

National Aeronautics and  
Space Administration  
**Headquarters**  
Washington, DC 20546-0001



Date here

Directorate here



Re: Proposal Title here

Dear Dr. [REDACTED]

We have completed the evaluation and selection of proposals received in response to NASA Research Announcement [REDACTED]. Thank you for your expression of interest in this program by submitting a proposal. I am pleased to inform you that your proposal is selected for funding.

This selection decision followed from a technical review of your proposed research and comments concerning its programmatic relevance and cost reasonableness provided by a panel of your fellow scientists that met in August.

[REDACTED] proposals were submitted to the [REDACTED] in this competition, and there is expected to be about [REDACTED] available in the program budget for the support of new programs in Fiscal Year (FY) 2019. The total FY 2019 funding requested by the submitted proposals was [REDACTED]. The peer review of the proposals resulted in [REDACTED] of them being rated Excellent, Excellent/Very Good, or Very Good, while the remainder of the proposals were rated Very Good/Good or below. Selections were based both on the results of the scientific evaluation and programmatic factors.

I am including with this letter a copy of the Panel Evaluation of your proposal. Also enclosed you should find a proposal status summary detailing the period of performance and anticipated funding levels of your award. If you have any questions regarding the evaluation of your proposal or the overall review process please contact the [REDACTED] Program Officer, Dr. [REDACTED] at [REDACTED], or by phone at [REDACTED].

In order to expedite your award please carefully note and comply with the following information.

You should not construe this notification letter as a legally binding obligation. For awardees resident at academic or non-academic, non-profit institutions, funding will be provided via a grant originating at the NASA Shared Services Center (NSSC), and your institution will be contacted by this office regarding the actual grant award once they have received the award package. Neither you, nor your institution, should incur any obligations against potential funding until the grant is in place. You may determine the status of grant processing by checking the Grant Status Query Page (<http://www.nssc.nasa.gov/grantstatus/>).

telephoning the NSSC at 1-877-677-2123 (1-877-NSSC123), or e-mailing the NSSC Contact Center (nssc-contactcenter@nasa.gov).

For awardees affiliated with non-NASA Federal Agencies or commercial organizations, Interagency transfers (IATs) and contracts will be initiated by NASA Headquarters and processed by the NASA Goddard Space Flight Center Procurement Office. Funding for awardees at NASA field centers will be transferred directly to the center as an RTOP.

A progress report and work plan for the next year is due annually 60 days before the end of each twelve-month performance period. The NSSC will prompt you to submit this report 10 days before it is due. Your award will include a Point of Contact document that includes address information for all report recipients. Copies of this documentation will go to your Discipline Scientist. Continued support for this work for up to 3 years is dependent on satisfactory progress, continued relevance to the NASA program, and the availability of funds. For funding beyond the term of the award, a new proposal for full peer review will be required.

Opportunities for public outreach are provided by NASA Headquarters Press Releases and [REDACTED] Updates – two venues for communicating recent, NASA-funded research results that have broad, general appeal directly to the public. You are encouraged to submit important, new results to the [REDACTED] Program Officer to be considered for these forums. Public interest in NASA science is usually quite high and Headquarters Releases and [REDACTED] Updates are two highly successful tools for increasing the visibility of NASA-sponsored research. You are also encouraged to send the [REDACTED] Program Officer electronic versions of preprints and reprints of publications arising from NASA-sponsored research. A well-informed Program Officer can be a powerful advocate for a research program.

All publications of any material based on or developed under NASA sponsored projects should conclude with an appropriate acknowledgement. Please see the [Guidebook for Proposers](http://www.hq.nasa.gov/office/procurement/nraguidebook/proposer2018.pdf) (<http://www.hq.nasa.gov/office/procurement/nraguidebook/proposer2018.pdf>), on how NASA is to be acknowledged in publications.

In closing I again congratulate you for having submitted a successful proposal.

Sincerely,

[REDACTED]  
[REDACTED] Directorate

Enclosure

cc: Office of Sponsored Programs