



Utah NASA Space Grant Consortium



Proposal Guidelines for the K-12 Educational Award Program 2024-2025 Grant Year

Introduction

Utah NASA Space Grant Consortium (UNSGC) affiliated institutions are invited to submit proposals to the K-12 Educational Award Program. The intent of the Utah NASA Space Grant Consortium's K-12 Educational Award Program is to promote participation of K-12 teachers and students in aerospace activities and to also promote NASA/STEM awareness for the K-12 community and the general public.

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 K-12 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 opportunity will increase participation data for our Consortium and demonstrate a more diverse array of K-12 projects.

K-12 educational projects need to align with one of the NASA Mission Directorate areas. We expect the majority of these projects will align with the Science Mission Directorate (SMD) but please specify one of these areas in your proposal: (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*)

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 K-12 educational projects for the 2024-2025 time period is \$20,000. **Each proposer may request a maximum funding level of \$5,000.** 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

PI's at affiliates of the Utah NASA Space Grant Consortium with K-12 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

- **No capital equipment purchases (>\$5,000) are allowed under this program**, materials and supplies are acceptable.
- **No matching funds requirement for the K-12 educational award opportunity are required.** *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 objectives and a clear, concise account of your reasons for seeking this funding, proposed teacher and student participants, a description of the project to be performed, and alignment to one of the NASA Mission Directorates. Please describe your intended outcomes for the project with timeline, metrics, and deliverables including STEM-related materials and curriculum. Please 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, travel, and any direct labor costs proposed. 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_K-12.

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 project account.

Evaluation and Selection Process

K-12 educational award selections will be chosen based on 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. Proposals will be specifically evaluated according to the following criteria:

- Project description and merit (35%)
- Involvement/impact for K-12 teachers and students in Utah (25%)

- Alignment with NASA’s activities, interests, or programs (20%)
- Proposed project outcomes/metrics/deliverables/timeline including STEM-related materials/curricula (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 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 K-12 enhancement, alignment to NASA Mission Directorate, report details of any publications and/or presentations, and discuss any publicity about the project/event.

Submission Procedures

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

Kim Olson, Program Coordinator, 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.