



## ISGC 2025 REQUEST FOR PROPOSALS

*Note: This version (2/4/2025) of the RFP reflects the latest guidance as it is currently known.*

### PROGRAM GOAL

**Please note: ISGC has changed the structure of the Request for Proposals (RFP) for 2025. 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 hands-on 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 research activities, participation in STEM-focused competitions, participation in NASA-organized activities, workshops, special courses, camps, mentoring, outreach, or other 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](mailto:isgc@uidaho.edu). Proposed projects may start as soon as June 2025. 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.

**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 merit*: Describe the proposed project and how it will engage Idaho's students, educators, researchers, industry, 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.
- *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 and metrics to demonstrate progress.

***The combined sections above 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 Justification (no page limit)*: The budget justification 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.
- *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. 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. The ISGC contribution for each project is limited to \$25,000 for affiliate institutions and \$10,000 for partner institutions. 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 the [pre-proposal teleconference](#) or email [isgc@uidaho.edu](mailto: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](mailto: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, an ISGC affiliate/partner, 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 merit - 50% of evaluation score
- Alignment with NASA's activities, interests, or programs – 25% of evaluation score
- Proposed project timeline/metrics/deliverables – 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 or presentations 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](#). Awarded projects should be prepared to invoice the ISGC monthly for project expenditures.

### 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>. Only two files should be uploaded with the form.**

### PROPOSER'S TELECONFERENCE

The ISGC held a pre-proposal teleconference for proposers on January 7, 2025. Links to the slides and webinar recording can be found below.

- Webinar recording: <https://www.youtube.com/watch?v=qt35ThIM9VQ>
- Slides: [https://www.idahospacegrant.org/files/ugd/Ofc144\\_4aed215a5aed47ed84e8d14aa05b2998.pdf](https://www.idahospacegrant.org/files/ugd/Ofc144_4aed215a5aed47ed84e8d14aa05b2998.pdf)

**Proposals are due Friday, February 28, 2025 by 11:59 pm PST**