

**NASA Guidebook for Proposers (Revised as of March 2018 – see link below)**

<https://www.hq.nasa.gov/office/procurement/nraguidebook/proposer2018.pdf>

CONTENTS	PAGE LIMITS	REQUIREMENTS
Proposal Cover Page and Budget Form		<ul style="list-style-type: none"> <li>Automatically generated by NSPIRES</li> <li>Each team member must confirm their participation</li> <li>Program specific data section</li> <li>Fillable budget form</li> </ul>
Project Summary	4,000 Characters	
Data Management Plan	4,000 Characters	<ul style="list-style-type: none"> <li>Unless otherwise instructed in the FA, the DMP is part of the NSPIRES cover page</li> </ul>
Table of Contents	1 Page	<ul style="list-style-type: none"> <li>PI should include a one-page Table of Contents</li> </ul>
Scientific/Technical/Management Section	15 Pages	
References and Citations		
Biographical Sketches	2 Pages (PI and Co-PIs)  1 Page (Co-I)	<ul style="list-style-type: none"> <li>Required for each individual identified as senior project personnel</li> </ul>
Current and Pending		<ul style="list-style-type: none"> <li>Required for the PI, Co-PIs, and any Co-Is who are proposed to perform a significant share (&gt;10%) of the proposed work</li> <li>Current and pending support is not required for students or foreign Co-Is</li> </ul>
Statements of Commitment and Letter of Support		
Proposal Budget: Budget Narrative Budget Details		
Table of Personnel and Work Effort		<ul style="list-style-type: none"> <li><b>This table should immediately follow the budget narrative section</b></li> <li>Must include the names and/or titles of all personnel necessary to perform the proposed effort and list the planned work to be funded by NASA and the planned work not funded by NASA in months or days</li> <li>Planned work not funded by NASA listed on this table is not considered cost sharing</li> </ul>
Facilities and Equipment		
Special Notification and/or Certification		<ul style="list-style-type: none"> <li>Some FAs may require proposals to include special notifications or certifications regarding the impact of research with respect to, environment, human, or animal care provisions, conflicts of</li> </ul>

		interest, or other topics as may be required by statute, Executive Order, or Government policies
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**Internal Requirements for Subrecipient Package – Documents needed for submission**

- FDP Member (Proposal-Specific Documents Only) or Non-FDP Member (GW Subrecipient Commitment Form with Attachments)
- FDP Website: <https://fdpclearinghouse.org/organizations>
- Subrecipient Commitment Form:  
[https://sponsoredprojects.gwu.edu/sites/sponsoredprojects.gwu.edu/files/downloads/Subrecipient\\_Commitment\\_Form.pdf](https://sponsoredprojects.gwu.edu/sites/sponsoredprojects.gwu.edu/files/downloads/Subrecipient_Commitment_Form.pdf)