

## Thank you for your interest in the NASA Fellowship Rotation Activity.

It is necessary to use the NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES) to submit a **Package of Intent** to the [NASA Fellowship Rotation Activity](#). There is no other way to submit your information.

This document provides a general or step-by-step guide but if more assistance is needed, please contact the NSPIRES Help Desk at Phone: (202) 479-9376 or Email: [nspires-help@nasaprs.com](mailto:nspires-help@nasaprs.com). The NSPIRES Help Desk is staffed Monday through Friday, with the exception of the federal holidays, from 8:00 AM to 6:00 PM Eastern Time. Requests for NSPIRES assistance typically will be answered within two business days.

Any other questions can be sent to: [NASA.MSI.Fellowship.Rotation@nasaprs](mailto:NASA.MSI.Fellowship.Rotation@nasaprs)

Please follow the steps below to submit your **Package of Intent**. Please note that NSPIRES refers to all submissions as “proposals”. In your case “proposal” means “**Package of Intent**”. “Solicitation” refers to “NASA Fellowship Rotation Activity letter”. “Principal Investigator (PI)” is you.

The following documents need to be saved into a single pdf package to upload during your submission. The package has to include:

- Letter of intent
- Letter of support from an authorizing official representative of the institution
- Current resume or curriculum vitae

## Step-by-Step Instructions for NASA Fellowship Rotation Activity Interest Submission

### Step 1: Registration in NSPIRES and creating affiliation with NASA Fellowship Proposal Submission Office

1. Access the home page at <https://nspires.nasaprs.com>
  - Click the “**Create an Account**” button, or click the “**Create an Account**” link
2. Read the information in the next page which will provide more details about what a user can do once registered in NSPIRES.
  - Click the “**Begin User Registration**” button to start the **5-step** process
3. Fill out all applicable sections and fields. Required fields are marked with a red asterisk ‘\*’.  
(Note: please use all current information when completing the fields)
4. When you reach the Organization Information section you will need to search an affiliation name

- In the search box, type “**NASA Fellowship Proposal Submission Office**,” then click search
  - Click “Select” and follow the steps to add the affiliation
  - Your affiliation will be confirmed within 24 hours (you will receive confirmation email)
5. NSPIRES will display the information you have entered in the previous forms. Once all information has been reviewed, click the “**Submit**” button to complete the initial registration.
  6. You will need to activate your NSPIRES account through an email sent to the email address you have entered during your registration (Note: check your spam email)

For more information, NSPIRES provides a 2019 User Guide at [https://nspires.nasaprs.com/tutorials/pdf/userGuide\\_registration\\_2019.pdf](https://nspires.nasaprs.com/tutorials/pdf/userGuide_registration_2019.pdf).

## Step 2: Locating the site to submit your Package of Intent

For a quicker access to the submission site click:  
<https://nspires.nasaprs.com/external/solicitations/summary.do?solId={7E4DFD50-15F6-C3FF-5232-DDFF66633943}&path=&method=init>.

### You can also locate it from the home page:

1. Access the NSPIRES home page at <https://nspires.nasaprs.com>
2. Log into your account using the credentials used to create your account.
3. Under NSPIRES Links to the left and under Solicitation, click Open
4. In the Keywords text box, type “**NASA Fellowship Rotation Activity**” and click enter
5. Locate the Solicitation and click the Solicitation # (FELLOWSHIPROTATION2020)

## Step 3: Creating and releasing your Package of Intent for submission

1. Once on the submission site, click Create

The screenshot shows the NSPIRES website interface. At the top, there is a NASA logo and the NSPIRES text. Below that is a red banner with an information icon and the text: "- Alert to NASA proposers, reviewers, and grant recipients regarding the impacts of COVID-19 (See Site News, updated as of 04/09/2020)".

The main content area is titled "Office of STEM Engagement" and "NASA Research Announcement". The primary heading is "NASA Fellowship Rotation Activity" with the solicitation number "FELLOWSHIPROTATION2020".

There are two columns of information:

- Dates:**

Release	Jul 14, 2020
Rotation20 Proposals Due	Aug 17, 2020
- Announcement Documents:**
  - > [NASA Fellowship Rotation Activity](#)

At the bottom of the dates section, there is a blue "Create" button. At the bottom of the entire content area, there is a blue "OK" button.

2. Enter Proposal Title – please enter: “**Letter of Intent First Name Last Name**”, for example: **Letter of Intent John Smith**.
3. Follow submission steps in NSPIRES including Proposal Cover Page
  - a. Click on each required Elements and select Edit:
    - i. Proposal Summary (you can paste a copy of your Letter of intent)
    - ii. Business Data (enter January 1, 2021 and December 31, 2022 as Start and End date)
    - iii. Program Specific Data (answer 11 required questions)
  - b. Add attachment as **one pdf file** that includes:
    - i. Letter of intent,
    - ii. Letter of support from an authorizing official representative of the institution, and
    - iii. Resume or Curriculum Vitae (CV)
4. In the bottom of the page click: Release to Org – follow the steps to release your documents for submission.
  - a. You will receive a confirmation email when your submission gets recorded in NSPIRES (usually within 24 hours).

**THANK YOU**

**For assistance, you may contact the NSPIRES Help Desk:**

Phone: (202) 479-9376 or E-mail: [nspires-help@nasaprs.com](mailto:nspires-help@nasaprs.com) The Help Desk is staffed Monday through Friday (except for federal holidays) from 8:00 AM to 6:00 PM ET.

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