

## Appendix E

### Instructions for Notice of Intent and Proposal Submission

**ALL APPLICANTS TO THIS RESEARCH ANNOUNCEMENT USE “SYS-EYFUS,” THE NASA INTERNET-BASED PROPOSAL MANAGEMENT SYSTEM TO SUBMIT A NON-BINDING NOTICE OF INTENT AND THE REQUIRED NEW PROPOSAL SUMMARY INFORMATION BY FOLLOWING THE DETAILED INSTRUCTIONS BELOW.**

A. To obtain the required SYS-EYFUS login username and password, go to:

**<http://proposals.hq.nasa.gov/forgotpassword/forgotlogin.cfm>**

Type your first and last name to search the SYS-EYFUS database.

- If your name appears in the result set, select the corresponding 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 as listed in our database.
- If your name does not appear on the result set, select the radio button "**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 to submit Notices of Intent and Proposal Summaries.

B. **To submit a Notice of Intent (NOI):**

- Go to the **SYS-EYFUS Home-page**: <http://proposals.hq.nasa.gov>
- Click on **Login** in the **Proposal Links Section** on the left side of the page.
- Insert your username and password and click on **Continue**.
- Click on **New Notice of Intent** in the **Options** screen. The Division Specific Opportunities screen will appear.
- Highlight **Physical Sciences** in the selection window and click on **Continue**.
- Click on **01-OBPR-05**, and then click on **Continue**. The **Notice of Intent Submission Form** will appear.
- Fill in all the fields, and select a theme from the pop-up lists. All fields are required.
- Click on **Submit NOI Page**. The Team Member Page will appear.
- Add (or remove) team members as follows.
  - Co-Investigators. (IMPORTANT! Co-investigators, who are not in the SYS-EYFUS database, must register themselves as new users in SYS-EYFUS.) To add a co-investigator, highlight the COI option on the selection list, type in first and last name of the co-investigator, and click on **Search**. When the result set appears, choose the radio button by the co-investigator's name and click on **ADD**. Repeat this process for each co-investigator. After all co-investigators have been added, click on **Continue**.

- Other Participating Organizations (e.g., use of specific facilities). An individual point of contact must be chosen for each other participating organization. To add a participating organization point of contact, highlight the **Collaborator** option and proceed as described for co-investigators above.
- Click on **Resubmit NOI Page** and then on **Continue**.

**C. To submit New Proposal Summary Information:**

- Go to the **SYS-EYFUS Home-page**: <http://proposals.hq.nasa.gov>
- Click on **Login** in the **Proposal Links Section** on the left side of the page.
- Insert your username and password and click on **Continue**.
- Click on **New Proposal Cover Page** in the **Options** screen. The New Proposals Cover Page screen will appear.
- Click again on **New Proposal Cover Page**. The Division Specific Opportunities screen will appear.
- Highlight **Physical Sciences** in the selection window and click on **Continue**.
- Click on **NRA-01-OBPR-05**, and then click on **Continue**. The Proposal Cover Page Form will appear.
- Fill in all the fields, and select a theme from the pop-up lists. All fields are required.
- Click on **Continue**. The Team Member Page will appear.
- To add (or remove) a team member, highlight the **Team Member ROLE** on the selection list, type in first and last name of the team member, and click on **Search**. When the result set appears, choose the radio button by the team member's name and click on **ADD**. Repeat this process until all required team members have been added. The following team members are required: Co-investigators, Authorizing Official, "Contact In Case of Award" and "Point of Contact for Other Participating Organization (added as **Collaborator**). **IMPORTANT! Team members who are not in the SYS-EYFUS database must register themselves as new users in SYS-EYFUS.**
- After all team members have been added, click on **Continue**. The Proposal Options Page will appear.
- Click on the **Budget** button. Fill in the budget form with project costs and click on **Continue**. The Proposal Budget Review Page will appear. Click on **Continue** if the information is correct.
- On the next screen click the **Show/Print** button. The "**Proposal Information Item List**" page will appear. Click **Show** to review your **Proposal Cover Page**. Print the cover page once you have reviewed the information for accuracy. This cover page must be signed by both the Principal Investigator and the Authorizing Official and attached to the front of your proposal (original and all copies) for submission to NASA.
- **One (1) signed original and fifteen (15) copies of the proposal must be submitted to NASA by 4:00 PM of November 27, 2001.**

