

NASA Earth and Space Science Fellowship (NESSF) Program Proposal Submission Instructions

Important Notes You Should Review Prior to Initiating Proposal Submission:

On NSPIRES, Errors (✖) indicate problems that will preclude proposal submission to NASA. Errors must be corrected in order to submit.

Warnings (⚠) are meant to be used as guidelines for checking a proposal prior to submission to NASA. They indicate potential discrepancies, based on typical proposal requirements. Any actions taken because of warnings are at your discretion.

Please consult the NESSF 09 solicitation announcement for specific requirements.

STEP BY STEP SUBMISSION INSTRUCTIONS:

Step 1

1. The University must be registered with NSPIRES through an Authorized Organizational Representative (AOR).
2. The Advisor (Principal Investigator - PI) must be registered with NSPIRES and affiliated with the university.
3. The Student must be registered with NSPIRES.

Step 2

1. **The Advisor MUST initiate the proposal for the Student in NSPIRES**
 - a. Advisor logs into NSPIRES
 - b. Select “Proposals” link
 - c. Click “Create Proposal”
 - i. Select “Solicitation” and click “Continue”
 - ii. Select “NESSF09” and click “Continue”
 - iii. Select Options for Proposal Submission:
 - Earth Science
 - Heliophysics Research
 - Planetary Science
 - Astrophysics Researchand click “Continue”
 - iv. Create “Proposal Title” (Note: Only the Advisor can edit the proposal title!) and, click “Continue”
 - v. Link the proposal to the submitting organization, and click “Continue”
 - vi. System will display organization information for verification. Click “Continue.”
 - vii. Click “Save”
 - d. On “View Proposal” page (On this page, the Advisor will be identified as the PI for the proposal.)
 - i. Select “Business Data” link in “Other Project Information”
 - ii. Click “Edit” and, respond to all questions

- iii. Click “Save” and “OK.”
- iv. On “View Proposal” page, select “Proposal Team” link
- iii. Click “Add Team Member” button
- iv. Enter student’s name and search for the Member (Student) – System will display search results.
- v. Select the correct Student, and click “Continue”
- vi. On “Add Team Member” page, Assign Role/Privileges
- vii. Select “Graduate/Undergraduate Role” on pull down menu.
- viii. Grant Student “Edit” privileges by selecting
 - “Proposal Summary”
 - “Program Specific Data”
 - “Proposal Attachments”
- ix. Select “No” to the two questions that follow the section entitled “U.S. Government Agency & International Participation”
- x. Click “Save”
- xi. Click “OK”
- xii. Advisor MUST log out of system

Step 3

Student logs into NSPIRES.

At initial log on, the student must follow these steps:

- Under “Reminders/Notifications,” click “Need Graduate/Undergraduate Student Statement of Commitment For: Proposal to Solicitation NESSF09” link
- On the “Team Member Statement of Commitment – Confirmation” page, the student must read the commitment and then click “Accept” and click “OK”
- Click “OK” on “Team Member Profile” page – which will bring you to “View Proposal” page

At subsequent log ons, the student must click on “Proposals” and click on the “Proposal Title” - This takes you to the “View Proposal” page

On “View Proposal” page

- i. Select “Proposal Summary” link
 - (a) Select the “Edit” button
 - (b) Type or cut and paste the proposal summary into the “Proposal Summary” text box
 - (c) Click “SAVE,” and then click “OK”
- ii. Select “Program Specific Data” link (PLEASE NOTE: Required for the proposal to be considered.)
 - (a) Select “Edit” button
 - (b) Respond to the 16 questions listed. (Note: Refer to Privacy Act Statement in NESSF09)
 - (c) Click “Confirm” at the end of the questions, and click “OK”
- iii. Proposal Attachments

(a) Click “Add”

(b) Select “Proposal Document” as “Attachment Type” from the drop down list

(c) Browse and select document, click “Upload”

PLEASE NOTE: All required proposal elements which are not part of the NSPIRES cover page form must be combined into as a single .pdf document and uploaded on the NSPIRES site as a single .pdf document for submission.

- “Proposal Document” shall include –
- A description of the proposed research investigation (progress report for renewal application)
- Schedule stating the proposed start and completion dates of the applicant’s degree program (updated for renewals)
- Curriculum Vitae for Faculty Advisor and Student (for new applicants only)
- A signed letter of recommendation from the Student’s academic Advisor
- Unofficial, legible, and clearly unaltered undergraduate and graduate transcripts (provide an explanation if the transcripts are not current or recent). Transcripts for any classes taken during the previous year are required for renewals.
- Click “Upload” and then click “OK”

iv. PLEASE NOTE: “Complete Proposal” section (“Generate Button”) enables you to review your proposal in draft prior to submission.)

v. Student MUST log out by clicking “Logout”

Step 4

1. Student MUST now coordinate with his or her Advisor to RELEASE the full proposal to the organization. The process is as follows:

- a. The Advisor logs into NSPIRES
- b. Select “Proposal” link
- c. Under “Active Proposals” page
 - i. Select the “Proposal Title” to RELEASE for each Student
 - ii. On “View Proposal” page
 - iii. Click “Release to Org” button
 - iv. Click “Release” button (You will be able to find the proposal in the “Submitted Proposal” category after the AOR submits the proposal.)
 - v. If the Advisor has additional Fellowship proposals to release, Click “OK” button, and repeat process.

2. The Advisor MUST now coordinate with the Authorized Organizational Representative (AOR), who will SUBMIT the full proposal to NASA

For assistance, you may contact the NSPIRES Help Desk at Phone: (202) 479-9376 or

E-mail: nspires-help@nasaprs.com. The Help Desk is staffed from 8:00 AM to 6:00 PM EDT/EST.