**NASA Idaho Space Grant Consortium Grant Requirements Acknowledgement**

Congratulations on being selected for a NASA Idaho Space Grant Consortium (ISGC) grant award! As Principal Investigator, please complete this form, return it via email or mail, and distribute it to all project personnel.

**Email:** isgc@uidaho.edu

**Mail:** 875 Perimeter Drive MS 1026

 Moscow, ID 83844-1026

**Grant requirements**

The following grant requirements must be met in order to receive grant funds. The complete grant requirements will be issued in a forthcoming sub-award agreement that must be signed by your institution’s authorized representative. Please initial next to each requirement to indicate that you understand these requirements.

\_\_\_\_ A cost match of at least 1:1 using funds (or in-kind time) from a non-federal source is required. Please refer to your award letter or sub-award agreement for your required match.

\_\_\_\_ All individuals paid on the grant or contributing cost share **must be U.S. citizens**.

\_\_\_\_ Faculty/staff overload pay is not allowed. (For more information, contact ISGC.)

\_\_\_\_ International travel is not allowed without prior approval from NASA Headquarters.

\_\_\_\_ Capital outlay (i.e., items that are nonexpendable, tangible, and have a useful life of one year or more and/or the cost of purchase and setup equals or exceeds $5,000) is not allowed.

\_\_\_\_ Purchases of items considered “souvenirs” (e.g., trophies, medals, hats, t-shirts, etc.) are not allowed.

\_\_\_\_ Purchases of food are not allowed (Certain exceptions apply such as per diem during travel. Contact ISGC
 for further information).

\_\_\_\_ Any students or other researchers participating in this project must complete demographic information forms and submit them to ISGC at isgc@uidaho.edu.

\_\_\_\_ Compliance with requests for information from the ISGC including end-of-the-year surveys, etc.

\_\_\_\_ Progress and final reports are required. Links to required reporting forms can be found in your award letter.

\_\_\_\_ Failure to submit required reports on time could affect your ability to receive further funding from ISGC.

\_\_\_\_ NASA ISGC must be credited in all publications and/or activities related to this project.

\_\_\_\_ Copies of all publications related to this research/activity must be submitted to ISGC. This can be done either by email to isgc@uidaho.edu , mail (address above), or via a file transfer mechanism (agreed on by ISGC and the PI).

\_\_\_\_ All NASA ISGC grants are made possible through a federally-funded grant program and are therefore contingent upon funding.

\_\_\_\_ The ISGC Director must approve changes to any awards. Please email isgc@uidaho.edu to request approval for any of the following situations:

* Changes in principal investigator or co-investigators;
* Award period extensions;
* Deviations in your proposed budget that exceed 5% of the total; and
* Major changes in project scope or focus.

\_\_\_\_ Invoices must be sent to the ISGC **at least once every 90 days** from the start of your award period. Please review your award letter for the due date for your final invoice. Invoices must contain the following statement:

*‘‘By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).’’*

\_\_\_\_ Any final peer-reviewed manuscripts that are the result of research conducted with NASA funds must be submitted to NASA's PubSpace repository through the NIH Manuscript Submission (NIHMS) system. **Please notify ISGC if you submit any publications/manuscripts to PubSpace.**

*To enter publications, please go to* [*https://orcid.org/oauth/signin?client\_id=APP-9SA9VJSZ9HX3T5PU&response\_type=code&scope=/orcid-profile/read-limited&redirect\_uri=https://ntrs.nasa.gov/callback/oauth/*](https://orcid.org/oauth/signin?client_id=APP-9SA9VJSZ9HX3T5PU&response_type=code&scope=/orcid-profile/read-limited&redirect_uri=https://ntrs.nasa.gov/callback/oauth/) *to create an ORCID ID or to log in with your current ORCID ID number. If you have any questions or concerns about the ORCID account please contact the NASA Research Access Help Desk at* *nasa-researchaccess@mail.nasa.gov* *or call (757) 864-6736. You can also visit* [*https://www.nasa.gov/open/researchaccess/frequently-asked-questions*](https://www.nasa.gov/open/researchaccess/frequently-asked-questions) *for additional information on NASA research document sites.*

Please be advised of the following:

* *Failure to comply with the grant requirements listed above may result in termination of the grant and any related funding; and*
* *Acceptance of the award authorizes NASA ISGC and its affiliates to share limited information about you with the public, NASA, and Idaho’s congressional representatives via the ISGC website, social media, and print media. Example information includes your name, picture, hometown, LinkedIn page, your research accomplishments, etc.*

If you have questions about any of these requirements, please contact us via email at isgc@uidaho.edu.

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*Signature of Principal Investigator*

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Title of Proposal*