

**NASA ROSES 2023 Highlights**  
(for proposals due no earlier than 05/16/2023)

**Updates from Previous ROSES**

- requirements regarding archiving of data, software, and publications have been strengthened to reflect to SMD's updated Scientific Information Policy.
- Updates to the Inclusion Plan pilot program: ROSES-2023 will take a more uniform and consistent approach to inclusion plan requirements
- Expansion of Dual-Anonymous Peer Review (DAPR):  
<https://science.nasa.gov/researchers/dual-anonymous-peer-review>
- F.2 Topical Workshops, Symposia, and Conferences (TWSC) will become a standalone solicitation separate from ROSES in 2023
- text on eligibility for the CubeSat Launch Initiative (CSLI) in Section VIII(c)v has been clarified.
- There have been many changes to the program elements within ROSES

**Submission Methods:**

- NSPIRES
- Grants.gov

**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 (text necessary for the proposal may not be solely in figures, tables, or their captions)
- 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 for NSPIRES Submission**

**NSPIRES Cover Page**

- All investigators must indicate participation via NSPIRES
- **Project Summary**
  - 4,000-character text – not the Science/Technical/Management section
- **Budget**
  - List all costs, including salary and indirect costs in the NSPIRES Cover Page but not in the proposal PDF
- **NSPIRES Cover Page Questions** to answer & other elements based on the solicitation

## Proposal PDF Document

- **Table of Contents**
  - One page at most and option
- **Scientific/Technical/Management (S/T/M) Section**
  - Typically 15 page limit
  - Use of acronyms
    - If an acronym used in the page limited Scientific/Technical/Management (S/T/M) section needs to be defined, it must be defined within the S/T/M section at least the first time it is used. That is, proposers may not define acronyms solely in a list outside of the page-limited S/T/M section. If and only if acronyms are defined within the S/T/M section, may an acronym list also be provided outside of the S/T/M section.
  - Content to discuss:
    - Objectives and their significance
    - Perceived impact of the work
    - Relevance of the work to the program element
    - Explain the technical approach and methodology
    - Potential sources of uncertainty
    - Present mitigation strategy or alternative approach given obstacles
    - Discuss roles of all team members so it's clear what they are doing
    - Present a work plan, with milestones, management structure
    - Present a data sharing and/or archiving plan in the S/T/M section only if it is required by program element
    - Provide other special requirements of program element (e.g. special statements for participating scientists, team leads, etc.)
- **References Cited**
  - No page limit
  - No references to documents that are not available to the reviewers
- **Data Management Plan (DMP)**
  - Two (2) page limit
  - Unless otherwise stated, a DMP or explanation of why it is not needed must be provided in this section
  - See Section II(c) and the [DMP FAQ](#) for content and templates
- **Biographical Sketch(es) / Curriculum Vitae (CV)**
  - Required for each PI and each Co-I
  - CV for PI (or Science PI) – up to two (2) pages
  - CVs for anyone other than a PI are limited to one (1) page
  - CVs for collaborators are typically not needed, but may be included
- **Table of Personnel and Work Effort**
  - Names and/or titles of all personnel to perform the proposed effort
  - Planned work commitment (e.g. in weeks, months, etc.) to be funded by NASA
  - Planned work commitment (e.g. in weeks, months, etc.) that will not be funded by NASA, if any

- Table is outside of the Budget section. Time commitment included here that is not funded by NASA is not considered cost sharing.
- Where names are not known, include the position title
- Exception: note requirements for anonymity in DAPR programs
- **Current and Pending (C&P) Support**
  - Required for PI and funded team members who are proposal to devote  $\geq$  10% of their time to the proposed work
  - For each C&P list the level of effort for that team member (only) per year
  - Award values are not required
  - Do not include C&P for collaborators
  - C&P for students is discouraged
  - C&P for Foreign Co-I's is discouraged
  - Do not include this (current) proposal
- **Statements of Commitment and Letters of Endorsement or Support**
  - Statements of Commitment by team members has been replaced by an indication of participation via the NSPIRES web interface
  - Statements of Commitment must be included for Grants.gov proposals, since web confirmation of team member participation is not possible via Grants.gov
  - **Letter(s) of Endorsement**
    - In general, not permitted. Special cases include
      - 1) Foreign Co-I must include letters of endorsement from their government agency or funding/sponsoring institution in their country and
      - 2) Letters from commercial vendor(s) are required for proposal for investigations using SLVs not contracted by the Flight Opportunities Program
  - **Letter(s) of Resource Support**
    - If a team member does not have unrestricted access to the necessary facility or resource, then include a letter of resource support from the facility or resource confirming that it is available for the proposed use during the proposed period.
  - **Letter(s) of Feasibility**
    - A letter of feasibility from the NASA Space Station Payload Office must be included with proposals to use ISS
  - **Letter(s) 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 C.17 PMEF and F.2 TWSC)
- **Budget Narrative (aka the Budget Justification)**
  - No page limit
  - Justify each proposed component of cost, including subcontracts/subawards, consultant, 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.
  - Do not include any values for salary, fringe, or overhead
- **Budget Details (aka Detailed Budget)**

Updated 05/17/2023

- Detailed budget, itemizing expenses
- Separate detailed budget from each subaward organization
- Do not include any \$ or % values for salary, fringe, or overhead in this section which is peer reviewed
- **Facilities and Equipment**
  - No page limit
  - Does not add scientific or technical information beyond a description of the facilities and equipment

**PDF Appendices – separate from the main proposal document**

- **“Total” Budget Document**
  - Separate PDF file attached as document type “Total Budget”

This is based on the [NASA ROSES 2023](#).

Individual solicitations supersede these rules should they have any variances.