

## 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.

Continue

Cancel

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

<input type="radio"/>	Emerging Worlds	<a href="#">NNH14ZDA001N-EW</a>	2014-02-18	(See Announcement)	2014-03-31
<input checked="" type="radio"/>	Exobiology	<a href="#">NNH14ZDA001N-EXO</a>	2014-02-18	(See Announcement)	2014-04-14
<input type="radio"/>	Exoplanet Research Program	<a href="#">NNH14ZDA001N-XRP</a>	2014-02-18	(See Announcement)	2014-03-31
<input type="radio"/>	Fellowships for Early Career Researchers	<a href="#">NNH14ZDA001N-ECF</a>	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...

## Create Proposal

### Solicitation Announcement: Exobiology

Enter a title for your proposal below.

#### Proposal Title

Testing the Sagan's Theory of "floaters" and "Sinkers" on Jupiter and other gas giant planets

Continue

Cancel

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".

#### Submitting Organization

Select	Organization Name	Doing Business As (DBA)	DUNS	Cage Code
<input checked="" type="radio"/>	University of Massachusetts, Essex County.	Miskatonic University	666	Cthu1920

#### Notes:

- The submitting organization will have the ability to view and edit the proposal.
- Linking an organization to a proposal is permanent. Once the link is established, it cannot be removed. If you are not sure about linking to an organization, do not continue.

Continue

Cancel

Do Not Link At This Time

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

### Link to Submitting Organization

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/>

Back

Continue

Cancel

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

#### Prior Phase Proposal Import Options

Type

File Name

If this is correct, select "Save" to create the proposal and continue on to the edit proposal screens.

Save

Cancel

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 mandatory

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 [here](#).

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 [here](#).

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 [here](#).

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 [nspires-help@nasaprs.com](mailto:nspires-help@nasaprs.com).

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](mailto:SARA@nasa.gov) and last updated on 5/14 /14