



National Aeronautics and
Space Administration
Washington, DC 20546

Grant Information Circular

GIC 21-02

February 4, 2021

PURPOSE: The purpose of this Grant Information Circular (GIC) is to inform NASA program offices, Technical Officers, and Grant Officers that the Guidebook for Proposers Responding to a NASA Notice of Funding Opportunity (NOFO) (Proposer's Guide) has been revised, and the new 2021 edition of the Proposer's Guide is available internally on [MAX.gov](https://max.gov) and will be publicly available on the Grants Policy and Compliance (GPC) Branch [website](#). The 2021 edition of the Proposer's Guide will be effective February 15, 2021.

BACKGROUND: The Proposer's Guide outlines the policies and processes for submitting responses to a NASA NOFO, which are also known as NASA Research Announcements (NRA), Broad Agency Announcements (BAA), or a Cooperative Agreement Notice (CAN). It provides the foundation, framework, and procedures that NASA program offices use to carry out the award functions of planning, reviewing, and selecting proposals. On an annual basis, GPC will revise and update the Proposer's Guide as necessary. 2021 revisions to the Proposer's Guide aims to clarify and enhance existing guidance, policies, and procedures. Appendix A of this GIC includes a crosswalk that outlines the major revisions to the Proposer's Guide and their location in the Guide.

GUIDANCE: All proposers applying to a NASA NOFO must adhere to the guidelines contained in the Proposer's Guide to the extent invoked in the NOFO. NASA program offices must also adhere to the guidelines in the Proposer's Guide when soliciting and evaluating competitive grant and cooperative agreement proposals.

EFFECTIVE DATE: This GIC is effective February 15, 2021.

REGULATION OR TERM AND CONDITION CHANGES: None.

HEADQUARTERS CONTACTS: Kanitra D. Cobbs, Office of the Chief Financial Officer, Policy Division, Grants Policy & Compliance Branch, 202-358-1945, e-mail: kanitra.d.cobbs@nasa.gov.

Appendix A: Proposer’s Guide Revisions Crosswalk

Section Number & Title	Revision Description
Entire document	Changed formatting and numbering
Entire document	Updated various links
Entire document	Removed all language that references contracts or the Federal Acquisition Regulation
Entire document	Updated for clarity
Entire document	Updated for grammar
Entire document	Changed terminology “must” to “shall”
Foot Note	Foot note added to clarify the definition of “China or Chinese-owned Company”
Preface	Included Title 2 of the Code of Federal Regulation (CFR) Part 200
2.21 Special Restriction for Non-U.S. Organizations	New section to include the Special Restrictions for non-U.S. organizations under the Submission Requirements and Restrictions
2.3 Notice of Intent (NOI) to Propose	Updated to reflect a proposer’s failure to submit the NOI by the specified time may result in non-acceptance of the NOI and any subsequent proposal.
2.4 Submission Process	Updated to reflect that NOFOs may specify two options for the submission process.
2.4.1 One-Step Approach	New section created to reflect the One-Step Approach
2.4.1 Two-Step Approach	New section created to reflect the Two-Step Approach
2.5 Renewal Proposals	Changed terminology “Successor Proposals” to “Renewal Proposals”
2.6 Standard Proposal Style Formats	Updated to inform that proposals shall include references to published papers and other products
2.7 Overview of Proposal	Updated to include proposal team members in the chart titled: Required Parts of a Proposal
2.13 Scientific/ Technical/ Management Plan	Updated to include language on acronyms used in the page limited Scientific/Technical/Management Plan section
2.15 Biographical Sketch(es)	Updated to include PIs, Co-PIs, and any Co-Is who are serving in one of the three special Co-I categories are permitted two pages each for their CV.
2.16 Current and Pending Support	Updated to state that PIs and Co-PIs also shall list their current and pending support with Chinese universities and other similar institutions or a Chinese-owned company at the prime recipient

	level and at all subrecipient levels, whether the bilateral involvement is funded or performed under a no-exchange of funds arrangement
2.18 Proposal Budget with Budget Narrative and Budget Details	Removal the section of Facilities and Equipment
2.19 Facilities and Equipment	New section created to address Facilities and Equipment
2.20 Table of Personnel and Work Effort	Updated to include a listing of the planned work commitment, by person's name or role without any additional technical details of what work they will be doing
2.23 NASA Requirements for Uploaded PDF Files	Updated to state that proposers shall submit their proposals by the due date even if a proposal does not properly generate
3.3 Submission of Proposals Through Grants.gov	Added “discretionary” to “competitive grant”
Appendix A Statements of General Policy	Removed Grants and Cooperative Agreements to Commercial Firms (14 CFR 1274) with Cost-share and the link
Appendix H Appealing NASA’s Decision to Decline a Proposal for Financial Assistance	Updated to include the proposal reconsideration process with the updated policy which is found in the Grants and Cooperative Agreement Manual
Appendix I Guide to Key Documents	Removed reference to Explore Moon to Mars and the link
Appendix K Publishing Datasets on the NASA Open Data Portal	Removed the section “How do I transfer data files to host on the Open Data portal”