

PROPOSAL REVIEW FORM

NASA Access Restrictions Checklist

Principal Investigators (PIs) or Project Directors (PDs) submitting proposals to NASA must complete and sign this form and include it with proposal material sent to the [Sponsored Projects Office](#).

[NASA Grant and Cooperative Agreement Handbook](#) Provision 1260.35, "Investigative Requirements (January 2004)," directs award recipients to ensure that individuals who need access to NASA facilities, computer systems or NASA technical information for performance of the workscope will provide personal and biographical information requested by NASA. This Provision is applied to Federal Demonstration Partnership (FDP) awards as Article 15 of the [NASA FDP IV Agency-Specific Requirements](#).

[UC Office of the President policies](#) do not allow discrimination in employment. Background checks based on personal information can be discriminatory. To help avoid problems that the NASA Provision may create, the policies call for determining a project's access needs prior to award acceptance.

The following section must be completed by the Principal Investigator / Project Director

Yes No

- 1.0** Does the project require performance of work by UCB personnel at a NASA site?
(Note: This refers to work that is central to performance of the project, such as use of a unique facility. It does *not* refer to incidental access, such as meetings or collaborative work with colleagues that could take place elsewhere.)

If the answer to 1.0 was "yes," proceed to 1.1; if it was "no," skip to 2.0.

Yes No

- 1.1** Access to the same site(s) for the same or similar purposes has previously been obtained. **If the answer to 1.1 was "no," skip to 2.0.**
- 1.2** Before granting access, NASA requested only a driver's license or other official identification.
- 2.0** Does the project require access to NASA secure systems, e.g. a NASA "closed" computer system?
- 3.0** Does the project require access to NASA technical information that, as far as is known, it considers secure or restricted?
- 4.0** Does the project involve one or both of the following special *long-term access* requirements: 1) physical access to a federally controlled facility, or 2) access to a federal information system for six consecutive months or more?

(Note: Federally controlled facility refers Government-owned, not just NASA, including contractor-operated such as LBNL, JPL, etc. Federal information system refers to systems used or operated by a government agency or other organization on behalf of an agency, where access involves more than routine access or uploading data through a secure web site.)

PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR CERTIFICATION:

- *I certify that the information provided above is accurate to the best of my knowledge.*
- *If circumstances change I will notify the Sponsored Projects Office.*
- *If an award is made and NASA subsequently requests information on personnel, I will inform SPO before such information is provided.*

Name of Principal Investigator/Project Director

Signature of PI/PD

Date