



ISGC 2024 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. ISGC is especially interested in supporting students that have traditionally been underrepresented in STEM fields such as underrepresented racial/ethnic groups, low-income, rural, first-generation, and/or female students.

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.

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 AND SUBMISSION

Higher Education Student Travel Grant proposals are accepted year-round – but must be submitted at least 8 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:*** 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.
- ***Involvement of individuals typically underrepresented in STEM fields:*** ISGC is continually striving to engage underrepresented individuals in its activities. If you are part of a group typically underrepresented in STEM (e.g., underrepresented racial/ethnic groups, low-income, rural, first-generation, and/or female students) please feel free to include that information here.
- ***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. Identify any possible challenges associated with the travel, and how you will address those challenges.

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. Sample budget templates are available from ISGC. Visit <https://www.idahospacegrant.org/grant-resources> 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:

- *Collaboration Letters/ Letters of Support/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 (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 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>.