

## GRANT APPLICATION

### New Mexico Space Grant Consortium (NMSGC) Public Service Grant

The Public Service Grant focuses on programs which support literacy in science, engineering, technology, and mathematics for the citizens of New Mexico. The grant supports projects which publicize the vision, mission, and priorities of NASA and the NMSGC programs statewide. Programs can include astronomy clubs, STEM space related events for students, teachers, and members of the public. Museums and community organizations may apply. Program content can include demonstration and contests that promote the benefits of space related science, engineering, technology, and mathematics. We encourage collaborations with museums, malls, airports, schools, public and private groups, clubs, fairs, and any relevant statewide program which the partners agree to support. The grant is intended to supplement, not duplicate, already existing opportunities. As is true with all NMSGC programs, minority and women participation is strongly encouraged. Matching funds are required, these can be in-kind funds.

**Submit application to:** [kcoogler@nmsu.edu](mailto:kcoogler@nmsu.edu)

**Mail original application with signatures to:**

New Mexico Space Grant Consortium  
3050 Knox Street  
MSC SG, Box 30001  
Las Cruces, NM 88003-0001

Useful links:

[NASA Office of STEM Engagement and Mission Directorates](#)

[NASA STEM Engagement Goals & Objectives](#)

[New Mexico Space Grant Consortium Strategic Plan](#)

[NASA Strategy for STEM Engagement](#)

[America's Strategy for STEM Education](#)

## A. OBJECTIVES

The overall goal for this grant is to effectively utilize the resources available through NMSGC to support statewide efforts to publicize through demonstration, the benefits of space science, engineering, technology, and mathematics to all citizens of New Mexico. Our purpose in funding your application is grounded in supporting NASA STEM Engagement goals: “1. Create unique opportunities for students and the public to contribute to NASA’s work in exploration and discovery. 2. Build a diverse future STEM workforce by engaging students in authentic learning experiences with NASA people, content, and facilities. 3. Strengthen public understanding by enabling powerful connections to NASA’s mission and work.”

## B. ELIGIBILITY

Legitimate museums, malls, airports, public and private groups, schools, clubs, fairs and any relevant statewide program which the partners agree to support are eligible. Organizations must be located in New Mexico and have a legal governing board or advisory council. Students funded through this grant must be U. S. citizens.

## C. DURATION, AND AMOUNTS OF AWARDS

NMSGC is expected to make varying numbers of awards in the Public Service Grant. The duration of the projects is one year. A shorter duration, depending on the project, may be proposed. The Public Service Grant awards may range up to \$5,000. All deadlines must be met. No extensions or renewals will be considered if all proposed deadlines and timetables have not been met.

## D. ASSESSMENT OF APPLICATIONS

Sufficient information must be provided by the proposer to allow the reviewers to make an informed judgment. Applications will be evaluated using the following criteria:

Criteria	Percentage
1) The degree to which this application is relevant to the <a href="#">NASA STEM Engagement goals</a> , space related STEM fields, supports New Mexico’s citizens and addresses at least one of the three <a href="#">America’s Strategy for STEM Education goals</a> .	50%
3) Competency of the proposers to carry out the plan and achieve their goals.	15%
4) Probability for the project to lead to increased public awareness of the vision, mission, and priorities of NASA Mission Directorates and the NMSGC programs.	20%
5) Adequacy and appropriateness of the budget to carry out the project, including institutional contributions or other matching funds.	15%
Total	100%

## E. FINAL SELECTION

After the recommendations of the reviewers, the Director of New Mexico Space Grant Consortium will make the final decisions on funding applications.

## F. BUDGET

### 1) Allowable Expenses:

Supplies and materials: Include a description of how these funds will be used. If educational supplies or software will be purchased, list items, describe the need for the item and how it supports the grant goals.

### 2) Non-allowable expenses:

Purchase of equipment is not allowed.

Purchase of food is not allowed.

Indirect Costs (IDC) or F&A (Finance and Administration) are not allowed.

### 3) Cost Sharing:

**Institutions must provide 100% non-federal matching funds for this grant. Cost share can include donations, volunteer time, and use of facilities.**

**Preference will be given to projects that show high institutional support.**

## G. SPECIFIC APPLICATION REQUIREMENTS AND FORMAT

### 1) Cover Page - Please use the Cover Page Form in the Appendix

### 2) Table of Contents

### 3) Project Summary - Use Project Summary Form in the Appendix

The project summary (also called abstract) must be 250 words or less and the form provided in the Appendix must be used. It should concisely describe the proposed project, giving the objectives, key features, and proposed outcomes, and provide a timetable for project implementation. Summaries are to be written in general terms, understandable by a non-expert in the field.

Reviewers cannot be expert in all sub-fields. Avoid technical "jargon" as much as possible.

#### 4) Project Narrative

The project narrative can be up to five single-spaced or ten double-spaced pages. Typical subsections of the narrative should include, in the order listed, the following:

##### 4-a) Introduction

Describe the program.

##### 4-b) Objectives of the Project

Indicate how the proposed project addresses the objectives stated in the program. Among your objectives, NASA STEM Engagement goals and objectives must be considered and, at least, one of the goals in America's Strategy for STEM Education must be addressed. Links to these documents are provided in the assessment criteria above.

##### 4-c) Implementation Strategy and Timetable

Describe how the program will be implemented. Include a concise timeline, key steps and milestones toward project completion.

##### 4-d) Long Term Benefits

Describe the expected long-range benefits from the project to the publication of the vision, mission, and priorities of NASA and the NMSGC programs.

##### 4-e) Key Personnel

Identify the key personnel and succinctly describe their qualifications and experiences as they relate to the successful execution, continuation, and expansion of the project. Attach a one page Vitae for each Project Director (These vitae are not included in page totals listed above.)

Project staff should be aware the people with disabilities may want to participate in their programs. If that is the case, they should be willing to have the expertise and/or required assistive technology available to support their participation.

#### 5) Budget and Budget Explanations

Please provide the project budget on the Budget Form in the Appendix. No F & A, equipment, or food are allowed to be charged to NMSGC funds. (Unrecovered overhead may be included as an institutional contribution.) You will be required to document the institutional contributions in your financial reports. Budget explanations, provided on a separate page, should be succinct but provide sufficient information for a reviewer to judge the need for and importance of the items requested.

GRANT APPLICATION  
NEW MEXICO SPACE GRANT CONSORTIUM  
PUBLIC SERVICE GRANT

(Duplicate as needed)

Form 1: Cover Page

Form 2: Project Summary

Form 3: Budget

NEW MEXICO SPACE GRANT CONSORTIUM  
PUBLIC SERVICE GRANT  
COVER PAGE

1. Title of Proposed Project: \_\_\_\_\_

2. Project Director(s): (Name)

\_\_\_\_\_  
(Department) \_\_\_\_\_

3. All Other Project Personnel: (Name)

\_\_\_\_\_  
(Department) \_\_\_\_\_

4. Institution or Organization \_\_\_\_\_

5. Institution Address:

\_\_\_\_\_  
(Street Address/P.O. Box Number)

\_\_\_\_\_  
(City, State) (Zip Code)

6. Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

7. Total Funds Requested: \$ \_\_\_\_\_

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## *Certification of Compliance*

### **Certification of Compliance with Applicable Executive Orders and U.S. Code**

By submitting the application identified in the Cover Sheet/Application Summary either in response to a NASA Research Announcement or as an Unsolicited Application, the Authorizing Official of the proposing institution (or the individual proposer if there is no proposing institution) as identified below:

- Certifies that the statements made in this application are true and complete to the best of his/her knowledge;
- Agrees to accept the obligations to comply with NASA award terms and conditions if an award is made as a result of this application; and
- Confirms compliance with all provisions, rules and stipulations set forth by these Certifications namely, but not limited to:
  - i. Certifications, Disclosures, and Assurances Regarding Lobbying, Debarment & Suspension.
  - ii. Assurance of Compliance – China Funding Restriction
  - iii. Representation by prospective recipient that they are not the Association of Community Organizations for Reform Now (ACORN) or a subsidiary of ACORN
  - iv. Certification of Compliance with the NASA Regulations Pursuant to Nondiscrimination in Federally Assisted Programs

Willful provision of false information in this application and/or its supporting documents, or in reports required under an ensuing award, is a criminal offense (U.S. Code, Title 18, Section 1001).

8. Signature PI: \_\_\_\_\_

9. Signature of Dean: \_\_\_\_\_

10. Signature of Fiscal Agent/Research Center: \_\_\_\_\_

NEW MEXICO SPACE GRANT CONSORTIUM  
PUBLIC SERVICE GRANT  
PROJECT SUMMARY

NAME OF INSTITUTION OR ORGANIZATION (If applicable identify branch or campus)

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ADDRESS (INCLUDE DEPARTMENT)

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PROJECT DIRECTOR(S)

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TITLE OF PROJECT

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ABSTRACT (DO NOT EXCEED 250 WORDS)

NEW MEXICO SPACE GRANT CONSORTIUM (NMSGC)  
PUBLIC SERVICE GRANT  
BUDGET

Title of Proposed Project: \_\_\_\_\_

Project Director(s): \_\_\_\_\_

Institution(s): \_\_\_\_\_

PROPOSED BUDGET		
	NMSGC Funds	Institutional Contribution
A. Salaries:	XXXXXXXXXXXXXXXXXX	
B. Supportive Expenses:		
1. Travel	\$	\$
2. Supplies	\$	\$
3. Other Expenses (identify)		
A. _____	\$	\$
B. _____	\$	\$
4. Subtotal of Expenses	\$	\$
C. Matching Funds	XXXXXXXXXXXXXXXXXX	\$
D. Total Project Costs	\$	\$

**Note: No F&A, equipment, or food are allowed charged to NMSGC**  
Please attach budget explanations.

## **New Mexico Space Grant Consortium (NMSGC) Frequently Asked Questions**

### **Can non-US Citizens, students or faculty, receive funding under this award?**

No.

Note: Green card holders are not citizens. They are on the path to citizenship, but not there yet for the purposes of our program.

### **How do I find matching funds?**

Institutions must provide 100% non-federal matching funds for this program. All matching funds must run through a cost share account; your research office will do this automatically. Although the method of match is flexible, NASA encourages researchers to consider methods that add value to New Mexico's existing research capabilities.

In-kind cost share is allowed. In-kind cost share is non-cash cost share. There are several ways researchers can find in-kind cost share:

1. Since NASA does not allow F&A (Financial and Administration) to be applied to this work, all F&A which would normally be applied to an application is eligible to serve as cost share.
2. Faculty salary can be used as cost share, either release time during the academic year or summer salary can be used as an in-kind cost share. No cash will change hands.
3. Researchers needing help identifying sources of cost share are encouraged to contact the Space Grant at 575-646-6414 or your campus research office.

### **Where do I submit the application?**

Submit your application: Email to [kcoogler@nmsu.edu](mailto:kcoogler@nmsu.edu)

Mail original application with signatures to:

New Mexico Space Grant Consortium  
3050 Knox Street  
MSC SG, Box 30001  
Las Cruces, NM 88003-000

### **What is the link to the most current NASA Guidebook for Proposers?**

All proposers must follow the [NASA Guidebook for Proposers](#)