

## NASA ROSES Checklist

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 Many items on this checklist may be superseded by the program element and, if there is a difference, the text in the program element takes precedence

DOCUMENT	DESCRIPTION
Fonts & Spacing Requirements	<ul style="list-style-type: none"> <li>• <b>Fonts:</b> Times New Roman font size 12; no more than 15 characters per inch.</li> <li>• <b>Margin:</b> Must be at least one inch in all directions. No reviewable content in margins</li> </ul>
Solicitation	<ul style="list-style-type: none"> <li>• Both the PI must “release” the proposal and AOR must “submit” prior to the due date.</li> <li>• Please read the program element and refer to the summary table of key information.</li> </ul>
Team	<ul style="list-style-type: none"> <li>• All PI’s and Co-PI’s must confirm their participation on the proposal via NSPIRES before submission. If any Team Member doesn’t confirm their participation then AOR will get an error message that prevents submission.</li> <li>• Paid Team Members and Sr. Personnel may not be Collaborators, they should be Co-I’s.</li> <li>• A critical partner with a sustained, continuing role is a Co-I, not a collaborator, even if unpaid.</li> </ul>
Project Summary	<ul style="list-style-type: none"> <li>• <b>Length:</b> 4,000 characters</li> </ul>
Table of Contents	<ul style="list-style-type: none"> <li>• First required component of proposal, PI should include 1 page Table of Contents</li> </ul>
Scientific/Technical/Management Section	<ul style="list-style-type: none"> <li>• <b>Length:</b> Typically 15 pages, (except for Step-1 proposals) but see appendix program elements for details, as more may be permitted for some programs and less for others.</li> <li>• The sequence for science content here is recommended, but proposers may order the elements as they prefer:               <ul style="list-style-type: none"> <li>➤ Objectives and Significance</li> <li>➤ Technical approach and methodology</li> <li>➤ Impact to the state of knowledge, including existing/previous NASA awards</li> <li>➤ Relevance to past, present and or future NASA programs/interests/objectives</li> <li>➤ Plan of work, including milestones, management structure, collaboration, personnel contribution and effort</li> </ul> </li> </ul>
Data Management Plan (DMP)	<ul style="list-style-type: none"> <li>• <b>Length:</b> 4,000 characters.</li> <li>• Unless otherwise instructed in the Funding Announcement (FA), the DMP is part of the NSPIRES cover page</li> </ul>
Biographical Sketches	<ul style="list-style-type: none"> <li>• <b>Length:</b> 2 pages per PI/Co-PI; 1 page per Co-Investigator</li> <li>• Required for each individual identified as senior project personnel</li> </ul>

<https://www.hq.nasa.gov/office/procurement/nraguidebook/proposer2017.pdf>

For questions please contact [ORA](#)

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	<ul style="list-style-type: none"> <li>• Professional experiences and positions</li> <li>• Bibliography of recent publications</li> <li>• Description of scientific, technical, and management performance on relevant prior research efforts</li> </ul>
Total Budget	<ul style="list-style-type: none"> <li>• PDF upload with all costs displayed and justified – should address salary, benefits and overhead</li> <li>• Is not seen by viewers</li> </ul>
Budget Narrative	<ul style="list-style-type: none"> <li>• Cannot mention salary, benefits or indirect costs for prime or sub awards.</li> <li>• Personnel and Work Effort Table, only – no salary information (see next block)</li> <li>• Facilities and equipment</li> <li>• Is seen by viewers</li> </ul>
Table of Personnel and Work Effort	<ul style="list-style-type: none"> <li>• This table should immediately follow the budget narrative (included)</li> <li>• 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 planned work not funded by NASA in months or days</li> <li>• Planned work not funded by NASA listed on this table is not considered cost sharing</li> </ul>
Current and Pending	<ul style="list-style-type: none"> <li>• Required for all ongoing and pending projects involving PI time, even if no salary support</li> <li>• Required for the PI, Co-PI and any Co-I's who are proposed to perform over 10% of the proposed work</li> <li>• Current and pending support is not required for students or foreign Co-I's</li> <li>• Proposals need not include the current proposal on the list of pending proposals unless it was also submitted to another FA or funding opportunity (whether at NASA or another sponsor).</li> </ul>
References	<ul style="list-style-type: none"> <li>• Each reference must include the names of all authors (in the same sequence in which they appear in publications), the article and journal title, volume number, page number and year of publication</li> </ul>
Statements of Commitment and Letters of Support	<ul style="list-style-type: none"> <li>• Required letter of support for any facility or resource not under the PI's direct control</li> <li>• Letters of Support/endorsements are not allowed</li> </ul>

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