

Entries

Center Awards Liaison Officers (ALOs) shall submit entry packages electronically via the NASA Technology Transfer System (NTTS) by COB May 6, 2016, and include the documentation listed in Table A. A scanned copy of the NASA Form NF-1329 signatures must also be submitted through the ALO, which shows the signatures of the official NASA technical management reviewers. The entry should be supplemented by evidence, such as letters from software users demonstrating the software's impact, degree of innovation, and suitability. All files and documentation must be organized and named as specified in the "Submission Guidelines" attached. This information will be the primary data used in the selection of the NASA SOY, and will be electronically submitted to the NASA ICB.

Each NASA Center will evaluate entries from its associated activities to select and submit a single nominee. NASA Centers may submit additional nominees if the entry was initiated by a Facility under its cognizance (e.g., GSFC could submit one entry for its Greenbelt main campus and another from the Wallops Flight Facility and/or the Independent Verification and Validation Facility).

Deadlines

Each NASA Center will submit its nomination to the ICB through NTTS by COB May 6, 2016.

Judging

Entries will initially be reviewed by software experts from the NASA Field Centers, Headquarters, and the Inventions and Contributions Board. A list of questions will be compiled and sent through the submitting ALO's for the nominated teams to answer. The questions and answers will become part of the nomination package forwarded to the ICB itself. Nomination representative(s) will have the opportunity to make a short presentation at NASA Headquarters on June 22, 2016 or present via video/teleconference from another site. The exact schedule of presentations will be distributed after all nominations are received and qualified. An electronic copy of the final presentation, if any, should be provided to the ICB Chief Technologist (barbara.a.fawcett@nasa.gov) by COB June 15, 2016. The ICB will recommend winner(s) to the competition sponsors for confirmation by the Administrator, under the auspices of the National Aeronautics and Space Act.

NASA officials will present the award at a suitable venue. Any clarification requests about competition criteria should be made through the ALO at the cognizant NASA Center. A file listing the ALO's for all the Centers may be downloaded from within the NASA firewall at <http://icb.nasa.gov/liaison-officers>.

Eligibility

NASA is looking for innovative software itself, rather than projects or products that use routine software. Software techniques, methods, languages, and functions are advancing and the applications of these advancements are allowing NASA to do more than it could ever have done before. The NASA Software of the Year (SOY) Award is about finding and rewarding these advances. It is important that the software not only be technologically advanced and of high quality, but can also demonstrate that safety and reliability have been applied as required to make the software product(s) robust and safe to operate per relative NASA standards and directives available at <http://standards.nasa.gov/> and http://nodis3.gsfc.nasa.gov/main_lib.cfm respectively. The competition is open to author(s) of outstanding NASA scientific and technical software, which supplies documentation that it has:

- (1) been officially released by the project within the last 3 years. Note: Software may only be considered officially released after all experimental phases have been successfully completed to the satisfaction of the customer;
- (2) a current Technology Readiness Level (TRL) of 7 or higher;
- (3) a NASA intellectual property interest;
- (4) been supported, adopted, sponsored, or used by NASA;
- (5) made a significant scientific or technical contribution to the NASA mission;
- (6) is in a NASA Center's Software Inventory;
- (7) been reviewed by the local NASA Safety and Mission Assurance organization regarding:
 - a. software classification as defined by NPR 7150.2B, Appendix D,
 - b. safety criticality based on the Software Assurance Assessment as described in NASA-STD-8739.8, Appendix A,
 - c. software release status,
 - d. Software Engineering processes followed for development and acceptance based on a compliance matrix against applicable Center or Agency software requirements as described in NPR 7150.2B, Appendix C, and
 - e. if classified as safety critical, include the compliance matrix as described in NASA-STD 8719.13 Appendix B, section 6;
- (8) the designated Center Engineering Technical Authority sign off on the submitted software's compliance matrix against NASA's Software Engineering Requirements (i.e. approval of candidate's software compliance matrix against applicable NPR 7150.2B requirements),
- (9) demonstrated compliance with NASA security procedures per NASA Policy Directive 2810, NASA Information Security Policy,
- (10) demonstrated compliance to Section 508 of the Rehabilitation Act of 1973, as amended 29 U.S.C. § 794 (d).

NASA Centers, NASA Facilities (e.g., Independent Verification and Validation Facility, Wallops Flight Facility, White Sands Test Facility, Goddard Institute for Space Studies, Plum Brook Station), contractors, and supporting universities may participate.

Submission Guidelines

Please submit all files electronically via NTTS in the fewest number of zipped master files possible. The master files should be named “(CenterID) (Nominee Acronym) SOY Nom (#)” (e.g., “GRC LEWICE SOY Nom 1”). These master files should contain the following sixteen types of files, named as indicated:

1. The following are required files:
 - a. “(CenterID) (Nominee Acronym) 1329.pdf”
 - b. “(CenterID) (Nominee Acronym) 1329 signatures.pdf/jpg”
 - c. “(CenterID) (Nominee Acronym) Summary Evaluation Document.pdf”
 - d. “(CenterID) (Nominee Acronym) NPR 7150.2 Software Classification.pdf”
 - e. “(CenterID) (Nominee Acronym) NASA Std. 8739.8 Safety Criticality.pdf”
 - f. “(CenterID) (Nominee Acronym) NPR 2210 Release Status.pdf”
 - g. “(CenterID) (Nominee Acronym) NPR 7150.2 Software Compliance Matrix.pdf”
 - h. “(CenterID) (Nominee Acronym) NASA Std. 8719.13 Safety Compliance Matrix.pdf”
 - i. “(CenterID) (Nominee Acronym) Information Security Compliance.pdf”
 - j. “(CenterID) (Nominee Acronym) 508 Compliance.pdf”
2. “(CenterID) (Nominee Acronym)(awardee last name) Release” for each ICB Award Release.
3. “(CenterID) (Nominee Acronym) Reference Letters” and a unique identifier for up to 10 letters of recommendation/reference.
4. “(CenterID) (Nominee Acronym) Technical Publications” and a unique identifier for each technical publication, conference publication, and multimedia file.
5. “(CenterID) (Nominee Acronym) General Publications” and a unique identifier for each press release and general publication article.
6. “(CenterID) (Nominee Acronym) Project Documentation” and a unique identifier for each article of project-related documentation (e.g., user manuals, management plans, development documents).
7. “(CenterID) (Nominee Acronym) Web Links” file containing project website links.

Items in 1 and 2 above are required for each nomination; all other naming conventions should be used, where applicable, to document the software’s impact, innovation, and suitability to the NASA Inventions and Contributions Board. Submitted PDF’s should have selectable text if at all possible.

Table A: Nomination Documentation

File Type	Preferred Format	Alternate Format
Documents	Text selectable Portable Document Format (.pdf)	Microsoft Word (.doc, .docx)
Graphics	JPEG Image File (.jpg)	Portable Network Graphic (.png)
Spreadsheets	Microsoft Excel (.xls, .xlsx)	
Presentations	Microsoft PowerPoint (.ppt, .pptx)	
Audio	MP3 Audio File (.mp3)	
Video	Windows Media Video (.wmv)	Apple QuickTime Movie (.mov) or MPEG-4 Video File (.mp4)
World Wide Web	HyperText Markup Language (.htm, .html)	

All audio, video, and executable files, including video embedded in presentations, must be compatible with both Windows and Macintosh platforms. The reliability of a video sharing via teleconferencing cannot be guaranteed. Documents, files, and handouts that include Sensitive But Unclassified (SBU) or International Traffic in Arms Regulations (ITAR) information should be avoided. Source code files should not be submitted. Note that there is an NTTS size limit of 100MB for files submitted.