Instructions:

* Delete this page and all instructions and guidelines in blue type prior to submitting your proposal.
* All proposals must use this template and are limited to 5 pages (not including references and optional letters of commitment).
* Proposal and chart must be in TWO separate PDF documents.
* Proposals and charts must adhere to the file naming scheme:

CIF25\_ PI Last Name\_≤ 25CharacterProposalName

e.g., CIF25\_Bond\_ThisIsMyProposalTitle.pdf

e.g., CIF25\_Bond\_ThisIsMyProposalTitle\_Chart.pdf

* A proposal will be deemed non-compliant and not considered for award if any requirement set in the RFP is not met, and any section is not complete.
* Proposals must be received no later than **5:00 p.m. (PST), June 24, 2024**.
* Email proposals to: ARC-CCT@mail.nasa.gov

FY25 CENTER INNOVATION FUND (CIF) PROPOSAL

SECTION A: COVER PAGE

Proposal Title:

Principal Investigator: *(The PI must be an Ames civil servant)*

PI Organization Code: *(e.g., Code S, Science Directorate)*

Co-Investigator(s):

Proposal Type: \_\_\_ New Start

\_\_\_ Continuation (Prior CIF award in FY\_\_\_)

Civil Servant Labor (in Equivalent $): $\_\_\_

*(Equivalent dollars. This must match the red highlighted box in the Resource Table on p.5)*

Procurement, Total (contract labor + other): $ \_\_\_\_

*(Numbers must match the green highlighted boxes in the Resource Table on p.5)*

Contributions, Total: $ \_\_\_

*(Equivalent dollars. This must match the gray highlighted box in the Resource Table on p.5)*

Does this proposal partner with any other NASA Center? *(yes or no)*

If so, which NASA Center?

If so, which project?

Has your Branch and/or Division management been informed of intent to submit this CIF proposal?

*(The only acceptable answer is yes. Please do not submit a CIF proposal without Branch and/or Division management knowledge)*

SECTION B: TECHNICAL OVERVIEW *(3-page guideline)*

I. PROPOSAL GOALS *(Guideline: 2-3 paragraphs.)*

*Goal(s): Indicate the goal(s) being addressed or problem to be solved.*

*Innovation: The proposal must describe how this work/approach is innovative and include a brief review of the state-of-the-art or knowledge in this area. Describe how this effort is different or complementary of other efforts in industry, academia, or government.*

II. RESULTS FROM PRIOR CIF

*If this is a continuation award, list the outcome/results from the prior CIF and describe how those results feed into this year’s work. Results should clearly justify additional funding. (1 paragraph). If this is a New Start, delete this sub-section.*

III. TECHNICAL APPROACH AND INNOVATION *(Guideline: 4-8 paragraphs)*

*Objectives: Identify one or more key technical challenges/objectives to meet the stated goal(s).*

*Technical Approach: Provide a brief overview of the technical approach/plan to address each challenge/objective.*

*Deliverables: All proposals must include a clear work plan that lists explicit milestone(s) and/or deliverable(s) for this year. This could include expected H/W or S/W developments, analytical tests, modeling results, anticipated workshops, papers, etc. that will be accomplished for this year. Link the stated deliverables to budget items, where possible, and state which partner is responsible for each deliverable.*

IV. NEXT STEP / FUTURE FUNDING *(Guideline: 1-2 paragraphs)*

*Briefly state the next step after this year's work. This should include anticipated future funding, proposals to other NASA or non-NASA programs, experimental/flight testing, submission of technical papers, patents, or other follow-on work.*

V. PARTNERSHIPS *(Guideline: 1 paragraph + table)*

*List all partners in the following table (including other NASA centers, other federal agencies, industry, and/or universities). For each partner, list the partner’s role in accomplishing the stated goals. List all partner contributions in Section C: Resource Requirement Table. If there are no proposed partnerships, state so. In addition, include a paragraph in this section on the strategic value of the partnership, partner deliverables, how the team will interface, or anything else you feel is necessary to explain the partnership. Partnerships that are clearly described in the proposal are highly encouraged and increase the proposal’s likelihood of success.*

Partner: Partner Role:

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

VI. TECHNICAL READINESS LEVEL AND TECHNICAL ALIGNMENT

*Technical Readiness Level (TRL):* TRL (10/1/24): TRL (9/30/25):

*What is the maturity level of your solution approach, at the start of this work, and anticipated at the end of the work? For definition of TRL, refer to:*

*https://www.nasa.gov/directorates/heo/scan/engineering/technology/technology\_readiness\_level*

*Agency Technical Capabilities Alignment:* *How does the planned work align with the Agency’s objectives in Aeronautics, Science and/or Exploration? Explicitly state with which of the 17 technical areas in the “2020 NASA Technology Taxonomy (TX)” the proposed work is most closely aligned. List TX to the lowest possible level. Please include both the taxonomy index number and the taxonomy title. Refer to:*

*https://www.nasa.gov/sites/default/files/atoms/files/2020\_nasa\_technology\_taxonomy\_lowres.pdf*

2020 NASA Technology Taxonomy: e.g., TX 6.3.1 Medical Diagnosis and Prognosis

SECTION C: Resource Requirements Table *(1-page guideline)*

*Report the numbers in yellow highlight on the Cover Page. No travel funds are permitted under the FY2****5*** *CIF (procurement and civil service labor only).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Civil Servant Labor: | | | | | |
| Role | Name | | FTE\* | | Equivalent $ |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  | Totals: | |  | |  |
|  | | | | | |
| Procurement, Contract Labor: ($) | | | | | |
| Role | Name | | Contract | | Dollars ($) |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  | Total Procurement, Contract Labor: | | | |  |
|  | | | | | |
| Procurement, Other: ($) | | | | | |
| Item | | Vender | | | Dollars ($) |
|  | |  | | |  |
|  | |  | | |  |
|  | |  | | |  |
|  | Total Procurement, Other: | | | |  |
|  | | | | | |
|  | | | | | |
| Contributions (not included in the total CIF resource request) | | | | | |
| Contribution Description | | Contribution Source | | | Equivalent $ |
|  | |  | | |  |
|  | |  | | |  |
|  | Total Contributions: | | |  | |

\*Check with you manager on labor rates to convert FTE to dollars. You must use fully burdened labor rates. Both FTE and Equivalent $ must be reported. The sum of civil servant labor, procurement (contract labor), and procurement (other) should not exceed **$125,000**.

SECTION D: References *(not included in 5-page limit)*