NASA IDAHO SPACE GRANT CONSORTIUM

ISGC REQUEST FOR PROPOSALS
PROVEN IDAHO PROGRAMS – 2025-2029

PROGRAM GOAL

The NASA Idaho Space Grant Consortium (ISGC) is seeking proposals for Proven Idaho Programs. Proven Idaho Programs are multi-year programs that engage Idaho students, researchers, educators, and/or the public in Science, Technology, Engineering, and Math (STEM) activities. Activities can include research, participation in STEM-focused competitions, participation in NASA-organized activities, workshops, special courses, or other projects to increase engagement in STEM fields.

Each Proven Idaho Program must demonstrate a strong alignment with NASA's activities, interests, or programs. Some websites for general NASA opportunities and resources can be found on the ISGC website at: https://www.idahospacegrant.org/nasaresources. NASA and ISGC are especially interested in increasing participation in the NASA Artemis Challenges.

ISGC is also interested in projects that include an actionable plan to broaden participation among underrepresented, low-income, rural, first-generation, and/or female participants.

ELIGIBLE ORGANIZATIONS

To be eligible to apply for a Proven Idaho Program award, your project team must have previously received and successfully completed an ISGC award (or be on track to successfully complete a current award).

MAXIMUM AWARD AMOUNT AND GRANT DURATION

There is no minimum proposal amount. Proposers can request up to a maximum of $40,000 per year for their project, including any indirect/F&A costs. However, awardees will be expected to expend the total amount each year. Therefore, it is essential that proposers give an accurate estimate of the budget and the spending timeline.

Each ISGC Proven Idaho Program requires a non-federal cash or in-kind time match equal to the amount requested from the ISGC. Although a minimum 1:1 cost share is required, any cost share above the amount requested from ISGC is welcomed.

Proposed projects should last a minimum of two years and a maximum of four years. Proposed projects may start as soon as June 2025 and must end by May 31, 2029.

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. Prior to submission, the proposer's research/grant office or the financial administrator for the institution must approve the proposal. While the PI/Project Lead may submit the proposal, they should ensure that the institution's commitment has been approved before submission.

More details on proposal materials are included in the Proposal Guidelines section below.

ISGC has created templates for submitting the required materials for each proposal – one in MS Word, which contains the narrative portion of the proposal, and one in MS Excel with budget information.

The proposal should contain the following sections:

A. *Program Summary:* Provide a brief overview of the program (not to exceed 250 words).

B. *Program Description:* Describe the proposed project and how it will engage Idaho students, educators, researchers, and/or the public 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.

C. *Purpose and Impact:* What is the purpose of the program? What is the intended impact of the program?

D. *Program participants:* Who will participate? Provide the projected number of participants per year. How will your program engage individuals typically underrepresented in STEM fields including, but not limited to, women, first generation students, rural students, low-income students, and others. The proposal should describe specific actions planned to involve individuals typically underrepresented in STEM.

E. *Alignment with NASA's activities, interests, or programs:* The proposal should demonstrate how the program aligns with NASA interests/activities. As much as possible, please identify the specific NASA Mission Directorate, program, activity, office, or NASA Center aligned with your project. You may also want to review the list of NASA Space Grant Performance Goals in Appendix A of the ISGC Proven Program solicitation.

F. *Benefit to Idaho:* The proposal should describe how the program will benefit Idaho. Where possible, it should cite any relevant Idaho-state level policies or plans that align with the project.

G. *Program timeline and annual cycles:* What is the duration of the program? For example, is it a 2-year, 3-year, or 4-year program? Is there an established cycle tied to your program (e.g., an established NASA challenge like RockSat or Microgravity)? ISGC funding runs June 1st to May 31st – how would you adapt your program cycle to this funding cycle? How will multi-year funding from NASA ISGC help this program?

H. *Past evidence of ISGC program success:* This section should include a summary of accomplishments from your previous ISGC award, including participants, goals achieved, proposals submitted, papers/presentations , or collaborations with NASA, the aerospace industry, or other partners in Idaho. If your past award had some challenges, what do you plan to do this time to mitigate those challenges?

I. *Future plans:* Do you plan to seek out other (Non-NASA ISGC) funding in the future? If so, what funding mechanisms are you planning to seek out? If you do not plan to seek out other funding, why not?

J. *Measuring success and impacts:* The proposal should discuss how you plan to measure the impact and/or success of your program? The proposal should also summarize the program's timeline, milestones, and metrics.

K. *Project management: 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.

L. *Data Management Plan:* The proposal should address how any program-related data will be handled.

Sections A through L combined should not exceed 5 pages. Sections M through Q have no page limits.

M. *CVs/Resume of Project Lead/P.I. and Co-investigators*: The P.I./Project Lead can have a 2-page CV/Resume. Any additional Co-leads/Co-Is can have a 1-page CV/Resume.

N. *References, if needed (no page limit).*

O. *Collaboration Letters/ Letters of Support/Additional Support:* 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 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.

P. *Budget Justification:* The budget justification should explain details related to each expenditure and any sources of cost share. The justification should align with the activities proposed in the program description and be consistent with the detailed budget table.

Q. *Detailed Budget Table:* **The detailed budget table must use the provided template in MS Excel.** The budget table should provide sufficient details on the planned expenditures in table form to allow proposal reviewers to assess the reasonableness of the proposed budget. *Note: A copy of the detailed budget table should also be included in the main proposal, after the budget justification.*
   Please keep in mind the following restrictions when preparing your budget:
   - All individuals (including students) directly funded 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.*)
   - Equipment (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.

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria:

- MS Word sections (per template) – 80% of evaluation score
- MS Excel budget (per template) – 20% of evaluation score

REQUIRED REPORTING AND INVOICING

Progress and final reports are required for 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 over the age of 18 participating in 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. Awarded projects should be prepared to invoice the ISGC monthly for project expenditures.

PROPOSAL SUBMISSION

Proposers must submit the completed ISGC proposal template in MS Word as well as the completed template in MS Excel. 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 MS Word file with all required proposal sections, and any optional sections.
2) A single Excel file with budget details (including travel and materials and supplies).

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:

Monday, March 25, 2024 at 3:30 pm Pacific/4:30 pm Mountain

https://uidaho.zoom.us/j/85223371409

Meeting ID: 852 2337 1409

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

SELECTION TIMELINE AND NEXT STEPS

Each selected Proven Idaho Program must be able to provide all necessary proposal documentation, which will include additional components, in the prescribed formats no later than June 3, 2024.

Proposals are due Friday, April 12, 2024 by 11:59 pm PST

Appendix A: NASA Office of STEM Engagement Goals and NASA Space Grant Objectives.

Performance Goal 4.3.1: Create unique opportunities for a diverse set of students to contribute to NASA's work in exploration and discovery.

- Objective 1.1: Create opportunities that enable students to produce knowledge or products that will be used by NASA
- Objective 1.2: Create opportunities that enable students to support NASA mission work and research
- Objective 1.3: Establish and maintain a national network of universities that enable creating opportunities for students to contribute to NASA's work in exploration and discovery

Performance Goal 4.3.2: Build a diverse future STEM workforce by engaging students in authentic learning experiences with NASA's people, content, and facilities.

- Objective 2.1: Enhance students' STEM identity, skills, and knowledge by engaging them in NASA-based authentic STEM learning activities
- Objective 2.2: Provide opportunities for students to engage with NASA's aeronautics, space, and science people, content, and facilities in support of a diverse future NASA and aerospace industry workforce
- Objective 2.3: Broaden participation of students in Space Grant Programming that leverages authentic learning experiences with NASA's people, content, and facilities

Performance Goal 4.3.3: Attract diverse groups of students to STEM through learning opportunities that spark interest and provide connections to NASA's mission and work.

- Objective 3.1: Expand the reach of individual Consortia to collaborate regionally on efforts that directly support middle and high school student participation in hands-on, NASA-aligned STEM activities
- Objective 3.2: Attract diverse populations of traditionally underserved and underrepresented middle and high school students to STEM and equip them with the tools necessary for success in college STEM degree programs leading to STEM careers
- Objective 3.3: Promote a strong STEM education base for middle and high school students while training teachers in these grade levels