

## Questions and Answers about the Discovery 2010 CSR Guidelines

Q1: You added the following evaluation factor: "Factor C-8. Approach and feasibility for completing Phase B. The completeness of Phase B plans and the adequacy of the Phase B approach will be assessed. This assessment will include evaluation of the activities/products, the organizations responsible for those activities/products, and the schedule to accomplish the activities/products." Can you provide any background regarding why this was called out, or any specific information about what you are looking for beyond what is normally provided in a Phase B plan? What has changed?

A1: A required gateway product for approval to enter Phase B is a detailed work plan for Phase B. The information contained within this factor has therefore always been part of the CSR evaluation. The new aspect is that we are being more explicit about what the CSR will be evaluated for in order to ensure the PI teams have the full knowledge.

Q2: CSR Structure and Page Limits on page 15, A Cartography Appendix M.10 is identified, yet there are no content requirements associated with it. Also on page 56, appendix M.10 is identified as the Sample Curation Plan and says it is not applicable. Please clarify what is required in Appendix M.10. Also could you explain what occurred during New Frontiers that prompted the need for a cartography plan.

A2: A Sample Curation Plan is not needed because none of the Discovery Phase A teams are proposing a sample return mission. The contents of the Cartography plan are described in the final bullet of Requirement CS-23. The addition of the Cartography Plan was driven by recent experience with missions in Phase E, not the recent New Frontiers competition. Place the Cartography Plan in Appendix M.10.

Q3: Requirement CS-70: The first sentence starts with "For Phase B only,...", but the last sentence of the paragraph ends with "...during each Phase of work". Please clarify which is correct.

A3: Requirement CS-70 is only applicable to Phase B. However, the referenced Cost Table Template 2 is applicable all subsequent Phases, as specified in requirements CS-71 to CS-73.

Q4: Pg 35-36: "Elements of Cost Breakdown" In the discussion of the cost elements, there is no mention of 'employee benefits'. Should the cost of benefits be included under "Direct Labor", "Other Direct Costs", or "Indirect Costs"?

A4: Include employee benefits with direct labor.

Q5: Cost Tables: The treatment of SEO costs is different among the six tables. For example, Table 6 includes the SEO costs explicitly, whereas Table 1 only has PI-managed costs and Contributions (no SEO costs). Yet the note at the bottom of Table 6 says the total should be same as that shown on Table 1. Are SEO and/or STEO costs to be included in tables 1, 2, 4, and 5? If so, on what line? Tables 2 and 5 have a line for

"other", but there appears to be no appropriate place for SEO costs in Tables 1 and 4.

A5: STEOs are not an option in the 2010 Discovery AO. Include the optional Student Collaboration (SC) costs, up to the SC incentive, in Table 1 as a contribution by SMD that is part of the Total Mission Cost. Include the optional SC costs, up to the SC incentive, and SEO costs in Table 2 as Total Other Costs that are part of the Total Contract Cost. Include the optional SC costs, up to the SC incentive, in Table 3 as a contribution by SMD that is part of the Total Mission Cost. Include the optional SEO costs in Table 3 as Other AO-specific Activities that are part of the Enhanced PI-Managed Mission Cost. If the optional SC and/or SEO include any Co-I costs, include them in Table 4 as appropriate. If the optional SC and/or SEO include any Civil Service costs, include them in Table 5 as appropriate.

Q6: Appendix M.4 requires a SDB plan for Phases B-F. However, if selected, NASA intends to immediately issue a Phase B contract based on the data in Appendix M.4. Is a separate SDB Plan for just Phase B required to be submitted as part of Appendix M.4?

A6: No. The instructions for Appendix M.4 do not mention or require a SDB plan to be part of Appendix M.4. The SDB plan for Phases B/C/D/E/F is required in Appendix M.15. As stated in the instructions for Appendix M.15, the SDB plan will be negotiated before award of the Phase B contract.

Q7: We want to be sure we understand the page count expectations as listed on page 15 of the CSR guidelines. The table lists a formula for calculating the total page limit for Sections F-J of the CSR. If one were to assume 3 instruments, 1 flight element, and a student collaboration, that total would come to 117 pages. Is it true that those 117 pages can be divided however we choose across sections F-J?

A7: After considerable discussion, NASA has decided that the 6 pages allocated to the E/PO plan, and the 5 pages allocated to the SC (if proposed), may **not** be redistributed among Sections F-J. This is a change in policy from Step 1. This change is intended to allow for a complete description of the E/PO plan (and the SC if one is proposed) while not providing an incentive to teams to provide sketchy descriptions of their E/PO plan or to cut short the description of any proposed SC. In the example in the question, 106 pages may be divided across Sections F-J with 6 pages reserved for the E/PO plan and the remaining 5 reserved for the discussion of the SC.

Q8: Right now the CSR Guidelines (requirements CS-107 and 108) have placed page limits on Appendices M.22 and M.23 at 5 and 3 pages respectively. These are the same limits as Step 1. However, the table of page limits (page 15) lists M.22 and M.23 as "No page limit, but small size encouraged." Please clarify if there are page limits on Appendices M.22 and M.23.

A8: As described in the table of page limits, Appendices M.22 and M.23 are not page limited.