

NASA China Restriction Certification Review

Stage: Prior to Department Review

Local Research Administrator (Administrative Contact)

1. Initiate and assign to the PI the **NASA China Restriction Certification Form** ancillary review in RAMP.
2. Ensure the PI receives and completes both **Attachment 1** and **Attachment 2**, the *Summary of Restrictions and Certification*, and *NASA Certification Regarding Chinese Affiliations*, respectively.
3. Confirm all named key personnel anticipated in the full proposal; inform the PI they will be responsible for securing a signed Attachment 2 from each.
 - a. Federal employees, including those of FFDRCs, are exempt from this requirement.
4. Receive signed Attachment 2 for all named key personnel and the PI. Review briefly to ensure each is signed in the correct place, e.g. under Step 2 for Step 2 proposals.
5. Ensure signed forms are uploaded to RAMP Attachments.
6. Send a RAMP email to assigned OSP Specialist notifying them the signed forms are uploaded.

Principal Investigator

1. Complete both **Attachment 1** and **Attachment 2**, the *Summary of Restrictions and Certification*, and *NASA Certification Regarding Chinese Affiliations*, respectively.
2. Distribute and collect signed Attachment 2 forms from all named key personnel anticipated in the proposal.
 - a. Each Team Member proposed to be part of the research team including the PI, Co-PI, Collaborators, or others, whether paid or unpaid, whether affiliated with George Mason or a third party, and regardless of their nationality or immigration status (i.e., J-1, F-1, H-1B, etc.), will be required to complete the applicable form and return it to OSP Pre- Award staff via the PI.
 - b. Federal employees, including those of FFDRCs, are exempt from this requirement.
3. Complete the **NASA China Restriction Certification Form** ancillary review in RAMP. The ancillary is complete when it reads 'Yes' across:



The screenshot shows a form titled "NASA China Restriction Certification Form" with an "Update" button. To the right, a message reads: "Hello [redacted] Can you please accept this ancillary review acknowledging that you and your team need to complete the NASA China Certification form? I have your signed form. Thank you, Sarah". Below the message, three input fields each contain the word "yes".

4. Email to the Administrative Contact or upload to RAMP the signed Attachments 1 and 2.

Stage: Specialist Review

OSP Specialist

1. Review the following sections and documents to ensure they agree on the named personnel and their respective roles:
 - a. RAMP FP: Personnel #11 (PI) and #13 (GMU key and non-key personnel)

11. Program director / Principal investigator / Project lead / Fellow:
Yunyao Li

13. Project personnel:

a. Add other institutional key, non-key or other significant contributor personnel: ?

Last Name	First Name	Key	Role
Sun	Ziheng	yes	Co-Investigator
Tong	Daniel	yes	Faculty

b. RAMP FP: COI Disclosure Status

1. FCOI Investigators:

Name	Last COI Profile Update	COI Training Completed
Ziheng Sun	5/21/2024	5/21/2024
Yun Yao Li	5/13/2024	5/13/2024
Daniel Tong	5/2/2024	5/21/2024

c. Full Proposal: Section VI – Team Members

SECTION VI - Team Members				
Team Member Role	Team Member Name	Contact Phone	E-mail Address	
PI	Yun Yao Li	240-472-8398	yh74@gmu.edu	
Organization/Business Relationship George Mason University		UEI EADLFP7Z72E5	EFT	CAGE Code 7X764
International Participation No	U.S. Government Agency		Total Funds Requested 0.00	
Co-I	Anton Darmenov	301-614-5493	anton.s.darmenov@nasa.gov	
Organization/Business Relationship NASA Goddard Space Flight Center		UEI EFX9AMALVGN3	EFT	CAGE Code 36FC1
International Participation No	U.S. Government Agency NASA Goddard Space Flight Center		Total Funds Requested 120,125.00	
Co-I	Ziheng Sun	703-537-9353	zsun@gmu.edu	
Organization/Business Relationship George Mason University		UEI EADLFP7Z72E5	EFT	CAGE Code 7X764
International Participation No	U.S. Government Agency		Total Funds Requested 0.00	
Collaborator	Daniel Tong	919-280-6656	qtong@gmu.edu	
Organization/Business Relationship George Mason University		UEI EADLFP7Z72E5	EFT	CAGE Code 7X764
International Participation No	U.S. Government Agency		Total Funds Requested 0.00	

d. Budget & Justification: Personnel section

PERSONNEL COSTS		
Staff Member (Faculty, Post-Docs, Admin Faculty, Classified Staff) Unhide to use more lines	is Key?	Role
Dr. Yunyao Li	YES	PD/PI
Dr. Yunyao Li	YES	PD/PI
Dr. Ziheng Sun	YES	Co-PD/PI
Dr. Daniel Tong	YES	Faculty
Dr. Yunyao Li	YES	PD/PI
Dr. Ziheng Sun	YES	Co-PD/PI

2. Review Attachment 1 and Attachment 2 and ensure:

PERSONNEL COSTS

Key Personnel

Principal Investigator – Dr. Yunyao Li will design and lead the performance of the project as described in the goals/aims of this proposal, build the S2S forecast model, coordinate and lead meetings with their research team, supervise GRAs, prepare manuscripts for publication, prepare annual progress reports, etc. She will dedicate 3.41 months in year 1, 3 months in year 2, and 1 month in years 3 and 4.

Co-Investigator – Dr. Ziheng Sun will dedicate 2.4 months in years 1 and 2 and 1 month in years 3 and 4. Dr. Sun will be responsible for the AI model setup and tuning.

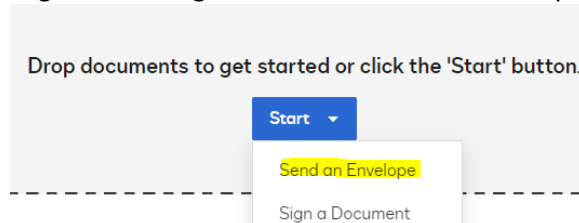
Other Personnel

Collaborator– Dr. Daniel Tong will dedicate .25 summer months in years 3 and 4. He will lead the stakeholder engagement

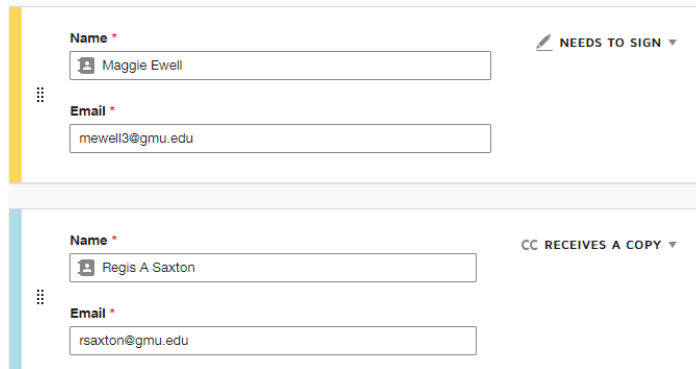
- The PI has answered all questions in full and signed Attachment 1 and Attachment 2.
- The PI and all non-federal key personnel (see #1 directly above) have completed and signed the forms
- All questions clearly indicate a No or Yes response.
- All Yes responses have a corresponding entry under ‘Description’.

3. **If all Attachments certify ‘No’, proceed to Step 6.**

- If any single response on either Attachment says ‘Yes’, secure a Description from the PI and immediately notify your Manager via email and provide:
 - All Attachments with a Yes response
 - The corresponding Current and Pending(s) (C&Ps) and Biosketch or CV regardless if required by the solicitation.
- The Manager will resolve any possible issues and advise when the Attachments are approved for AOR signature (see step 6).
- Once Steps 3 or 4-6 are complete, initiate and assign to the AOR the **NASA China Restriction Certification Form** ancillary review in RAMP.
- Simultaneous with Step 7, secure AOR signature via Docusign on all signed certifications:
 - Login to DocuSign and choose ‘Send an Envelope’:



- Upload completed certifications and add the AOR to sign and your Team Manager as receiving a copy



- c. In email subject put this naming convention: **Complete with DocuSign: NASA Certs, FP# Stage [1 or 2] Short Title** (e.g., *Complete with DocuSign: NASA Certs, FP2251 Stage 2 Yigit_CPI/NASA_11/16/23*)
- d. Hit *Next*. You will then be able to assign Standard Fields. Under the relevant section(s) add *Full Name*, a *signature* block, and a *Date Signed* block, as shown below. It is important to make sure all three boxes have flags, because if just signature is flagged, docuSign will not allow AOR to add Name or Date.
- e. Ensure the signature block appears in the correct section (e.g., Step 2 proposals should be signed under the Step 2 section).

Office of Sponsored Program

Certification approved by Director, Pre-Award Administration at proposal stage:

Name: Signature: Date:

Certification approved by Director, Pre-Award Administration at proposal stage Step 2 (if applicable):

Name: Signature: Date:

Certification approved by OSP Contracts at award stage:

Name: Signature: Date:

- f. Hit *Send*.
- g. Combine all signed certifications into a single PDF by printing them to PDF individually, then combining into a single document. Upload this complete document to RAMP Attachments, and delete duplicates so only the combined, fully signed forms remain under Attachments.