PI Proposal Preparation Checklist for Dual Anonymous Peer Review (DAPR) – standard format*

check element for format variations

NASA ROSES DAPR Guidelines with Examples:
https://assets.science.nasa.gov/content/dam/science/cds/researchers/dapr/2025/SMDDAPRguidelines_030425.pdf

I. Nspires Proposal Cover Pages

Project Summary

– Anonymize; do not explicitly identify the names of the team members, institutions, or vendors. Do not associate personnel with named teams, collaborations, or genders.

- Do not list current capabilities or accomplishments of the proposers or proposing institutions. Focus on describing the tasks to be performed. For example:

"Our team **is currently working on** various techniques…" **Not acceptable**.

"Our team **has been building** a database of…" **Not acceptable.**

"Our team **has quantified** this scenario…" **Not acceptable**.

"We **plan to consider** the following models in our proposed architecture…" **Acceptable.**

"Our team **proposes to provide**…" **Acceptable.**

"Our innovation **will radically decrease** both the computational cost and user effort involved…" **Acceptable.**

Business Data - Fill out as normal.

Budget – *uploaded by OCG as normal*.

Program Specific Data - Fill out as normal.

Proposal Team - If co-I from a gov't agency (other than NASA & JPL) check eligibility.

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:

- **NO NAMES** of team members, institutions, vendors.
- **NO DESCRIPTIONS OF TEAM CAPABILITIES, QUALIFICATIONS, EXPERIENCE, CHARACTERISTICS. Focus on the tasks to be performed, not on what has been done or is being accomplished currently by the research team**.
- **NO INSTITUTIONAL LOGOS** or identifying insignia.
- **NO MENTION OF PERSONNEL ASSOCIATIONS** with named teams or collaborations, e.g., those that are proprietary to one institution.
- **NO GENDERED PRONOUNS** that indicate the sex of team members, e.g., he, she, his, hers.- **NO CLAIMED OWNERSHIP OF PAST WORK** or use of possessive pronouns that indicate ownership, e.g., we, my, our, etc. **Use third person neutral wording instead.**
- **NO OWNERSHIP WHEN SELF-REFERENCING.** Call out references in text in the form of a number in a square bracket, e.g. [1], with third person neutral wording to cite.
- **NO REVEALING OR IMPLYING IDENTITY OR OWNERSHIP OF FACILITIES**, equipment, proprietary hardware and other resources. If applicable, describe in an anonymized way the need for, utilization, and salient capabilities of the resources for the proposed research, overview of High End Computing (HEC) request, existence of supporting letters or statements that will be provided in the non-anonymized document.

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, including with hyperlinks.
- 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 ≥10% of their time in any year to the proposed work; collaborators optional. **NASA-specific SciENcv format required. Research Security Training is certified.**

5. Current & Pending support – PI; required (unless otherwise indicated) for any funded senior/key team members who would devote ≥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. NASA-specific SciENcv format required.**

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 (para 7.3), 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. 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-heliophysic-division-appendix-b-roses-proposals/
- Appendix C: https://science.nasa.gov/researchers/templates-planetary-science-division-appendix-c-roses-proposals/