GRANT APPLICATION

New Mexico Space Grant Consortium (NMSGC)
Education Enhancement Grant

The Education Enhancement Grant is intended to support project-based course development, capstone courses, curriculum or course re-design. The grant can also be used to support student retention and achievement programs in science, engineering, and technology areas. Courses should be part of the regular academic program in higher education institutions. Funds may be used to support faculty or staff release time, or graduate and undergraduate student support. Course curriculum must be in the areas of space, aerospace, aeronautics, robotics, or any area of interest to NASA. Funds may not be used to support tuition. As is true with all NMSGC programs, the participation of minorities, women, and persons with disabilities is strongly encouraged. For an understanding of NASA priorities, it may be helpful to review the NASA Strategic Plan: https://www.nasa.gov/sites/default/files/atoms/files/nasa_2018_strategic_plan.pdf

Submit application to: nmsgc@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

More information about NASA Mission Directorates and the Office of STEM Engagement may be found at https://www.nasa.gov/stem/about.html

A. ELIGIBILITY

All faculty at universities, colleges, and community colleges who are members of the New Mexico Space Grant Consortium are eligible to apply. **Students who receive direct support from this program must be U.S. citizens.** The following list comprises all current NMSGC higher education member institutions:

- New Mexico State University
- New Mexico State University- Alamogordo
- New Mexico State University- Grants
- University of New Mexico
- New Mexico Institute of Mining and Technology
- Central New Mexico Community College
- Dona Ana Community College
- San Juan College
- Eastern New Mexico University
- Western New Mexico University
- New Mexico Highlands University
- Southwestern Indian Polytechnic Institute
- Santa Fe Community College
- Northern New Mexico
- Navajo Technical University

B. DURATION AND AMOUNTS OF AWARDS

NMSGC is expected to make varying numbers of awards for Education Enhancement Grants. Education Enhancement Grant awards will be made for up to $15,000. All deadlines must be met. No extensions or renewals will be considered if all proposed deadlines and timetables have not been reasonably met.

C. ASSESSMENT OF APPLICATIONS

Each application submitted under this Education Enhancement Program will be evaluated by experts in Space, Aerospace, Aeronautics, and Education fields. Sufficient information must be provided by the proposer to allow the reviewer to make an informed judgment. Failure to supply the appropriate information will lead to lower scores and non-funding of the project. Applications will be evaluated using the following criteria:

Criteria	Percentage
1) The degree to which this application is relevant to the engineering, science, or mathematics curriculum.	**15%**
2) Project Summary.	**25%**
3) The degree to which this application is relevant to NASA's Mission https://go.nasa.gov/33SXErP and addresses at least one goal in America's Strategy for STEM Education https://bit.ly/2s1TzEj (pp. v-vii, 4-6)	**25%**
4) Course description and Objectives.	**15%**
5) Potential of the project to increase retention and achievement, particularly for women and under-represented groups.	**10%**
6) Adequacy and appropriateness of the budget to carry out the project, including institutional contributions or other matching funds.	**10%**
Total	**100%**

D. FINAL SELECTION

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

E. BUDGET

1) Allowable Expenses:

Salaries: Faculty release time, support for full time undergraduate and graduate students and hourly wages for student employees. **All students who receive support for this program must be U.S. citizens.**

Travel: Must include name of person who is traveling, purpose for travel, destination, per diem, and how the travel supports your research goal. State and Federal government travel regulations apply to all travel. All travel supported by the project must be domestic.

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 program goals.

2) Non-allowable expenses:

Purchase of equipment is not allowed.
Purchase of food is not allowed.
Indirect Costs (IDC) for F&A are not allowed.

3) Cost Sharing:

Institutions must provide 100% non-federal matching funds for this program.
Preference will be given to projects that show high institutional support.

APPLICATION REQUIREMENTS AND FORMAT

1) Cover Page - Please use the Cover Page Form provided

2) Table of Contents

3) Project Summary - Use Project Summary Form provided

The project summary (also called 'abstract') must be 250 words or less. The summary should indicate the learning objectives of the class, the relationship to space science, engineering or technology programs that are of current interest to NASA. Our purpose in funding your application is grounded in supporting NASA STEM Engagement, to "enable unique opportunities for students to contribute to NASA's work, build a diverse future STEM workforce by engaging students in authentic learning experiences and strengthen public understanding by enabling powerful connections to NASA's mission and work" (https://www.nasa.gov/stem/about.html).

Your course should concisely describe the proposed learning objectives, key features, and proposed outcomes. Provide a timetable for project implementation.

The reviewers cannot be experts in all sub-fields. Avoid technical jargon as much as possible.

4) Course Description & Objectives.

The project summary (which includes the entirety of section 4) can be up to five singles-spaced or ten double-spaced pages. This section will include a timeline table for tasks and/or deliverables. Throughout the course description, please indicate how examples of NASA's engineering or scientific challenges are incorporated. Your course description should align with NASA's overall mission and goals
https://www.nasa.gov/sites/default/files/atoms/files/nasa_2018_strategic_plan.pdf
and address at least one goal in *America's Strategy for STEM Education*
https://www.whitehouse.gov/wp-content/uploads/2018/12/STEM-Education-Strategic-Plan-2018.pdf

In your course description, also indicate materials/textbooks/e-books required for students. Use the SMART (Specific, Measureable, Assignable, Realistic, and Time-Related) guide for creating the objectives of the course. In your course description, address the following sections:

4-a) Expected Learning Outcomes, Assessment Criteria, Teaching Delivery, Course Calendar

Use the prompt "Each student will be able to…" to help you state the course Expected Learning Outcomes. The Assessment Criteria should describe the manner in which students will be assessed and the impact of each assignment in the student's overall grade. The criteria should include the type of activities anticipated in the course (e.g., discussions, projects, participation, attendance, etc.). Teaching delivery addresses the question: How will the course be taught? (e.g., face to face,

online, blended delivery, laboratory, or any combination thereof). An approximate weekly Course Calendar will describe anticipated topics to be covered.

4-b) Course Benefits – please write brief answers to the following questions. This will be included in your page count.

Will the course count for credits awarded toward degree program/s? If yes, please include the course number. If it is an elective, explain departmental support for this course and sustainability beyond one semester.

What is the need for this course within your department and college? Describe the expected long-range benefits from the course to the engineering, science, or mathematics education at your institution, as well as to the student population & project personnel.

Answers can be short statements; please understand, we have an agency we report to and we will be required to submit your statements to NASA.

4-c) 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 Principal Investigator. (These vitae are not included in page totals listed above).

5) Budget and Budget Explanations
Please provide the project budget on the Budget Form provided. No Indirect Costs (or 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 yet still provide sufficient information for a reviewer to judge the need for and importance of the items requested. Budget is not included in page totals listed above.

GRANT APPLICATION
NEW MEXICO SPACE GRANT CONSORTIUM
EDUCATION ENHANCEMENT GRANT
FOR HIGHER EDUCATION INSTITUTIONS

(Duplicate as needed)

Form 1: Cover Page

Form 2: Project Summary

Form 3: Course Description & Objectives

Form 4: Budget

NEW MEXICO SPACE GRANT CONSORTIUM
EDUCATION ENHANCEMENT GRANT
HIGHER EDUCATION INSTITUTIONS
COVER PAGE

1. Title of Proposed Project: _____

2. Principal Investigator(s): (Name) (Highest Degree Earned)

_____

(Department) _____

3. All Other Investigators: (Name) (Highest Degree Earned)

_____

(Department) _____

4. Institution of Higher Education: _____

5. PI Address:

_____

(Street Address/P.O. Box Number)

_____

(City, State) (Zip Code)

6. Telephone: _____ Email: _____

7. Total Funds Requested: $_____

****

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. Name & Signature of PI: _____

9. Name & Signature of Dean: _____

10. Name & Signature of Fiscal Agent/Research Center: _____

NEW MEXICO SPACE GRANT CONSORTIUM
EDUCATION ENHANCEMENT GRANT
HIGHER EDUCATION INSTITUTIONS
PROJECT SUMMARY

NAME OF INSTITUTION (INCLUDE BRANCH/CAMPUS AND SCHOOL OR DIVISION)

ADDRESS (INCLUDE DEPARTMENT)

PRINCIPAL INVESTIGATOR(S)

TITLE OF PROJECT

ABSTRACT (DO NOT EXCEED 250 WORDS)

NEW MEXICO SPACE GRANT CONSORTIUM
EDUCATION ENHANCEMENT GRANT
HIGHER EDUCATION INSTITUTIONS
COURSE DESCRIPTION & OBJECTIVES

EXPECTED LEARNING OUTCOMES

ASSESSMENT CRITERIA

TEACHING DELIVERY

COURSE CALENDAR

COURSE BENEFITS

IMPLEMENTATION STRATEGY

KEY PERSONNEL

NEW MEXICO SPACE GRANT CONSORTIUM
EDUCATION ENHANCEMENT GRANT
HIGHER EDUCATION INSTITUTIONS
BUDGET

Title of Proposed Research: _____

Principal Investigator(s): _____

Institution(s): _____

PROPOSED BUDGET		
	NMSGC Funds	**Institutional Contribution**
A. Salaries:	XXXXXXXXXXXXXX	
1. Research	$	$
2. Clerical	$	$
3. Subtotal	$	$
4. Fringe Benefits (_____%)	$	$
5. Graduate Assistants	$	$
6. Undergraduate Students		
7. Student(s) hourly	$	$
8. Subtotal - Salaries	$	$
B. Supportive Expenses:		
1. Travel	$	$
2. Supplies	$	$
3. Other Expenses (identify)		
A. _____	$	$
B. _____	$	$
4. Subtotal of Expenses	$	$
C. Indirect Costs	XXXXXXXXXXXXXX	$
D. Total Project Costs	**$**	**$**

Note: No indirect costs, 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 nmsgc@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 at:
https://prod.nais.nasa.gov/pub/pub_library/srba/documents/2020_edition_Proposers_Guidebook.pdf