

NSPIRES Online participation guide

This web page will show you exactly what to do so that you can be a team member on a NASA research proposal. Yes, this includes collaborators.

If you are not already in our online proposal submission system then follow [this link](#).

You are probably here because you were invited to be a team member (e.g., Co-Investigator, collaborator etc.) on a proposal and you got an automatic email with a subject line like this:

Subject: NASA NSPIRES - Action - Participation Confirmation Required.

The words in the email may have seemed a bit confusing e.g., "...establish an organizational relationship, i.e., the business relationship or other auspices through which you are participating..." but that doesn't matter. Just do like I did:



1. Go to <http://nspires.nasaprs.com/> and login (use the blue box to the right of your browser window, see figure 1)

Figure 1, a screen capture of the login window at <http://nspires.nasaprs.com/>

2. After logging in you will see a welcome screen that will list any proposals for which you need to confirm that you are team member. For example, for me there was a proposal entitled "Test for Max" for the Precipitation Science program within ROSES 2009 (see figure 2). But it doesn't make a difference to which program you will propose, the process is the same.

Welcome to NSPIRES Dr. Max Bernstein

Reminders/Notifications [update]

- [Need Co-I Confirmation for proposal: Test for Max. For solicitation: NNH09ZDA001N-PRECIP](#)

Figure 2, a screen capture of the welcome list of reminders and notifications showing the need for Co-I confirmation for a proposal to NNH09ZDA001N-Precipitation Science

The blue bulleted text "Need Co-I Confirmation..." is a link to the "team member participation confirmation page seen below..."

Team Member: Participation Confirmation

Proposal Title: Test for Max
Announcement: NNH09ZDA001N-PRECIP: Precipitation Science
Proposal No.: TBD on Submit
PI: Jamie Elsila
Team Member Role: Co-I

Every Team Member identified as a participant in the proposal's Scientific/Technical/Management Section must acknowledge his/her intended participation in the proposed effort. Each individual proposed must also identify the organization through which he/she is participating in the investigation, which may differ from his/her primary employer. (Excerpts taken from the NRA Guidebook. See Sections 1.4.2 and 2.3.9 for further details). Establishing an organizational relationship will confirm the commitment by the team member to this proposal.

Organizational Relationship

As a Team Member, you must indicate the organization or other auspices through which you are participating. Establishing this will help NASA in identifying potential conflict of interest situations during peer review of proposals.

To acknowledge the above conditions and proceed to link your organizational relationship to this proposal, please press CONTINUE. If you do not wish to participate on this proposal team, please press DECLINE.

[Continue](#) [Decline](#) [Cancel](#)

This page above essentially asks, is this the right proposal or not? If you decline now then you will confirm and be out. If you click continue you will still get other chances to decline, and it will take you to the team-member profile page:

Team Member Profile

Proposal Title: Test for Max
Announcement: Precipitation Science
Proposal No.: TBD on Submit
PI: Jamie Elsila
Team Member Role: Co-I
Team Member Name: Dr. Max P. Bernstein
Team Member Contact Info:

NASA HQ
Room 3C25
Mail Suite 3C26
Washington, DC 20546
max.bernstein@nasa.gov
Office: 202-358-0879

NOTE: All team members must establish an organizational relationship.

Organizational Relationship [Link Relationship](#)

An organizational relationship must be linked to this proposal.

Member Documents

[Continue](#) [Decline](#)

Although it doesn't say it at this time, this is the absolutely most important branch point in the process. DO NOT, repeat NOT hit continue at this point. You MUST, repeat MUST click the grey button to the right that says "Link Relationship." They promise me that they will make this more obvious but as of July 20 this is how it looks.

← Click this button or the proposal cannot be submitted.

If you clicked on grey button to the right of the team-member profile page that says “Link Relationship” then you should find yourself on the Team-Member Organizational Relationship page, which will have blue text with the name of the proposal, PI etc:

Team Member: Organizational Relationship

Proposal Title: Test for Max
Announcement: Precipitation Science
Proposal No.: TBD on Submit
PI: Jamie Elsila
Team Member Role: Co-I
Team Member Name: Max Bernstein

Linking Options

And it will present you with various “linking options” which means they want to know where are you working. For those of you who work at one place this may seem like a silly question. But many have multiple organizations where the funds could be sent. If you are like me and NSPIRES knows where you work then it’s easy. Then it will present you with options and you choose one. Here is what it looked like for me:

Link Proposal to an Association

Choose your organization for this proposal from the list below. If your organization is not on the list, click on the Add Association button to add one. Then you may select it to complete the linking process.

Organization Name	Doing Business As (DBA)	DUNS #	Cage Code
<input type="radio"/> NASA Ames Research Center	NASA	009231648	355G8

It had my organization on the list so I chose the “radio” button next to Ames (see arrow above) and I was done. I did NOT click the “add association button, I just went to the bottom of the page and clicked the yellow save button at the bottom of the page.

When I had done that it took me back to the team member profile page (above) but the link relationship button was gone. Now I can click the yellow OK button and I am done. It will now show me the view proposal page.

If, *and only if*, you don’t see your institution on this list then (and only then) do you click the grey button on the upper right that says “Add association.”

Link Proposal to an Association

Choose your organization for this proposal from the list below. If your organization is not on the list, click on the Add Association button to add one. Then you may select it to complete the linking process.

Organization Name	Doing Business As (DBA)	DUNS #	Cage Code
<input type="radio"/> NASA Ames Research Center	NASA	009231648	355G8

Only if this is wrong do you click the add association button

When you click the “Add association” button it sends you to the search window.

Add Association: Search for Organization

Enter your search criteria below. You may search by organization name, DUNS number or CAGE code using the dropdown selection below.

Search: **By:**

Lets say I wanted to add Goddard Space Flight Center as my new institution. I would type the name (or cage code or duns #) into the window and click search.

Add Association - Search Results

Select an organization from the list below and click "Select" to advance to the next step. Click "New Search" to search again

Select	Organization Name	Doing Business As (DBA)	DUNS #	Cage Code
<input type="radio"/>	GEORGE GODDARD INC	KEWAUNEE SCIENTIFIC EQUIPMENT	027432939	7Y545
<input type="radio"/>	GLEN GODDARD		147534015	3V6G0
<input type="radio"/>	GODDARD & ASSOCIATES REAL ESTATE		079246950	3JTK8
<input type="radio"/>	GODDARD EMPLOYEES WELFARE ASSOCIATION	GEWA	074817388	3J2D9
<input type="radio"/>	GODDARD ENTERPRISES		098457575	01ZK5
<input type="radio"/>	GODDARD MACHINE LLC		041434221	1XUH9
<input type="radio"/>	GODDARD TECHNOLOGY INC		192774560	1LS15
<input type="radio"/>	GODDARD UNIFIED SCHOOL DISTRICT 265	GODDARD PUBLIC SCHOOLS	068440163	5CNU2
<input type="radio"/>	GODDARD'S READY MIX CONCRETE INC		033025776	0UVM7
<input type="radio"/>	GODDARD, CITY OF		024254500	5CKT6
<input type="radio"/>	GODDARD, JEFF		827926457	55ZQ5

Nope, not here. Lets go on to the next page



In this case there are many institutions with “goddard” in the name, so we have to move on to the second page...

Add Association - Search Results

Select an organization from the list below and click "Select" to advance to the next step. Click "New Search" to search again

Select	Organization Name	Doing Business As (DBA)	DUNS #	Cage Code
<input type="radio"/>	GODDARD, JEFF		827926457	55ZQ5
<input type="radio"/>	GODDARD, KATRINA A B		616553769	4GUW2
<input type="radio"/>	GODDARD, LANE	LANDABOOKS	148062032	58AM7
<input type="radio"/>	GODDARD-RIVERSIDE COMMUNITY CENTER (INC)		060226859	544R2
<input type="radio"/>	JOHN GODDARD PRODUCE, INC.		032423212	014D0
<input checked="" type="radio"/>	NASA/GODDARD SPACE FLIGHT CENTER	NASA	004968611	36FC1
<input type="radio"/>	SIGMA SPACE PARTNERS, LLC	GODDARD INSTITUTE OF SPACE STUDIES	610458965	47CP6



Finally, I find what I am looking for, select it and click the yellow select button.

And once I have selected a new institution then I get this confirmation screen.

Add Association : Confirm Association

Note: Associations cannot be removed from an account once created.

If this is the organization you wish to associate with, click "Add Association". To go back click "Back". If you are not sure about making this association, press "Cancel".

Organization Information

NASA/GODDARD SPACE FLIGHT CENTER

Doing Business As (DBA): NASA
CAGE Code: 36FC1
DUNS Number: 004968611
Company Division:

Organization Address:

8800 GREENBELT RD

GREENBELT MD 20771-2400
USA

Mailing Address:

GREENBELT

GREENBELT MD 20771-2400
USA

Electronic Business Point of Contact:

BONNIE NORRIS
bonnie.g.norris@nasa.gov
8800 GREENBELT ROAD

GREENBELT MD 20771-0002
USA
Phone: 3012865442
Fax:

Alternate EBPOC:

VICTORIA STOKES
victoria.m.stokes@nasa.gov
8800 GREENBELT ROAD

GREENBELT MD 20771-0002
USA
Phone: 3012860822
Fax:

Now I can go back to "linking options" page above and my new institution should be on it. In either case, when you are done you and the PI should both get a confirming email like that below. If you don't see an email like this when you are

From: nspires@nasaprs.com
Date: Tuesday, July 21, 2009 11:11 AM
To: Max Bernstein (W) <max.bernstein@nasa.gov>
Cc: Cook, Jamie Elsila (GSFC-6910) <jamie.e.cook@nasa.gov>
Subject: NASA NSPIRES - Team Member Confirms Participation

Max Bernstein has agreed to be a Team Member on the following proposal:

Proposal Title: Test for Max
Principal Investigator (PI): Jamie Elsila

and has linked the following organizational relationship to that proposal:

Team Member Relationship: NASA Ames Research Center
Linked date: 07/21/2009
Team Member Email: max.bernstein@nasa.gov
Team Member Phone: 202-358-0879
Team Member Role: Co-I

done, then you may not have gotten it right. Please contact the NSPIRES help desk at (202) 479-9376 Mon - Fri 8 AM to 6 PM EST or NSPIRES-HELP@nasaprs.com for help. **Pls: if you don't see such an email then your team members are not on board and you cannot submit the proposal!**