



NASA EPSCoR Proposal Guide

For National EPSCoR Competitions, Step 1 will sometimes include a Notice of Intent.

- All NASA EPSCoR proposals and Notices of Intent are created through **NSPIRES** (NASA Solicitation & Proposal Integrated Review & Evaluation), and **MUST** be created by the **jurisdiction's NASA PI**, who is the NASA EPSCoR Director for Iowa. The PI for the proposal is considered the **Science Investigator**. Any proposal submitted by the Sc-I directly will be rejected by NASA.
- NASA uses the Notice of Intent to determine expertise required for the Review Panel. Budget is not required at this step.

NSPIRES Registration Steps

Registration of each Science Investigator and Co-I listed in the proposal is required in NSPIRES. Once registered, you will be added to the proposal team. After you are added to a proposal team, you will need to confirm this relationship before the proposal can be submitted. To register in NSPIRES, click on this link:

<https://nspires.nasaprs.com/external/registration/createuser!init.do>

Step 2: Submission of Proposal

- Following Solicitation Guidelines, proposals will be submitted as PDFs via the NSPIRES site **by the Iowa NASA EPSCoR Director**. Once released, the sponsoring organization (Iowa State University) will release the proposal to NASA.
- Proposals will include the following elements:
 - Cover page (electronically created by NSPIRES)
 - Proposal Summary
 - Table of Contents
 - Scientific/Technical/Management Section (page limit per Cooperative Agreement Notice)
 - References
 - PI's CV (2 pages) – this is the Iowa NASA EPSCoR Director's CV
 - Science Investigator's CV (2 pages)
 - Co-Investigator CV(s) (1 page each)
 - Sc-Is Current and Pending funded research projects, if applicable
 - Co-Is Current and Pending funded research projects, if applicable
 - Facilities and Equipment list
 - Budget Narrative/Justification and Table of Work Effort
 - Detailed Budget

Proposal Budget

Cost Categories

- **Direct Costs**

- Salaries and Fringe Benefits
- Operational Costs
- Tuition for Graduate Students (not included in Indirect calculation)
- Domestic & International Travel Expenses

- **Indirect Costs**

- Varies by Institution
- Varies also for on-campus vs off-campus research

- **Cost Share**

- Varies by Cooperative Agreement

Use your institution's budget template. Numbers are taken from this spreadsheet and entered into NSPIRES. It is very important that the numbers in the Narrative match the numbers entered into the detailed budget.

How NASA Proposals are Scored

Proposals are reviewed by a panel of experts in the field of the proposed research, and scored generally with four metrics:

- **Intrinsic Merit:** Balance of major and minor strengths and weaknesses regarding proposed tasks, experience of PI and team, methodology, etc.
- **Relevance to the NASA Missions**
- **Management and Evaluation**
- **Budget:** The proposed budget shall be adequate, appropriate, reasonable, and realistic, and demonstrate the effective use of funds that align with the content and text of the proposed project.

Refer to the Cooperative Agreement Notice for specific Proposal Evaluation Criteria.

- **Scores:** Excellent: 5; Excellent/Very Good: 4.5; Very Good: 4; Very Good/Good: 3.5; Good: 3; Good/Fair: 2.5; Fair: 2; Fair/Poor: 1.5; Poor: 1

After all proposals are scored, they are ordered highest to lowest. Some proposals will be fully funded, some partially, and some may be selected but not funded until more money is available later in the fiscal year. Others will not be selected for this

year. A notification letter will come with a consensus review. Be persistent; if not selected, review panel comments and revise proposal for submission next year!