Table 1: Checklist for ROSES-2016 Proposals

| Team | Investigators must indicate participation via NSPIRES, except proposals submitted via grants.gov. If any team member doesn't confirm their participation the AOR will get an error that prevents submission. |
| Team | Paid team members may not be collaborators, they should be Co-I's. |
| Team | A critical partner with a sustained, continuing role is a Co-I, not a collaborator, even if unpaid. |
| Project Summary | Project Summary (abstract) must be in the text box in the cover pages, not main body of the proposal. It has a built in 4000-character limit |
| DMP | For most programs, the Data Management Plan (DMP) or explanation of why it is not needed must be provided in the 4000 character text boxes in the cover pages, unless otherwise stated in the program element. See Section II(c) and the ROSES FAQ for important information. |
| Budget | List all costs. Include all salary and indirect costs in the NSPIRES cover page budgets. |
| Submission | Both the author must "release" the proposal and the AOR must "submit" prior to the due date. |
| Other | There are cover page questions that must be answered and there may be other required content, e.g., some program elements in Appendix C collect a relevance statement here, see VI (a). |

Proposal document

| Table of contents | First required component of proposal. One page only |
| Scientific/Technical/Management Section | Second required component and the main part of the proposal. The sequence for science content here is recommended, but proposers may order the elements as they prefer. |
| Length restriction | Typically 15 pages (except for a Step-1 proposal) and more may be permitted for some (e.g., suborbital) programs and less for others (e.g., Planetary Major Equipment). Please read the program element and refer to the summary table of key information. |
| Format | 8.5" x 11.0" page size |
| Format | Single spaced, single column text (unless otherwise specified). |
| Format | One-inch margins on all four sides. No reviewable content in margins. |
| Format | No more than 5.5 lines per inch |
| Format | No more than 15 characters per inch |
| Figure Format | Times New Roman Font size 12 is always safe |
| Figure Format | Text and content on/in figures must be easily legible without magnification. |
Table 1 Continued: Checklist for ROSES-2016 Proposals

<table>
<thead>
<tr>
<th>Captions Format</th>
<th>Figure captions follow the same font restrictions as body of proposal. Don’t put anything crucial only in the captions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Format</td>
<td>Text and content on/in Tables must be easily legible without magnification.</td>
</tr>
<tr>
<td>Content</td>
<td>Discuss objectives and their significance.</td>
</tr>
<tr>
<td>Content</td>
<td>Discuss perceived impact of the work.</td>
</tr>
<tr>
<td>Content</td>
<td>Discuss relevance of the work to the solicitation. See VI (a)</td>
</tr>
<tr>
<td>Content</td>
<td>Explain the technical approach and methodology.</td>
</tr>
<tr>
<td>Content</td>
<td>Discuss potential sources of uncertainty</td>
</tr>
<tr>
<td>Content</td>
<td>Present mitigation strategy or alternate approach given obstacles</td>
</tr>
<tr>
<td>Content</td>
<td>Present roles of all team members so it’s clear what they are doing</td>
</tr>
<tr>
<td>Content</td>
<td>Present a work plan, with milestones, management structure</td>
</tr>
<tr>
<td>Content</td>
<td>Present a data sharing and/or archiving plan here in the text only if it is required by program element.</td>
</tr>
<tr>
<td>Special Content</td>
<td>Provide other special requirements of program element, e.g., special statements for participating scientists, team leads, etc.</td>
</tr>
</tbody>
</table>

References: Third component of proposal

<table>
<thead>
<tr>
<th>Length</th>
<th>No page limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excluded</td>
<td>No references to documents (e.g., unpublished manuscripts) unavailable to reviewers. No links to personal websites.</td>
</tr>
</tbody>
</table>

Biographical sketches/Curriculum Vitae (CVs): fourth component of proposal

<table>
<thead>
<tr>
<th>Required</th>
<th>One for the PI and each Co-I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length restriction</td>
<td>CV for PI - two pages or fewer, unless otherwise specified, such as Early Career Fellowship, which allows three pages</td>
</tr>
<tr>
<td>Length restriction</td>
<td>CVs for anyone other than the PI are limited to one page</td>
</tr>
<tr>
<td>Not required</td>
<td>CVs for collaborators are typically not needed, but may be included</td>
</tr>
</tbody>
</table>

Summary of work effort: This is a new fifth section of the proposal. Note, location differs from and supersedes that given in Guidebook.

General

<table>
<thead>
<tr>
<th>Required</th>
<th>Note this table has been moved from the budget Section. Where names are not known, include the position, such as postdoctoral fellow or technician.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Names and/or titles of all personnel to perform the proposed effort</td>
</tr>
<tr>
<td>Required</td>
<td>Planned work commitment (e.g., in fractions of a work year) to be funded by NASA</td>
</tr>
</tbody>
</table>

Required Planned work commitment (e.g., in fractions of a work year) that will not be funded by NASA, if any. Note: time commitment included here that is not funded by NASA is not considered cost sharing, as defined in 2 CFR § 200.29.

Current and Pending Support: Sixth part of the proposal, not page limited.

| Required          | Required for the PI. Also required for funded team members who are proposed to devote >10% of their time to the proposed work. |

Table 1 Continued: Checklist for ROSES-2016 Proposals

| Required          | For each current project or pending proposal list the level of effort for                                |
that one team member (only) per year. Award values are not required.

<table>
<thead>
<tr>
<th>Excluded</th>
<th>Do not include Current and Pending for collaborators.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discouraged</td>
<td>Current and Pending for students is discouraged.</td>
</tr>
<tr>
<td>Discouraged</td>
<td>Current and Pending for Foreign Co-Is is discouraged.</td>
</tr>
<tr>
<td>Excluded</td>
<td>Do not self-reference this proposal in the current and pending</td>
</tr>
</tbody>
</table>

### Statements of Commitment and Letters of Support, feasibility and Endorsement

<table>
<thead>
<tr>
<th>General</th>
<th>Statements of Commitment by team members have been replaced by an indication of participation via the NSPIRES web interface.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statements of Commitment</td>
<td>Statements of Commitment must be included for proposals that were submitted via grants.gov since web confirmation is not possible.</td>
</tr>
<tr>
<td>Letter of Endorsement – only permitted under special circumstances.</td>
<td>In general, not permitted. Special cases include 1) Foreign Co-Is must include letters of endorsement from their government agency or funding/sponsoring institution in their country and 2) Letters from commercial vendor are required for proposals for investigations using sRLVs as platforms.</td>
</tr>
<tr>
<td>Letter of Support</td>
<td>A letter of support is required from the owner of any facility or resource that is not under the PI’s direct control, acknowledging that the facility or resource is available for the proposed use during the proposed period. See Section 2.3.9 of the Guidebook for Proposers.</td>
</tr>
<tr>
<td>Letter of feasibility</td>
<td>A letter of feasibility from the NASA Space Station Payload Office must be included with proposals to use ISS.</td>
</tr>
<tr>
<td>Letter of affirmation</td>
<td>In general, letters of affirmation are not permitted for normal research proposals, but letters from the community may be included only where explicitly allowed, e.g., for C.17 PME and E.2 TWSC.</td>
</tr>
</tbody>
</table>

**Budget Justification:** The eighth part of the proposal, no page limit overall.

| General | Please explain in words what is being purchased and why it is reasonable. See the Guidebook for Proposers |
| Required | Budget Narrative: justify each proposed component of cost, including subcontracts/subawards, consultants, other direct costs (including travel), and facilities and equipment. Give the "basis of estimate;" quotes need not be provided, but the proposal should indicate that the cost was based upon a quote, prior experience, etc. |
| Excluded | Do not include salary or overhead. |
| Optional | Award type (i.e, grant vs. contract) anticipated is not needed. See II (a) |

**Facilities and Equipment:** The ninth part of the proposal, no page limit.

| Length restriction | As needed |
| Excluded content | Does not add scientific or technical information beyond a description of the facilities and equipment, i.e., don't add here what should be in the page-limited Scientific/technical Section. |

**Table 1 Continued: Checklist for ROSES-2016 Proposals**

<p>| Detailed Budget: The tenth and final part of the proposal. |
|---|---|
| Recommended | Detailed budget, itemizing expenses. |
| Recommended | Separate detailed budget from each subaward organization. |</p>
<table>
<thead>
<tr>
<th>Excluded</th>
<th>Do not include salary or overhead anywhere in the proposal. This is reported only in the cover page budget.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowed HEC Appendix Document (separate PDF file)</td>
<td>If necessary If the Program Specific Data Question about the use of HEC was answered in the affirmative, a required appendix document must be provided. See Section I (d) for information about this new requirement</td>
</tr>
</tbody>
</table>

**TABLE 2:** SOLICITED RESEARCH PROGRAMS (IN ORDER OF PROPOSAL DUE DATES)

**TABLE 3:** SOLICITED RESEARCH PROGRAMS (IN ORDER OF APPENDICES A–E)

Table 2 and Table 3 of this NRA are posted as separate documents on the web and can be reached either by following the hypertext links above embedded in the electronic version of this document or by going to [http://solicitation.nasaprs.com/ROSES2016](http://solicitation.nasaprs.com/ROSES2016) or to [http://solicitation.nasaprs.com/open](http://solicitation.nasaprs.com/open) and selecting "NNH16ZDA001N".