

Notice of Intent Submission Information

NASA Peer Review Services (NPRS) will utilize an electronic, internet-based system of collecting Notice of Intent (NOI) submission information for proposals submitted in response to NRA-01-OBPR-04. The following instructions describe the process in greater detail.

SYS-EYFUS Home-page: <http://proposals.hq.nasa.gov>

A username and a password is required to submit a NOI through
<http://proposals.hq.nasa.gov>

To check whether you are already in the system, please go to
<http://proposals.hq.nasa.gov/forgotpassword/forgotlogin.cfm>

and type in your first and last name to search our database.

- If you see your name listed in the result set, please select the appropriate radio button and click on continue. This will trigger the system to send an automatic email message with your username and password to your email address listed in our database.
- If your name does not show up on the result set, please choose the radio button named " None of the Above" and click on continue. This will allow you to add yourself as a NEW USER to the system. The system will prompt you to choose a username and a password towards the end of the new user addition procedure. This username and password combination allows you to access the system and submit NOI's.

If you have a login username and a password for the SYS-EYFUS system:

A. How to submit a Notice of Intent (NOI):

- Visit <http://proposals.hq.nasa.gov/>
- On the left hand side, in the Proposal Links Section click on Login
- Input your username and password and click on continue
- To submit a notice of intent click on New Notice of Intent option from the Options screen, and the Division Specific Opportunities screen will appear.
- In the selection window: highlight **Bioastronautics Research Division** and click on continue
- Click on **NRA-01-OBPR-04 (NASA Specialized Center of Research and Training (NSCORT)) – [NRA]**, and then click on Continue.
- This will bring you to the Notice of Intent submission Form
- Fill in all the fields. All fields are required.
- Click on Submit NOI Page.

- Next is the Team Member Page screen, where you can add or remove team members.
- 1. Please add any Associate Directors (if any). To add an Associate Director, highlight the Associate Director option on the selection list and type in first and last name and click on search. When the resulting set appears, choose the appropriate radio button and click on ADD to add the Associate Director to this NOI. After you are done, click on "Continue". If the team member is not listed in our database, please have them add themselves as a new user to the system.
- 2. Please add all Research Leads. To add a Research Lead, highlight the Research Lead Option and proceed as described in 1.

You can repeat these processes to add multiple team members.

- Click on the Continue button
- Click on "resubmit noi page"
- Then click on the Continue button