

4/25/13

Information Supplied by the GSFC Co-I to the PI

After the GSFC Co-I has received institutional approval at the Division Director level, and assuming any other issues identified through approval routing have been resolved, the GSFC Co-I will email to the PI institution the following items –

- Pdf (only) of the Budget Details tables
- MSWord document of the final / edited as needed GSFC budget justification
- any other required supporting documents, such as a 1-page Biographical Sketch or CV, “Current & Pending” information

The GSFC Co-I will confirm commitment in the PI’s proposal in NSPIRES (the Co-I will contact the PI if the Co-I has not received a request for confirmation from NSPIRES).

NSPIRES Budget Data – Co-I Budgets

The GSFC Co-I budget is to be reported by the non-GSFC PI institution in the NSPIRES Budget element in the Other Direct Costs section on line 9 or 10 (ie, “NASA / GSFC Co-I, [LastName, FirstName]”) (same for other federal institution participants). The non-GSFC PI’s budget should not include overhead on any NASA Center costs, as NASA funding will be issued directly from NASA/HQ to each applicable NASA Center. The SARA website(*) provides additional guidance.

Civil Servant Labor Costs

Please note that NASA Centers have been directed by NASA Headquarters to redact civil servant labor costs from NSPIRES and budget justifications for ROSES proposals. For these proposals, non-NASA PI institutions will see only GSFC procurement and travel dollars from GSFC. Nevertheless, a proposal whose full cost (including CS labor) would vastly exceed the average proposal value calculated from information given in the solicitation, might be deemed too expensive. The PI is encouraged to estimate the cost of the proposed civil servant labor, factor it into an estimate of the total cost of the proposal, and compare the total to the cost of an “average proposal.” The PI’s budget justification should include all civil servant FTEs, but not the budgeted labor dollars.

Within three(3) days after the proposal due date, the PI should send the NSPIRES-assigned proposal number to the GSFC Co-I, as this information must be included with the ‘supplemental’ budget submission that Goddard will submit to NASA Headquarters showing total GSFC costs, including those associated with GSFC civil servant labor.

(*) NASA / SARA

<http://science.nasa.gov/researchers/sara/how-to-guide/nspires-CSlabor/>

See “Official SMD Memo ...” under “How to Enter Civil Servant Labor in NSPIRES ...”

Budget Justification

GSFC will provide a budget justification to the PI institution (via the GSFC Co-I). The PI institution’s budget justification should begin with a NASA Center Funding table, which would reflect GSFC’s budget for each year (excluding the cost associated with GSFC civil

4/25/13

servant labor). The PI's budget justification should also include a Summary of Personnel and Work Efforts table, which should include FTEs for all participating personnel, whether or not NASA funding is requested.

NRA Guidebook

<http://www.hq.nasa.gov/office/procurement/nraguidebook/proposer2013.pdf>

pdf pg 34 of 87