Table 1: Checklist for ROSES-2019 Proposals

This list does not apply to Step-1 proposals. Many items on this checklist may be superseded by the program element and, if there is a difference, the text in the program element takes precedence. The instructions here supersede the *NASA Guidebook for Proposers* if there is a difference, see Section I(g).		
NSPIRES cover pages: Table 1 lists the few aspects that most commonly cause difficulties to proposers. There are many required parts to the cover pages, see the NSPIRES tutorials for guidance.		
	Team	All 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 given a role permitted to receive funds, such as Co-I.
	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 4000-character text box in the NSPIRES cover pages, not the Science/Technical/Management section of the proposal.
	DMP	For most programs, the Data Management Plan (DMP) or explanation of why it is not needed must be provided in the two, 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 component of proposal. One page only and optional.
Scientific/ Technical/ Management Section		Second 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., C.17 PMEF, E.2 TWSC). Please read the program element and refer to the summary table of key information.
	Format	8.5" x 11.0" paper size

Table 1 Continued: Checklist for ROSES-2019 Proposals

	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 vertical inch
	Format	No more than 15 characters per horizontal inch, including spaces
	Format	Font size 12 consistent with rules above, sans serif font recommended
	Figure Format	Text and content on/in figures must be easily legible without magnification.
	Captions Format	As above. Text necessary for the proposal may not be solely in figures, tables, or their captions.
	Table Format	Text and content on/in Tables must be easily legible without magnification. See also directly above
	Content	Discuss objectives and their significance.
	Content	Discuss perceived impact of the work.
	Content	Discuss relevance of the work to the solicitation. See VI (a)
	Content	Explain the technical approach and methodology.
	Content	Discuss potential sources of uncertainty
	Content	Present mitigation strategy or alternate approach given obstacles
	Content	Present roles of all team members so it's clear what they are doing
	Content	Present a work plan, with milestones, management structure
	Content	Present a data sharing and/or archiving plan in the text only if it is required by program element.
	Special Content	Provide other special requirements of program element, e.g., special statements for participating scientists, team leads, etc.
References: Third component of proposal		
	Length	No page limit
	Excluded	No references to documents unavailable to reviewers (e.g., unpublished manuscripts). No links to personal websites.
Biographical sketches/Curriculum Vitae (CVs): fourth component of proposal		
	Required	One for a PI and each Co-I
	Length restriction	CV for a PI - up to two pages, unless otherwise specified.
	Length restriction	CVs for anyone other than a PI are limited to one page
	Not required	CVs for collaborators are typically not needed, but may be included
Table of Personnel and Work Effort: This is the fifth component of the proposal. Note, location may differ from that given in *Guidebook*. See Section IV(b)iii		
	General	Note this table has been moved from the budget Section. Where names are not known, include the position, such as postdoctoral fellow or technician.

Table 1 Continued: Checklist for ROSES-2019 Proposals

	Required	Names and/or titles of all personnel to perform the proposed effort
	Required	Planned work commitment (e.g., in weeks, months etc.) to be funded by NASA see example in Section IV(b)iii.
	Required	Planned work commitment (e.g., in weeks, months etc.) that will not be funded by NASA, if any see example in Section IV(b)iii. 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 component of the proposal, not page limited.		
	Required	Required for the PI and funded team members who are proposed to devote >10% of their time to the proposed work.
	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.
	Excluded	Do not include Current and Pending for collaborators.
	Discouraged	Current and Pending for students is discouraged.
	Discouraged	Current and Pending for Foreign Co-Is is discouraged.
	Excluded	Do not self-reference this proposal in the current and pending
Statements of Commitment and Letters of Support, feasibility and Endorsement, the Seventh component of the proposal.		
	General	Statements of Commitment by team members have been replaced by an indication of participation via the NSPIRES web interface.
	Statements of Commitment	Statements of Commitment must be included for Grants.gov proposals, since web confirmation of team member participation is not possible via Grants.gov.
	Letter of Endorsement – only permitted in special cases.	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 not contracted by the Flight Opportunities Program. See Section V(b)iii.
	Letter of Support	A letter of support is required from the owner of any facility or resource that is not under the direct control of the PI or a Co-I, acknowledging that the facility or resource is available for the proposed use during the proposed period.
	Letter of feasibility	A letter of feasibility from the NASA Space Station Payload Office must be included with proposals to use ISS.
	Letter of affirmation	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 A.41 Water Resources, C.17 PMEF, and E.2 TWSC.

Table 1 Continued: Checklist for ROSES-2019 Proposals

Budget Justification: The eighth component 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 any values for salary, fringe, or overhead.
	Optional	Proposers need not specify anticipated award type (i.e., grant vs. contract), see Section II(a)
Facilities and Equipment: The ninth component of the proposal, no page limit.		
	Length restriction	None, 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.
Detailed Budget: The tenth and final component of the main proposal document.		
	Strongly Recommended	Detailed budget, itemizing expenses.
	Strongly Recommended	Separate detailed budget from each subaward organization.
	Excluded	Do not include any $ or % values for salary, fringe, or overhead in this section which is peer reviewed. See the FAQ at https://science.nasa.gov/researchers/sara/faqs#8
PDF Appendices Separate from the main proposal document		
"Total" Budget Document (separate PDF file attached as document type "Total Budget").		
	Required	Separately uploaded "Total" Budget PDF file see Section IV(b)(iii).
HEC Appendix Document (separate PDF file attached as document type "Appendix")		
	If necessary	If the Program Specific Data Question on the use of NASA-provided HEC was answered in the affirmative, an appendix document must be provided. See Section I(d) for information.

TABLE 2: PROGRAM ELEMENTS (ORDERED BY PROPOSAL DUE DATE) and
TABLE 3: PROGRAM ELEMENTS (ORDERED BY DIVISION/TOPIC) are posted as separate documents on the web at http://solicitation.nasaprs.com/ROSES2019table2 and http://solicitation.nasaprs.com/ROSES2019table3, respectively.