



ISGC 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 student travel to STEM-focused competitions, NASA-affiliated activities, workshops, special courses, camps, or other hands-on activities to increase student engagement and interest in STEM career fields. Funds can also be requested for educator STEM-related professional development travel.

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.

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

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:** 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. 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.
- **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. As much as possible, please identify the specific NASA program, activity, office, or NASA Center aligned with your project.
- **Project timeline:** Briefly outline the project 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 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. For questions about cost share, please attend the [pre-proposal](#) office hours (see session info below) or email isgc@uidaho.edu. Sample budget templates are available from ISGC. Please visit www.idahospacegrant.org/grants 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 - 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 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 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](#)