NASA IDAHO SPACE GRANT CONSORTIUM

# ISGC 2020 - 2021
## REQUEST FOR PROPOSALS: GRANTS FOR HIGHER EDUCATION PROGRAMS

### PROGRAM GOAL

The NASA Idaho Space Grant Consortium (ISGC) is seeking proposals for grants to encourage and support hands-on research and other activities for current and prospective Idaho undergraduate and graduate students pursuing science, technology, engineering, and math (STEM) degrees and/or careers. ISGC is particularly interested in projects contributing to NASA's missions and/or utilizing NASA content and resources. Activities can include research activities, participation in STEM-focused competitive teams (e.g., robotics teams, etc.), participation in NASA-organized activities, workshops, special courses, or other activities to increase student engagement in STEM fields.

All proposals must align with NASA's activities, interests, or programs. Some websites for general NASA opportunities and resources can be found at https://www.nasa.gov/stem/ and https://science.nasa.gov/learners/wavelength. For research-related activities, please check out NASA's Technology Taxonomy at https://www.nasa.gov/offices/oct/taxonomy/index.html or NASA's Human Research Roadmap at https://humanresearchroadmap.nasa.gov/ or NASA's Science Mission Directorate at https://science.nasa.gov/.

There is no minimum proposal amount. The maximum ISGC contribution is $25,000. All ISGC Grants require a non-federal cash or in-kind match equal to the amount requested (i.e., 1:1 cost share).

### ELIGIBLE ORGANIZATIONS

ISGC affiliate institutions and their employees/members can apply for these grants. Partnering with non-ISGC affiliate institutions is allowed, as long as one of the proposers is an ISGC affiliate institution. For a list of ISGC affiliate institutions, please visit https://www.idahospacegrant.org/affiliates.

### MAXIMUM AWARD AMOUNT AND GRANT DURATION

There is no minimum proposal amount. Proposers can request up to $25,000 total for their project, including any indirect/F&A costs. Awardees are required to provide a cost match (using non-federal funds or in-kind time) equal to or greater than the amount of funds requested (i.e., a 1:1 match). If you are unfamiliar with cost share and need assistance, please contact isgc@uidaho.edu.

**Proposed projects may start as soon as July 2020.**

### PROPOSAL PREPARATION

All proposals submitted by the deadline and satisfying proposal guidelines are eligible for funding consideration. Prior to submission, the proposer's research/grant office or the financial administrator for the institution must approve the proposal.

***Please note: All ISGC awards are contingent upon availability of funds.***

### PROPOSAL GUIDELINES

- **Title Page** *(1 page):* The title page should include the following:
  - Name of project
  - Principal investigator (P.I.), and co-investigator(s) contact information
  - Names of any students (if known) that will participate in the project and whether they assisted with the proposal preparation.
  - A project abstract (not to exceed 250 words)
  - Date of submission

- **Body of Proposal** *(Not to exceed 5 pages)*
  - *Project description:* Describe the proposed project/activity and how it will engage Idaho's higher education students and researchers in NASA's activities. If proposing a research project, the proposers should present the project proposal in plain language so that individuals who are not experts in the proposed research area will be able to effectively evaluate the research plan.
  - *Involvement of individuals typically underrepresented in STEM fields:* ISGC is continually striving to engage underrepresented individuals in its activities. If applicable, the proposers should describe specific actions planned to involve individuals typically underrepresented in STEM.
  - *Project management and timeline:* The proposal should address how the project will be managed, identify any possible challenges associated with the project's implementation, and how the project management will address those challenges. The proposal should include a project timeline that clearly indicates milestones and metrics to demonstrate progress.
  - *Alignment with NASA's activities, interests, or programs:* Demonstrate how the project aligns with NASA interests/activities and describe the benefits to ISGC, Idaho, NASA, and/or others.
  - *Additional support:* List any additional support that is anticipated for this project. Include the name of the funding agency, award amount, and the anticipated award date if not yet awarded.
- **Budget Details and Budget Justification** *(no page limit)*
- The budget details should provide sufficient details on the planned expenditures in table form to allow proposal reviewers to assess the reasonableness of the proposed budget. The budget details should be prepared in, and submitted as an MS Excel workbook. Sample budget templates are available from ISGC. Please visit https://www.idahospacegrant.org/grant-management to view and download the templates.
  - The budget justification should follow the "Body of Proposal" section and explain the purpose of each expenditure and any sources of cost share. The justification should align with both the budget workbook and the activities outlined in the body of the proposal.
  - All ISGC grants require a non-federal cash or in-kind match equal to the amount requested from the ISGC. The ISGC contribution for each project is limited to $25,000. Although a minimum 1:1 cost share is required, any cost share above the amount requested from ISGC is welcomed.
  - Please keep in mind the following restrictions for ISGC grants when preparing your budget:
    - All individuals (including students) supported with ISGC funds or contributing cost share (e.g., their time) must be U.S. citizens. Some exceptions to this policy exist for faculty members of accredited U.S. institutions of higher education. Please contact isgc@uidaho.edu for questions.
    - Faculty/staff overload pay is not allowed. (*Overload pay is compensation paid to a faculty member for services in excess of full-time effort for their regular activities.*)
    - Capital outlay (i.e., items that are nonexpendable, tangible, and have a useful life of one year or more, and/or with a cost equal to or exceeding $5,000) is not allowed.
    - Purchases of items considered "souvenirs" (e.g., trophies, t-shirts, etc.) are not allowed.
    - Purchases of food are not allowed. *(Some exceptions exist such as per diem during travel.)*
    - Indirect costs for higher education institutions are limited to the federally negotiated rate of the institution. University of Idaho proposers should use 47.5% as the indirect rate.
- **Collaboration Letters/ Letters of Support** *(no page limit)*
  - While not required, if your team has collaborators from NASA, industry, or other organizations, you may include them with your proposal.
- **CVs of Project Lead/Principal Investigator and Co-investigators** *(2 pages for P.I., 1 page for Co-Is)*
  - CVs for the P.I. and any Co-Is must be included.
- **References, if needed** *(no page limit)*

## PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria:

- Merit of project for engaging higher education students and researchers in NASA's activities - 30%
- Involvement of individuals typically underrepresented in STEM fields – 20%
- Alignment with NASA's activities, interests, or programs – 20%
- Proposed project timeline/metrics/deliverables – 15%
- Proposed budget and anticipated cost share - 15%

## REQUIRED REPORTING

Progress and final reports are required for selected projects. Additional reporting information will be provided at the time of award. Any publications or presentations related to the project should also be submitted to ISGC. Any students participating on the project will need to complete student participation forms which will be submitted to NASA.

## PROPOSAL SUBMISSION

Proposals must be in 12-point font with no less than 1 inch margins and single-spaced. Proposals are limited to five pages, excluding the title page, budget details, budget justification, collaboration letters, CVs, and references (if necessary).

**The proposal (PDF file + MS Excel workbook) should be submitted via email to isgc@uidaho.edu with the subject line Higher Education Proposal_2020_Name of Project Lead. The PDF file should have the following title format:  Name of Project Lead _HEP_2020. The budget should be submitted as an MS Excel workbook with the same title format as the PDF file.**

As a reminder, the proposer's research/grant office or the financial administrator for the institution must approve the proposal. The PI may submit the proposal via the instructions above, but should ensure that the institution's commitment has been approved before submission.

## PROPOSER'S TELECONFERENCE

The ISGC will hold a pre-proposal teleconference for proposers. Although ISGC staff will be able to answer questions during the teleconference, sending the questions in advance is greatly appreciated. Please send any questions to isgc@uidaho.edu and ISGC staff will address them during the teleconference. The teleconference date is:

- Tuesday, January 14, 2020 at 11 am Pacific/Noon Mountain
  - Link to Zoom online meeting: https://uidaho.zoom.us/j/596030724
  - Call in number (for phone) 1-669-900-6833 US (San Jose)
  - Zoom meeting ID: 596 030 724

If enough requests are made for a 2nd pre-proposal teleconference, ISGC will announce the details via:
- ISGC's website at www.idahospacegrant.org
- ISGC's Facebook page at https://www.facebook.com/NASAISGC and
- ISGC's LinkedIn page at https://www.linkedin.com/company/nasa-idaho-space-grant-consortium/

Any changes or updates to the solicitation will also be announced via the venues above.

# Proposals are due Wednesday, April 1, 2020 by 11:59 pm PST