TABLE 1: CHECKLIST FOR ROSES-2024 PROPOSALS

This list does not apply to Step-1 proposals. Many items on this checklist may be superseded by the program element and, if there is a difference, the text in the program element takes precedence. The instructions here supersede the 2024 *NASA* ~~*Proposer's Guide*~~ **GCAM**; if there is a difference, see Section I(g).		
NSPIRES cover pages: This table lists the few aspects that most commonly cause difficulties to proposers. There are many required parts to the cover pages, see the NSPIRES online help for guidance.		
Section or topic		Requirements, caveats, citations, notes, link for more information
	Team	All investigators must indicate participation via NSPIRES, except proposals submitted via Grants.gov. If any team member doesn't confirm their participation the AOR will get an error that prevents submission.
	Team	Paid team members may not be collaborators, they should be given a role permitted to receive funds, such as Co-I.
	Team	A critical partner with a sustained, continuing role is a Co-I, not a collaborator, even if unpaid. See also FAQ #21.
	Project Summary	Project Summary (abstract) must be in the 4000-character text box in the NSPIRES cover pages, not the Science/Technical/Management section of the proposal.
	Budget	List all costs. Include all salary and indirect costs in the NSPIRES cover page budgets but not in the "proposal document" PDF, see Section IV.(b)iii.
	Submission	The author must "release" the proposal and the AOR must "submit" prior to the due date.
	Other	There are questions that must be answered and there may be other required content, e.g., some program elements collect a relevance statement via the cover page, see I(g).
Proposal document		
Table of contents		First component of proposal. One page at most and optional.
Scientific/ Technical/ Management (S/T/M) Section		Second component and the main part of the proposal. The sequence for science content here is recommended; proposers may order the elements as they prefer.
	Length restriction	Typically, 15 pages (except for a Step-1 proposal) and more may be permitted for some (e.g., 20 for D.3 Suborbital) and fewer for others (e.g., 5 for F.14 HPOSS). Please read the program element and refer to the summary table of key information.
	Format	8.5" x 11.0" page size
	Format	Single spaced, single column text (unless otherwise specified).
	Format	One-inch margins on all four sides. No reviewable content in margins.
	Format	No more than 5.5 lines per vertical inch

Table 1 Continued: Checklist for ROSES-2024 Proposals

	Text Format	No more than 15 characters per horizontal inch, including spaces. This is typically consistent with a font size of 12.
	Captions Format	As above (font size 12 etc.). Text necessary for the proposal may not be solely in figures, tables, or their captions.
	Figure Format	Text and content on/in figures must be easily legible without magnification.
	Table Format	Text and content on/in Tables must be easily legible without magnification.
	Content	Discuss objectives and their significance.
	Content	Discuss perceived impact of the work.
	Content	Discuss relevance of the work to the program element. See V(a)
	Content	Explain the technical approach and methodology.
	Content	Discuss potential sources of uncertainty
	Content	Present mitigation strategy or alternate approach given obstacles
	Content	Discuss roles of all team members so it's clear what they are doing
	Content	Present a work plan, with milestones, management structure
	Content	Present a data sharing and/or archiving plan in the S/T/M section only if it is required by program element, see Section II.(c).
	Special Content	Provide other special requirements of program element, e.g., special statements for participating scientists, team leads, etc.
References: Third component of proposal		
	Length	No page limit
	Excluded	No references to documents unavailable to reviewers. See FAQ19
Open Science and Data Management Plan (OSDMP) fourth part of proposal. Location differs from that in *the **GCAM***. See Section II(c) for exceptions.		
	Length	2 pages
	Required	Unless otherwise stated, an OSDMP or explanation of why it is not needed must be provided in this section.
	Content	See Section II(c) and the OSDMP for content and templates.
Biographical Sketches/Curriculum Vitae (CVs): fifth component of proposal		
	Required	For a PI and each Co-I.
	Length restriction	CV for a PI (or Science PI) - up to two pages, unless otherwise specified. **No page limit if using the new format released 10/1**
	Length restriction	CVs for anyone other than a PI are limited to one page, **except if using the new format released 10/1**
	Not required	CVs for collaborators (and others for whom it is not required) may be included.
Table of Personnel and Work Effort: This is the sixth component of the proposal. Location differs from that given in *the **GCAM***. See Section IV(b)iii		
	Required	Names and/or titles of all personnel to perform the proposed effort
	Required	Planned work commitment (e.g., in weeks, months etc.) to be funded by NASA see example in Section IV(b)iii.

Table 1 Continued: Checklist for ROSES-2024 Proposals

	Required	Planned work commitment (e.g., in weeks, months etc.) that will not be funded by NASA, if any. See example in Section IV(b)iii.
	Note	This table is outside of the budget Section. Time commitment included here that is not funded by NASA is not considered cost sharing, as defined in 2 CFR § 200.29.
	General	Where names are not known, include the position, such as postdoctoral fellow or technician.
	Exception	Note requirements for anonymity in DAPR programs.
Current and Pending Support: seventh component of the proposal, not page limited.		
	Required	Required for the PI and funded team members who would devote >10% of their time in any given year to the proposed work.
	Required	For each current project or pending proposal that would account for >10% of the person's time, list the level of effort for that team member (only) per year. Award $ values are not requested.
	Excluded	Do not include Current and Pending for collaborators.
	Discouraged	Current and Pending for students is discouraged.
	Discouraged	Current and Pending for Foreign Co-Is is discouraged.
	Excluded	Do not self-reference this proposal in the current and pending
Statements of Commitment and Letters of Support, Feasibility and Endorsement, the eighth component of the proposal.		
	General	Statements of Commitment by team members have been replaced by an indication of participation via the NSPIRES web interface.
	Statements of Commitment	Statements of Commitment must be included for Grants.gov proposals since web confirmation of team member participation is not possible via Grants.gov.
	Letter of Endorsement – only permitted in special cases.	In general, not permitted. Special cases include 1) Foreign Co-Is must include letters of endorsement from their government agency or funding/sponsoring institution in their country and 2) Letters from commercial vendor are required for proposals for investigations using SLVs not contracted by the Flight Opportunities Program. See Section VIII(c)iii.
	Letter of Resource Support	See Section IV(e) for when a letter of resource support is needed from a necessary facility or resource confirming that it is available for the proposed use during the proposed period.
	Letter of feasibility	A letter of feasibility from the NASA Space Station Payload Office must be included with proposals to use ISS.
	Letter of affirmation	In general, letters of affirmation are not permitted for normal research proposals, but letters from the community may be included only where explicitly allowed, e.g., for C.17 PSEF.

Table 1 Continued: Checklist for ROSES-2024 Proposals

Budget: The ninth component of the proposal, no page limit overall. **Do not include information that should be in the S/T/M section, like schedule/GANTT charts.**		
Budget Narrative (a.k.a. Budget Justification)		
	General	Please explain in words what is being purchased and why it is reasonable. See the ~~Proposer's Guide~~ **GCAM**
	Required	Budget Narrative: justify each proposed component of cost, including subcontracts/subawards, consultants, other direct costs (including travel), and facilities and equipment. Give the "basis of estimate;" quotes need not be provided, but the proposal should indicate that the cost was based upon a quote, prior experience, etc.
	Excluded	Do not include any values for salary, fringe, or overhead.
	Optional	Proposers need not specify anticipated award type (i.e., grant vs. contract), see Section II(a)
Budget Details (a.k.a. Detailed Budget)		
	Strongly Recommended	Detailed budget, itemizing expenses.
	Strongly Recommended	Separate detailed budget from each subaward organization.
	Excluded	Do not include any $ or % values for salary, fringe, or overhead in this section which is peer reviewed. See the FAQ#8.
Facilities and Equipment: The tenth component of the proposal, no page limit.		
	Length	As needed
	Excluded content	May not include scientific or technical information beyond a description of the facilities and equipment, i.e., don't add here what should be in the page-limited scientific/technical section.
PDF Appendices Separate from the main proposal document		
	"Total" Budget Document (separate PDF file attached as type "Total Budget").	
	Required	Separately uploaded "Total" Budget PDF file see Section IV(b)(iii).
	HEC Appendix Document (separate PDF file attached as "Appendix")	
	Required for High-End Computing	If the Program Specific Data Question on the use of NASA-provided HEC was answered in the affirmative, an appendix document must be provided. See Section I(e) for information.
	Expertise and Resources Not Anonymized (separate PDF file attached as document type " Expertise and Resources Not Anonymized ")	
	Selectively required	Required only for program elements employing Dual-Anonymous Peer Review (DAPR). The anonymization of DAPR proposals changes some of the components of this table, e.g., CVs, Table of Work Effort, Current and Pending, etc. See Section IV(b)i for more information.