



Iowa State University • University of Iowa • University of Northern Iowa • Drake University

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## **Student Experiential Opportunities (Hands-On) - Request for Proposals**

**Deadline:** Submissions accepted on an ongoing basis through March 29, 2019

This student-centered opportunity seeks proposals for student hands-on activities (in areas relevant to the NASA mission) such as research projects, and/or participation in national or regional NASA sponsored competitions. Teams or individual students may apply. The ISGC encourages proposals involving females, members of underrepresented minorities, U.S. military veterans, and persons with disabilities.

- Students must be enrolled at Drake, Iowa State, Iowa or Northern Iowa with a GPA of 3.0 or higher.
- A faculty or staff mentor is required.
- These awards will be awarded on a first come, first awarded basis, until funds are consumed.

Proposals will be accepted by invitation only. Prospective applicants will discuss their ideas with Associate Director Jay Staker ([jstaker@iastate.edu](mailto:jstaker@iastate.edu)) to see if their ideas fall within the scope of this opportunity. The proposer may then be invited to submit a full proposal.

**Brief Description of Project:** Please include a project description (three-page maximum) with a project summary of 300 words or less. Indicate the desired outcomes, what the funds will be used for, and the benefits that are related to NASA.

**Budget:** Initial project budget may be requested up to \$5,000. Funding level for projects will be based on need as determined after discussion with Jay Staker with a required demonstration of progress for additional funding possibilities. Non-Federal match is encouraged, but not required. Funds must be expended by May 29, 2019.

### **Unallowable expenses include:**

- Indirect charges
- Equipment (defined as >\$5,000 per item)
- Foreign travel
- Facility renovations
- Promotional materials (i.e. t-shirts, etc.)
- Non-U.S. citizen reimbursements (i.e. travel, salary, wages)
- Non-U.S. citizens may participate, but cannot receive direct support.

**Reporting Requirements:** A midterm progress report and a final report are required. The reports outline accomplishments, and expenditures. These reports will also include a data sheet that will be provided by the ISGC office for completion. Photos of students and project work will be required to highlight accomplishments. Photo release forms will be required for individuals identifiable in photographs.

Questions may be directed to Jay Staker, Associate Director, [jstaker@iastate.edu](mailto:jstaker@iastate.edu).

## ISGC Student Experiential Opportunities (Hands-On) – Proposal form

Please submit this proposal form (PDF) and any accompanying documents to: [isgc@iastate.edu](mailto:isgc@iastate.edu).  
Acceptable formats include Microsoft Excel and/or Word.

*We the undersigned certify formation provided is correct and we will abide by stated requirements.*

Student Proposer: \_\_\_\_\_ Signature: \_\_\_\_\_  
                            First                  M.I.                  Last                                  Date: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Department: \_\_\_\_\_

University: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Project Title: \_\_\_\_\_

Time frame: \_\_\_\_\_

Indicate if this project is part of a Regional or National competition: \_\_\_\_\_

Date and location of event: \_\_\_\_\_

Total ISGC Funds Requested: \$ \_\_\_\_\_

Total Non-Federal Match (cash or in-kind) Optional: \$ \_\_\_\_\_

Faculty Mentor: \_\_\_\_\_ Signature: \_\_\_\_\_  
                            First                  M.I.                  Last

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Business Office Representative Signature: \* \_\_\_\_\_

\*Institutional contracts and grants, or sponsored programs office at Drake, Iowa, UNI (ISU = Dept. Chair)

**Names and demographics of all student participants:** For the applicant, please indicate U.S. citizenship status, gender, ethnicity, and race in check boxes below. Upon proposal submission, an excel spreadsheet will be sent for full demographics requested for multiple participants or team members.

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*The Iowa Space Grant Consortium is primarily supported through Federal funding from NASA. Therefore, the following information is requested for demographic reporting purposes only.  
Please check the boxes below as applicable for student and/or project lead.*

I am a U.S. Citizen:  Yes  No  
Gender:  Male  Female  
Ethnicity:  Hispanic/Latino  Not-Hispanic/Latino

### RACE:

American Indian or Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
 Other race, please describe: \_\_\_\_\_

I am a person with a documented disability.  
 I am a U.S. military veteran.

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**ISGC Student Experiential Opportunities (Hands-On) – Budget template:**

University ( <i>insert name</i> ) Mentor & Student: ( <i>insert names here</i> )		NASA	MATCH
Higher Education - Student Hands-On Program <i>Project Name:</i>		ISGC Funds Request	Non-Federal (Cost Share)
Materials and Supplies		\$0	\$0
Travel (Domestic)		\$0	\$0
Wages+Fringe (Undergraduates)		\$0	\$0
<b>TOTAL DIRECT COSTS</b>		<b>\$0</b>	<b>\$0</b>
<b>INDIRECT COSTS</b>			<b>\$0</b>
NASA Indirect (see rates below*)	53.0%		\$0
Match Indirect (see rates below*)	53.0%		\$0
<b>TOTAL BUDGET</b>		<b>\$0</b>	<b>\$0</b>
<b>Notes:</b>			
Match = 1:1.25 (encouraged, not required for student hands-on projects)			
* Use university appropriate government approved indirect rate.			
* (Drake = 36.7%, ISU = 53%, UI = 52.5%, UNI = 35.1% )			
Check all calculations for accuracy when adding rows.			
<b>Include budget justification below, or include in proposal word document.</b>			
<b>Unallowable expenses include:</b>			
<ul style="list-style-type: none"> <li>• Indirect charges (waived indirect costs may be counted towards match)</li> <li>• Equipment (defined as &gt;\$5,000 per item)</li> <li>• Foreign travel</li> <li>• Facility renovations</li> <li>• Promotional materials (i.e. t-shirts, etc.)</li> <li>• Non-U.S. citizen reimbursements (i.e. travel, salary, wages)</li> <li>• Non-U. S. citizens may participate, but cannot receive direct support.</li> </ul>			