- Quotes not required, unless specified in program element. Basis of estimate should be provided.
- Include redacted budget justifications from each subaward, NASA center, JPL, etc.

#### **Detailed Budget – “Redacted” – Anonymized**

- **No names or institutions identified.**
- PDF of budget spreadsheet, with no \$ for salaries, no \$ or % for fringe and F&A. Do list % time.
- Include a separate redacted budget from each subaward, NASA center, JPL, etc.

### III. Appendices

**Expertise and Resources – Not Anonymized** - 1 PDF file uploaded. **PDF portfolios are noncompliant.** No page limit.

**1. Team Members**

- A. List of team members, institutional affiliations, roles** (PI, co-I, etc.)
- B. Scientific and technical expertise** each team member brings.
- C. Roles & responsibilities** of each team member in investigation.
- D. Membership in ongoing mission science teams** that may overlap with the proposed research.

**2. Facilities, Equipment, & Resources** – for all participating organizations

- 3. Table of Work Effort** – identical to table in anonymized Proposal document, but with team member names included.
- 4. Biosketches** – PI; required (unless otherwise indicated) for any Co-Is who would devote  $\geq 10\%$  of their time in any year to the proposed work; collaborators optional. **Template required:** <https://www.nasa.gov/wp-content/uploads/2024/09/biosketch-form.docx>
- 5. Current & Pending support** – PI; required (unless otherwise indicated) for any funded senior/key team members who would devote  $\geq 10\%$  of their time in any year to the proposed work. Do not include for collaborators; discouraged for students & foreign co-Is. **Include this proposal as pending.** **Template required:** <https://www.nasa.gov/wp-content/uploads/2024/09/current-and-pending-support-cps-form.docx>
- 6. Letters** (**only if required**, e.g., letter of resource support confirming availability, letters of support from the Heliophysics Data Archives, Letter of Endorsement for foreign co-I, Statement of Commitment for named team member not confirmed in Nspires, etc.).
- 7. Fieldwork Plan** – (**only if applicable**, Appendix C.1, para 3.14) – 2 pages. <https://science.nasa.gov/researchers/planetary-science-fieldwork/>

**Total Budget Document** - 1 PDF file uploaded by OCG. No page limit.

Total budgets & justifications for CU, subawards, NASA centers, JPL, etc.

**High End Computing (HEC) Request** – *optional* – 1 PDF file.

Provided by PI. <https://request.hec.nasa.gov/>

- **If Appendix A, NASA Center for Climate Simulation (NCCS)**, include a direct distribution budget line in the Nspires electronic budget pages, total cost per year, based on \$0.09/Standard Billing Unit (SBU), in Section F:

Budget Period 1 – F. Other Direct Costs

8. NCCS HEC costs at \$.09/SBU. Internal to NASA.

\$xxxx.xx

**Summary Quad Chart** (*only if required by element*)

- Appendix B: <https://science.nasa.gov/researchers/templates-heliophysics-division-appendix-b-roses-proposals/>
- Appendix C: <https://science.nasa.gov/researchers/templates-planetary-science-division-appendix-c-roses-proposals/>