

## Frequently Asked Questions

Updates:

01/31/2024 -- FAQ Released along with solicitation

04/05/2024 -- Added Q10 to Application Submission Questions

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### Application Submission Questions

Q1: I've started the application creation/submission process. How do I find what I started and see where it is in the process?

A1: In order to see applications that you have in process, login to your account. See the "All Applications" drop-down menu for your list of applications.

Q2: How can I verify that my application has been submitted?

A2: Once an application has been submitted, under "All Applications" the application will show a green check mark box that says "Submitted." **Ultimately, it is your responsibility, and not TRISH's, to verify that your application has been officially submitted by the application due date.**

Q3: Do character limits include spaces?

A3: Yes, character limits include spaces.

Q4: Where do I submit my proposal?

A4: You must submit your proposal via TRISH GRID. This solicitation can be found here: [https://spacehealth.bcm.edu/prog/catalyst\\_2024](https://spacehealth.bcm.edu/prog/catalyst_2024)

Q5: If the idea submitted would have Intellectual Property (IP) application on Earth, what safety measures does the process have in place to protect the company's IP?

A5: TRISH follows the NASA guidelines regarding intellectual property. Please refer to Section G.4.b copied here: "Institutions awarded TRISH funding must report each invention disclosure or patent application resulting from their TRISH research grant to both TRISH and NASA within 60 days of investigator disclosure to the home institution. Please also refer to the NASA Guidebook for Proposers: ([https://www.nasa.gov/offices/ocfo/gpc/regulations\\_and\\_guidance](https://www.nasa.gov/offices/ocfo/gpc/regulations_and_guidance)).

Q6: I just submitted a similar grant to another funding organization. Can I also apply to this solicitation?

A6: TRISH does not restrict the number of submissions for a similar proposal submitted at the same time as to other funding organizations. We recommend that you also check with the other funding organization regarding their guidelines on this matter.

Q7: Are Letters of Collaboration or Support required? I am unable to mark the task as complete.

A7: Letters of Collaboration or Support are optional. However, you will not be able to mark the task as complete unless the proposer uploads a file. Simply click away from the task and you will be able to submit the proposal without uploading any letters.

Q8: How long will it take for a decision to be rendered regarding my application?

A8: TRISH will review Catalyst proposals on a quarterly basis.

Q9: My Institution is not registered in the system for award management (SAM) database. Can I submit a step-1 proposal?

A9: Yes. However, institutions must be registered in the system for award management (SAM) database ([www.sam.gov](http://www.sam.gov)) prior to receipt of funds. SAM registration usually takes around 30-60 business days to complete, though new policies may temporarily lengthen the registration time. It is important to note that Step-2 proposals will not progress to review until the institution is SAM registered.

Q10: What is the page limit for Step-1 proposals?

A10: Step-1 proposals should include a synopsis of the intended research, with the total length of the Step-1 proposal not to exceed two 8 ½ by 11-inch pages using a standard 12-point font and one-inch margins. Any Step-1 proposals exceeding the page limit will be returned without review. Proposers are encouraged to resubmit their ideas within the designated page limit.

## Eligibility Questions

Q1: If an organization is US-based legal entity but the core team is based abroad (the submitter is a US citizen though), would we be compliant?

A1: All categories of United States (U.S.) institutions and companies are eligible to submit proposals. The applying PI must have a US-based office with a Tax ID/EIN number.

## Budget Questions

Q1: How can cost-sharing be contributed?

A1: Cost-sharing of 10% is required for this solicitation and may be contributed in cash or in-kind (non-cash contributions) provided by non-Federal third parties.

Q2: What is covered under cost-sharing?

A2: Cost-sharing examples:

- o Salaries & benefits.
- o Value of additional % effort contributed by PI.
- o Equipment purchases.
- o Supplies.

- o Travel.
- o Tuition fees.
- o Indirect costs.
- o Value of volunteer services towards the project.

Q3: Are cost-sharing details required in the proposal budget?

A3: Specific details on how your team plans to provide the 1:1 cost-sharing match are **not** required in the proposal budget. These details can be finalized post-award.

Q4: Does TRISH subcontract to all institutions directly?

A4: In proposals with multiple institutions, TRISH reserves the right to directly subcontract to all institutions listed on the proposal. Consultants and other service contracts would be managed by the PI's institution.

Q5: Can salaries of non-US citizen participants be counted toward cost-sharing?

A5: As long as the individual is at a U.S. institution and has effort on the TRISH grant, and the cost sharing cannot be federal funds.

Q6: As a university co-investigator, will the grant be awarded by TRISH directly to the university or will it be a subcontract from one organization to another?

A6: In proposals with multiple institutions, TRISH reserves the right to directly subcontract to all institutions listed on the proposal. Consultants and other service contracts would be managed by the PI's institution.

## Application Team Member Questions

Q1: Is there a required format for biographical sketches?

A1: A NIH or NSF biosketch format is acceptable, but there is no required format. A template has been provided alongside the solicitation for the proposer's convenience. Regardless of the format used, please take careful note of the 2-page limit for biographical sketches.

Q2: Do I need to list out the names and credentials of each of the research assistants, administrators, and/or students that will be working on the project?

A2: No, it is not necessary to list the names of all individuals working on the project. The principal investigator and co-investigator(s) should be clearly stated.

Q3: Should the application contain letters of support from key personnel that will be providing technical advice, or is it sufficient to describe their input as a collaborator within the research plan?

A3: Key personnel should be included on the cover page as team members and may signal their involvement through GRID or may provide letters of support in the biographical sketches section.

## General Background Questions

Q1: How can I find more information about the latest spaceflight research results? What about current research?

A1: Please refer to the Evidence Reports found on the NASA's Human Research Roadmap: <https://humanresearchroadmap.nasa.gov/Evidence/>. Evidence Reports are provided that review the human risks to spaceflight. General research plans are available by reviewing the tasks within the Human Research Roadmap as well.

Lastly, the NASA Task Book also provides a summary of past and current NASA-funded studies going back to 2004 (including TRISH, NSBRI, HRP, and Space Life and Physical Sciences Research and Applications) <https://taskbook.nasaprs.com/Publication/welcome.cfm>.

Q2: How should I treat export-controlled material in my application?

A2: In general, applicants are advised against including export-controlled material. However, if it is essential to include any export-controlled information in an application, a notice to that effect must be prominently displayed on the first pages of the application and shall state: "The information (data) contained in [insert page numbers or other identification] of this application is (are) subject to U.S. export control laws and regulations. It is furnished to the Government [and TRISH] with the understanding that it will not be exported without the prior approval of the Applicant under the terms of an applicable export license or technical assistance agreement." Note that it is the responsibility of the applicant to determine whether any application information is subject to export-control regulations.

Q3: I cannot find the answers to my questions in the solicitation documents, the guidebook, or this FAQ. Who can I ask for assistance?

A3: Please ensure that you read both the TRISH solicitation and this FAQ in their entirety before contacting TRISH with questions. For additional information, please see <https://trish.my.site.com/s/concierge>.