



Utah NASA Space Grant Consortium



Proposal Guidelines for the Higher Education Minigrant Award Program 2024-2025 Grant Year

Introduction

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

Projects proposed **may include but are not limited to** STEM senior design projects, high altitude ballooning projects, Spaceport America Cup Intercollegiate Rocket Competition, Midwest High-Power Rocketry Competition, University Rover Challenge competition held annually in the desert of southern Utah, NASA Lunabotics Challenge, 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 will also include curriculum development projects for new and revised courses at UNSGC institutions of higher education or internal projects and/or competitions at a UNSGC institution.

Selected higher education projects will provide significant hands-on, student experiences for student teams and projects that align with one of the NASA Mission Directorate areas: (1) Aeronautics Research Mission Directorate (ARMD); (2) Spaceflight Operations (SO) & Exploration Systems Development (ESD) (Previously HEO) Mission Directorate; (3) Science Mission Directorate (SMD); or (4) Space Technology Mission Directorate (STMD) (*see attached Appendix H*). Projects that participate with a NASA center or NASA program and that include women and underrepresented minorities are particularly encouraged.

Period of Performance

Each award will begin on May 18, 2024 and conclude on May 17, 2025. Budgets should reflect anticipated expenditures within this time period. You must expend the allocated funding within the 12-month award period, any unused budget funds as of May 17, 2025 will be returned and re-allocated.

Funds Available

Total funds proposed to be available for new higher education minigrant projects for the 2024-25 time period is \$73,800. **Each proposer may request a funding level up to \$11,000, 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 2024-25 funding cycle.**

Eligibility

Faculty PI's who are leading student projects or teams 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

- **No capital equipment purchases (>\$5,000) are allowed under this program**, materials and supplies are acceptable.
- **All UNSGC funds must be matched at a minimum of 50% (\$5,500 if proposing full amount of \$11,000) from non-federal sources.** 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. *Additional voluntary cost share is allowed but will not increase your chance of your proposal being awarded.*
- **All students receiving direct support must be U.S. citizens.**
- **Expenditures for foreign travel are prohibited.**

Proposal Requirements & Format

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

- Internal competitive solicitation proposal submission sheet should be the first page of submission of the entire document. This page specifies the UNSGC opportunity you are applying for as well as which NASA Mission Directorate your proposal is aligned with.
- 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 other appropriate signatures required at your institution
- Project Abstract – 250 words or less
- Project Narrative (*2 pages max*) – to include project description and objectives and a clear, concise account of your reasons for seeking this funding, student participants involved, and alignment to one of the NASA Mission Directorates. Please describe your intended outcomes, timeline, metrics, and deliverables of the project. Also include a brief statement of commitment to the Utah Space Grant Consortium that all reporting on this project will be completed on time and submitted as required. (*see Reporting Requirements section below*)
- Budget (*1 page max*) – clear, concise budget including project costs and matching funds documentation, travel, and any proposed direct student support; 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

Proposal and budget cannot exceed three pages in length, excluding cover page and abstract. The concise length of the proposals will enable expediting the review and award process. Please submit the proposal as one pdf file with completed proposal submission sheet as the first page of the package, naming the file LASTNAME_FIRSTNAME_HigherEd.

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

Higher education minigrant awardees will be chosen based on project description and merit, including the promise and value of a STEM student-centered project, academic performance, space-related promise, alignment with NASA's activities, interests, or programs, curriculum-supported projects, and history of submitting reports and data on time if related project was previously supported. Proposals will be specifically evaluated according to the following criteria:

- Project description and merit (35%)
- Involvement of students in STEM fields, including individuals typically underrepresented in STEM fields is encouraged (25%)
- Alignment with NASA’s activities, interests, or programs (20%)
- Proposed project outcomes/metrics/deliverables/timeline (10%)
- Budget narrative and detail (10%)

Fixed Timeline

January 31, 2024	Release of Call for Proposals document
April 3, 2024	Proposals due, 5:00 p.m.

Proposed Timeline

April 8-26, 2024	Proposals reviewed
May 1, 2024	Award notifications anticipated
May 18, 2024	NASA Space Grant funding year 5 begins*
November 1, 2024	Bi-annual reporting update due
February 15, 2025	Preliminary results reporting due
June 15, 2025	Final report and results submitted

****NASA Space Grant funds for the next cycle have a start date of May 18, 2024, however, we will likely receive our NASA funding award at a later date than this if history repeats itself. UNSGC will only be able to make awards and issue subcontracts upon receipt of our NASA award. Therefore, the availability of funds could be delayed past the planned timeline shown above.***

Reporting Requirements

Reporting requirements must be firmly adhered to with reports submitted on time and containing accurate data. UNSGC will send requests for data well in advance of due dates and all efforts must be made to convey the program details and data results to UNSGC so that we can properly report the required data on all funded programs and projects to NASA and adhere to our overall grant reporting requirements. A final project report will due June 15, 2025, with a semi-annual reporting update needed by November 1, 2024, and preliminary reporting details needed by February 15, 2025. Each report shall describe progress toward meeting proposed objectives, demonstration of positive student hands-on experiences, alignment to NASA Mission Directorate, report details of any publications and/or presentations, and discuss any publicity about the project/event.

Students participating in a higher education project as direct awardees must complete a Student Data Award Form. Student demographic data is required to be submitted to the NASA Office of STEM Engagement through the Gateway reporting 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 2025.

Submission Procedures

By April 3 2024, 5:00 p.m., the submitting institution or proposed faculty PI will submit an electronic file of the complete proposal (pdf) via electronic mail to:

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

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

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

Appendix H

The attached pages in “Appendix H – Research Priorities for NASA Mission Directorates and Centers” comes from the National Space Grant College and Fellowship Program Opportunities in NASA STEM FY 2020-2024 Solicitation. Please use these guidelines in preparing your proposal and aligning your proposed projects within these parameters for the NASA Mission Directorates.