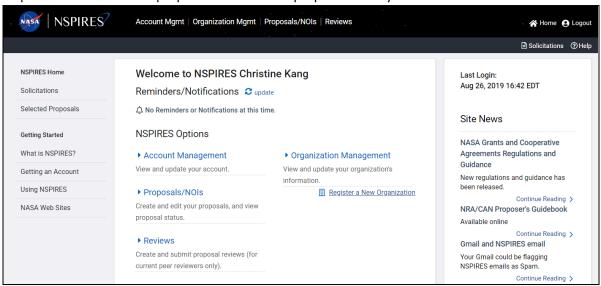# NASA - NSPIRES Quick Tips

Accessing NSPIRES: https://nspires.nasaprs.com/

1. Log into the system: if you do not have a login id, please register by click on the "Create an Account"

2. Once logged in, select **Account Management** to make sure information is correct and up to date. Select Proposals to create a new proposal or continue a proposal already created.

Each solicitation has varied requirements and instructions. Download the solicitation as this is where you will find information about the program and page limits.
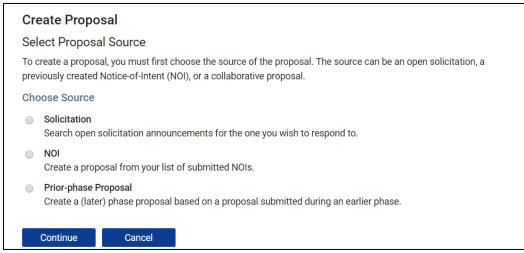General Formatting Guidelines:

Acceptable Fonts	12pt or larger
Margins	At least 1 inch top, bottom, left, right
File Format	Attachments must be in PDF

Creating the Proposal
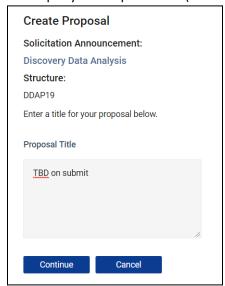
To create a proposal, Click on the Proposals/NOIs > Click **Create Proposal** > select type of proposal
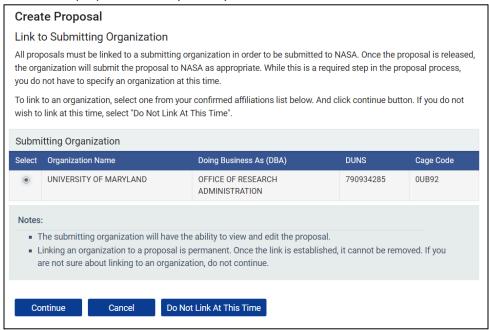
Create Proposal

Select Proposal Source

To create a proposal, you must first choose the source of the proposal. The source can be an open solicitation, a previously created Notice-of-Intent (NOI), or a collaborative proposal.

Choose Source

○ **Solicitation**
Search open solicitation announcements for the one you wish to respond to.

○ **NOI**
Create a proposal from your list of submitted NOIs.

○ **Prior-phase Proposal**
Create a (later) phase proposal based on a proposal submitted during an earlier phase.

[Continue]   [Cancel]

Then select the solicitation to which you wish to apply > continue

Solicitations and Program Elements available for Proposal Submission

	Title	Description	Solicitation	Released	NOI Due	Proposal Due
○	Airborne Instrument Technology Transition	AITT19 Proposals Due	NNH19ZDA001N-AITT	03/14/2019	08/29/2019	10/24/2019
○	Aura Science Team	AURAST19 Proposals Due	NNH19ZDA001N-AURAST	03/14/2019	--	09/19/2019

Please put your Proposal Title (This can be changed later)

Create Proposal

Solicitation Announcement:
Discovery Data Analysis

Structure:
DDAP19

Enter a title for your proposal below.

Proposal Title

TBD on submit

[Continue]   [Cancel]

Link your proposal to the Submitting Organization. This will auto-complete some information and will allow you to route the proposal correctly when you are done.

Create Proposal

Link to Submitting Organization

All proposals must be linked to a submitting organization in order to be submitted to NASA. Once the proposal is released, the organization will submit the proposal to NASA as appropriate. While this is a required step in the proposal process, you do not have to specify an organization at this time.

To link to an organization, select one from your confirmed affiliations list below. And click continue button. If you do not wish to link at this time, select "Do Not Link At This Time".

Submitting Organization

Select	Organization Name	Doing Business As (DBA)	DUNS	Cage Code
◉	UNIVERSITY OF MARYLAND	OFFICE OF RESEARCH ADMINISTRATION	790934285	0UB92

Notes:

- The submitting organization will have the ability to view and edit the proposal.
- Linking an organization to a proposal is permanent. Once the link is established, it cannot be removed. If you are not sure about linking to an organization, do not continue.

[Continue] [Cancel] [Do Not Link At This Time]

Each Proposal has 2 main sections: Proposal Cover Page & Proposal Attachments

Proposal Cover Page [Check Elements]

Element	Updated	Status *	
Proposal Summary		❌	
Business Data		❌	
Budget	Not Requested	⚠	
Program Specific Data		⚠	
Proposal Team		⚠	

* Status denotes if the minimum requirements have been met for each element. It is the responsibility of the PI/organization to determine if each element is completed for submission.

Proposal Attachments

Not Requested

Complete Proposal [Generate]

* This option is independent of the submission process. If your proposal fails to generate, you should still proceed with your submission.

(not generated)
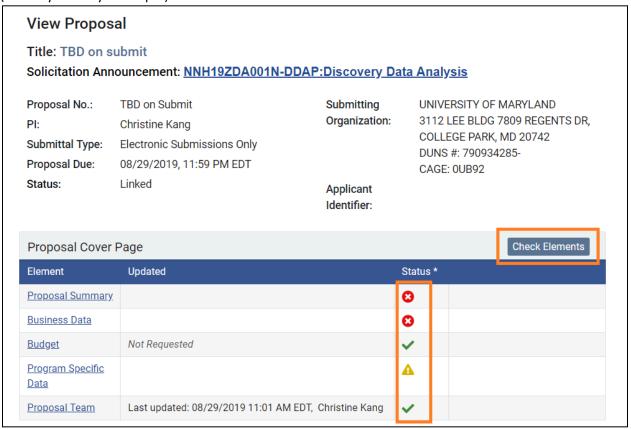
[OK] [Print] [Delete] [Release to Org]

Proposal Cover Page (NSPIRES web forms)
- **Proposal Summary:** Select Proposal Summary element. Limited to 4000 characters.
- **Business Data:** You must edit, complete, and save each section.
- **Budget:** The budget must be entered in NSPIRES, but you can copy forward each budget period or particular elements.
- **Program Specific Data**
- **Proposal Team:** Team members must be in NSPIRES, not necessarily at UM, and must be contributing to the research. Add the team member, select his/her role, and select which sections of the proposal he/she may view or edit. Support Staff must have a NSPIRES account, but do not need to contribute to the research. Add the individual and select the appropriate role and access level.
- **Proposal Attachments:** Select Add and upload attachments in accordance with the solicitation.

Submit Proposal

To submit proposal to ORA, Check Elements on the proposal page to determine if further action is needed. Although NASA's deadline is 11:59pm at night, please note that ORA operates on normal business hours (Monday – Friday 8am-5pm).

Click on the "Release to Org" to send the proposal to your CA.