

## NASA NSPIRES Information for Boston University Principal Investigators

### About NSPIRES

The National Aeronautics and Space Administration (NASA) has announced the development of the NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES). This web-based system supports the entire lifecycle of NASA awards from the release of solicitation announcements, through the peer review and selection process, to awards management and publication of research results. The system is intended to facilitate the transaction of research-related business between NASA and the science and technology research community. The NSPIRES system replaces the SYS-EFUS system, which will no longer be used.

### Registration

PIs must register in order to use the NSPIRES system. It is important to note that every individual named on a proposal's cover page must be registered in the system and these individuals must perform this registration themselves; that is, no one may register a second party, including the PI. In order to register, PIs should visit the NSPIRES site at <http://nspires.nasaprs.com> and click "Registration Information." The system will guide PIs through the registration process. Once a PI has submitted a registration request and indicated that he or she is affiliated with Boston University, OSP must confirm the affiliation before the registration becomes active. Individuals from institutions other than Boston University who will appear as Co-Investigators on the proposal must also register themselves and request an affiliation with their home institution. Postdoctoral Associates and Graduate Students do not need to register in the NSPIRES system.

### Proposal Preparation

PIs should review and follow the instructions regarding application submission included in the solicitation to which they are responding (<http://nspires.nasaprs.com/external/>) and in the most recent NRA Proposer's Guidebook (<http://www.hq.nasa.gov/office/procurement/nraguidebook/>). Please find below general guidelines for the preparation of proposals. **Please note: PIs preparing proposals in response to the ROSES 2006 solicitation should pay careful attention to the instructions included in both the solicitation and the Proposer's Guidebook – they contain significant modifications to the general instructions below.**

*The following elements must be completed in NSPIRES:*

Proposal Summary  
Business Data  
Budget  
Program Specific Data

Program Team: After the team members have been added to the proposal, each team member must individually log onto NSPIRES and do the following: (1) confirm commitment to the project, (2) upload CV, and (3) upload current and pending support information.

Proposal Attachments: Use this section to upload the following:

- Project Description (Narrative) – select "Proposal Document" as attachment type
- Budget Justification – select "Budget Justification" as attachment type
- References – select "References and Citations" as attachment type
- Subaward Documents (for example, subaward budgets) – select "Proposal Document" as attachment type

### Proposal Submission:

The NSPIRES system requires that the electronic proposal be submitted by an Authorized Organizational Representative (AOR) after being entered into the system by the PI. The Office of Sponsored Programs (OSP) will coordinate the submission of the proposal.

After a PI has completed the required elements of the proposal, he or she should click the "release" button. Clicking this button releases the proposal to the AOR for submission. PIs should contact the OSP Assistant Director assigned to their school or department by phone or e-mail to confirm that the electronic proposal is ready to submit. The system does not automatically send an e-mail to OSP.

If the PI needs to make changes to the proposal after it has been released to the University for submission, OSP can unlock the proposal and return it to the PI. After the changes have been made, the PI will need to re-release the proposal.

If the solicitation requires the submission of a hard copy of the proposal in addition to the electronic submission:

Once the proposal has been submitted by the AOR, the electronic proposal, containing the proposal number assigned by the system at the point of electronic submission, should be printed, signed and attached to the required hard copy or copies of the proposal for delivery to NASA by the appropriate deadline. It is important to remember that the hard copy or copies must reach NASA on the deadline day. Therefore, the electronic submission of the proposal must take place **at least one day in advance** of the deadline to allow time for the material to be printed, signed, attached to the hard copies of the proposal and delivered to NASA.

Additional notes about NSPIRES:

- The NSPIRES budget system will not accept a number containing a decimal in the IDC rate field. When entering the appropriate BU rate for indirect costs, PIs should round to the nearest whole number. The system does not automatically multiply the rate by the base – the total is entered manually, so rounding up will not affect the system's budget calculation. In the item area to the left of the box, PIs should note BU's actual rate. The item area text box does not accept "special" characters such as & and % -- they cause an error message. For example, you cannot enter the phrase "BU's actual F&A rate is 61.5%." You will need to enter "BU's actual F and A rate is 61.5," or something else that omits the special characters.
- The Taxpayer Identification Number (TIN) field is not an active field (i.e., data cannot be entered into it). It will always appear as a blank field. Apparently, NASA does not collect this data, but has created the field as a placeholder in anticipation of the time when NASA receives proposals through Grants.gov.
- The "Proprietary/Privileged Information" field will always contain "yes." It cannot be modified.

If you have any questions about the NSPIRES system or need assistance with the registration process, please contact Kathleen Foster or Eleanor Greene in OSP at [kfoster@bu.edu](mailto:kfoster@bu.edu) or [ergreene@bu.edu](mailto:ergreene@bu.edu).