

NASA Supplementary Instructions To Complete SF 298 (Rev. 8-98 version)

NASA uses this inter-governmental form that does not allow customization. Look for special notes (NOTE) if NASA's procedures differ slightly from other agencies.

- Block 1: NOTE: NASA uses month and year (February 2003) on the covers and title pages of its documents. However, this OMB form is coded for block 1 to accept data in the following format: day, month, and year (ex.: day (23), month (02), year (2003) or 23-02-2003, which means February 23, 2003. For this block, use the actual date of publication (on the cover and title page) and add 01 for the day. Example is March 2003 on the cover and title page, and 01-03-03 for block 1.
- Block 2: Technical Paper, Technical Memorandum, etc.
- Block 3: Optional for NASA
- Block 4: Insert title and subtitle (if applicable)
- Block 5a: Complete if have the information
- b: Complete if have the information
- c: Optional for NASA
- d: Optional for NASA; if have a cooperative agreement number, insert it here
- e: Optional for NASA
- f: Required. Use funding number (WU, RTOP, or UPN)
- Block 6: Complete (ex.: Smith, John J. and Brown, William R.)
- Block 7: NASA Center (ex.: NASA Langley Research Center)
City, State, Zip code (ex.: Hampton, Virginia 23681-2199)
You can also enter contractor's or grantee's organization name here, below your NASA center, if they are the performing organization for your center
- Block 8: Center tracking number (ex.: L-17689)
- Block 9: National Aeronautics and Space Administration
Washington, DC 20546-0001
- Block 10: NASA
- Block 11: ex.: NASA/TM-2003-123456
- Block 12: ex.:
Unclassified – Unlimited
Subject Category <http://www.sti.nasa.gov/subjcat.pdf>
Availability: NASA CASI (301) 621-0390
Distribution: (Standard or Nonstandard)
If restricted/limited, also put restriction/limitation on cover and title page
- Block 13: (ex.: Smith and Brown, Langley Research Center. An electronic version can be found at http://_____, etc.)
- Block 14: Self-explanatory
- Block 15: Use terms from the NASA Thesaurus <http://www.sti.nasa.gov/thesfrm1.htm>,
Subject Division and Categories Fact Sheet <http://www.sti.nasa.gov/subjcat.pdf>,
or Machine-Aided Indexing tool <http://www.sti.nasa.gov/nasaonly/webmai/>
- Block 16a,b,c: Complete all three
- Block 17: UU (unclassified/unlimited) or SAR (same as report)
- Block 18: Self-explanatory

Block 19a: STI Help Desk at email: help@sti.nasa.gov

Block 19b: STI Help Desk at: (301) 621-0390