



National Aeronautics and
Space Administration
Washington, DC 20546

Grant Information Circular

GIC 20-03
June 18, 2020

PURPOSE: To inform the NASA grants community that the Office of the Chief Financial Officer (OCFO), Grants Policy and Compliance (GPC) Branch has published the 2020 edition of “The Guidebook for Proposers Responding to a NASA Notice of Funding Opportunity” (Guidebook). The updated 2020 Guidebook will be effective on June 23, 2020.

BACKGROUND: The Guidebook is a manual outlining the policies and procedures entities, and institutions are to adhere to when submitting responses to a Broad Agency Announcement (BAA) known as a National Aeronautics and Space Administration (NASA) Research Announcement (NRA), Announcement of Opportunity (AO) or a Cooperative Agreement Notice (CAN). Typically, The Guidebook is updated annually. The transition of the grants function from the Office of Procurement to the OCFO delayed the annual update, while the branch worked to onboard and acclimate staff with the various branch functions and areas of responsibility. As a result, before the out-of-cycle 2020 update, the last update occurred in 2018.

The high-level updates include the following:

- Broad Agency Announcement, NASA Research Announcement, Announcement of Opportunity, and Cooperative Agreement Notice previously referred to as solicitations are now referred to as Notices of Funding Opportunity (NOFO). This change assists in aligning NASA with meeting the goals outlined in CAP goal 8 – Results-Oriented Accountability for Grants: Grants Management Standard Data Elements. The standard data elements represent a significant milestone in achieving “common language” to improve the interoperability and quality of grants management data across all grant-issuing agencies.
- Unique Entity Identifier (UEI) update. Formally known as the Data Universal Numbering System (DUNS) number, a Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government.
- All references to the Federal Business Opportunities website, fbo.gov, have been replaced with reference to the System of Award Management (SAM) website beta.sam.gov.
- The term Minority Serving Institutions replaces the term Other Minority Universities.
- The “Certifications, Assurances, and Representations” section has been updated to include the requirements of the Office of Management and Budget (OMB) memorandum M-18-24, Strategies to Reduce Grant Recipient Reporting Burden, and the hyperlink to the Disclosure Form to Report Lobbying.

- The “Small Business Contracting Plan” section has been removed as the 2020 edition of the Proposer's Guidebook has a limited amount of contract language and focuses more on language for awarding Grants and Cooperative Agreements.
- The Proposal Review and Selection – 5.3 (Selection), has been updated to replace the Office of Procurement with the NASA Shared Service Center for working with the appropriate personnel to initiate actions required in support of potential awards.
- The inclusion of a new Appendix – E: “Conflicts of Interest for NASA Peer Reviewers”, including a list of examples of disqualifying affiliations and relationships.
- Updated definition for equipment to include the appropriate references to 2 CFR 200.
- Updated definition for participant/trainee.

EFFECTIVE DATE: The 2020 edition of the Proposer’s Guidebook is effective June 23, 2020.

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