C.2 Solar System Science PI Proposal Preparation Checklist
Dual Anonymous Peer Review (DAPR)

Flexible due date:

Proposal Submission Date	Estimated Review	Anticipated Award Start Date
On/before September 15, 2025	Winter 2025	April 2026
On/before December 31, 2025	Spring 2026	July 2026
On/before March 31, 2026	Summer 2026	October 2026

C.2 Nspires page: https://nspires.nasaprs.com/external/solicitations/summary!init.do?solId=%7bC92A28D2-9E30-4149-24B7-8A40ED4F564B%7d&path=open

Unique Proposal Process: (No NOI or step 1 proposal is required.)
1. **Part 1** of Full proposal is submitted in Nspires. Must be anonymized. **Submit a PSR** to your proposal analyst. **Annual budget range must be specified.**

2. If deemed "**selectable**" then **Part 2** of the Full proposal is submitted, not anonymized. Part 2 will be processed internally as a **Post Submission Request**.

Part 1 of Full Proposal

I. Nspires Proposal Cover Pages
Project Summary
– Anonymize, i.e., do not explicitly identify the names of team members or institutions.

Business Data - Fill out as normal.

Budget – not required.

Program Specific Data - Fill out as normal and specify award size. If applicable, the cost of a substantial instrument request shall be included in the budget category selected.

> 36: Award Size
>
> What is the size of the average annual budget of this proposal? *
> ○ Small (<$150K average annual budget)
> ○ Medium (between $150K and $250K average annual budget)
> ○ Large (>$250K average annual budget)

Proposal Team
– Fill out as normal.
- *Appendix C has restrictions on funding government agencies (other than NASA and JPL). Check eligibility requirements.*

II. Proposal document – **anonymized**, 1 PDF (PDF Portfolio is noncompliant.)

Note: Ensure that any PDF bookmarks are anonymous, and the document properties do not reveal names of author or organization.

1. Scientific/Technical/Management Section – **ANONYMIZED -** 5 pages

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: description of the need, utilization, and salient capabilities of facilities and equipment for proposed research.

2. 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.
- No page limit; if zero time committed to this project, state *de minimis* rather than 0.0 FTE.
- Appendix C template: https://science.nasa.gov/researchers/templates-planetary-science-division-appendix-c-roses-proposals/

3. References

- Full citations for bracketed numbers in the previous section; no page limit.
- Easily understandable, standard abbreviations for journals and complete names for books. The full references may include names of authors.

Once proposals are reviewed, a preliminary selection determination will be made. A proposal will either be "declined" or made "selectable". Follow the instructions in the selection letter. Only upon NASA request, these documents may be uploaded by the appropriate institutional personnel (e.g., principal investigator) and approved by the institution's Authorized Organization Representative (AOR).

Part 2 of Full Proposal – for "selectable" proposals

Expertise and Resources – Not Anonymized (1 PDF file; PDF Portfolio is noncompliant.). No page limit.

(Instructions in selectable letter supersede these guidelines. Table of Contents is optional.)

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. Mission involvement, i.e., membership in ongoing mission science teams that may overlap with the proposed research.

2. Open Science and Data Management Plan (OSDMP) – 2 pages
  - If a plan is not needed, explain why.
  - Template for all science divisions: https://science.nasa.gov/researchers/sara/faqs/OSDMP/

3. Table of Personnel & 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. 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 ≥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. Fieldwork Plan – (only if applicable, Appendix C.1, para 3.14) – 2 pages. https://science.nasa.gov/researchers/planetary-science-fieldwork/

7. Letters (only if required, e.g., letter of resource support confirming availability, letters of support from archives, Confirmation of Technical Specification document from the USGS Map Coordinator, Letter of Endorsement for foreign co-I, Statement of Commitment for named team member not confirmed in Nspires, etc.).

8. Facilities, Equipment, & Resources – for all participating organizations

9. High-End Computing request (if applicable)

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

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

NOTE: The total budget shall not exceed the budget category that was selected on the NSPIRES cover pages when the full anonymous proposal was submitted.