



# Utah NASA Space Grant Consortium



## Proposal Guidelines for the Higher Education Award Program 2017-2018 Grant Year

### Introduction

Faculty and students at Utah NASA Space Grant Consortium (UNSGC) affiliated institutions are invited to submit proposals to the Higher Education Award Program. The intent of the Utah NASA Space Grant Consortium's Higher Education Award Program is to promote authentic, hands-on student experiences in science and engineering disciplines for student teams and projects

Projects proposed **may include but are not limited to** STEM senior design projects, Solar Eclipse high altitude ballooning, rocket competitions such as the annual Experimental Sounding Rocket Association (ESRA), University Rover Challenge competition held annually in the desert of southern Utah, NASA robotic mining competition, Rock-On workshop, NASA Human Exploration Rover Challenge, student payload/ integration/launch projects, and female and minority-focused student organizations on campuses who hold workshops or participate in joint projects. Projects funded may also be for curriculum development courses (new or revised) or internal projects and/or competitions at an institution. The Consortium especially encourages applications from members of minority groups and female participants.

### 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 higher education projects for the 2017-18 time period is \$57,500. Each proposer may request a maximum funding level of \$11,500 including travel costs. 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

Student teams and faculty PI's at academic affiliates of the Utah NASA Space Grant Consortium 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 a minimum of 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.*

- **All 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, student participants involved, and a description of the project your team proposes to compete in a competition
- 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**

Team award winners will be chosen based on academic performance, space-related promise, and the application supported documentation. All awards are contingent on formal acceptance in a NASA team-based competition or other local competition.

### **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, demonstration of positive student hands-on experiences, and discuss any publicity about the event. Awardees will also complete the higher education award reporting form for the project which is required to be submitted to the NASA Office of Education Performance Measurement System.

Students participating in a faculty research project must complete a Student Data Award Form. Student demographic data is required to be submitted to the NASA Office of Education Performance Measurement System.

Students participating in this higher education award program will also be asked to prepare a poster and participate in the poster session at the Annual Space Grant Fellowship Symposium to be conducted in May 2018.

### **Submission Procedures**

By March 3, 2017, 5:00 p.m., the proposed faculty 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](mailto:kim.olson@utah.edu)

This application package is also posted on the UNSGC Website at:

<http://www.utahspacegrant.com/for-educators/>