



Utah NASA Space Grant Consortium



Proposal Guidelines for the Precollege Award Program 2017-2018 Grant Year

Introduction

Utah NASA Space Grant Consortium (UNSGC) affiliated institutions are invited to submit proposals to the Precollege Award Program. The intent of the Utah NASA Space Grant Consortium's Precollege Award Program is to promote participation of K-12 teachers and students in aerospace activities.

Projects proposed will be new or ongoing projects that have space-related content and are intended to encourage, attract, or retain students in Science, Technology, Engineering and Mathematical fields, especially women, minorities, and persons with disabilities. As a result of these awards, the Utah Space Grant Consortium hopes to strengthen our precollege program with support of innovative and unique projects which can benefit the K-12 community within the State. We anticipate that this program will promote a strong STEM education base for K-12 levels which will prepare teachers to become more effective at improving student outcomes as well as promote STEM fields. Priority will be given to proposals that engage middle school teachers in hands-on curriculum enhancement capabilities through exposure to NASA scientific and technical expertise. We have some unique partners in Utah that target K-12 groups through science museums, planetariums, and education. This new opportunity will increase participation data for our Consortium and demonstrate a more diverse array of precollege projects.

For assistance on this solicitation, please contact the Utah Space Grant Consortium Outreach Administrator, John Vanderford, 435-797-3568 or j.v@usu.edu.

Period of Performance

Awards are available beginning April 10, 2017 and will conclude on April 9, 2018. Budgets should reflect anticipated expenditures within this time period.

Funds Available

Total funds proposed to be available for new precollege projects for the 2017-18 time period is \$20,000. Each proposer may request a maximum funding level of \$7,500. Depending on the number of proposals received and the review of those proposals, your funding may be awarded at an amount lower than your request. The awarding of proposals is contingent upon UNSGC receiving funding from NASA for the FY 2017 base and augmentation awards.

Eligibility

PI's at affiliates of the Utah NASA Space Grant Consortium with precollege programs are eligible to apply. The list of UNSGC affiliate institutions can be found on our website:

<http://www.utahspacegrant.com/about/affiliates/>

Proposal Guidelines

- **All UNSGC funds must be matched at 85%** (85% of NASA funds, i.e. if you request \$5,000, you must provide a minimum of \$4,250 matching funds) from non-federal sources. A higher amount of matching funds is encouraged if possible. Be sure to clearly identify the sources and amounts of matching funds. Examples of qualifying cost share sources include: institutional faculty or student salary match, direct institutional support, waiver of institutional F&A expenses, outside support for student salaries. *If you would like to submit a proposal but are having trouble meeting the matching requirements, please contact us and we can work with you to help provide sources of matching funds or suggest ways you can collaborate with other institutions.*
- **Any students receiving direct support must be U.S. citizens.**
- **No equipment purchases are allowed under this program.**
- **Expenditures for foreign travel are prohibited.**

Specific Proposal Requirements and Format

Proposals should be single-spaced on standard 8 ½ x 11 paper, no smaller than 12 point font and with no less than one-inch margins throughout. The proposal package should include the following elements:

- Cover page – should state the proposal title, principal investigator(s), department and institution, project duration, total amount requested and signatures of the principal investigator, UNSGC affiliate trustee, and where appropriate, the Director of Sponsored Programs at the institution
- Project Abstract – 250 words or less
- Project Narrative (2 pages maximum) – to include Project Objectives and a clear, concise account of your reasons for seeking this funding, proposed teacher and student participants, and a description of the project to be performed.
- Budget – clear, concise budget including project costs, travel, and matching support documentation, the budget must reflect a clear alignment with the content and text of the proposal, institutions submitting a proposal are expected to waive all F&A costs which can be used as matching funds toward the matching obligation

PLEASE NOTE:

Funds will be paid through your Space Grant affiliate (existing subcontract) with the PI being the Space Grant Trustee at your institution. It is the responsibility of your institution to transfer funds internally from your Space Grant affiliate to your research account.

Evaluation and Selection Process

Precollege award winners will be chosen based on precollege merit and the impact to K-12 audiences and programs within the State of Utah. Programs proposed must involve STEM-related materials/curricula relevant to Utah K-12 teachers and students and proposals must include supporting documentation for the program being proposed.

The costs associated with the precollege programs must be in alignment with the audience being targeted. Budgets will be closely reviewed for relevancy of the proposed project. In some instances, the funding awarded may be awarded at an amount lower than your request.

Planned Timeline

January 11, 2017	Release of Call for Proposals document
March 3, 2017	Proposals due, 5:00 p.m.
March 6-15, 2017	Proposals reviewed
March 17, 2017	Award notification*
January 15, 2018	Preliminary reporting due
May 1, 2018	Final results submitted

**NASA Space Grant funds awards are expected to be received by April 1, 2017. UNSGC will only be able to make awards and issue subcontracts upon receipt of NASA award. Therefore, the availability of funds could be delayed past the planned timeline shown above.*

Reporting Requirements

A final project report is due May 1, 2018, with preliminary annual reporting details needed by January 15, 2018. Each report shall describe progress toward meeting project objectives and complete the precollege award reporting form for the project which is required to be submitted to the NASA Office of Education Performance Measurement System.

Submission Procedures

By March 3, 2017, 5:00 p.m., the proposed affiliate PI will submit an electronic file of the complete proposal (Microsoft Word or pdf) via electronic mail to:

Kim Olson, Program Coordinator, Utah NASA Space Grant Consortium
kim.olson@utah.edu