



PI Proposal Preparation Checklist

(for ROSES proposals that are NOT dual-anonymous peer review)

ROSES Table 1: <https://nspires.nasaprs.com/external/solicitations/summary!init.do?solId={2A1D139B-B9C7-CE8C-2E81-223FD08460F9}&path=open>

I. Nspires Proposal Cover Pages

Project Summary

Business Data

Budget – uploaded by OCG

- 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

Proposal Team

- 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 –1 PDF – **(Portfolio format is noncompliant.)** Tailor according to solicitation. Recommended order as follows:

1. Table of Contents – optional; 1 page

2. Scientific/Technical/Management Section

- 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.

3. References – no page limit

- Full citations; no references to documents unavailable to reviewers.

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

- If a plan is not needed, explain why.
- 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 – no page limit

- 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. 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. **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. **Include this proposal as pending.** **Template required:** <https://www.nasa.gov/wp-content/uploads/2024/09/current-and-pending-support-cps-form.docx>
- 8. 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.).
- 9. Redacted Budget** – no page limits
Budget Justification – “Redacted”
 - 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”**
 - 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.
- 10. Facilities, Equipment, & Resources** – for all participating organizations
- 11. Fieldwork Plan** – (only if applicable, Appendix C.1, para 3.14) – 2 pages.
<https://science.nasa.gov/researchers/planetary-science-fieldwork/>

III. Appendices

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*) – 1 PDF file.

- 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/>