

Walkthrough for Uploading NASA CS Labor \$ into NSPIRES

At some centers, such as GSFC, and divisions, such as the Space Science Division at ARC, entering NASA CS budgets is done by one official representative or office, and this should not be done by individuals. In other cases, such as the Earth Science Division at ARC, individual scientists are uploading these budgets. This walk through is primarily for them. This applies only to ROSES solicitations.

1) When you log in choose proposals, as seen below

Welcome to NSPIRES Dr. Max Bernstein

Reminders/Notifications [update]

● No Reminders or Notifications at this time.

NSPIRES Options

> [Account Management](#)

View and update your account.

> [Organization Management](#)

View and update your organization's information.

> [Proposals](#) ←

Create and edit your proposals, and view proposal status.

● [Register a New Organization](#)

> [Reviews](#)

Create and submit proposal reviews (for current peer reviewers only).

Then creat a new NOI, as seen below

Proposals: Current Proposals/NOIs

Click on the proposal's title for detailed proposal information. Any additional options for each category will appear in the right columns.

Current Proposals							Create Proposal
Proposal Title	Solicitation	Acronym	Organization	PI	Due Date	Status	
Testing the theory of Sagan's "floaters", "Sinkers" and "Hunters" on gas giant planets.	NNH09ZDA001N-EXOB	EXOB09	NASA AMES RESEARCH CENTER	Bernstein, Max	09/25/2009	Linked	

Current NOIs							Create NOI
Proposal Title	Solicitation	Acronym	Organization	PI	Due Date	Status	

This takes two clicks, actually...

Create NOI

NOI Creation Process

A Notice of Intent (NOI) is a good faith effort to inform NASA management of your intentions to submit a proposal in response to a NASA research announcements. Submission of an NOI is not binding and the information will be used for planning of the peer review process only.

NASA strongly encourages all prospective principle investigators to submit a Notice of Intent (NOI) to Propose in response to research announcements.



The opportunity you are seeking is called NASA Civil Servant Labor. In this particular case I am doing so for a proposal that was submitted to one of the last due dates in ROSES-2011, but the process would be identical for ROSES-2012, except that the title is NASA Civil Servant Labor- 2011 now and it will say NASA Civil Servant Labor- 2012 later. Anyway, click the right button... (update: new screen shot inserted below shows ROSES 2012; ROSES 11 will disappear end of April).

Create NOI

Select Solicitation

A new NOI should respond to a NASA Solicitation Announcement. Please select a solicitation from the list of open solicitations below:

Solicitations and Program Elements available for NOI Submission				
Title	Solicitation	Released	NOI Due	Proposal Due
<input type="radio"/> Physical Oceanography	NNH12ZDA001N-PO	2012-02-14	2012-04-30	2012-06-29
<input type="radio"/> Planetary Geology and Geophysics	NNH12ZDA001N-PGG	2012-02-14	2012-04-27	2012-06-01
<input type="radio"/> NASA Civil Servant Labor - ROSES 2011	NNH12ZDA001N-CSLABOR11	2011-02-18	(See Announcement)	(See Announcement)
<input type="radio"/> Planetary Atmospheres	NNH12ZDA001N-PATM	2012-02-14	2012-04-27	2012-06-22
<input checked="" type="radio"/> NASA Civil Servant Labor - ROSES 2012	NNH12ZDA001N-CSLABOR12	2012-02-14	2012-05-15	(See Announcement)



Depending on how many NOIs are open, you may need to scroll down to the bottom of the page and choose continue.

One of the new things this year is that you are then expected to choose the right program element. In other words, I am not just submitting CS labor for ROSES 2012, I am specifically providing CS labor for a proposal to Appendix D.8 of ROSES 2012, SAT (or whatever – please note that following screen shots are a mash up of several different programs and years).

Create NOI

Solicitation Announcement:

NNH12ZDA001N-CSLABOR12: NASA Civil Servant Labor - ROSES 2012

This solicitation is a multi-phase/part solicitation

Please select the phase/part you wish to create a proposal for from the list below:

Options for NOI Submission	
Description	Due Date
<input type="radio"/> ICEBR12CSL	05/15/2012
<input checked="" type="radio"/> CDAPS12CSL	05/18/2012

Choose the relevant program element from ROSES. This list will change with time. Then click Continue.

Then, please enter as the title of the NOI the science proposal number, see below

Create NOI

Solicitation Announcement:

NASA Civil Servant Labor - ROSES 2011

Enter a title for your NOI below.

NOI Title

11-APRA11-0000

Enter the number of the proposal as the title of the "NOI". If the main proposal was not submitted by the Center (i.e., if the NASA CS is a Co-Investigator on a proposal submitted by a university) then you must get this number from them, because the number is generated on submission of the proposal.

Then continue

The system will then ask you to link to your Org. Please do that so that your ORG can tell who has done this and who has not.

Create NOI

Link to Organization

Linking to an organization is optional for NOIs, as NOIs are submitted to NASA by the PI directly. PIs are encouraged to link NOIs to the organization which will eventually submit their proposal. Linking NOIs is helpful for determining conflicts of interest in advance of the Peer Review process.

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
<input checked="" type="radio"/>	NASA AMES RESEARCH CENTER	NASA	009231648	35SG8
<input type="radio"/>	NSPIRES Proposal Submission Office	NSPIRES Organization	999999905	ZZZ05

Notes:

- This link is for informational purposes only and does not grant the organization any privileges to the NOI.

Again, this takes two clicks for some reason...

Please confirm that the organization displayed below is the organization you wish to link this NOI to. Once a link is made, it cannot be changed.

Select "Continue" to confirm this organization. Select "Back" to change your choice.

Submitting Organization Information

NASA AMES RESEARCH CENTER

Doing Business As (DBA): NASA
DUNS: 009231648
CAGE/NCAGE Code: 35SG8
Web Site:

Organization Address:

MOFFETT FIELD MS 200-1

MOUNTAIN VIEW CA 94035-0001
USA

Mailing Address:

MS 241-1

MOFFETT FIELD CA 94035-0001
USA

Electronic Business Point of Contact:

ANTHONY W. STRAWA
anthony.w.strawa@nasa.gov
NASA AMES RESEARCH CENTER
MS 245-4
MOFFETT FIELD CA 94035-0001
USA
Phone: 6506043437
Fax:

Alternate EBPOC:

DIANE ALEXANDER
Diane.Alexander-1@nasa.gov
NASA AMES RESEARCH CENTER
MS 244-14
MOFFETT FIELD CA 94035-1000
USA
Phone: 6506043140
Fax:

Create NOI

Confirm NOI Creation

Based on the information you have entered, you are about to create the following NOI:

Solicitation Announcement:
NASA Civil Servant Labor - ROSES 2011

NOI Title:
11-APRA11-0000

If this is correct, select "Save" to create the NOI and continue on to edit the NOI.



Finally, we are in business. Now, note the different parts of the NOI. If you check the elements it implies that all you need is the attached budget as a pdf file, but in fact we want you to choose program specific data and fill in the requested budget \$ #s.

NOI Details		Check Elements
Element	Updated	
Summary		Though its not immediately obvious from the warnings (rather than errors) when you check elements there are two things that are required of you here
Business Data		First you must upload a PDF of your budget
Budget	<i>Not Required</i>	Second you must fill in the \$ in the program specific questions
Program Specific Data		
Proposal Team		

NOI Attachments Add

* At least one document of this type is required for submission.
(1) Only one of this document type can be attached to a proposal.
(M) Multiple files for this document type can be attached to a proposal.

The screenshot shows a table with columns 'Element' and 'Updated'. The 'Updated' column contains instructions for each element. An arrow points from the 'Business Data' row to the 'Add' button in the 'NOI Attachments' section. Another arrow points from the 'Program Specific Data' row to the 'Add' button.

The PDF you upload as you always have, by clicking add and then finding it on your local drive and choosing upload...

Add NOI Attachment

NOI: 11-APRA11-0000

Uploading Attachment Instructions

Use the form below to upload a document for your NOI.

- Select the type of document
- Choose the file on your local computer
- Click "Upload" to add the document to this NOI

Upload Attachment

Attachment Type:

File:

Upload

Cancel

What is new this year is that when you go into the program specific data section you will see a series of places to enter budget numbers. The ones that are labeled with an asterisk are required and it will turn red if you don't fill out those fields (see below).

Program Specific Data Questionnaire

1: What is the total amount to be sent to your center in project year 1? (you can enter up to 1000 characters)

Please provide the answer in the format XXX,XXX (whole numbers only). *

2: What is the total amount to be sent to your center in project year 2, if applicable? (you can enter up to 1000 characters)

Please provide the answer in the format XXX,XXX (whole numbers only).

So, fill it out as best you can. It gives space for up to five years or something like that, but just fill in as many years as you need. This way we have the dollars data based and we are more likely to send the right amount to your center.

Program Specific Data Questionnaire

1: What is the total amount to be sent to your center in project year 1? (you can enter up to 1000 characters)

Please provide the answer in the format XXX,XXX (whole numbers only). *

2: What is the total amount to be sent to your center in project year 2, if applicable? (you can enter up to 1000 characters)

Please provide the answer in the format XXX,XXX (whole numbers only).

3: What is the total amount to be sent to your center in project year 3, if applicable? (you can enter up to 1000 characters)

Please provide the answer in the format XXX,XXX (whole numbers only).

4: What is the total amount to be sent to your center in project year 4, if applicable? (you can enter up to 1000 characters)

Please provide the answer in the format XXX,XXX (whole numbers only).

5: What is the total amount to be sent to your center in project year 5, if applicable? (you can enter up to 1000 characters)

Please provide the answer in the format XXX,XXX (whole numbers only).

I just put in numbers because I didn't know if it would choke on symbols. Using \$\$\$ does make doing math harder with the later spread sheet, so please don't use those. But it doesn't seem to care about commas. So a number like 100,000 or just 100000 is fine – whichever is easier for you, but consistency within your spread sheet would help.

I also put in some summary text as well, but I don't think it's required.

View NOI

NOI: 11-APRA11-0000

Summary

Summary Text:

This is a NASA Center's NASA CS labor upload for ROSES 2011 Appendix D.3 Astrophysics Research and Analysis proposal due date March 23, 2012.

This text is not required.

Save

Cancel