

NASA Subaward Package Request for Documents

Formatting Requirements:

- Fonts:
 - [Easily read sans serif fonts](#) (e.g., Arial, Helvetica, Verdana) are encouraged but not required typically consistent with a font size of 12
 - Font size less than 12 points allowed for formulas, equations, figures, tables, diagram captions – must be readable
- Margins: at least 1 inch in all directions
- Each section should be paginated
 - If a collaborative proposal being submitted from multiple institutions, please be sure pagination is centered rather than right aligned
- Single column format – readability is paramount for review
- Single spaced

Elements

- **Signed Letter of Intent**
 - Must be signed by an institutional AOR
 - Must include PI name, period of performance, and proposal title
 - Most institutions have their own OSP Institutional LOI template
- **Statement of Work**
- **Budget**
 - **Detailed Budget in NASA Format ([template](#) provided)**
 - Will show salary, fringe, and overhead amounts & rates
 - Isn't required to be in that template but should be able to be easily translated into the NASA format
 - **Redacted Budget in NASA Format**
 - Removes salary, fringe, and overhead amounts & rates
- **Budget Justification**
 - **Detailed Budget Justification**
 - Includes salary, fringe, and overhead amounts & rate
 - **Redacted Budget Justification**
 - Removes salary, fringe, and overhead sections and any percentages/rates
- **Table of Personnel and Work Effort**
 - Provided template – fill in for personnel on subaward – pending Appendix Type Template provided on our [RA Pre-Award Website](#)
- **CV for all Key Personnel**
 - Two page limit for Institutional PI
 - One page limit for other key personnel
 - [Instructions found here](#)
- **C&P for all Key Personnel**
 - [Template](#) or instructions can be [found here](#) about what info must be included
 - Do not list this proposal
- **Facilities & Equipment Document**

Individual solicitations supersede these rules should they have any variances.
Updated 05/25/2021