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

Deadline: Submissions accepted on an ongoing basis through January 17, 2020

Student Experiential Opportunities Purpose:
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.

Eligibility:
- 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.

Teams or individual students may apply. The Iowa Space Grant Consortium (ISGC) encourages proposals involving females, members of underrepresented minorities, U.S. military veterans, and persons with disabilities.

Proposals will be accepted by invitation only. Prospective applicants will discuss their ideas with Associate Director Jay Staker (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 (four-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 and ISGC. All RFP areas must be included. Use checklist below.

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. While non-Federal match is encouraged, but not required, waived indirects are expected against NASA funds awarded, based on the university government approved rates. Space is provided on the budget form for calculation. Funds must be expended by May 31, 2020. The budget template shown on page two is available in Excel format from: https://www.iaspacegrant.org/funding/undergrads/, or by sending an e-mail request to: isgc@iastate.edu.

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.

Released June 28, 2019, Updated: Sept. 30, 2019
**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.

**Submission Checklist:**
1. Complete the proposal submission form, shown on page three. Signatures are required for ISU Department Chair and/or fiscal officer, or Drake, UI and UNI institutional contracts and grants, or sponsored programs office. Include any cost share provided on the form line provided.
2. Project description – header to include: project title; lead student name, phone and email; mentor name and email; submission date (Microsoft Word document)
3. Detailed budget table and justification should be included within the proposal description.
4. Use the Excel budget template provided – change red text in template, as appropriate. Add any cost share available in the Match column first three rows. DO NOT change template cell calculations on Total Direct Costs, Indirect Costs, or Total Budget rows. These amounts will self-calculate.

Questions may be directed to Jay Staker, Associate Director, jstaker@iastate.edu.

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

<table>
<thead>
<tr>
<th>University:</th>
<th>NASA</th>
<th>MATCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Lead:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Higher Education - Student Hands-On Program</th>
<th>ISGC Funds Request</th>
<th>Non-Federal (Cost Share)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name: (insert title here)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>ISGC Funds Request</th>
<th>Non-Federal (Cost Share)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials and Supplies</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Travel (Domestic)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Wages+Fringe (Undergraduates)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>INDIRECT COSTS (waived expected as match per RFP)</strong></td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>NASA Indirect Required (see rates below*)</td>
<td>53.0%</td>
<td>$0</td>
</tr>
<tr>
<td>Match Indirect Optional (see rates below*)</td>
<td>53.0%</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL BUDGET</strong></td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Notes:**
- Match = 1:1.25 (encouraged, not required for student hands-on projects, as cash or in-kind)
- Use university appropriate government approved indirect rate.
- (Drake = 36.7%, ISU = 53%, UI = 54.5%, UNI = 35.1%)
- Check all calculations for accuracy when adding rows.
- Include budget justification below, or include in proposal word document.

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

Please submit this proposal form (PDF) and any accompanying documents to: 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: $ ___________
(Wavied indirects expected against NASA funds awarded, based on university government approved rates.)
_Total Non-Federal Match (cash or in-kind) Optional: $ ___________
(Wavied indirects against Match funds optional, based on university government approved rates.)

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.

_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.

<table>
<thead>
<tr>
<th>I am a U.S. Citizen:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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.