NSPIRES Online participation guide

This web page will show you exactly what to do so that you can be a team member on a NASA research proposal. Yes, this includes collaborators.

If you are not already in our online proposal submission system then follow this link.

You are probably here because you were invited to be a team member (e.g., Co-Investigator, collaborator etc.) on a proposal and you got an automatic email with a subject line like this:

**Subject:** NASA NSPIRES - Action - Participation Confirmation Required.

The words in the email may have seemed a bit confusing e.g., "...establish an organizational relationship, i.e., the business relationship or other auspices through which you are participating..." but that doesn't matter. Just do like I did:

1. Go to [http://nspires.nasaprs.com/](http://nspires.nasaprs.com/) and login (use the blue box to the right of your browser window, see figure 1)

   ![Figure 1](image1.png)

   Figure 1, a screen capture of the login window at [http://nspires.nasaprs.com/](http://nspires.nasaprs.com/)

2. After logging in your will see a welcome screen that will list any proposals for which you need to confirm that you are team member. For example, for me there was a proposal entitled "Test for Max" for the Precipitation Science program within ROSES 2009 (see figure 2). But it doesn't make a difference to which program you will propose, the process is the same.

   **Welcome to NSPIRES Dr. Max Bernstein**

   ![Reminders/Notifications](image2.png)

   Figure 2, a screen capture of the welcome list of reminders and notifications showing the need for Co-I confirmation for a proposal to NNH09ZDA001N-PRECIP

   The blue bulleted text "Need Co-I Confirmation..." is a link to the “team member participation confirmation page seen below...
Team Member: Participation Confirmation

Proposal Title: Test for Max
Announcement: NNH09ZDA001N-PRECIP: Precipitation Science
Proposal No.: TBD on Submit
PI: Jamie Elsila
Team Member Role: Co-I

Every Team Member identified as a participant in the proposal's Scientific/Technical/Management Section must acknowledge his/her intended participation in the proposed effort. Each individual proposed must also identify the organization through which he/she is participating in the investigation, which may differ from his/her primary employer. (Excerpts taken from the NRA Guidebook. See Sections 1.4.2 and 2.3.9 for further details). Establishing an organizational relationship will confirm the commitment by the team member to this proposal.

Organizational Relationship

As a Team Member, you must indicate the organization or other auspices through which you are participating. Establishing this will help NASA in identifying potential conflict of interest situations during peer review of proposals.

To acknowledge the above conditions and proceed to link your organizational relationship to this proposal, please press CONTINUE. If you do not wish to participate on this proposal team, please press DECLINE.

Continue  Decline  Cancel

This page above essentially asks, is this the right proposal or not? If you decline now then you will confirm and be out. If you click continue you will still get other chances to decline, and it will take you to the team-member profile page:

Team Member Profile

Proposal Title: Test for Max
Announcement: Precipitation Science
Proposal No.: TBD on Submit
PI: Jamie Elsila
Team Member Role: Co-I
Team Member Name: Dr. Max P. Bernstein
Team Member Contact Info:

NASA HQ
Room 3C25
Mail Suite 3C26
Washington, DC 20546
Office: 202-358-0879
max.bernstein@nasa.gov

NOTE: All team members must establish an organizational relationship.

Organizational Relationship  Link Relationship

An organizational relationship must be linked to this proposal.

Member Documents

Although it doesn’t say it at this time, this is the absolutely most important branch point in the process. DO NOT, repeat NOT hit continue at this point. You MUST, repeat MUST click the grey button to the right that says “Link Relationship.” They promise me that they will make this more obvious but as of July 20 this is how it looks.

← Click this button or the proposal cannot be submitted.
If you clicked on grey button to the right of the team-member profile page that says "Link Relationship" then you should find yourself on the Team-Member Organizational Relationship page, which will have blue text with the name of the proposal, PI etc:

**Team Member: Organizational Relationship**

Proposal Title: Test for Max  
Announcement: Precipitation Science  
Proposal No.: TBD on Submit  
PI: Jamie Elsila  
Team Member Role: Co-I  
Team Member Name: Max Bernstein

**Linking Options**

And it will present you with various “linking options” which means they want to know where are you working. For those of you who work at one place this may seem like a silly question. But many have multiple organizations where the funds could be sent. If you are like me and NSPIRES knows where you work then it’s easy. Then it will present you with options and you choose one. Here is what it looked like for me:

![Link Proposal to an Association](image)

It had my organization on the list so I chose the “radio” button next to Ames (see arrow above) and I was done. I did NOT click the “add association button, I just went to the bottom of the page and clicked the yellow save button at the bottom of the page.

When I had done that it took me back to the team member profile page (above) but the link relationship button was gone. Now I can click the yellow OK button and I am done. It will now show me the view proposal page.

If, *and only if*, you don’t see your institution on this list then (and only then) do you click the grey button on the upper right that says “Add association.”

![Only if this is wrong do you click the add association button](image)
When you click the “Add association” button it sends you to the search window.

Add Association: Search for Organization

Enter your search criteria below. You may search by organization name, DUNS number or CAGE code using the dropdown selection below.

Search:
goddard

By:  Organization Name

Search
Cancel

Let's say I wanted to add Goddard Space Flight Center as my new institution. I would type the name (or cage code or duns #) into the window and click search.

Add Association - Search Results

Select an organization from the list below and click “Select” to advance to the next step. Click “New Search” to search again.

Add Association - Search Results

Select an organization from the list below and click “Select” to advance to the next step. Click “New Search” to search again.

Finally, I find what I am looking for, select it and click the yellow select button.
And once I have selected a new institution then I get this confirmation screen.

**Add Association : Confirm Association**

*Note: Associations cannot be removed from an account once created.*

If this is the organization you wish to associate with, click "Add Association". To go back click "Back". If you are not sure about making this association, press "Cancel".

**Organization Information**

**NASA/GODDARD SPACE FLIGHT CENTER**

- **Doing Business As (DBA):** NASA
- **CAGE Code:** 36FC1
- **DUNS Number:** 004968611
- **Company Division:**

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<th><strong>Mailing Address:</strong></th>
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<tbody>
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**Electronic Business Point of Contact:**

- **BONNIE NORRIS**
  - bonnie.q.norris@nasa.gov
- **8800 GREENBELT ROAD**

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<tr>
<td>VICTORIA STOKES</td>
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<tr>
<td><a href="mailto:victoria.m.stokes@nasa.gov">victoria.m.stokes@nasa.gov</a></td>
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Now I can go back to “linking options” page above and my new institution should be on it. In either case, when you are done you and the PI should both get a confirming email like that below. If you don’t see an email like this when you are done, then you may not have gotten it right. Please contact the NSPIRES help desk at (202) 479-9376 Mon - Fri 8 AM to 6 PM EST or NSPIRES-HELP@nasaprs.com for help. **PIs: if you don’t see such an email then your team members are not on board and you cannot submit the proposal!**