NASA IDAHO SPACE GRANT CONSORTIUM

ISGC 2024 REQUEST FOR PROPOSALS:
K-12 /INFORMAL EDUCATION STEM TRAVEL GRANTS

PROGRAM GOAL

The NASA Idaho Space Grant Consortium (ISGC) is seeking proposals for grants that create opportunities for Idaho K-12 students and/or educators to engage in Science, Technology, Engineering, and Math (STEM) experiences. K-12/Informal Education STEM Travel Grants are available for any Idaho educator (and/or their students) in need of funding to attend STEM-related activities. Funds can be requested for either student activities such as travel to competitions, camps, science centers, etc. or for educator professional development.

ISGC is especially interested in projects that include an actionable plan to broaden participation among underrepresented, low-income, rural, first-generation, and/or female students. Projects should have a clear tie to NASA's missions, the aerospace industry, and/or utilizing NASA content and resources. Some websites for general NASA opportunities and resources can be found on the ISGC website at: https://www.idahospacegrant.org/nasaresources

MAXIMUM AWARD AMOUNT AND GRANT DURATION

Proposers can request up to $5,000. Cost sharing of at least 1:1 is required. There is no minimum proposal amount. Any cost share should use non-federal funds or in-kind time. If you are unfamiliar with cost share and need assistance, please contact isgc@uidaho.edu.

Proposed projects may start as soon as June 2024 and must end by May 31, 2025.

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

PROPOSAL COMPLIANCE

All proposals submitted by the deadline and satisfying proposal guidelines are eligible for funding consideration. More details on proposal materials are included in the Proposal Guidelines section below. All proposal materials must be submitted via the online proposal submission form available at https://www.idahospacegrant.org/grants . Only two files should be uploaded with the form:

1) A single PDF file with all required proposal sections, and any optional sections.
2) A single Excel file with the budget details table.

PROPOSAL GUIDELINES

Required sections:
- *Project abstract:* The abstract should give a brief summary of the project – not to exceed 250 words.
- *Project description:* Include information on the location, the approximate dates of travel, the purpose, and the benefit of the travel. Describe how it will engage Idaho's students and/or educators in NASA's activities.
- *Involvement of individuals typically underrepresented in STEM fields:* ISGC is continually striving to engage underrepresented individuals in its activities. The proposal should describe specific actions planned to involve individuals typically underrepresented in STEM.
- *Alignment with NASA's activities, interests, or programs:* Describe how the project aligns with NASA interests/activities and any benefits to ISGC, Idaho, NASA, and/or others.
- *Project timeline:* Briefly outline the project timeline. Identify any possible challenges associated with the project's implementation, and how the project will address those challenges.

The combined sections above should not exceed 3 pages. The remaining sections have no page limits.

- *Budget Justification (no page limit):* The budget justification should align with the project proposal and explain the purpose of each expenditure and sources of any cost share. The justification should align with the activities proposed in the budget and be consistent with the budget details.
- *Project Budget Details (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 an MS Excel workbook. While the budget table can also appear in the proposal – the Excel file should also be submitted. Describe how each dollar amount was calculated, if not immediately apparent in the budget spreadsheet. Any cost share is welcomed. For questions about cost share, please attend the [pre-proposal teleconference](#) or email [isgc@uidaho.edu.](#) Sample budget templates are available from ISGC. Please visit https://www.idahospacegrant.org/grant-resources to view and download templates.
  - **Please keep in mind the following items for ISGC grants when preparing your budget:**
    - If awarded, you will need to invoice the ISGC to receive your funds. You do not receive the funds up-front.
    - Receipts must be provided with the invoice or reimbursement form.
    - All individuals (including students) supported with ISGC funds or contributing cost share must be U.S. citizens.
    - Faculty/staff overload pay is not allowed. (*Overload pay is compensation paid to a faculty/staff member for services in excess of full-time effort for their regular activities.*)
    - 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.)*

Optional Sections:

- *Collaboration Letters/ Letters of Support/Additional Support (no page limit):* While not required, if your team has collaborators from NASA, industry, an ISGC affiliate, or other organizations, you may include information about the collaboration with your proposal. If you have received additional support (whether financial or in-kind) include relevant information such as the name of the funding organization and/or individual, award amount or type of support, and the anticipated award date if not yet awarded.
- *Summary of past ISGC award accomplishments (No page limit):* Proposers who have received previous ISGC funding for similar activities should submit a summary of accomplishments resulting from the award, including participants, goals achieved, proposals submitted, papers/presentations, or collaborations with NASA, the aerospace industry, or other partners in Idaho.

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria:

- Project description and merit - 35% of evaluation score
- Involvement of individuals typically underrepresented in STEM fields – 25% of evaluation score
- Alignment with NASA's activities, interests, or programs – 20% of evaluation score
- Proposed project timeline – 10% of evaluation score
- Budget Narrative – 5% of evaluation score
- Budget Detail - 5% of evaluation score

REQUIRED REPORTING AND INVOICING

Final reports are required for projects. Additional reporting information will be provided at the time of award. Any students over the age of 18 participating on the project will need to complete ISGC student participation forms. In addition, all students and project leads will need to register in [NASA's Gateway System](#).

PROPOSAL SUBMISSION

Proposals must use at least 1-inch margins, be single-spaced, and use a font no smaller than 11 pt. Submissions will be evaluated for compliance with the page limits described in the proposal guidelines above. The main proposal should be a PDF file. The budget should be an MS Excel file.

The proposal (PDF file + MS Excel workbook) must be submitted via the form on the Idaho Space Grant website at https://www.idahospacegrant.org/grants.

PROPOSER'S TELECONFERENCE

The ISGC will hold a pre-proposal teleconference for proposers. Sending any questions in advance is greatly appreciated. Please send questions to isgc@uidaho.edu. The teleconference date is:

- **Tuesday, January 9, 2024 at 3:30 pm Pacific/4:30 pm Mountain**
  https://uidaho.zoom.us/j/83322442818
  Meeting ID: 833 2244 2818

The teleconference will be recorded, and a link made available on the ISGC website.

Proposals are due Friday, February 16, 2024 by 11:59 pm PST