



National Aeronautics and
Space Administration
Washington, DC 20546

Grant Information Circular

GIC 22-04

March 18, 2022

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. The 2022 edition will be made available to the public on the Grants Policy and Compliance Branch's (GPC) [website](#), and it will also be available to NASA personnel on the GPC Max.gov [website](#).

BACKGROUND: The Unsolicited Guide outlines the policies and processes for the preparation of unsolicited proposals for entities that wish to convey creative methods or approaches to NASA. It provides the foundation, framework, and procedures that NASA program offices use to carry out the unsolicited proposal evaluation and management process. GPC revises and updates the Unsolicited Guide as necessary. Revisions in the 2022 edition of the Unsolicited Guide are relatively minor and aim to clarify and enhance existing guidance and procedures. Given that the revisions were minor, GPC did not seek Agency-wide input during the revision process as it has done in the past. GPC may resume seeking input when the Unsolicited Guide is updated again in 2023. Appendix A of this GIC includes a description of the 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. The 2022 Guide applies to all unsolicited proposals submitted on or after this GIC's effective date.

EFFECTIVE DATE: This GIC is effective March 25, 2022.

REGULATION OR TERM AND CONDITION CHANGES: None.

HEADQUARTERS CONTACTS: Chris Murguia, Office of the Chief Financial Officer, Policy Division, Grants Policy and Compliance Branch, e-mail: Christopher.e.murguia@nasa.gov

Appendix A: 2022 Unsolicited Guide Revisions

Section Number & Title	Revision Description
Table of contents	Updated to reflect revised section titles.
Preface	Language added to note that GPC maintains the Unsolicited Guide and that the document can be found on the GPC Regulations and Guidance website.
1.1, Eligibility	This section has been renamed to “Eligibility Requirements and Restrictions.”
2.1, How to Submit	Language added to clarify that all individuals named on a proposal cover page as a team member must be registered in the NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES) and confirm their commitment to that role.
2.1, How to Submit	The link to the public-facing NSPIRES help page has been updated.
3.4.3, Project Description: The Main Scientific/Technical Part of the Proposal	This section title has been changed to “Scientific/Technical/Management Plan.”
6.0, Award	Section title has been changed to “Award and Post-award Management.” Language has been added to direct readers to post-award requirements in the <i>Grant and Cooperative Agreement Manual (GCAM)</i> , 2 CFR 200, and 2 CFR 1800.
Appendix B, Statement of General Policy	Language from Appendix A, Statements of General Policy, in the NASA <i>Guidebook for Proposers Responding to a NASA Notice of Funding Opportunity</i> has been inserted into the Unsolicited Guidebook under Appendix B.
Entire document	Links have been added to resources that previously did not have links (e.g., links have been provided for 2 CFR 200 and 2 CFR 1800).
Entire document	Page numbers have been added to the document.