Required Document	Document Requirements
Formatting Requirements	– Easily read 12 point font; sans serif recommended – Single spaced, single column text (unless otherwise specified) – No more than 15 characters per horizontal inch and 5.5 lines per vertical inch – Figure and table captions must follow the same font requirements and restrictions as the main proposal text; text within figures and tables may use a smaller font if legible – 1 inch margins all sides – Only non-proposal material, e.g., page numbers, section titles, disclaimers, etc., is permitted in headers and footers
Cover Sheet	– Completed within NSPIRES – All fields are typically required for full proposal submissions. Summary, Business Data, Budget, Program Specific Data, Proposal Team, and Proposal Attachment(s)
Summary	– Completed within the text box within NSPIRES not the main body of the proposal – Limited to 4000 characters. Text field does not allow special characters.
Business Data	– Recommended start date at least six months from deadline date, unless otherwise stated – Dates should match the period dates entered in the Budget section
Budget	– Period dates should match the start and end dates entered in the Business Data section – Not all periods have to be completed – Total projects should be entered, including support requested for collaborating U.S. Government organizations (FFRDC, JPL, NASA Center, etc.). Their costs should be entered on line 8 and 9 of Other Direct Costs – All other miscellaneous costs, such as Tuition, not categorized in lines 1-7, should be entered on line 10 of Other Direct Costs
Program Specific Data	– Provide response to all applicable questions; not all questions may be applicable – If Data Management Plan is requested, response is required, even if to explain why DMP is not needed. Limited to 4000 character within text box, unless otherwise stated in the program element of the solicitation
Proposal Team	– All Key Personnel need to be identified here. Team Members that are not able to be identified in this section, should be listed in the Program Specific Data section. – All CU Key Personnel should be registered within NPSIRES and affiliated with CU – Team members identified must confirm their relationship electronically in NSPIRES prior to submission
Proposal Attachments	– All documents required by the solicitation should be attached – Always Required: Proposal Document – Conditional: Total Budget; Appendix
Proposal Document	– The following assembly and details of sections is required for standard NASA solicitations. Always follow the requirements detailed in the program element. – **Deviations for proposals submitted to ROSES funding opportunities are indicated throughout the checklist** – **ROSES Applications**: Order of sections does not follow standard assembly. See section below regarding specific proposal document assembly
Table of Contents	– 1 page – First required component of proposal document
Scientific/Technical/ Management Section	– 15 pages; unless stated otherwise in the program element of the solicitation – The following details should be discussed: goals and their significance; perceived impact of the proposed work; technical approach and methodology; general implementation plan with milestones and management structure; description of roles and expected effort of all team members, including collaborators & consultants; and any other content required by the program element.
References and Citations	– No page limit – References must be citied per scientific standards including standard abbreviations for journals and complete names for book. Highly preferred that references include the full title of the citied paper or report

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Biographical Sketch(es)	– Required for PI, Co-PI, Co-Is in special categories* (2 page biosketch) – Required for Co-Is proposing ≥10% time in any year (1 page biosketch) – *Co-I/Science PI* (Co-I who is in charge of scientific direction of project); Co-I/*Institutional PI* (Co-I at an organization other than the PI's institution); *Co-PI* (Co-I at non-US organization may be designated Co-PI if necessary to fulfill administrative requirements at Co-I institution) – Must include: professional experiences and positions, and bibliography of recent publications
Current and Pending Support	– Required for PI and Co-PI. Required for any Co-I who proposes to devote greater than or equal to 10% of their time to the proposed work – Not required for Students, Foreign Co-Is or Collaborators – All current and pending projects and proposals regardless of salary support. Do not include the proposed project in the listing – The following information is required for each project: Title of award/project; name of PI on award; Sponsoring agency and program name (if appropriate), including Sponsor point of contact information; period of performance; Total amount received by the investigator (**ROSES Applications:** <u>award total not required</u>); Commitment by PI or Co-PI in terms of person-months per year
Statements of Commitment and Letters of Support	– Team members' acknowledgement of involvement and participation on project is *typically done through NSPIRES.* – Proposers should include the participants *written statements in the body of the proposal only if:* team member is unable to confirm participation through NSPIRES or directed to do so by the funding opportunity. Email statements are acceptable. Sample statement on page 15 of Guide. – Letters of resource support are only required if there is a facility or resource essential to the proposal and a team member does not have guaranteed access. – If the proposal involves the conduct of research by a non-U.S. organization, signed letter(s) of certification must be included that verifies that funding for their research will be provided by a responsible organization(s) or government agency(ies) should the proposal be selected by NASA – Letters of Affirmation are typically not solicited nor evaluated by NASA.
Proposal Budget - budget narrative and budget details	– Standard OCG Budget Justification template is sufficient detail – Cite the basis of estimate and rationale for each proposed component of cost – Explain the purpose of any proposed travel in relation to the award and provide the basis of estimate, including: destination, # of travelers, # of days, conference fees, air fare, per diem, miscellaneous travel expenses – **ROSES Applications:** <u>all information regarding salary rates, fringe rates, and indirect rates must be removed</u> – <u>Print version of CU Internal Budget is sufficient.</u> – <u>The budget details are the actual or estimated costs, in whole dollars, that correspond with the budget narrative. Break out the costs, as needed, for the items listed in the general budget found on the proposal cover page.</u> – <u>ROSES Applications: all line items for salary, fringe, and indirect costs should be redacted, or hidden, including total costs for Subcontracts</u> – <u>Subcontract budget narrative and details should be included, at the same level of detail that was provided by CU (ROSES Applications: this includes redaction of salary, fringe, and indirect costs)</u> – <u>Budget for U.S. Government organizations (FFRDC or NASA Center) must be included with the proposal, at same level of detail that was provided by CU</u>
Facilities and Equipment	– Describe any existing facilities and equipment that are required for the proposed investigation and whether or not the team already has access to them in good working order or if they need to be repaired, upgraded or acquired – Should not contain any information that adds to the scientific or technical information beyond a description of the facilities and equipment

Required Document	Document Requirements
Table of Personnel and Work Effort	– The table must have the names and/or titles of all personnel necessary to perform the proposed effort, regardless of whether those individuals require funding. – For each individual (including collaborator and students) list the planned work to be funded by NASA per period in fractions of a work year. In addition, include planned work not funded by NASA – Where names are not known, include the position/role. – <u>Some ROSES elements require specific templates</u>.
ROSES Application Proposal Document Assembly	– **ROSES applications**: <u>Assembly of proposal document deviates from the order detailed in the Guidebook for Proposers. Correct order of sections for ROSES is identified below</u>: 1. Table of Contents 2. Scientific/Technical/Management Section 3. References 4. Data Management Plan 5. Biographical Sketches/CVs 6. Table of Personnel and Work Effort 7. Current and Pending Support 8. Statements of Commitment/Letters of Support 9. Budget (Narrative and Details) 10. Facilities and Equipment
Appendix	– Provide only information requested or allowed by the program element
Total Budget	– <u>Required for **ROSES Applications only**</u> – Not required for all other NASA programs, unless requested by the program element – Full budget. Do not redact or hide salary, fringe, and indirect cost details – Print version of CU Internal Budget is sufficient- OCG Proposal Analyst will upload. – Subcontract itemized total budget must also be attached – If FFRDC or NASA Center is requesting funds, their itemized budget must also be attached