



## ISGC REQUEST FOR PROPOSALS: HIGHER EDUCATION STUDENT TRAVEL GRANTS

### PROGRAM GOAL

The NASA Idaho Space Grant Consortium (ISGC) is seeking applications for grants to support Idaho higher education students seeking to attend conferences, training events, and other similar activities. Travel/activities should have a clear tie to NASA, 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](mailto:isgc@uidaho.edu).

**Applications should be submitted a minimum of 6 weeks before the travel occurs.**

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

### PROPOSAL COMPLIANCE AND SUBMISSION

Higher Education Student Travel Grant proposals are accepted year-round – but must be submitted at least 6 weeks in advance of travel. Due to the on-going nature of proposal submission, ISGC will fund proposals until available funds are expended. All proposals that satisfy 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 and impact:* Include information on the purpose, location, event, and the approximate dates of travel. Describe how it will benefit you as a student and/or your career path. If you are presenting a paper, etc. please include that information as well.
- *Alignment with NASA's activities, interests, or programs:* Describe how the project aligns with NASA and/or aerospace industry interests/activities and any benefits to ISGC, Idaho, NASA, and/or others.
- *Project timeline:* Briefly outline the travel timeline.

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

- *Budget narrative (no page limit):* The budget narrative should align with the budget details table and provide additional detail on each expenditure and sources of any cost share.
- *Budget details (no page limit):* The travel budget details should include detailed estimates for airfare, lodging, per diem, rental car or other transportation, mileage (if using a personal vehicle), any conference fees, etc. 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.
- For questions about cost share, please email [isgc@uidaho.edu](mailto:isgc@uidaho.edu). Sample budget templates are available from ISGC. Visit <https://www.idahospacegrant.org/grants> for templates.



- **Please keep in mind the following items for ISGC grants when preparing your budget:**
  - If awarded, you will need to submit a reimbursement form to ISGC to receive your funds. You do not receive the funds up-front.
  - Receipts must be provided with the reimbursement form.
  - All individuals (including students) supported with ISGC funds must be U.S. citizens.
  - Purchases of items considered “souvenirs” (e.g., trophies, t-shirts, etc.) are not allowed.

**Optional Sections:**

- *Additional Support (no page limit):* While not required, if you have a collaborator 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 for this travel (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.

**PROPOSAL EVALUATION CRITERIA**

Proposals will be evaluated according to the following criteria:

- Project description and impact - 60% of evaluation score
- Alignment with NASA’s activities, interests, or programs – 25% of evaluation score
- Proposed project timeline – 5% 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 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>.**