



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

Applies generally to:

- A.15 Cryospheric Science proposals
- B.4 Heliophysics Guest Investigators-Open (H-GIO) (Step-1 and Step-2)
- C.7 (New Frontiers), C.8 (Lunar), C.9 (Mars), C.10 (Cassini), C.11 (Discovery Data Analysis) (Step-2 only)
- D.2 Astrophysics Data Analysis proposals
- D.4 Astrophysics Theory proposals
- Astrophysics Guest Investigator/Observer/Scientist Calls (D.5-Swift Cycle 17, D.6-Fermi Cycle 14, D.9-NuSTAR Cycle 7, D.10-TESS Cycle 4, D.11-NICER Cycle 3) Phase-1 proposals
- F.3 Exoplanets Research proposals

Website (incl. Q&As): <https://science.nasa.gov/researchers/dual-anonymous-peer-review>

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*

Program Specific Data

- Fill out as normal.

Proposal Team

- Fill out as normal.

II. Proposal document – Dual-Anonymous Peer Review (DAPR) proposals

1. Proposal Summary - Anonymized

- 1 page permitted. May count as 1 page against S/T/M section; check Program Element.
- Anonymized, i.e., does not explicitly identify names of team members or institutions.
- No page headers, footers, diagrams, figures, or watermarks permitted.

Note: a table of contents is permitted, if desired.

2. Scientific/Technical/Management Section - Anonymized

- Note: proposal summary may count as 1 page; e.g., H-GIO permits 9 pages + 1 page summary = 10 pages total; USPI permits 15 pages + 1 page summary = 16 pages total.
- 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.

3. References

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

4. Data Management Plan - 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.
- Facilities, equipment, & resources required to perform the investigation.
- Table of Work Effort – identical to table in proposal document, but with names included.
- Biosketches, as required - PI, Science Co-I/PI, Institutional Co-I/PI – 2 pages; other Co-Is – 1 page.
- Statements of Current & Pending support, if required.
- Letters of resource support, if required.

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.