

## National Aeronautics and Space Administration Biographical Sketch / Current and Pending Checklist

**NOTE:** The checklists below are intended to be used as a tool when preparing disclosure information for NASA grant proposals and awards. While we have tried to capture the essential aspects of agency guidance, it is still important to review all agency guidance, solicitation documents and relevant FAQs before final submission to the specific agency. Please contact your [RAS administrator](#) if you have any questions.

- [NASA Grants Policy and Compliance – Regulations and Guidance website](#) -Here you will find the most recent versions of NASA guidance documents including:
  - NASA Guidebook for Proposers Responding to a NASA Notice of Funding Opportunity (NOFO)
  - NASA Grant and Cooperative Agreement Manual (GCAM)
- [NASA NSPIRES website](#) – Quick search for proposals/NOIs due in the next 30 days.
- [VPR/RAS NASA Sponsor Information page](#)

Biographical Sketch	
	Review <b>Biographical Sketch</b> guidance in the most recent version of the <i><b>NASA Guidebook for Proposers Responding to a NASA Notice of Funding Opportunity (NOFO)</b></i> available on the <a href="#">NASA GPC – Regulations and Guidance Page</a> .
	<b>Review notice of funding opportunity (NOFO) for specific requirements.</b>
	Include all “professional experiences, positions and a bibliography of publications, especially those relevant to the proposed effort, as well as, a description of scientific, technical, and management experience on relevant prior efforts.” For professional experiences, consider the following:
	<ul style="list-style-type: none"> <li>• Any titled academic, professional or institutional position regardless whether or not remuneration is received</li> </ul>
	<ul style="list-style-type: none"> <li>• All full-time, part-time or voluntary positions</li> </ul>
	<ul style="list-style-type: none"> <li>• All adjunct, visiting or honorary appointments</li> </ul>

Current and Pending Support	
	Review <b>Current and Pending Support</b> guidance in the most recent version of the <i><b>NASA Guidebook for Proposers Responding to a NASA Notice of Funding Opportunity (NOFO)</b></i> available on the <a href="#">NASA GPC – Regulations and Guidance Page</a> .
	<b>Review notice of funding opportunity (NOFO) for specific requirements</b>
	“PIs and Co-PIs shall provide all ongoing and pending projects and proposals (regardless of salary support) in which they are performing or will perform any part of the work. Co-Is proposing to spend 10% or more of their time in any given year to the proposed effort shall provide a list of ongoing and pending projects and proposals (regardless of salary support) that require more than 10% of their time in any given year.”
	“PIs and Co-PIs also shall list their current and pending support with Chinese universities and other similar institutions or a Chinese-owned company at the prime recipient level and at all subrecipient levels, whether the bilateral involvement is funded or performed under a no-exchange of funds arrangement.” (see definition below)
	All items to be included in a Current and Pending Support Document include:

	<ul style="list-style-type: none"> <li>Title of funded project or proposal title;</li> </ul>
	<ul style="list-style-type: none"> <li>Name of PI on award or proposal;</li> </ul>
	<ul style="list-style-type: none"> <li>Program name (if appropriate) and sponsoring agency or organization, including a point of contact with their telephone number and email address;</li> </ul>
	<ul style="list-style-type: none"> <li>Performance period;</li> </ul>
	<ul style="list-style-type: none"> <li>Total amount received by that investigator (including indirect costs) or the amount per year if uniform (e.g., \$50k/year); and</li> </ul>
	<ul style="list-style-type: none"> <li>Time commitment by the investigator for each year of the period of performance.</li> </ul>
	<p>“The proposing PI shall notify the NASA Program Officer identified in the NOFO immediately of any successful proposals that are awarded for substantially overlapping work as proposed to NASA, any time after the proposal due date and until the announcement of NASA’s selections.”</p>
	<p><b>POST-SUBMISSION:</b> The proposing PI must notify the NASA Program Officer identified in the NOFO immediately of any successful proposals that are awarded for substantially the same research as proposed to NASA, any time after the proposal due date and until the time that NASA’s selections are announced. Please contact your <a href="#">RAS contract administrator</a> for assistance.</p>

Additional Certifications	
	<ul style="list-style-type: none"> <li>Complete <a href="#">NASA Assurance of Compliance – China Funding Restriction</a>. See definition of “China or Chinese-owned Company” below.</li> </ul>

**NASA Definition of “China or Chinese-owned Company”**

“China or Chinese-owned Company” means the People’s Republic of China (PRC), any company owned by the PRC, or any company incorporated under the laws of the PRC. Chinese universities and other similar institutions are considered to be incorporated under the laws of the PRC and, therefore, the funding restrictions apply to grants and cooperative agreements that include bilateral participation, collaboration, or coordination with Chinese universities.

*Above text from **NASA Guidebook for Proposers Responding to a NASA Notice of Funding Opportunity (NOFO)** (revised April 28, 2021)*

### Reporting Requirements

All NASA awards must utilize the [Research Performance Progress Report \(RPPR\)](#) format, unless another OMB-approved report format has been approved by the NASA program office. The RPPR is not a template or form but rather a set of standard data elements against which award recipients will report. While the RPPR does not specifically require that Investigators disclose any changes or updates to their funding status or other professional activities, it is highly recommended that Investigators contact their NASA Program Officer to determine when and how such updates may be made to avoid any potential compliance issues.