ISS NATIONAL LABORATORY®

GUIDE FOR COMPLETING THE ONLINE STEP 1: LETTER OF INTENT
WEB FORM FOR FOLLOW-ON PROJECTS
ISS NATIONAL LAB RESEARCH ANNOUNCEMENT (NLRA)

Letters of intent must be submitted electronically through the online submission portal, which can be accessed on the webpage for this NLRA. This document outlines the information requested on the letter of intent web form. All sections of the form must be completed, with required fields clearly identified in the "Required" column.

Information Requested	Required?	Description
PAGE 1		
OFFEROR INFORMATION		
Principal Investigator (PI)	Yes	List a single principal investigator (PI) who is a U.S. person, per 8 U.S.C. 1101(a)(20), or who is a protected individual, as defined by 8 U.S.C. 1324b(a)(3).
Email	Yes	Provide the offeror's email address. An email address is required to submit a letter of intent.
Phone		Provide the offeror's telephone number.
PI Position/Title		Provide the offeror's position or title.
ORGANIZATIONAL INFORMATION		
Organization Legal Name	Yes	Provide the name of the institution or organization at which the offeror is employed.
Organization Address	Yes	Provide the address of the institution or organization at which the offeror is employed.

COMPLETED PROJECT INFORMATION

Title of Previous Project	Yes	Provide the title of the offeror's most recent project with the ISS National Lab.
Grant/User Agreement Number	Yes	Include the grant or user agreement number associated with the most recent project.
Summary of Completed Project Results	Yes	Highlight key achievements, challenges, and lessons learned from the previous project. Include evidence that demonstrates how the completed work is relevant to and supports the proposed follow-on project. This field has a 1,400-character limit (about 215 words).

PAGE 4
FOLLOW-ON PROJECT INFORMATION

Title of New Project	Yes	Provide a title for the proposed project.
One-Line Project Description	Yes	In clear and concise layman's terms, provide a sentence that summarizes the project. This is only for CASIS internal use and will not be released to the public or NASA.
Key Words	Yes	Enter the most relevant words that describe the proposed project.
Line of Business	Yes	Select the ISS National Lab line of business that best aligns with the proposed project. Choices: Fundamental Science, Technology Development, In-Space Production Applications, STEM Education and Workforce Development
Project Objectives	Yes	When outlining project objectives, begin with a summary that includes the project's vision, rationale, and alignment with the ISS National Lab mission. Clearly explain how the proposed project builds on the offeror's previous ISS National Lab work to demonstrate continuity and impact. Specify the goals, anticipated results, and expected deliverables or products. Include information about the organization, key personnel, and any partners involved. **For technical (non-STEM education and workforce development) flight projects**, include the test objectives and the starting and ending technology

		readiness level (TRL). Explain how the project outcomes will advance technology development and potentially lead to a commercial product. **For STEM education and workforce development projects (whether flight or ground-based)**, outline the educational or workforce development plan, including details on the target audience, participants, engagement strategies, curriculum materials, and expected outcomes. Also, describe how the project will be evaluated, how its impact will be tracked, and how it will sustain funding post award and potentially grow. This field has a 2,000-character limit (about 300 words).
Rationale for Use of the ISS		Select the rationale for use of the ISS. Choices: Extended access to microgravity; Extreme environmental conditions; Unique vantage point; Other
Concept of Operations	Yes	**This field is required for flight projects only.** Summarize the proposed technical approach for the in-orbit experiment and its alignment with project objectives. Describe the in-orbit requirements, experimental setup, required hardware/facilities, logistical support, payload return needs, timeline (at a minimum, the desired launch date and flight duration), and evidence that the Implementation Partner can meet the proposed technical and schedule requirements. This field has a 1,400-character limit (about 215 words).
Implementation Partner	Yes	Enter any Implementation Partners the offeror has communicated with.

PAGE 5

Estimated Project Funding		
Expense Category		
1. Project Costs	Yes	These are the direct costs and indirect costs (e.g., overhead (OH) and general and administrative (G&A), or finance and administrative costs (F&A)) to manage the project.

2. Implementation Partner (Mission Integration & Operations) Costs	Yes	These are the costs for an Implementation Partner (IP) to make a payload flight ready. IP services include the design, development, integration, in-orbit capabilities and facilities, and assistance required to complete NASA Verification and Validation (V&V) activities.
3. Total Project Funding Required		This is the estimated cost to complete the project. This will be the sum of line items 1 and 2 and is automatically calculated. The value of this line item must equal the value in line item 8 (Total from All Funding Sources).
Funding Source		
4. Funds Provided by PI's Organization	Yes	This refers to the funds that the offeror's organization is contributing directly to the project. It does not include in-kind contributions (see line item 7).
5. Funds Requested from CASIS (5a + 5b)		This is the total amount of funding the offeror is requesting from CASIS to cover any shortfall in project expenses. This will be the sum of line items 5a and 5b and is automatically calculated. The amount must be less than or equal to line item 3 (total project funding). The value for line item 5 will be zero ($0) if the offeror is not requesting CASIS funding.
5a. Project Funding Requested from CASIS	Yes	This figure represents the funding requested from CASIS, excluding any costs associated with the Implementation Partner (line item 5b). Note that projects within the Technology Development line of business are not eligible for CASIS project funding and should enter in $0.
5b. Implementation Partner (Mission Integration & Operations) Funding Requested from CASIS	Yes	**This field is required for flight projects only.** This is the amount of funding the offeror is requesting from CASIS to cover Implementation Partner costs. Implementation Partners contract directly with CASIS. Enter zero if no funds are being requested.
6. Funds Provided by Other Sources	Yes	This refers to the total contributions from external sources outside of the offeror's organization, excluding the funds requested from CASIS. Examples include other government grants, SBIRs, and academic or commercial partnerships. Indicate in the Budget and Funding Sources field whether these funds have been secured or are pending requests. Securing external funding is recommended when possible.

7. In-Kind Contributions	Yes	Examples of in-kind contributions include the value of personnel time, facilities, equipment, supplies, or materials provided by the offeror's organization to support the project.
8. Total from All Funding Sources (must equal line item 3)		This will be the sum of line items 4 through 7 and is automatically calculated. The value of this line item must equal the value in line item 3.
Budget and Funding Sources	Yes	• For funds being provided by the offeror's organization, please indicate whether the funds are currently available, and if not, state when they will become available and from what source. • For funds received from an external source, identify the source organization and funding amount. • Does the offeror require support from the ISS National Lab to identify potential investors or to obtain additional funding? • Does the offeror or any funding partners have the intent, resources, or experience to develop and/or commercialize project outcomes? This field has a 1,400-character limit (about 215 words).
Letters of Support (maximum of 5 files)		Letters of support are optional for a letter of intent submission but are encouraged for In-Space Production Applications and Technology Development projects. Attach up to five PDF files of letters of support, such as endorsements from key stakeholders or partners.
Additional Comments		This field is intended for brief, relevant clarifications or elaborations related to the letter of intent submission. Please keep comments focused on providing necessary context or explanations. Include any justification for unmet prior project eligibility criteria, if needed.