

NASA Guidebook for Proposers (Effective Date: February 28, 2023)

https://www.nasa.gov/sites/default/files/atoms/files/2023_-_nasa_proposers_guide_-_final.pdf

This NASA Guidebook remains in effect until NASA announces changes or revisions.

CONTENTS	PAGE LIMITS	REQUIREMENTS
Proposal Cover Page and Budget Form		<ul style="list-style-type: none"> Automatically generated by NSPIRES Note: NSPIRES profile should be created using CAGE Code 4L405. Each team member must confirm their participation Program specific data section
Project Summary	4,000 Characters	<ul style="list-style-type: none"> Provide an overview of the proposed investigation
Data Management Plan	4,000 Characters	<ul style="list-style-type: none"> Unless otherwise instructed in the FA, the DMP is part of the NSPIRES cover page
Table of Contents	1 Page	<ul style="list-style-type: none"> PI should include a one-page Table of Contents
Scientific/Technical/Management Section	15 Pages	<ul style="list-style-type: none"> As the main body of the proposal
References and Citations		
Biographical Sketches	2 Pages (PI and Co-PIs) 1 Page (Co-I)	<ul style="list-style-type: none"> Required for each individual identified as senior project personnel
Current and Pending		<ul style="list-style-type: none"> Required for the PI, Co-PIs, and any Co-Is who are proposed to perform a significant share (>10%) of the proposed work Current and pending support is not required for students or foreign Co-Is PIs and Co-PIs also shall list their current and pending support with Chinese universities and other similar institutions or a Chinese-owned company at the prime recipient level and at all subrecipient levels, whether the bilateral involvement is funded or performed under a no-exchange of funds arrangement The proposal shall provide the following information for each current and pending project: <ul style="list-style-type: none"> Title of funded project or proposal title; Name of PI on award or proposal Program name (if appropriate) and sponsoring agency or organization, including a point of contact with their telephone number and email address Performance period Total amount proposed (if pending) or received by that PI (including indirect costs) for that award or the amount per year if uniform (e.g., \$50k/year) Time commitment by the PI for each year of the period of performance

Statements of Commitment and Letter of Support		<ul style="list-style-type: none"> Every Co-PI, Co-I, and Collaborator identified as personnel on the proposal's cover page and/or in the proposal's Scientific/Technical/Management Plan
Proposal Budget: Budget Narrative Budget Details		<ul style="list-style-type: none"> The proposal budget consists of two parts: 1) the budget narrative and 2) the budget details. Each proposal shall provide a proposed budget for each year of the proposed effort supported by an appropriate budget narrative and specifics
Table of Personnel and Work Effort		<ul style="list-style-type: none"> This table should immediately follow the budget narrative section Must include the names and/or titles of all personnel necessary to perform the proposed effort and list the planned work to be funded by NASA and the planned work not funded by NASA in months or days Planned work not funded by NASA listed on this table is not considered cost sharing
Facilities and Equipment		<ul style="list-style-type: none"> The technical narrative for facilities and equipment describes any special facilities and equipment that are required for the recipient to complete the project
Special Notification and/or Certification		<ul style="list-style-type: none"> Some FAs may require proposals to include special notifications or certifications regarding the impact of research with respect to, environment, human, or animal care provisions, conflicts of interest, or other topics as may be required by statute, Executive Order, or Government policies

Internal Subrecipient Commitment Form (as applicable) should be included for internal routing and review before submission.

- Foreign entities and organizations that do not have a profile in the [FDP Expanded Clearinghouse](#) (Requires GW [Subrecipient Commitment Form](#))

Additional information can be found on the [OSP Subrecipient page](#)