



Navigating the NASA Proposal Submission

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Agenda

- Introduction to NASA
- Funding Policy
Guidance
- Where to Find Funding
Opportunities
- Submission Types
- Proposal Components
- Review Criteria
- ORS Process for
Submittal



Introduction to NASA



Supports research in Science and Technology



Provides various research related initiatives in a wide range of funding mechanisms



Understanding NASA's structure, opportunities and submission systems is essential to success





NASA GRANT AND COOPERATIVE AGREEMENT MANUAL (GCAM)

NASA's grant manual for proposers and recipients

- NASA's Grant and Cooperative Agreement Manual (GCAM) is the comprehensive policy guidance on the pre-award, award, and post-award phases of a NASA award
- [GCAM](#) website



NASA Funding Opportunities

NASA uses 4 primary funding opportunity types:

- Notice of Funding Opportunity (NOFO)
- Cooperative Agreement Notice (CAN)
- NASA Announcement (AN)
- NASA Research Announcement (NRA)
 - Includes Research Opportunities in Earth and Space Science (ROSES)



NASA Types of Submissions



Notice of Intent



**Preliminary
Proposal**



Full Proposal



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NASA's Two Step Submission Process

▶ NASA Two-Step Proposal Process

- ▶ Some NASA programs have a required two-step proposal process. For these programs, a Step-1 and Step-2 proposal are required.

▶ Step-1 Proposal

- Similar to a Notice of Intent (NOI), provides an abbreviated presentation of the intended research.
- Usually, no budget information required.

▶ Step-2 Proposal

- May or may not require invitation to submit following Step-1 proposal. This requirement varies by program as described in the program solicitation.
- Includes a detailed technical, management, and budget plans
- Proposal, must be submitted by ORS by the proposal due date.

Where to Find NASA Funding Opportunities

[NASA Science Mission Directorate \(SMD\)](#)

NASA Solicitation and Proposal Integrated
Review and Evaluation System ([NSPIRES](#))

[Grants.gov](#)

Research Opportunities in Space and Earth
Science ([ROSES](#))

NASA's Solicitation and Proposal Integrated and Evaluation System (NSPIRES)

- NSPIRES facilitates the submission, evaluation, and management of research proposals to NASA
- Encompasses all stages of the proposal process
- Dual Anonymous Peer Review (DAPR)- ensures that both proposers and reviewers remain anonymous during the evaluation phase
- NSPIRES [registration](#) – need to be affiliated with OU.
 - Email ris@ou.edu for any questions or issues with registration

NSPIRES NOFO



B.4 Space Weather Science Application Research-to-Operations-to-Research

Close

Number: NNH25ZDA001N-SWR202R Directorate: Science Mission Directorate Type: NASA Research Announcement Status: Due within 30 Days

Dates

Label	Date	Option
SWR202R25 Step-2 Proposals Due	Apr 10, 2026 11:59:59 PM Eastern Daylight Time	Create
SWR202R25 Step-1 Proposals Due	Aug 26, 2025	
Release	Jul 10, 2025	

Notices

- The description of the specific proposal opportunity on this page is contained in the document 'B.4 Space Weather Science Application Research-to-Operations-to-Research'. The document 'B.1 Heliophysics Research Program Overview' describes research activities within the NASA science division that is managing the specific proposal opportunity on this page and may impose requirements upon proposals submitted to this program element. The document 'Summary of Solicitation' describes the common requirements for all ROSES-2025 proposal opportunities. The document 'Table 1' contains the proposal check list from the Summary of Solicitation. The documents 'Table 2' and 'Table 3' contain the list of all proposal opportunities and their due dates, sorted by (full or Step-2) proposal due date or appendix number, respectively. All of these documents are kept up to date and incorporate amendments, clarifications, and corrections in a clearly identifiable manner.
- NOTICE: Amended December 8, 2025. The Step-2 Due Date for this program, B.4 Space Weather Research-to-Operations-to-Research has been delayed to April 10, 2026. This program uses a two-step submission process in which only those who previously submitted a Step-1 proposal and were invited to continue can submit a Step-2 proposal now.

Documents

Announcement Documents (6)

- Title
- [ROSES-2025 Summary of Solicitation as amended on 12122025 \(.pdf\)](#)
 - [Table 1 ROSES-25 Proposal Checklist \(also included in Summary of Solicitation document\) \(.PDF\)](#)
 - [DUE DATES: Table 2 lists and links to all program elements in due date order as amended on 04032026 \(.HTML\)](#)
 - [DUE DATES: Table 3 lists and links to all program elements in appendix order as amended on 04032026 \(.HTML\)](#)
 - [B.1 Heliophysics Research Program Overview \(.pdf\)](#)
 - [B.4 Space Weather Science Application Research-to-Operations-to-Research as amended on 12082025 \(.pdf\)](#)

Other Documents (11)

- Title
- [R202R FAQ Document](#)
 - [R202R Proposer's Telecon 2025 Official Recording](#)
 - [R202R Proposer's Telecon 2025 Deck \(.pdf\)](#)
 - [NASA Heliophysics ROSES R202R Solicitation Proposer's Telecon Announcement \(.pdf\)](#)
 - [Link to the Grant and Cooperative Agreement Manual - GCAM \(formerly the NASA Proposer's Guide\)](#)
 - [Guidelines for Proposers to ROSES DAPR Programs](#)
 - [Space Weather Research-to-Operations and Operations-to-Research Framework \(.pdf\)](#)
 - [National Space Weather Strategy and Action Plan \(.pdf\)](#)
 - [PROSWIFT Public Law \(.pdf\)](#)
 - [Instructions for Submitting a Step-1 Proposal \(.pdf\)](#)
 - [Instructions for Submitting a Step-2 Proposal \(.pdf\)](#)





NASA Research Announcements (NRAs) - ROSES

- ROSES is one of the largest NASA list of Notice of Funding Opportunities and supports earth and space science research
 - ROSES is a large complex solicitation platform
 - Promotes scientific research, technological advancements, and international collaborations
- <https://nspires.nasaprs.com/>

OU Process for Submitting the NASA Proposal



Fill out an Infosheet [here](#).



Work with your PDS on your internal routing documents (statement of work, budget, and budget narrative) Internal routing ensures acknowledgment and certification of stakeholders within OU (e.g., PIs, Co-PIs, department chairs/college deans).



ORS has legal authority to submit the proposals through Grants.gov or NSPIRES after the internal routing is complete.



Internal routing should begin at least two weeks prior to sponsor deadline and four weeks prior if the proposal involves subcontracts. All other NASA proposal components are required at a minimum of 3 business days prior to the NASA proposal deadline for review



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Common NASA Proposal Components

Proposal
Summary /
Abstract

Data
Management Plan

Science or
Technical
Management Plan

Biosketches and
Current &
Pendings

Support Letters

Detailed Budget
(multiple formats)

Facilities and
Equipment List



NASA Biosketches and Current & Pending

- NASA requires the use of Common Forms for Biosketches and Current Pending (other support)
- These forms are fillable and can be found on the [NASA Grants Policy and Compliance Website](#)
- Instructions on how to sign the Biosketch or Current and Pending is listed [here](#).

NASA Budget and Budget Justification

- Budget
 - What funds do you need to pay for the work you propose to be completed?
 - [ORS budget template](#) is required. The sponsor may require additional budget file formats.
 - Voluntary cost share is prohibited by the University
- Budget Justification
 - A written document that describes in words how the funding will be used.
 - May require a cover page
 - Some require detailed yearly or cumulative budgets
 - Some require redacted (no salary or IDC cost information)

NASA Conflict of Interest Disclosure and Training Requirements before Submission

NASA Financial Conflict of Interest (FCOI) Disclosure for Investigators

- [NASA](#) requires that all investigators disclose all significant financial interest that are held personally to determine if a conflict of interest exists
- Applies to all senior/key personnel

Research Security Training (Effective Aug. 5, 2026)

- Applies to all senior/key personnel (PI's, Co-PIs, and Co-Investigators). NASA may
- Must be within 1 year prior to the proposal submission
- Through OnPoint



NASA Proposals – Review Criteria

Administrative

Not late, organization and PI meet eligibility, page/font/spacing, no personnel or organizations are debarred or suspended



Technical and Programmatic

Often peer-reviewed, for fit with solicitation purpose and goals, compliance with NOFO and Grant and Cooperative Agreement Manual and the need for and likely success of the project



Financial (NASA Grants Officer, NASA Shared Service Center)

For reasonableness, necessity, allocability, and allowability of costs, fit with project scope; possible budget revisions due to budget limitations at NASA or other reasons

ORS Submission Policy

ORS submission policy requires all final proposal documents be uploaded to NSPIRES **at least three business days** prior to the sponsor submission deadline.

Proposal documents uploaded at least three business days prior to the submission deadline will be reviewed for compliance.

Documents uploaded *later than* three business days will be submitted without a review or compliance check.

- ***The PI and their respective Department or College will assume the responsibility for any rejections due to non-conformity/non-compliance. This includes resolving any financial discrepancies with the budget.***



Resources

- **ORS Website:** <https://www.ou.edu/research-norman/research-services/>
- **ORS Training Website :** <https://www.ou.edu/research-norman/research-services/training>
- **ORS FAQs:** <https://www.ou.edu/research-norman/research-services/faq>
- **Center for Faculty Excellence (CFE); The Research & Creative Activities Team:** <https://www.ou.edu/cfe/research>
- **ProposalShortTips.pdf**
- **Proposal Development Page**



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ORS Contact Information

- **Research Information Services**
(ris@ou.edu) can answer general questions or direct you to the appropriate person
- **Sogol Rasouli**, Associate Director of Research Information Services
(Sogol.rasouli@ou.edu)
- **Bonnie VanWinkle**, Associate Director, Proposal Services (bvanwinkle@ou.edu)
- **Leslie Flenniken Kelly**, Associate Director of Award Administration (lflenniken@ou.edu)
- **Jennifer O'Hern**, Faculty Relations and Operational Excellence Manager
(jennifer.ohern@ou.edu)



CoRA for Frequently Asked Questions and Website Navigation



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Federal Grant and Assistance Directives FAQ Now Available

In a recent **communication**, President Harroz acknowledged questions and concerns raised by recent federal executive orders and Executive Branch communications related to federal assistance and grants essential to the university's research enterprise. **Additional information is now available online** and will be updated as needed.

The goal of the Office of Research Services (ORS) under the Vice President for Research and Partnerships (VPRP) is to function as a highly trained, customer service-oriented organization whose primary purpose is to support externally funded research and sponsored activities within the university community. ORS has responsibility for pre-award and award administration on the Norman campus and Norman campus-related programs on the Tulsa campus. ORS is the institutional unit authorized by the Board of Regents to submit proposals to and accept awards from external entities for financial support in the form of grants, contracts, and cooperative or other agreements.

For general questions, call the ORS main phone number, (405) 325-4757, or contact us at ris@ou.edu.

Calculate Your Submission Processing Timeline(MM/DD/YYYY):



<https://www.ou.edu/research-norman/research-services/research-services-home>

Quick links

[Submit Proposal Information Sheet](#)

[Cayuse Research Administration](#)

[Staff Directory](#)

[Obtaining Accounts and Registrations](#)



Questions



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