NASA IDAHO SPACE GRANT CONSORTIUM

ISGC 2024 REQUEST FOR PROPOSALS:
GRANTS FOR K-12 STEM ENGAGEMENT AND INFORMAL EDUCATION PROGRAMS

PROGRAM GOAL

The NASA Idaho Space Grant Consortium (ISGC) is seeking proposals for grants that create opportunities for Idaho K-12 students, educators, and/or the public to engage with Science, Technology, Engineering, and Math (STEM) subjects through hands-on or other experience-based programs. ISGC is especially interested in projects that include an actionable plan to broaden participation among underrepresented, low-income, rural, first-generation, and/or female students.

K-12 and Informal Education projects can focus on activities such as competitions, camps, mentoring, outreach, or other projects that happen either in or out of school, as long as the proposed project aligns with the intent of the grant and benefits multiple students and/or educators. ISGC is particularly interested in projects contributing to NASA's missions and/or utilizing 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 on the ISGC website at:
https://www.idahospacegrant.org/nasaresources

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 19, 2024.** Please email isgc@uidaho.edu to request an affiliate connection.

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 2024 and must end by May 31, 2025.

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

PROPOSAL COMPLIANCE

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. While the PI/Project Lead may submit the proposal they should 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:

1) A single PDF file with all required proposal sections, and any optional sections.
2) A single Excel file with the budget details table.

Required sections:

- *Project description and merit:* Describe the proposed project/activity and how it will engage Idaho's students, educators, and/or the public in NASA's activities.
- *Involvement of individuals typically underrepresented in STEM fields:* ISGC is continually striving to engage underrepresented individuals in its activities. The proposal should describe specific actions planned to involve individuals typically underrepresented in STEM.
- *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/P.I. and Co-investigators (2 pages for Project lead, 1 page for Co-leads):* CVs/Resume for the Project Lead/P.I. and any Co-leads/Co-Is 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. 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. 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. 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.](#) Sample budget templates are available from ISGC. Please visit [https://www.idahospacegrant.org/grant-resources](#) to view and download templates.
  - **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](#) 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, or other organizations, you may include information about the collaboration with your proposal. If you have received additional 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 - 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/metrics/deliverables – 10% of evaluation score
- Budget Narrative – 5% of evaluation score
- Budget Detail - 5% of evaluation score

REQUIRED REPORTING AND INVOICING

Progress and 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.

PROPOSER'S TELECONFERENCE

The ISGC will hold a pre-proposal teleconference for proposers. Sending any questions in advance is greatly appreciated. Please send questions to isgc@uidaho.edu. The teleconference date is:

- **Tuesday, January 9, 2024 at 3:30 pm Pacific/4:30 pm Mountain**
    https://uidaho.zoom.us/j/83322442818
    Meeting ID: 833 2244 2818

The teleconference will be recorded, and a link made available on the ISGC website.

Proposals are due Friday, February 16, 2024 by 11:59 pm PST