



National Aeronautics and
Space Administration
Washington, DC 20546

Grant Information Circular

GIC 21-03

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 for the Preparation and Submission of Unsolicited Proposals (Unsolicited Guide) has been revised, and the new 2021 edition of the Unsolicited Guide is available internally on [MAX.gov](https://max.nasa.gov) and will be publicly available on the Grants Policy and Compliance (GPC) Branch [website](#). The 2021 edition of the Unsolicited Guide will be effective February 15, 2021.

BACKGROUND: The Unsolicited Guide outlines the policies and guidelines for the preparation of formal unsolicited proposals for those proposers that wish to convey their creative methods or approaches to NASA. It provides the foundation, framework, and procedures that NASA program offices use to carry out the award functions of planning, reviewing, and selecting proposals. The Unsolicited Guide was last updated in May 2016. Starting in 2021, on an annual basis, GPC will revise and update the Unsolicited Guide as necessary. Revisions to the Unsolicited 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 Unsolicited Guide and their location in the Guide.

GUIDANCE: The policies and procedures in the Unsolicited Guide apply to all unsolicited proposals for financial assistance that would result in grants and cooperative agreements, regardless of the NASA Center or Agency program for which they are intended. NASA program offices must adhere to the Unsolicited Guide when evaluating, selecting, or declining unsolicited 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: Unsolicited 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”
Entire Document	Changed terminology “submitter” to “proposer”
Entire Document	Changed terminology “solicitation” to “NOFO”
Preface	Renamed the “Introduction” section to “Preface”
Preface	Updated section to include NASA’s NOFOs are published on the NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES).
Preface	Removed the last paragraph concerning who the proposer may contact.
1.1 Applicant Eligibility	Removed the last paragraph concerning commercial organizations
2.1 Submission	Updated the section to add “NASA accepts all unsolicited proposals submitted electronically or by hard copy.”
3.4 Proposal Content	Updated the section to reference the correct section of NASA Proposer’s Guide
Section VIII NASA Research Areas and Other NSPIRES Cover Page Questions	Removed the Section VIII NASA Research Areas and Other NSPIRES Cover Page Questions
Appendix A	Created a new section – NASA Research Areas and Other NSPIRES Cover Page Questions as an appendix