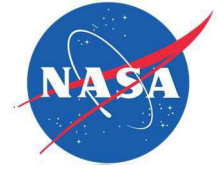


NASA ProSAMS

Start, Edit and Submit a Whitepaper Application

Digital Guide



Guide Features	This guide provides an overview of how to start a new proposal in the NASA SBIR/STTR ProSAMS. You will find step-by-step instructions on the following: ✓ Creating a new proposal ✓ Completing proposal-related forms ✓ Uploading required attachments ✓ Returning to a proposal in progress ✓ Submitting a completed proposal
Impacted Sections	✓ All
Impacted Users	✓ SBC's (Small Business Concerns)

Guide Contents

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Step-by-Step Instructions

Understanding the Proposals Dashboard

After logging in, you will arrive at the dashboard with the title “Proposals.”

Under the **My Proposals** tab are the proposals you own. If you have NOT started or submitted a proposal, the tab will be empty.

If you HAVE started or submitted a proposal, you will see the title of your proposal and its submission status in the dashboard.

Actions for each proposal:

1. Click View/Edit to return to the last section saved in a proposal in progress.
2. Click Delete Proposal to delete a proposal that has been started but not submitted.

NOTE: After a proposal is submitted, you can still make updates prior to the deadline, and you must re-endorse and re-submit the proposal before the deadline.

Any proposal associated with the Firm will be listed under **Firm Proposals**.

[My Proposals](#) [Firm Proposals](#) [Previous Proposals](#)

My Proposals
Proposals you authored in the current solicitation(s). The proposal package PDF and briefing chart will be generated and accessible following endorsement and submission of your proposal. If you re-endorse your proposal package, a new proposal package PDF and briefing chart will be generated. Note: For Phase III proposals, you will not be able to access your proposal package following endorsement.

[+ Start New Proposal](#)

Filter

Status: All Solicitation: All

Showing 5 proposals

In-progress

STTR-2025-PHASE-I

Deadline: 12/02/2026, 04:00 AM ET

T8.07-1000 STTR Phase I Test Proposal - PJ
T8.07 Photonic Integrated Circuits
Last Edited: 10/16/2025, 2:02 PM EDT Proposal Owner: Harry Potter
[View/Edit](#) [Delete Proposal](#) [Add/Remove Proposal Editors](#)

Submitted

STTR-2025-PHASE-I

Deadline: 12/02/2026, 04:00 AM ET

T8.07-1001 Test Proposal PJ1
T8.07 Photonic Integrated Circuits
Last Edited: 10/15/2025, 12:12 PM EDT Proposal Owner: Harry Potter
[View/Edit](#) [Add/Remove Proposal Editors](#) [Briefing Chart](#) [Proposal Package](#)

[My Proposals](#) [Firm Proposals](#) [Previous Proposals](#)

Firm Proposals
Proposals authored by other users from your firm in the current solicitation(s). The proposal package PDF and briefing chart will be generated and accessible following the proposal owner's endorsement and submission of their proposal. If the proposal package is re-endorsed, a new proposal package PDF and briefing chart will be generated.

Filter

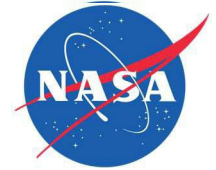
Status: All Solicitation: All Owner: All

Showing 0 proposals

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Proposals previously submitted will be listed under **Previous Proposals**. You can download the Briefing Chart and Proposal Package using the PDF link.

My Proposals Firm Proposals **Previous Proposals**

Previous Proposals

Proposals authored by users from your firm for previous solicitations.

Filter

Solicitation: All Owner: All

Showing 17 proposals

Contracts SBIR 2024 PHASE 1

A1.02-1000 User Guide Testing - PJ

[Briefing Chart](#) [Proposal Package](#)

Contracts Carl Test Solicitation 1

S11.04-1000 User Guide Testing - P1

[Briefing Chart](#) [Proposal Package](#)

Contracts Carl Test Solicitation 1

Z-LIVE.03-1000 User Guide Testing - P2

[Briefing Chart](#) [Proposal Package](#)

Start a New Proposal

1. To begin a new proposal, click Start New Proposal.

My Proposals Firm Proposals Previous Proposals

My Proposals

Proposals you authored in the current solicitation(s). The proposal package PDF and briefing chart will be generated and accessible following endorsement and submission of your proposal. If you re-endorse your proposal package, a new proposal package PDF and briefing chart will be generated. Note: For Phase III proposals, you will not be able to access your proposal package following endorsement.

[+ Start New Proposal](#)

2. Select the solicitation type from the drop-down menu and click the start button.

Start a Proposal

[Return to Dashboard](#)

Select a solicitation to start a proposal. Please note: You will need to answer follow-up questions to determine eligibility.

Solicitation Type *

WhitePaper-2026

[Start](#)

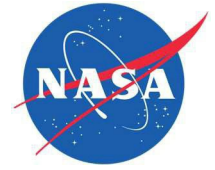
Before Starting a Proposal

Review this [list of information](#) that will help new applicants.

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- On the next page, answer the Eligibility Questions

[Return to Dashboard](#)

Before Starting a Proposal
Review this [list of information](#) that will help new applicants.

Eligibility Questions

Eligibility will be assessed based on the answers you've provided.

Within the past 10 years, has your firm received a Sequential Phase II award from any other government agency? This includes NASA awards. *

☐ Yes
☒ No

Does your Phase II innovation meet the stated goals within the Technical Need Areas? *

☒ Yes
☐ No

Submit

- Based on the answers you provide, there will be additional questions.
- You will have to provide:
 - Select the Year
 - Contract Number
 - Proposal Number
 - Proposal Title
 - Technical Need Area (TNA)

Based on your answers, you may proceed with this proposal. Provide additional information and agree to the solicitation requirements to continue.

Firms can submit a PII-S White Paper for each Phase II contract that has been awarded. Only one user from your Firm can start the PII-S application process for a selected contract.

Select a Year *
2025

Contract Number *
NSSC23CA365

Proposal Number *
Enter the proposal number from your corresponding Phase II proposal. Please contact the Help Desk if you are unsure of your proposal number. (Ex: X1.01-1234)
A1.01-2215-S

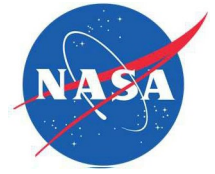
Proposal Title *
Testing PJ

Technical Needs Area (TNA) *
TNA Number must correspond in the appropriate Request for White Paper
TNA 2

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6. Click the link to read the requirements for participation in the call for White papers.
7. Click the checkbox to certify you understand the requirements.
8. Click Start to proceed.

Phase II-S White Paper Requirements

Visit [SAM.gov](https://sam.gov) to learn about requirements and eligibility criteria for participation in the relevant Technical Need Area (TNA). The criteria and requirements are different for each TNA, and White Papers that do not follow them will not be considered.



I certify that I have visited the NASA SBIR/STTR website and that I have read and understand the requirements for proposal submissions to NASA's solicitations.



I certify that I have visited SAM.gov and that I have read and understand the requirements and eligibility criteria for White Paper submissions for the relevant TNA.

Start

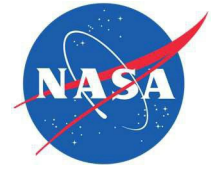
Proposal Information

Once you click the start button. You will be directed to the Proposal Information Page which is prefilled with the information that you have entered.
You can update the Proposal Title (if needed).

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Proposal Information

Solicitation: WhitePaper-2025
Firm Name: Space Corp Inc.
Proposal: A1.01-2215-S Testing PJ

[Return to Dashboard](#)

- Completed
- Proposal Information**
- Contacts
- Proposal Summary
- Budget
- Technical Proposal
- Briefing Chart
- Endorsement

Firms can submit a PII-S White Paper for each Phase II contract that has been awarded. Only one user from your Firm can start the PII-S application process for a selected contract.

Select a Year *

2025

Contract Number *

NSSC23CA365

Proposal Number *

A1.01-2215-S

Technical Needs Area (TNA) *

TNA 2

Proposal Title *

Testing PJ

Solicitation Requirements

Go to the [NASA SBIR/STTR website](#) to read about firm requirements for participation in NASA's SBIR/STTR solicitations, as well as proposal requirements for this solicitation.

☒ I certify that I have visited the NASA SBIR/STTR website and that I have read and understand the requirements for proposal submissions to NASA's solicitations.

☒ I certify that I have visited SAM.gov and that I have read and understand the requirements and eligibility criteria for White Paper submissions for the relevant TNA.

Last Saved: 06/17/2026, 12:30 PM EDT

[Save and Continue](#) [Save](#)

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New Proposal - Contacts

Please note the following features:

The name of the solicitation to which you are responding appears on each page, as does the title of your White paper.

The vertical blue bar indicates the current section of the application you are working in.

1. To designate the Principal Investigator, select an existing person from the drop-down menu, or click Add New to enter a new person.
2. To designate the Business Official, select an existing person from the drop-down menu, or click Add New and enter the contact information for a new person.

To complete this section,

- A. Click Save and Continue to proceed.

Contacts

Solicitation: WhitePaper-2025

Firm Name: Space Corp Inc.

Proposal: A1.01-2215-S Testing PJ

[Return to Dashboard](#)

Completed
[Proposal Information](#)

Contacts

[Proposal Summary](#)

[Budget](#)

[Technical Proposal](#)

[Briefing Chart](#)

[Endorsement](#)

Principal Investigator (PI) *

The Principal Investigator has overall responsibility for the project.

1

--Select--

- OR -

[+ Add New](#)

Business Official (BO) *

The Business Official is the primary point of contact for the applying organization.

2

--Select--

- OR -

[+ Add New](#)

A

B

C

[Back](#)

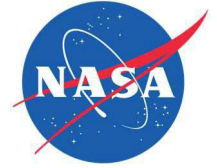
[Save and Continue](#)

[Save](#)

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- B. Click Back to return to the previous step without saving changes.
- C. Click Save to exit and return later.

Adding a New Contact

NOTE: The steps for adding a new contact as the Principal Investigator, or Business Official are the same.

1. Enter the contact's first and last name (required). The prefix and suffix are optional.
2. If the contact's address is the same as the firm's address, click the checkbox. Otherwise, enter the contact's address.

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3. Enter the contact's email address and phone number. If the contact's phone is the same as the firm's, click the check box.
4. To complete adding a new contact, click Create. Click Cancel if you do not want to add the contact.

3 Contact Information

Email *

Confirm Email *

Phone 1 *

Phone 2

☐ Same as my firm's phone *

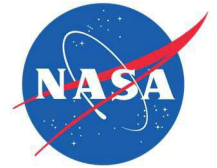
4

Cancel Create

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Proposal Summary

1. From the drop-down menus, select a number for the beginning Technology Readiness Level (TRL) and number for the ending TRL.
2. For the Technical Abstract, provide a brief descriptive summary of your proposal, not to exceed 2000 characters.

Completed
Proposal Information

Completed
Contacts

Proposal Summary

Budget

Technical Proposal

Briefing Chart

Endorsement

Proposal Summary Information

1 The technical abstract is used to determine if a White Paper is responsive to the Technical Need Area (TNA). Failure to adequately communicate how the White Paper relates to the TNA could result in the White Paper being "screened" as non-responsive. Do not include proprietary or International Traffic in Arms Regulations (ITAR)-restricted information in this form.

Estimated Technology Readiness Level (TRL)

Select a number from 1 to 9 as an estimate.

1

Starting TRL *

Ending TRL *

2 Technical Abstract *

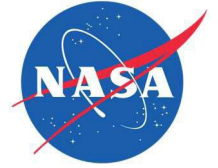
Provide a brief, descriptive summary of your proposal, including the technology's purpose, intended use of funding, and target markets.

2000 characters allowed

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4. For Potential NASA Applications, provide a summary, not to exceed 2000 characters.

3 Potential NASA Applications *

Provide a brief summary of how your technology might support NASA mission directives.

2000 characters allowed

5. For Potential non-NASA Applications, provide a summary, not to exceed 2000 characters.

4 Potential non-NASA Applications *

Provide a brief summary of commercialization opportunities for your technology.

2000 characters allowed

6. To complete this section
 - a. Click Save and Continue to proceed to the next step.
 - b. Click Back to return to the previous step but changes will be lost.
 - c. Click Save to exit and return later.

B

Back

A

Save and Continue

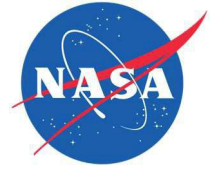
C

Save

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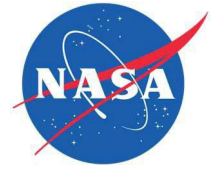


Proposal Budget 1. Provide the total budget amount for the White paper. 2. Download the budget template, fill in and then upload it. NOTE: When uploading the completed template, the file must be converted to PDF format. You will not be able to upload an Excel document.	
Technical Application 1. Verify your white paper's format conforms to the specifications of the call. 2. Select yes or no regarding ITAR or EAR Data. 3. Upload the Technical proposal and Save and Continue to proceed	

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Briefing Chart

1. Provide the information requested regarding the merits of the proposed technology solution.

Completed
Proposal Information

Completed
Contacts

Completed
Proposal Summary

Completed
Budget

Completed
Technical Proposal

Briefing Chart

Endorsement

Briefing Chart Information

The Briefing Chart is required to assist in the ranking and advocacy of Proposals prior to selection. Please include sufficient detail to assist decision makers in understanding the merit of your proposed technology solution. It must not contain any proprietary data to ITAR restricted data

1 Identification and Significance of the Innovation

To best assist decision makers in understanding the merit of your proposed technology solution, the following are key points to include:

- Clear statement of "why" the idea is important - address the outstanding performance being promised and the degree to which the concept is new and different.
- Honest assessment of the state-of-the-art (SOA) with the key performance parameters (KPP).
- Quantitative assertions (e.g., x% improvement of y, x kg of mass saving, x meters of accuracy, code is x faster or z more accurate, etc.).
- Expression of the problem/need in terms common to the decision maker and to a wider audience who may not all be experts in your field.

Statement *

2000 characters allowed

TRL information will be pre-populated from the Proposal Summary form. [Complete this](#) on the Proposal Summary form before endorsing.

2. Provide the information requested regarding main objectives and proposed deliverables.

2 Technical Objectives and Proposed Deliverables

Key points to include:

- Main objectives of the work to be done.
- Proposed deliverables to NASA at the end of the contract.

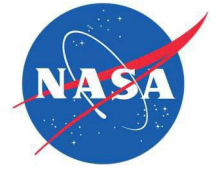
Statement *

2000 characters allowed

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3. Provide the briefing chart image along with the title (optional).

3 Briefing Chart Technology Image *

Choose an image to display in your briefing chart. This can be any image related to your proposal. It will be resized to fit a standard 8.5 x 11.

Allowed formats: PDF, PNG, or JPG. You can upload a document more than once, but only the most recent version is saved. File names must be unique, duplicate filenames cannot be saved.

 Drag file or [choose from folder](#)

Maximum file size: 10 MB

Image Title (Optional)

4. Indicate the firm's point of contact. If Other is selected, provide the detailed information requested.

4 NASA Applications

The offeror must provide a summary of potential applications within NASA. NASA Applications will be pre-populated from the Proposal Summary form. [Complete this](#) on the Proposal Summary form before endorsing.

Non-NASA Commercial Applications

The offeror must provide a summary of potential applications outside of NASA. Non-NASA Applications will be pre-populated from the Proposal. [Complete this](#) on the Proposal Summary form before endorsing.

Firm Contact *

☐ Business Official (Harry Potter)

☐ Principal Investigator (Albus Dumbledore)

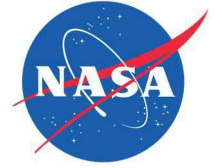
☐ Other

[Back](#) [Save and Continue](#) [Save](#)

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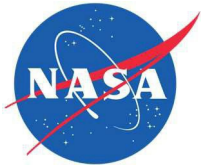
Endorsement

1. If all sections of the white paper are complete, download the endorsement template. NOTE: Both the Business Official and the Principal Investigator must sign the form.
2. Upload the signed endorsement form.
3. Click the checkbox to certify proper endorsement.
4. Click Endorse and Submit.
5. If you are sure you are ready, click Continue in the pop-up window.

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Submission Confirmation	
A confirmation message will appear after you have successful submission. Click Return to Dashboard to access other parts of ProSAMS or to Logout.	Your proposal has been submitted!  Proposal Submitted: Confirmation has been sent to the email address on file. Return to Dashboard