**NASA CERTIFICATIONS**

* NASA Certification-Chinese Affiliations form is completed and signed by all UNL personnel (regardless of role) including students, consultants, and unfunded collaborators that are named in the proposed project: [Link to form](https://go.unl.edu/osp_nasa_china).

**PROPOSAL COVER PAGE**

* Proposal Summary – 4,000 characters maximum, including spaces (no special characters allowed).
* Business Data – applicant proposal identifier is listed: [PI’s last name] [NuRamp #].
* Budget – matches the excel budget template. Any Co-Is at U.S. government organizations are included under Section F on lines 8 or 9 under Other Direct Costs (as applicable).
* Program Specific Data – all required fields completed.
* Proposal Team – all team members have confirmed their commitment before submission.
	+ Those required to confirm their commitment are: Co-PI, Co-I, and Collaborators
	+ Team members must be registered with NSPIRES before they can be added to the cover sheet.
	+ Once team members are added to the cover sheet, they will get an email requesting they confirm their role
* No errors (red x’s) when validated.

**GENERAL FORMATTING**

* Font is at least 12 point.
* At least one inch margins on all sides.
* Headers and footers do not contain proposal material.
* **ROSES ONLY and as applicable to specific ROSES program:** those programs using Dual-Anonymous Peer Review (DAPR) are anonymized (see <https://science.nasa.gov/researchers/dual-anonymous-peer-review>).

**PROPOSAL (single PDF file)**

* **Table of Contents** – no page limit
* **Scientific/Technical/Management** **Plan** – limited to 15 pages (unless noted otherwise in a specific solicitation). Should cover:
	+ Goals and expected significance
	+ Perceived impact
	+ Approach and methodology
	+ Implementation plan
* **References and Citations** – no page limit
* **Bio Sketches** – no page limit
	+ Biosketch provided using NASA’s Biosketch Form for senior/key personnel including but not limited to any PI (regardless of level of effort), any Co-PI (regardless of level of effort), and Co-Is proposing to spend 10% or more of their time in any given year on a NASA-funded.
	+ Biosketch Form can be found at <https://www.nasa.gov/grants-policy-and-compliance-team/#Regulations>
* **Current and Pending Support** – no page limit
	+ Current and pending provided using NASA’s Current and Pending Support (CPS) Form for senior/key personnel including but not limited to any PI (regardless of level of effort), any Co-PI (regardless of level of effort), and Co-Is proposing to spend 10% or more of their time in any given year on a NASA-funded.
	+ This proposal is included as a pending proposal.
	+ Current and Pending Support (CPS) Form can be found at <https://www.nasa.gov/grants-policy-and-compliance-team/#Regulations>
* **Statements of Commitment and Letters of Support** – no page limit.
	+ Statement of commitment is included for every Co-PI, Co-I, and collaborator identified in the proposal.
	+ Letter of support is included for any essential facility or resource that a proposal team member does not have guaranteed access to.
	+ Signed letters are included for any non-US organizations verifying that funding for their research will be provided by a responsible organization or government agency.

**Proposal Budget**

* **Budget narrative** for each year is included.
	+ Basis of cost estimates is provided.
	+ Travel includes destination (if known), purpose and is itemized (e.g. # of travelers, # of days, conference fees, airfare, meals, lodging, etc.).
	+ Includes cognizant audit agency info: DHHS, Denise Shirlee, 214-767-3261
	+ Other Applicable Costs: justification details budget requirements for any Co-Is at U.S. government organizations (if applicable).
	+ **ROSES ONLY:**
		- Budget narrative for personnel does not include any salary, fringe benefits, and F&A details.
		- No justification included for any Co-Is at U.S. government organizations (if applicable).
* **Budget Details**
	+ PDF of UNL basic budget is included.
	+ Other Applicable Costs: includes funding for any Co-Is at U.S. government organizations (if applicable).
	+ Detailed subcontract/subaward budgets and budget narratives are included.
	+ **ROSES ONLY:**
		- PDF of NASA ROSES budget output from the budget template is used (no salary, fringe benefits, F&A, and Total Direct Cost amounts are shown; only equipment, supplies, subawards, other, and total other direct costs have dollar amounts showing).
		- Costs for any Co-Is at U.S. government organizations are not included (if applicable)
		- For subcontracts/subawards: all salary, fringe benefits, and F&A dollar values are redacted in budget. Budget narrative for personnel does not include any salary, fringe benefits, or F&A details.
* **Facilities and Equipment** is described.
* **Table of Personnel and Work Effort** – includes all personnel with names, project role, person months per year for funded effort committed to the project, person months per year for unfunded effort committed to the project, and total person months per year (i.e. funded and unfunded combined).
* **Special Notifications and/or Certifications** – as required by solicitation (i.e. environmental, human, or animal care provisions, conflicts of interest, etc.).
* **Data Management Plan** – included as prescribed in the NOFO.
	+ **ROSES ONLY:** Open Science and Data Management Plan included after References section (limited to 2 pages).

**ROSES ONLY: TOTAL BUDGET (separate, single PDF file)**

* PDF of NASA Total budget output from the budget template is used.
* Justification is appended to the Total Budget for benefits and overhead only.
* Detailed budget included for any Co-Is at U.S. government organizations (if applicable).
* File is uploaded under the “Total Budget” option in NSPRIES.