

Submission of proposals to NASA using “NASA Foreign PI Support Organization”

In order to be able to submit a proposal to NASA, you need to be "affiliated" with an NSPIRES organization and have an authorizing official from that organization submit the proposal for you. Because many foreign organizations have not registered in NSPIRES we have, with the concurrence of NASA Headquarters, created an organization within NSPIRES that you can use to submit your proposal if your organization is not already registered. In order to submit your proposal, please take the following steps as quickly as possible:

1. Once you are logged in to NSPIRES (go to <http://nspires.nasaprs.com/external/>), select "Account Management" from the Welcome page.
2. Then follow the "Affiliations" link.
3. Click the "Add Affiliation" button.
4. Search for the following organization in the search box (no quotes) "**NASA Foreign PI Support Organization**".
5. Select the Organization (click the radio button) and click the "Select" button.
6. Don't worry about the details on the next page, simply click "Continue" if in fact it is the "**NASA Foreign PI Support Organization**" that has come up.
7. Select your real home organization information (e.g., company name, address, email) on the following page.
8. Click "OK".

Please take these steps as soon as possible. Your affiliation request will need to be confirmed by an individual serving as this organization's "Authorizing Official Representative (AOR)". You will receive an email once the affiliation has been granted.

You can continue working on your proposal while this is being done.

Once you get the confirmation email, please return to NSPIRES and access your proposal record.

In the "Business Data" section of the Cover page, select the "Link Organization" button at the "Submitting Organization Information" banner. Select the "**NASA Foreign PI Support Organization**" radio button, click "Continue", and confirm the link by clicking the "Link" button.

When you have attached your proposal document and are ready to submit your proposal

to NASA, click the "Release to Org" button. This action will trigger an email to the AOR, alerting him/her that your proposal is ready to be submitted. The AOR will then submit the proposal to NASA on your behalf and you will receive a confirmation email from the system when this has been done.

Please try and submit well in advance of the due date/time since the time zone difference will make it challenging to resolve any problems prior to the due date.

Please contact the NSPIRES Help Desk with any questions (nspires-help@nasaprs.com or on 202-479-9376).