



NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)
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Support for Planetary Sample Science (SPSS)

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A. Program Description

1. Introduction to the Funding Opportunity

The National Aeronautics and Space Administration (NASA) via this cooperative agreement notice (CAN) is announcing an opportunity for organizations to propose to provide support for members of the planetary science community carrying out science activities that make use of extraterrestrial samples. Scientific studies of such samples have proven valuable for informing our understanding of the solar system, and NASA has long provided support for community research with such samples. With this opportunity, NASA seeks to continue to provide this support to enable community research, with a goal of providing the widest practical participation in sample science programs.

Given the uniqueness of each sample, proper training for conducting sample analysis is critical, both to ensure the quality of the analyses and to provide appropriate care and protection for the sample(s). Further, many of the analyses done on the samples in NASA's collection are done at Johnson Space Center (JSC), either because the study sample cannot be transported to another institution or because of the access to unique facilities and instrumentation at JSC. A list of such facilities and their availability can be found at <https://ares.jsc.nasa.gov/research/nasa-facility-astromaterials-research/>.

The activities solicited here are focused on enabling the planetary science community to carry out research with NASA's extraterrestrial samples and are described in Section A3; this work would be carried out in collaboration with NASA Headquarters Science Mission Directorate (SMD), the Planetary Science Division (PSD) within SMD, and JSC, as described in A3.3. The two major elements required are:

- A training program for researchers interested in working with NASA's extraterrestrial samples
- A visiting scientist program to support researchers while they carry out research using JSC facilities.

Other activities may be included in a proposal but the main focus of the proposal must be on enabling community-driven scientific research with samples.

This solicitation is open to any type of entity as listed in the eligibility section (Section C), or to a consortium of such organizations. Proposals involving multiple cooperating organizations must be submitted by a single institution, which becomes the Lead Institution. The Lead Institution must be the Principal Investigator's (PI's) home institution. Funding will only be provided to U.S. institutions. NASA expects to select one organization (or consortium) through this solicitation. More details on expected selections can be found in Section B.

Detailed proposal content and submission requirements for responding to this CAN are contained in Section D. The most recent *NASA Proposer's Guide* contains overarching policy and procedural information for responding to this CAN. If the information in this CAN differs from or contradicts the information in the *Proposer's Guide*, the information in this CAN takes precedence. Find the most recent (2023 or later) *NASA Proposer's Guide* at: https://www.nasa.gov/offices/ocfo/gpc/regulations_and_guidance under the heading "The NASA Proposer's Guide".

The Statutory authority for this funding opportunity is the National Aeronautics and Space Act of 1958, 51 U.S.C § 20113(e).

2. History and an Overview of Sample Science

For over 50 years, JSC has been responsible for the curation of NASA's collection of extraterrestrial samples. Materials currently curated include: Antarctic meteorites; cosmic dust; samples collected from the Moon; samples of the solar wind; samples from comet 81P/Wild; dust collected in interstellar space; particles from asteroid Itokawa; particles collected from asteroid Ryugu; cosmic dust collected in Earth's stratosphere; microparticle-impacted flight hardware; witness materials (small foils and plates placed in spacecraft assembly cleanrooms to collect molecules and particles); and coupons (representative pieces of materials used in construction of spacecraft) for several past, present, and future sample-return missions, including Apollo, LDEF, Genesis, Stardust, OSIRIS-REx, and Mars 2020. Planning and research efforts currently are underway to develop the technologies and procedures for proper curation of samples from current and future missions to the Moon (i.e., Artemis), asteroids (OSIRIS-REx and Hayabusa2), Mars (Mars Sample Return [MSR] campaign), and Mars' moon Phobos (Martian Moons eXploration [MMX]). Each year, JSC receives hundreds of requests for sample access. Research is conducted on these samples both internally at JSC and across the science community. For more information on the Astromaterials Research and Exploration Science Division at NASA JSC, visit <https://ares.jsc.nasa.gov>.

Since 1968, the Lunar and Planetary Institute (LPI) of the Universities Space Research Association (USRA) has served as a focus and a point of entry for scientists from around the world to access the samples housed in the Curatorial Facility at the NASA Johnson Space Center (JSC), as well as access to analytical facilities of the JSC laboratories. NASA recognizes the importance of this activity and through this cooperative agreement notice (CAN) seeks an entity to assist the public, i.e., specifically the planetary science community. This CAN is focused on only this aspect of work traditionally led by the LPI; other activities carried out by LPI under previous cooperative agreements may be addressed in future solicitations.

3. NASA's Objectives for this Opportunity

NASA seeks an institution to facilitate cooperation between NASA and the planetary science community and support for analysis of NASA's extraterrestrial samples. This support is critical for enabling community-driven scientific investigations. Proposals may include any elements that are deemed appropriate, but there are several core elements that are programmatically desirable. The inclusion and quality of such elements will be considered as part of the peer evaluation of proposals (Section E).

a. Core elements

The core elements that are programmatically desirable are:

1. Provide training on protocols for appropriate handling of NASA's samples
 - 1.1 Develop curriculum and training materials for use and make said materials publicly available
 - 1.1.1 The content of training materials should reflect the needs of the planetary science community, and may include multiple elements.
 - 1.2 Provide training (virtual, in-person, or hybrid) to the scientific community.
 - 1.3 Incorporate a rubric for prioritization of training applicants, assuming that community

interest in training opportunities exceeds availability.

- 1.4 Maintain a Frequently Asked Questions document as a source of information for the community
2. Coordinate and manage a visiting scientist program to support community research at JSC
 - 2.1 Provide facilities e.g., office space, IT infrastructure, etc. near JSC for scientists who are visiting JSC to work with samples.
 - 2.2 Establish and manage a working group with JSC to coordinate joint activities.
 - 2.3 Work with JSC to facilitate and promote access to the unique astromaterials and facilities at JSC.
 - 2.4 The number and type of visiting scientists, i.e., long-term equals 6- to 12- months of tenure and short term equals less than 6-months of tenure, may vary over the award's 5—year performance period. For purposes of this CAN, proposers should assume no more than 10 individuals per performance year. The proposer should have the ability to exceed this number for shorter periods of time.
 - 2.5 In addition to providing office space and other in-kind support per 2.1., the proposer may or may not choose to budget to provide direct financial support to the visiting scientists. This CAN sets no requirement for the visiting scientists to be employed by the proposer or for the provision of stipend, etc.
 - 2.6 The proposer should specify eligibility limits, if any, for their proposed program in the proposal, e.g., must have an advanced degree, must be enrolled at an institution of higher education, etc.

b. Other potential elements and exclusions

Other elements may be included in the proposal provided that they are consistent with and are relevant to the overall purpose of this CAN, to facilitate NASA's goal of providing the widest practical participation in sample science programs. For example, scientific expertise in the relevant discipline(s) may be critical for carrying out proposed activities, and it would therefore be allowable to include a modest research and/or mission element in the proposal in order to help ensure long-term scientific competency of personnel. Extensive research programs are beyond the scope of this solicitation.

This CAN does not allow for inclusion of curatorial elements. Curation and long-term storage of NASA's extraterrestrial samples falls under the purview of JSC.

c. Responsibilities of the Awardee

The awardee will work in collaboration with NASA Headquarters (SMD and PSD) and with JSC, to carry out activities. This collaboration will provide significant value to the broader planetary science community.

Team members of the eventual awardee may compete for additional NASA funding through the Peer Review process for any of NASA's openly solicited research opportunities. However, such activities cannot detract from the activities included in this CAN.

d. Responsibilities and Contributions of NASA

NASA's roles in this cooperative agreement include:

1. Providing strategic direction.
2. Access to NASA facilities as appropriate to support and facilitate community-driven research using NASA's curated samples.
3. Annual review of funded activities.

NASA also will pay time and any travel for its civil servants and contractors, including from the Jet Propulsion Laboratory (JPL), who participate in the recipient's activities.

The Astromaterials Research and Exploration Science (ARES) division at NASA's Johnson Space Center (JSC), responsible for the curation, allocation, and study of all NASA-held astromaterials, is primarily responsible for number 2 above, i.e., to provide broad science community access to our unique research capability and to develop the next generation of planetary sample scientists. ARES will support the following activities:

- Science symposia and lectures
- Research topic discussion groups
- Short-term and long-term visiting researchers
- Training the next generation of sample scientists

JSC support in these areas is specific to elements included in proposals submitted to this opportunity that will be led by the awardee. Such support includes personnel time. In addition, JSC ARES confirms that it will make available any facilities and/or resources at JSC as part of the NASA Facility for Astromaterial Research (N-FAR) needed for activities outlined in the proposal: <https://ares.jsc.nasa.gov/research/nasa-facility-astromaterials-research/>. The expectation is that JSC/N-FAR instrument allocation for one training course per year will be made, but that visiting scientists and SPSS personnel will follow normal N-FAR procedures to gain access.

4 Increasing Access to the Results of Federally Funded Research

Science Policy Document [SPD-41a, SMD's Scientific Information Policy](#), or any successor revisions, specify requirements regarding the sharing of SMD-funded data, software, and publications. All proposals must include an Open Science and Data Management Plan (OSDMP); formerly called a Data Management Plan. The Plan must address how publications, data, software, and samples will be made publicly available, in accordance with SPD-41a. See the [SMD Open Science Guidance](#) and the [PSD Information and Data Management Policy](#) for details on acceptable approaches to complying with the requirements in SPD-41a. In short:

- Publications: publications derived from an award under this program must be available at the time of publication and deposited in the [NASA STI repository](#).
- Data and software: data and scientifically useful software used in support of a peer-reviewed publication must be made publicly available at the time of publication. Other data developed during the award that were not previously published must be made publicly available by the end of the award. Other scientifically useful software developed during the award that were not previously published should be made publicly available, to the extent practicable, by the end of the award. Additional

requirements for data and software (e.g., obtaining a persistent identifier, indexing in the NASA catalog of data or software) must also be met. Please note that NASA expects sample analysis data be deposited into AstroMat <https://www.astromat.org>, if appropriate, for the data type and volume produced.

- Samples: any physical materials that are collected, purchased, or produced as part of the award that are not consumed in the course of the work and that have scientific value, as well as any science data that are derived from the samples under the award, should be made publicly available.

To be eligible to receive funding, PIs and Co-Is must provide their digital persistent identifier (e.g., ORCID) via the NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES): <https://nspires.nasaprs.com/> under Account Management -> Personal Profile. In the case of a project that would produce no data, software, or publications, as defined in SPD-41a, the OSDMP must state this and explain why.

5 Inclusion, Diversity, Equity, and Accessibility (IDEA)

Inclusion is a core NASA value, and NASA is fully committed to Diversity, Equity, Inclusion, and Accessibility (DEIA), as exemplified in the Administrator's 2021 [policy statement](#) on this topic. Additionally, Strategy 4.1 of "*Science 2020-2024: A Vision for Scientific Excellence*" states: "Increase the diversity of thought and backgrounds represented across the entire SMD portfolio through a more inclusive environment." This strategy clearly underscores the importance of DEIA in NASA's work. SMD's strategy for Inclusion, Diversity, Equity, and Accessibility (IDEA) is described at <https://science.nasa.gov/about-us/> page title "Inclusion, Diversity, Equity, and Accessibility at SMD".

PSD values the strengths of an increasingly diverse and inclusive workforce with an aim to fully engage varied talents, ideas, and perspectives; moving toward this goal is a high priority for NASA and PSD. Teams are encouraged to develop diverse representation within their proposed Team both in discipline knowledge and in the Team members themselves. Each Team is expected to provide opportunities and/or develop programs to use and empower the nation's diverse talent pool and increase its participation in planetary science and exploration. Innovation in achieving these goals is highly encouraged in proposals to this CAN.

This CAN uses the NASA definition of diversity: the entire universe of differences and similarities, which embodies the unique characteristics, such as different background and perspectives and diversity of thought and life experiences, that define us as individuals and shape our workplace. These include, but are not limited to, career stage, disability, ethnicity, institutional background, sex and gender, geography, race, and sexual orientation.

This CAN defines equity as the consistent and systematic provision of fair, just, and impartial treatment to all individuals, including individuals who belong to underserved communities that historically have been denied such treatment. An equitable community is one in which all can participate and prosper. The goal of equity must be to create conditions that allow all to reach their full potential.

This CAN defines inclusion as the full participation, belonging, and contribution of groups and individuals within an organization or endeavor. Inclusion requires that everyone's contributions be

valued, that individuals, regardless of the diversity dimension, can do their best work and advance.

This CAN defines accessibility to mean that a person with a disability is afforded the greatest possible opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. A person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability wherever possible.

Proposers are expected to demonstrate their commitment to advancing core values of inclusion, diversity, equity, and accessibility in their proposals. This applies to both the internal composition and organization of the Team as well as to how the Team interacts with JSC, the larger scientific community, and the public. Proposals shall include a Team Inclusion Plan that will detail the steps that will be taken to ensure that the Team reflects inclusion and diversity in the Team's membership and maximizes the benefits arising from this diversity. In short, the Team Inclusion Plan focuses on the incorporation of IDEA values into the internal structure and operation of the Team. Details on the components of the Team Inclusion Plan are included in section D2.3.2 Details of Proposal Contents. The Team Inclusion Plan will be evaluated by subject matter experts but will not be used as a factor in proposal selection.

6 NASA Safety Policy

All prospective proposers to this CAN are advised that the highest priority in all of NASA's programs is safety. Safety is the freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment. NASA's safety priority is to protect the public, astronauts and pilots, the NASA workforce (including employees working under NASA award instruments), and high value equipment and property.

7 NASA Anti-Harassment and Discrimination Policy

Discrimination and harassment, including sexual harassment, are not tolerated at NASA. Having a diverse, inclusive, and safe workplace is essential to achieving the excellence for which NASA strives, and NASA and PSD take violations seriously.

If you believe that you have been harassed or discriminated against, or that you have witnessed someone else being harassed or discriminated against, due to your (or their) sex (including pregnancy, sexual harassment, sex stereotyping, or caregiving responsibilities), race, ethnicity, religion, national origin, age, sexual orientation, gender identity, or disability status, you are encouraged to report this harassment or discrimination to NASA via <https://missionstem.nasa.gov/filing-a-complaint.html>.

Assault of any kind is a criminal offense over which NASA has no authority and NASA strongly encourages assault victims and witnesses to report assaults to the local police or the NASA Office of the Inspector General at <https://oig.nasa.gov/contact.html>.

If both the alleged perpetrator and victim of the alleged harassment or discrimination are engaged

in activities funded through NASA financial assistance, such as grants or cooperative agreements, when the alleged harassment or discrimination occurs, NASA's Office of Diversity and Equal Opportunity (ODEO) has the primary responsibility within NASA to receive and process complaints. ODEO has a page on its "MissionSTEM" website that explains how to file a complaint directly with NASA if you are a beneficiary of a NASA-funded research program and wish to raise a complaint of discrimination (including harassment):

<https://missionstem.nasa.gov/filing-a-complaint.html>.

Please note that by Federal regulation, complaints raised by beneficiaries of NASA financial assistance, *e.g.*, student, staff or faculty, must be raised within 180 days of the alleged act of discrimination. Individuals at educational institutions may also file a complaint directly with the Department of Education.

If any of the individuals involved in the claim of harassment or discrimination are NASA Civil Servants or onsite contractors at NASA-owned and -operated facilities, then concerns should be reported directly to the relevant Center Anti-Harassment Coordinator. Information on NASA's anti-harassment program is available at <https://www.nasa.gov/offices/odeo/NASA-anti-harassment-program>.

B. Federal Award Information

1. Available Funding for the Notice of Funding Opportunity (NOFO):

NASA PSD anticipates making one award with a total budget of ~\$25M, or ~\$5M/year. This is not a firm cap, but overall cost of an award will be considered as an important programmatic factor in selection.

2. Projected Number of Awards:

While NASA PSD expects to fund one award for this activity, it retains the right to select more than one proposal should it be deemed important to achieve the CAN's goals.

3. Anticipated Period of Performance:

Awards are expected to have a duration of 5 years (60 months), with the possibility of a renewal for an additional 5 years at the discretion of NASA PSD in consultation with the Grants Officers at the NASA Shared Services Center.

4. Projected Period of Performance Start Date(s):

10/01/2023

5. Projected Period of Performance End Date(s):

09/30/2028

6. Funding Instrument Type(s):

Cooperative Agreement

Details of NASA involvement in this effort are located in Section A, subsection 3 of this NOFO.

As a new opportunity, no existing projects are eligible for renewal or supplementation in competition with applications for new awards.

7. Performance Indicators

A successful proposal will be required to submit yearly progress reports. In addition, the overall performance of the awardee will be assessed through a detailed review to be held by NASA in 2027. The results of this review may be considered as part of the assessment of whether renewal of this award is warranted.

C. Eligibility Information

1. Eligible Applicants

NASA welcomes proposals in response to this CAN from all qualified proposers. Participation in this solicitation is open and limited to the following categories of organizations:

- Government Organizations
 - State governments
 - County governments
 - City or township governments
 - Special district governments
 - Native American tribal governments (federally recognized)
 - Native American tribal governments (other than federally recognized)
- Education Organizations
 - Independent school districts
 - Public and state-controlled institutions of higher education
 - Private institutions of higher education
- Nonprofit Organizations
 - Nonprofits having a 501(c)(3) status with the Internal Revenue Service (IRS), other than institutions of higher education
 - Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- For-Profit Organizations
 - Organizations other than small businesses
- Small Businesses
 - Small business grants may be awarded to companies meeting the size standards established by the U.S. Small Business Administration (SBA) for most industries in the economy.

Further information defining the individual types of organizations are available on Grants.gov and 2 CFR Part 200.1.

NASA's Commitment to Diversity and Inclusion

NASA recognizes and supports the benefits of having diverse and inclusive scientific, engineering, and technology communities and fully expects the reflection of such values in the composition of all panels and teams, including peer review panels, proposal teams, science definition teams, and mission and instrument teams. Per Federal statutes and NASA policy, no eligible applicant shall experience exclusion from participation in, be denied the benefits of, or be subjected to

discrimination under any program or activity receiving financial assistance from NASA on the grounds of their race, color, creed, age, sex, national origin, or disability. NASA welcomes proposals from all qualified and eligible sources, and strongly encourages proposals from Historically Black Colleges and Universities (HBCUs), Minority Serving Institutions (MSIs), small, disadvantaged businesses (SDBs), veteran-owned small businesses, service-disabled veteran-owned small businesses (SDVOSB), HUBZone small businesses, and women-owned small businesses (WOSBs), as eligibility requirements apply.

2. Cost Sharing or Matching

Cost sharing is not required.

NASA may accept cost sharing from any type of organization if it is voluntarily offered. Reference 2 CFR §200.306 (cost sharing or matching).

Cost sharing is not part of the peer-review evaluation criteria. However, the Selection Official may take cost sharing into account in decisions between proposals of otherwise equal merit, and overall cost of the proposal will be a programmatic factor in selections.

3. Other Eligibility Criteria

3.1 Principal Investigators, Co-Investigators, and Collaborators

Every organization submitting a proposal in response to this CAN must designate a single Principal Investigator (PI) who will be responsible for the quality and direction of the entire proposed investigation and for the use of all awarded funds. Note that this NOFO does not accept the designation of a Co-Principal Investigator; there must be only one PI who is solely responsible for the proposed investigation.

NASA encourages proposers to identify by name those who are the key personnel most important for the execution of the proposed research. Individuals who are critical for the successful completion of an investigation through their unique expertise and/or capabilities, and who serve under the direction of the PI, must be identified as Co-Investigators (Co-Is). Postdoctoral fellows funded as part of this CAN should be listed as Co-Is. If known, named students (both undergrad and graduate) should be listed on the NSPIRES cover pages as participants (students or Co-Is), but this is not required. A Co-I must have a well-defined role in the investigation that is explicitly defined in the Management sections of the proposal (see Section D2.3.2 below), while a Collaborator is an individual who is not critical to the proposal but has committed to providing a focused but unfunded contribution for a specific task.

3.2 Foreign PIs, Co-Is, or Lead Institutions

This CAN does not solicit for international lead institutions. Proposals from U.S.-based institutions may include team members from foreign research institutions, governments e.g., foreign space agencies, and/or foreign industry. However, international institutions or industry wishing to participate in such a manner may only do so on a no-exchange-of-funds basis. International co-Investigators (Co-Is) providing critical expertise and/or capabilities should include a letter from their home institution demonstrating financial support for their participation.

3.3 Working with Foreign Nationals at U.S. Institutions

Subject to export control restrictions, foreign nationals who are affiliated with a U.S. institution may be funded investigators and are eligible to receive remuneration through a NASA award for the conduct of research while employed or serving as an invited visitor by a U.S. organization.

3.4 Procurement Guidelines from Non-U.S. Sources

U.S. research award recipients under this CAN, where appropriate, may directly use NASA funds to procure goods, supplies, or services from non-U.S. sources. Award funds may not be used to fund research carried out by non-U.S. organizations.

3.5 Export Control Guidelines

Proposers are advised that, under U.S. law and regulations, spacecraft and their specifically designed, modified, or configured systems, components, and parts are generally considered 'Defense Articles' on the United States Munitions List and subject to the provisions of the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120-130. Export Control Information regarding U.S. export regulations is available at <http://www.pmddtc.state.gov/> and at <http://www.bis.doc.gov>. While explicit inclusion of such material in a proposal is not prohibited, it may, in some circumstances, complicate NASA's ability to evaluate the proposal since NASA may use the services of foreign nationals who are neither U.S. citizens nor lawful permanent residents of the U.S. to review proposals submitted in response to this CAN. Therefore, proposers to this CAN are strongly encouraged not to include material subject to the provisions of ITAR in their proposals, although the effort being proposed may itself be subject to ITAR (see website noted above). If it is essential to include any export-controlled information subject to ITAR in a proposal, a notice to that effect must be prominently displayed on the title page of the proposal that shall state:

"The information (data) contained in [insert specific identification such as page, section and paragraph numbers] of this proposal is (are) subject to U.S. export laws and regulations. It is furnished to the Government with the understanding that it will not be exported without the prior approval of the proposer under the terms of an applicable export license or technical assistance agreement. The identified information (data) is (are) printed in a red font and figure(s) and table(s) containing the identified information (data) is (are) placed in a red-bordered box."

Note that it is the responsibility of the proposer to determine whether any proposal information is subject to the provisions of ITAR.

3.6 Ineligibility of Proposals That Include Participation of China or Chinese-Owned Companies

Proposals involving bilateral participation, collaboration, or coordination in any way with China or any Chinese-owned company, whether funded or performed under a no- exchange-of-funds basis, shall be ineligible for award.

D. Application and Submission Information

1. Address to Request Application Package

This CAN constitutes the application package. Materials or information needed for application to this opportunity are included within this announcement. Both Grants.gov and NSPIRES provide

forms, such as proposal's cover page, program specific data template, etc.

2. Content and Form of Application Submission

2.1 Two-Step Proposal Process

To facilitate the early recruitment of a conflict-free review panel, this solicitation will use a two-step proposal submission process, in which a mandatory "Step-1 proposal" is submitted in place of a Notice of Intent (NOI). Although similar to an NOI in content, a Step-1 proposal differs from an NOI in a few important ways; please see Section D4.2.1, below. The PI may be changed up to 30 days prior to the Step-2 proposal date; change of the PI requires explicit permission from the NASA point(s) of contact. Other Team members may be added or their roles changed up to 14 days prior to the Step-2 proposal due date. Proposers who want to add funded investigators or change the PI between the Step-1 and Step-2 proposals must inform the point(s) of contact identified in the summary table of key information (Section 7.0) as soon as possible and at least by the deadlines stated above. Additions of funded investigators within two weeks of the Step-2 deadline require explicit permission from the NASA point(s) of contact. The PI cannot be changed less than 30 days prior to the Step-2 deadline. Removal of funded or unfunded Team members between Step 1 and Step 2 submissions does not require approval.

2.2 Step-1 Proposal

A Step-1 proposal is an abbreviated summary of the intended research and related activities and must be submitted by the organization's Authorized Organizational Representative (AOR). Thus, prospective PIs should allow their organizations adequate time to submit a proposal. Since the Step 1 process is used to facilitate the assembly of a conflict free review panel, we encourage PIs to invite Team members to participate as early as is practicable. In addition, prospective PIs should allow their Team members time to confirm their participation via NSPIRES; a proposal cannot be submitted if all members have not confirmed participation. A Step-1 proposal is a prerequisite for submission of a full Step-2 proposal later. Only proposers who submit a Step-1 proposal are eligible to submit a Step-2 proposal.

The Step-1 proposal will be limited to the contents of the 4000-character limited Proposal Summary field in the NSPIRES cover pages. No budget is required. Submission of the Step-1 proposal does not obligate the proposer to submit a Step-2 (full) proposal later. Step-1 proposals will be treated as competition-sensitive material. Step-1 proposals are to be submitted electronically by entering the requested information through the NSPIRES system at <http://nspires.nasaprs.com> or through Grants.gov.

For the purpose of generating a Step-1 Proposal, the system will request the following information:

- Principal Investigator's name, institution, mailing address, phone number, and email address
- Name(s) and institution(s) of any Co-Investigator(s) and other known Team members
- Descriptive title of the intended investigation. NOTE: A title such as: "A Proposal to Provide Support for Planetary Sample Science (SPSS)" or "Proposal to CAN SPSS" is not sufficient
- Brief description of the investigation/activities to be proposed

A separate Step-1 proposal should be submitted for each intended proposal. Note that this Step-1 proposal is also the preliminary version of the Proposal Cover Page/Proposal Summary; some of the information will carry over into the final Step-2 proposal cover pages for your convenience.

In order to be able to submit a Step-1 proposal including the required Proposal Cover Page/Proposal Summary, all organizations proposing to this CAN and all participating investigators must be preregistered in the NASA proposal database system (NSPIRES) and have received a User ID and password. This includes the PI, Deputy PI(s), Co-Investigators, and Collaborators. This applies equally for proposals submitted via Grants.gov, as well as for proposals submitted via NSPIRES. NSPIRES registration can be done at the website <http://nspires.nasaprs.com>. Early registration is advised; organizations must first be registered in the System for Award Management (SAM; <https://www.sam.gov>), which can take more than 30 business days to complete. For questions about SAM, please see the FAQs at <https://sam.gov/content/help>. The NSPIRES Help Desk is available at (202) 479-9376 or by email at nspires-help@nasaprs.com.

2.3 Full Proposal (Step-2 Proposals)

Step-2 proposals are the full proposal and should clearly address the scope of this CAN, as discussed in Section A.3, and the requirements outlined in Section A. Full (Step-2) proposals must broadly contain the same scientific goals proposed in the Step-1 proposal.

Proposers will submit a total of two PDF files: the proposal as a single PDF and the Total budget file; a third PDF may be needed if requesting High-End Computing (HEC) resources. The total data volume for these two (or three) files should not exceed 25 MB. Although the NSPIRES system will accept files larger than 25 MB, this limit will be strictly adhered to, and those proposal files received that exceed 25 MB may be returned without review. Proposers must comply with all format requirements identified in this CAN and in the *NASA Proposer's Guide*. Please refer to Section 3 of the *NASA Proposer's Guide* for more information on proposal submission procedures. Section 2.6 of the *NASA Proposer's Guide* provides complete guidelines for style formats. This CAN does not participate in SMD's Dual-Anonymous Peer Review (DAPR) initiative described at <https://science.nasa.gov/researchers/dual-anonymous-peer-review>. Do not submit an anonymized proposal.

The standard formats for proposals submitted in response to this CAN are as follows:

- Proposals shall adhere to the page limits listed in Table 1, located in Section D2.3.1 Page Guidelines for Proposal Preparation.
- Proposals shall be single-spaced, in 12-point font, English-language text, and formatted using one column. The body text and captions may not, on average across a solid block of text, exceed 15 characters per horizontal inch, including spaces, though text within figures and tables may be smaller if still judged by the reviewers to be readable. Easily read sans serif fonts (e.g., Arial, Helvetica, Verdana) are encouraged but not required.
- Proposals may not have more than 5.5 lines per vertical inch of text, must have at least one-inch margins, be set for US letter size (8.5x11") paper, and expository text necessary for the proposal may not be located solely in figures, tables, or their captions.

- The font size for symbols in equations shall be consistent with this guideline.
- Proposers may not adjust or otherwise condense a font or line from its default appearance.
- The common standard system of units for the relevant discipline(s) shall be used.
- Fold-out pages, illustrations, and/or photographs are allowed, for the display of unique and critically essential proposal data. Fold-out pages will count as multiple pages, dependent on the number of fold-out sections, against the required page limit. For example, a three-section fold-out is considered equal to three pages counted towards the page limitation.
- Only non-proposal material, e.g., page numbers, section titles, disclaimers, are permitted in headers and footers.
- Proposals shall include references to published papers and other products to demonstrate, for example, that the methodology has passed peer review, but shall not include references to materials outside the proposal (e.g., published articles and sites on the internet) for information or material needed to either complete or understand the proposal. Peer reviewers have no obligation to read materials outside of the proposal.
- Proposals must strictly adhere to the fixed page limits given in Section D2.3.1.

2.3.1 Page Guidelines for Proposal Preparation

All proposals are to include the following materials in this order and using the titles as given. Details for each item are given in the same order below in Section D2.3.2.

Table 1:

PROPOSAL ELEMENT	PAGE LIMIT ^a
Proposal Cover Page / Proposal Summary	Length is determined by the electronic submission system e.g., NSPIRES or Grants.gov
Title Page	1
Table of Contents	1 or more as needed
Executive Summary	Up to 2
Summary Table of Personnel and Work Effort	1 or more as needed
Technical Plan	20
Management Plan	5
Open Science and Data Management Plan	2
References	1 or more as needed
Inclusion Plan	3
Facilities and Equipment	5
PI Curriculum Vitae	2
Curriculum Vitae for Each Co-I	1
Current and Pending Support	1 or more as needed

^a Including all illustrations, tables, and figures.

Statements of Commitment from Co-Is and Collaborators ^b	As needed
Letters of Support from Other Contributing Institutions and Foreign Co-I Institutions	As needed
Budget Narrative and Details	1 or more as needed
Total budget file	1 or more as needed

2.3.2 Details of Proposal Contents

All proposals in response to this CAN should include the following parts in the order listed in the table above (note that some are optional). Proposals that omit any of their required parts will be returned without review.

Restriction on Use and Disclosure of Proposal Material

It is NASA policy to use information contained in proposals for evaluation purposes only. While this policy does not require that the proposal bear a restrictive notice, offerors or quoters should, in order to maximize protection of trade secrets or other information that is commercial or financial and confidential or privileged, place the Notice from section C3.5 on the Title Page of the proposal and specify the information subject to the Notice by inserting appropriate identification, such as page numbers, in the Notice. In any event, information (data) contained in proposals will be protected to the extent permitted by law, but NASA assumes no liability for use and disclosure of information not made subject to the Notice.

Proposal Cover Page / Proposal Summary

NASA will not fund institutions that do not appear on the Proposal Cover Pages. The NSPIRES Proposal Cover Pages (see Section 2.8 of the [NASA Proposer's Guide](#)) contains the following elements:

Proposal Summary: Provide a brief description of the project, including objectives, method of approach, relevance to NASA and PSD, and expected outcomes. (NSPIRES will initially populate this with the Step-1 summary, which can be edited to reflect any changes to your proposal concept.) For proposers using Grants.gov, please note that, while Grants.gov allows summaries longer than 4000 characters, these will be truncated at 4000 characters when the proposal is transcribed in to NSPIRES for review.

Business Data: PI information, proposal title, proposed start and end dates, submitting institution information, certification, and authorization

Budget Figures: Include figures for all five years of the proposed project in the spaces provided. This is the complete budget and this should include all requested funds, including civil service labor and any subawards.

Program Specific Data: Answers to questions specific to this opportunity.

Team Members: Names, institution, and contact information
Technical Notes: Every Team member must register themselves in NSPIRES and complete all required data prior to proposal submission.

^b Only required for proposals submitted through Grants.gov

Each Team member must establish an organizational relationship, i.e., identify the organization or other auspices through which the person is participating in the proposal. A proposal cannot be submitted if an organizational relationship within NSPIRES is missing from any Team member.

Title Page

The *Proposal Title Page* design is at the discretion of the proposer. At a minimum it must include the full title of the proposal, the name of the Principal Investigator, the name and address of the proposing institution, and a list of any other institutions participating in the proposed investigation. In addition, as required, this page shall contain the Export Control statement (see Section C3.5) and may contain a "Notice of Restriction on Use and Disclosure of Proposal Information" in accordance with the following policy:

Example: Notice of Restriction on Use and Disclosure of Proposal Information

The information (data) contained in [insert page numbers or other identification] of this proposal constitutes a trade secret and/or information that is commercial or financial and confidential or privileged. It is furnished to the Government in confidence with the understanding that it will not, without permission of the offeror, be used or disclosed other than for evaluation purposes; provided, however, that in the event a cooperative agreement (or other agreement) is awarded on the basis of this proposal, the Government shall have the right to use and disclose this information (data) to the extent provided in the cooperative agreement (or other agreement). This restriction does not limit the Government's right to use or disclose this information (data) if obtained from another source without restriction.

Table of Contents

A *Table of Contents* shall identify each of the key parts of the proposal, including the subsections of the proposal's central Technical Plan and Management Plan sections. To facilitate developing and assembling the proposal, each of its principal sections may be individually numbered.

Executive Summary

The *Executive Summary* should clearly describe the proposal: its rationale, innovations, distinguishing features, unifying intellectual focus, proposed research, and training plans, and its approach to management of its participating personnel and institutions. In addition, this *Summary* should briefly address the proposed institutional commitment(s).

Summary Table of Personnel and Work Effort

The proposal must contain a summary table, in simple tabular form, that gives the names and intended work commitment for the PI and every Co-I of the proposed investigation in FTEs/WYEs (rounded to the nearest 0.01 of a Work Year – WY=2080 hrs.) for each year of the proposed period of performance. Provide the names and roles of investigators, if known, or the role for each individual if unknown (e.g., unnamed postdoctoral fellow). Proposers are strongly encouraged to use the PSD Table of Personnel and Work Effort template, <https://science.nasa.gov/templates-planetary-science-division-appendix-c-roses-proposals>.

Technical Plan

This section is the main body of the proposal and should cover the following topics within the specified limit of 20 pages:

- The objectives of the proposed program.
- How the proposed program will benefit the Planetary Science Community in the

- execution of research involving Extraterrestrial Samples.
- A description of all individual elements of the proposed program, including how each will be implemented.
- An outline of the general plan of work, including anticipated milestones and accomplishments.
- A statement of the expected contribution by the PI and each Co-I identified in the proposal, even if they do not derive support from the proposed budget (Note: inclusion of Co-Is who have either insignificant or unjustified roles may be considered a weakness for purposes of proposal evaluation).

This section may contain illustrations that amplify and demonstrate key points in the main text of the proposal (including milestone schedules, if appropriate). Any illustrations and figures must be of publication quality, of an easily viewed size, and have self-contained captions that do not contain critical information not provided elsewhere in the proposal.

Management Plan

The proposal must describe how the staff, facilities, and other resources identified in the proposal will be managed to achieve the stated objectives. This plan must include:

- A structure for managing personnel
- A description of any tools to be used for tracking of budget, labor, or materials.
- A definition of the roles and responsibilities of each participant
- An internal communication plan that describes what tools will be used to maintain effective communication within the team, with partners, and with the community.
- For proposals involving multiple institutions, this plan should also describe how the disparate organizations will be brought into a functioning whole.
- A description of any metrics used to provide ongoing program assessment and how such metrics will be used.
- A description of what actions the proposing team will take to facilitate collaboration/cooperation with JSC on elements of mutual interest. JSC will not provide endorsements or letters of support for any such plan, but final implementation of such a plan for an accepted proposal must have JSC concurrence.

Open Science and Data Management Plan

To broaden access to the results of NASA-funded research, all proposals are required to include an Open Science and Data Management Plan (OSDMP). The OSDMP should be prepared in accordance with the NASA Plan for Increasing Access to the Results of Scientific Research located at http://www.nasa.gov/sites/default/files/files/NASA_Data_Plan.pdf (GCAM Appendix A, Section D.2).

The guiding philosophy behind this requirement is that all relevant scientific information should be made publicly available and preserved. The OSDMP should include how publications, data, software, and physical materials are managed to ensure their long-term accessibility and to enable reproducibility of the research. For more details and definitions about what scientific information should be shared, see NASA's Scientific Information Policy, the [SMD Open-Source Science Guidance](#) and [FAQ](#), and the [PSD Information and Data Management Policy](#).

The quality of the OSDMP is considered as part of the evaluation of the scientific merit of the proposal. It will be treated as part of the overall management plan of the project. The budget for the proposal should include any costs associated with the Open Science and Data Management Plan.

Proposers are strongly encouraged to use the PSD OSDMP template, which may be downloaded from <https://science.nasa.gov/templates-planetary-science-division-appendix-c-roses-proposals>.

As this call focuses on supporting the community in conducting research involving physical materials and PSD considers physical materials to be scientifically useful information, the OSDMP should describe any activities planned that will facilitate the appropriate archiving and sharing of physical materials and any science data derived from them by members of the community. See the [PSD Information and Data Management Policy](#) for details on the definition of physical materials and derived science data as well as guidance on compliant approaches to their archiving and sharing.

References

All citations given in the Technical Plan and/or Management Plan must be included, in full, in a list of references. This section does not have a page limit. Citations and references must not be provided written in the form of a number in a square bracket, e.g., [1]. Citations must include the author(s) of the reference and its publication date. It is preferred that references use the full title of the paper or article being referenced and include the digital object identifier (DOI), where applicable. In all cases, standard and easily understood abbreviations for journals must be used, e.g., <https://www.library.caltech.edu/journal-title-abbreviations>.

Inclusion Plans

All proposals must contain an inclusion plan for the proposed Team. NASA provides some resources for proposers developing inclusions plans at <https://science.nasa.gov/researchers/inclusion>. This plan should focus on the Team assembled to accomplish the proposed tasks. NASA believes in the importance of diverse and inclusive Teams for tackling strategic problems, increasing scientific contributions, empowering the nation's diverse talent pool, and promoting opportunities and benefits across the scientific community. To this end, in their inclusion plan, proposers are required to:

- Identify systemic barriers to creating an innovative, equitable, accessible, and inclusive working environment for those carrying out the proposed investigation.
- Address ways in which the investigation Team will work against these barriers to create and sustain an inclusive environment, such as fostering communication and openness amongst the Team, involving under-represented groups in proposed activities, etc.
- Discuss contributions the proposed investigation will make to the training and development of a diverse and inclusive scientific workforce, and clearly define roles and responsibilities for all Team members towards pursuing those goals.

The following list provides possible elements of an inclusion plan and is not comprehensive. Alternative approaches and elements pertaining to inclusion are encouraged.

- Collaborations with organizations and institutions that support and serve under-represented groups including, but not limited to, Historically Black Colleges and Universities (HBCUs), Hispanic-Serving Institutions, Tribal Colleges, and Other Minority Universities (OMUs)

(For a list of NASA-identified minority serving institutions visit <https://msiexchange.nasa.gov/>).

- Plans to mentor and involve under-represented researchers or students in the project being proposed in an inclusive and welcoming environment.
- Plans to train Team members on topics such as bystander intervention, microaggressions, etc.

A reference section containing references only for the Inclusion Plan must be appended to the end of the Inclusion Plan. Note that this reference section does not count towards the page count for the Inclusion Plan (see Section D2.3.1).

The Inclusion Plan will be evaluated by subject matter experts and feedback will be provided to the proposers. Should a proposal be selected but have an unsatisfactory Inclusion Plan, the proposers will be given the opportunity to provide the Program Officers with a revised Inclusion Plan making use of the feedback provided by the subject matter experts.

Facilities and Equipment

Support for community members carrying out research with extraterrestrial samples can include provision of access to unique equipment and/or facilities. This does not include any JSC facilities provided as part of the NASA contribution to the Cooperative Agreement.

As appropriate, this section should describe any facilities (including any Non-NASA but U.S. Government-owned facilities) and/or major equipment (in excess of \$5000) critical for carrying out the proposed project, which are already available or would need to be purchased or developed in order to carry out the proposed investigation. Existing facilities/equipment may be considered cost sharing; costs for facility/equipment purchases should be entered in the required proposal Budget Summary and described in the accompanying budget details.

Curriculum Vitae

The PI must submit a *Curriculum Vita* (CV; not to exceed two pages) that includes a history of their professional training and positions and a bibliography of publications relevant to the proposal. The proposal must also include a one-page CV for each Co-I.

Current and Pending Support

Information must be provided for all ongoing (current) and pending projects and proposals that involve the PI and any Co-Is who would perform a significant share (i.e., $\geq 10\%$ FTEs in any project year) of the proposed work whether the work is funded by the SPSS proposal or not. Information is required for each of two categories of support that exist at the time of the proposal submission deadline, namely:

- a) Current Support (for any support that is active during the proposed period of performance for this CAN), and
- b) Pending Support (including the proposal to this CAN).

For each of these categories, provide the following information for each such key individual on the proposal Team as noted above:

- Title of award or project

- Program name (if appropriate) and sponsoring agency or institution (including point of contact with telephone number and/or email address)
- Role of team member on the project (e.g., PI, Co-I, etc.)
- (Proposed) period of performance
- Commitment in fractions of a full time Work Year (WY = 2080 hours), rounded to the nearest tenth of a WY.

In addition, provide the name of any other institution/agency (Government or private), including an individual point of contact with their telephone number and/or email address, to which the proposal submitted to this CAN, or any part thereof, has been or will be submitted for consideration of funding. For such pending research, the PI must notify NASA immediately of any successful proposals that are awarded any time after the proposal submission date until selections for this CAN have been made.

Technical Warning: Please do not use the National Science Foundation's (NSF) fillable PDF to report C&P. When the NSF form, Effective 01/30/2023 NSF CURRENT AND PENDING (OTHER) SUPPORT OMB-3145-0058 is merged into NSPIRES, it cannot be locked and will revert to an editable format when it is under NASA review. To prevent accidental changes to the submission, do not use the NSF's form.

Statement(s) of Commitment from Co-I(s) and Collaborator(s)

Acknowledgement of commitment is completed through NSPIRES cover page and is not separate. Every Co-I and Collaborator identified as personnel on the proposal's cover page and/or in the proposal's Scientific/Technical/Management Plan acknowledges their intended participation in the proposed effort.

For proposals submitted via Grants.gov, however, a letter that outlines the Team member's role and organization, and commits to their participation, is required. Each written statement shall address the PI, may be a facsimile of an original statement or the copy of an email (the latter shall have sufficient information to identify the sender unambiguously), and is required even if the Deputy PI, Co-I, or Collaborator is from the proposing organization. Note that for proposals submitted via Grants.gov, Co-Is and Collaborators must register in NSPIRES prior to the proposal due date to enable the transcription of the proposal to the NSPIRES system.

Letters of Support from Other Contributing Institutions and Foreign Co-I Institutions

Each member institution proposing as part of a multi-institution proposal must provide a letter signed by an appropriate member of its administration that certifies its commitment to the resources offered in the proposal (e.g., office space, computer or laboratory facilities, in-kind services, etc.). Additionally, a letter of support from any foreign Co-I (but not foreign collaborator) institution(s) must be provided.

Budget Narrative and Details

The proposal budget consists of two parts: 1) the *Budget Narrative* and 2) the *Budget Details*. Each proposal shall provide a proposed budget for each year of the proposed effort supported by an appropriate budget narrative and specifics. There shall be a direct parallel between the items described in the budget narrative (written description of purchase), those set forth in the budget

details (actual estimates of costs, in whole dollars, for the purchase), and the figures entered in the NSPIRES proposal cover page/Grants.gov forms.

- All proposers from U.S. organizations shall submit a thoroughly detailed cost breakdown.
- All proposed costs shall be directly related to the project and scope of work
- All proposed costs shall be allowable, allocable, and reasonable.

The proposed budget shall include an itemized list detailing expenses within major budget categories, detailed subawards, and a summary of personnel (see Appendix C in the [NASA Proposer's Guide](#)).

The required NSPIRES *Proposal Cover Page* contains a section in tabular form for the submission of budget figures, including all labor, for each year of the proposed effort, as well as for the total period of performance. This section must be complete, including labor and indirect rates, which will not be included in the body of the proposal, and will be partly redacted (by NSPIRES) from the version of the proposal evaluated by the peer review panel.

In addition to the budget summary information provided in the NSPIRES Cover Page forms and the Summary Table of Personnel and Work Effort, all proposals must include budgets divided into two parts: the *Budget Narrative* and the *Budget Details*, both included in the proposal, and a separately uploaded *Total Budget* PDF file. Proposers to this CAN must provide the *Total Budget* in a file called "totalbudget.pdf", which is uploaded as an attachment in NSPIRES separate from the main proposal or Grants.gov (using the attachment place for Appendices on the NASA-Other Project Information form).

The *Budget Narrative* and the *Budget Details* are within the proposal PDF and available for peer review, so they must not include any salary or overhead information. The *Budget Narrative* must describe facilities and equipment, as well as the rationale and basis of estimate for all components of cost (without revealing labor and overhead) including procurements, travel, publication costs, and all subawards/subcontracts. The *Budget Details* must include the detailed proposed budget of all the Other Direct Costs and Other Applicable Costs as specified in the *NASA Proposer's Guide* (except labor and overhead). For this CAN, neither the *Budget Narrative* nor the *Budget Details* should specify the Total Estimated Cost, the cost of any Direct Labor, or any Administrative Costs (e.g., overhead) for any personnel. Proposed Cost Sharing, if any, may be explained in the *Budget Narrative*, but cost sharing will not be considered in the peer review evaluation of cost; see Section C.2.

The *Total Budget* file must specify the complete set of cost components including all costs discussed in the *Budget Narrative* and *Budget Details*, as well as the Total Estimated Cost, cost of Direct Labor (including civil servant labor), and Administrative Costs (overhead). The *Total Budget* document will not be provided to the peer review panel but will be used by NASA in the evaluation of total cost and comparison of the proposed cost to available funds.

These items should be in the separately uploaded *Total Budget* file:

1. Provide a complete Budget Narrative for the total project costs, as well as for each individual year of the proposed period of performance. The proposed costs are to be summarized according to the following general categories, which are consistent with the budget section of the *Proposal Cover Page*:
 - a. Direct Labor (salaries, wages, and fringe benefits)

- b. Other Direct Costs:
 - i. Subawards/subcontracts
 - ii. Consultant Services
 - iii. Equipment
 - iv. Materials and Supplies
 - v. Travel
 - vi. Other
 - c. Indirect Costs (Facilities and Administration Costs)
 - d. Total Estimated Costs
2. Provide detailed computations of all estimates in each cost category with narratives as required to fully explain each proposed cost as follows:
- a. Direct Labor (salaries, wages, and fringe benefits): list the number and titles of personnel, amounts of time to be devoted to the grant, and rates of pay.
 - b. Other Direct Costs:
 - i. Subawards/Subcontracts: describe the work to be subawarded/subcontracted, estimated amount, recipient (if known), and the reason for subawarding/subcontracting.
 - ii. Consultants: identify consultants to be used, why they are necessary, the time they will spend on the project, and rates of pay (not to exceed the equivalent of the daily rate for Level IV of the Executive Schedule, exclusive of expenses and indirect costs).
 - iii. Equipment: list separately. A quote is required for items costing more than \$5,000. Describe basis for estimated cost. Any equipment purchase requested to be made as a direct charge under this award must include the equipment description, how it will be used in the conduct of the basic research proposed, and why it cannot be purchased with indirect funds.
 - iv. Supplies: provide general categories of needed supplies, the method of acquisition, and the estimated cost.
 - v. Travel: describe the purpose of the proposed travel, in relation to the grant and provide the basis of estimate, including information on destination and number of travelers, where known.
 - vi. Other: enter the total of direct costs not covered by above. Include an itemized list explaining the need for each item and the basis for the estimate.
 - vii. Proposed Cost Sharing (if any): Any proposed cost sharing may be reflected within the amounts entered in the separately uploaded *Total Budget* file and the nature of it may be described in the narrative. There is no ability to demonstrate cost sharing as a negative number within the *Budget Narrative* forms.
 - c. Indirect Costs/Facilities and Administrative (F&A) Costs: Identify indirect/F&A cost rate(s) and base(s) as approved by the cognizant Federal agency, including the effective period of the rate. Provide the name, address, and telephone number of the Federal agency official having cognizance. Unapproved indirect cost rates are not allowable. Applicants without an approved indirect cost rate may either charge costs directly or, if eligible, use the 10% de minimus rate described at 2 CFR 200.414(f).
 - d. Subtotal-Estimated Costs: Enter the sum of all items listed above.

- e. Other Applicable Costs: Enter total explaining the need for each item
- f. Total Estimated Costs: Note that this amount must match the amount presented on the *Proposal Cover Page*.

Note also the following important considerations when completing the proposed budget:

- If a proposal is selected for award, failure to adequately address the provisions of these budget instructions may require that NASA contact the proposing institution for more information. Such activity may delay the award until all required information is provided.
- If a PI from a non-Government institution proposes to include a Co-I from a U.S. Government institution (for the purpose of this CAN, JPL is considered a NASA Facility), the full and complete budget for that Government Co-I institution must be included in the proposal's separately uploaded *Total Budget* file, and the cost for this Government Co-I is to be listed under Other Applicable Costs of the Budget Summary. However, no institutional indirect/F&A may be applied to these costs since NASA will fund the Government organization(s) directly. Salary costs for NASA Civil servants should be phased by fiscal year.
- In general, the proposing (PI) institution should presume that it will subaward/subcontract the funding of all proposal Co-I's who reside at other institutions (except for a Government Co-I for a private sector PI as noted above); that is, proposers should assume that NASA will not separately make awards to Co-Is at multiple institutions even though this may result in a higher proposal cost because of subcontracting fees. However, exceptions may be considered on a case-by-case basis when requested in the proposal and found to be in the interest of the Government and consistent with appropriate law, regulation, policy, and practice.
- While this CAN allows NASA Center and JPL personnel civil servants and contractors to participate with an eligible proposing non-Federal entities, NASA Centers, or their personnel, may not be recipients of a subaward or other financial support from the recipient directly. NASA Center personnel who plan to perform research and/or collaborate with the recipient under the cooperative agreement will receive funding for their efforts through the Agency's intra-agency funding transfer process. The cost of Center participation is in addition to the minimum provided in Section A.3.d Responsibilities and Contributions of NASA.

3. Unique Entity Identifier (UEI) and System for Award Management (SAM)

Each applicant for NASA funding (unless the applicant is an individual or is excluded per 2 CFR 25.110) is required to:

- Be registered in SAM before submitting an application
- Maintain an active SAM registration with current information, including information on a recipient's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a Federal contract or grant within the last three years, if applicable, for all times during which it has an active Federal award or an application or plan under consideration by NASA; and
- Provide its UEI in each application or plan it submits to NASA. UEIs may be obtained by registering in SAM.gov

NASA may not issue an award or financial modification to an existing award to an applicant or recipient entity until the entity has complied with the requirements to provide a valid UEI and maintain an active SAM registration with current information. At the time of issuing an award, if the intended recipient has not complied with the UEI or SAM requirements, NASA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

4. Submission Method, Dates and Times

Submission Method

All proposals submitted in response to this CAN must be submitted in a fully electronic form. No hard copy submission of the proposal is permitted. Electronic proposals must be submitted by one of the officials at the PI's organization who is authorized to make such a submission. Electronic submission of the proposal by the authorized organization representative (AOR) serves as the required original signature by an authorized official of the proposing organization.

Proposers may opt to register and submit proposals in response to this CAN via either of two different electronic proposal submission systems: the NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES) at <http://nspires.nasaprs.com> or Grants.gov at <https://www.grants.gov>. Early registration is advised regardless of the system used. Note that the PI, his or her organization, and all named Team members must be registered in NSPIRES even if Grants.gov is used to submit the proposal. The NSPIRES Help Desk is available at: (202) 479-9376, or by email at nspires-help@nasaprs.com. The Grants.gov Help Desk is available at (800) 518-4726, or by email at support@grants.gov. For proposers who will submit their proposals via Grants.gov, please see the FAQ specific to Grants.gov [here](#).

Application Submission Deadlines (Estimated and Subject to Change)

Application Materials	Due Date and Time
Step-1 Proposal	11:59 PM Eastern, June 12, 2023
Step-2 Proposal	11:59 PM Eastern, July 24, 2023

All applications **must** be received by the established deadline.

NASA **will not review applications that are received after the deadline or consider these late applications for funding**. NASA may, however, consider an extension to the application deadline at the request of any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for NASA to make an award.

Applicants experiencing technical problems outside of their control must notify NASA as soon as possible and before the application deadline. Failure to timely notify NASA of the issue that prevented the timely filing of the application may preclude consideration of the award.

5. Funding Restrictions

All costs charged to awards covered by this NOFO must comply with the Uniform

Administrative Requirements in 2 C.F.R. 200 and 1800, unless otherwise indicated in the NOFO, the terms and conditions of the award, and the [Grants and Cooperative Agreement Manual \(GCAM\)](#):

- All proposed funds must be allowable, allocable, and reasonable. Funds may only be used for the project. All activities charged under indirect cost must be allowed under 2 CFR 200 cost principles.
- Grants and cooperative agreements shall not provide for the payment of fee or profit to the recipient.
- Unless otherwise directed in 2 CFR 200, for changes to the negotiated indirect cost rate that occur throughout the project period, the recipient must apply the rate negotiated for that year, whether higher or lower than at the time the budget and application was awarded.
- Proposals must not include bilateral participation, collaboration, or coordination with China or any Chinese-owned company or entity, whether funded or performed under a no-exchange-of-funds basis.
- Any funds used for match or cost sharing must be allowable under 2 CFR 200.
- The non-Federal entity must use one of the methods of procurement as prescribed in 2 CFR 200.320, Methods of procurement to be followed.

6. Other Submission Requirements

No hard copy submissions will be accepted.

7. Collection of Demographic Information

NASA has implemented a process to collect demographic data from grant applicants for the purpose of analyzing demographic differences associated with its award processes. Information collected includes name, gender, race, ethnicity, and disability status. Submission of the information is voluntary and is not a precondition of award.

8. Application Review Information

a. Step-1 Evaluation Process and Criteria

Step-1 proposals shall be evaluated by HQ Program Scientists and the Director of Planetary Research Programs.

Criteria to be applied are:

1. The relevance of the proposed program to this CAN.
2. Whether the proposed program, as described, will effectively enable community research with extraterrestrial samples

Based on evaluations of the Step-1 proposals with respect to the criteria listed above, Step-1 proposals will be categorized as either Encouraged or Discouraged and the proposer will be notified electronically within two weeks after submission of the Step-1 proposal. No evaluation will be provided for the Step-1 proposal. Step-2 proposals may still be submitted even if the Step-1 proposal was Discouraged. Step-2 proposals may only be submitted if a Step-1 proposal was submitted first.

b. Step-2 Evaluation Process and Criteria

Proposals will be evaluated through peer review panel(s). This evaluation will be based upon the following criteria:

- **Technical Excellence (50%)**
 - The proposer's plan to meet NASA's goal of providing the widest practical participation in sample science programs. This includes training programs developed and administered through the proposed program.
 - The proposer's plan to provide access to the samples housed in the Curatorial Facility at the NASA Johnson Space Center (JSC), as well as access to analytical facilities of the JSC Laboratories. This includes the plan for visiting scientists at JSC. The accessibility of office space support per 2.1 and the ability of visiting scientists, JSC staff, and SPSS key personnel to travel between JSC and that space will be considered.
 - The relevance, depth, and diversity of resources potentially available to the community to assist in planetary science with samples
 - The relevance, depth, and success of any demonstrated past experience in the areas mentioned above.
 - The proposer's plan to engage and interact with the planetary science community.
 - The expertise, experience, and commitment of key personnel as an indication of their ability to perform the proposed tasks and to carry out those tasks.
- **Relevance (15%)**
 - The relevance of the proposed tasks for advancing community-driven planetary science research using extraterrestrial samples. The potential for the program to facilitate new investigations using samples.
- **Management Approach (10%)**
 - The proposer's plan for facilitating efficient communication with NASA and NASA JSC.
 - The proposer's plan for facilitating efficient communication between all partner organizations (if more than one institution is included in the plan).
 - The quality of any metrics used to provide ongoing project evaluation.
- **Cost and Cost Reasonableness (25%)**
 - Reasonableness of proposed costs will be evaluated. Proposals will also be evaluated to ensure that proposed funding is in accordance with NASA's approximate funding levels and is adequate and appropriate. The budget must demonstrate an effective use of NASA funds. A demonstrated financial system for tracking labor and materials is of added value to the government.
 - The realism of the proposed work effort for successful completion of all proposed tasks/activities.
 - Note that any cost-sharing, including in-kind contributions, will not be considered as part of the evaluation, but may be used as a programmatic factor in selection.

9. Review and Selection Process

Step-2 proposals submitted under this CAN will be evaluated by peer reviewers who have been screened for conflicts of interest. Review panels will base proposal evaluations on the criteria and objectives stated in this CAN. Panelist expertise will complement the topics about which the proposals are written, but proposers cannot expect that their proposal will be reviewed by a member of their subfield or discipline. Conflicts of interest and biases for reviewers will be

identified and handled based on the guidelines described in [SPD-01A: Science Mission Directorate \(SMD\) Policy on Handling Conflicts-of-Interest for Peer Reviews](#).

In addition to reviews written by the panelists, one or more non-panel reviews may be solicited by the SMD Program Officers and will be made available to the review panel, as necessary. A peer review panel may wholly or partially accept or reject non-panel reviews. The final panel evaluation will be reviewed and approved for completeness and clarity by the panel chair and the SMD Program Officers.

To help ensure uniformity of the reviews, NASA asks its reviewers to document their findings using clear, cogent language that is understandable to the non-specialist. NASA asks reviewers to organize their comments into major and minor strengths and weaknesses. A strength is a finding that increases a proposal's suitability for funding by a given criterion. A major strength significantly increases a proposal's suitability, and a minor strength increases, but not significantly, a proposal's suitability. A reviewer may conclude, however, that multiple minor strengths together are equivalent to a major strength.

A minor weakness is a comment of value to the Selecting Official and/or the proposers that is noteworthy, but often correctable if addressed early in the period of performance. A major weakness is considered a serious flaw that could: a) effectively prevent, in whole or in part, the proposed objectives from being accomplished, and/or, b) may render the proposal unsuitable for consideration for funding, e.g., the proposal fails to address the CAN's objectives or does not show promise of making a significant advance in its field.

The number and significance of strengths and weaknesses for a proposal determines its final summary evaluation based upon the following adjectival scale:

Excellent	A comprehensive and thorough offer of exceptional merit with one or more major strengths. No deficiency of significant weakness exists.
Very Good	An offer having no deficiency and which demonstrates overall competence. One or more major strengths have been found and strengths outbalance any weaknesses that exist.
Good	An offer having no deficiency and which shows a reasonably sound response. There may be strengths or weaknesses, or both. As a whole weaknesses not offset by strengths do not significantly detract from the offeror's response.
Fair	An offer having no deficiency and has one or more weaknesses. Weaknesses outbalance any strengths.
Poor	An offer that has one or more deficiencies or major weaknesses that demonstrate a lack of overall competence or would require a major offer revision to correct.

Evaluation grades will be a major factor in selection, but proposers should note that issues of programmatic factors can be a discriminator in proposal final selections. This includes factors such as overall cost of the proposed program as well as programmatic balance, where programmatic balance can be defined as balancing proposal selection based upon considerations with respect to the objectives of the program and aspects of the team, e.g., geographic location, institution size,

institution type, etc.

At the conclusion of the review process, a draft selection recommendations will be developed and submitted to the Selecting Official. The Selecting Official for this CAN is the Director of the Planetary Science Division at NASA Headquarters, who may consult with other SMD division directors and leaders.

Risk Analysis

NASA Grant Officers will conduct a pre-award review of risk associated with the proposer as required by 2 CFR 200.206, Federal awarding agency review of risk posed by applicants. For all proposals selected for award, the Grant Officer will review the submitting organization's information available through multiple government-wide repositories such as the System for Award Management (SAM.gov), the Contractor Performance and Assessment Reporting System (CPARS), the Federal Audit Clearinghouse (FAC), USAspending.gov, and GrantSolutions Recipient Insight.

Risk Review

For any Federal award, if NASA anticipates that the total Federal share will be greater than the simplified acquisition threshold (currently \$250,000) over the period of performance:

- i. Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, NASA is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (see 41 U.S.C. §2313);
- ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. NASA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 200.206, Federal awarding agency review of risk posed by applicants.

a. Anticipated Announcement and Federal Award Dates

NASA is committed to a timely response to proposals submitted to this CAN. For planning purposes, the anticipated timeline for response:

Open Application Period:	May-July, 2023
Application Period Closes:	July 24, 2023
Anticipated Intent to Award Notice Date:	October, 2023
Federal Award Date (Estimated):	Prior to November 1, 2023

10. Federal Award Administration Information

a. Notice of Award

As soon as possible after the selection is concluded, NASA will inform each proposer of the selection or non-selection of their proposal by phone or electronic mail. Debriefs are available to all proposers, whether their proposal was selected or not.

NASA will notify successful grant recipients of funding via a Notice of Award (NASA Form 1687) signed by the Grant Officer. This Notice of Award is the authorizing document and will be sent to the institution's business office via electronic delivery. All expenses incurred on grant activities prior to the period of performance start date listed on the Notice of Award are at the risk of the non-Federal entity until the Notice of Award is received and period of performance commences.

i. Pre-Award Costs

Per 2 CFR §1800.210, NASA waives the requirement for applicants to obtain prior approval for pre-award costs incurred 90 days or less before an award's period of performance start date. Pre-award costs in excess of 90 days before an award's period of performance start date are allowable under this NOFO, with prior approval from the NASA Grant Officer. Any costs that the applicant incurs in anticipation of a grant or cooperative agreement award is at the risk of the applicant and will be subject to the rules described in 2 CFR §1800.210, Pre-award costs and the "Pre-award Costs" section of the GCAM, currently section 5.14.1.

b. Administrative and National Policy Requirements

In addition to the requirements in this section and in this NOFO, NASA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200. Recipients of NASA grant funding shall adhere to requirements set forth in 2 CFR 200, 2 CFR 1800, 2 CFR 170, 2 CFR 175, 2 CFR 182, and 2 CFR 183.

Research Terms and Conditions

Awards from this funding announcement that are issued under 2 CFR 1800 are subject to the Federal Research Terms and Conditions (RTC) located at <https://www.nsf.gov/awards/managing/rtc.jsp>. In addition to the RTC and NASA-specific guidance, three companion resources can also be found on the website: Appendix A—Prior Approval Matrix, Appendix B—Subaward Requirements Matrix, and Appendix C—National Policy Requirements Matrix.

Environmental Statement

Awards of proposals related to this NOFO must comply with the National Environmental Policy Act (NEPA); thus, proposers are encouraged to plan and budget for any anticipated environmental impacts. While most research awards will not trigger action-specific NEPA review, some activities (including international actions) will.

The majority of grant-related activities are categorically excluded as research and development (R&D) projects that do not pose any adverse environmental impact. A blanket NASA Grants Record of Environmental Consideration (REC) provides NEPA coverage for these anticipated activities. The NSPIRES award application cover page includes questions to determine whether a

specific proposal falls within the Grants REC and must be completed as part of the proposal submission process. Activities outside of the bounding conditions of the Grants REC will require additional NEPA analysis. Examples of actions that will likely require NEPA analysis include but are not limited to suborbital-class flights not conducted by a NASA Program Office, activities involving ground-breaking construction/fieldwork, and certain payload activities such as the use of dropsondes.

Questions concerning environmental compliance may be addressed to the NASA NEPA Manager via the NASA program official listed in this NOFO (Section D.6).

a. Reporting

All information disseminated as a result of this cooperative agreement shall contain a statement that acknowledges the Institute's support and identifies the award by number (e.g., "These results are based upon work supported by the Institute under award No(s) GRNASM99G000001", etc.).

Federal Financial Reporting

Recipients of NASA funding must submit quarterly financial reports. Financial reports must be submitted via the Payment Management System (PMS):

- Quarterly Federal Cash Transaction Reports (FCTR) are due no later than 30 days past the reporting period end date
- Final Financial Status Reports/Final Federal Financial Report (FSR/FFR) are due no later than 120 days after the end of the period of performance

Performance Reporting

NASA award recipients must submit annual and final performance reports. These reports must be submitted electronically. Annual reports are due to NASA 60 days prior to the anniversary date of the award except in the award's final year. Awards that are in their final year or have a period of performance of less than a year are only required to submit final performance reports. Descriptions of reporting requirements are below:

Annual Performance Report – Used to describe a grant's scientific progress, identify significant changes, report on personnel, and describe plans for the subsequent reporting period.

Due: 60 days prior to the anniversary date of award

Final Performance Report – Used as part of the grant closeout process to submit project outcomes in addition to the information submitted on the annual Performance Report.

Due: within 120 days after the end of the award's period of performance

Annual funding allotments after the first award year will be provided only after the submission of an acceptable progress report.

For all NASA awards, recipients must utilize the Research Performance Progress Report (RPPR) format. The RPPR is not a template or form but rather a set of standard data elements against which award recipients will report, and it is not available as a template or form from NASA. All performance reports must contain the mandatory data elements and reporting category required for RPPRs.

All reports shall include the following data elements on the report's cover page:

- Federal agency (i.e., NASA) and program office to which the report is submitted.
- Award number.
- Project title
- Principal Investigator name, title, and contact information (e-mail address and phone number).
- Name of submitting official, title, and contact information (e-mail address and phone number), if other than PI.
- Submission date.
- Unique Entity Identifier (UEI) number and EIN number.
- Recipient organization name and address.
- Recipient identifying number or account number, if any.
- Period of performance start and end date.
- Reporting period end date.
 - Report term or frequency (annual, semi-annual, quarterly, other).
 - Final Report? Indicate "Yes" or "No"
 - Signature of submitting official (either handwritten or electronic)

In addition to the data elements above, all NASA performance reports shall report on one mandatory reporting category, "accomplishments."

Accomplishments data element:

1. What were the major goals and objectives of this project?
2. What was accomplished under these goals?
3. What opportunities for training and professional development has the project provided?
4. How were the results disseminated to communities of interest?
5. What do you plan to do during the next reporting period to accomplish the goals and objectives?

For further details on reporting project performance, please refer to the Post-Award Phase Section of the GCAM.

Access to Research

Awards issued under this NOFO must comply with the provision set forth in the NASA Plan for Increasing Access to the Results of Scientific Research (http://www.nasa.gov/sites/default/files/files/NASA_Data_Plan.pdf) including the responsibility for:

1. Submitting as-accepted peer-reviewed manuscripts and metadata to a designated repository and
2. Reporting publications with the annual and final performance reports.

Recipient Integrity and Performance Matters

Awards under this solicitation that are \$500,000 or more may be subject to the post award reporting requirements reflected in [2 CFR 200 Appendix XII](#).

FFATA Reporting Requirements

Per 2 CFR 170, Reporting Subaward and Executive Compensation Information, award recipients that issue first-tier subawards above \$30,000 shall report those subawards in the Federal Award Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS). 2 CFR 170 provides detailed guidance as to what information needs to be reported in these systems and the deadlines for submitting this information. Recipient information that is reported to FSRS is ultimately transferred to USAspending.gov for public display.

Suspension and Debarment Disclosure

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with NASA, the recipient must notify NASA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 CFR Part 180.335:

- i. Are presently excluded or disqualified;
- ii. Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
- iii. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
- iv. Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to NASA in accordance with 2 C.F.R. § 180.350.

Additional Reporting Requirements

NASA recipients must conform to all reporting requirements outlined in the Required Publications and Reports section of the GCAM, currently Appendix F.

11. NASA Contact Information

a. CAN Contact and Resource Information

Questions on this CAN may be addressed to:

Dr. Stephen Rinehart
 Director of Planetary Research Programs
 Science Mission Directorate
 NASA Headquarters
 300 E Street SW Washington DC 20546
 Phone: (202)-358-1884
 Email: Stephen.A.Rinehart@nasa.gov

b. Systems Information

NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES)

NSPIRES is the NASA Solicitation and Proposal Integrated Review and Evaluation System. This web-based system supports the entire lifecycle of NASA research solicitation and selection, from the release of solicitation announcements through proposal submission, the peer review and the decision process. Applicants may search for and apply for funding opportunities available at NASA through NSPIRES. For technical assistance with NSPIRES, please contact the NSPIRES Help Desk at nspires-help@nasaprs.com or (202) 479-9376, Monday through Friday, 8:00 AM – 6:00 PM ET.

Grants.gov

Grants.gov is the government-wide electronic grants portal and interested parties can search for grant opportunities on this site. For technical assistance with [Grants.gov](https://www.grants.gov), call the customer support hotline 24 hours per day, 7 days per week (except federal holidays) at (800) 518-4726 or e-mail support@grants.gov.

c. Debrief Requests and/or Reconsideration Information

SMD has a process for requesting a debrief and/or reconsideration of a declined proposal submitted in response to Cooperative Agreement Notices. A debrief request without a reconsideration request should be emailed to the POC listed in section “**a. CAN Contact and Resource Information**”.

Reconsideration may be requested when the PI believes that the proposal evaluation contained factual errors or was otherwise handled improperly. This process is described in the “SMD Policy on Reconsideration” ([SPD-09C](#)) available in the "Library and Useful Links" page on the website at <https://sara.nasa.gov>.

Only contract awards are subject to bid protest, either at the Government Accountability Office (GAO) or with the Agency, as defined in FAR 33.101. This CAN is limited to federal financial assistance; therefore, the NASA Procurement Ombudsman Program also is NOT available under this CAN as a procedure for addressing concerns and disagreements. Nevertheless, the cognizant ombudsman is provided for information purposes only:

Marvin Horne, Deputy Assistant Administrator for Procurement
Email: agency-procurementombudsman@nasa.gov

Section 5.9.5 entitled “Appealing NASA’s Decision to Decline a Proposal for Financial Assistance” in the GCAM Version Effective Date: October 31, 2022, describes the types of appeals that NASA may make available to declined cooperative agreement proposals. GCAM Section 5.9.5 does not apply to any CAN proposals that may returned without review by SMD due to the proposer’s failure to submit a proposal that is responsive to this CAN or that contains insufficient detail.

12. Other Information

In previous years, activity called for in this CAN has been funded through a NASA cooperative agreement to the Lunar and Planetary Institute (LPI), USRA. The separation of activities previously carried out by LPI was determined to be in the government interest.

The Government's obligation to make award(s) under this CAN is contingent upon the availability of appropriate funds from which payment can be made and the receipt of proposals that NASA determines are acceptable for award under this announcement.

Access to NASA Facilities/Systems

All recipients shall work with NASA project/program staff to ensure proper credentialing for any individuals who need access to NASA facilities and/or systems. Such individuals include U.S. citizens, lawful permanent residents ("green card" holders), and foreign nationals (those who are neither U.S. citizens nor permanent residents).

Limited Release of Proposers' Confidential Business Information

- (a) For proposal evaluation and other administrative processing, NASA may find it necessary to release information submitted by the proposer to individuals not employed by NASA. Business information that would ordinarily be entitled to confidential treatment may be included in the information released to these individuals. Accordingly, by submission of this proposal the proposer hereby consents to a limited release of its confidential business information (CBI).
- (b) Except where otherwise provided by law, NASA will permit the limited release of CBI only pursuant to non-disclosure agreements signed by the assisting contractor or subcontractor, and their individual employees who may require access to the CBI to perform the assisting contract.