

UNSOLICITED PROPOSALS

PROPOSAL CONTENT

Unsolicited proposals should include the following information (8 parts) to permit consideration in an objective and timely manner. If the Proposer does not follow these guidelines, NASA may not be able to evaluate the proposal in a meaningful way, and consequently, it may be returned or rejected. The Proposer has the option to resubmit the proposal after making modifications.

1. Transmittal Letter or Introductory Material

- The legal name and address of the organization, and the specific division or campus identification, if part of a larger organization;
- Type of organization; e.g., large business, small business, nonprofit, educational, minority, woman-owned, etc.;
- Names and telephone numbers of the principal investigator and business personnel who may be contacted during evaluation or negotiation;
- Concise title of the proposal;
- Identification of any other Government Agency or NASA Installation to which the same proposal has been submitted or from which funding has been received;
- Names of NASA individuals with whom preliminary discussions have been held;
- Grant, cooperative agreement, contract, or other agreement number if proposal is for continuation or renewal;
- Date of submission, desired starting date, and duration of project;
- Name and signature of a responsible person authorized to represent and contractually obligate the offeror.

2. Abstract

Include a 200-300 word abstract stating the rationale of the proposed effort and the method of approach in relation to the needs of NASA.

3. Project Description

The main body of the proposal should be a detailed statement of the work to be undertaken. It should include objectives and expected significance (particularly in the context of the national aerospace effort), relation to the present state of knowledge in the field, relation to any previous work done on the project, and to related work in progress elsewhere. The statement should outline the general plan of work, including the broad design of experiments to be undertaken and an adequate description of experimental methods and procedures.

When the effort will require more than one year, the proposal should cover the complete project. Principal emphasis should be on the first year of work, and the description should distinguish clearly between the first year's work and the work planned for subsequent years.

4. Management Approach

For large or complex efforts involving interactions among numerous individuals or other organizations, plans for distribution of responsibilities and necessary arrangements for ensuring a coordinated effort should be described. Aspects of any intensive working relations with NASA Field Installations which are not logical inclusions elsewhere in the proposal should be described in this part.

5. Personnel

Outline the relevant experience and/or expertise of all key personnel in a way that would demonstrate these capabilities in relation to the proposed effort; a short biographical sketch, a list of principal publications, and any exceptional qualifications should be included. Give the names and titles of any others associated substantially with the project in an advisory capacity. Any substantial collaboration with individuals not referred to in the budget or use of consultants should be described.

The Proposer or principal investigator will be responsible for direct supervision of the work and participates in the conduct of the effort regardless of whether or not compensation is received under the award. The principal investigator cannot be a government employee.

Educational institutions should list the approximate number of students/assistants involved in the project and information about their level of academic attainments.

Any special cooperative arrangements with industry that will enhance the project should be described. Note, however, that subcontracting significant portions of the project is discouraged.

Omit social security numbers and other personal items which do not merit consideration in evaluation of the proposal.

6. Facilities and Equipment

Identify any unique facilities, Government-owned facilities, industrial plant equipment or special tooling which will be required. Whenever possible, include documentation indicating Government approval for use of the property. Summarize how such equipment is to be obtained and whether sharing or loan of equipment already within the organization is a feasible alternative to purchase. The need for items which typically can be used for both research and non-research purposes should also be explained. *Proposers may not acquire and charge general purpose equipment as a direct cost without the advance, written approval of the Agency's Contracting Officer.* Such requests must explain why indirect costs cannot be charged for the requested item or items and what controls will be put in place to assure that the property will be used exclusively for research purposes (i.e., explain why the proposed general purpose equipment cannot also be used for other purposes).

7. Proposed Costs

Proposals must state the funding level being requested accompanied by a cost plan with sufficient detail to permit an understanding of the basis of the funding request. As applicable, include separate cost estimates for the following:

- salaries, wages, and fringe benefits for each participant;
- equipment;
- expendable materials and supplies;
- services;
- domestic and foreign travel;
- ADP expenses;
- publication or page charges;
- consultants;
- subcontracts with budget breakdowns;
- other miscellaneous identifiable direct costs; and
- indirect costs.

List estimated expenses as yearly requirements by major work phases. If the proposal is multiyear in scope, submit separate cost estimates for each year.

List salaries and wages in appropriate organizational categories; for example, principal investigator, other scientific and engineering professionals, graduate research assistants and technicians, and other nonprofessional personnel.

Estimate personnel data in terms of full months or fractions of full time. Do not use separate "confidential" or "proprietary" salary pages.

Explanatory notes should accompany the budget to provide identification and estimated costs of major capital equipment items to be acquired; purpose and estimated number and lengths of trips planned; basis for indirect costs; and clarification of other items that are not self-evident. Allowable costs are governed by FAR Part 31, NASA FAR Supplement Part 1831, OMB Circular A-21 for educational institutions, and A-122 for nonprofit organizations. Profit or fee for contracts is covered in FAR Subpart 15.9.

By statute, cost sharing is usually required on contracts for basic or applied research projects resulting from unsolicited proposals. However, colleges and universities need not propose cost sharing since their activities generally do not produce benefits that can be measured as having significance apart from the benefit intrinsic in conducting research for NASA. All other organizations should include cost sharing as part of their proposals unless they certify:

- the Proposer has no commercial, production, educational, or service activities on which to use the results of the research; or
- the Proposer has no means of recovering any cost sharing on such projects.

Nevertheless, NASA will request a cost revision at the negotiation stage if it is determined that cost sharing is necessary for compliance with the statute (see NFS 18-16.303-70).

8. Other Matters

Include any required statements of environmental impact of the effort, human subject or animal care provisions, conflict of interest, or such other topics as may be required by the nature of the effort and current statutes, executive orders, or other government-wide guidelines.

Proposers other than educational institutions should include a brief description of their organizations, facilities, and previous work experience in the field of their proposals. When applicable, state other current projects being conducted by the principal investigator:

- provide title and ending date of the project;
- identify the sponsoring agency, cognizant government audit agency, and administrative contracting officer.

(See website below for more detail information)

GUIDANCE FOR THE PREPARATION AND SUBMISSION OF UNSOLICITED PROPOSALS

http://prod.nais.nasa.gov/cgi-bin/nais/nasa_ref.cgi