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E-mail: [isgc@iastate.edu](mailto:isgc@iastate.edu)  
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## **Student Experiential Opportunities (Hands-On) - Request for Proposals**

**Deadline:** Submissions accepted on an ongoing basis through **January 14, 2022**, or until funds are consumed.

### **Purpose:**

This Iowa Space Grant Consortium (ISGC) student-centered opportunity seeks proposals for experiences that promote skills for STEM careers. Proposals are for hands-on activities which align with the research priorities of the [NASA Mission Directorates](#). Funding is for undergraduate student-led team projects allowing for direct interaction and usage of technology, hardware, machinery, research, etc. Single student projects will not be accepted. This program will support regional and national competitions for rocketry, robotics and/or other undergraduate team activities. The intent of this program is to assist with expenses such as travel to competitions, supplies and materials for project builds, etc. It is not designed to pay student wages for project participation; therefore, wages are unallowable (see budget form for complete listing of unallowable expenses).

### **Eligibility:**

- The project's lead student must be enrolled as an undergraduate at ISGC affiliated higher education institutions: DMACC, Drake, Iowa, Iowa State, Loras College, or Northern Iowa with a GPA of 3.0 or higher.
- A faculty or staff mentor is required.
- These grants will be awarded on a first-come, first-serve basis, until funds are consumed.
- Subsequent year funding requires a new application and is contingent upon receipt of previous year's final report.

Project must align with one or more of the [NASA Mission Directorate](#) research priorities and/or challenges. Alignment with a directorate will be favored in the selection process. Projects will be evaluated based on the number of students involved/impacted, likelihood to increase the diversity of the STEM pool, and internal and external collaborations with NASA. The ISGC encourages proposals involving females, members of underrepresented minorities, persons with disabilities, and U.S. military veterans.

### **Proposal Elements:**

<b>Signature Form</b>	Example found on page four; download from: <a href="#">Signature Form</a> . (To be completed with signatures and dates, saved and included in PDF project submission.)
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<b>Proposal Body</b>	Please include a project summary, technical description of your research project, expected goals and outcomes, a budget justification*, <b>and the aligned NASA Mission Directorate with benefits that are related to the ISGC mission.</b> *Budget justification for amounts must directly align with numbers provided in budget template.
<b>Budget</b>	Total project budget request may not exceed \$5,000. While non-Federal match is encouraged, but not required, waived indirect is calculated against NASA funds, based on the university government approved rates (budget template will calculate this for you). Funds must be expended by May 31, 2022. The budget template below is available in Excel format from: <a href="#">ISGC Undergrads</a> .

**Submission:**

Proposals must be uploaded as a PDF file, with budget in Excel form to: [ISGC FY2021 SHO Proposals – \(https://app.smartsheet.com/b/form/66f56629a1a64873b176f8cb5f543275\)](#).

**Submission Checklist:** Please refer to this checklist prior to submission.

**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 upon award. Photos of students and project work will be required to highlight accomplishments. ISGC photo release forms will be required for individuals identifiable in photographs, videos, social media etc.

Please direct inquiries to [isgc@iastate.edu](mailto:isgc@iastate.edu).

**ISGC Student Experiential Opportunities (Hands-On) – Budget template:**  
 Excel format required for submission, please download the template here:  
[ISGC SHO Budget Template](#)

<b>University: (select from drop-down list)</b>				
Mentor: <i>(insert name here)</i> Student Lead: <i>(insert name here)</i>		NASA	MATCH	
Higher Education - Student Hands-On Program Project Name: <i>(insert title here)</i>		ISGC Funds Request	Non-Federal (Cost Share)	
Materials, Supplies and Services		\$0	\$0	
Travel (Domestic)		\$0	\$0	
Contracted Services		\$0	\$0	
<b>TOTAL DIRECT COSTS</b>		<b>\$0</b>	<b>\$0</b>	
<b>INDIRECT COSTS (Office Use Only)</b>			<b>#N/A</b>	Indirect Costs (overhead) will automatically calculate. Please do not change these cells; calculations are for ISGC office use only.
NASA Indirect	#N/A		#N/A	
Match Indirect	#N/A		#N/A	
<b>TOTAL BUDGET</b>		<b>\$0</b>	<b>#N/A</b>	
<b>Notes:</b>				
For matching funds: <b>Indirect Costs (IDC) or F&amp;A (Financial and Administration) costs can be used to meet the matching funds requirements.</b> They may not be billed as direct costs to this grant. It is recommended that waived IDCs are used to meet matching funds, otherwise your college or department will have to report voluntary cost-share. If match is also coming from another non-federal source, please describe the source of your matching funds. Examples of match can be mentor time/effort, facility use, donated supplies, or funding provided by your department/student organization.				
<b>Any additional in-kind or cost share match is encouraged, but not required.</b>				
<b>Include budget justification in detail tab, or as a separate word document.</b>				
<i>That which is not allowable from the NASA funding is also not allowable as Match and/or Cost Share.</i>				
<b>Unallowable expenses include:</b>				
<ul style="list-style-type: none"> <li>· Indirect charges on NASA funds (waived NASA indirect costs are 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, swag, 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> <li>· Undergraduate student wages and fringe</li> <li>· <b>At ISU - Student orgs: Expenses posted older than 90 days to original account</b></li> </ul>				

ISGC Student Experiential Opportunities (Hands-On) – Signature form, **example shown below.**

**Submit through:** <https://app.smartsheet.com/b/form/66f56629a1a64873b176f8cb5f543275>

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

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

University: \_\_\_\_\_

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

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

(Waived indirect expected against NASA funds awarded, based on university government approved rates.)

Total Non-Federal Match (cash or in-kind) Optional: \$ \_\_\_\_\_ (do not list waived indirect here)

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

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

**Date:** \_\_\_\_\_

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