Formatting Requirements:

- Fonts:
  - Easily read sans serif fonts (e.g., Arial, Helvetica, Verdana) are encouraged but not required typically consistent with a font size of 12
  - Font size less than 12 points allowed for formulas, equations, figures, tables, diagram captions – must be readable
- Margins: at least 1 inch in all directions
- Each section should be paginated
  - If a collaborative proposal being submitted from multiple institutions, please be sure pagination is centered rather than right aligned
- Single column format – readability is paramount for review
- Single spaced

Elements

- Signed Letter of Intent
  - Must be signed by an institutional AOR
  - Must include PI name, period of performance, and proposal title
  - Most institutions have their own OSP Institutional LOI template
- Statement of Work
- Budget
  - Detailed Budget in NASA Format [template provided]
    - Will show salary, fringe, and overhead amounts & rates
    - Isn’t required to be in that template but should be able to be easily translated into the NASA format
  - Redacted Budget in NASA Format
    - Removes salary, fringe, and overhead amounts & rates
- Budget Justification
  - Detailed Budget Justification
    - Includes salary, fringe, and overhead amounts & rate
  - Redacted Budget Justification
    - Removes salary, fringe, and overhead sections and any percentages/rates
- Table of Personnel and Work Effort
  - Provided template – fill in for personnel on subaward – pending Appendix Type Template provided on our RA Pre-Award Website
- CV for all Key Personnel
  - Two page limit for Institutional PI
  - One page limit for other key personnel
  - Instructions found here
- C&P for all Key Personnel
  - Template or instructions can be found here about what info must be included
  - Do not list this proposal
- Facilities & Equipment Document

Individual solicitations supersede these rules should they have any variances.

Updated 05/25/2021