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/ and login (use the blue box to the right of your browser window, see figure 1)

2. After logging in you 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 [ update ]

- Need Co-I Confirmation for proposal: Test for Max, For solicitation: NNH09ZDA001N-PRECIP

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-Precipitation Science

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

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:

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.”
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

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.

In this case there are many institutions with “goddard” in the name, so we have to move on to the second page…

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**

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<td>GREENBELT</td>
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<tr>
<td>GREENBELT MD 20771-2400</td>
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<tr>
<th>Electronic Business Point of Contact:</th>
<th>Alternate EBPOC:</th>
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<td>BONNIE NORRIS&lt;br&gt; <a href="mailto:bonnie.q.norris@nasa.gov">bonnie.q.norris@nasa.gov</a></td>
<td>VICTORIA STOKES&lt;br&gt; <a href="mailto:victoria.m.stokes@nasa.gov">victoria.m.stokes@nasa.gov</a></td>
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<tr>
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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. **Pls: if you don’t see such an email then your team members are not on board and you cannot submit the proposal!**