

NASA ROSES 2024 Highlights
(for proposals due no earlier than 05/14/2024)

Updates from Previous ROSES: <https://science.nasa.gov/researchers/sara/faqs/#faq-1>

- Generative Artificial Intelligence (AI) tool assistance must be acknowledged in references if used
- Expansion of Dual-Anonymous Peer Review (DAPR):
<https://science.nasa.gov/researchers/dual-anonymous-peer-review>

Submission Methods:

- NSPIRES (*preferred*)
- 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)**
 - 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

Updated 02/29/2024

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 2024](#).

Individual solicitations supersede these rules should they have any variances.