



ISGC 2026 REQUEST FOR PROPOSALS

PROGRAM GOAL

Please note: ISGC is only releasing a single RFP – with the option for two funding levels. Please read the guidelines carefully.

The NASA Idaho Space Grant Consortium (ISGC) is seeking proposals for grants to support workforce development activities and experiences that engage Idaho's students, educators, researchers, industry, and the public in the excitement of aerospace and/or Science, Technology, Engineering, and Math (STEM) fields.

Activities can include participation in STEM-focused competitions, participation in NASA-organized activities, workshops, special courses, camps, mentoring, outreach, research, or other hands-on activities to increase student engagement and interest in STEM career fields. ISGC is particularly interested in projects that contribute to NASA's missions and/or utilize 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>

ELIGIBLE ORGANIZATIONS

ISGC Affiliate and Partner institutions and their employees/members are eligible to apply for these grants. Partnering with non-ISGC institutions is allowed, as long as the lead proposer is an ISGC Affiliate or Partner institution. For a list of ISGC Affiliate and Partner institutions, please visit <https://www.idahospacegrant.org/affiliates>.

MAXIMUM AWARD AMOUNT AND GRANT DURATION

There is no minimum proposal amount. There are two maximum levels of funding available:

- **Affiliate Level Proposals:** Proposals submitted by Affiliate institutions can request up to \$25,000 total for their project, including any indirect/F&A costs.
- **Partner Level Proposals:** Proposals submitted by Partner institutions can request up to \$10,000, including any indirect/F&A costs.

Regardless of the funding level, awardees are required to provide cost share (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 June 2026. Please note: All ISGC awards are contingent upon availability of funds.

PROPOSAL COMPLIANCE

All proposals submitted by the deadline and satisfying eligibility criteria and proposal guidelines will be considered for funding. **Prior to submission, the proposer's research/grant office or the financial administrator for the institution must approve the proposal.** While the Project Lead may submit the proposal, they must ensure that the institution's commitment has been approved before submission.

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; proposal submissions with more than two files will be deemed non-compliant and not reviewed:**

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



PROPOSAL GUIDELINES

Each proposal must contain the required sections listed below. A proposal template has been provided on the [ISGC website](#) to aid in complying with this requirement. If a proposal is missing any required components, the proposal will be deemed non-compliant and not reviewed.

Proposals must use at least 1-inch margins, be single-spaced, and use a font no smaller than 11 pt.

Required sections:

- ***Cover page:*** See the example in the provided proposal template. The Cover page does not count toward the page limit.
- ***Project description and impact:*** Describe the proposed project and how it will impact Idaho's students, educators, researchers, industry, and/or the public. This section should also address any potential future workforce benefits for NASA and the aerospace industry. If proposing a research project, proposers should use plain language so that individuals who are not experts will be able to effectively evaluate the project.
- ***Alignment with NASA's activities, interests, or programs:*** The proposal should demonstrate how the project aligns with NASA interests/activities and describe the benefits to ISGC, Idaho, NASA, and/or others. As much as possible, please identify the specific NASA program, activity, office, or NASA Center aligned with your project.
- ***Project management and timeline:*** The proposal should address how the project will be managed and staffed. This section should identify any possible challenges associated with the project's implementation, and how the project will address those challenges. It should also include a project timeline that clearly indicates milestones that demonstrate progress.

The combined sections above (except the cover page) should not exceed 5 pages. The remaining sections listed below have associated page limits.

- ***CVs/Resume of Project Lead and Co-leads (2 pages for Project Lead, 1 page for Co-leads):*** CVs/Resume for the Project Lead and any Co-leads must be included.
- ***Budget Narrative (no page limit):*** The budget narrative should align with the project proposal and explain the purpose of each expenditure and sources of cost share. The justification should align with the activities proposed in the budget and be consistent with the budget details.
- ***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 must be provided in an MS Excel workbook. A budget template is available on the ISGC website. While the budget table can also appear in the proposal – the Excel file must also be submitted. Describe how each dollar amount was calculated, if not immediately apparent in the budget spreadsheet. All ISGC grants require a non-federal cash or in-kind time match equal to the amount requested from the ISGC. Details on the cost share must be provided as part of the budget details. Although a minimum 1:1 cost share is required, any cost share above the amount requested from ISGC is welcomed. For questions about cost share, please attend one of the pre-proposal office hour sessions (see list of sessions at the end of this solicitation) or email isgc@uidaho.edu.
 - **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 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 details.
 - 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.*)



- 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.

Optional Sections:

- *Collaboration Letters/ Letters of Support/Additional Support (no page limit):* While not required, if your team has collaborators from NASA, industry, other ISGC Affiliates/Partners, or other organizations, you may include information about the collaboration in your proposal. If you have received financial support, or anticipate any additional support for this project, include information such as the name of the funding agency, award amount, and the anticipated award date if not yet awarded.
- *References, if needed (no page limit).*
- *Summary of past ISGC award accomplishments (No page limit):* Proposers who have received previous NASA Idaho Space Grant 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 impact - 50% of evaluation score
- Alignment with NASA’s activities, interests, or programs – 25% of evaluation score
- Proposed project management and timeline – 15% 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 publications, presentations, patents or inventions related to the project should also be submitted to ISGC. 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](#). All project participants are required to engage in evaluation activities, such as surveys or focus groups. This requirement is expected to take no more than an hour. Awarded projects should be prepared to regularly invoice the ISGC for project expenditures.

PROPOSER’S OFFICE HOURS

The ISGC will hold three virtual office hour sessions to answer questions from potential proposers. Meeting links are included below.

- **Session #1:** [December 16, 2025 at 12:30 pm PST.](#)
- **Session #2:** [January 15, 2026 at 3 pm PST.](#)
- **Session #3:** [February 11, 2026 at 2 pm PST](#)

Proposals are due Friday, February 27, 2026 by 11:59 pm PST