NASA ProSAMS
Contract Administration for SBCs
Digital Guide

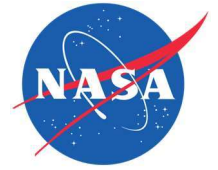|	
Guide Features	This guide provides an overview to small business concern (SBC) users of the Contract Administration Module for the NASA SBIR/STTR Proposal Submissions and Award Management System (ProSAMS). You will find step-by-step instructions on the following: ✓ Requesting an Awardee Account ✓ Accessing ProSAMs ✓ Navigating the Contracts Dashboard ✓ Navigating the Contract Details Page ✓ Managing Contract Deliverables
Impacted Sections	✓ Contract Administration
Impacted Users	✓ NASA SBIR/STTR Awardee Firm users

Guide Contents

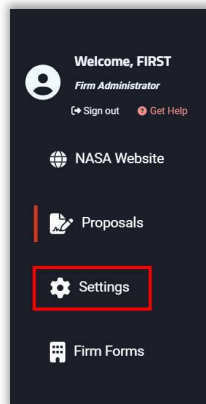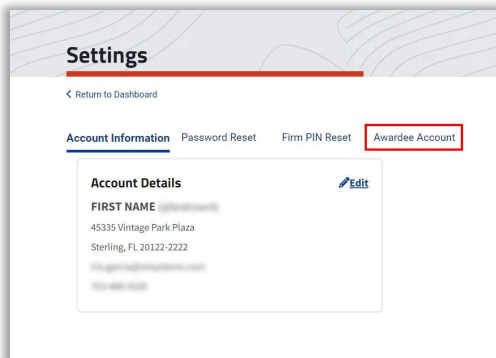| Step-by-Step Instructions	
Request an Awardee Account	
Firms that have been awarded a NASA SBIR/STTR contract are required to request an awardee account. The awardee account will allow you to manage your firm's active contract(s). 1. Login to ProSAMS Submissions at https://prosams.nasa.gov/ and use the left navigation to go to your "Settings".	
2. Within Settings, click the tab for "Awardee Account". NOTE: You will only see the "Awardee Account" tab in the Settings section if your firm has been awarded a NASA SBIR/STTR contract.	
3. Click the "Request Account Access" button to begin the process of acquiring an awardee account.	

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Need more help? Contact the Help Desk:
Agency-SBIR@mail.nasa.gov
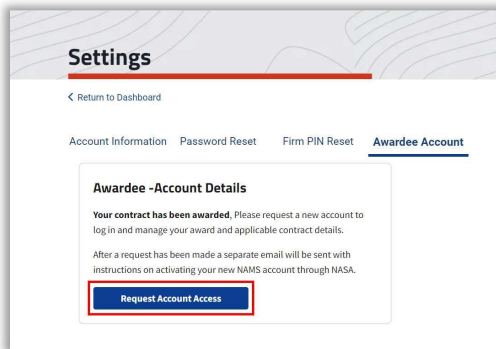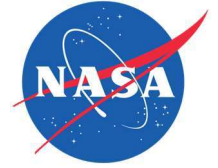
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4. You will see the "Request Account Access" button change to "Request Pending". 5. The Help Desk will reach out to you with additional information and next steps to complete your awardee account creation.	
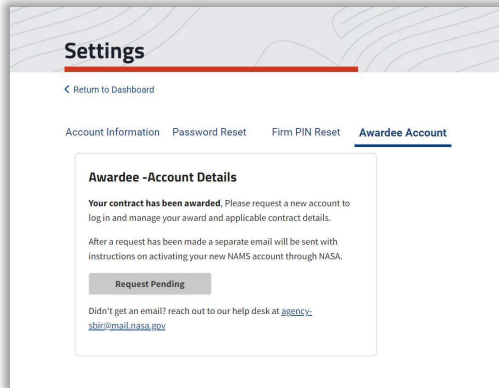
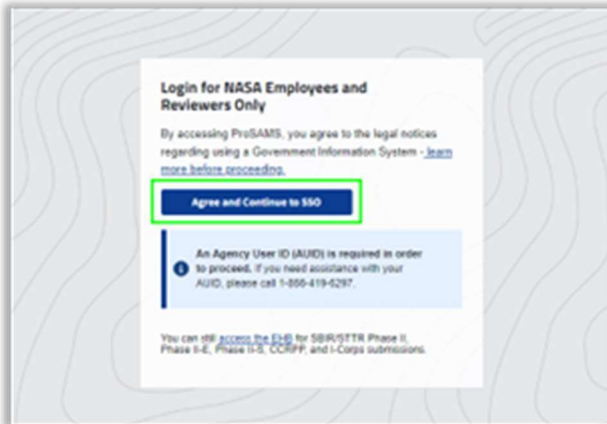| Accessing ProSAMS	URL: https://my.prosams.nasa.gov
Note: Firm users MUST have a fully provisioned NASA Identity before being able to access the ProSAMS Contracts module. 1. Navigate to https://my.prosams.nasa.gov. Prior to logging in for the first time, click the "learn more before proceeding" link to review the required legal notice. 2. Review the legal notice and then click the "Agree and Continue" button.	

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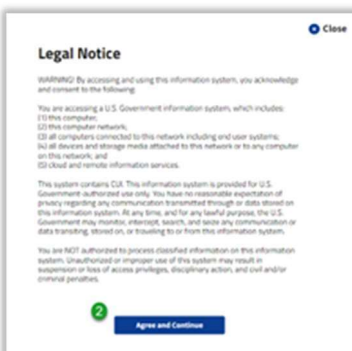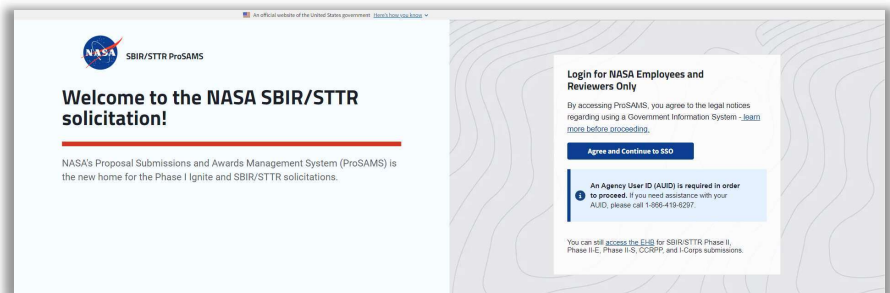
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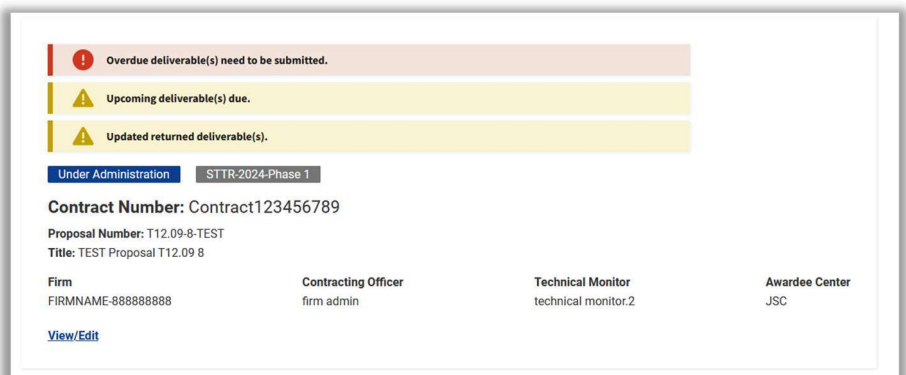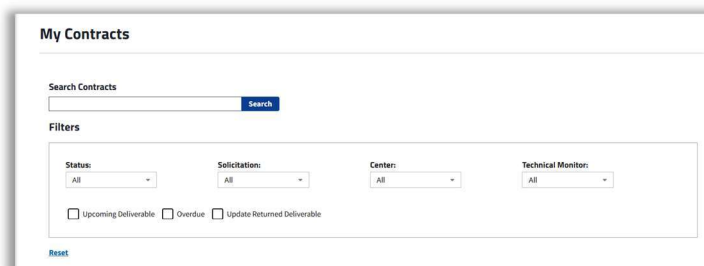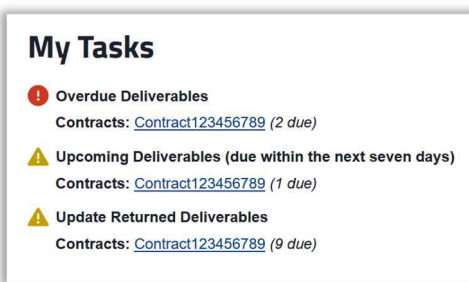## Digital Guide
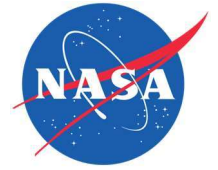
NOTE: For subsequent logins, simply click the "Agree and Continue" button. You will be redirected to Launchpad for login.	
Navigating the Contracts Dashboard	
1. After logging in, you will see an area titled "My Tasks" – this area will provide links to contracts where action is required.	
2. Below your tasks, you will see an area titled "My Contracts" where you will have the ability to search/filter available contracts.	
3. You will see a list of available contracts and summary details. Click the "View/Edit" link for a contract to access the contract's additional information and actions.	
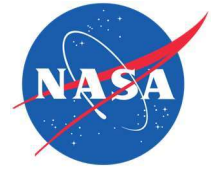
Navigating Contract Details	
1. The Contract Details page provides an overview of information on a particular contract and provides a link to the Deliverables page for the contract. a. You can use the top navigation bar to toggle between Contract Details and Deliverables. NOTE: The "Return to Dashboard" link on these pages will direct you back to the initial view of the Contracts Dashboard.	

| Managing Contract Deliverables	
1. On the Deliverables page, you will see the list of deliverables for the selected contract, as well as a search and filter function. 2. Each deliverable is shown as an accordion with the Name, Type, Dependencies (if any), Due Date, and Status. 3. Upon expanding a deliverable accordion, you will see available actions, dependent upon the deliverable type and status.	
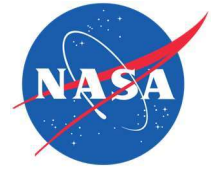
As a general overview:

1. If a deliverable is **Not Submitted** or **Returned**, you will see a link to "Complete Deliverable". Clicking this link will redirect you to a page where you can complete and submit your deliverable.

   No files added yet

   Complete Deliverable

2. If a deliverable is **Submitted**, you will see information for who /when the deliverable was submitted and a button to "View Deliverable". Clicking this button will redirect you to a read-only version of your submitted deliverable.

   ℹ This is under review by NSSC and cannot be edited.

   Submitted by firm admin on **06/07/2024** at **2:54 PM EDT**

   View Deliverable

3. If a deliverable is **Accepted**, you will see information for who/when the deliverable was submitted, who/when the deliverable was accepted, and a button to "View Deliverable". Clicking this button will redirect you to a read-only version of your accepted deliverable.

   Submitted by firm admin on **05/31/2024** at **12:28 PM EDT**

   Accepted by contract specialist0 on **05/31/2024** at **3:33 PM EDT**

   View Deliverable

4. A flag saying "Action Needed" will appear next to any deliverable(s) that are not submitted or have been returned.

   ⚠ **Action Needed**