



## PI Proposal Preparation Information for Dual Anonymous Peer Review (DAPR)

NASA ROSES SMD Guidance: [Guidelines for Anonymous Proposals](#)

### I. Nspires Proposal Cover Pages

#### Project Summary

- For Dual-Anonymous Peer Review (DAPR) proposals only: anonymize, i.e., do not explicitly identify the names of the team members or their institutions.

#### Business Data

- Fill out as normal.

**Budget** – *uploaded by OCG as normal*

#### Program Specific Data

- Fill out as normal.

#### Proposal Team

- Fill out as normal.

### II. Proposal document – 1 PDF - *tailor according to solicitation*

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

#### 1. Table of Contents – optional; anonymized

#### 2. Scientific/Technical/Management Section - Anonymized

- 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.
- Anonymized format, i.e., that does not explicitly identify the names of the team members or their institutions.
- 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.
- As applicable, describe the following in an anonymized fashion for reviewers: HEC request, supporting letters or statements, and/or need, utilization, and salient capabilities of facilities and equipment.

### **3. References**

- Full citations for bracketed numbers in previous section; no page limit.

### **4. Open Science and Data Management Plan (OSDMP) - Anonymized**

- If required, up to 2 pages and anonymized.
- Template may be required; check Program Element.

### **5. Biographical Sketches/CVs - Not included in anonymized document.**

### **6. Table of Personnel and Work Effort - Anonymized**

- Anonymized roles (e.g., PI, Co-I-1, Co-I-2) and committed project work effort for all personnel.
- Template may be required; check Program Element; no page limit

### **7. Current & Pending Support - Not included in anonymized document.**

### **8. Statements of Commitment/Letters - Not included in anonymized document.**

### **9. Budget**

#### **Budget Justification – “Redacted” - Anonymized**

- Anonymized, i.e., no names or institutions identified.
- No \$ or % values for salary, fringe, or overhead.
- Narrative format; justify each component of cost. No page limit.
- Include redacted budget justifications from each subaward organization and gov’t lab, NASA center, FFRDC.

#### **Detailed Budget – “Redacted” – Anonymized**

- Anonymized, i.e., no names or institutions identified.
- PDF of budget spreadsheet, with no \$ or % values for salary, fringe, or overhead.
- Separate redacted budget from each subaward organization and gov’t lab, NASA center, FFRDC.

### **10. Facilities and Equipment - Not included in anonymized document**

## **III. Appendices – DAPR Proposals**

### **Expertise and Resources – Not Anonymized**

- 1 PDF file uploaded. No page limit.
- List of all team members & their roles (PI, Co-I, Collaborator).
- Team member expertise.
- Team member contributions to the work.
- Biosketches, as required - PI, Science Co-I/PI, Institutional Co-I/PI – 2 pages; other Co-Is – 1 page.
- Table of Work Effort – identical to table in proposal document, but with names included.

- [Current & Pending support](#) - Template may be required; check Program Element
- [Letters of resource support](#), if required.
- [Facilities, equipment, & resources](#) required to perform the investigation.

**Total Budget Document**

- 1 PDF file uploaded by OCG.
- Includes total budgets/justifications for each subaward organization and gov't lab, NASA center, FFRDC.

**High End Computing (HEC) Request**

- 1 PDF document provided by PI if HEC is requested.