**Template for NASA ISGC Proven Idaho Programs 2025-2029**

***Proven Idaho Program Name***

Insert name of program

***Program Description***

Describe the program in **5 pages or less**. Be sure to address the following:

1. *Program Summary:* Provide a brief overview of the program (not to exceed 250 words).
2. *Program Description:* Describe the proposed project and how it will engage Idaho students, educators, researchers, 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.
3. *Purpose and Impact:* What is the purpose of the program? What is the intended impact of the program?
4. *Program participants:* Who will participate? Provide the projected number of participants per year. How will your program engage individuals typically underrepresented in STEM fields including, but not limited to, women, first generation students, rural students, low-income students, and others. The proposal should describe specific actions planned to involve individuals typically underrepresented in STEM.
5. *Alignment with NASA’s activities, interests, or programs:* The proposal should demonstrate how the program aligns with NASA interests/activities. As much as possible, please identify the specific NASA Mission Directorate, program, activity, office, or NASA Center aligned with your project. You may also want to review the list of NASA Space Grant Performance Goals in Appendix A of the ISGC Proven Program solicitation.
6. *Benefit to Idaho:* The proposal should describe how the program will benefit Idaho. Where possible, it should cite any relevant Idaho-state level policies or plans that align with the project.
7. *Program timeline and annual cycles:* What is the duration of the program? For example, is it a 2-year, 3-year, or 4-year program? Is there an established cycle tied to your program (e.g., an established NASA challenge like RockSat or Microgravity)? ISGC funding runs June 1st to May 31st – how would you adapt your program cycle to this funding cycle? How will multi-year funding from NASA ISGC help this program?
8. *Past evidence of ISGC program success:* This section should include a summary of accomplishments from your previous ISGC award, including participants, goals achieved, proposals submitted, papers/presentations , or collaborations with NASA, the aerospace industry, or other partners in Idaho. If your past award had some challenges, what do you plan to do this time to mitigate those challenges?
9. *Future plans:* Do you plan to seek out other (Non-NASA ISGC) funding in the future? If so, what funding mechanisms are you planning to seek out? If you do not plan to seek out other funding, why not?
10. *Measuring success and impacts:* The proposal should discuss how you plan to measure the impact and/or success of your program? The proposal should also summarize the program’s timeline, milestones, and metrics.
11. *Project management: 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.
12. *Data Management Plan:* The proposal should address how any program-related data will be handled. Please provide a brief paragraph about how your project will collect, store, secure, and maintain personally identifiable information (PII) from your program participants. Additional information on this requirement is can be found on page 16 in the [NASA Proposers Guide](https://www.nasa.gov/wp-content/uploads/2023/09/2023-nasa-proposers-guide-final.pdf?emrc=7b5d89).

**Sections A through L combined should not exceed 5 pages. Sections M through Q have no page limits.**

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1. ***CVs/Resume of Project Lead/P.I. and Co-investigators***

The P.I./Project Lead can have a 2-page CV/Resume. Any additional Co-leads/Co-Is can have a 1-page CV/Resume.

1. ***References***
2. ***Collaboration Letters/ Letters of Support/Additional Support***

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.

1. ***Budget Justification (no page limit)***

The budget justification should explain details related to each expenditure and any sources of cost share. The justification should align with the activities proposed in the program description and be consistent with the detailed budget table.

***Insert Name of Program here – Year 1*** *(Copy and paste a budget narrative for each year and change dates and costs accordingly.)*

*A. Personnel/Direct Labor*

Describe costs here.

*B. Fringe Benefits:*

Describe costs here.

*C. Equipment*

None.

*D. Materials and Supplies*

Describe costs here.

*E. Services*

Describe costs here.

*F. Domestic Travel*

* Purpose of Trip 1: Meet with XX
* Number of faculty/staff travelers: 2
* Location:
* Duration: X days
* Estimated per diem (all travelers combined): $X
* Hotel (all travelers combined): $X
* Transportation (rental car expenses and/or gas): $X
* Estimated registration fees: $X
* Other (baggage, parking, mileage, etc.) per person: $X
* **Total: $XXX**

*G. Participant Support*

Describe participant support here.

If proposing travel, use the following:

* Purpose of Trip 1: Meet with XX
* Number of student travelers: 2
* Location:
* Duration: X days
* Estimated per diem (all travelers combined): $X
* Hotel (all travelers combined): $X
* Transportation (rental car expenses and/or gas): $X
* Estimated registration fees: $X
* Other (baggage, parking, mileage, etc.) per person: $X
* **Total: $XXX**

*H. Total Direct Project Costs*

Summarize here.

*I. Modified Total Direct Costs*

Summarize here.

*J. Indirect Costs*

Indirect costs are calculated at XX% of the modified total direct costs outlined above per the XX indirect cost negotiation agreement with the XX. XX requests $XXX for indirect costs.

*K. Grand Total Costs*

{Insert institution name} requests $XXXXX for Year 1 program costs.

1. ***Budget Table (Cut and paste as a Bitmap here)***

