 **NASA PROPOSAL SUBMISSION REVIEW CHECKLIST**

**ROSES NNH25ZDA001N-***ELEMENT\**

\* *does not apply to step 1 proposals*

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| |  |  |  |  | | --- | --- | --- | --- | | PI Name | *Enter PI name.* | Due Date | *Enter due date.* | | Co-I Names | *Enter Co-I names if desired.* | Program Element tag, *e.g.*, -LWS | - *Enter tag.* | | *Enter program element specific requirements as needed.* | | | | | **Is the program element using Dual Anonymous Peer Review (DAPR)?**  **Yes** (*complete I, II, III, IV)*  **No** (*complete I, IV, V)* | | | | |  |
| *Note: If requirements inconsistencies exist the precedence is: 1. Program Element; 2. Division Overview (A.1, B.1…); 3. ROSES Solicitation; 4. GCAM Chapter 1.*  **This checklist is designed to review the Nspires-generated “Draft Proposal” pdf.**  **Click the “Generate” button** **in Nspires to create or update the print preview**. (If it gets stuck in a loop, click on *View All Attachments*, then *Back*, to complete the cycle.) If the draft proposal cannot be generated, check the uploaded PDF files for compatibility issues, such as digital signatures, drawings that extend beyond the page edge, non-standard page sizes, *etc*. Ideally these problems should be fixed before proceeding. For example, the NASA grants policy instructions tell proposers to digitally sign biosketch & cps documents, but the method for doing so must not lock the file. If you must proceed without a Draft Proposal pdf, then inspect each Nspires electronic page and review each uploaded pdf. |  |

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| I. Nspires Cover Page for Proposal - applies to all ROSES proposals | |
|  | **All errors are resolved (Nspires Error Icon: Red Circle with White X = Incomplete ). As many warnings are resolved as necessary (Nspires Warning Icon: Yellow Triangle with Exclamation Point = Warning ).** |
|  | **Section I – Proposal Information**  - PI name and contact information appear complete.  **-** Proposed Start & End dates comply with Program Element. (Entered by PI in Business Data.)  **-** Total Budget cost and annual budget costs match ESTTOOL. (These autofill from the Budget pages.)  - If Nspires Warning Icon: Yellow Triangle with Exclamation Point = Warning*Proposed Start/End date must equal the Period Start/End date of first/last budget period,* warning is resolved by ensuring start/end dates in Business Data match Budget page dates. |
|  | **Section II – Application Information**  - This is the correct FOA.  - International Participation, “No” or “Yes” with Type, is as expected. (Entered by PI in Business Data.) |
|  | **Section III – Submitting Organization Information**  - CU Boulder info complete (autofills) |
|  | **Section IV – Proposal Point of Contact Information**  - PI name, email, phone (entered by PI in Business Data) |
|  | **Section V – Certification and Authorization**  (this will autofill upon submission) |
|  | **Section VI – Team Members**  – All team members who can confirm via Nspires are listed. (Assigned by PI to Proposal Team.)  - Nspires Error Icon: Red Circle with White X = Incomplete All team members listed on Proposal Team must confirm participation before submission.  Alternative: List member in Program Specific Data pages, “Team Members not confirmed via Nspires,” (name, institution, city, state or country, and a brief description of the role). A letter of commitment is required and should be uploaded in the non-anonymized proposal.  – Nspires Warning Icon: Yellow Triangle with Exclamation Point = Warning*International Participation: (Yes or No) must be answered; U.S. Government Agency Participation (Yes or No) must be answered* is resolved by editing the entry for the team member who didn’t answer (usually the PI). If the Nspires record is locked, the PA can edit. If unlocked, only the PI may edit this field.  - CU personnel have the correct cage code and UEI for CU Boulder affiliation. (If not, unlock the proposal and ask the team member to update their affiliation. Note: Some fellowship applications do not require the student to affiliate. Other CU affiliations are OK if time is limited, e.g., Cage Code 35RR6.) |
|  | **Section VII - Project Summary**  – 4000 character text box. For Dual-Anonymous Peer Review (DAPR) proposals: anonymize, i.e., do not explicitly identify the names of the team members or their institutions. |
|  | **Section VIII – Other Project Information**  (Proprietary/privileged information – defaults to “Yes” and cannot be changed.)  - International Collaboration explanation is as expected. (Entered by PI in Business Data.)  - If Nspires Warning Icon: Yellow Triangle with Exclamation Point = Warning*Uploading Non-US Organization/Agency Endorsement Attachments is recommended for Non-US Team Members*, then for a foreign co-I, a Letter of Endorsement signed by their organization should be included in the non-anonymized Proposal. A letter is not required for foreign collaborators or vendors.  - If NASA civil servants are team members, FTE is entered by fiscal year. (Entered by PI in Business Data.)  - If applicable, Environmental Impacts and/or Historical Site/Object Impact. (Entered by PI in Business Data.) |
|  | **Section IX - Program Specific Data**  - All required questions answered. Nspires Warning Icon: Yellow Triangle with Exclamation Point = Warning*optional questions unanswered* is OK.  - If applicable, team members not listed in Proposal Team section are listed here.  - If High End Computing (HEC) is requested, the request number is entered. |
|  | **Section X - Budget**  - Budget matches internal budget.  - If direct distribution (JPL, NASA Centers, FFRDCs), costs are entered in Other Direct Costs redacted rows.  - If Nspires Warning Icon: Yellow Triangle with Exclamation Point = 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 Nspires Warning Icon: Yellow Triangle with Exclamation Point = Warning*Budget is not complete for all fiscal years,* OK to proceed if not all available years are required*.* |
|  | **Step 1 to Step 2 Proposals**  - If applicable, Step 2 sections match Step 1, e.g., title, goals, team members, etc., as required by Program Element. |

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| II. | Proposal Document - Anonymized - Dual-Anonymous Peer Review (DAPR) |
|  | **1 PDF file uploaded. 20 MB size limit. Inspect the PDF: Ensure that any PDF bookmarks are anonymous, and the PDF document properties do not reveal the name of the author or organization.**  **Order listed below is recommended but not mandatory.** |
|  | **1. Table of Contents –** Optional; anonymized; 1 page |
|  | **2. Scientific/Technical/Management Section** – anonymized  - # pages permitted: \_\_\_ (15 pages unless otherwise specified). Pages must be numbered.  - 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 (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.  - Does not explicitly identify the names of the team members/institutions.  - No institutional logos or identifying insignia.  - No pronouns that indicate the sex of the team members, e.g., he, she, his, her, etc.  - When describing past work, no claim of ownership, e.g., we, my, our, etc.; use third person neutral.  - 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.  - 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.  - All required sections included per Program Element.  Note: as applicable, the PI may describe in an anonymized fashion for reviewers: HEC request; existence of supporting letters or statements in non-anonymized doc; need for facilities and equipment in proposed research.  *Enter additional requirements/comments as needed.* |
|  | **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 - no disclosure of CU’s identity. If plan not needed, explanation as to why.  - OSDMP Template for ROSES may be required; check Program Element.  Template for all science divisions: <https://science.nasa.gov/researchers/sara/faqs/OSDMP/>  - Note: If a Software Development Plan or Launch Accommodation Worksheet is required, it may be placed after the OSDMP. Check instructions. |
|  | **5. Table of Personnel and Work Effort** – anonymized – no page limit  - 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. Includes time charged to this proposal and time not charged to this proposal. (This is not cost share.)  - Template may be required; check Program Element; for this project, list *de minimis* instead of zero time.  *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. Budget**  **Budget Justification – “Redacted”** – Anonymized – no page limits  - No names or institutions identified. No identifying logos.  - 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 page limits  - No names or institutions identified. No identifying logos.  - PDF of budget spreadsheet, with no $ for salaries, no $ or % for fringe and F&A. Do list personnel % time.  - Separate redacted budget from each subaward, NASA center, JPL, etc. |

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| III. | Appendix: Expertise and Resources Not Anonymized (DAPR) |
|  | **1 PDF file uploaded. Team Member List first, but remaining order is not mandatory.** |
|  | **1. Team Members**  - List of team members, institutional affiliations, roles (PI, co-I, etc.)  - Scientific and technical expertise each team member brings.  - Roles & responsibilities of each team member in investigation.  - 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.  - Unless otherwise indicated, for any Co-Is devoting ≥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.  - 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.  - Template required: <https://www.nasa.gov/wp-content/uploads/2024/09/current-and-pending-support-cps-form.docx> |
|  | **6. Letters**  - Statement of Commitment only required if named team member not confirmed in Proposal Team cover page.  **-** Letter of Resource Support required from facility or resource if no unrestricted access by PI/Co-I, Heliophysics Data Archives, etc.  - Letter of Feasibility from the NASA Space Station Payload Office must be included with proposals to use ISS.  - Letter of Endorsement only for special cases: 1) **foreign Co-I** and 2) commercial vendors for sRLVs.  - Letters of Affirmation from the community only where explicitly allowed by the Program Element. |
|  | **7.** **Fieldwork Plan -** <https://science.nasa.gov/researchers/planetary-science-fieldwork/>  – Only if applicable: Appendix C.1, para 3.14 – 2 pages. |

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| IV. | Other Appendices – Applies to all ROSES proposals |
|  | **Total Budget Document**  - 1 PDF file uploaded. Includes PDF print of CU total budget spreadsheet. This "Total 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 overhead rates.  - Includes total budgets/justifications for each subaward, NASA center, JPL, etc. C. |
|  | **High End Computing (HEC) Request**  – 1 PDF document provided by PI if HEC is requested. <https://request.hec.nasa.gov/> |
|  | **Summary Quad Chart, Summary Chart, or other required Chart**  –Prepared by PI from template if required by element (e.g., Appendix C - PICASSO, Matisse, DALI). |

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| V. | Proposal document – Applies to non-DAPR ROSES proposals |
|  | **1 PDF file uploaded. Order listed below is recommended but not mandatory. 20 MB size limit.** |
|  | **1. Table of Contents**  – 1 page (optional). |
|  | **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.  *Enter additional requirements/comments as needed.* |
|  | **3. References**  - No references to documents unavailable to reviewers; no page limit. |
|  | **4. Open Science and Data Management Plan (OSDMP)**  - 2 pages; if plan is not needed, explanation as to why.  - OSDMP Template for ROSES may be required; check specific program element announcement.  Template for all science divisions: <https://science.nasa.gov/researchers/sara/faqs/OSDMP/>  - Note: If a Software Development Plan or Launch Accommodation Worksheet is required, it may be placed after the OSDMP. Check instructions. |
|  | **5. Table of Personnel and Work Effort**  - Names and/or titles and planned work commitment for every person who will work on the proposed investigation, regardless of funding or role. Includes time charged to this proposal and time not charged to this proposal. (This is not cost share.)  - Template may be required; check Program Element; for this project, list *de minimis* instead of zero time.  *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. Biographical Sketches/CVs**  - PI.  - Required (unless otherwise indicated) for any Co-Is who would devote ≥10% of their time in any year to the proposed work.  - Collaborator biosketch optional.  - Template required: <https://www.nasa.gov/wp-content/uploads/2024/09/biosketch-form.docx> |
|  | **7. 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.  - Template required: <https://www.nasa.gov/wp-content/uploads/2024/09/current-and-pending-support-cps-form.docx> |
|  | **8. Statements of Commitment and Letters of Support, Feasibility and Endorsement**  - Statement of Commitment only required if named team member not confirmed in Proposal Team cover page.  **-** Letter of Resource Support required from facility or resource if no unrestricted access by PI/Co-I, Heliophysics Data Archives, etc.  - Letter of Feasibility from the NASA Space Station Payload Office must be included with proposals to use ISS.  - Letter of Endorsement only for special cases: 1) **foreign Co-I** and 2) commercial vendors for sRLVs.  - Letters of Affirmation from the community only where explicitly allowed by the Program Element. |
|  | **9. Budget**    **Budget Justification – “Redacted” -** no page limits  - 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.  - No SOWs for subs are permitted in this section. If included in proposal, they belong in the S/T/M section.    **Detailed Budget (Table) – “Redacted”** – no page limits  - PDF of budget spreadsheet, with no $ for salaries, no $ or % for fringe and F&A. Do list personnel % time.  - Separate redacted budget from each subaward, NASA center, JPL, etc. |
|  | **10. Facilities and Equipment**  - Does not add scientific or technical information beyond a description of the facilities and equipment.  - Included for each subaward, NASA center, JPL, etc. |