# Submitting a ROSES proposal via Grants.gov

This is a supplement to NASA's "Research Opportunities in Space and Earth Sciences" (ROSES) research solicitation for those who intend to submit a ROSES proposal via Grants.gov.

First, read Section IV(b)v of the ROSES Summary of Solicitation. Although all ROSES program elements will continue to be synopsized on Grants.gov, starting in ROSES-25 most program elements will not be automatically set up to receive proposals via Grants.gov by default. Instead, most program elements of ROSES-25 will be set up for application via Grants.gov only if a proposer requests it of the point of contact (with cc to sara@nasa.gov) at least 30 days in advance of the due date.

For those programs that accept submissions via Grants.gov the PI must use Workspace environment for either online completion of forms or downloading of forms for completion offline. In addition, proposers must download the program-specific instruction package from Grants.gov. Identifying the appropriate application package requires the funding opportunity number for that program element; the Grants.gov funding opportunity number may be found in the Summary of Key Information table at the end of each ROSES program element. That number will be of the form NNH25ZDA001N-XXXX where the "XXXX" will be an abbreviation for that program, e.g., NNH25ZDA001N-MSF for F.19 MOSAICS Seed Funding.

Submitting a proposal via Grants.gov requires at least the following steps:

a. Grant researchers (PIs) do not need to register with Grants.gov. However, every individual named in the proposal as a proposing team member in any role, including PI, Co-Investigators, and Collaborators, as well as the PI's organization, must be registered in NSPIRES (https://nspires.nasaprs.com) and such individuals must perform this registration themselves; no one may register a second party, even the PI of a proposal in which that person is committed to participate. The NSPIRES site is secure, and all information entered is strictly for NASA's use only.

b. Follow Grants.gov instructions provided at the website to download any software tools or applications required to submit via Grants.gov.

c. Preview the application package from Grants.gov for either online completion or downloading for completion offline by selecting "Preview" under "Package" for the specific Funding Opportunity at https://www.grants.gov. Each program element described in an appendix of ROSES requires a different application package and has a different Funding Opportunity Number; the Funding Opportunity Number may be found in the Summary of Key Information at the end of the program element description in each appendix of ROSES. Enter the appropriate Funding Opportunity Number to retrieve the desired application package. Most ROSES application packages may be found by searching on Assistance Listing Number 43.001, see also Section I(k) of the ROSES Summary of Solicitation.

d. Note that Grants.gov proposers must additionally download the "Instructions and Forms" zip file, as this includes a proposal summary form and the required Program Specific Data form that contains required questions about, for example, China and ITAR. The "Read Me" file included in the instructions zip file includes,

among other instructions, special instructions for submission of proposals to Dual Anonymous Peer Review (DAPR) programs.

e.  When ready to apply, click "Apply" to create, complete, and submit a Workspace. Completing a workspace allows proposers to complete all the required forms online or download PDF versions to be uploaded later.

f.  Complete the required Grants.gov forms, including the Standard Form 424 Application for Federal Assistance, research and research-related (R&R) Other Project Information, R&R Senior/Key Person Profile, and R&R Budget (if a budget is required). Every named individual must be identified with the organization through which they are participating in the proposal, regardless of their place of permanent employment or preferred mailing address.

g.  Complete the required NASA specific forms including NASA Other Project Information, NASA PI and Authorized Representative Supplemental Data Sheet, and NASA Senior/Key Person Supplemental Data Sheet (this form is only required if there are Senior/Key Persons other than the PI).

h.  Complete the NASA program-specific form that is required for the specific program element. This form, which is required for all ROSES program element submissions, is included as a PDF form within the proposal instruction package downloaded from Grants.gov. The form, once completed, is attached to the NASA Other Project Information form.

i.  Create a proposal in PDF, including the Science/Technical/Management section and all other required proposal sections, see Table 1 of ROSES. Attach sections as separate PDF documents as prompted by Grants.gov. Do not duplicate materials; if a document must be provided as a separate attachment, do not also include it as part of the proposal narrative PDF file. For proposals subject to dual-anonymous peer review (DAPR), see Section V(b) of the ROSES Summary of Solicitation, proposers must upload an additional "Expertise and Resources not anonymized" (E&R) document in addition to the anonymized proposal document for peer review. Please see the "Read Me" file with instructions about DAPR for Grants.gov postings. Even though Grants.gov permits the attachment of non-PDF documents, NASA requires that all attached documents be PDF files, which conform to the specifications outlined in Section IV(b)(ii) of the ROSES Summary of Solicitation. Be sure to include a separate "Total Budget" PDF file and, if relevant, a separate "HEC Request" PDF file.

j.  Because Grants.gov does not support the electronic commitment of team members, statements of commitment from all team members must be provided as letters attached to the proposal application at the place(s) specified by Grants.gov. This statement must include confirmation of both the team member role in the proposed effort (e.g., Co-Investigator, collaborator) and the identification of the organization through which the team member will be participating.

k.  Here is an example of a statement of commitment: "I acknowledge that I am identified by name as <<role>> to the investigation, entitled <<name of proposal>>, that is submitted by <<name of Principal Investigator>> to the NASA Research Announcement <<alpha-numeric identifier>>, and that I intend to carry out all responsibilities identified for me in this proposal. I understand that the extent and justification of my participation as stated in this proposal will be considered

during peer review in determining in part the merits of this proposal. I have read the entire proposal, including the management plan and budget, and I agree that the proposal correctly describes my commitment to the proposed investigation. For the purposes of conducting work for this investigation, my participating organization is <<insert name of organization>>."

l. Submit the proposal via the Authorized Organization Representative (AOR); the PI may not submit the application to Grants.gov unless he/she is an AOR.

m. Within a few days of submitting the proposal to Grants.gov, the PI and AOR should receive an email verifying submission of the proposal to the NSPIRES system, for review. Any proposer not receiving such a verification should contact the NSPIRES Help Desk.

Potential proposers who plan to use Grants.gov are urged to access the Grants.gov site well in advance of the proposal due date(s) of interest to familiarize themselves with its structure and download the appropriate application packages, instructions and forms, and tools.

Potential applicants considering employing Grants.gov should pay special attention to program elements that require a Notice of Intent, as Grants.gov does not provide the capability to submit an NOI. See Section IV(b)vi of the ROSES Summary of Solicitation.

Additional instructions for formatting and submitting proposals via Grants.gov may be found in Section 11.4.2 of *the Grant and Cooperative Agreement Manual (GCAM)*. Instructions for the use of Grants.gov may be found at https://www.grants.gov/applicants/workspace-overview. Instructions for NASA-specific forms and NASA program-specific forms may be found in the application instructions package. For any questions that cannot be resolved with the available online help menus and documentation, requests for assistance may be directed by email to support@grants.gov or by telephone to (800) 518-4726 twenty-four hours a day, seven days a week, except Federal holidays when the support center is closed.