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Informal Education Outreach - Request for Proposals

Deadline: June 28, 2019

Purpose

The Iowa Space Grant Consortium (ISGC) seeks proposals for informal education projects from outreach affiliates that advance the NASA and ISGC mission. Proposals should be for development of a project that is aligned with the NASA/ISGC mission and programs, has the potential to become self-sustaining, and demonstrates linkage to:

NASA Outcome 3: *Build strategic partnerships and linkages between STEM formal and informal education providers that promote STEM literacy and awareness of NASA's mission: (Engage and Inspire)*

Proposals will be considered that support our informal education activities defined by NASA as follows:

“The intent of informal education is to increase learning for students, educators and the general public on specific STEM content areas, and to expand the nation’s future STEM workforce. In addition to intent, the informal education projects must also include at least two of the following components:

- ✓ **Supplemental Materials/Handouts:** Standards based education materials used to supplement and enrich the experience, visual, or activity.
- ✓ **Staffing:** Staff/facilitators, trained or qualified in STEM/education fields, actively work with participants to further enhance their understanding and increase the educational value of the experience, visual, or activity.
- ✓ **Content:** Educational standards and/or learning objectives play a key role in developing content and/or design and explore topics in-depth.”

Eligibility

Any outreach affiliate of the ISGC may submit a proposal in response to this call.

Review and Evaluation

Proposals will be evaluated by a panel of reviewers based on the criteria given below. Based upon the review results with the available budget of \$25,000 the ISGC leadership may offer partial funding and the opportunity for proposal revision. The ISGC is not obligated to fund any projects if the proposal/s fail to make a compelling case for support. Hence, it is possible that no proposals are selected, that one proposal receives the full funding, or that several proposals share the available funds.

Criteria

The evaluation criteria for recommendation and ranking of proposals to the ISGC associate director are based on the following 11 items:

1. **Supports education outcomes and programs of the ISGC and/or NASA:**
 - a) Promote STEM literacy and awareness of NASA's mission
 - b) Attract and retain students in Science, Technology, Engineering, and Math (STEM) disciplines to contribute to workforce development
2. **Builds on other NASA or ISGC programs.** Possibilities may include activities conducted by a NASA Center, Explorer Schools, Educator Resource Centers, ISGC Partner Schools or others, and generally promotes NASA and ISGC in Iowa. It is best when the proposed activity does not duplicate an existing activity, but is coordinated with or complimentary to other activities. Collaborations among affiliates are especially desirable.
3. **Coverage of Iowa.** The more Iowans who will be reached, the better. This might be achieved by direct participation or through partnerships and replication with others.
4. **Innovation.** The call is for new project proposals. Requests for sustaining existing projects will not be favorably considered.
5. **Collaboration.** Projects that are collaborations between affiliates are encouraged.
6. Proposal has a clear plan and metrics for **evaluating the results** of the activity.
7. Describes plans for **sustaining the activity** after ISGC funding ends or explanation of how the project can serve as a model for dissemination elsewhere. ISGC funds are for short-term projects or development of programs, not for long-term operating funds.
8. Discusses any specific efforts to reach a **diverse audience** and if so, which underserved groups are targeted.
9. **Cost per participant.** Larger audiences for lower per participant cost is generally more effective in this category. (Include detail in attached budget template.)
10. **Provides matching support** in the form of non-federal cash or in-kind contributions (1:1.25 is required). Using the attached budget template, the proposal must include:
 - a) Amount of match
 - b) Type of match (cash or in-kind)
 - c) Source of match
11. **Gathers required reporting data.** A progress and final report (timing based on NASA request for data) are required which should include the Appendices A, B, C (see attached file: "Affiliates_Inf_Ed_RFP_Appendix-C_reporting.docx" - NASA data requirement):
 - a) Students by grade level: K-4, 5-8, 9-12 (breakdown by underrepresented or disabled AND split by gender)
 - b) Teachers by grade level: K-4, 5-8, 9-12 (breakdown by underrepresented or disabled AND split by gender)
 - c) Parents
 - d) Administrators
 - e) Indirect Participants (demographics unknown)

Proposals shall include the following sections:

1. Project description
2. Target audience
3. ISGC/NASA alignment
4. Anticipated results including audience, demographics, educational outcomes and evaluation
5. Collaboration
6. Timeline: **Performance period: August 1, 2019 - June 21, 2020.**
7. Sustainability

8. Personnel
9. Budget including match and sources

Unallowable expenses include:

- Indirect charges (waived indirect costs may be counted towards match)
- Equipment (defined as >\$5,000 per item)
- Foreign travel
- Facility renovations
- Promotional materials (e.g. T-shirts, etc.)
- Non-U.S. citizen reimbursements (e.g. travel, salary, wages)
- Non-U. S. citizens may participate, but cannot receive direct support.

Submission

Please limit proposals to five pages with 12-point font, single-spaced with one-inch margins (page limit does not include appendices A, B). **Deadline: June 28, 2019**

Questions should be directed to the Associate Director: Jay Staker jstaker@iastate.edu, 515-294-8417.

BUDGET TEMPLATE - NOTE: Please submit with proposal and include in progress and final reports, if funded.

Appendix A

PY30 (2019-2020) Request for Full Proposal from Outreach Affiliates for general public activities and informal education program

Affiliate and Applicant Names: _____

Project Title: _____

Authorized Organization Representative: _____

Name, Title, Signature, and Contact Information: _____

	NASA Funding	Match Cash	Match in-kind	TOTAL	Source Match Cash	Source Match in-kind	Notes
Personnel							
1. Salaries				\$0			
2. Fringe benefits				\$0			
SUBTOTAL	\$0	\$0	\$0	\$0			
Non-Personnel							
3. Equipment	Not allowed	Not allowed	Not allowed	\$0			
4. Supplies				\$0			
5. Travel				\$0			
6. Publications				\$0			
7. Contractual				\$0			
8. Other costs				\$0			
SUBTOTAL	\$0	\$0	\$0	\$0			
TOTAL	\$0	\$0	\$0	\$0			

NOTE: Grant funds (NASA or MATCH) cannot be used for equipment purchases, promotional items (e.g. T-shirts, etc.), foreign travel, or facility renovation or purchase. All individuals supported directly (through salary or wages) on these funds must be U.S. citizens.

BUDGET JUSTIFICATION:

Iowa Space Grant Consortium

Formal Proposal Addendum

Informal Education Activities for General Public Outreach

This illustration shows the required demographic data to be collected during projects, and submitted with progress and final reports.

Demographics for Reporting					
Number of Teachers:	Male not Underrepresented or disabled	Male Underrepresented	Female Not Underrepresented	Female Underrepresented	Unknown Race/Gender
Grades K-4					
Grades 5-8					
Grades 9-12					
Number of Students:	Male not Underrepresented or disabled	Male Underrepresented	Female Not Underrepresented	Female Underrepresented	Unknown Race/Gender
Grades K-4					
Grades 5-8					
Grades 9-12					
Number of:	Male not Underrepresented or disabled	Male Underrepresented	Female Not Underrepresented	Female Underrepresented	Unknown Race/Gender
Inservice Educators					
Preservice Educators					
Informal Educators/Museum Staff:					
Administrators					
Parents/Guardians					
Higher Education Students					
Higher Education Faculty					
Public At Large					
Indirect Participants/Other					

This file available in Excel format by contacting Carmen Fuchs <isgc@iastate.edu>, 515-294-3106.