



National Aeronautics and
Space Administration
Washington, DC 20546

Grant Information Circular

GIC 21-06

May 6, 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) and the Guidebook for Proposers for the Preparation and Submission of Unsolicited Proposals (Unsolicited Guide) has been revised, and the new May 2021 editions of the Guides are available to NASA personnel on [MAX.gov](https://max.gov) and will be publicly available on the Grants Policy and Compliance (GPC) Branch [website](#).

BACKGROUND: The Proposer's Guide outlines the policies and processes for submitting proposals to a NASA NOFO, which are also known as NASA Research Announcements (NRA), Broad Agency Announcements (BAA), or a Cooperative Agreement Notice (CAN). The Unsolicited Guide outlines the policies and guidelines for the preparation of formal unsolicited proposals. Both Guides provide the foundation, framework, and procedures that NASA program offices use to develop NOFOs and evaluate and select proposals for funding.

After GPC transitioned from the Office of Procurement to the Office of the Chief Financial Officer, GPC strove to separate NASA's grants and cooperative agreements policies from contracts policies to ensure the Agency adhered to the proper regulations. As such, during the 2020 revision process, GPC removed language that referred to contracts to ensure the Guides only reflected grants and cooperative agreements policies. However, after consultation with the Office of Procurement, GPC determined that the Guides must include certain contract-related language because NOFOs may result in a contract. The new updates to the Guides recognize that award instruments may not be known until after proposals submitted in response to a NOFO are evaluated, and in cases in which a contract is issued, the Federal Acquisition Regulations (FAR) and NASA FAR Supplement will govern that contract. Appendix A of this GIC provides a crosswalk that outlines the revisions and their location in the Guides.

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

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 shall adhere to the Unsolicited Guide when evaluating, selecting, or declining unsolicited proposals.

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 (PG) and Unsolicited Guide (UG) Revisions Crosswalk

Section Number & Title	Revision Description
PG Preface	Updated to include “and/or contract”
PG, Section 6, Award Management	Updated to include “and the Federal Acquisition Regulation (FAR) and the NASA FAR Supplement (NFS) for contract research awards.”
PG Appendix A	Updated to include “or a contract”
PG Appendix A	Updated to include “ <u>Contract</u> – A mutually binding legal commitment between the Government and a non-Federal entity the principal purpose of which is the acquisition by purchase, lease, or barter of property or services for the direct benefit of or use by the Government (FAR 2.101).”
PG Appendix A	Updated to include “Contract Awards will be governed by the following: Title 48 Chapter 1: Federal Acquisition Regulations (FAR) found at https://www.acquisition.gov/?q=browsefar , and Title 48 Chapter 18: NASA FAR Supplement (NFS) found at https://www.hq.nasa.gov/office/procurement/regs/NFS.pdf .”
PG Appendix B	Updated to include “or Contracting Officer”
UG Preface	Removed the sentence “However, these guidelines do not apply to NOFOs nor do they apply to proposals that will result in contracts, i.e., they are not for acquisitions.”
UG, Section 6, Award	Updated to include “Contracting Officer”