CALL FOR EDUCATION ENHANCEMENT PROPOSALS

http://spacegrant.montana.edu

Competition for:

2019-2020 EDUCATION ENHANCEMENT FUNDING

Proposal submission deadline:
5:00 p.m., Friday, April 12th, 2019
Contact Information and Contents

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PROPOSAL SUBMISSION:

Proposals must be uploaded as a single PDF file. To upload, click on the submit button on the website http://spacegrant.montana.edu and follow instructions. Proposals are due:

Friday, April 12th, 2019 by 5:00 p.m. Mountain Time

CAMPUS CLEARANCE & CERTIFICATION:
All investigators are required to advise the appropriate administrator and/or department head on their campus of their plans to submit a proposal. Proposals submitted to Montana NASA Space Grant Consortium must include a campus proposal clearance form (or an equivalent) complete with signatures including budget approval and certification of non-federal cost share by the campus research or appropriate office. The form should be an electronic copy attached to the primary submission. See Budget Preparation Guide for details.

At least one Montana Space Grant Consortium Education Enhancement or Montana NASA EPSCoR Research Initiation award will be set aside for smaller Montana campuses. By smaller we mean any member campus other than MSU-Bozeman and UM-Missoula. The purpose of this reserve fund is to encourage proposals from institutions that might not normally feel competitive against the large research schools. Funding successful seed projects at smaller campuses is a goal of Space Grant and NASA EPSCoR.

MSGC also offers assistance to those who don’t have experience in proposal writing. Assistance includes refining proposal ideas, proposal preparation, and budget planning. We are here to help our community members succeed.

Due to stiff cost share requirements, all proposals must still include at least 1:1 non-federal cost share for requested NASA/MSGC funds. Questions on what can or cannot be counted as cost share? Contact the MSGC office for advice.

Overview

The goal of Montana Space Grant Consortium (MSGC) Education Enhancement grant opportunity is to support projects that significantly improve educational programs and resources in fields of science, technology, engineering and/or math (STEM) at the MSGC member institutions and/or for K-12 educators. **MSGC gives strong preference to projects that connect to specific NASA Center and/or NASA Mission Directorate priorities.** For Center and Mission Directorate priorities, refer to http://nasaepskor.montana.edu/interest.html and the MSGC office for guidance.
As a NASA higher education program, MSGC places higher priority on proposals that address university/college level education, including pre- and in-service education and training of K-12 educators. Proposals involving curriculum changes or additions should provide clear documentation of support for the proposed project change by appropriate administrators (department heads, deans, etc.). **Proposals for course development or modifications must be accompanied by an explanation of why funds are not available from other sources, such as the home institution.**

**Montana Space Grant Consortium goals:**
1) Develop and connect interdisciplinary aerospace education programs that will build and enhance opportunities for involvement in space-based science, technology, engineering and math (STEM) in Montana.
2) Strive to build a Montana aerospace workforce, integrating women, under-represented minorities and persons with disabilities.
3) Network Montana colleges, universities, aerospace industries, and government with national aerospace programs in government and industry, especially NASA centers and other Space Grant Consortia.
4) Expand and enhance aeronautics and NASA-related research activity in Montana colleges and universities.

### Important Details

**FUNDING AND FUNDING PERIOD**
Educational Enhancement grants are for up to $50,000 and for one year. Requested funds must be accompanied by 1:1 cost share. See Budget Preparation Guide for details. The start dates of the awards will be in June 2019. Due to MSGC parent grant timing no cost extensions will not be allowed in this round of funding.

**ELIGIBILITY**
Faculty or appropriate professionals at MSGC member campuses are eligible to apply. View the list of Consortium member campuses at: http://www.spacegrant.montana.edu/members.html.

Educational Enhancement proposals should clearly show how the proposed funding and program will substantially enhance space-related science, math, and engineering education in the state of Montana. Proposals in which it can be demonstrated that the new programs or enhancements created will be able to continue into the future without continuing Space Grant funding will be strongly favored.

**PREVIOUS GRANTEES**
Those who have held Montana Space Grant Consortium funding for Educational Enhancement activities in the past are eligible to apply for new or significantly expanded project funding. Proposals which seek to use continued funding to simply maintain programs created with Montana Space Grant Consortium funding in previous years are not encouraged.

**SELECTION PROCESS**
All proposals will be reviewed by the Montana Space Grant Consortium Proposal Evaluation Committee. This committee consists of respected scientists, engineers, and educators from around the state. The evaluation committee’s rankings are used together with MSGC’s overall budget constraints to determine which proposals may be funded.

**EVALUATION CRITERIA**
1) Student impact. Extent to which the proposed project enhances NASA-related education in Montana. Successful proposals can have a wide reach, a deep impact, or both.
2) Relevance. Level at which the proposed goals are NASA related and support the Montana Space Grant Consortium goals.
3) Broader impacts. Degree at which the project relates to bigger picture efforts in the region.
4) Sustainability. Probability the proposed activity will be sustained without further funding.
5) Evaluation and budget. Suitability of the evaluation plan and appropriateness of the budget.

**RESUBMISSIONS**
Any proposal that is a resubmission of a previously declined MSGC/MT NASA EPSCoR entry must include a separate page addressing the weaknesses stated in proposal’s review. *MSGC will only review reentries that address previous weaknesses.*
Submit electronically as a single PDF file via the uplink and instructions at http://spacegrant.montana.edu. All proposals must include a campus proposal clearance form complete with signatures including budget approval and certification of non-federal cost share by the campus research office. The form should be an electronic copy attached to the primary submission. Note: Failure to provide all information requested below may jeopardize the proposal’s review.

I. **TITLE PAGE**: proposal title, P.I. name, address, phone number, e-mail address, and total budget request (indicate both amount of NASA funding requested and amount offered as cost share).

II. **TABLE OF CONTENTS**

III. **ABSTRACT**: limit to 250 words

IV. **BODY** of proposal. 10 page maximum, double spacing, 12 point font, one inch margins:
   A. Introduction.
   B. Project description.
   C. Goals, objectives, and evaluation (metrics, milestones, timeline). Goals and objectives should specific, measurable and appropriate. Project goals and objectives must further one or more of the Montana Space Grant Consortium goals. Include information on how the project will be evaluated, including metrics and milestones/timeline.
   D. Description of long-term impact of the project, if funded. Will the project impacts extend beyond the funding period? Is the impact a mile wide and an inch deep, vice versa, or in between? Give quantitative details, estimating if necessary.
   E. Description of team member roles.
   F. If the proposed work is directed at pre-service or in-service educators, address how project efforts address the National Education Standards in Mathematics and/or Science.
   G. References (not included in page count).

V. **BIOGRAPHICAL INFO**: Include a two page CV for each investigator.

VI. **BUDGET**: See Budget Preparation Guide below.

VII. **JUSTIFICATION/EXPLANATION OF BUDGET**: Describe how the budget will support the proposed project; provide detail on salaries, benefits, supplies, travel expenses, user fees, indirect costs, etc.

VIII. **SUMMARY OF PROJECT PROGRESS** (prior grantees only): Describe in detail the progress made to date on the project. Describe impacts in terms of number of students involved, for what time period, evaluations of new classes offered, etc. Be quantitative whenever possible.
Budget Preparation Guide

Format: use the budget template available at:
http://spacegrant.montana.edu/documents/budget_template2018.xlsx

Budget requests are allowed up to $50,000 total, including appropriate F&A or indirect costs. Smaller budget requests increase fundability. Budgets, particularly form and amount of cost share funds (shown in the second column labeled “cost sharing”) must be approved and certified by signatures on a Proposal Clearance Form or an equivalent.

1. Salary breakdown must include amount of time each person being paid from the grant and/or time committed as cost share. The breakdown should be indicated in staff hours or by the percentage of the individual's total effort (FTE). Fringe benefits for salaries should be shown as individual line items.

2a. Cost share. All proposals should have a certified 1:1 non-federal cost share. Cost share may be in the form of cash match, faculty release time, waived equipment use fees, etc. Questions regarding the validity of a cost share fund source should be directed to the local office of sponsored programs and/or the MSGC office. Proposals submitted with less than the required amount cost share will be reviewed and considered for funding. If selected, however, the proposal can only be funded for an amount equal to the final cost share amount.

2b. MSU proposals: When considering possible sources of cost share funds for an MSU-Bozeman proposal, be aware that there will be no return of indirect costs on these grants to college, department, or PI. Do not contact the MSU VPRED office concerning possible cost share.

3. Show a complete breakdown of estimated travel costs, including airfare and per diem, registration fees and car rental costs.

4. No foreign travel or civil servant travel are allowed on any grant or cost share funds.

5. Consultant fees require a resume, work statement, and a breakout of hourly rate.

6. Permanent equipment may not be charged to or used as cost share on any grant. Generally, the definition of equipment is any component or set of components needed to work together that cost over $5,000.

7. Postage, general office supplies and peripheral purchases may not be charged to the grant. See OMB Circular A-21 for additional general grant restrictions and rules.

Please do not hesitate to contact the MSGC office with have budget questions. Submitted proposals often have errors in the budget, which lead to difficulties in review and evaluation. Let us help fix these before submission.