



National Aeronautics and
Space Administration
Washington, DC 20546

Grant Information Circular

GIC 21-05

May 6, 2021

PURPOSE: The purpose of this Grant Information Circular (GIC) is to inform NASA program offices of a new policy that requires the notification of non-selected proposals submitted in response to a NASA Notice of Funding Opportunity (NOFO) and the use of the Non-Selection Letter template.

BACKGROUND: Title 2 of the Code of Federal regulations, Part 200, Appendix I - Full Text of Notice of Funding Opportunity, Section F, states that Federal agencies may notify proposers of their application status. Currently, per the Grant and Cooperative Agreement Manual (GCAM), section 5.8.5, Notice of Intent to Make a Federal Award, NASA's program offices have the option to provide a Notice of Intent to Make a Federal Award letter to proposers following the merit review process when a proposal has been selected for funding and prior to a NASA Grants Officer providing the Notice of Federal Award (NASA Form 1687) to the recipient. The Notice of Federal Award is required, and it is the only document that provides authorization for the award recipient to begin performance.

Currently, there is no standard, Agency-wide policy that requires program offices or Grants Officers to notify proposers that they have not been selected for funding. In an effort to maintain consistency and standardization, this GIC implements a new policy regarding notification to non-selected proposers and the Non-Selection Letter template. For proposals submitted to a NASA NOFO that have not been selected for funding, the cognizant program office shall prepare and provide the proposing entity with a Non-Selection Letter following the review process according to the guidance below.

GUIDANCE: For proposals that have not been selected for funding in response to a NASA NOFO, the cognizant program office shall prepare and provide the proposing entity with a Non-Selection Letter when the program office's reviews are complete and the Technical Requirement Packages for the selected proposals have been sent to the NASA Shared Services Center. Each Non-Selection Letter shall include an explanation of the reason(s) for non-selection and the criterion-specific scale rating or adjectival scale rating (e.g., excellent, very good, good, or poor). The adjectival rating scale can be found in the 2021 edition of the NASA Guidebook for Proposers, Appendix D, Evaluation Criteria.

If a program chooses not to include reviewers' comments, then the Non-Selection Letter shall, at a minimum, inform the proposer that they may request a synopsis of the reviewers' comments within 30 days after the receipt of the Non-Selection Letter. The program office has up to 90 days to provide the proposer a synopsis of the reviewers' comments after the proposer's initial request. The names of the reviewers shall not be included with the reviewer's comments.

The program office shall also retain records of the proposals that have not been selected for funding in accordance with 2 CFR 200.334, Retention requirements for records, and NASA Procedural Requirements (NPR) 1441.1E, NASA Records Management Program Requirements.

The Non-Selection Letter template is available to NASA personnel on the Grants Policy and Compliance Branch's (GPC) [MAX.gov webpage](#).

EFFECTIVE DATE: This GIC is effective June 6, 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.