

## SPP Debrief Guidelines for PI's

- Contact Dr. Madhulika Guhathakurta at email: [madhulika.guhathakurta@nasa.gov](mailto:madhulika.guhathakurta@nasa.gov) or at phone: (202) 358-1992 to schedule an oral debrief (either in person or by phone), should you desire one. Debriefs are offered as a service to the PI and are not required.
  - A maximum of 1.5 hours may be scheduled for a debrief.
  - You may bring up to 5 members of your team with you. Other members may join by telephone, but you must arrange the telecon and have your own meet me number. NASA will not pay for the travel or support of you and your team.
  - If you plan to bring any non-US citizens with you, please send their names to Dr. Guhathakurta at least a week ahead of the scheduled meeting, so that a security clearance may be obtained for them.
  - Please visit the SPP acquisition website: <http://lws.larc.nasa.gov/solarprobe/index.html> for an overview of the debrief policy and process. The following items are covered.
    - SMD Debriefing Policy
    - Ground Rules for Debriefing
    - The Evaluation Process
    - Selection Process
- The debrief process will be more efficient if you come prepared.
- At the debrief meeting, the following process will be executed.
    - Dr. Guhathakurta will review the evaluation and selection process for all SPP proposals submitted to the AO
    - Dr. Guhathakurta will read the major findings of the science peer review, addressing the first two evaluation criteria described in the SPP AO for instrument proposals. For Observatory Scientist Proposal, Dr. Guhathakurta will read the major findings of the science peer review, addressing the first, fourth and fifth evaluation criteria.
    - The SPP Acquisition Manager or Dr. Guhathakurta will read the major findings of the Technical, Management (TMC) review, addressing the third evaluation criterion described in the SPP AO.
    - NASA will provide you a copy of the written debrief material, as stated in the AO.
    - *Dr. Guhathakurta has the option of offering you the written debrief material at the start of the oral debrief or after. Should you have a preference, you should discuss it with her at the time you set up the debrief. Dr. Guhathakurta will have the final word on this issue.*
  - The above process will be followed for a telephone debrief as well with the difference that the written debrief material will be provided to you either by a secure FAX# provided by you or secure electronic means (please discuss your preference with Dr. Guhathakurta.)