Submitting Step-1 ROSES proposals

This document is to remind proposers that ROSES 14 calls that have "Step-1" due dates (rather than NOIs) listed in Tables 2 and 3 and these really must be created and submitted as "proposals" rather than NOIs. This document explicitly lays out the steps for the creation of Step-1 proposals. This applies to all calls in Appendix B, most calls in Appendix C (except PPR and ECF), the cross division Exoplanet Research Program, E.3 and Appendix D.7 K2 Guest Observer – Cycle 1.

Log into NSPIRES and select "Create proposal". Note, do not click Notice of Intent, as a Step-1 Proposal requires authorization through your AOR, and is a proposal.

Create Proposal Select Proposal Source To create a proposal, you must first choose the source of the proposal. The source can be an open solicitation, a previously created Notice-of-Intent (NOI), or a collaborative proposal. Choose Source Solicitation Search open solicitation announcements for the one you wish to respond to. NOI Create a proposal from your list of submitted NOIs. Prior-phase Proposal Create a (later) phase proposal based on a proposal submitted during an earlier phase.

Select "Solicitation" and click Continue. Do not choose "NOI". If Step 1 is required and you choose "NOI", you will not see the opportunity in the list. After selecting Continue, you will select the solicitation you intend to submit to, and continue as you would for a standard proposal.

You will now be prompted to select the solicitation (the ROSES call) to which you are responding. In this case I use ExoBio as an example

\bigcirc	Emerging Worlds	NNH14ZDA001N-EW	2014-02-18	(See Announcement)	2014-03-31
•	Exobiology	NNH14ZDA001N-EXO	2014-02-18	(See Announcement)	2014-04-14
0	Exoplanet Research Program	NNH14ZDA001N-XRP	2014-02-18	(See Announcement)	2014-03-31
0	Fellowships for Early Career Researchers	NNH14ZDA001N-ECF	2014-02-18	(See Announcement)	2015-03-31

The next couple steps will look familiar if you have ever submitted a proposal via NSPIRES. Enter your title and click Continue...

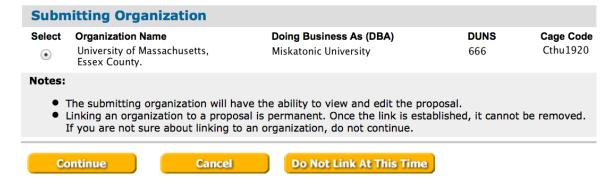


Then link to your org and click Continue...

Link to Submitting Organization

All proposals must be linked to a submitting organization in order to be submitted to NASA. Once the proposal is released, the organization will submit the proposal to NASA as appropriate. While this is a required step in the proposal process, you do not have to specify an organization at this time.

To link to an organization, select one from your confirmed affiliations list below. And click continue button. If you do not wish to link at this time, select "Do Not Link At This Time".



Confirm the Link to Submitting Organization proposal creation by clicking continue...



Please confirm that the organization displayed below is the organization you wish to link this proposal to. Once a link is made, it cannot be changed.

Select "Continue" to confirm this organization. Select "Back" to change your choice.

Submitting Organization Information NSPIRES Proposal Submission Office Doing Business As (DBA): Miskatonic University DUNS: 666 CAGE/NCAGE Code: Cthu1920 Web Site: http://www.miskatonic-university.org/

and then confirm proposal creation by choosing save...

Create Proposal

Confirm Proposal Creation

Based on the information you have submitted, you are about to create the following proposal:

Proposal Title:

Step1/Step 2 test by NRESS - please AOR approve this.

For Solicitation Announcement:

NNH12ZDA001N-SHP: Heliophysics Research: Solar and Heliospheric Science



Click Save.

From here, you will create a proposal, including BOTH uploading the one-page PDF attachment AND also you must put some text into the Proposal Summary field.

You do NOT need a budget for a Step-1 proposal. However when you put in civil servant team members it will ask you for a \$ amount associated with those civil servant team members. If you don't respond it will give you an error:

Validation Error. You must correct the following error(s) before proceeding:If government agency participation is chosen, dollar amount should be specified.

Team Member Information					
Member Documents	Assigned Role				
	Role: PI** (** denotes required role for this proposal)				
U.S. Government Agency & International Participation Is this person participating in this project					
as an employee of the U.S. Government? *	Yes No If yes, select U.S. Government agency: Fish and Wildlife Service				
	If yes, enter total dollar amount requested: just put zero here				
Is this person participating in this project as an employee of a foreign organization? *	○ Yes • No				
* Fields marked with an asterisk are mandate	orv				

Just put in zero and move on.

As this is a proposal, not an NOI, you cannot submit this at the last moment. You must release it to organization and it must be submitted by your authorized organizational representative (AOR), so please leave enough time for that.

For those who are new to proposal submission, release of the proposal to org by the PI vs. submission by the AOR are covered <u>here</u>.

Your AOR cannot submit the proposal if there is an error (a red X) but they can if there is merely a warning (the yellow diamond). For those who are new to proposal submission errors vs. warnings are covered <u>here</u>.

As this is a proposal, not an NOI, you have to put in the business data, sorry. This means that in the Business Data Section, you will need to answer the questions under "Other Project Information" including FTEs of civil servants, or you will receive an error message. Don't worry, these answers can be changed in your Step-2 proposal.

As this is a proposal, not an NOI, get confirmation by team members. For those who are new to proposal submission, adding team members is covered <u>here</u>.

Unconfirmed team members will give you an error (a red X) and prevent submission. If you are doing this at the last moment and can't get the team members to confirm, you will follow the normal procedure: 1) get that proposal in on time, remove the team members from the cover pages 2) include reference to the team members in either the uploaded PDF or in the Proposal Summary 3) just for laughs send email to the POC for that program letting them know.

You can reach the NSPIRES Help Desk at (202) 479-9376, or by email at <u>nspires-help@nasaprs.com</u>.

Please read the instructions in Appendix C.1 (Planetary Science Research Program Overview) for requirements of the contents of the Step-1.

Points of contact for all calls can be found here.

This document was created by SARA@nasa.gov and last updated on 5/14 /14