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 student teams and projects.

Projects proposed may include but are not limited to STEM senior design projects, high altitude ballooning, rocket competitions, 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 will also include curriculum development projects for new and revised courses or internal projects and/or competitions at an 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; (2) Human Exploration and Operations Mission Directorate; (3) Science Mission Directorate; or (4) Space Technology Mission Directorate. (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, 2023 and conclude on May 17, 2024. Budgets should reflect anticipated expenditures within this time period.

Funds Available
Total funds proposed to be available for new higher education minigrant projects for the 2023-24 time period is $76,000. Each proposer may request a funding level up to $12,000, 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 2023-24 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 matching funds are required this year on the higher education minigrant awards; however, proposers shall specify any voluntary cost matching in their proposals.
- 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 11-point font and with no less than one-inch margins throughout. The proposal package should include the following elements:

- Internal competitive solicitation cover 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, student participants involved, a description of the project you propose and alignment to one of the four NASA Mission Directorates. 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 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 cover 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
Team award winners will be chosen based on academic performance, space-related promise, the application supported documentation, and history of submitting reports and data on time if project was previously supported. All awards are contingent on formal acceptance in a NASA team-based competition or other local competition.

Fixed Timeline
February 1, 2023 Release of Call for Proposals document
April 5, 2022 Proposals due, 5:00 p.m.
Proposed Timeline (no earlier than these dates)

April 10-28, 2023  Proposals reviewed
May 1, 2023  Award notifications anticipated
May 18, 2023  NASA Space Grant funding year 4 begins*
November 1, 2023  Bi-annual reporting update due
February 15, 2024  Preliminary results reporting due
June 15, 2024  Final report and results submitted

*NASA Space Grant funds for the next cycle have start date of May 18, 2023, 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 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 date 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, 2024, with a semi-annual reporting update needed by November 1, 2023, and preliminary reporting details needed by February 15, 2024. 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 Education 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 2024.

Submission Procedures
By April 5 2023, 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.