ISGC 2023 REQUEST FOR PROPOSALS: GRANTS FOR HIGHER EDUCATION PROGRAMS

PROGRAM GOAL

The NASA Idaho Space Grant Consortium (ISGC) is seeking proposals for grants to support hands-on research and/or Science, Technology, Engineering, and Math (STEM) engagement activities for Idaho undergraduate and graduate students interested in pursuing STEM degrees and/or careers. ISGC is especially interested in projects that include an actionable plan to serve underrepresented, low-income, rural, first-generation, and/or female students.

Activities can include research activities, participation in STEM-focused competitive teams (e.g., robotics teams, etc.), participation in NASA-organized activities, workshops, special courses, or other activities to increase student engagement in STEM fields. ISGC is particularly interested in projects that contribute to NASA's missions and/or utilize NASA content and resources.

All proposals must align with NASA's activities, interests, or programs. Some websites for general NASA opportunities and resources can be found at the following links:

- NASA STEM Engagement - https://www.nasa.gov/stem/
- NASA STEM Resources for Higher Education: https://www.nasa.gov/stem/highereducation/index.html
- NASA Science resources: https://science.nasa.gov/learners/wavelength.
- NASA Challenges: https://www.nasa.gov/solve/index.html
- NASA's Technology Taxonomy - https://www.nasa.gov/offices/oct/taxonomy/index.html
- NASA's Human Research Roadmap at https://humanresearchroadmap.nasa.gov/
- NASA's Science Mission Directorate at https://science.nasa.gov/

ELIGIBLE ORGANIZATIONS

ISGC affiliate institutions and their employees/members can apply for these grants. Partnering with non-ISGC affiliate institutions is allowed, as long as one of the proposers is an ISGC affiliate institution. For a list of ISGC affiliate institutions, please visit https://www.idahospacegrant.org/affiliates. If you are interested in applying but do not yet have an affiliate partner, ISGC can attempt to connect you with an affiliate aligned with your proposed project. **Requests for connecting with ISGC affiliates must be received no later than January 27, 2023.**

MAXIMUM AWARD AMOUNT AND GRANT DURATION

There is no minimum proposal amount. Proposers can request up to $25,000 total for their project, including any indirect/F&A costs. 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.

Proposed projects may start as soon as June 2023, but should plan to end by May 31, 2024.

PROPOSAL PREPARATION

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.

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

PROPOSAL GUIDELINES

Each Higher Education proposal must contain the following components:

- Project description
- Plan for involvement of underrepresented individuals
- Project management and timeline
- Alignment with NASA's activities
- CVs of PIs/Co-Is
- Budget Justification
- Budget Details

Additional details on each component are included below. If a proposal is missing one of these required components, the proposal will be deemed non-compliant and not reviewed. All proposal materials must be submitted via the ISGC online proposal submission portal available at https://www.idahospacegrant.org/grants

Project Proposal *(Not to exceed 5 pages – uploaded as a PDF)*

- *Project description (35% of evaluation score):* Describe the proposed project/activity and how it will engage Idaho's higher education students and researchers 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.

- *Involvement of individuals typically underrepresented in STEM fields (25% of evaluation score):* ISGC is continually striving to engage underrepresented individuals in its activities. If applicable, the proposers should describe specific actions planned to involve individuals typically underrepresented in STEM.

- *Project management and timeline (10% of evaluation score):* The proposal should address how the project will be managed, identify any possible challenges associated with the project's implementation, and how the project management will address those challenges. The proposal should include a project timeline that clearly indicates milestones and metrics to demonstrate progress.

- *Alignment with NASA's activities, interests, or programs (20% of evaluation score):* 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 Center aligned with your project.

- *Additional support (optional):* List any additional support that is anticipated for this project. Include the name of the funding agency, award amount, and the anticipated award date if not yet awarded.

The following sections (if used) should also be included in the PDF project proposal file. Page limits for each section are noted.

- **CVs of Project Lead/Principal Investigator and Co-investigators** *(2 pages for P.I., 1 page for Co-Is)*
  - CVs for the P.I. and any Co-Is must be included.
- **Collaboration Letters/ Letters of Support** *(Optional, no page limit)*
  - If your team has collaborators from NASA, industry, an ISGC affiliate, or other organizations, you may include them with your proposal.
- **References, if needed** *(no page limit)*
- **Budget Justification** *(no page limit – should be part of the project proposal PDF file)*

- The budget justification should align with the project proposal and explain the purpose of each expenditure and any sources of cost share. The justification should align with the activities proposed in the budget and be consistent with the budget details.

The project budget should be prepared in an MS Excel file and should align with the information in the budget justification included in the PDF project proposal.

▪ **Project Budget Details** *(no page limit – uploaded as an Excel file) (10% of evaluation score)*
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. Sample budget templates are available from ISGC. Please visit https://www.idahospacegrant.org/grant-resources to view and download templates.

- All ISGC grants require a non-federal cash or in-kind match equal to the amount requested from the ISGC. The ISGC contribution for each project is limited to $25,000. Although a minimum 1:1 cost share is required, any cost share above the amount requested from ISGC is welcomed.
- 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 (e.g., their time) 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 for details.
  - Faculty/staff overload pay is not allowed. (*Overload pay is compensation paid to a faculty 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.

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria:

- Merit of project for engaging higher education students and researchers in NASA's activities – 35%
- Involvement of individuals typically underrepresented in STEM fields – 25%
- Alignment with NASA's activities, interests, or programs – 20%
- Proposed project timeline/metrics/deliverables – 10%
- Proposed budget and anticipated cost share – 10%

REQUIRED REPORTING AND INVOICING

Progress and final reports are required for selected 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 participating on the project will need to complete student participation forms which will be submitted to NASA. 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. Proposals are limited to five pages, excluding the budget justification, collaboration letters, CVs, and references (if necessary). The MS Excel workbook containing the budget details should include detailed information about the budget request as well as the proposed cost share and its sources.

The proposal (PDF file + MS Excel workbook) should be submitted via the Idaho Space Grant website at www.idahospacegrant.org by filling out the appropriate form under the Submit Proposals tab.

As a reminder, the proposer's research/grant office or the financial administrator for the institution must approve the proposal. The PI may submit the proposal via the instructions above but should ensure that the institution's commitment has been approved before submission.

PROPOSER'S TELECONFERENCE

The ISGC will hold a pre-proposal teleconference for proposers. Although ISGC staff will be able to answer questions during the teleconference, sending the questions in advance is greatly appreciated. Please send any questions to isgc@uidaho.edu and ISGC staff will address them during the teleconference. The teleconference date is:

- **Tuesday, January 10, 2023 at 3:30 pm Pacific/4:30 pm Mountain**
- https://uidaho.zoom.us/j/89904081573
- Meeting ID: 899 0408 1573

The first 30 minutes of the webinar will focus on the Higher Education solicitation and the remaining 30 minutes will focus on the K-12/Informal Education solicitation. However, all proposers are welcome to attend the entire meeting. The teleconference will be recorded, and a link made available on the ISGC website.

Any changes or updates to the solicitation will also be announced via the venues below.
- ISGC's website at www.idahospacegrant.org
- ISGC's Facebook page at https://www.facebook.com/NASAISGC and
- ISGC's LinkedIn page at https://www.linkedin.com/company/nasa-idaho-space-grant-consortium/

Proposals are due Friday, February 24, 2023 by 11:59 pm PST