



ISGC 2022 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 serve 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 at the following links:

- NASA STEM Engagement - <https://www.nasa.gov/stem/>
- NASA Science resources: <https://science.nasa.gov/learners/wavelength>.
- NASA Challenges: <https://www.nasa.gov/solve/index.html>

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 February 1, 2022.**

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 a cost match (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.

Projects can last up to 18 months. Proposed projects may start as soon as June 2022.

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

Proposal information

- **Please note: Proposers should have the following items prepared to enter into the online proposal submission form available at <https://www.idahospacegrant.org/grants>. More details on proposal materials are included below.**
 - Name of project
 - Project Lead, and co-leads contact information
 - A project proposal (PDF file)
 - A project budget (MS Excel file)
 - A brief statement of work (usually 1 page or less with a summary of proposed deliverables)
- **Project Proposal (Not to exceed 5 pages – uploaded as a PDF)**
 - *Project description (30% of evaluation score):* 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 (20% 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 (15% 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.
 - *Additional support:* 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/Resume of Project Lead/P.I. and Co-investigators (2 pages for P.I., 1 page for Co-Is)**
 - CVs for the Project Lead/P.I. and any Co-leads/Co-Is must be included.
- **Collaboration Letters/ Letters of Support (Optional, no page limit)**
 - While not required, 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) (15% 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-management> 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 note that cost share can be in-kind time. For questions about cost share, please attend the pre-proposal teleconference or email 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 (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/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.

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria:

- Merit of project for engaging Idaho students, educators, and the public in NASA’s activities – 30%
- Involvement of individuals typically underrepresented in STEM fields – 20%
- Alignment with NASA’s activities, interests, or programs – 20%
- Proposed project timeline/metrics/deliverables – 15%
- Proposed budget and anticipated cost share – 15%

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 over the age of 18 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/Project Lead 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 11, 2022 at 3:30 pm Pacific/4:30 pm Mountain**
 - <https://uidaho.zoom.us/j/86221750422>
 - Meeting ID: 862 2175 0422
 - Call in number: +1 669 900 6833 US (San Jose)

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/NASAIISGC> and
- ISGC's LinkedIn page at <https://www.linkedin.com/company/nasa-idaho-space-grant-consortium/>

Proposals are due Friday, March 11, 2022 by 11:59 pm PST