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## **Informal Education and Outreach - Request for Proposals**

Released: June 1, 2020 – Deadline: July 1, 2020

### **Purpose**

The Iowa Space Grant Consortium (ISGC) seeks proposals for informal education projects from outreach affiliates that advance the NASA Human Exploration and Operations Mission Directorate (HEO) (<https://www.nasa.gov/directorates/heo/index.html>) and ISGC missions. 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 ISGC Education and Outreach objective for informal education activities as follows:

**ISGC Strategic Plan Objective 2.6:** Build strategic partnerships and linkages between STEM formal and informal education providers and, through hands-on, interactive educational and inspirational activities, engage students, educators, families, the general public and all agency stakeholders to increase Americans' science and technology literacy, reasons for exploration, and engagement in aeronautics, space, and science. Strategy: The ISGC will support informal education partners and their activities that are available to the general public. This aligns with the specifically focused goals of the NASA HEO Directorate of educating and engaging the public as outlined in this Objective 2.6. The director and associate director will work with outreach affiliates to develop project plans for the next year of the ISGC in this category and promote collaboration among said affiliates.

- ✓ **Supplemental Materials/Handouts:** Standards based education materials are 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."

**New in this RFP:** Proposals may include an intern from an affiliate. Budget amount for an intern may be up to \$5,000.

## **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 \$20,000, 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 all of the available funds, or that multiple 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 10 items:

1. **Supports education outcomes and programs of the ISGC and/or NASA:**
  - a) Promote STEM literacy and awareness of NASA HEO'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 HEO 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. Proposal has a clear plan and metrics for **evaluating the results** of the activity.
6. 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.
7. Discusses any specific efforts to reach a **diverse audience** and if so, which underserved groups are targeted.
8. **Cost per participant.** Larger audiences for lower per participant cost are generally more effective in this category. (Include detail in the budget template illustrated on page 4.)
9. **Provides matching support** in the form of non-federal cash or in-kind contributions (1:1.25 is required). Using the budget template on page 4, the proposal must include:
  - a) Amount of match
  - b) Type of match (cash or in-kind)
  - c) Source of match (must be non-federal)
10. **Gathers required reporting data.** A progress and final report are required which should include the Appendices A, B, see pages 4-5 below. If funded, Appendix C will also be submitted with final reports, per NASA's data requirements. See pages 6-8 below. The timing of the reports will be based on NASA's call for data from the ISGC and is currently pending.
  - 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 HEO alignment
4. Anticipated results including audience, demographics, educational outcomes and evaluation
5. Collaboration
6. Timeline: **Performance period ends June 21, 2021.**
7. Sustainability
8. Personnel
9. Budget including match and sources

**Unallowable expenses include:**

- Indirect charges
- 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)
- Non-U. S. citizens may participate, but cannot receive direct support or reimbursements.

**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, C). **Deadline: July 1, 2020.**

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

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

**PY31 (2020-2021) Proposal template for Informal Education Outreach**

**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
<b>Personnel</b>							
1. Salaries				\$0			
2. Fringe benefits				\$0			
SUBTOTAL	\$0	\$0	\$0	\$0			
<b>Non-Personnel</b>							
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			
<b>TOTAL</b>	\$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:**

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

**Iowa Space Grant Consortium**

Proposal Addendum - Informal Education Outreach

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

<b>Demographics for Reporting</b>					
<b>Number of Teachers:</b>	Male not Underrepresented or disabled	Male Underrepresented	Female Not Underrepresented	Female Underrepresented	Unknown Race/Gender
Grades K-4					
Grades 5-8					
Grades 9-12					
<b>Number of Students:</b>	Male not Underrepresented or disabled	Male Underrepresented	Female Not Underrepresented	Female Underrepresented	Unknown Race/Gender
Grades K-4					
Grades 5-8					
Grades 9-12					
<b>Number of:</b>	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.

# Informal Education Outreach – 2020-2021

**\*\*For reporting purposes only – for funded projects\*\***

**Project Activity Name:**

**DESCRIPTION: (limit: 4000 characters):** Please describe the Informal Education components of this project:

The project includes the following components [Mark all that apply]:  
Informal Education Projects must contain at least two of the three components

- Supplemental Materials/Handouts
- Staffing
- Standard-based and/or learning objective content

Enter the number for each type of activity supported by this project:

- Informal Educator Professional Development - Short Duration (< 2 days)
- Informal Educator Professional Development - Long Duration (>= 2 days)
- Exhibit Supported/Developed
- Student Hands-on Activity
- Public at large Activities Supported
- Other

Project Activity Date (Month/Date/Year: Start: August 1, 2019 End: June 21, 2020)

What was the duration of your project activity (please check only one):

- Short Event(≤ 2 days)
- Long Event (> 2 days)
- Multi-Month (semester/quarter)
- Year-long(12 months)

If the project activity was held in the US at a location other than a NASA center, please provide the city, state, & zip code of the location. (Add location lines, if needed.)

Activity Location City:

Activity Location State: Activity Location Zip Code:

If the project activity was held outside of the US please provide the country, city, and address

How many online STEM-based teaching tools were created and/or maintained as a result of this activity/project? Definition: An online STEM-based teaching tool is defined as a resource for K-12 and informal educators and higher education faculty that provides support to improve

educators' STEM knowledge and/or enhances student interest and proficiency in STEM

Does this activity provide opportunities for Informal Educators to participate in an existing NASA-sponsored project?

Yes  No  N/A

Does this activity provide opportunities for students to participate in an existing NASA-sponsored project?

Yes  No  N/A

Enter the total number of direct and indirect attendees reached via this activity. Direct participants are individuals that are direct beneficiaries of the activity(i.e. participants and or attendees that may have registered for the activity) indirect participants are individuals that indirectly benefit from the NASA activity and/or can only be estimated (i.e. students that participate in revised courses that were developed via activity funds).

<b>Participants</b>	<b>Direct Interaction</b>	<b>Indirect Interaction</b>
Elementary School Teachers		
Middle School Teachers		
High School Teachers		
Pre-Service Teachers		
Informal Educators		
Higher Education Faculty		
Elementary School Students		
Middle School Students		
High School Students		
Undergraduate		
Graduate		
Post Doctoral		
Administrators		
Parents/Guardians		
Public At Large		
Other		

Please enter the number of direct participants that are unique to your activity/project. The unique participant fields are fields that indicate the actual number of individuals served. If an individual has been counted before in another activity they should not be doubled counted here

<b>Participants</b>	<b>Unique Participants</b>
Elementary School Teachers	
Middle School Teachers	
High School Teachers	
Pre-Service Teachers	
Informal Educators	
Higher Education Faculty	
Elementary School Students	
Middle School Students	
High School Students	
Undergraduate	
Graduate	
Post-Doctoral	
Administrators	
Parents/Guardians	
Public At Large	
Other	

Direct Funded: Please enter the total number of direct student participants who received monetary support (regardless of the amount). This should be a subset of the total Direct Student Participants recorded in the table above. Direct funded student participants do not include recipients of reimbursements (i.e. travel, supplies, meals, etc.)

Please describe the involvement of higher education students and faculty in the conduct of this element of the overall project: (limit: 500 characters)